



STUDY SESSION

TUESDAY, JUNE 7, 2016

**LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. EXECUTIVE SESSION

6:15 PM

A. Current and Potential Litigation (RCW 42.30.110(1)(i))

2. CALL TO ORDER / ROLL CALL

7:00 PM

Mayor: Val Tollefson

Deputy Mayor: Sarah Blossom

Councilmembers: Kol Medina Michael Scott
Ron Peltier Roger Townsend
Wayne Roth

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

4. PUBLIC COMMENT ON AGENDA ITEMS

7:05 PM

5. CITY COUNCIL DISCUSSION

A. 7:15 PM Review Proposed Revisions to the Shoreline Master Program Aquaculture Regulations, AB 16-046 - Planning (Pg. 3)

B. 7:45 PM Biennial Budget: Initial Capital Improvement Plan Review, AB 16-082 - Public Works/Finance (Pg. 4)

C. 8:15 PM Biennial Budget: Community Services Funding, AB 16-083 - Executive (Pg. 17)

D. 8:45 PM Review and Affirm Cost Allocation Methodology, AB 16-084 - Finance (Pg. 21)

E. 9:15 PM Police Facility Next Steps, AB 14-008 - City Council (Pg. 80)

6. FOR THE GOOD OF THE ORDER

9:45 PM

7. ADJOURNMENT

9:50 PM

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:15 PM Review Proposed Revisions to the Shoreline Master Program Aquaculture Regulations, AB 16-046 - Planning (Pg. 3)	Date: 6/7/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-046
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

Discuss draft revisions to the Shoreline Master Program (SMP) aquaculture policies and regulations in advance of review of the proposed SMP limited amendment.

RECOMMENDED ACTION/MOTION

Discussion and provide feedback.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:45 PM Biennial Budget: Initial Capital Improvement Plan Review, AB 16-082 - Public Works/Finance (Pg. 4)	Date: 6/7/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-082
Proposed By: Public Works Director Loveless and Finance Director Schroer	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund:
Expenditure Req: N/A	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager: Yes	Legal: N/A Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Public Works staff to update City Council on the current draft Capital Improvement Plan (CIP) for the upcoming 2017-2018 Biennial Budget.

Background:

The current draft summary pages of the CIP are included in the City Council packet. This information will be refined throughout the summer months. It's anticipated that the CIP will be reviewed by the Planning Commission in July, and brought to Council for approval, in conjunction with the biennial budget, in the fall.

The purpose of this item is to provide Council with an indication of the project lists under development at this time, and to solicit feedback on the draft information.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
❑ Transportation CIP	Backup Material
❑ Non-Motorized CIP	Backup Material
❑ Facilities-Park CIP	Backup Material

- ▣ Fleet CIP
- ▣ Water CIP
- ▣ Sewer CIP
- ▣ Stormwater CIP

Backup Material
Backup Material
Backup Material
Backup Material

6/2/2016
12:00 PM

Amounts in thousands

City of Bainbridge Island
Transportation CIP (2017 - 2022)
2017 - 2018 Biennium Budget

6/2/2016
12:00 PM

Project	Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp Strts Component Wtr Component Swr Component SSWM Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2036

Non-Motorized Transportation CIP (2017 - 2022)

2017 - 2018 Biennium Budget

Project	Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Authorized in Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2036
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
SR305/Olympic Drive NM	Harbor Dr. to Winslow Way	x	x	644	Y	Y				948							
SR305/Olympic Drive NM Ph 2	Harbor Dr. to Winslow Way	x		685									211	702			
Sound to Olympic Trail Ph 2	Winslow W. to High School Rd.	x	x	1,254	Y					1,454							
Sound to Olympics Trail Ph 3	STO Trail to Ericksen Ave.	x		2,092	Y						638		2,418				
Sound to Olympics Trail Ph 4	Vineyard Ln to High School Rd	x	x	692	Y					816							
Wing Point Way Non Motorized	Ferncliff to Park	x	x	1,330	Y	Y	Y			1,543							
Right of Way Gaps Acquisition	Islandwide				Y					100							
Waterfront Trail Bridge Deck Repairs	Waterfront Park				Y										200	1,200	
Madison Avenue Sidewalk Impr.	Wyatt to High School	x		1,340	Y										266	1,410	
High School Road Safety Impr.	SR305 to Grow				Y									151			
Connecting Pathways					Y						25	25	25	25	25	25	
C40-Spot Projects					Y						50	50	50	50	50	50	
Top 5 Road Safety Projects by NMTAC:																	
C40 - Miller Bay Road	Tolo to Pederson Hill	x		751	Y					150	29	918					
C40 - Bucklin Ph 2	Blakely - Fletcher Bay	x			Y					31	16	252	287				
C40 - Eagle Harbor - Ph 1	Wyatt - Past Bucklin	x			Y		Y					50	20	7	364		
C40 - Eagle Harbor - Ph 2	Past Bucklin-McDonald	x			Y											700	
C40 - Fletcher Bay Road	New Brooklyn to HS Rd	x		389	Y							471					
TOTALS											758	1,766	3,011	935	905	3,385	TBD
Grant Totals											436	1,034	1,814	527	213	1,127	
City Project Funding											322	732	1,197	408	692	2,258	TBD
2% Contribution to Public Art Account											TBD	TBD	TBD	TBD	TBD	TBD	

Non-Motorized Transportation Projects - 20 Year CIP - Project Timing and Budget To Be Determined															
<u>Complete Streets, Greenway, and Sidewalk Projects:</u>								<u>Separated Trail and Connecting Pathway Projects:</u>							
Day Road Sidewalk, STO to Wilkes School								Cave Connecting Pathway, STO to Ferncliff							
Grow Avenue Greenway, Shepard to High School								Kalgreen Connecting Pathway, Rolling Bay to Wilkes School							
Grow Avenue Sidewalks, Winslow Way to Shepard								Knetchel Connecting Pathway, STO to Shepard Trail							
Madison Avenue Sidewalks , Parfit to Winslow Way								Lost Valley Trail, Finch to Fletcher Bay							
Madison Avenue Sidewalks , Winslow Way to Wyatt								Lynwood Center Trail, Lost Valley to Lynwood Ctr Rd.							
N. Madison Sidewalk, SR305 to Manitou								Lynwood Center Trail, Phase 2, Flecher Bay to Lynwood Center							
N. Madison Sidewalk, Wilkes School to Winther								Miller Connecting Pathway, Island Center to Koura							
Point White Sidewalk, Lynwood Center to Private Road								Pleasant Place Connecting Pathway, STO to Island School							
Sportsman Club Sidewalk, Sakai to SR305								Schools Trail, STO to New Brooklyn							
SR305 Sidewalk near Madison, Madison to bus stops								Shepard Way Trail and Greenway, Grow to Wyatt							
Winslow Crosswalk Safety Enhancements, Winslow Area								Shepard Way Trail, Phase 2, Wyatt to Finch							
Winslow Way Reconstr.- Phase 2, Madison to Grow								STO Expeditionary Trail, Koura to Lovgreen							
Wyatt NM, - Phase 2, Ericksen to Madison								STO Expeditionary Trail, Rotary Park to Agate Pass Br.							
Wyatt Sidewalk Extension, Past Lovell to Weaver								STO Expeditionary Trail, Wardwell to Koura							
								STO Phase 10, Lovgreen to Day							
								STO Phase 11, Day to Hidden Cove							
								STO Phase 12, Hidden Cove to Seabold							
<u>Core 40 Program, Shoulder Improvement Projects:</u>								STO Phase 13, Seabold to Bridge							
C40 - Blakely, Bucklin to Country Club								STO Phase 5, High School to New Madison							
C40 - Fletcher, Phase 2, High School to Lost Valley Trail								STO Phase 6, Madison to pst Sportsman							
C40 - Miller, Phase 2, New Brooklyn to Arrow Point								STO Phase 7, Bridge, Woodward Creek							
C40 - New Brooklyn, Sportsman to Miller								STO Phase 8, Meigs Farm, Sportsman Club to Koura							
C40 - Valley, N. Madison - Sunrise								STO Phase 9, Koura to Lovgreen							
N. Madison Gravel Shoulder Impr., Manitou to Winther								Wardwell Trail, New Brooklyn to Bucsit							
Valley Gravel Shoulder Impr., N. Madison - Sunrise								Winslow Way West Separated Trail, Waterfront Park to Shepard							

City of Bainbridge Island
Non-Motorized Transportation CIP (2017 - 2022)
2017 - 2018 Biennium Budget

6/2/2016

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**City of Bainbridge Island
Facilities CIP (2017- 2022)**

6/2/2016
12:00

Project	Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2034
FACILITIES PROJECTS - 6-YEAR CIP																	
Waterfront Park Phase 1 Impr.	Waterfront Park				Y												
Design/Permitting		x	x							84							
Construction		x	x	500						1,875							
City Dock Impr.	Waterfront Park				Y												
Design/Permitting		x	x							220							
Construction		x	x	1,100						1,847							
Public Safety Facility	Police Station/Court				Y												
Design										500							
Construction										TBD							
Downtown Parking Facility	Winslow				Y												
Design										TBD	TBD						
Construction										TBD	TBD						
Road End Improvements	Island Wide				Y					150							
HVAC System Equip. Upgrade	City Hall				Y					41	43	44					
Fueling System Design/Upgrade	Public Works Facility				Y							15	75				
FACILITIES PROJECTS - 20-YEAR CIP																	
City Farmland Infrastructure	Island Wide				Y												TBD
TOTALS										4,717	43	59	75	0	0	0	TBD
Grant Totals										1,600	0	0	0	0	0	0	
City Total										3,117	43	59	75	0	0	0	

City of Bainbridge Island
FLEET and EQUIPMENT CIP (2017 - 2022)

6/2/2016
12:00 PM

Project	Grant Eligible	Grant Awarded	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2017	2018	2019	2020	2021	2022	2023 - 2034
FLEET & EQUIPMENT - 6-YEAR CIP														
Police Vehicles (3)			180					180	189	198	204	219	230	
SUV			9	7	7	7	7	37						
Medium Duty Pickup Truck			19	18				37						
Light Duty Pick Up (2)			50	8	8	8	8	82						
Medium Duty Pickup Truck			11	11	11	11	11	55						
Small Sander Attachment				13				13						
Data Storage (SAN) System Replacement			15					15						
ISP/Internet Redundant Route			20					20						
Roadside Mower				158			39		197					
Medium Duty Pickup Truck (2)			11	46		39			96					
SUV			11	7	7	7	7		39					
Commercial Lawn Mower			15						15					
Broom Sweeper				80						80				
Heavy Duty Trailer				16						16				
Chipper				80						80				
Van					44		11			55				
PUP Trailer				29			29			58				
Dump Truck Cab/Chassis				116			116			232				
Light Duty Pick Up			10	9	9	9	9			46				
SUV			9		16		16			41				
Police Boat			69							69				
Heavy Duty Pickup			17	68							85			
Van					13	52					65			
SUV			11	8	8	8	8				43			
Medium Duty Pickup Truck					50	13					63			
Light Duty Pick Up				49							49			
Roller Compactor w Trailer				35							35			
Backhoe				160								160		
Medium Duty Pickup Truck (2)			22	86	20	20	20					168		
Police Motorcycles (2)			52									52		
Light Duty Pick Up (2)			64	11	11	11	11						108	
Road Grader				665									665	
Fork Lift			10	11	11	11	11						54	
Police Boat Trailer			20										20	
Data Storage (SAN) System Replacement			20										20	
TOTALS								439	536	875	544	599	1,097	

WATER UTILITY

Project Title	Fund	Location	Description of Work	Added for 2015-2020 CIP	Proposed Year	Comments	Comp. Plan Designation
6 Year CIP:							
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
2020 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction	Y	2020	Water System Rehabilitation	M
Wing Point Way	Water		TBD		2015	TBD	TBD
Taylor Avenue Well	Water		TBD		2016	Deferred; pending system plan	E/N
Sands Well #2 - Design	Water		New or retrofitted production well		2016	Deferred; pending system plan	E
Sands Well #2 - Construction	Water		New or retrofitted production well		2016	Deferred; pending system plan	E
High School Reservoir - Design	Water		Retrofit		2017	Deferred; pending system plan	E/N
High School Reservoir - Construct	Water		Retrofit		2018	Deferred; pending system plan	E/N
Fletcher Bay Well	Water		Redundancy well		2018	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
DRAFT Water CIP (2017- 2022)

6/2/2016
12:00 PM

Project	Location	Grant Eligible	Grant Awarded	Grant Funds General Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2034
WATER PROJECTS - 6-YEAR CIP												
Water Line Replacement	Olympic Drive				100							
Tank Storage Improvements	High School Reservoir						500					
Emergency Generator	Head of Bay					150						
Water Treatment Improvements	Winslow						500					
Rockaway Intertie	Rockaway					250						
High Zone Improvements	High School/New Brookly							950				
Chlorine Generator Upgrades	Various									250		
Meter Replacements	Various							150			150	
SCADA Upgrades	Various								250		250	
Fire Flow Improvements	Winslow							350				
Pipeline Improvements	Shephard Way							300				
WATER PROJECTS - 20-YEAR CIP												
Winslow Way Reconstr.-Ph 2	Madison to Grow											TBD
Well Development	Wyckoff Site											TBD
TOTALS					100	400	1,000	1,100	900	250	400	0

City of Bainbridge Island
DRAFT Sewer CIP (2017 - 2022)

6/2/2016
12:00 PM

Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds General Comp Strts Component	Wtr Component	Swr Component SSWM Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2034
SEWER PROJECTS - 6-YEAR CIP														
Rehabilitate Pump Station	Village							200	700					
Pump Station/Force Main Upgrade	NTW/New Brooklyn/Madison						700							
Pump Station/Force Main Upgrade	Lynwood Center						600							
Rehabilitate Pump Station	Wing Point								100	450				
Rehabilitate Pumps	Sunday Cove									150				
Replace Beach Sewer Force Main	Lower Lovell						200	950						TBD
Lift Station SCADA Upgrades	Various						250			250				TBD
Rehabilitate Pump Station	Old Treatment Plant									100	450			
Rehabilitate Pump Station	Lower Hawley											100	400	
SEWER PROJECTS - 20-YEAR CFP														
Winslow Way Reconstr. Ph 2	Madison to Grow				Y	Y	Y							TBD
Pump Station Upgrade - Various					Y	Y	Y							TBD
WWTP Upgrade - Various	Hawley													TBD
Extend Outfall	Wing Point													TBD
TOTALS							1,300	650	1,750	950	450	100	400	

City of Bainbridge Island
DRAFT Stormwater CIP (2017 - 2022)

6/2/2016
12:00 PM

Project	Grant Eligible	Grant Awarded	Grant Funds	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2036
STORMWATER PROJECTS - 6-YEAR CIP											
Rockaway Beach Rd. Outfall Replacement				200							
Ravine Creek Outfall Replacement					100						
Eagle Harbor Drive @ McDonald Creek Culvert					740		4,348				
Blakely Falls Creek Culvert (Halls Hill)								150			
Spingbrook Creek Restoration and Culvert Replace	x		450					600			
Yeomalt Area Drainage Improvements									510		
C40 Eagle Harbor Phase 1							60	25	8	440	
TOTALS					840	0	4,408	775	518	440	
Grant Totals					0	0	0	450	0	0	
City Funding					840	0	4,408	325	518	440	
STORMWATER PROJECTS - 20-YEAR CIP											
<i>Culvert and Outfall Projects:</i>											
Waterfront Park Outfall Reconstruction	x		128								160
Miller Rd @ Issei Creek Culvert Replacement											200
Yeomalt Outfall Improvements											150
Country Club Rd at Mac's Dam Creek Culvert Replace	x										250
Southbeach Drive Culvert & Outfall Impr.											80
<i>Deep Culvert Replacement Projects:</i>											
Eagle Harbor Drive @ Creosote Creek											5,693
Eagle Harbor Drive @ Whiskey Creek											5,557
Taylor Avenue @ Whiskey Creek											1,773
Foster Road @ Foster Creek											1,564
Baker Hill @ Lindquist Creek											1,113
Baker Road @ Crystal Spring Creek											2,809
N. Madison @ Murden Creek											2,508
New Brooklyn @ Woodward Creek											480
<i>Area Drainage Projects:</i>											
Blakey Avenue 3T's Drainage Improvements											325
Hansen Road Area Drainage Improvements											200
Park Avenue Area Drainage Improvements											100
Sunrise Drive Area Drainage Improvements											250
Manzanita Area Drainage Improvements											200
Battle Point Dr. and Skinner Rd Area Drainage Impr.											100
Venice Loop Area Drainage Improvements											100
<i>Puget Sound Partnership LIO Projects:</i>											
Salt Marsh and Creek Restoration	X										
WF Park Bulkhead Removal and Conveyance Retrofit	X										
Point Monroe Lagoon/Fay Bainbridge Outfall	X										
Blakely Hill Road Drainage and Outfall Imp.	X										
Yeomalt Madrona Retrofits and Outfall Imp.	X										
Madison South and Winslow Way East Retrofits	X										
Euclid Culvert Replacement	X										

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:15 PM Biennial Budget: Community Services Funding, AB 16-083 - Executive (Pg. 17)	Date: 6/7/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-083
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: General Fund
Expenditure Req: 2017 = \$510,000 2018 = \$520,000	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager: N/A	Legal: N/A Finance: N/A

DESCRIPTION/BACKGROUND

To assist in preparation of the preliminary budget, staff has prepared an initial version of the City's 2017-18 Community Services expenditures for review and discussion by the City Council. A draft of this budget section is provided for review, and the 2015 Community Services section of the budget is also provided for comparison.

Community Services expenditures include three categories of activity:

- Cultural
- Health, Housing & Human Services
- Community & Economic Development

Spending levels in this preliminary 2017-18 draft reflect the following approach:

- **Cultural**
 - Public Art projects: none identified for 2017-18
 - Public Art program management: none identified for 2017-18
 - Public Art conservation: amount same as 2016 budget
- **Health, Housing & Human Service**
 - Community Grants: amount same as 2016 budget
 - Grant Administration: amount consistent with cost for 2015 grant cycle
 - Housing Trust Fund: amount same as 2016 budget
 - IMHP Management: following discussions with HRB, this item has been removed as the sale of most City shares has eliminated the need for these services.
 - IMHP Rent Default: due to the reduction in the number of City shares, this item has been

removed.

- **Community & Economic Development**

- KEDA: amount same as 2016 budget
- Transfer to BIDA: same as actual 2016 expenditures
- Economic Development: same as 2016 budget

Previously, expenses related to public access broadcast (BKAT) and PEG operations were presented within Community Services. For 2017-18, these items will be included within the Information Technology section of the City budget.

RECOMMENDED ACTION/MOTION

Information/discussion.

