



STUDY SESSION

TUESDAY, MAY 2, 2017

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

AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. CALL TO ORDER / ROLL CALL- 7:00 PM

Mayor: Val Tollefson

Deputy Mayor: Ron Peltier

Councilmembers: Sarah Blossom Michael Scott
 Kol Medina Roger Townsend
 Wayne Roth

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

3. PUBLIC COMMENT ON AGENDA ITEMS

4. PRESENTATIONS

- A.** 7:05 PM Presentation on Cultural Access Washington, AB 17-075 -
Councilmember Roth (Pg. 3)

5. UNFINISHED BUSINESS

- A.** 7:15 PM Update on Police and Municipal Court Building Project –
Site Selection and Next Steps, AB 14-008 - Public Works (Pg. 40)
- B.** 7:45 PM Consider Establishing Combined Infrastructure Task Force,
AB 17-083 - Mayor Tollefson (Pg. 63)

6. NEW BUSINESS

- A.** 7:55 PM Quarter 1 2017 Financial Report, AB 17-084 - Finance (Pg. 66)
- B.** 8:10 PM Ordinance No. 2017-10, Relating to Quarter 1 2017 Budget Amendments, AB 17-072 - Finance (Pg. 103)
- C.** 8:20 PM Ordinance No. 2017-11, Relating to 2016 Budget Carryovers into 2017, AB 17-073 - Finance (Pg. 109)
- D.** 8:30 PM Professional Services Agreement for Phase 3 Design of the

Sound to Olympics Trail (Bridge), AB 17-077 – Public Works (Pg. 113)

- E. 8:45 PM City Tree Trimming Practices, AB 17- 074 - Public Works (Pg. 151)
- F. 8:55 PM Consider Creation of Affordable Housing Task Force, AB 17-087 - Mayor Tollefson (Pg. 152)

7. FOR THE GOOD OF THE ORDER - 9:10 PM

8. ADJOURNMENT - 9:15 PM



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

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:05 PM Presentation on Cultural Access Washington, AB 17-075 - Councilmember Roth (Pg. 3)	Date: 5/2/2017
Agenda Item: PRESENTATIONS	Bill No.: 17-075
Proposed By: Councilmember Roth	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Ben Klasky will provide a presentation on Cultural Access Washington. Please see attached materials for additional information.

RECOMMENDED ACTION/MOTION

Presentation only.

ATTACHMENTS:

Description	Type
❑ Cultural Access Washington FAQ	Backup Material
❑ Cultural Access Washington COBI	Backup Material
❑ WA House Bill 22631	Backup Material
❑ Presentation	Backup Material



Bainbridge Island

Arts • Science • Heritage

A publicly funded program established to expand cultural access to arts, heritage and science organizations in counties and cities across Washington State.

How does it work?

- State House Bill 2263 allows any county in Washington State to create a Cultural Access Program.
- Should a County decline, a city within that county may create such a program implemented within city boundaries.
- Kitsap County has declined to establish a program. The opportunity now lies with The City of Bainbridge Island.

Why does Cultural Access matter?

- Creates a consistent and sustainable source of funding for non-profits and schools at the local level.
- Art, science, and heritage organizations strengthen our economy; enrich our lives; support education goals; and significantly contribute to Bainbridge Island's sense of place and identity.
- Supports the guiding principles and goals of our City's official Comprehensive Plan.

Who benefits?

- Public school students will have more cultural experiences both in and outside of the classroom (Funds cover transportation costs for field trips, as well as some in-school programming).
- Citizens of Bainbridge Island will gain increased access to cultural, scientific, and heritage experiences with expanded programming choices, and reduced or free admission prices.
- Island-based arts, science, and heritage nonprofit organizations through a competitive grant process.

Who is Eligible?

- Arts, science, and heritage organizations which are registered 501(c)(3) nonprofits.
- State-designated nonprofit organizations and/or those accredited by the Association of Zoos and Aquariums.
- Community preservation and development authority formed before January 1, 2011.

Who will manage it?

The City of Bainbridge Island can manage the money itself, or can exercise either of these other two options to manage the money and associated grants:

- The city can pass the money through a local community foundation or arts commission (e.g. Arts & Humanities Bainbridge).
- The city can elect to have the money managed by the Washington State Arts Commission.

How is it funded?

- Requires a majority vote by the City Council to appear on the ballot.
- Voter approved tax, either a 0.1% increase in sales tax, or a similarly sized property tax increase.
- When approved, the tax expires after 7 years unless reauthorized by a vote of the people.
- Funds will not replace or diminish usual funding to cultural organizations.

What will it cost?

- A penny for every ten dollars spent. This averages less than \$18 per year, per citizen.
- Start-up or administrative costs to City will be reimbursed through the program.

Next Step: Bainbridge Island City Council Consideration for Ballot for Vote on November 7, 2017.



Bainbridge Island
Arts • Science • Heritage

Cultural Access and the City of Bainbridge Island Comprehensive Plan

The Cultural Access Washington program supports and compliments the City's commitment to a vibrant cultural community, healthy environment, and to the preservation of the Island's unique heritage. There are over 60 instances in the City's Comprehensive Plan that emphasize the importance of cultural programming. The following vision, goals, and policies from the Cultural and Economic Elements are most immediate in consideration of the Cultural Access initiative:

The Cultural Element

Cultural Vision 2036

Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island.

Cultural Activity and Economic Vitality

GOAL CUL-2 Preserve and promote the distinctive character, history, traditional cultures and institutions of Bainbridge Island and take advantage of the Island's cultural stature within the dynamic economy of the Puget Sound region. (*Policy CUL 2.1-2.6*).

History and Heritage

GOAL CUL-3 Preserve places where the Island's history can be experienced, interpreted, and shared with the general public, in order to deepen an understanding of our heritage and the relationship of the past to our present and future. (*Policy CUL 3.1-3.6*).

The Humanities

GOAL CUL-4

Promote understanding of humanistic inquiry as a foundation for civil society, enjoyment of the arts and lifelong learning. (*Policy CUL 4.1 – 4.3*)

Economic Element

Economic Vision 2036

A robust non-profit sector strengthens social capital, provides services and employment opportunities.

Public/Private Partnerships

GOAL EC-7

Support and enhance social, cultural, artistic, nature based recreation, and other learning activities for residents, workers, and visitors. Integrate programs and activities related to economic prosperity with objectives related to environmental sustainability, social and political equity, climate change adaptation and cultural engagement. (*Policy EC7.3-7.7*)

Arts

GOAL EC-12

Continue to promote the arts as a significant component of the Bainbridge Island economy. (*Policy EC 12.1 – 12.2*).

CERTIFICATION OF ENROLLMENT
ENGROSSED SUBSTITUTE HOUSE BILL 2263

64th Legislature
2015 3rd Special Session

Passed by the House June 28, 2015
Yeas 87 Nays 10

Speaker of the House of Representatives

Passed by the Senate June 30, 2015
Yeas 33 Nays 12

President of the Senate

Approved

Governor of the State of Washington

CERTIFICATE

I, Barbara Baker, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE HOUSE BILL 2263** as passed by House of Representatives and the Senate on the dates hereon set forth.