ATTACHMENTS:

Description	Type
❏ DRAFT-Community Service Exp 2017-18	Backup Material

**CITY OF BAINBRIDGE ISLAND - 2017-2018 PRELIMINARY BUDGET
COMMUNITY SERVICES**

	2017	2018
EXECUTIVE DEPARTMENT		
Executive Department-Community Services-Tax Supported		
Cultural Element:		
Public Art Projects	-	-
Public Art Program Management	-	-
Public Art Conservation	10,000	10,000
Subtotal Cultural Element	<u>10,000</u>	<u>10,000</u>
Health Housing & Human Services:		
Community Grants	330,000	330,000
Grants Administration	10,000	20,000
Housing Trust Fund	100,000	100,000
Subtotal Health Housing & Human Services	<u>440,000</u>	<u>450,000</u>
Community & Economic Development:		
Kitsap Economic Development Alliance (KEDA)	10,000	10,000
Transfer to BIDA via Water	35,000	35,000
Economic Development	15,000	15,000
Subtotal Community & Economic Development	<u>60,000</u>	<u>60,000</u>
TOTAL COMMUNITY SERVICES	<u><u>510,000</u></u>	<u><u>520,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2015 ADOPTED BUDGET
COMMUNITY SERVICES**

	2014 ADOPTED	2015 ADOPTED
EXECUTIVE DEPARTMENT		
Executive Department-Community Services-Tax Supported		
Cultural Element:		
Public Art Program Management	-	24,000
Public Art Conservation	10,000	10,000
Subtotal Cultural Element	<u>10,000</u>	<u>34,000</u>
Health Housing & Human Services:		
Bainbridge Island Child Care Centers	28,405	29,257
Bainbridge Youth Services	37,333	38,453
Boys & Girls Club of Bainbridge Island	28,405	29,257
Elder & Adult Day Service	4,058	4,180
Helpline House	109,709	113,000
Hope House	4,870	5,016
Bainbridge Island Special Needs Foundation	8,116	8,360
Interfaith Volunteer Caregivers	12,985	13,374
Washington Smile Partners	4,058	4,180
YWCA Alive Program	22,995	23,685
Subtotal Health Housing & Human Services	<u>260,934</u>	<u>268,762</u>
Community & Economic Development:		
Kitsap Economic Development Alliance (KEDA)	5,000	7,500
Transfer to BIDA via Water	10,000	10,000
Economic Development	15,000	15,000
Subtotal Community & Economic Development	<u>30,000</u>	<u>32,500</u>
Affordable Housing:		
Housing Trust Fund	-	100,000
Housing Resource Board (HRB)-Independent Living/Homeshare	52,582	54,160
Housing Resource Board (HRB)-IMHP Management	15,000	15,000
Housing Resource Board (HRB)-IMHP Rent Default	10,000	10,000
Subtotal Housing Resource Board	<u>77,582</u>	<u>179,160</u>
Total Executive Community Services	<u><u>378,516</u></u>	<u><u>514,422</u></u>
GENERAL GOVERNMENT DEPARTMENT		
General Government Department Community Services-Tax Supported		
P.E.G. Operations	64,959	66,000
Public Access Television	51,250	52,000
Total General Government Community Services	<u><u>116,209</u></u>	<u><u>118,000</u></u>
TOTAL COMMUNITY SERVICES	<u><u>494,725</u></u>	<u><u>632,422</u></u>

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:45 PM Review and Affirm Cost Allocation Methodology, AB 16-084 - Finance (Pg. 21)	Date: 6/7/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 16-084
Proposed By: Ellen Schroer, Finance Director	Referrals(s):

BUDGET INFORMATION

Department: Finance	Fund: all	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Action Item:

Review and affirm the City's cost allocation methodology.

Background:

The City shares some costs across one or more of its operating funds because some costs provide benefit to more than one fund at the same time. This practice is called "cost allocation" and is used by many organizations, both public and private. Cost allocation is considered a best practice for municipal financial management, and is consistent with the City's financial policies. There are a range of possible approaches to cost allocation; each organization must choose a methodology that matches its preferences while also complying with applicable guidance from regulatory agencies.

The City of Bainbridge Island has developed a cost allocation methodology to distribute certain costs across its operating funds, including shared costs such as insurance and space rent, personnel, and certain capital projects. It is the City's practice to use numerical proxies whenever possible as a basis to distribute costs. Examples of numerical proxies used in the City's methodology include operating expense by fund, a count of Council agenda items, and the number of cash receipts processed.

The cost distribution calculated through the cost allocation methodology forms a basis for the City's budget, which is the reason for staff's presentation to Council tonight. In addition, the City's financial policies include a Council review and affirmation of the attached information as part of the biennial budget process. The attached Cost Allocation Manual is still in draft form, as staff works to develop the proposed budget for Council consideration this fall.

RECOMMENDED ACTION/MOTION

Information.

ATTACHMENTS:

Description	Type
□ Draft Cost Allocation Manual	Backup Material



Cost Allocation Manual

Goals, background, and methodology of the City of Bainbridge Island's Cost Allocation Plan.

Effective Date: 1/1/2017

City of Bainbridge Island Cost Allocation Manual

Prepared by COBI Senior Financial Analyst Kim Dunscombe

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Attachment A – Department Details

Attachment B – Allocation Factors

Definitions

As used in the City of Bainbridge Island Cost Allocation Manual–

1. "Accounting unit" refers to any segment of the coding used to track financial activity (fund, object, organization, department, etc.).
2. "Allocated Central Services" according to OMB Circular A-87 Revised means "central services that benefit operating agencies but are not billed to the agencies on a fee for service or similar basis. These costs are allocated to benefitted agencies on some reasonable basis. Examples of such services might include accounting, personnel administration, purchasing, etc."
3. "B&DS Fund" refers to the Building and Development Services Fund (MUNIS Fund number 407).
4. "Allocated Central Services" according to OMB Circular A-87 Revised means "central services that benefit operating agencies but are not billed to the agencies on a fee for service or similar basis. These costs are allocated to benefitted agencies on some reasonable basis. Examples of such services might include accounting, personnel administration, purchasing, etc."
5. "COBI" refers to the City of Bainbridge Island. In this document, the term "the City" is also used to refer to COBI.
6. The term "Direct costs" as used in this document is defined by OMB Circular A-87 as "those [costs] that can be identified specifically with a particular final cost objective." An example of a direct cost would be a professional service cost for design of a building.
7. "Enterprise Funds" are a type of Proprietary Fund, specifically used to report activities for which a fee is charged to external users for goods or services.
8. The term "GAAP Guide" refers to the 2009 edition of the *"Governmental GAAP Guide For State and Local Governments"* published by CCH of Chicago, IL.
9. "Governmental Funds" are non-proprietary funds.
10. The term "Indirect costs" as used in this document is defined by OMB Circular A-87 as costs "a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved."
11. "Proprietary Funds" are defined by the GAAP Guide as, "used to account for a state or local government's activities that may be performed by a commercial enterprise... Generally, the purpose of a proprietary fund is to provide a service or product to the public or other governmental entities at a reasonable cost." Proprietary Funds are either Enterprise Funds or Internal Service Funds (for services or activities provided to other funds or departments within the governmental agency). COBI's Proprietary Funds are all Enterprise Funds, and consist of the Water, Sewer, SSWM, and B&DS Funds.
12. Per the GAAP Guide, "Special Revenue Funds" refer to funds that account for proceeds of specific revenue sources that are legally restricted to expenditures of a specific purpose.
13. "SSWM" refers to Storm and Surface Water Management.

14. "Utility Funds" refers to the city-operated Water, Sewer, and SSWM services Funds (MUNIS Fund numbers 401, 402, and 403, respectively). The term "utilities" refers to the functions served by these funds.

Goal

The City of Bainbridge Island (hereinafter also referred to as "COBI" or "the City") has eight strategic goals, including one of "Improve efficiency, effectiveness, responsiveness, quality and productivity of government services."¹ In order to sufficiently measure and compare in line with this goal, it is necessary to ensure that all COBI functions share indirect costs on the basis of relative benefits received.

Additionally, the City's financial policies, as outlined on page 4 of the 2015-2016 Adopted Budget, include the concept of full cost recovery:

- The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the City Council has determined that provision of the specific service in question provides a general public benefit¹

In order to receive full cost recovery, the City must be able to measure the full cost of services provided, including indirect costs such as administration and other support services.

The cost recovery method described herein complies with applicable guidance from State and Federal agencies.

Background

Same City costs are appropriately shared by one or more City funds. Like all organizations, the City provides certain services that benefit the entire entity. Examples include, services received by the City as a whole, such as insurance, City office space, and overhead labor. These services are generally of a support nature and centralized within a single department such as Executive or Finance and Administrative Services. These indirect costs are then allocated out to the City's Funds using a variety of methods depending on the type of service provided. A basis is determined to distribute the costs founded on the relative benefit each fund receives from the function or service. The amount a fund is charged is not intended to represent a per unit cost of a transaction, such as processing a voucher for payment or processing a request for bid, but rather an appropriate allocation of all of the costs related to providing the support service.²

The first part of the analysis is to confirm that all Funds share in the indirect labor costs appropriately. This is completed in the COBI Methodology, Section One: Personnel section below. In the department classification analysis that follows, major tasks and functions of department staff are discussed. Then an allocation determination is made based on the cost drivers of those tasks.

¹ COBI 2015-2016 Final Budget, available online at www.ci.bainbridge-island.wa.us.

² The majority of this paragraph borrowed from City of Tacoma 2009-2010 Assessments Overview; statement is applicable to COBI.

Applicable Guidance

Governmental Accounting Standards Board (GASB)

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.³ While the GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is enforced through the Washington State Auditor's audit of COBI.

GASB has not issued any specific guidance describing the method of cost allocation to be applied by government agencies. The overarching principle applied by COBI is found in the GASB Summary of Concept Statement No. 1, "Financial reports are used primarily to compare actual financial results with the legally adopted budget; to assess financial condition and results of operations; to assist in determining compliance with finance-related laws, rules, and regulations; and to assist in evaluating efficiency and effectiveness."⁴

OMB Circular A-87

OMB Circular A-87⁵ establishes cost principles for State, Local, and Indian Tribal Governments for determining costs for Federal awards. Item 5 of the Circular states that, "The principles are for determining allowable costs only." In defining allowable costs, the Circular provides a definition of allocable costs at Attachment A, paragraph C.3.a, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received." This definition can reasonably be applied to both A-87 and non-A-87 allocation goals.

Washington State Auditor

The Washington State Auditor's office prescribes the accounting and reporting of local governments in the State of Washington under RCW 43.09.210.⁶ This RCW states in part, "All service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatever by an appropriation or fund made for the support of another." Therefore, a well-developed plan should include relevant, up-to-date information about overhead and how to distribute it. Also, the factors used should equitably allocate overhead.

In 2009 the State Auditor's Office audited COBI's cost allocation plan. The conclusion was COBI was following many of the cost allocation leading practices, but not all. The noted leading practices we needed to improve upon were as follows: "be up-to-date and detail the basis for overhead charges, and use allocation factors that equitably allocate overhead to each fund and department." The methodology set forth in this manual outlines how the City meets all leading practices.

³ "Facts about GASB", published by the Governmental Accounting Standards Board and available online at www.gasb.org/facts/facts_about_gasb_2009-2010.

⁴ "GASB Concepts Statement No. 1 Summary, published by Government Accounting Standards Board (GASB) and available online at www.gasb.org/st/concepts/gconsum1

⁵ Published by the Federal Office of Management and Budget and available online at www.whitehouse.gov; hereinafter also referred to as "the Circular" or "A-87".

⁶ "Budgeting, Accounting, and Reporting System (BARS)" Manual, published by the Washington State Auditor's office and available online at www.sao.wa.gov. "RCW" refers to the Revised Code of Washington.

COBI Methodology

Section One: Personnel

Classification of Departments

In classifying costs as allocable, COBI analyzed departments, and individual objects to determine whether the costs should be allocated, as well as the appropriate basis for allocation. COBI uses its cost allocation methodology for salaries and benefits only. Step one in building the plan was to analyze the organization by department, and determine whether or not costs were allocable. COBI departments are as follows: city council, municipal court, executive, finance, public safety, planning and development, and public works. Below is a brief narrative of the organization's initial department analysis, followed by an in-depth look at each department.

Attachment B of OMB Circular A-87 Revised provides principles to be applied in establishing whether or not certain costs are allowed for Federal reimbursement. It states general costs of government are not allowable. These general government costs include: city council, municipal court and police costs.⁷ Therefore, COBI charges all costs associated with those departments to the general fund.

Next, we identify our central service departments as executive and finance. Costs from central service departments are indirect costs, which are incurred for a common or joint purpose benefiting more than one task, activity or fund. Indirect costs are allocable with proper identification and documentation. Furthermore, as noted in RCW 43.09.210, allocations must be fair and equitable where one fund does not benefit from another.

In the final two departments, Planning and Community Development and Public Works, core work is centered around specific work tasks or programs. Employees in these departments have a combination of direct charged time, as well as an allocation for some hours.

Determination of Allocation Factors

Below is a brief description of each department that has any allocations, accompanied with a summary of allocation factors used for that department. Attachment A outlines the below information by department in greater detail as required by OMB Circular A-87 Attachment C.

Executive

Discussion:

The Executive Department provides "direction, coordination, and oversight"⁸ for the City as a whole, including Proprietary Fund activities. The Executive Department includes Executive Administrators, Legal, Human Resource and City Clerk positions.

Allocation Determination:

The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Executive Department are as follows: FTE by fund, council agenda items, operating expenses, number of contracts, public record requests, community support and litigation dollars by fund.

⁷ Published by the Federal Office of Management and Budget and available online at www.whitehouse.gov

⁸ COBI 2008 Final Budget, available online at www.ci.bainbridge-island.wa.us.

Finance and Administrative Services

Discussion:

The Finance department provides support to all City departments and all funds, including Proprietary Funds. In addition to financial reporting, budgeting, accounts payable, payroll, and IT functions, the Finance department manages all utility, LID billings and payments, as well as, GIS and mapping maintenance.

Allocation Determination:

The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Finance Department include, but are not limited to, the following: FTE by fund, council agenda items, operating expenses, public record requests, cash receipts, AP vouchers, LID and utility accounts, long-term debt by fund, map requests and special projects.

Planning and Community Development

Discussion:

The Planning & Community Development department works with land use and construction activities on the Island; administers building, shoreline, environmental, and subdivision regulations; reviews development proposals; performs code enforcement; administers land use applications; prepares and updates long-range plans. A significant portion of PCD effort is related to the B&DS Fund, and the Department is also involved in the development of utility projects.

Allocation Determination:

The allocation basis is determined by the tasks and duties for each specific position. The allocation basis used for the various positions in the Planning Department include, but are not limited to, the following: Land Use Code updates, code enforcement case load, NPDES permit requirements, building and planning permits, shoreline monitoring project, Comprehensive Plan updates, inspection and observance of on-site construction issues, and related ordinances.

Public Works

Discussion:

The Public Works Department is responsible for acquiring, constructing, operating and maintaining public infrastructure. This includes City-owned utilities. The Administrative division supports the Engineering and Operation and Maintenance (O&M) divisions by providing services such as; reporting, grant and contract management, and records management. The Engineering department is primarily responsible for the pre-design, design, and construction of all public improvements and implementation of the capital improvement plan (CIP) adopted by City Council. This includes Proprietary Fund CIP projects. The Engineering Division also directs the City's Water Resources planning and protection activities. The O&M Division operates and maintains the City's infrastructure, to include; streets, storm drain, water and sewer infrastructure facilities, vehicles, parks and open space.

Allocation Determination:

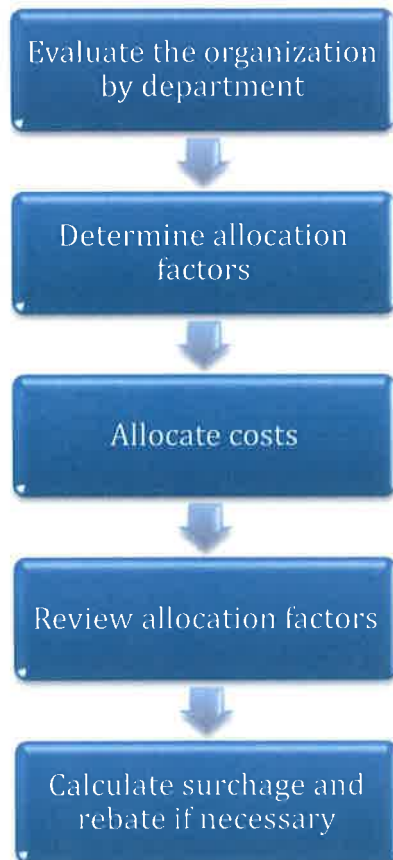
The Public Works O&M Division uses the work order system and therefore direct charges their hours. The Engineering Division direct charges the majority of their hours to corresponding operating or capital projects. However, tasks that are general in nature are allocated based on

work order or project history, and forward looking work plans. Public Works Administrative personnel are allocated based on the same work order or project history.

Allocating Costs / Surcharge and Rebate

Through-out the year, employees are either direct charging their time to specific projects, tasks or work orders, or their hours are allocated to a department/organization and fund based on that positions allocation factors. At the end of the year, an analysis is completed that compares all direct charged time to that of allocated time by position. If, for a particular position, the direct-charged time differs by more than 3% on a percentage basis by fund from the allocated time, a surcharge or rebate adjusts the totals.

Process Overview Summary



COBI's process to complete the cost allocation plan was:

1. Determine funds, departments and object codes that are allocable.
2. Discuss tasks/job duties with each staff member to determine approximately how much time is devoted to completing listed tasks.
3. Based from discussion and job description, determine logical allocation basis.
4. Calculate cost allocation for each position based on answers and data from above.
5. At the end of every year, run actual data for each allocation base.
6. Apply all rebate and surcharge costs accordingly

Section Two: Central costs

Insurance

OMB Circular A-87 identifies insurance as an allowable and allocable cost. Allocating insurance expense follows the rule of “beneficiary pays” as long as the allocated costs follow the cost drivers. In a leading practice study, presented by Washington State Auditor’s Office Performance Audit, Report No. 1006136, the following factors should be used to allocate insurance expense: number of staff (FTE), claims or loss history, square footage, property values insured, and risk factor.

- City of Bainbridge Island’s (COBI) insurance invoice is separated into five “Coverage/Program” areas; Auto Physical Damage, Boiler and Machinery, Crime/Fidelity, Liability, and Property.
- To allocate the costs under each “Coverage/Program,” COBI uses three cost drivers. They are as follows: asset value, FTE, and loss history.
 - Asset value – is used to distribute Auto Physical Damage, Boiler and Machinery, and Property Coverage/Program expenses. The asset value by fund is taken from the financial statements from the most current year-end close.
 - FTE – is used to distribute Crime/Fidelity and a portion of the Liability expenses.
 - Loss history – is used to allocate the other portion of Liability expenses. The data is a 5 year history report provided to the City from WCIA.

Interfund Rent

OMB Circular A-87 Attachment B Section 37 requires that “less-than-arms-length” rental transactions, such as those between divisions of a governmental unit, are allowable in the same amount as they would be “had title to the property vested in the governmental unit.” A-87 specifically states that depreciation is an allowable component of such cost, and it is commonly interpreted as additionally allowing for the interest component of debt service. COBI uses the following methodology to allocate Interfund Rent:

- For an individual facility (for example, City Hall), the total square footage is identified, and the square footage occupied by each department is identified.
- The square footage for each department is then allocated by FTE in a proportion equal to the ratio of each fund’s FTE as a share of that department’s total FTE.
- Total square footage by fund is summed across all departments in the facility and expressed as a share of the facility’s total square footage. This percentage is then applied to eligible interfund rent expenses
- COBI allocates three types of interfund rent expenses:
 - Interest expense of the bonds associated with the purchase and building of City Hall and the PW Yard.
 - Depreciation expense of assets purchased with General Fund monies used by all personnel, which therefore benefits all funds.

A land component is also allocated. The cost of the land is divided by 40, so as to match the 40-year depreciation schedule of the buildings.

Section Three: Roads and Stormwater Facilities Construction and Maintenance Costs

Maintenance

The City Council completed a review of the Storm and Surface Water Utility (SSWM) in 2015 and confirmed the policies for charging various operating costs related to the SSWM facilities, roads, and other City properties. These policies are:

- **Street Sweeping and Road Maintenance Spoils**

City charging practices for roads-related maintenance and spoils disposal has evolved and changed over the years. The following table shows the standing work order charging practice for Public Works O&M labor:

		Spoils Related Work Order Charges			
WO#	WO Type	WO Description	Split	Org	Org Description
14916	Standing	Spoils Hauling	100	73431835	SSWM Maintenance
14917	Standing	Street Sweeping	80/20	73637945	Allocation SSWM/Streets
14963	Standing	Ditching	100	73431835	SSWM Maintenance
14823	Standing	Shoulder Maintenance	100	73111427	Streets Roadside
14964	Standing	Bikelane Sweeping	100	73111423	Streets Roadway

The data in the table indicate that the SSWM utility pays for 100% of City labor for spoils hauling and ditching, as well as 80% for street sweeping. The General Fund pays for the labor for shoulder maintenance and bike lane sweeping, as well as 20% for street sweeping. The justification for the charging practice is that street sweeping aids in the maintenance of the stormwater collection system so can appropriately be charged to the SSWM utility.

Fleet Capital Purchases

Fleet equipment purchases for street sweepers will be allocated similarly to the labor costs, i.e., 80% to SSWM and 20% to General Fund (Roads).

Water Quality and Flow Monitoring Program

The Water Quality and Flow Monitoring Program (WQFMP) helps the City implement National Pollutant Discharge Elimination System (NPDES) permit monitoring requirements and directs and informs pollutant source identification efforts outlined in the Illicit Discharge Detection and Elimination (IDDE) program. The primary goal of the WQFMP is to develop and implement a long term comprehensive monitoring program that will identify water quality and water flow problems in freshwater and marine nearshore environments. The WQFMP also defines thresholds for initiation of management responses in support of the City's efforts to protect and restore beneficial uses associated with water quality on Bainbridge Island. The WQFMP costs are charged to the SSWM Utility.

Kitsap Conservation District Farm Assistance

The City currently has over 1400 acres of agricultural lands. Many of these farms are required to establish and implement farms plans in accordance with provisions in the City's Municipal Code. The City and the Kitsap Conservation District (KCD) share a common goal to promote Best Management Practices to protect water quality, provide education to landowners on agricultural impacts and support the use of Low Impact Development practices. Well-designed conservation

practices increase farm productivity while protecting water quality and reducing soil erosion. KCD has the expertise and experience to provide Farm Plans to meet the requirements of Bainbridge Island Municipal Code Section 18.09.030 and provide assistance on land management activities and their impacts on natural resources. In providing these services, KCD assists with compliance of the City's NDPES permit, including assistance with the IDDE Program and education/outreach.

The value of the annual contract with the KHD has been approximately \$40,000, and an annual analysis of program tasks by city staff has determined that approximately 50% of the activities under the program tasks support water quality benefits. Therefore, the SSWM utility will pay 50% of the KHD billing under this agreement, and the General Fund will pay 50%.

Roads and SSWM Capital Improvement Projects

City Ordinance 2012-06 exempted City-owned right-of-way from payment of SSWM fees. The justification for this charging methodology under Section 2.A. of the ordinance was that City streets were responsible for contributing at least \$27 million in stormwater infrastructure over and above what would be needed for just street runoff.

Consistent with this approach, new stormwater infrastructure required in the construction or improvements of City streets, or non-motorized facilities as part or separate from City streets, will be paid by the General Fund. This includes the construction of collection and piping systems that replace existing drainage ditch systems.

Costs for repair and replacement of existing stormwater systems that were constructed as part of the City streets, including culverts, will be paid by SSWM utility funds.

Attachment A

Executive Department

DESCRIPTION

The Executive Department establishes direction for the City organization as a whole and functions as a coordination and communication hub. The Executive Department seeks to implement the policy and operational decisions developed by City Council. It also works to help City departments continually improve the manner in which they do business with the public, expand the service delivery achieved by approved budgets, and produce positive results for key projects and initiatives. The Executive Department works to identify external trends that will impact City operations in the future, in order to anticipate potential impacts and develop proactive responses that will ensure long-term sustainability.

The department provides service in six main areas: city management, legal, city clerk, public records, human resources, and community engagement.

The City Manager balances policy directives and resources to protect and preserve the health, safety, welfare, and quality of life for the community. From managing the day-to-day operations of the City organization to providing leadership and guidance on organizational policy and direction, this office serves as the City's chief executive officer and official spokesperson.

The City Attorney provides legal advice to the City Manager, City Council, and City Departments. This office reviews ordinances, resolutions, contracts, and other legal documents for compliance with local, State and Federal law and to protect and advance the City's interests. The City Attorney also manages litigation and the retention of outside legal resources.

The Public Records function manages City responses to requests for public records, records retention and records management. This area also works to provide citywide guidance on policies and practices related to public records, and ensures compliance with State training requirements.

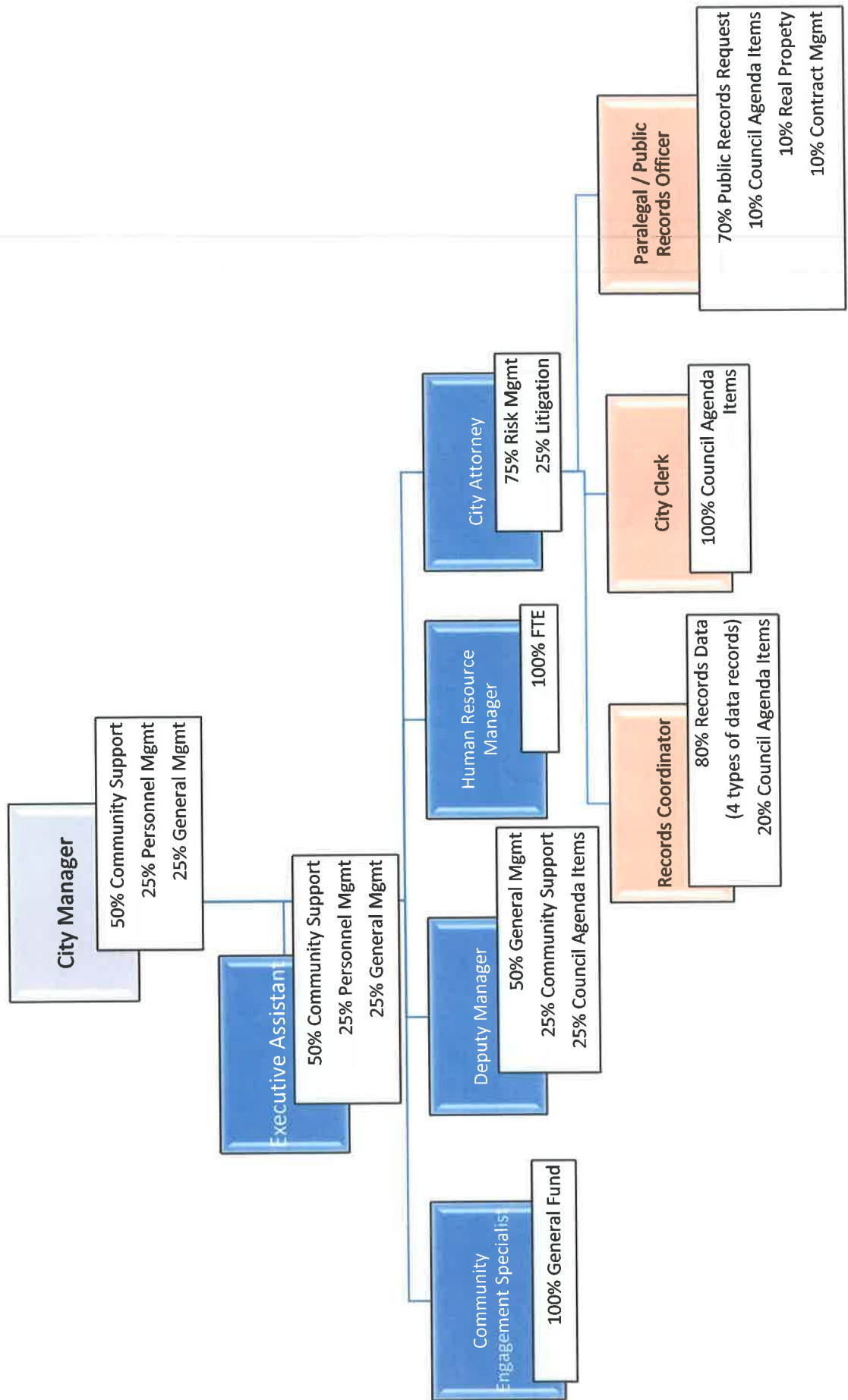
The City Clerk supports the City Council and administration. The City Clerk prepares and publishes a wide variety of official documents, including official legal notices for public hearings, City Council meetings, and advertisements for bids, City Council agenda materials and minutes, and updates to the Bainbridge Island Municipal Code.

The Human Resources function provides policy direction on human resource management issues and manages programs that attract, develop, retain and engage a skilled and diverse workforce. Human Resources supports the City Manager and department directors to minimize risk and maximize employee productivity in areas including recruiting, retention, performance management, compensation, benefits, labor relations and training and development.

Community Engagement manages the development, implementation and control of effective communication with citizens, staff and Council, with the goal of increasing the understanding of and support for city priorities, messages and programs. Working with the City Manager, department directors and staff, proactive outreach strategies for public participation processes are initiated, designed and implemented. This function is also responsible for support and engagement related to citizen advisory committees, volunteers and other community groups whose activities intersect with City functions.

SERVICES PROVIDED – FUNDS RECEIVING

- Assist City Council in the development of the City's strategic goals and implement work programs. All funds benefit.
- Manage the day-to-day operations of the City organization by directing and supervising all departments of the City. All funds benefit.
- Provide legal advice to the City Manager, City Council, City Departments, and various boards, committees and commissions through direct consultations and written legal opinions. All funds benefit.
- Manage litigation and supervise the preparation of ordinances, resolutions, contracts, and other legal documents ensuring compliance with local, State, and Federal law adequate for the protection of the City. All funds benefit.
- Oversee communication efforts citywide, to both internal and external audiences. Deliver content through a variety of channels, including social media. General public benefits.
- Support citizen volunteer efforts and actively seek opportunities to improve and expand citizen engagement with City activities. All funds benefit.
- Prepare City Council agenda packets and official City Council minutes. All funds benefit.
- Oversee the preparation, publication, codification, and filing of legal notices and ordinances in accordance with established procedures and legal requirements. All funds benefit.
- Support citizen committees and commissions, including annual appointments, public meeting notices, and publication of committee agendas and minutes. All funds benefit.
- Coordinate, monitor, and respond to public records requests pursuant to the Revised Code of Washington and City procedures, including review of records to determine responsiveness and need for redaction and privilege log. All funds benefit.
- Plan, organize, control, and manage the Human Resources operations and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development, and general management assistance. All funds benefit.
- Manage, inventory, store, and dispose of City records in conformity with State law. All funds benefit.



Finance and Administrative Services Department

DESCRIPTION

The Finance and Administrative Services Department provides financial services such as cashiering and utility billing to citizens as well as administrative and technology central support to the City's five operating departments. The department has three primary functions: Accounting, Budget, and Information Technology.

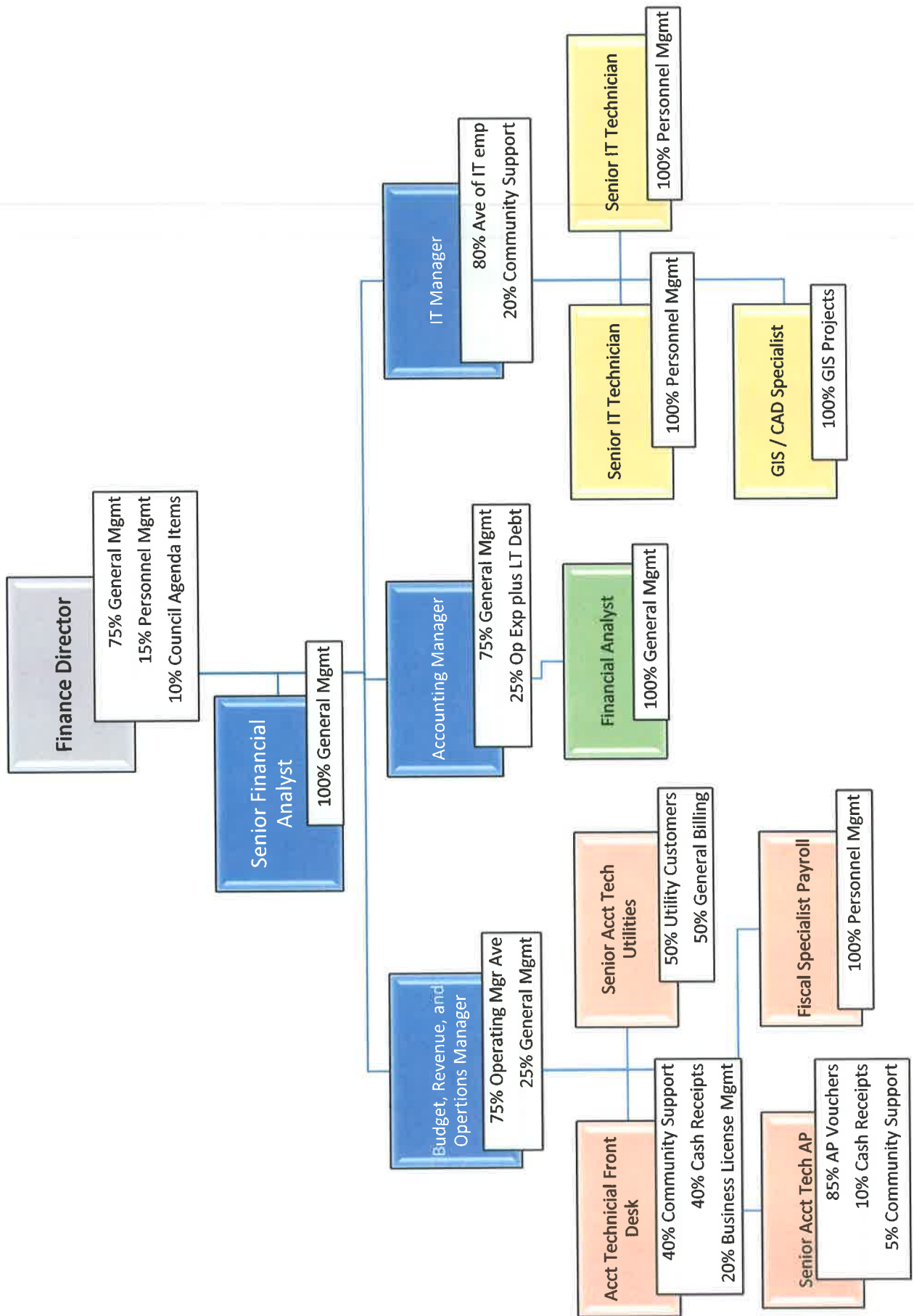
The Accounting group completes all required financial reporting and audit functions.

The Budget unit through utility billing and accounts receivable collects money on behalf of the City. This group also performs functions such as payroll and invoice processing and it includes forecasting revenue and plans for spending. The forecasting is done both for same-year analysis and with a two to six-year outlook. This group monitors financial performance throughout the year, and prepares adjustments as needed for Council consideration and approval.

The Information Technology (IT) unit provides technical support, systems administration, web, and GIS/mapping maintenance services. IT manages and procures computers, phone, and software management for all City departments, and sets the strategic direction for technology use in the City's programs and services.

SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES

- Maintains financial operations, policies, processes, and controls for the municipality. All funds benefit.
- Manages and maintains financial records in conformity with Generally Accepted Accounting Principles (GAAP) and in compliance with local, state, and federal laws. All funds benefit.
- Administers payroll, accounts payable, business licensing, utility billing, cashiering, general ledger maintenance, cash management, long-term debt, and all internal financial controls. All funds benefit.
- Prepares, monitors, and reports on City of Bainbridge Island budget. All funds benefit.
- Provides Information Technology backbone, systems administration, user support, and data security for the municipality. All funds benefit.
- Manages City mapping and Geographic Information Systems (GIS) data, creating maps and datasets to support City and community objectives. All funds benefit.



Planning and Community Development Department

DESCRIPTION

The Planning and Community Development Department implements the City's land use policies and regulations through planning and building permit review, ordinance development and code compliance. The department engages the public through a variety of avenues intended to keep citizens involved in development activities, regulatory changes and planning projects. Department staff also provides 32 hours per week of front counter customer service. Service areas include Current/Long Range Planning, Development Engineering, Building Services and Code Compliance.

Current/Long Range Planning staff reviews development proposals for conformance with applicable zoning, shoreline, critical areas and SEPA regulations. Planning staff is also responsible for processing zoning and development-related ordinances and maintaining and updating required plans such as the Comprehensive Plan, the Shoreline Management Program and the Critical Areas Ordinance.