Chief Clerk

FILED

**Secretary of State
State of Washington**

ENGROSSED SUBSTITUTE HOUSE BILL 2263

Passed Legislature - 2015 3rd Special Session

State of Washington

64th Legislature

2015 2nd Special Session

By House Finance (originally sponsored by Representatives Springer, Walkinshaw, Robinson, Tharinger, Carlyle, McBride, Fitzgibbon, and Reykdal)

READ FIRST TIME 06/27/15.

1 AN ACT Relating to providing local governments with options to
2 strengthen their communities by providing services and facilities for
3 people with mental illness, developmental disabilities, and other
4 vulnerable populations, and by increasing access to educational
5 experiences through cultural organizations; amending RCW 84.52.010,
6 84.52.010, 36.100.040, 67.28.181, and 82.14.410; adding new sections
7 to chapter 82.14 RCW; adding a new section to chapter 84.52 RCW;
8 adding a new chapter to Title 36 RCW; creating new sections;
9 providing an effective date; and providing an expiration date.

10 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

11 **PART I**

12 **INTENT**

13 NEW SECTION. **Sec. 101.** INTENT. (1) The legislature finds that:

14 (a) Many Washington cities and counties and their residents are
15 experiencing the lingering effects of the recession. While there are
16 many residents who have been able to successfully weather the
17 economic downturn, unfortunately there are still individuals,
18 families, and valued community organizations who have not. Local
19 governments also have not been immune to this situation. Local
20 government revenues have continued to lag behind economic growth,

1 leaving local communities unable to make adequate and necessary
2 investments in infrastructure and services their residents rely on
3 and benefit from. Additional fiscal tools that provide funding for
4 facilities, services, housing, and programs benefiting vulnerable
5 populations as well as cultural organizations will enable local
6 communities and their residents to choose to invest in their local
7 institutional and human infrastructure to the benefit of the public.

8 (b) There is a demonstrated need for facilities and services in
9 the community to help people with mental illness, individuals with
10 developmental disabilities, and other vulnerable populations,
11 including foster children, homeless families, veterans, and others in
12 critical need. The need includes, but is not limited to, funding for
13 mental health services, evaluation and treatment facilities, housing,
14 and other projects and services for those in need.

15 (c) There is also a need to provide public and educational
16 benefits and economic support for cultural organizations. Providing
17 local support for the state's cultural organizations is in the public
18 interest and will serve multiple public purposes including, among
19 others, enhancing and extending the education reach and offerings of
20 cultural organizations; ensuring continued and expanded access to the
21 facilities and programs of cultural organizations by economically and
22 geographically underserved populations; and providing financial
23 stability to the organizations to continue and extend the numerous
24 public benefits they provide.

25 (2) It is the intent of the legislature to provide local
26 governments and the communities they serve the fiscal tools needed to
27 provide these important services.

28 **PART II**

29 **DEFINITIONS**

30 NEW SECTION. **Sec. 201.** DEFINITIONS. The definitions in this
31 section apply throughout this chapter unless the context clearly
32 requires otherwise.

33 (1) "Administrative costs" means all operating, administrative,
34 and maintenance expenses for a program, a designated public agency,
35 or a designated entity.

36 (2) "Attendance" means the total number of visits by persons in
37 physical attendance during a year at cultural organization facilities
38 located or cultural organization programs provided within the county

1 creating a program, including attendance for which admission was
2 paid, discounted, or free, consistent with and verifiable under
3 guidelines adopted by the appropriate program.

4 (3) "Cultural organization" means a nonprofit corporation
5 incorporated under the laws of the state of Washington and recognized
6 by the internal revenue service as described in section 501(c)(3) of
7 the internal revenue code of 1986, as amended, with its principal
8 location or locations and conducting a majority of its activities
9 within the state, not including: Any agency of the state or any of
10 its political subdivisions; any municipal corporation; any
11 organization that raises funds for redistribution to multiple
12 cultural organizations; or any radio or television broadcasting
13 network or station, cable communications system, internet-based
14 communications venture or service, newspaper, or magazine. The
15 primary purpose of the organization must be the advancement and
16 preservation of science or technology, the visual or performing arts,
17 zoology, botany, anthropology, heritage, or natural history and any
18 organization must directly provide programming or experiences
19 available to the general public. Any organization with the primary
20 purpose of advancing and preserving zoology such as zoos and
21 aquariums must be or support a facility that is accredited by the
22 association of zoos and aquariums or its functional successor. A
23 state-related cultural organization may be a cultural organization.

24 (4) "Designated entity" means the entity designated by the
25 legislative authority of a county creating the program, as required
26 under section 601(1)(d) of this act. The entity may be a public
27 agency, including the state arts commission established under chapter
28 43.46 RCW, or a Washington nonprofit corporation that is not a
29 cultural organization eligible for funding under this chapter.

30 (5) "Designated public agency" means the public agency designated
31 by the legislative authority of a county creating the program, as
32 required under section 601(2)(h) of this act.

33 (6) "Program" means a cultural access program established by a
34 county by ordinance.

35 (7) "Revenues" means revenues from all sources generated by a
36 cultural organization, consistent with generally accepted accounting
37 practices and any program guidelines, excluding: (a) Revenues
38 associated with capital projects other than major maintenance
39 projects including, but not limited to, capital campaign expenses;
40 (b) funds provided under this chapter; (c) revenue that would be

1 considered unrelated business taxable income under the internal
2 revenue code of 1986, as amended; and (d) with respect to a state-
3 related cultural organization, state funding received by it or for
4 the institution it supports. Revenues include transfers from an
5 organization's endowment or reserves and may include the value of in-
6 kind goods and services to the extent permitted under any program
7 guidelines.

8 (8) "State-related cultural organization" means an organization
9 incorporated as a nonprofit corporation under the laws of the state
10 of Washington and recognized by the internal revenue service as
11 described in section 501(c)(3) of the internal revenue code of 1986,
12 as amended, with a primary purpose and directly providing programming
13 or experiences available to the general public consistent with the
14 requirements for recognition as a cultural organization under this
15 chapter operating in a facility owned and supported by the state, a
16 state agency, or state educational institution.

17 PART III

18 CULTURAL ACCESS PROGRAM

19 NEW SECTION. **Sec. 301.** CREATION. (1) Any county legislative
20 authority may create a cultural access program by ordinance.

21 (2) Any contiguous group of counties may create a program by
22 entering into an interlocal agreement under chapter 39.34 RCW,
23 approved by resolution of the county legislative authorities.

24 (3) A city may create a cultural access program if the county
25 legislative authority in which the city is located adopts a
26 resolution stating that the county forfeits its option to create a
27 program or does not place a proposition before the people to create
28 such a program by June 30, 2017. In the event the exception in this
29 subsection occurs, all references in this chapter to a county must
30 include a city that has exercised its authority under this
31 subsection, unless the context clearly requires otherwise.

32 NEW SECTION. **Sec. 302.** START-UP FUNDING AND CONDITIONAL
33 FORMATION. (1) The county creating a program may advance to the
34 program funding for its administrative costs, including the cost of
35 informing the public about the formation of the program, how it is
36 proposed to be funded, and the public benefits to be realized if it
37 is successful. However, this subsection does not authorize the

1 preparation and distribution of information to the general public for
2 the purpose of influencing the outcome of any election called for
3 voter authorization of a proposed tax to support a program.