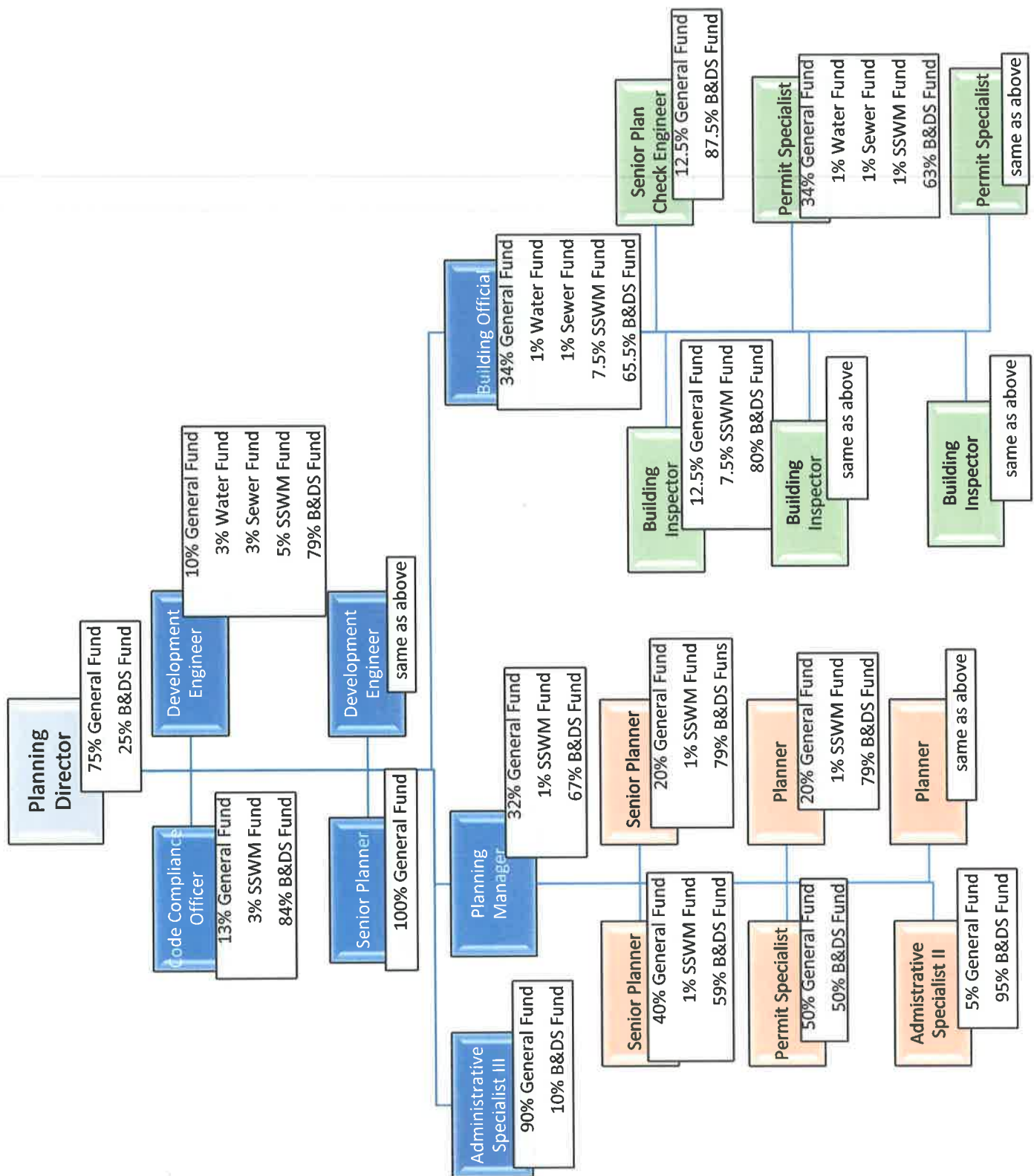
Development Engineering staff reviews applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. The staff also conducts site inspections for private development construction of public facilities.

Building Services staff administers the International Building Codes for residential, commercial and industrial structures through plan review, and permitting and inspection services in order to protect the health, safety and welfare of the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination.

Code Compliance staff investigates code violation complaints, with the goal of working with citizens to resolve code enforcement issues and bring properties into compliance, while increasing awareness of the City's regulations.

SERVICES PROVIDED – PLANNING AND COMMUNITY DEVELOPMENT

- Serve as a resource to the community for information on zoning, development regulations, building requirements, critical areas, and City permitting processes. All funds receive benefit.
- Review and process applications for land use development permits and conduct site inspections. All funds receive benefit.
- Review and process building permit applications and conduct building inspections. All funds receive benefit.
- Review and process Comprehensive Plan amendment requests and rezone requests. The general fund and Building and Development fund receive benefit.
- Develop and process ordinances amending the City's land use and zoning regulations. The general fund and Building and Development fund receive benefit.
- Provide staffing to the Planning Commission, Historic Preservation Commission, Design Review Board, and Environmental Technical Advisory Committee. All funds receive benefit.
- Coordinate with the County and its cities on regional planning activities. The general fund and Building and Development fund receive benefit.



Public Works

DESCRIPTION

The Public Works Department plans, designs, constructs, operates and maintains public improvements, facilities and equipment owned by the City of Bainbridge Island and the public. The Department is comprised of four divisions: Administration, Engineering, Water Resources, and Operations & Maintenance.

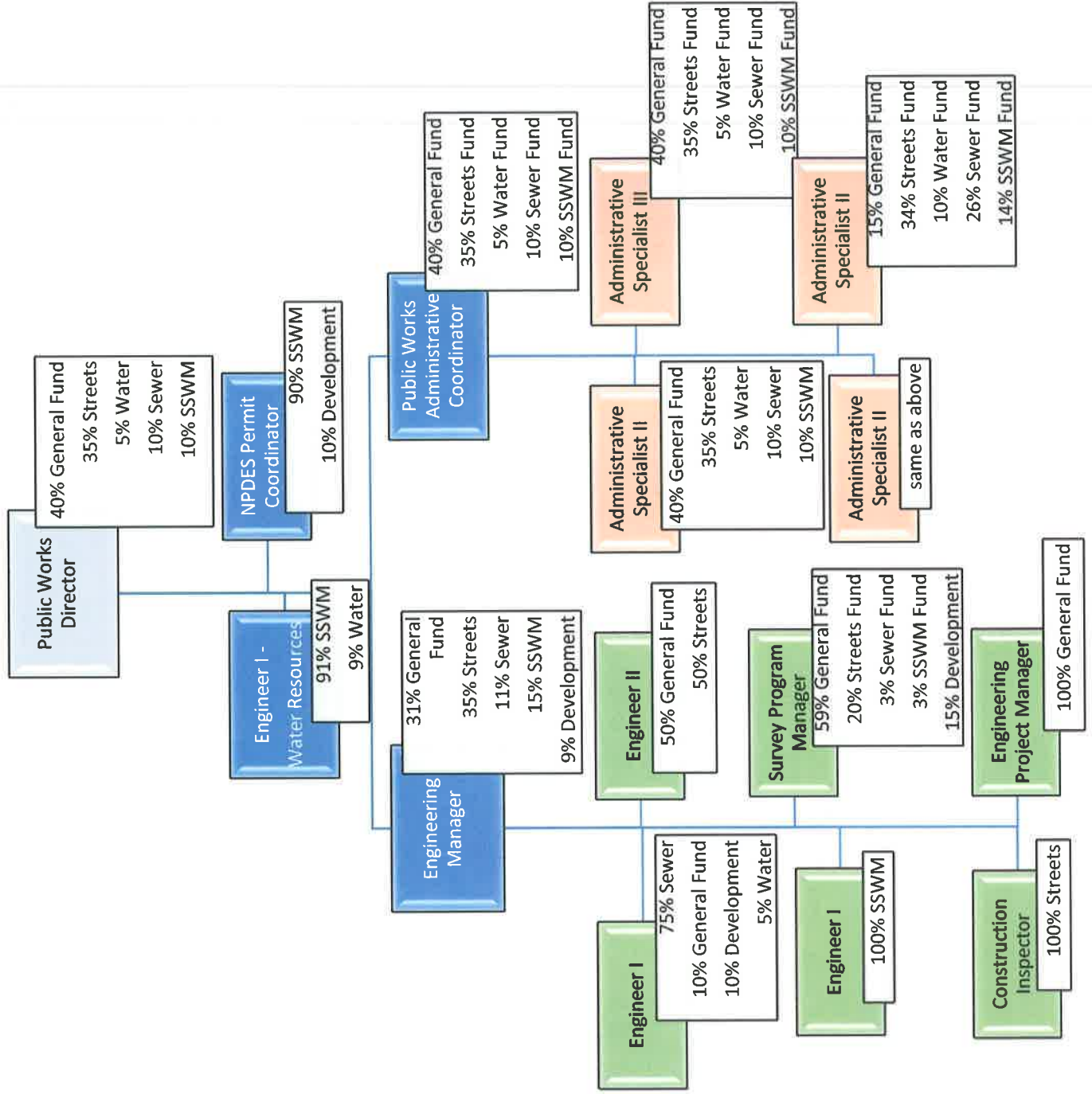
The Administration Division provides overall direction and management to the department, including contract and work order management. This group also provides a range of public services such as gathering information for public records requests, maintaining the department's website, and processing permits.

The Engineering Division oversees the pre-design, design and construction of all public improvements and implementation of the Capital Improvement Plan adopted by the City Council. This division also provides project management, professional services, survey and construction management. In addition, this division contains the Water Resources Group, which oversees planning, protection, and monitoring activities, including storm water education, maintenance, and regulatory compliance activities.

The Operations and Maintenance Division operates, repairs, and maintains the City's infrastructure, including streets, sidewalks, medians, green space, trails, buildings, water distribution system, wastewater collection and treatment, and storm drains. This group includes mechanics who maintain the City's vehicles and mechanical equipment.

SERVICES PROVIDED – PUBLIC WORKS

- Operates the water, sewer, and stormwater utilities. Utility funds receive benefit.
- Manages the City-owned right-of-ways including the street, sidewalk, and trail networks. Street fund receives benefit.
- Manages the City Capital Improvement Program from planning and programming through design and construction. All funds receive benefit.
- Maintains City-owned facilities including: City Hall, police station, parks, trails, and road ends. All funds receive benefit.
- Manages and maintains equipment and vehicle fleet. All funds receive benefit.
- Monitors the surface and groundwater resources of the island. Water and SSWM funds receive benefit.



Attachment B

City of Bainbridge Island, WA

Cost Allocation Plan

2013 - 2015 Council Agenda Items

Prepared by: Kim Dunscombe, Senior Financial Analyst

	2013 Distribution	2014 Distribution	2015 Distribution	3 YR Ave
001 - General Fund	67.40%	69.44%	77.07%	71.31%
101 - Streets Fund	15.19%	13.65%	3.87%	10.90%
401 - Water Fund	6.72%	1.98%	2.12%	3.61%
402 - Sewer Fund	3.41%	3.46%	3.77%	3.55%
403 - SSWM Fund	5.34%	6.13%	5.71%	5.73%
407 - B&DS Fund	1.93%	5.34%	7.46%	4.91%

City of Bainbridge Island, WA

Cost Allocation Plan

2013 - 2015 Operating Expenses

Prepared by: Kim Dunscombe, Senior Financial Analyst

Fund	2013	2014	2015	3 YR AVE	% of Total
General	9,841,788	10,457,107	11,427,362	10,575,419	52.61%
Streets	2,756,377	2,744,668	3,485,317	2,995,454	14.90%
Water	940,163	963,930	1,016,375	973,489	4.84%
Sewer	1,945,525	2,032,828	2,207,225	2,061,859	10.26%
SSWM	1,771,139	1,594,269	1,528,649	1,631,352	8.12%
B&DS	1,716,604	1,911,029	1,965,603	1,864,412	9.27%

City of Bainbridge Island, WA

Cost Allocation Plan

2013 - 2015 Operating Expenses plus Long-Term Debt

Prepared by: Kim Dunscombe, Senior Financial Analyst

Fund	2013	2014	2015	3 YR AVE	% of Total
General	10,705,906	11,132,114	12,048,395	11,295,472	53.69%
Streets	2,756,377	2,744,668	3,485,317	2,995,454	14.24%
Water	940,163	963,930	1,016,375	973,489	4.63%
Sewer	2,163,459	2,240,845	2,414,247	2,272,850	10.80%
SSWM	1,779,839	1,597,023	1,531,356	1,636,073	7.78%
B&DS	1,716,604	1,911,029	1,965,603	1,864,412	8.86%

City of Bainbridge Island, WA

Cost Allocation Plan

AP Voucher Count 2013 - 2015

Prepared By: Kim Dunscombe Senior Financial Analyst

Count of apih_voucher	Column Labels			
Row Labels	2013	2014	2015	Grand Total
001	3,940	4,401	4,575	12,916
101	801	722	827	2,350
104	32	33	29	94
108	23	24	16	63
201	4	4	4	12
203	2	2	4	8
301	65	98	100	263
302	1			1
401	753	888	921	2,562
402	812	915	867	2,594
403	410	382	367	1,159
407	356	353	262	971
901	75	67	117	259
171		1	2	3
Grand Total	7,274	7,890	8,091	23,255

	Total Vouchers	% of Total
General Fund	13,619	58.56%
Streets Fund	2,350	10.11%
Water Fund	2,562	11.02%
Sewer Fund	2,594	11.15%
SSWM Fund	1,159	4.98%
B&DS Fund	971	4.18%
	<u>23,255</u>	<u>100%</u>

City of Bainbridge Island, WA

Cost Allocation Plan

Litigation Expenses 2013 - 2015

Prepared By: Kim Dunscombe Senior Financial Analyst

Sum of Amount a_fund_seg1	j_transact_year 2,013	2,014	2,015	Grand Total
001	365,777	345,475	75,396	786,648
101	646	671		1,317
171		290	1,038	1,327
301			-	-
401	3,390	197	123	3,710
402	11,189	11,830	4,189	27,207
403	26,463	5,985		32,448
407	45,141	129,605	97,591	272,337
Grand Total	452,605	494,053	178,336	1,124,994

001 - General Fund	70%
401 - Water Fund	0%
402 - Sewer Fund	2%
403 - SSWM Fund	3%
407 - B&DS Funs	24%

2015 Public Records Request

Summarized by: Kim Dunscombe, Senior Financial Analyst

Public Records Request Example

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150363	Kanter, Jeff	Brown, Christine	12/28/2015	12/29/2015	12/29/2015	001	Island Power
150362	Keenan, Melanie	Brown, Christine	12/28/2015	12/30/2015	1/15/2016	401	Water report
150361	Haire, Lauren	Brown, Christine	12/22/2015	12/30/2015	12/30/2015	470	Permit File - Drawings
150360	Mauer, Travis	Brown, Christine	12/22/2015	12/31/2015	1/19/2016	470	Permit Files - Camelia Apts
150359	Mauer, Travis	Brown, Christine	12/22/2015	12/31/2015	1/14/2016	470	Permit Files - Camelia Apartments
150358	Mauer, Travis	Brown, Christine	12/22/2015	12/31/2015	1/19/2016	470	Permit Files - Hiidebrand Village
150357	Cox, Angela	Brown, Christine	12/22/2015	12/22/2015	12/30/2015	470	Permit Files
150356	Dashiell, Robert	Brown, Christine	12/22/2015	12/28/2015	12/30/2015	001	Wild Fish Conservancy Data
150355	Dashiell, Robert	Brown, Christine	12/18/2015	12/28/2015	1/5/2016	001	Eelgrass monitoring
150354	Dashiell, Robert	Brown, Christine	12/18/2015	12/28/2015	12/28/2015	401	Water Plan
150353	Kelly, Brian	Brown, Christine	12/15/2015	12/15/2015	12/15/2015	001	Contract
150352	Burger, Heather	Brown, Christine	12/15/2015	12/15/2015	12/15/2015	001	Suyematsu Purchase Agreement
150351	Kelly, Brian	Brown, Christine	12/14/2015	12/15/2015	12/15/2015	001	Suzuki Property
150350	Nelson, Kristi	Brown, Christine	12/11/2015	12/11/2015	12/11/2015	001	Environmental Testing
150349	Harvey, Amanda	Brown, Christine	12/11/2015	12/11/2015	12/11/2015	001	Contract
150348	Kelly, Brian	Brown, Christine	12/11/2015	12/15/2015	12/15/2015	001	City Manager's presentation
150347	Lane, Jerri	Brown, Christine	12/10/2015	12/11/2015	12/15/2015	001	Lodging Businesses
150346	Kennedy, Katherine	Brown, Christine	12/9/2015	12/16/2015	1/20/2016	001	LTAC
150345	Kelly, Brian	Brown, Christine	12/9/2015	12/16/2015	3/23/2016	402	Lynwood Center Sewer

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150344	Kelly, Brian	Brown, Christine	12/1/2015	12/1/2015	12/8/2015	001	LTAC
150343	Keenan, Melanie	Brown, Christine	12/4/2015	12/11/2015	12/31/2015	401	Well data
150341	Dashiell, Robert	Brown, Christine	12/7/2015	12/14/2015	12/14/2015	401,402,403	Utility funds
150340	Kelly, Brian	Brown, Christine	12/4/2015	12/7/2015	12/8/2015	001	Public Records Requests
150339	Grogan, Stuart	Brown, Christine	12/2/2015	12/4/2015	12/4/2015	001	Suzuki Property RFP
150338	Dashiell, Robert	Brown, Christine	12/3/2015	12/17/2015	12/17/2015	001	Eelgrass monitoring
150337	Dashiell, Robert	Brown, Christine	12/3/2015	12/17/2015	12/17/2015	001	Pritchard and Strawberry Park Monitoring
150336	Middleton, Mark	Brown, Christine	12/2/2015	12/2/2015	12/2/2015	470	PRE (Preapplication Conference)
150335	Keenan, Melanie	Brown, Christine	12/1/2015	12/2/2015	12/2/2015	401	Water study
150334	Dashiell, Robert	Brown, Christine	12/2/2015	12/8/2015	12/8/2015	001	Council Emails
150333	Dashiell, Robert	Brown, Christine	12/2/2015	12/2/2015	12/2/2015	001	Kitsap Conservation District
150332	deVries, Greg	Brown, Christine	11/25/2015	11/25/2015	12/1/2015	001	Aerial maps
150331	Kelly, Brian	Brown, Christine	12/1/2015	12/7/2015	12/8/2015	001	Council Emails
150330	Kelly, Brian	Brown, Christine	12/1/2015	12/4/2015	12/4/2015	001	Suzuki RFP
150329	Kelly, Brian	Brown, Christine	11/30/2015	11/30/2015	11/30/2015	001	Letter from Park District Board
150328	Dashiell, Robert	Brown, Christine	11/24/2015	12/3/2015		403	SSWM Charges
150327	Kelly, Brian	Brown, Christine	11/20/2015	11/20/2015	11/20/2015	001	City Council Presentation
150326	Dashiell, Robert	Brown, Christine	11/20/2015	12/1/2015	12/1/2015	401,402,403	Utility tax
150325	Asprey, Peggy	Brown, Christine	11/17/2015	11/19/2015		470	Permit files
150324	Kelly, Brian	Brown, Christine	11/18/2015	11/18/2015	11/18/2015	001	Council Presentation
150323	Kelly, Brian	Brown, Christine	11/18/2015	11/19/2015	11/19/2015	001	Survey
150322	Dashiell, Robert	Brown, Christine	11/16/2015	11/23/2015	11/23/2015	403	SSWM Charges

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150321	Peltier, Ron	Brown, Christine	11/16/2015	11/17/2015	11/18/2015	001	Police Facility
150320	Dashiell, Robert	Brown, Christine	11/6/2015	11/16/2015	11/16/2015	401,402	Telemetry expenditures
150318	Sanders, Paul	Brown, Christine	11/13/2015	11/13/2015	11/17/2015	001	Salaries
150317	deChadenedes, John	Brown, Christine	11/4/2015	11/12/2015	11/19/2015	001	Undergrounding study
150316	Seymour, Rachel	Brown, Christine	11/10/2015	11/12/2015	001	001	Branding
150315	Taylor, Bill	Brown, Christine	11/12/2015	11/12/2015	11/12/2015	470	Wetland Delineation Report
150314	Kelly, Brian	Brown, Christine	11/10/2015	11/13/2015	11/13/2015	001	Waterfront Park
150313	Dashiell, Robert	Brown, Christine	11/10/2015	11/18/2015	11/18/2015	401,402,403	Utility tax
150311	Dashiell, Robert	Brown, Christine	11/9/2015	11/17/2015	11/19/2015	403	SSWM Charges
150310	Gibbons, Rasham	Brown, Christine	11/9/2015	11/16/2015	11/16/2015	470	Residential housing developments
50309	Seymour, Rachel	Brown, Christine	11/9/2015	11/9/2015	11/9/2015	001	Branding
150307	West, Mark	Brown, Christine	11/9/2015	11/16/2015	11/17/2015	001	Police Facility
150306	Gilpin, Sharon	Brown, Christine	11/9/2015	11/16/2015	11/16/2015	001	Police Facility
150305	Whiteman, Allison	Brown, Christine	11/4/2015	11/10/2015		001	Asani
150304	Kelly, Brian	Brown, Christine	11/2/2015	11/3/2015	11/3/2015	001	Salary survey
150303	Kelly, Brian	Brown, Christine	11/2/2015	11/2/2015	11/2/2015	001	City manager's evaluation
150301	Kelly, Brian	Brown, Christine	11/2/2015	11/2/2015	11/2/2015	001	Police Facility
150300	Dow, Brent	Brown, Christine	10/30/2015	11/6/2015	11/6/2015	471	Code Enforcement
150299	Kelly, Brian	Brown, Christine	10/30/2015	11/2/2015	11/2/2015	470	RFP response
150298	Kelly, Brian	Brown, Christine	10/28/2015	10/28/2015	10/28/2015	001	Council presentation
150297	Dashiell, Robert	Brown, Christine	10/28/2015	11/2/2015	11/2/2015	001	City Council meeting minutes
150296	Dashiell, Robert	Brown, Christine	10/27/2015	11/3/2015	11/3/2015	403	SSWM Charges

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150294	Dashiell, Robert	Brown, Christine	10/26/2015	10/27/2015	10/27/2015	001	Construction Bid
150292	Moreland, Jim	Brown, Christine	10/15/2015	10/19/2015	10/23/2015	470	Permit File
150291	Hendrickson, Kim	Brown, Christine	10/21/2015	10/28/2015		001	Appraisal
150290	Nelson, Patty	Brown, Christine	10/20/2015	10/22/2015	10/22/2015	001	Construction bid
150289	Kelly, Brian	Brown, Christine	10/19/2015	10/26/2015	10/27/2015	001	Branding
150288	Whiteman, Alison	Brown, Christine	10/19/2015	10/26/2015	12/26/2015	470	Grow Community
150287	Kelly, Brian	Brown, Christine	10/16/2015	10/20/2015	10/20/2015	001	Waterfront Park
150286	Kelly, Brian	Brown, Christine	10/16/2015	10/23/2015		001	Police Facility
150285	Dashiell, Robert	Brown, Christine	10/15/2015	10/21/2015	10/21/2015	401	Groundwater reports
150284	Dashiell, Robert	Brown, Christine	10/15/2015	10/16/2015	10/16/2015	001	Police Facility
150283	Van Dyk, Chris	Brown, Christine	10/14/2015	10/20/2015	10/29/2015	001	Police Facility
150282	Neal, Lisa	Brown, Christine	10/14/2015	10/21/2015	12/18/2015	001	Police Facility
150281	Neal, Lisa	Brown, Christine	10/14/2015	10/21/2015	10/26/2015	001	Dog Incidents
150280	Dashiell, Robert	Brown, Christine	10/14/2015	10/20/2015	10/20/2015	401	Water Quality and Flow Monitoring
150279	Whiteman, Alison	Brown, Christine	10/13/2015	10/20/2015	11/17/2015	001	Municipal Court Judge Carruthers
150278	Thornburgh, Piper	Brown, Christine	10/13/2015	10/15/2015	10/27/2015	470	Permit file
150277	Kelly, Brian	Brown, Christine	10/12/2015	10/19/2015	10/21/2015	001	Police Incident Report
150276	Kelly, Brian	Brown, Christine	10/9/2015	10/12/2015	10/12/2015	470	Resignation letter
150275	Kelly, Brian	Brown, Christine	10/7/2015	10/8/2015	10/8/2015	401	Water Quality
150274	Kelly, Brian	Brown, Christine	10/7/2015	10/7/2015	10/7/2015	403	City Council presentation materials
150273	Zachary, Paul	Brown, Christine	9/29/2015	10/6/2015		001	Police Records
150272	Hendrickson, Kim	Brown, Christine	10/5/2015	10/6/2015	10/12/2015	001	Community Services Funding

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150271	Anderson, Cynthia	Brown, Christine	10/1/2015	10/8/2015	10/21/2015	001	Emails
150270	Keenan, Melanie	Brown, Christine	10/1/2015	10/8/2015	10/15/2015	470	Rolling Bay
150269	Anderson, Cynthia	Brown, Christine	10/1/2015	10/7/2015	10/7/2015	001	Emails
150268	Whiteman, Alison	Brown, Christine	9/30/2015	10/7/2015		470	Asahi
150267	Schmid, Charles	Brown, Christine	9/25/2015	10/2/2015	10/9/2015	001	List of Council members
150266	Dashiell, Robert	Brown, Christine	9/28/2015	10/5/2015	10/5/2015	001	Finance record
150265	Anderson, Cynthia	Brown, Christine	9/22/2015	9/29/2015	9/29/2015	001	Email
150264	Kelly, Brian	Brown, Christine	9/29/2015	9/29/2015	9/29/2015	470	Email
150263	Keenan, Melanie	Brown, Christine	9/28/2015	9/30/2015		470	Emails
150261	Lee, Sarah	Brown, Christine	9/24/2015	9/24/2015	10/6/2015	402	Sewer District No. 7
150260	Peltier, Ron	Brown, Christine	9/21/2015	9/23/2015	9/23/2015	001	Emails
150259	Kelly, Brian	Brown, Christine	9/18/2015	9/25/2015	10/9/2015	001	Police Court Facility
150258	Kelly, Brian	Brown, Christine	9/18/2015	9/18/2015	9/25/2015	001	Copy of Public Record Requests
150257	Smart, Procure	Brown, Christine	9/17/2015	9/22/2015	9/22/2015	001	Purchase Orders
150256	Shibayama, Dean	Brown, Christine	9/16/2015	9/22/2015	9/22/2015	001	Appraisal
150255	Dashiell, Robert	Brown, Christine	9/16/2015	9/23/2015	9/23/2015	401,402,403	Utility Costs
150254	Kelly, Brian	Brown, Christine	9/15/2015	9/16/2015	9/18/2015	001	Employee Policy
150253	Kelly, Brian	Brown, Christine	9/15/2015	9/16/2015	9/16/2015	001	Public Records Request
150252	Anderson, Cynthia	Brown, Christine	9/15/2015	9/22/2015	9/22/2015	001	Employee Information
150251	Dashiell, Robert	Brown, Christine	9/15/2015	9/18/2015	9/21/2015	001	Police Facility Study
150250	Dashiell, Robert	Brown, Christine	9/15/2015	9/18/2015	9/18/2015	401,402,403	UAC Agenda documents
150249	Seymour, Rachel	Brown, Christine	9/14/2015	9/21/2015		001	Damage Claim

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150248	Anderson, Cynthia	Brown, Christine	9/14/2015	9/18/2015	9/18/2015	001	Internal investigation policy
150247	Kelly, Brian	Brown, Christine	9/8/2015	9/8/2015	9/11/2015	001	Branding
150246	Lester, Debbi	Brown, Christine	9/11/2015	9/17/2015	9/17/2015	001	Public Safety Facility
150245	Little, Christa	Brown, Christine	9/10/2015	9/14/2015	9/28/2015	001	Sportsman Club
150244	Conte, Carla	Brown, Christine	9/8/2015	9/8/2015	9/8/2015	470	Permits files
150243	Vancil, Terry	Brown, Christine	9/4/2015	9/11/2015	9/23/2015	470	Permit files
150242	Lester, Debbi	Brown, Christine	9/3/2015	9/11/2015	9/23/2015	001	Transportation Impact Fees
150241	Kelly, Brian	Brown, Christine	9/2/2015	9/2/2015	9/2/2015	470	Council presentations
150240	Kelly, Brian	Brown, Christine	9/2/2015	9/2/2015	9/2/2015	470	Council presentation
150239	Lester, Debbi	Brown, Christine	9/1/2015	9/9/2015	9/9/2015	101	Island Wide Transportation Study
150238	Burke, Richard	Brown, Christine	9/1/2015	9/8/2015	9/8/2015	101	Parking Narrative
150237	Kelly, Brian	Brown, Christine	9/1/2015	9/1/2015	9/1/2015	470	Fire Fees
150236	Kelly, Brian	Brown, Christine	9/1/2015	9/3/2015	9/3/2015	001	Budget
150235	Kelly, Brian	Brown, Christine	9/1/2015	9/9/2015	9/9/2015	402	Eagle Harbor Sewer Line
150234	Davies, Douglas	Brown, Christine	8/31/2015	9/4/2015	9/15/2015	471	Geotech Report
150233	Kelly, Brian	Brown, Christine	8/31/2015	9/8/2015	9/8/2015	001	Pending claims
150232	Lester, Debbi	Brown, Christine	8/31/2015	9/4/2015	9/30/2015	101	Transportation Plan
150231	Anderson, Cynthia	Brown, Christine	8/28/2015	9/4/2015	9/4/2015	001	Internal Affairs Investigation
150230	Peltier, Ron	Brown, Christine	8/31/2015	9/1/2015	9/1/2015	101	Transportation Plan
150229	Lester, Debbi	Brown, Christine	8/31/2015	9/1/2015	9/10/2015	101	Transportation Study
150227	Martin, Sarah	Brown, Christine	8/28/2015	9/4/2015	9/4/2015	001	HPO
150226	Edmunds, Michael	Brown, Christine	8/21/2015	8/28/2015	8/28/2015	001	Fire Report

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150225	Kelly, Brian	Brown, Christine	8/21/2015	8/28/2015	8/28/2015	001	Branding
150224	McKay, Alexandra	Brown, Christine	8/26/2015	9/2/2015	9/17/2015	471	Lytle Road clearing
150223	Keenan, Melanie	Brown, Christine	8/26/2015	9/2/2015	9/2/2015	001	Comprehensive Plan
150222	Bowron, Avery	Brown, Christine	8/27/2015	8/28/2015	9/1/2015	001	Peter's Property Dam
150221	Dow, Brent	Brown, Christine	8/26/2015	9/2/2015		001	4157 Lytle Rd.
150220	Lester, Debbi	Brown, Christine	8/28/2015	8/31/2015	10/6/2015	470	Ericksen Avenue
150219	Seymour, Rachel	Brown, Christine	8/24/2015	8/31/2015	9/11/2015	001	Branding
150218	Vann, Debbie	Brown, Christine	8/20/2015	8/20/2015	8/31/2015	470	Planning fees for development
150217	Anderson, Cynthia	Brown, Christine	8/13/2015	8/20/2015	8/20/2015	001	Email
150216	Keenan, Melanie	Brown, Christine	8/19/2015	8/19/2015	8/27/2015	470	Rolling Sunrise
150215	Peltier, Ron	Brown, Christine	8/17/2015	8/17/2015	8/17/2015	401	Recording of meeting
150214	Dashiell, Robert	Brown, Christine	8/17/2015	8/20/2015	10/26/2015	403	IDDE
150213	Dashiell, Robert	Brown, Christine	8/14/2015	8/20/2015	9/2/2015	001	Waterfront Park Bridge
150212	Dammarell, Howard	Brown, Christine	8/14/2015	8/17/2015	8/31/2015	470	Permit records
150211	McDonald, Leann Ebe	Brown, Christine	8/13/2015	8/14/2015	8/14/2015	001	Public notice comment
150210	Peterson, Jeffrey	Brown, Christine	8/13/2015	8/13/2015	8/14/2015	470	Winslow Green permits
150209	Kelly, Brian	Brown, Christine	8/13/2015	8/17/2015	8/17/2015	001	Pritchard Park
150208	Dashiell, Robert	Brown, Christine	8/12/2015	8/19/2015	8/19/2015	403	Depreciation records
150207	Dashiell, Robert	Brown, Christine	8/12/2015	8/17/2015	8/17/2015	101	Street Sweeping
150206	Kelly, Brian	Brown, Christine	8/12/2015	8/12/2015	8/12/2015	001	Suzuki Petition
150205	Kelly, Brian	Brown, Christine	8/12/2015	8/12/2015	8/12/2015	001	Purchase & Sale Agreement
150204	Dashiell, Robert	Brown, Christine	8/11/2015	8/18/2015	8/18/2015	101	Street Sweeping

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150203	Kelly, Brian	Brown, Christine	8/10/2015	8/17/2015	8/19/2015	001	Branding
150202	Kelly, Brian	Brown, Christine	8/7/2015	8/7/2015	8/7/2015	001	Letter from city attorney
150201	Dashiell, Robert	Brown, Christine	8/6/2015	8/6/2015	8/6/2015	401	UAC recommendation
150200	Tews, Joanne	Brown, Christine	8/3/2015	8/10/2015	8/12/2015	001	Committee applications
150199	Dashiell, Robert	Brown, Christine	8/3/2015	8/6/2015	8/6/2015	403	Dripping Water Creek fish
150198	Dashiell, Robert	Brown, Christine	8/3/2015	8/5/2015	8/5/2015	401	IDDE Investigations
150197	Dashiell, Robert	Brown, Christine	8/3/2015	8/10/2015	8/11/2015	401,402,403	UAC emails
150196	Kelly, Brian	Brown, Christine	8/3/2015	8/5/2015	8/5/2015	001	BIPD policies
150195	Anonymous,	Brown, Christine	7/31/2015	8/7/2015	9/15/2015	001	Bainbridge Bakers
150194	Kelly, Brian	Brown, Christine	7/28/2015	7/28/2015	7/28/2015	001	Resolutions
150193	Griffin, Malcolm	Brown, Christine	7/28/2015	7/28/2015	7/28/2015	001	Ordinances
150192	Haugan, Richard (Dick)	Brown, Christine	7/28/2015	7/30/2015	7/30/2015	471	SMP expenses
150191	Peltier, Ron	Brown, Christine	7/27/2015	7/28/2015	7/28/2015	470	Minutes
150190	Kelly, Brian	Brown, Christine	7/27/2015	7/27/2015	7/27/2015	001	Invoice
150189	Oliver, Rex	Brown, Christine	7/24/2015	7/30/2015	7/30/2015	001	Business License
150188	Dashiell, Robert	Brown, Christine	7/23/2015	7/30/2015	8/4/2015	001	Fish map
150187	Murphy, Sky	Brown, Christine	7/22/2015	7/28/2015	8/4/2015	470	Construction drawings
150186	Stein, Tara	Brown, Christine	7/20/2015	7/20/2015	7/22/2015	001	Survey for 651 Eaglecliff Rd
150185	Anderson, Cynthia	Brown, Christine	7/9/2015	7/16/2015	7/16/2015	001	Privileged email
150184	Kelly, Brian	Brown, Christine	7/10/2015	7/17/2015	7/20/2015	001	Short-term Rentals
150183	Kelly, Brian	Brown, Christine	7/10/2015	7/17/2015	7/17/2015	001	City Branding
150182	Reynolds, Dennis	Brown, Christine	7/9/2015	7/9/2015	7/9/2015	470	City Council presentation

Request ID	Customer	Logged By	Date Received	Initial Response	Date Complete	Fund	Topic
150181	Kelly, Brian	Brown, Christine	7/7/2015	7/10/2015	7/14/2015	001	Pedestrian Bridge
150180	Mitchell, John	Brown, Christine	7/2/2015	7/7/2015	7/7/2015	471	Permit file
150179	Smith, Daniel	Brown, Christine	7/1/2015	7/1/2015	7/1/2015	470	Rate study
150178	Kelly, Brian	Brown, Christine	7/1/2015	7/2/2015	7/2/2015	001	Petition
150177	Dashiell, Robert	Brown, Christine	6/26/2015	7/6/2015	7/6/2015	001	Financial records
150176	Parker, Shelley	Brown, Christine	6/26/2015	7/2/2015	7/2/2015	001	List of employees
150175	Rovelstad, Charlotte	Brown, Christine	6/24/2015	7/1/2015	7/20/2015	001	Communications between BIPD and BISD
150174	Kelly, Brian	Brown, Christine	6/24/2015	6/24/2015	6/24/2015	001	Public comment
150173	Kelly, Brian	Brown, Christine	6/22/2015	6/23/2015	6/23/2015	001	List of current PRRs
150172	Sanders, Paul	Brown, Christine	6/23/2015	6/23/2015	6/23/2015	001	Branding
150171	Pells, Clinton	Brown, Christine	6/15/2015	6/22/2015	6/23/2015	001	Geographic data
150170	Kelly, Brian	Brown, Christine	6/17/2015	6/17/2015	5/17/2015	001	Council correspondence
150169	Kelly, Brian	Brown, Christine	6/17/2015	6/22/2015	6/26/2015	001	City Branding
150168	Malone, Barry	Brown, Christine	6/15/2015	6/19/2015	6/30/2015	001	City Branding
150167	Kelly, Brian	Brown, Christine	6/15/2015	6/15/2015	6/15/2015	001	Agenda materials
150165	Kelly, Brian	Brown, Christine	6/9/2015	6/10/2015	6/10/2015	471	SMP answers
150164	Titos, Colleen	Brown, Christine	6/9/2015	6/12/2015	6/12/2015	470	All records relating to 1912 NE Parkview Drive
150163	Reynolds, Dennis	Brown, Christine	6/5/2015	6/11/2015	6/24/2015	001	Communications with neighbor
150162	Kelly, Brian	Brown, Christine	6/8/2015	6/9/2015	6/9/2015	001	Appraisal
150161	Anderson, Cynthia	Brown, Christine	6/3/2015	6/8/2015	6/8/2015	001	Notes
150160	Gander, Malcolm	Brown, Christine	6/4/2015	6/11/2015	6/24/2015	401	Well data
150159	Self, Timothy	Brown, Christine	6/3/2015	6/10/2015	6/11/2015	001	List of licensed dog owners