4 (2) The county creating a program may provide for repayment of
5 any start-up funding advanced to a program from the proceeds of taxes
6 authorized under sections 401 through 403 of this act and approved by
7 voters after the taxes are first collected. The funds may be repaid
8 to such county with interest at the internal rate of return on the
9 invested funds of such county.

10 NEW SECTION. **Sec. 303.** NONSUPPLANTATION. In creating a program
11 under this chapter, any county creating the program must affirm that
12 any funding such county usually and customarily provides to cultural
13 organizations similar to funding that would be available to those
14 organizations under this chapter may not be replaced or materially
15 diminished as a result of funding becoming available under this
16 chapter. If an organization designated to receive funds under this
17 chapter is a state-related cultural organization, the funds received
18 under this chapter may not replace or materially diminish any funding
19 usually or customarily provided by the state.

20 NEW SECTION. **Sec. 304.** ADVISORY COUNCILS. Each county creating
21 a program under this chapter may establish an advisory council, the
22 membership of which must include citizen representatives of
23 constituencies and organizations with interests relevant to the work
24 of the program including, but not limited to, leaders in the
25 business, educational, and cultural communities. Advisory council
26 members should be residents of the county creating the program.
27 Policies concerning the size and operation of any advisory council
28 must be established by the county that creates the program.

29 NEW SECTION. **Sec. 305.** ALTERNATIVE ADMINISTRATIVE ARRANGEMENTS.
30 A county with a population of less than one million five hundred
31 thousand may contract with the state arts commission formed under
32 chapter 43.46 RCW for the provision of consulting, management, or
33 other administrative services to be provided to its program created
34 under this chapter. Any county creating a program may elect to
35 consolidate administration of such a program with that of the entity
36 or public agency designated by the county creating such a program to
37 perform the functions required under section 601 of this act.

PART IV
FUNDING

NEW SECTION. **Sec. 401.** PROGRAM TO IMPOSE TAX. (1)(a) Except as provided in (b) of this section, a county creating a program under this chapter may impose sales and use taxes under section 402 of this act or additional regular property tax levies under section 403 of this act for the purposes authorized under this chapter.

(b) A county with a population of one million five hundred thousand or more may not impose additional regular property tax levies under section 403 of this act.

(2) If a county imposes sales and use taxes under section 402 of this act, the county may not impose an additional regular property tax levy under section 403 of this act so long as such sales and use taxes are in effect.

(3) If a county imposes an additional regular property tax levy under section 403 of this act, the county may not impose sales and use taxes under section 402 of this act so long as such property tax levy is in effect.

(4) All revenue from taxes imposed under this chapter must be credited to a special fund in the treasury of the county imposing such tax and used solely for the purpose of paying all or any part of the cost of cultural access programs as provided in this chapter.

NEW SECTION. **Sec. 402.** A new section is added to chapter 82.14 RCW to read as follows:

SALES AND USE TAXES. (1) The legislative authority of a county or a city may impose a sales and use tax of up to one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax, for the purposes authorized under chapter 36.--- RCW (the new chapter created in section 802 of this act). The legislative authority of the county or city may impose the sales and use tax by ordinance and must condition its imposition on the specific authorization of a majority of the voters voting on a proposition submitted at a special or general election held after June 30, 2016. The ordinance and ballot proposition may provide for the tax to apply for a period of up to seven consecutive years.

(2) The tax authorized in this section is in addition to any other taxes authorized by law and must be collected from those

persons who are taxable by the state under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event.

(3) The legislative authority of a county or city may reimpose a tax imposed under this section for one or more additional periods of up to seven consecutive years. The legislative authority of the county or city may only reimpose the sales and use tax by ordinance and on the prior specific authorization of a majority of the voters voting on a proposition submitted at a special or general election.

(4) Moneys collected under this section may only be used for the purposes set forth in section 601 of this act.

(5) The department must perform the collection of taxes under this section on behalf of a county or city at no cost to the county or city, and the state treasurer must distribute those taxes as available on a monthly basis to the county or city or, upon the direction of the county or city, to its treasurer or a fiscal agent, paying agent, or trustee for obligations issued or incurred by the program.

(6) The definitions in section 201 of this act apply to this section.

NEW SECTION. **Sec. 403.** A new section is added to chapter 84.52 RCW to read as follows:

PROPERTY TAX. (1) The legislative authority of a county or city may impose an additional regular property tax levy for the purposes authorized under chapter 36.--- RCW (the new chapter created in section 802 of this act). The legislative authority of the county or city may impose the additional levy by ordinance and must condition its imposition of the levy upon prior specific authorization of a majority of the voters voting on a proposition submitted at a special or general election held after June 30, 2016. The ordinance and the ballot proposition must set forth the total dollar amount to be collected in the first year of the levy and the estimated levy rate for the first year and may provide for a levy for a period of up to seven consecutive years. The total dollar amount to be set forth in the ordinance and the ballot proposition may not exceed an amount equal to: The total taxable retail sales and taxable uses in the county or the city levying the property tax for the most recent calendar year as reported by the department multiplied by one-tenth of one percent. Any county or city levying the property tax in this section must calculate the total dollar amount to be collected using

1 the most recent calendar year publicly available data of taxable
2 retail sales published on the department's web site.

3 (2) The legislative authority of a county or city may reimpose an
4 additional regular property tax levy imposed under subsection (1) of
5 this section for one or more additional periods of up to seven
6 consecutive years. The legislative authority of the county or city
7 may only reimpose the regular property tax levy by ordinance and on
8 the prior specific authorization of a majority of the voters voting
9 on a proposition submitted at a special or general election. The
10 ordinance and the ballot proposition must set forth the total dollar
11 amount to be collected in the first year and the estimated levy rate
12 for the first year of the reimposed levy. The total dollar amount to
13 be set forth in the ordinance and the ballot proposition may not
14 exceed an amount equal to: The total taxable retail sales and taxable
15 uses in the county or the city levying the property tax for the most
16 recent calendar year as reported by the department multiplied by one-
17 tenth of one percent. Any county or city levying the property tax in
18 this section must calculate the total dollar amount to be collected
19 using the most recent calendar year publicly available data of
20 taxable retail sales published on the department's web site.

21 (3) In the event a county or city is levying property taxes under
22 this section that, in combination with property taxes levied by other
23 taxing districts, exceed the limitation in RCW 84.52.050 or
24 84.52.043(2), the county's or city's property tax levy under this
25 section must be reduced or eliminated consistent with RCW 84.52.010.

26 (4) The limitation in RCW 84.55.010 does not apply to the first
27 levy imposed under subsection (1) of this section or to the first
28 levy reimposed under subsection (2) of this section.

29 (5) The limitations in RCW 84.52.043(1) do not apply to the tax
30 levy authorized in this section.

31 (6) Moneys collected under this section may only be used for the
32 purposes set forth in section 601 of this act.

33 (7) The definitions in section 201 of this act apply to this
34 section.

35 **Sec. 404.** RCW 84.52.010 and 2011 1st sp.s. c 28 s 2 are each
36 amended to read as follows:

37 (1) Except as is permitted under RCW 84.55.050, all taxes must be
38 levied or voted in specific amounts.

1 (2) The rate percent of all taxes for state and county purposes,
2 and purposes of taxing districts coextensive with the county, must be
3 determined, calculated and fixed by the county assessors of the
4 respective counties, within the limitations provided by law, upon the
5 assessed valuation of the property of the county, as shown by the
6 completed tax rolls of the county, and the rate percent of all taxes
7 levied for purposes of taxing districts within any county must be
8 determined, calculated and fixed by the county assessors of the
9 respective counties, within the limitations provided by law, upon the
10 assessed valuation of the property of the taxing districts
11 respectively.

12 (3) When a county assessor finds that the aggregate rate of tax
13 levy on any property, that is subject to the limitations set forth in
14 RCW 84.52.043 or 84.52.050, exceeds the limitations provided in
15 either of these sections, the assessor must recompute and establish a
16 consolidated levy in the following manner:

17 (a) The full certified rates of tax levy for state, county,
18 county road district, and city or town purposes must be extended on
19 the tax rolls in amounts not exceeding the limitations established by
20 law; however any state levy takes precedence over all other levies
21 and may not be reduced for any purpose other than that required by
22 RCW 84.55.010. If, as a result of the levies imposed under RCW
23 36.54.130, 84.34.230, 84.52.069, 84.52.105, the portion of the levy
24 by a metropolitan park district that was protected under RCW
25 84.52.120, 84.52.125, 84.52.135, 84.52.140, and the protected portion
26 of the levy under RCW 86.15.160 by flood control zone districts in a
27 county with a population of seven hundred seventy-five thousand or
28 more that are coextensive with a county, the combined rate of regular
29 property tax levies that are subject to the one percent limitation
30 exceeds one percent of the true and fair value of any property, then
31 these levies must be reduced as follows:

32 (i) The portion of the levy by a metropolitan park district that
33 has a population of less than one hundred fifty thousand and is
34 located in a county with a population of one million five hundred
35 thousand or more that is protected under RCW 84.52.120 must be
36 reduced until the combined rate no longer exceeds one percent of the
37 true and fair value of any property or must be eliminated;

38 (ii) If the combined rate of regular property tax levies that are
39 subject to the one percent limitation still exceeds one percent of
40 the true and fair value of any property, the protected portion of the

1 levy imposed under RCW 86.15.160 by a flood control zone district in
2 a county with a population of seven hundred seventy-five thousand or
3 more that is coextensive with a county must be reduced until the
4 combined rate no longer exceeds one percent of the true and fair
5 value of any property or must be eliminated;

6 (iii) If the combined rate of regular property tax levies that
7 are subject to the one percent limitation still exceeds one percent
8 of the true and fair value of any property, the levy imposed by a
9 county under RCW 84.52.140 must be reduced until the combined rate no
10 longer exceeds one percent of the true and fair value of any property
11 or must be eliminated;

12 (iv) If the combined rate of regular property tax levies that are
13 subject to the one percent limitation still exceeds one percent of
14 the true and fair value of any property, the portion of the levy by a
15 fire protection district that is protected under RCW 84.52.125 must
16 be reduced until the combined rate no longer exceeds one percent of
17 the true and fair value of any property or must be eliminated;

18 (v) If the combined rate of regular property tax levies that are
19 subject to the one percent limitation still exceeds one percent of
20 the true and fair value of any property, the levy imposed by a county
21 under RCW 84.52.135 must be reduced until the combined rate no longer
22 exceeds one percent of the true and fair value of any property or
23 must be eliminated;

24 (vi) If the combined rate of regular property tax levies that are
25 subject to the one percent limitation still exceeds one percent of
26 the true and fair value of any property, the levy imposed by a ferry
27 district under RCW 36.54.130 must be reduced until the combined rate
28 no longer exceeds one percent of the true and fair value of any
29 property or must be eliminated;

30 (vii) If the combined rate of regular property tax levies that
31 are subject to the one percent limitation still exceeds one percent
32 of the true and fair value of any property, the portion of the levy
33 by a metropolitan park district with a population of one hundred
34 fifty thousand or more that is protected under RCW 84.52.120 must be
35 reduced until the combined rate no longer exceeds one percent of the
36 true and fair value of any property or must be eliminated;

37 (viii) If the combined rate of regular property tax levies that
38 are subject to the one percent limitation still exceeds one percent
39 of the true and fair value of any property, then the levies imposed
40 under RCW 84.34.230, 84.52.105, and any portion of the levy imposed

under RCW 84.52.069 that is in excess of thirty cents per thousand dollars of assessed value, must be reduced on a pro rata basis until the combined rate no longer exceeds one percent of the true and fair value of any property or must be eliminated; and

(ix) If the combined rate of regular property tax levies that are subject to the one percent limitation still exceeds one percent of the true and fair value of any property, then the thirty cents per thousand dollars of assessed value of tax levy imposed under RCW 84.52.069 must be reduced until the combined rate no longer exceeds one percent of the true and fair value of any property or must be eliminated.

(b) The certified rates of tax levy subject to these limitations by all junior taxing districts imposing taxes on such property must be reduced or eliminated as follows to bring the consolidated levy of taxes on such property within the provisions of these limitations:

(i) First, the certified property tax levy authorized under section 403 of this act must be reduced on a pro rata basis or eliminated;

(ii) Second, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of those junior taxing districts authorized under RCW 36.68.525, 36.69.145, 35.95A.100, and 67.38.130 must be reduced on a pro rata basis or eliminated;

~~((~~ii~~)—Second))~~ (iii) Third, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of flood control zone districts other than the portion of a levy protected under RCW 84.52.815 must be reduced on a pro rata basis or eliminated;

~~((~~iii~~)—Third))~~ (iv) Fourth, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of all other junior taxing districts, other than fire protection districts, regional fire protection service authorities, library districts, the first fifty cent per thousand dollars of assessed valuation levies for metropolitan park districts, and the first fifty cent per thousand dollars of assessed valuation levies for public hospital districts, must be reduced on a pro rata basis or eliminated;

~~((~~iv~~)—Fourth))~~ (v) Fifth, if the consolidated tax levy rate still exceeds these limitations, the first fifty cent per thousand dollars of assessed valuation levies for metropolitan park districts

1 created on or after January 1, 2002, must be reduced on a pro rata
2 basis or eliminated;

3 ~~((v) Fifth))~~ (vi) Sixth, if the consolidated tax levy rate still
4 exceeds these limitations, the certified property tax levy rates
5 authorized to fire protection districts under RCW 52.16.140 and
6 52.16.160 and regional fire protection service authorities under RCW
7 52.26.140(1) (b) and (c) must be reduced on a pro rata basis or
8 eliminated; and

9 ~~((vi) Sixth))~~ (vii) Seventh, if the consolidated tax levy rate
10 still exceeds these limitations, the certified property tax levy
11 rates authorized for fire protection districts under RCW 52.16.130,
12 regional fire protection service authorities under RCW
13 52.26.140(1) (a), library districts, metropolitan park districts
14 created before January 1, 2002, under their first fifty cent per
15 thousand dollars of assessed valuation levy, and public hospital
16 districts under their first fifty cent per thousand dollars of
17 assessed valuation levy, must be reduced on a pro rata basis or
18 eliminated.