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150158	Hall, Julie	Brown, Christine	6/3/2015	6/3/2015	6/3/2015	001	Retail Marijuana
150157	Kelly, Brian	Brown, Christine	6/3/2015	6/3/2015	6/3/2015	001	Peltier Public Record Requests
150156	Keenan, Melanie	Brown, Christine	6/3/2015	6/10/2015	6/10/2015	401	Aspect water report
150154	Tripp, Gary	Brown, Christine	6/2/2015	6/9/2015	6/9/2015	470	Permit files
150153	Tripp, Gary	Brown, Christine	6/2/2015	6/9/2015	6/9/2015	471	Code Enforcement
150152	Kelly, Brian	Brown, Christine	6/2/2015	6/10/2015	6/10/2015	470	SMP
150151	Depew, Chuck	Brown, Christine	6/1/2015	6/4/2015	6/4/2015	101	Street Use Permits
150150	Thornburgh, Piper	Brown, Christine	6/2/2015	6/8/2015	6/8/2015	001	Bulkhead permits
150149	Peltier, Ron	Brown, Christine	6/2/2015	6/8/2015	6/8/2015	001	Council guidelines
150148	Peltier, Ron	Brown, Christine	6/2/2015	6/2/2015	6/2/2015	470	Wenzlau submission
150147	Dashiell, Robert	Brown, Christine	6/2/2015	6/9/2015	6/30/2015	403	SSWM Charges
150146	Vann, Debbie	Brown, Christine	5/29/2015	6/2/2015	6/2/2015	001	Comprehensive Plan
150145	Elfendahl, Gerald	Brown, Christine	5/29/2015	6/4/2015	6/4/2015	001	Body camera policy
150144	Tubig, Chris	Brown, Christine	5/26/2015	6/2/2015	6/2/2015	001	Applicant materials
150143	Smart, Procure	Brown, Christine	5/26/2015	6/2/2015	6/12/2015	001	Purchase Orders
150142	Dashiell, Robert	Brown, Christine	5/26/2015	6/2/2015	6/2/2015	001	Interfund rent
150141	Dashiell, Robert	Brown, Christine	5/26/2015	6/2/2015	6/2/2015	001	Employee Information
150140	Dashiell, Robert	Brown, Christine	5/22/2015	6/1/2015	6/1/2015	401,402,403	UAC APPLICATIONS
150139	Dashiell, Robert	Brown, Christine	5/22/2015	5/28/2015	5/28/2015	401	Water Quality and Flow Monitoring
150138	Keenan, Melanie	Brown, Christine	5/22/2015	5/26/2015	5/26/2015	001	Comprehensive Plan
150137	Curtiss, Melody	Brown, Christine	5/21/2015	5/28/2015	7/16/2015	470	Rolling Bay property files
150135	Peltier, Ron	Brown, Christine	5/22/2015	5/22/2015	5/22/2015	001	Branding contract

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150134	Anderson, Cynthia	Brown, Christine	5/13/2015	5/20/2015	5/20/2015	001	Hellmuth video
150133	Kelly, Brian	Brown, Christine	5/20/2015	5/20/2015	5/20/2015	001	Police Facility Presentation
150132	Suraci, Mike	Brown, Christine	5/20/2015	5/26/2015	6/4/2015	001	Sidewalk permits and comments
150131	Koenig, Kim	Brown, Christine	5/19/2015	5/26/2015	6/18/2015	001	Guinoli and Berg separation
150130	Kelly, Brian	Brown, Christine	5/19/2015	5/22/2015	6/2/2015	001	PRR log
150129	Kelly, Brian	Brown, Christine	5/19/2015	5/20/2015	5/20/2015	001	List of commercial pre-application projects
150128	Koenig, Kim	Brown, Christine	5/11/2015	5/18/2015	5/27/2015	001	Hellmuth video
150127	Kelly, Brian	Brown, Christine	5/18/2015	5/22/2015	5/22/2015	001	Dashiell's Police Facility request
150126	Tripp, Gary	Brown, Christine	5/18/2015	5/26/2015	5/26/2015	001	Ray's Automotive GOD files
150125	Anderson, Cynthia	Brown, Christine	5/15/2015	5/22/2015	5/22/2015	001	Use of Force investigation
150124	Tripp, Gary	Brown, Christine	5/15/2015	5/21/2015	5/27/2015	001	Hellmuth Video
150123	Dashiell, Robert	Brown, Christine	5/15/2015	5/22/2015	5/22/2015	001	Public Safety Facility
150122	Dashiell, Robert	Brown, Christine	5/15/2015	5/18/2015	5/18/2015	401,402,403	UAC Meeting recording
150120	Tripp, Gary	Brown, Christine	5/14/2015	5/18/2015	5/18/2015	001	BIPD IA log
150119	Koenig, Kim	Jahraus, Kelly	5/13/2015	5/19/2015	6/10/2015	001	Use of Force review
150118	Gander, Malcolm	Jahraus, Kelly	5/12/2015	5/12/2015	5/12/2015	001	Aspect Consulting documents
150117	Dashiell, Robert	Jahraus, Kelly	5/12/2015	5/19/2015	5/20/2015	001	Invoices May 12
150116	Keenan, Melanie	Jahraus, Kelly	5/11/2015	5/18/2015	6/11/2015	401	Water rights/Vancil-Smith emails
150115	Keenan, Melanie	Jahraus, Kelly	5/11/2015	5/11/2015	5/11/2015	001	Comp Plan presentation May 7
150114	Anderson, Cynthia	Jahraus, Kelly	5/8/2015	5/14/2015	5/14/2015	001	Koenig/Hellmuth complaint
150113	Kelly, Brian	Jahraus, Kelly	5/8/2015	5/8/2015	5/15/2015	001	Teacher misconduct
150112	Dashiell, Robert	Jahraus, Kelly	5/4/2015	5/11/2015	5/14/2015	403	2014 NPDES-II Annual Report Submission Files

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150111	Dashiell, Robert Bainbridge Island	Jahraus, Kelly	5/4/2015	5/11/2015	5/11/2015	403	Stormwater Management Program Costs
150110	Downtown Association,	Jahraus, Kelly	4/28/2015	4/28/2015	4/28/2015	001	Business Licenses March-April 10191 Beachcrest Dr NE Open Violations
150108	Tinnette, Denise	Jahraus, Kelly	4/27/2015	5/4/2015	5/4/2015	001	Invoices/engagement letter
150107	Kelly, Brian	Jahraus, Kelly	4/27/2015	5/4/2015	5/4/2015	001	10915 South Beach
150106	Wysong, Jeff	Jahraus, Kelly	4/27/2015	4/30/2015	6/24/2015	471	Wyatt Hill Decision
150105	Thornburgh, Piper	Jahraus, Kelly	4/23/2015	4/27/2015	4/27/2015	470	6942 NE Baker Hill Road
150104	Hobbs, Jim & Susan	Jahraus, Kelly	4/22/2015	4/28/2015	4/28/2015	001	TBD Expenditures 2014
150103	Dashiell, Robert	Jahraus, Kelly	4/22/2015	5/8/2015	5/15/2015	001	2014 Citizens Survey
150102	Peltier, Ron	Jahraus, Kelly	4/22/2015	4/22/2015	4/22/2015	001	Shoreline Master Program
150101	Williams, Trevor	Jahraus, Kelly	4/7/2015	4/14/2015	4/14/2015	001	Cedar Street Road Vacation
150099	Kelly, Brian	Jahraus, Kelly	4/21/2015	4/21/2015	4/21/2015	001	Chris Jensen letter from CSC Kitsap Conservation District cost allocation
150098	Dashiell, Robert	Jahraus, Kelly	4/21/2015	5/14/2015	5/14/2015	001	SSWM Fees for new development
150097	Dashiell, Robert	Jahraus, Kelly	4/21/2015	4/27/2015	4/27/2015	403	Stormwater System Map
150096	Thornburgh, Piper	Jahraus, Kelly	4/21/2015	5/8/2015	5/8/2015	403	Repealed municipal code Health care costs for COBI IAAMW employees
150095	Sanders, Carmela	Jahraus, Kelly	4/17/2015	5/1/2015	5/1/2015	001	1084 Manitou Park Blvd Trees
150094	Dashiell, Robert	Jahraus, Kelly	4/17/2015	5/7/2015	5/7/2015	001	11721 Sunset Avenue NE
150093	Ribeiro, Olaf	Jahraus, Kelly	4/17/2015	4/29/2015	4/29/2015	470	11691 Sunset Avenue NE
150092	Thornburgh, Piper	Jahraus, Kelly	4/17/2015	4/17/2015	4/17/2015	470	Bob Day disciplinary records
150091	Thornburgh, Piper	Jahraus, Kelly	4/17/2015	4/27/2015	4/27/2015	470	Bob Day greivance
150090	Hendrickson, Kim	Jahraus, Kelly	4/15/2015	4/21/2015	4/21/2015	001	
150089	Kelly, Brian	Jahraus, Kelly	4/14/2015	4/15/2015	4/15/2015	001	

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150088	Lane, Sarah	Jahraus, Kelly	4/14/2015	4/15/2015	4/15/2015	001	M and E Tree Farm
150087	Kelly, Brian	Jahraus, Kelly	4/14/2015	4/15/2015	4/15/2015	001	Chris Jensen letter
150086	Dashiell, Robert	Jahraus, Kelly	4/14/2015	4/21/2015	4/21/2015	403	SSWM Contingency Fund
150085	Kelly, Brian	Jahraus, Kelly	4/13/2015	4/17/2015	4/17/2015	001	Claims
150084	Coble, Tom	Jahraus, Kelly	4/10/2015	4/10/2015	4/10/2015	001	ParkinG in WTFP and Winslow
150083	Walker, Jermaine	Jahraus, Kelly	4/6/2015	5/18/2015	5/18/2015	001	BIPD hiring process Nov 14-April 15
150082	Ramirez, Sam	Jahraus, Kelly	4/2/2015	5/12/2015	5/12/2015	001	Michelle Vollmer
150081	Schmid, Charles	Jahraus, Kelly	3/30/2015	3/30/2015	3/30/2015	001	Business Licenses = Coppertop Rowing club/Strawberry park exchange
150080	Coble, Tom	Jahraus, Kelly	3/30/2015	3/31/2015	3/31/2015	001	
150079	Peltier, Ron	Jahraus, Kelly	3/30/2015	4/6/2015	4/6/2015	402	Sewer Plan & CM Travel
150078	cmjbsj@aol.com,	Jahraus, Kelly	3/27/2015	4/1/2015	4/22/2015	001	Stich/Hellmuth
150077	Hermosillo, Teresa	Jahraus, Kelly	3/26/2015	4/30/2015	4/30/2015	470	6391 Eagle Harbor Drive NE
150076	Kelly, Brian	Jahraus, Kelly	3/25/2015	3/25/2015	3/25/2015	001	Voucher #197209
150075	Kelly, Brian	Jahraus, Kelly	3/20/2015	3/31/2015	3/31/2015	001	IAM contract emails
150074	Backer, Tom	Jahraus, Kelly	3/20/2015	3/20/2015	3/20/2015	401	7381 Springridge Road
150073	Hubbard, Rob	Jahraus, Kelly	3/19/2015	3/19/2015	3/19/2015	470	270 Madison Ave S
150072	Purdy, Vern	Jahraus, Kelly	3/17/2015	3/27/2015	3/27/2015	403	171-189 Wallace Way
150071	Gerlach, Marcus and Suzi	Jahraus, Kelly	3/17/2015	5/5/2015	5/5/2015	001	Lovell/Stetson/Winslow Way
150070	Lo, Jenny	Jahraus, Kelly	3/13/2015	3/13/2015	3/13/2015	403	FCS report
150069	Kelly, Brian	Jahraus, Kelly	3/13/2015	3/16/2015	3/16/2015	001	Tovar listening sessions spreadsheets
150068	Kelly, Brian	Jahraus, Kelly	3/13/2015	3/16/2015	3/16/2015	001	Alston Courtage & Bassetti
150067	Carter, Autumn	Jahraus, Kelly	3/12/2015	3/18/2015	3/18/2015	001	Financial Reports

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150066	Dashiell, Robert	Jahraus, Kelly	3/12/2015	3/18/2015	3/18/2015	401,402,403	Utility Financial Reserves 2015
150065	Ranger, Debby	Jahraus, Kelly	3/12/2015	3/17/2015	3/17/2015	001	Certs of Liability Insurance
150064	Dashiell, Robert	Jahraus, Kelly	3/12/2015	3/18/2015	3/18/2015	001	City Utility Taxes - cell phones
150063	Mauer, Michael	Jahraus, Kelly	3/11/2015	3/11/2015	3/11/2015	001	Proposed Radio Station
150062	Walker, Jermaine Bainbridge Island	Jahraus, Kelly	3/10/2015	4/8/2015	4/8/2015	001	Jermaine Walker - PD emails
150061	Downtown Association,	Jahraus, Kelly	3/9/2015	3/11/2015	3/11/2015	001	New BL's January - ...
150060	Kelly, Brian	Jahraus, Kelly	3/9/2015	3/13/2015	3/13/2015	001	Invoices
150059	Mauer, Michael	Jahraus, Kelly	3/9/2015	3/11/2015	3/11/2015	001	Doug - Wing Point emails
150058	Sturtevant, Evan	Jahraus, Kelly	3/5/2015	3/12/2015	3/12/2015	470	Dugan/Chabot license
150057	Kirby, Stephen	Jahraus, Kelly	3/3/2015	3/27/2015	3/27/2015	001	legal services invoices
150056	Kelly, Brian	Jahraus, Kelly	3/3/2015	3/4/2015	3/4/2015	470	Chevron bears
150055	Patras, Lidia	Jahraus, Kelly	3/6/2015	3/6/2015	3/6/2015	001	Ordinance 2012-16
150054	Dashiell, Robert	Jahraus, Kelly	3/3/2015	3/24/2015	3/24/2015	470	Ridolfi Restoration Monitoring
150053	Dashiell, Robert	Jahraus, Kelly	2/27/2015	3/6/2015	3/6/2015	403	Roads vs. Driveways for Impervious Surface
150052	Dashiell, Robert	Jahraus, Kelly	2/24/2015	2/27/2015	2/27/2015	001	Invoices - Feb 24
150051	Kelly, Brian	Jahraus, Kelly	2/23/2015	2/24/2015	2/24/2015	470	May 16, 2013 citizen complaint over the SMP
150050	Kelly, Brian	Jahraus, Kelly	1/13/2015	1/13/2015	1/13/2015	001	Ogden Porter Foster
150049	Kelly, Brian	Jahraus, Kelly	2/9/2015	2/9/2015	2/9/2015	001	civility training invoice
150048	Kelly, Brian	Jahraus, Kelly	2/23/2015	2/25/2015	2/25/2015	001	Summit Law invoices
150047	Dashiell, Robert	Jahraus, Kelly	2/20/2015	4/6/2015	4/6/2015	401	Water Flow Monitoring Costs and Benefit
150046	Keenan, Melanie	Jahraus, Kelly	2/17/2015	3/11/2015	3/11/2015	470	SEPA Visconsi
150045	Kelly, Brian	Jahraus, Kelly	2/13/2015	2/26/2015	2/26/2015	001	Police vehicle

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150044	Tripp, Gary	Jahraus, Kelly	2/11/2015	2/12/2015	2/12/2015	470	pre-hearing brief smp suit
150043	Kelly, Brian	Jahraus, Kelly	2/11/2015	2/12/2015	2/12/2015	001	Business License for Olympic ambulance
150042	Malone, Barry	Jahraus, Kelly	2/11/2015	3/2/2015	3/2/2015	001	dog leash laws
150041	Dashiell, Robert	Jahraus, Kelly	2/11/2015	2/12/2015	2/12/2015	001	Invoices Feb 10
150040	Kelly, Brian	Jahraus, Kelly	2/11/2015	2/11/2015	2/11/2015	001	New retail marijuana day road
150039	Kelly, Brian	Jahraus, Kelly	2/11/2015	2/12/2015	2/12/2015	001	leased dog correspondence
150038	Anderson, Cynthia	Jahraus, Kelly	2/9/2015	2/9/2015	2/9/2015	001	Sylvia Germek/Sylvia Exner
150037	Kelly, Brian	Jahraus, Kelly	2/9/2015	2/12/2015	2/12/2015	001	Police car incident
150036	Kelly, Brian	Jahraus, Kelly	2/9/2015	2/12/2015	2/12/2015	001	marijuana lawsuit
150035	Kelly, Brian	Jahraus, Kelly	2/9/2015	2/9/2015	2/9/2015	001	Paulson invoices
150034	Schmid, Charles	Jahraus, Kelly	2/6/2015	2/11/2015	2/11/2015	470	After the fact permit fees
150033	Vann, Debbie	Jahraus, Kelly	2/4/2015	2/5/2015		001	EIS/CUP etc
150032	Dashiell, Robert	Jahraus, Kelly	2/5/2015	2/20/2015	2/20/2015	001	Interfund Rent 2015-2016
150031	Smart, Procure	Jahraus, Kelly	2/4/2015	2/23/2015	2/23/2015	001	Purchase order information
150030	Tripp, Gary	Jahraus, Kelly	2/4/2015	2/10/2015	2/10/2015	001	Records of Release and Security Policy
150029	Dashiell, Robert	Jahraus, Kelly	2/4/2015	2/18/2015	2/18/2015	403	Stormwater inspections on private property
150028	Little, Christa	Jahraus, Kelly	2/3/2015	3/13/2015	3/13/2015	001	Sportsman Club
150027	Swanson, David	Jahraus, Kelly	2/3/2015	2/3/2015	2/3/2015	001	Tackett property on Bl
150026	Baker, Nate	Jahraus, Kelly	2/3/2015	2/3/2015	2/3/2015	001	directory of employees
150025	Kelly, Brian	Jahraus, Kelly	2/3/2015	2/3/2015	2/3/2015	001	New BL's in 2014
150024	Merrill, Jerry	Jahraus, Kelly	2/3/2015	2/3/2015	2/3/2015	001	Police guild pay scale
150023	Kelly, Brian	Jahraus, Kelly	2/3/2015	2/3/2015	2/3/2015	001	Olympic Ambulance complaints