19 **Sec. 405.** RCW 84.52.010 and 2015 c 170 s 2 are each amended to
20 read as follows:

21 (1) Except as is permitted under RCW 84.55.050, all taxes must be
22 levied or voted in specific amounts.

23 (2) The rate percent of all taxes for state and county purposes,
24 and purposes of taxing districts coextensive with the county, must be
25 determined, calculated and fixed by the county assessors of the
26 respective counties, within the limitations provided by law, upon the
27 assessed valuation of the property of the county, as shown by the
28 completed tax rolls of the county, and the rate percent of all taxes
29 levied for purposes of taxing districts within any county must be
30 determined, calculated and fixed by the county assessors of the
31 respective counties, within the limitations provided by law, upon the
32 assessed valuation of the property of the taxing districts
33 respectively.

34 (3) When a county assessor finds that the aggregate rate of tax
35 levy on any property, that is subject to the limitations set forth in
36 RCW 84.52.043 or 84.52.050, exceeds the limitations provided in
37 either of these sections, the assessor must recompute and establish a
38 consolidated levy in the following manner:

1 (a) The full certified rates of tax levy for state, county,
2 county road district, and city or town purposes must be extended on
3 the tax rolls in amounts not exceeding the limitations established by
4 law; however any state levy takes precedence over all other levies
5 and may not be reduced for any purpose other than that required by
6 RCW 84.55.010. If, as a result of the levies imposed under RCW
7 36.54.130, 84.34.230, 84.52.069, 84.52.105, the portion of the levy
8 by a metropolitan park district that was protected under RCW
9 84.52.120, 84.52.125, 84.52.135, and 84.52.140, and the portion of
10 the levy by a flood control zone district that was protected under
11 RCW 84.52.--- (section 3, chapter 170, Laws of 2015), the combined
12 rate of regular property tax levies that are subject to the one
13 percent limitation exceeds one percent of the true and fair value of
14 any property, then these levies must be reduced as follows:

15 (i) The portion of the levy by a flood control zone district that
16 was protected under RCW 84.52.--- (section 3, chapter 170, Laws of
17 2015) must be reduced until the combined rate no longer exceeds one
18 percent of the true and fair value of any property or must be
19 eliminated;

20 (ii) If the combined rate of regular property tax levies that are
21 subject to the one percent limitation still exceeds one percent of
22 the true and fair value of any property, the levy imposed by a county
23 under RCW 84.52.140 must be reduced until the combined rate no longer
24 exceeds one percent of the true and fair value of any property or
25 must be eliminated;

26 (iii) If the combined rate of regular property tax levies that
27 are subject to the one percent limitation still exceeds one percent
28 of the true and fair value of any property, the portion of the levy
29 by a fire protection district that is protected under RCW 84.52.125
30 must be reduced until the combined rate no longer exceeds one percent
31 of the true and fair value of any property or must be eliminated;

32 (iv) If the combined rate of regular property tax levies that are
33 subject to the one percent limitation still exceeds one percent of
34 the true and fair value of any property, the levy imposed by a county
35 under RCW 84.52.135 must be reduced until the combined rate no longer
36 exceeds one percent of the true and fair value of any property or
37 must be eliminated;

38 (v) If the combined rate of regular property tax levies that are
39 subject to the one percent limitation still exceeds one percent of
40 the true and fair value of any property, the levy imposed by a ferry

district under RCW 36.54.130 must be reduced until the combined rate no longer exceeds one percent of the true and fair value of any property or must be eliminated;

(vi) If the combined rate of regular property tax levies that are subject to the one percent limitation still exceeds one percent of the true and fair value of any property, the portion of the levy by a metropolitan park district that is protected under RCW 84.52.120 must be reduced until the combined rate no longer exceeds one percent of the true and fair value of any property or must be eliminated;

(vii) If the combined rate of regular property tax levies that are subject to the one percent limitation still exceeds one percent of the true and fair value of any property, then the levies imposed under RCW 84.34.230, 84.52.105, and any portion of the levy imposed under RCW 84.52.069 that is in excess of thirty cents per thousand dollars of assessed value, must be reduced on a pro rata basis until the combined rate no longer exceeds one percent of the true and fair value of any property or must be eliminated; and

(viii) If the combined rate of regular property tax levies that are subject to the one percent limitation still exceeds one percent of the true and fair value of any property, then the thirty cents per thousand dollars of assessed value of tax levy imposed under RCW 84.52.069 must be reduced until the combined rate no longer exceeds one percent of the true and fair value of any property or eliminated.

(b) The certified rates of tax levy subject to these limitations by all junior taxing districts imposing taxes on such property must be reduced or eliminated as follows to bring the consolidated levy of taxes on such property within the provisions of these limitations:

(i) First, the certified property tax levy authorized under section 403 of this act must be reduced on a pro rata basis or eliminated;

(ii) Second, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of those junior taxing districts authorized under RCW 36.68.525, 36.69.145, 35.95A.100, and 67.38.130 must be reduced on a pro rata basis or eliminated;

~~((~~ii~~—Second))~~ (iii) Third, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of flood control zone districts other than the portion of a levy protected under RCW 84.52.--- (section 3, chapter 170, Laws of 2015) must be reduced on a pro rata basis or eliminated;

~~((iii) Third))~~ ((iv) Fourth, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates of all other junior taxing districts, other than fire protection districts, regional fire protection service authorities, library districts, the first fifty cent per thousand dollars of assessed valuation levies for metropolitan park districts, and the first fifty cent per thousand dollars of assessed valuation levies for public hospital districts, must be reduced on a pro rata basis or eliminated;

~~((iv) Fourth))~~ (v) Fifth, if the consolidated tax levy rate still exceeds these limitations, the first fifty cent per thousand dollars of assessed valuation levies for metropolitan park districts created on or after January 1, 2002, must be reduced on a pro rata basis or eliminated;

((~~(v) Fifth~~)) (vi) Sixth, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates authorized to fire protection districts under RCW 52.16.140 and 52.16.160 and regional fire protection service authorities under RCW 52.26.140(1) (b) and (c) must be reduced on a pro rata basis or eliminated; and

((~~(vi) Sixth~~)) (vii) Seventh, if the consolidated tax levy rate still exceeds these limitations, the certified property tax levy rates authorized for fire protection districts under RCW 52.16.130, regional fire protection service authorities under RCW 52.26.140(1)(a), library districts, metropolitan park districts created before January 1, 2002, under their first fifty cent per thousand dollars of assessed valuation levy, and public hospital districts under their first fifty cent per thousand dollars of assessed valuation levy, must be reduced on a pro rata basis or eliminated.

PART V

PUBLIC BENEFITS AND PUBLIC SCHOOL CULTURAL ACCESS PROGRAM

NEW SECTION. **Sec. 501.** PUBLIC BENEFITS. (1) A program created under this chapter must provide or continue to provide funding authorized under this chapter only to cultural organizations that provide discernible public benefits. Each program created under this chapter must identify a range of public benefits that cultural organizations may provide or continue to provide in satisfaction of

1 this requirement for eligibility to receive funding authorized under
2 this chapter. The public benefits include, without limitation:
3 Reasonable opportunities for access to facilities, programs, and
4 services on a reduced or no admission fee basis, particularly for
5 diverse and underserved populations and communities; providing,
6 through technological and other means, services or programs in
7 locations other than an organization's own facilities; providing
8 educational programs and experiences both at an organization's own
9 facilities and in schools and other venues; broadening cultural
10 programs, performances, and exhibitions for the enlightenment and
11 entertainment of the public; supporting collaborative relationships
12 with other cultural organizations in order to extend the reach and
13 impact of the collaborating organizations for the benefit of the
14 public; and, in the case of community-based cultural organizations,
15 organizational capacity-building projects or activities that an
16 organization can demonstrate, to the reasonable satisfaction of the
17 designated entity, will enhance the ability of the organization to
18 provide or continue to provide meaningful public benefits not
19 otherwise achievable.

20 (2) Each program created under this chapter must adopt guidelines
21 establishing a baseline standard of continuous performance with
22 respect to the provision of public benefits required under this
23 chapter and for evaluating the eligibility of any cultural
24 organization to receive funds under this chapter based on the
25 continuous performance of the organization in the provision of the
26 public benefits. The guidelines must include: (a) Procedures for
27 notifying any organization at risk of losing its eligibility to
28 receive funds under this chapter for failure to achieve the program's
29 baseline standard of performance with respect to the continuous
30 provision of public benefits; and (b) measures or procedures
31 available to the organization for either retaining or recovering
32 eligibility, as appropriate.

33 NEW SECTION. **Sec. 502.** PUBLIC SCHOOL CULTURAL ACCESS PROGRAM.

34 (1) A program created under this chapter must develop and provide a
35 public school cultural access program, as provided in section 601 of
36 this act.

37 (2) To the extent practicable consistent with available
38 resources, the public school cultural access element of a program of

1 a county described in section 601(2) of this act must include the
2 following attributes:

3 (a) Provide benefits designed to increase public school student
4 access to the programming offered and facilities operated by regional
5 and community-based cultural organizations receiving funding under
6 this chapter, giving priority to the activities in the order
7 described in (c) of this subsection;

8 (b) Offer benefits to every public school in the county while
9 scaling the range of benefits available to and the frequency of
10 opportunities to participate by any particular school to coincide
11 with the relative percentage of students attending the school who
12 participate in the national free or reduced-price school meals
13 program;

14 (c) Benefits provided under the public school cultural access
15 program must include, without limitation:

16 (i) Providing directly or otherwise funding and arranging for
17 transportation for all public school students at participating
18 schools to attend and participate annually in the age-appropriate
19 programs and activities offered by such organizations;

20 (ii) Should funding available under this program for student
21 transportation be inadequate in any one year due to more demand for
22 student transportation than can be funded, increasing the subsequent
23 annual percentage allocation to the public school cultural access
24 program up to two percent so as to provide sufficient funds to ensure
25 adequate funding of student transportation;

26 (iii) Establishing and operating, within funding provided to
27 support the public school cultural access program under this
28 subsection, of a centralized service available to regional and
29 community-based cultural organizations receiving funding under this
30 chapter and public schools in the county to coordinate opportunities
31 for public school student access to the programs and activities
32 offered by the organizations both at the facilities and venues
33 operated by the organizations and through programs and experiences
34 provided by the organizations at schools and elsewhere;

35 (iv) In consultation with cultural organizations located within
36 the county, preparing and maintaining a readily accessible and
37 current guide cataloging access opportunities and facilitating
38 scheduling;

39 (v) Coordinating closely with cultural organizations to maximize
40 student utilization of available opportunities in a cost-efficient

1 manner including possible scheduling on a single day opportunities
2 for different grade levels at any one school and participation in
3 multiple programs or activities in the same general area for which
4 program-funded transportation is provided;

5 (vi) Supporting the development of tools, materials, and media by
6 cultural organizations to ensure that school access programs and
7 activities correlate with school curricula and extend the reach of
8 access programs and activities for classroom use with or without
9 direct on-site participation, to the extent practicable;

10 (vii) Building meaningful partnerships with public schools and
11 cultural organizations in order to maximize participation in school
12 access programs and activities and ensure their relevance and
13 effectiveness;

14 (d) When a program determines that its program element required
15 under (c)(i) through (vii) of this subsection has achieved sufficient
16 scale and participation among public schools located within its
17 boundaries and that it has resources remaining to devote to
18 additional public school cultural access programs without diminishing
19 such participation, the county may develop and financially support
20 other public school cultural access activities in conjunction with
21 cultural organizations receiving funds under this chapter; public
22 school districts; and other public or nonprofit organizations that
23 support cultural access. Any funding for development and support of
24 such activities provided to cultural organizations receiving funds
25 under this subsection must only be used to supplement the public
26 benefits provided by such organizations as required under this
27 chapter and may not be used by such organizations to replace or
28 diminish funding for such required public benefits;

29 (e) Preparation of an annual public school cultural access plan
30 for review and adoption prior to implementation; and

31 (f) Compilation of an annual report documenting the reach and
32 evaluating the effectiveness of program-funded public school cultural
33 access efforts, including information about the numbers and types of
34 students who participated in the program and recommendations to the
35 county for improvements.

36 **PART VI**
37 **USE OF FUNDS**

1 NEW SECTION. **Sec. 601.** ALLOCATION. (1) A program in a county
2 with a population of less than one million five hundred thousand must
3 allocate the proceeds of taxes authorized under sections 402 and 403
4 of this act as follows:

5 (a) If any start-up funding has been provided to the program
6 under section 302 of this act with the expectation that the funding
7 will be repaid, the program must annually reserve from total funds
8 available funding sufficient to provide for repayment of such start-
9 up funding until any such start-up funding has been fully repaid;

10 (b) The funding determined by the county forming such a program
11 to be reserved for program costs, including direct administrative
12 costs, and repaying any start-up funding provided under section 302
13 of this act. Information disclosing the amount of funding to be
14 reserved for program administrative costs must be included in any
15 proposition submitted to voters under section 402 or 403 of this act;

16 (c) The county must determine the percentage of total funds
17 available annually to be reserved for a public school cultural access
18 program established and managed by the county to increase access to
19 cultural activities and programming for public school students
20 resident in the county. The activities and programming need not be
21 located or provided within the county. In developing its program, the
22 county may consider the attributes prescribed for a public school
23 cultural access program required to be undertaken under section
24 502(2) of this act and may also consider providing funding for music
25 and arts education in public schools that is in addition to that
26 provided for in the program of basic education funding;

27 (d) Remaining funds available annually, including all funds not
28 initially reserved under (a), (b), and (c) of this subsection as well
29 as funds not distributed by the county from the reserved funds must
30 be distributed by the county to the entity designated by the
31 legislative authority of the county creating the program. The county
32 must determine:

33 (i) Guidelines, consistent with the requirements of this chapter,
34 it deems necessary or appropriate for determining the eligibility of
35 cultural organizations to receive funding under this chapter;