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150022	Dashiell, Robert Cressman Blakeway, Emily	Jahraus, Kelly	1/22/2015	2/20/2015	2/20/2015	001	TBD funds transferred
150021		Jahraus, Kelly	1/29/2015	2/5/2015	2/5/2015	402	sewer on Day Road
150020	Mauer, Michael	Jahraus, Kelly	1/29/2015	2/10/2015	2/10/2015	001	Wing Point correspondence w/Meghan/Greg
150019	Reynolds, Dennis	Jahraus, Kelly	1/22/2015	1/22/2015	1/22/2015	401	Water System Plan
150018	Dashiell, Robert	Jahraus, Kelly	1/21/2015	1/23/2015	1/23/2015	001	overtime tickets
150017	Peltier, Ron	Jahraus, Kelly	1/21/2015	2/3/2015	2/3/2015	001	Reports Related to Police Station
150016	Stevens, Bainbridge Island	Jahraus, Kelly	1/16/2015	2/13/2015	2/13/2015	001	Stevens-Tollefson emails
150015	Downtown Association,	Jahraus, Kelly	1/15/2015	1/15/2015	1/15/2015	001	BL's issued in December 2014
150014	Shultz, Susan	Jahraus, Kelly	1/15/2015	1/15/2015	1/15/2015	001	Administrative Review of the Ostling case
150013	Dashiell, Robert	Jahraus, Kelly	1/14/2015	2/18/2015	2/18/2015	402	WWTP Outfall
150012	Blossom, Morrie	Jahraus, Kelly	1/14/2015	1/16/2015	9/15/2015	402	Sewer Agreements
150011	Kelly, Brian	Jahraus, Kelly	1/13/2015	1/15/2015	1/15/2015	001	paulson correspondes dec 1 thru jan 13
150010	Kelly, Brian	Jahraus, Kelly	1/9/2015	1/13/2015	1/13/2015	001	rating documents for city mgr
150009	Dashiell, Robert	Jahraus, Kelly	1/12/2015	2/20/2015	2/20/2015	001	Land Use Mapping
150008	Dashiell, Robert	Jahraus, Kelly	1/12/2015	2/3/2015	2/3/2015	001	2015, 2016 Personnel Cost Allocation
150007	Bucknell, Jack	Jahraus, Kelly	1/8/2015	1/8/2015	1/8/2015	001	Holly Lane Gardens
150006	Gander, Malcolm	Jahraus, Kelly	1/6/2015	1/23/2015	1/23/2015	401	Water Well Information
150005	Dashiell, Robert	Jahraus, Kelly	1/6/2015	1/13/2015	1/13/2015	001	Excess City Property Reports
150004	Spratt, Jim	Jahraus, Kelly	1/5/2015	1/12/2015	1/12/2015	401	Raven's Reach
150003	Dusbabek, Patti	Jahraus, Kelly	1/5/2015	3/3/2015	3/3/2015	001	EPA Advice rec'd
150002	Gander, Malcolm	Jahraus, Kelly	1/5/2015	2/3/2015	2/3/2015	401	Well information
150001	Dashiell, Robert	Brown, Christine	1/5/2015	1/5/2015	1/5/2015	001	Retail marijuana application



CITY OF
BAINBRIDGE ISLAND

**Department of Planning and community development
Memorandum**

Date: May 16, 2016
To: Ellen Schroer, Finance Director
From: Joshua Machen, AICP, Planning Manager
Subject: Current Planning Division Personnel Allocation for (2017-2018 budget)

Following up on our meeting of last month, you requested that the Planning Department review the current staff allocations, and recommend any changes for the 2017-18 biennial budget. The following are the current planning division allocations.

Senior Planner Allocation (1)

	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1613	Beckmann	1	Senior Planner	63	0.20	-	-	0.01	0.70	0.09	1.00
Existing	1773	Carr	1	Senior Planner	63	0.40	-	-	0.01	0.49	0.10	1.00

Comments:

The existing general fund allocation was based upon an approximation of 8-16 hours per week attending administrative meetings, and participating in process improvements and working on long range code updates (Shoreline Master Program, Critical Areas Ordinance, and Historic Preservation).

The existing and proposed SSWM allocation is based upon the requirement of the City's National Pollutant Discharge Elimination System (NPDES) permit that planners perform a site visit of any newly developed property with an active permit prior to construction. This work is estimated at less than 1 hour per week.

In reviewing the case load for the senior planners, each senior planner reviewed approximately 60 building permits, which at 3 hours per review, is approximately 4 hours per week. The balance of the work performed by the planners is development related; specifically the review and support of planning permits, and service to planning permit customers at the front counter. This work accounts for the remaining per week.

Planner Allocation

	Empl #	Last Name	FT	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1385	Tayara	1	Planner	63	0.20	-	-	0.01	0.64	0.15	1.00
Existing	1789	Schildmeyer	1	Planner	63	0.20	-	-	0.01	0.64	0.15	1.00

Comments:

The general fund allocation is based upon an approximation of 8 hours per week attending administrative meetings, providing counter back-up, participating in process improvements and working on code interpretations.

The existing and proposed SSWM allocation is based upon the requirement of the City's National Pollutant Discharge Elimination System (NPDES) permit that planners perform a site visit of any newly developed property with an active permit prior to construction. This work is estimated at less than 1 hour per week.

Each planner reviewed approximately 90 building permits (see Attachment B), which at 3 hours per review, is approximately 6 hours per week. The balance of the work performed by the planners is development related; specifically the review and support of planning permits, and service to planning permit customers at the front counter. This work accounts for the remaining hours per week.

Current Planning Permit Technician Allocation

	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1802	Harris	1	Permit Tech	63	0.5	-	-	-	0.25	0.25	1.00

Comments:

The general fund allocation is based on approximation of have of this employee's time being spent at the counter or meetings answering general questions or queries. The division of the remaining time is split between development review of specific project being submitted or issued as planning permits or as building permits.

Administrative Secretary – Division Allocation

	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1057	Gladstein	1	Admin. Sec.	63	0.05	-	-	-	0.95	0.00	1.00

Comments:

The administrative secretary position is primary involved with the setting, filing and administrative duties associated with planning permits. The general fund allocation takes into account a half hour per week of administrative meetings and 1.5 hours of general file management.

Planning Manager Allocation

	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1085	Machen	1	Curr. Plan. Man.	63	0.32	-	-	0.01	0.57	0.10	1.00

Comments:

The general fund allocation is based upon approximately 5 hours per week dedicated to preparing and managing administrative meetings, and the remaining 8 hours per week dedicating to personnel and overall division management. The SSWM, development and building allocations are a representative balance of the work performed by the manager's staff. The development allocation also reflects that the position is expected to be a "working manager" position that takes direct action on some of the most difficult or controversial development applications.



CITY OF
BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
MEMORANDUM

DATE: MAY 10, 2016
TO: GARY CHRISTENSEN, DIRECTOR PLANNING & COMMUNITY
DEVELOPMENT
FROM: JAMES WEAVER, BUILDING OFFICIAL
SUBJECT: PCD BUILDING DIVISION 2017-18 PERSONNEL ALLOCATIONS

This memo is intended to serve as documentation and as a component of the 2017-2018 Budget process. Following up on our meeting last week, the Finance Department requested that the Planning Department review the current staff allocations, and recommend any changes for the upcoming biennial budget. The Building Division, as a component of the Planning and Community Development Department, researched the historical allocation data, the existing workload allocation metrics, and prepared this memo in response to the request. It is anticipated that this memo would contribute as a valuable portion of any Planning and Community Development Department documentation or contribute towards any Citywide analysis and recommendations.

Planning & Community Development Department: Building Division

The Building Division's aim is to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations. The Building Division also operates and manages the City addressing process in addition to serving as the City Flood Plain Administration.

The Building Division consists of a total of seven staff members, including one full time Permit Specialist, one full time permit specialist shared 50% with the Planning Division, three Building Inspector/Plan Reviewers, one Senior Plan Check Engineer, and one Building Official. Each position type is evaluated regarding funding allocations.

BUILDING INSPECTOR ALLOCATION

Building Inspector/Plans Examiner Allocation												
	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1803	Wren	1	Bldg. Insp.	62	0.050	-	-	0.010	0.030	0.910	1.000
	1761	Holmes	1	Bldg. Insp.	62	0.050	-	-	0.010	0.030	0.910	1.000
	1760	Lauretizen	1	Bldg. Insp.	62	0.050	-	-	0.010	0.030	0.910	1.000
Proposed						0.125	-	-	0.075	0.030	0.770	1.000

Comments:

General Fund Allocation: The present general fund allocation reflects approximately 2 hours a week (.05) spent at administrative meetings, or answering general questions at the front counter. The actual practice and true allocation of these duties is equivalent to 5 hours per week (12.5% of 40 hour work week), per person. This increase in general funding allocations can be associated with increased mandatory all staff administrative meetings, increased human resources and similar training, and an expectation for high levels of customer service at the front counter from all sectors of the building industry and island citizens.

SSWM Allocation: The present SSWM allocation of approximately 1 hour per week (2.5% of a 40 hour work week) was based upon the partial responsibility for inspection and observance of on-site construction storm water issues in an assistance role with Development Engineering. The Building Division has now been requested to maintain all aspects of erosion control for on-site construction including monitoring, permit review, and responsibility in an enforcement role, as a division, that includes full responsibility for SSWM compliance. With the majority of that task previously assigned to the Development Engineer position, the allocation is proposed to be increased to 3 hours per week per individual (7.5 % of a 40 hour work week). That allocation reflects the inspector's responsibility for managing, observing and reporting storm water issues as necessary, as well as erosion control plan certification.

Development: The development allocation, approximately 1.2 hours per week (3% of a 40 hour workweek), reflects the time spent coordinating with planners on development applications that do not require a building permit such as structures less than 200 square feet, development pre-application meetings, grading permits, and certain shoreline structures. The existing allocation is not forecasted to have any deviations from the present percentages.

Building: The majority of the inspector's work (30+ hours per week, or 77% of a 40 hour workweek) is related to field inspections of active building permits, and plan review associated with building plans and minor structural alterations. Therefore, the majority of the staff workload allocation is allocated to building.

SENIOR PLAN CHECK ENGINEER ALLOCATION

Senior Plan Check Engineer Allocation												
	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1623	Hiatt	1	Plan Chk.	62	0.070	-	-	-	0.010	0.920	1.000
Proposed						0.125	-	-	-	0.010	0.865	1.000

Comments:

General Fund Allocation: The present general fund allocation reflects approximately 3 hours a week (7% of a 40 hour workweek) spent at administrative meetings, or answering general questions at the front counter. The actual practice and true allocation of these duties is equivalent to 5 hours per week (12.5% of 40 hour work week. This increase in general funding allocations can be associated with increased mandatory all staff administrative meetings, increased human resources and similar training, and an expectation for high levels of customer service at the front counter from all sectors of the building industry and island citizens. Additionally, for this position and with the second Permit Specialist position remaining unfilled for the foreseeable future, the Plan Check Engineer will continue filling in at the front counter during busy periods and when there are absences in the Department.

Development: The present development allocation, approximately 2.5 hours per week (1% of a 40 hour workweek), reflects the time spent coordinating with planners on development applications. The existing allocation is not forecasted to have any deviations from the present percentages.

Building: Similar to the proposed revisions for the Inspector position, the majority of the Senior Plan Check work (34+ hours per week, or 86.5% of a 40 hour workweek) is related to field inspections of active building permits, and plan review associated with building plans and building structural alterations. Therefore, the majority of the staff workload allocation is allocated to building.

PERMIT SPECIALIST ALLOCATION

Permit Specialist Allocation												
	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1801	Quitslund	0.5 BLD /0.5 PLN	Permit Spec.	62	0.340	0.010	0.010	0.010	0.010	0.620	1.000
Existing	1102	Erbes	1	Permit Spec.	62	0.340	0.010	0.010	0.010	0.010	0.620	1.000
Proposed						0.340	0.010	0.010	0.010	0.010	0.620	1.000

Comments:

General Fund Allocation: This position provides the greatest amount of public interaction throughout the building permit process, and is considered the "front face" of the division. The present general fund allocation reflects approximately 13.6 hours a week (34% of a 40 hour workweek) spent answering general questions at the front counter, maintaining the public expectation for high levels of customer service at the front counter from all sectors of the

building industry and island citizens. The remaining general funds allocated in this position are to the required all staff meetings, human resource training, and other administrative requirements of the municipality. The existing allocation is not forecasted to have any deviations from the present percentages.

In 2016, a new permit specialist position was added to assist the Department improve customer service and facilitate permit processing. The new position was shared equally with 50% of the FTE devoted to Building functions and 50% FTE devoted to Planning functions but serving equivalent functions. Within the hierarchy of the PCD Department, the position was encompassed within the Building Division and all allocations for the position are to be considered as equivalent as the other building permit specialist position.

Water, Sewer, & SSWM Allocations: The water, sewer and SSWM allocations are proposed to remain the same, reflecting approximately 1 hour per week accepting, processing and coordinating building and planning permits reviews that involve connections to the City's water, sewer and stormwater utility. These functions continue to be applicable as the utility relies upon the Building Division to provide access to the SmartGOV application, providing invoices, and documenting customer connection fees. The existing allocation is not forecasted to have any deviations from the present percentages.

Building: The remainder of the Permit Specialist work (24+ hours per week, or 62% of a 40 hour workweek) is directly related to intake, processing, and distribution of active building permits, and plan review associated with building plans. Therefore, the majority of the staff workload allocation is allocated to building. Similarly, the existing allocation for this position is not forecasted to have any deviations from the present percentages.

BUILDING OFFICIAL ALLOCATION

Building Official Allocation												
	Empl #	Last Name	FTE	Position	DIV	General	Water	Sewer	SSWM	Dev	Bld	Total
Existing	1733	Weaver	1	Bldg. Off	62	0.340	0.010	0.010	0.010	0.010	0.620	1.000
Proposed						0.340	0.010	0.010	0.075	0.010	0.555	1.000

Comments:

General Fund Allocation: The present general fund allocation reflects approximately 13.6 hours a week (34% of a 40 hour workweek) to reflect the similar management responsibilities as the Planning Manager position, and is based upon approximately 5+ hours per week dedicated to preparing and managing administrative meetings, and an additional 8 hours per week dedicated to personnel and overall division management and process improvements. The existing allocation is not forecasted to have any deviations from the present percentages.

Water & Sewer Allocations: The water and sewer allocations are proposed to remain the same, reflecting approximately 1 hour per week managing, overseeing, and coordinating building and planning permits reviews that involve connections to the City's water, sewer and storm water utility. These functions continue to be applicable as the utility relies upon the Building Division to provide interaction with the customers for infrastructure installation and fee payment, conditions of approval, access to the SmartGOV application, and documenting

customer connection fees. The existing allocation is not forecasted to have any deviations from the present percentages.

SSWM Allocation: The present SSWM allocation of approximately 1 hour per week (2.5% of a 40 hour work week) was based upon the partial responsibility for inspection and observance of on-site construction storm water issues in an assistance role with Development Engineering. The Building Division has now been requested to maintain all aspects of erosion control for on-site construction including monitoring, permit review, and responsibility in an enforcement role, as a division, that includes full responsibility for SSWM compliance. With the majority of that task previously assigned to the Development Engineer position, the allocation is proposed to be increased to 3 hours per week, including the building official (7.5 % of a 40 hour work week). That allocation reflects the division's responsibility for managing, overseeing and ensuring storm water issues are in compliance, as well as erosion control plan certification.

Building: The remainder of the Building Official work (22+ hours per week, or 55.5% of a 40 hour workweek) is directly related to managing and improving the process for intake, processing, and distribution of active building permits, and plan review associated with building plans. Similarly, the existing allocation for this position is not forecasted to have any deviations from the present percentages.

CONCLUSION

In conclusion, this memo is intended to be of assistance and an accurate estimate to be referenced in development of the 2017-2018 Budget process. The recommended changes in labor allocations related to the Building Division staff were prepared after consultation of the historical allocation data and analyzing the existing workload allocation metrics. The ability for the building division to assist in the correct forecasting and allocation of these labor metrics is appreciated and is anticipated to supplement the great effort and high quality of existing municipal budgeting work that has been completed for the 2017-2018 Budget process.

2017 - 2018 Cost Allocation
Engineering - Water Resources Engineering Specialist
Prepared by Kim Dunscombe

Actual charges past three years

Project 00485 - GROUNDWATER MGMT PROGRAM

Actual Row Labels	Column Labels				
	2013	2014	2015	Grand Total	
401 - WATER OPERATING FUND	2,029	11,328	20,198	33,556	
Expense	2,029	11,328	20,198	33,556	
443410 - TRAINING	-	-	-	-	
510000 - SALARY	525	6,661	1,143	8,329	
511000 - SALARY-OVERTIME	-	-	-	-	
515000 - SALARY-TEMPORARY EMPLOYEES	-	-	4,421	4,421	
520000 - BENEFITS	45	3,388	938	4,371	
531100 - SUPPLIES	40	38	12,337	12,415	
541100 - PROFESSIONAL SERVICES	1,419	1,242	1,359	4,020	
542450 - COMMUNITY OUTREACH/PARTICIPATI	-	-	-	-	
548100 - REPAIRS	-	-	-	-	
549900 - SERVICE-OTHER MISC	-	-	-	-	
Grand Total	2,029	11,328	20,198	33,556	

3 yr ave
11,185

Project 00445 - NPDES PERMIT PRGM

Actual Row Labels	Column Labels				
	2013	2014	2015	Grand Total	
403 - STORM & SURFACE WATER FUND	113,828	126,965	54,894	295,687	
Expense	113,828	126,965	54,894	295,687	
510000 - SALARY	90	-	-	90	
515000 - SALARY-TEMPORARY EMPLOYEES	-	1,294	-	1,294	
520000 - BENEFITS	8	113	-	121	
531100 - SUPPLIES	-	-	-	-	
541100 - PROFESSIONAL SERVICES	113,730	125,558	54,894	294,182	
543100 - TRAVEL EXPENSE	-	-	-	-	
548100 - REPAIRS	-	-	-	-	
549500 - COPIES/PRINTING	-	-	-	-	
549900 - SERVICE-OTHER MISC	-	-	-	-	
Grand Total	113,828	126,965	54,894	295,687	

3 yr ave
98,562

Project 00451 - WATER QUALITY MONITORING

Actual Row Labels	Column Labels				
	2013	2014	2015	Grand Total	
403 - STORM & SURFACE WATER FUND	10,604	11,716	3,660	25,980	
Expense	10,604	11,716	3,660	25,980	
510000 - SALARY	-	-	-	-	
520000 - BENEFITS	1	-	0	1	
531100 - SUPPLIES	10,603	11,716	3,660	25,979	
541100 - PROFESSIONAL SERVICES	-	-	-	-	
548100 - REPAIRS	-	-	-	-	
549900 - SERVICE-OTHER MISC	-	-	-	-	
Grand Total	10,604	11,716	3,660	25,980	

3 yr ave
8,660

Analysis: This position does not direct charge to a project or fund.

2017 - 2018 Work Plan Above are the projects this position works on. They are annual programs.