36 (ii) Criteria for the award of funds to eligible cultural
37 organizations, including the public benefits to be derived from
38 projects submitted for funding;

39 (iii) The amount of funding to be allocated to support designated
40 entity administrative costs;

1 (iv) Criteria for the identification by the county or, if so
2 directed by the county, by the designated entity of any cultural
3 organization or organizations that would receive annual distributions
4 of funds in such amounts determined by the county or, if so directed
5 by the county, the designated entity; and

6 (v) Procedures to be used by the designated entity in awarding
7 funding to other cultural organizations that may, but are not
8 required to include a periodic competitive process for awarding funds
9 for particular purposes or projects proposed by eligible cultural
10 organizations;

11 (e) In evaluating requests for funding authorized under this
12 chapter, the designated entity responsible for the distribution of
13 the funds must consider the public benefits that any cultural
14 organizations represented will be derived from proposed projects. At
15 the conclusion of a project approved for funding, such organization
16 is required to report to the designated entity on the public benefits
17 realized;

18 (f) Funds distributed to cultural organizations may be used to
19 support cultural and educational activities, programs, and
20 initiatives; public benefits and communications; and basic
21 operations. Funds may also be used for: (i) Capital expenditures or
22 acquisitions including, but not limited to, the acquisition of or
23 construction of improvements to real property; and (ii) technology,
24 equipment, and supplies reasonably related to or necessary for a
25 project otherwise eligible for funding under this chapter. Program
26 guidelines may also determine the circumstances under which funds may
27 be used to fund start-up expenses of new community-based cultural
28 organizations;

29 (g) If the county or designated entity determine the eligibility
30 of a cultural organization to receive funding or the relative
31 magnitude of the funding it receives on the basis of its budget,
32 revenues, or expenses, any determination with respect to a qualifying
33 state-related cultural organization must exclude any state funding
34 received by the organization or for the institution it supports.

35 (2) A county with a population of more than one million five
36 hundred thousand must allocate the proceeds of the taxes authorized
37 under section 402 of this act as follows:

38 (a) If any start-up funding has been provided to the program
39 under section 302 of this act with the expectation that the funding
40 will be repaid, the program must annually reserve from total funds

1 available annually funding sufficient to provide for repayment of
2 such start-up funding until any such start-up funding has been fully
3 repaid;

4 (b) After allocating any funds as required in (a) of this
5 subsection, up to one and one-fourth percent of total funds available
6 annually may be used for program administrative costs;

7 (c) After allocating funds as required in (a) and (b) of this
8 subsection, ten percent of remaining funds available annually must be
9 used to fund a public school cultural access program to be
10 administered by the program, subject to section 502(2) of this act;

11 (d) Seventy percent of total remaining funds available annually
12 excluding funds initially reserved under (a), (b), and (c) of this
13 subsection must be reserved for distribution by the program to
14 regional cultural organizations that are cultural organizations that
15 own, operate, or support cultural facilities or provide performances,
16 exhibits, educational programs, experiences, or entertainment that
17 widely benefit and are broadly attended by the public, subject to
18 further definition under guidelines adopted by the program. A
19 regional cultural organization may also generally be characterized
20 under program guidelines as a financially stable, substantial
21 organization with full-time support and program staff, maintaining a
22 broad-based membership, having year-round or enduring seasonal
23 operations, being a substantial financial contributor to the
24 development, operation, and maintenance of the organization's
25 principal venue or venues, and providing substantial public benefits.
26 The funding must be provided only to those regional cultural
27 organizations that the program determines, on an annual basis, to
28 have met the following guidelines:

29 (i) For at least the preceding three years, the organization has
30 been continuously in good standing as a nonprofit corporation under
31 the laws of the state of Washington;

32 (ii) The organization has its principal location or locations and
33 conducts the majority of its activities within the county area
34 primarily for the benefit of county residents;

35 (iii) The organization has not declared bankruptcy or suspended
36 or substantially curtailed operations for a period longer than six
37 months during the preceding two years;

38 (iv) The organization provided to the program audited annual
39 financial statements for at least its two most recent fiscal years;

1 (v) Over the three preceding years, the organization has minimum
2 average annual revenues of at least one million two hundred fifty
3 thousand dollars. The program must annually and cumulatively adjust
4 the minimum revenues by the annual percentage change in the consumer
5 price index for the prior year for the Seattle-Tacoma-Bellevue,
6 Washington metropolitan statistical area for all urban consumer, all
7 goods, as published by the United States department of labor, bureau
8 of labor statistics. The minimum revenues requirement, adjusted for
9 inflation as provided in this section, remains effective through the
10 date on which the initial tax authorized by the voters under section
11 402 or 403 of this act expires. Thereafter, the program must, at the
12 beginning of each subsequent period of funding as approved by the
13 voters, establish initial minimum average annual revenues of not less
14 than the amount of the minimum revenues required during the final
15 year of the immediately preceding period of funding;

16 (vi) For purposes of determining the eligibility of a regional
17 organization to receive funding or the relative magnitude of the
18 funding it receives on the basis of its revenues, any determination
19 with respect to a qualifying state-related cultural organization must
20 exclude any state funding received by the organization or for the
21 institution it supports; and

22 (vii) Any additional guidelines, consistent with section 201 of
23 this act and this section, as the program deems necessary or
24 appropriate for determining the eligibility of prospective regional
25 cultural organizations to receive funding under this section and for
26 establishing the amount of funding any organization may receive;

27 (e) Funds available under (d) of this subsection must be
28 distributed among eligible regional cultural organizations based on
29 an annual ranking of eligible organizations by the combined size of
30 their average annual revenues and their average annual attendance,
31 both over the three preceding years. However, an organization's
32 attendance must have twice the weight of the organization's revenues
33 in determining its relative ranking. Available funds must be
34 distributed proportionally among eligible organizations, consistent
35 with the ranking, such that the organization with the largest
36 combined revenues and weighted attendance would receive the most
37 funding and the organization with the smallest combined revenues and
38 weighted attendance would receive the least funding. However, no
39 organization may receive funds in excess of fifteen percent of its
40 average annual revenues over the three preceding years;

1 (f) Funds distributed to regional cultural organizations under
2 (d) of this subsection must be used to support cultural and
3 educational activities, programs and initiatives, public benefits and
4 communications, and basic operations.

5 (i) At least twenty percent of funds distributed to any regional
6 cultural organizations under (d) of this subsection must be used to
7 participate in the program's public school cultural access program
8 required under section 502 of this act. The regional cultural
9 organizations must provide or continue to provide public benefits
10 under this section in addition to participating in the public school
11 cultural access program.