2017 - 2018 Allocation

Water 9%
SSWM 91%

2017 - 2018 Cost Allocation
Engineering - Construction Inspector
Prepared by Kim Dunscombe

Actual labor hours charged in 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours
2182-CONSTRUCTION INSPECTOR	001 - GENERAL FUND	00596 - SR305/OLYMPIC-NM, WW TO HARBOR	2.00
		00597 - SR305 SHOULDER IMPR-VINEYARD-NORTH	4.00
		00672 - KNECHTEL&CAVE RD & DRAINAGE REPAIRS	8.50
		00697 - SPORTSMAN CLUB SPINE TRAIL	42.00
	001 - GENERAL FUND Total		56.50
	101 - STREET FUND	00222 - ROADS PRESERVATION PROGRAM	474.75
		00573 - PW ENG-ROW REVIEWS & INSPECTIONS	1,405.50
		00771 - GUARDRAIL R&M PROGRAM	4.00
	101 - STREET FUND Total		1,884.25
	402 - SEWER OPERATING FUND	00471 - BEACH MAIN REPLACEMENT	38.00
	402 - SEWER OPERATING FUND Total		38.00
2182-CONSTRUCTION INSPECTOR Total			1,978.75
Grand Total			1,978.75

Analysis: 95% of the Construction Inspectors time was charged to streets fund activity

2017 - 2018 Work Plan: Construction Inspector will continue to his work on ROW reviews and other streets work

2017 - 2018 Allocation

100% Streets

2017 - 2018 Cost Allocation
Engineering -Capital Projects Coordinator
Prepared by Kim Dunscombe

Actual labor hours charged in 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours
2207-CAPITAL PROJECTS COORDINATOR	001 - GENERAL FUND	00637 - WATERFRONT PARK PLANNING	577.00
		00656 - WATERFRONT PED BRIDGE RECONSTRUCTIO	1.00
		00668 - SOUND TO OLYMPICS TRAIL Ph. II	291.00
		00672 - KNECHTEL&CAVE RD & DRAINAGE REPAIRS	6.50
		00697 - SPORTSMAN CLUB SPINE TRAIL	8.50
		00698 - FLETCHER BAY LANDING - RD END	203.50
		00726 - SOUND TO OLYMPIC TRAIL PH. III	65.00
		00727 - SOUND TO OLYMPIC TRAIL PHASE IV	14.00
		00732 - WATERFRONT PARK DOCK IMPROVEMENTS	128.50
		00750 - MANITOU BEACH PARKING	80.00
	001 - GENERAL FUND Total		1,375.00
	101 - STREET FUND	00224 - ROAD END IMPROVEMENTS	2.50
		00573 - PW ENG-ROW REVIEWS & INSPECTIONS	5.50
	101 - STREET FUND Total		8.00
	401 - WATER OPERATING FUND	00485 - GROUNDWATER MGMT PROGRAM	58.00
	401 - WATER OPERATING FUND Total		58.00
2207-CAPITAL PROJECTS COORDINATOR Total			1,441.00
Grand Total			1,441.00

Analysis: The Capital Projects Coordinator main projects are: Waterfront Park, Waterfront Dock, STO Trail, and Road Ends.

2017 - 2018 Work Plan The Dock project and STO are planned for the next few years, and the Road End Improvements will become an annual project.

2017 - 2018 Allocation

100% General Fund

2017 - 2018 Cost Allocation
Engineering - Survey Program Manager
Prepared by Kim Dunscombe

Actual Direct Charges from 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours	
2190-SURVEY PROGRAM MANAGER	001 - GENERAL FUND	00324 - WING PT. WAY REPAIRS & NM IMPROV.	65.00	
		00596 - SR305/OLYMPIC-NM, WW TO HARBOR	105.00	
		00665 - MOUNTAINVIEW ROAD RECONSTRUCTION	38.00	
		00673 - CONNECTING PATHS	5.00	
		00696 - HYL A TRAIL - BUCKLIN	29.50	
		00708 - WYATT WAY - MADISON TO LOVELL	20.00	
		00709 - RIGHT OF WAY ACQ W/TBD FUNDS	3.00	
		00724 - PUBLIC SAFETY FACILITY	40.00	
		001 - GENERAL FUND Total		305.50
		101 - STREET FUND	00222 - ROADS PRESERVATION PROGRAM	46.50
		101 - STREET FUND Total		46.50
		171 - TRANSP BEN FUND	00709 - RIGHT OF WAY ACQ W/TBD FUNDS	58.00
		171 - TRANSP BEN FUND Total		58.00
		402 - SEWER OPERATING FUND	00471 - BEACH MAIN REPLACEMENT	22.00
	00721 - LOVELL PUMP STATION BEACH MAINS		45.00	
		402 - SEWER OPERATING FUND Total		67.00
		403 - STORM & SURFACE WATER FUND	00665 - MOUNTAINVIEW ROAD RECONSTRUCTION	23.00
	00701 - LOVGREEN PIT - ACCESS & DR. IMPROV.		43.00	
		403 - STORM & SURFACE WATER FUND Total		66.00
	2190-SURVEY PROGRAM MANAGER Total			543.00
Grand Total			543.00	

Analysis: The Survey Manager does work for the Development Engineers, and some work for all capital projects.

2017 - 2018 Work Plan : ROW Acquisitions and utility telemetry upgrades

2017 - 2018 Allocation

59% General Fund
20% Streets
3% Sewer
3% SSWM
15% Development

2017 - 2018 Cost Allocation
Engineering - Engineering Manager
Prepared by Kim Dunscombe

Actual Direct Charges from 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours
6085-ENGINEERING MANAGER	001 - GENERAL FUND	00324 - WING PT. WAY REPAIRS & NM IMPROV.	3.00
		00534 - ROCKAWAY BEACH RD STABILIZATION	12.00
		00596 - SR305/OLYMPIC-NM, WW TO HARBOR	21.00
		00668 - SOUND TO OLYMPICS TRAIL Ph. II	10.50
		00708 - WYATT WAY - MADISON TO LOVELL	8.00
			54.50
	101 - STREET FUND	00222 - ROADS PRESERVATION PROGRAM	10.00
		00689 - TRAFFIC IMPACT STUDY	217.00
		00737 - ISLANDWIDE TRANSPORTATION STUDY	6.00
	403 - STORM & SURFACE WATER FUND	00713 - DEEP CULVERT PRESERVATION ASSMNT	18.50
			18.50
	6085-ENGINEERING MANAGER Total		306.00
	Grand Total		306.00

Analysis: The Engineering Manager does not direct charge much time. They will always be working and supervising the projects the Engineering team is working
2017 - 2018 Work Plan:Engineering Manager outlined work plan in email dated 5/11/2016

2017 - 2018 Allocation Factors

- 85% Average of his team
- 5% Right of Way
- 5% Development
- 5% Traffic

2017 - 2018 Cost Allocation
Engineering - Engineer I
Prepared by Kim Dunscombe

Actual Direct Charges from 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours	
2212-ENGINEER 1	001 - GENERAL FUND	00218 - CORE 40 NETWORK-SHOULDER WIDENING	19.00	
		00534 - ROCKAWAY BEACH RD STABILIZATION	20.00	
		00596 - SR305/OLYMPIC-NM, WW TO HARBOR	285.00	
		00712 - COUNTRY CLUB RD RECONSTR & DRAINAGE	36.00	
		00723 - C40- SPOT PROJECT- BUCKLIN DESIGN	4.00	
	001 - GENERAL FUND Total		364.00	
	401 - WATER OPERATING FUND	00652 - WATER SYSTEM PLAN	24.50	
		00759 - WATER & SEWER TELEMETRY - 2015	12.00	
	401 - WATER OPERATING FUND Total		36.50	
	402 - SEWER OPERATING FUND	00471 - BEACH MAIN REPLACEMENT	54.00	
		00532 - SANITARY SEWER COLL SYS UPGRADE	117.00	
		00721 - LOVELL PUMP STATION BEACH MAINS	36.00	
		00759 - WATER & SEWER TELEMETRY - 2015	7.00	
		00761 - BROOKLYN - LYNWOOD BASIN STUDY	114.00	
	402 - SEWER OPERATING FUND Total		328.00	
	2212-ENGINEER 1 Total			728.50
	Grand Total			728.50

Analysis: This Engineer I is Project Lead on the SR305 NonMotorized project and all Sewer projects.

2017 - 2018 Work Plan: Engineer I work plan is shown below.

<u>Year of Project</u>	<u>Project Description</u>	<u>Fund</u>
through 2017	SR305 Olympic Drive	001 and 401
on-going	Lovell Sewer Beach Main	402
2015 - 2018	C40 Bucklin Phase II - Design and ROW	101
on-going	Taylor Ave Well Testing	401
2017 - 2018	Village Pump Station	402
2016	NT Woods Pump Station	402
2016	Lynwood Pump Station	402
2016	Water and Telemetry Upgrades	401 and 402
Annual	Annual Water Mains Preservation	401
Annual	Annual Sewer Mains Preservation	402
	Lynwood Sewer Basin Study	402
	Country Club Bulkhead Repair	101

2017 - 2018 Allocation

75% Sewer	
10% General Fund	
10% Development	Fy2015 spent 300+ hrs to org 72470321
5% Water	for water part of Olympic

2017 - 2018 Cost Allocation
Engineering - Engineer II
Prepared by Kim Dunscombe

Actual Direct Charges from 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours
2215-ENGINEER 2	001 - GENERAL FUND	00318 - FORT WARD HILL (BOLERO-SONNY HILL)	4.50
		00324 - WING PT. WAY REPAIRS & NM IMPROV.	264.50
		00597 - SR305 SHOULDER IMPR-VINEYARD-NORTH	6.00
		00668 - SOUND TO OLYMPICS TRAIL Ph. II	5.50
		00708 - WYATT WAY - MADISON TO LOVELL	36.50
		00715 - SPORTSMAN CLUB NEW BROOKLYN DESIGN	4.00
		00764 - 2015 SPORTSMAN CLUB TRAIL PH.III	3.50
		001 - GENERAL FUND Total	324.50
	101 - STREET FUND	00222 - ROADS PRESERVATION PROGRAM	355.50
		00235 - ROAD STRIPING	6.50
		00658 - MADISON AVENUE OVERLAY PROJECT	16.00
		00747 - WOODLAND ROAD END STAIR REPAIR	8.50
		00771 - GUARDRAIL R&M PROGRAM	2.50
		101 - STREET FUND Total	389.00
	401 - WATER OPERATING FUND	00652 - WATER SYSTEM PLAN	89.00
	401 - WATER OPERATING FUND Total		89.00
	402 - SEWER OPERATING FUND	00343 - SEWER SYSTEM COMP PLAN	113.50
	402 - SEWER OPERATING FUND Total		113.50
	2215-ENGINEER 2 Total		916.00
	Grand Total		916.00

Analysis: This Engineer's works on annual programs for streets. Plus, current projects are the larger non-motorized streets projects.

2017 - 2018 Work Plan: Chris's work plan is shown below

<u>Year of Project</u>	<u>Project Description</u>	<u>Fund</u>
Annual	Annual Road Preservation Program	101
Annual	Guardrail R&M Program	101
2016	Wing Point Way	001, 401, 402
2016 - 2018	Wyatt Way	001
2016	Sportsman Club Trail	101
2017 - 2018	Sportsman Club Intersection	101
Annual	C40 Spot Projects	101

2017 - 2018 Allocation

50% General Fund

50% Streets Fund

2017 - 2018 Cost Allocation
Engineering - Engineer I
Prepared by Kim Dunscombe

Actual Direct Charges from 2015

Fiscal Year	2015
Segment 5	72 - PW ENGINEERING

Primary Job Class	Fund	Project	Hours
2212-ENGINEER 1	001 - GENERAL FUND	00776 - WINSLOW WAY OUTFALL @ RAVINE CREEK	51.50
	001 - GENERAL FUND Total		51.50
	403 - STORM & SURFACE WATER FUND	00345 - SPILL CLEAN UP & TESTING	4.00
		00577 - DRIPPING WATER CREEK - ADCP	3.00
		00599 - LYNWOOD CENTER OUTFALL	611.00
		00662 - WARDWELL RECONSTRUCTION	159.00
		00663 - YEOMALT REPAIRS / RECONSTRUCTION	22.00
		00665 - MOUNTAINVIEW ROAD RECONSTRUCTION	28.00
		00713 - DEEP CULVERT PRESERVATION ASSMNT	433.00
		00714 - ROCKAWAY BEACH OUTFALL PROJECT	40.00
	403 - STORM & SURFACE WATER FUND Total		1,300.00
	631 - CLEARING FUND	00602 - VALLEY / LOGG RECONSTRUCTION	124.00
	631 - CLEARING FUND Total		124.00
2212-ENGINEER 1 Total			1,475.50
Grand Total			1,475.50

Analysis: This Engineer I mainly works SSWM projects

2017 - 2018 Work Plan: Engineer I's work plan is shown below

Year of Project	Project Description	Fund
2017	Country Club Rd Recon and Drainage	001 and 403
2016	Mountain View Recon and Drainage	001 and 403
Annual	Deep Culvert Preservation Program	403
2015 - 2016	Rockaway Beach Outfall	403
Annual	Annual SSWM Preservation Program	403
2016 - 2019	Winslow Way Outfall	001 (paid for by GF but SSWM asset)
	Pritchard Park Outfall	403

2017 - 2018 Allocation

100% SSWM

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:15 PM Police Facility Next Steps, AB 14-008 - City Council (Pg. 80)	Date: 6/7/2016
Agenda Item: COUNCIL DISCUSSION	Bill No.: 14-008
Proposed By: Doug Schulze, City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: General Fund	
Expenditure Req: TBD	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation: Direction to City Manager regarding next steps.	
City Manager: Yes	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

Moving the discussion forward regarding a new facility for the Bainbridge Island Police Department has been identified by the City Council as a top priority for 2016. A number of key pieces of information need to be confirmed with the City Council to move to next steps in the process. Prior to making a decision on potential sites, it is important to understand the size of the facility that is necessary. Questions have been raised regarding the size of the facility needed so, before proceeding with site feasibility, Council direction regarding the facility space needs is requested.

The most recent space needs analysis was conducted by Mackenzie in 2015. Based on the Mackenzie Study, the total building space needs for a police only facility is 18,520 sf. Total building exterior requirements would be 21,936 sf. This analysis takes into consideration 20-year growth projections, which includes a total department staff of 36 full-time equivalent employees in 2036 compared to 26.15 FTE's in 2016. For comparison purposes, the Mackenzie Study determined that the space needs for a combined Municipal Court/Police facility is 24,000 sf.

In 2008, Dana Webber conducted a feasibility study for a combined police, municipal court and space for Bainbridge Island Fire Department. Total building space needs for this facility are 33,800 sf. However, 11,000 sf of the total was programmed for the Municipal Court and Fire Department uses. The Police Department use was programmed for 16,110 sf with a total of 6,770 sf of shared and community spaces. For a police only facility, approximately 3,000 sf of the shared spaces would need to be included, which brings the total space needs for the police facility to 19,110 sf or, very similar to the amount identified by the 2015 Mackenzie analysis.

The Webber Study took a much closer look at the existing Police Station site. In fact, the purpose of the study was to determine if it is, in fact, feasible to develop a facility that accommodates the program. Although the 2006 program included a combined Municipal Court/Police facility, a police only facility will still face many of the same challenges (see Webber Study), including:

- Access to the site is difficult. The police operations and employee ingress and egress is located

on Olympic Drive. The traffic design as it is shown in the site layout is not a good design and will likely be revised by the engineers or require expensive street-work such as additional left-turn lanes or other traffic mitigations.

- Development of off-site parking may require construction of new parking lots and underground stormwater detention on private property. It is not known whether the adjacent property owners would be cooperative. Underground stormwater detention is expensive.
- As an urban site, the stormwater detention on the site would need to be underground. A larger, suburban site could accommodate stormwater detention with a pond, rather than a tank, which is much less expensive.
- Parcel “B” must be either moved or acquired.
- Underground parking and building areas would need to be built. Underground parking is much more costly than surface parking. Additionally, the cost of the building with underground parking is much more expensive than building at-grade.
- The site requires a multi-story building. Because of the security separations, the building will require separate, redundant, vertical circulation systems that would not be required in a building that is built at-grade.
- The police operations in the secure parking area are not optimal. The sally-port is a single-entrance sally-port. By definition, and for operations purposes, a sally-port should be designed so that cars enter the sally-port and drive forward through a second door to exit.
- There is no room on the site for any “public benefit” features.

After further analysis, the 600 Erickson Avenue site is not recommended for further consideration. In 1997, Miller/Hull Partnership conducted an analysis of the existing 600 Erickson Avenue building to determine its suitability to serve as a new City Hall. The analysis concluded that the building was in very good condition and high quality for a commercial office building, but would require significant structural enhancements to meet Essential Facilities requirements. Building renovation would involve increasing the building design lateral loads by 25%. This would then create a situation where floor and roof diaphragms would be overstressed. Additional blocking, and diaphragm nailing would be needed to resist these loads. Likewise, the diaphragm collectors, chord members and their respective connections would also be overstressed. Therefore, additional struts and ties, and bolted connection would be required. These are just some of the known issues, which could trigger more upgrades to bring the building to current essential facility standards.

In addition to the remaining sites previously identified, a new site option has been identified. The site is located north of Vineyard Lane immediately east of SR 305. This site includes 3 parcels totaling 5.09 acres, which could be modified through lot line adjustments. Further analysis is recommended for this site since it has access to SR 305, is located very near the Winslow Mixed Use Area, and is large enough to accommodate program needs.

Other sites to consider include:

- New Brooklyn Road
 - o Site is adjacent to the Fire District HQ, but is zoned Industrial. Very limited amount of industrial zoned property on Bainbridge Island. Access to SR 305 is reasonable, but not direct.
- Wintergreen Walk (Visconsi)
 - o Site is located near back end of commercial area. Direct access to SR 305 would need to be authorized by WSDOT and would be close to High School Road intersection, which might be problematic. Without direct SR 305 access, this site should not be given further consideration.
- 9191 Moran Road
 - o Site is located adjacent to SR 305, but direct access is problematic since site elevation is much lower than SR 305. Direct access to SR 305 would require extensive construction of an access ramp for emergency access, which would add significant cost to the project. The existing church building is not structurally adequate for an Essential Facility and is not large enough for program needs.
- 8954 Madison Avenue N

- o Site is located adjacent to SR 305 and access is available from Madison Avenue N, which is a controlled intersection. However, with current zoning lot coverage restrictions, the site is not large enough to meet program needs.
- 9657 NE Yaquina Avenue
 - o Site is located adjacent to SR 305 and access is available from Madison Avenue N, which is a controlled intersection. Additional analysis would need to be conducted to determine if site is large enough to meet program needs.

We are at a point where professional services are needed to conduct the remaining work related to site analysis and building design. It is recommended that the City Council direct the City Manager to prepare a Request for Qualifications for Architectural Services. The scope of work will include, site evaluations, review of space needs analysis, and all design services. Ideally, in an effort to control costs the current list of 8 potential sites would be reduced to 2 or 3 options prior to engaging in additional site evaluation work.

RECOMMENDED ACTION/MOTION

- 1) Council confirmation of findings of past space needs analyses.
- 2) Council direction to City Manager to prepare a RFQ for Architectural services.
- 3) Council direction to eliminate potential sites from further consideration.