12 (ii) No funds distributed to regional cultural organizations
13 under (d) of this subsection may be used for capital expenditures or
14 acquisitions including, but not limited to, the acquisition of or the
15 construction of improvements to real property;

16 (g) Prior to December 31st of each year, each regional cultural
17 organization receiving funds authorized under this chapter pursuant
18 to a program allocation formula must provide a report to the program,
19 including:

20 (i) A preview of the public benefits the organization plans to
21 provide or continue to provide in the following year;

22 (ii) A preview of the organization's public school cultural
23 access program participation in the following year; and

24 (iii) A report on public benefits it provided, and its
25 participation in the public school cultural access program, during
26 the current year;

27 (h) Remaining funds available annually, including funds not
28 initially reserved under (a) through (d) of this subsection as well
29 as funds not distributed by the program from the reserved funds must
30 be distributed by the program to the public agency designated by the
31 legislative authority of the county creating such a program;

32 (i) Funds distributed by the designated public agencies under (h)
33 of this subsection must be applied as follows:

34 (i) Not more than eight percent of such funds must be used for
35 administrative costs of the public agency designated by a county
36 creating the program; and

37 (ii) The balance must be used to fund community-based cultural
38 organizations that are cultural organizations or a community
39 preservation and development authority formed under chapter 43.167
40 RCW prior to January 1, 2011, that primarily function, focus their

activities, and are supported or patronized within a local community and are not a regional cultural organization, subject to further definition under guidelines adopted by the designated public agency. Designated public agencies must adopt:

(A) Guidelines, consistent with the requirements of this chapter, it deems necessary or appropriate for determining the eligibility of community-based cultural organizations to receive funding under this chapter and for establishing the amount of funding any organization may receive;

(B) Criteria for the award of funds to eligible community-based cultural organizations, including the public benefits to be derived from projects submitted for funding; and

(C) Procedures for conducting, at least annually, a competitive process for the award of available funding;

(j) Funds distributed to community-based cultural organizations may be used to support cultural and educational activities, programs, and initiatives; public benefits and communications; and basic operations. Funds may also be used for: (i) Capital expenditures or acquisitions including, but not limited to, the acquisition of or construction of improvements to real property; and (ii) technology, equipment, and supplies reasonably related to or necessary for a project otherwise eligible for funding under this chapter. Program guidelines may also determine the circumstances under which funds may be used to fund start-up expenses of new community-based cultural organizations.

PART VII

LOCAL OPTION SALES AND USE TAX FOR HOUSING AND RELATED SERVICES

NEW SECTION. **Sec. 701.** A new section is added to chapter 82.14 RCW to read as follows:

(1)(a) A county legislative authority may submit an authorizing proposition to the county voters at a special or general election and, if the proposition is approved by a majority of persons voting, impose a sales and use tax in accordance with the terms of this chapter. The title of each ballot measure must clearly state the purposes for which the proposed sales and use tax will be used. The rate of tax under this section may not exceed one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

1 (b)(i) If a county with a population of one million five hundred
2 thousand or less has not imposed the full tax rate authorized under
3 (a) of this subsection within two years of the effective date of this
4 section, any city legislative authority located in that county may
5 submit an authorizing proposition to the city voters at a special or
6 general election and, if the proposition is approved by a majority of
7 persons voting, impose the whole or remainder of the sales and use
8 tax rate in accordance with the terms of this chapter. The title of
9 each ballot measure must clearly state the purposes for which the
10 proposed sales and use tax will be used. The rate of tax under this
11 section may not exceed one-tenth of one percent of the selling price
12 in the case of a sales tax, or value of the article used, in the case
13 of a use tax.

14 (ii) If a county with a population of greater than one million
15 five hundred thousand has not imposed the full tax authorized under
16 (a) of this subsection within three years of the effective date of
17 this section, any city legislative authority located in that county
18 may submit an authorizing proposition to the city voters at a special
19 or general election and, if the proposition is approved by a majority
20 of persons voting, impose the whole or remainder of the sales and use
21 tax rate in accordance with the terms of this chapter. The title of
22 each ballot measure must clearly state the purposes for which the
23 proposed sales and use tax will be used. The rate of tax under this
24 section may not exceed one-tenth of one percent of the selling price
25 in the case of a sales tax, or value of the article used, in the case
26 of a use tax.

27 (c) If a county imposes a tax authorized under (a) of this
28 subsection after a city located in that county has imposed the tax
29 authorized under (b) of this subsection, the county must provide a
30 credit against its tax for the full amount of tax imposed by a city.

31 (d) The taxes authorized in this subsection are in addition to
32 any other taxes authorized by law and must be collected from persons
33 who are taxable by the state under chapters 82.08 and 82.12 RCW upon
34 the occurrence of any taxable event within the county for a county's
35 tax and within a city for a city's tax.

36 (2)(a) Notwithstanding subsection (4) of this section, a minimum
37 of sixty percent of the moneys collected under this section must be
38 used for the following purposes:

1 (i) Constructing affordable housing, which may include new units
2 of affordable housing within an existing structure, and facilities
3 providing housing-related services; or

4 (ii) Constructing mental and behavioral health-related
5 facilities; or

6 (iii) Funding the operations and maintenance costs of new units
7 of affordable housing and facilities where housing-related programs
8 are provided, or newly constructed evaluation and treatment centers.

9 (b) The affordable housing and facilities providing housing-
10 related programs in (a)(i) of this subsection may only be provided to
11 persons within any of the following population groups whose income is
12 at or below sixty percent of the median income of the county imposing
13 the tax:

14 (i) Persons with mental illness;

15 (ii) Veterans;

16 (iii) Senior citizens;

17 (iv) Homeless, or at-risk of being homeless, families with
18 children;

19 (v) Unaccompanied homeless youth or young adults;

20 (vi) Persons with disabilities; or

21 (vii) Domestic violence survivors.

22 (c) The remainder of the moneys collected under this section must
23 be used for the operation, delivery, or evaluation of mental and
24 behavioral health treatment programs and services or housing-related
25 services.

26 (3) A county that imposes the tax under this section must consult
27 with a city before the county may construct any of the facilities
28 authorized under subsection (2)(a) of this section within the city
29 limits.

30 (4) A county that has not imposed the tax authorized under RCW
31 82.14.460 prior to the effective date of this section, but imposes
32 the tax authorized under this section after a city in that county has
33 imposed the tax authorized under RCW 82.14.460 prior to the effective
34 date of this section, must enter into an interlocal agreement with
35 that city to determine how the services and provisions described in
36 subsection (2) of this section will be allocated and funded in the
37 city.

38 (5) To carry out the purposes of subsection (2)(a) and (b) of
39 this section, the legislative authority of the county or city
40 imposing the tax has the authority to issue general obligation or

1 revenue bonds within the limitations now or hereafter prescribed by
2 the laws of this state, and may use, and is authorized to pledge, up
3 to fifty percent of the moneys collected under this section for
4 repayment of such bonds, in order to finance the provision or
5 construction of affordable housing, facilities where housing-related
6 programs are provided, or evaluation and treatment centers described
7 in subsection (2)(a)(iii) of this section.

8 (6)(a) Moneys collected under this section may be used to offset
9 reductions in state or federal funds for the purposes described in
10 subsection (2) of this section.

11 (b) No more than ten percent of the moneys collected under this
12 section may be used to supplant existing local funds.

13 **Sec. 702.** RCW 36.100.040 and 2015 c 151 s 1 are each amended to
14 read as follows:

15 (1) A public facilities district may impose an excise tax on the
16 sale of or charge made for the furnishing of lodging that is subject
17 to tax under chapter 82.08 RCW, except that no such tax may be levied
18 on any premises having fewer than forty lodging units. Except for any
19 tax imposed under subsection (4) or (5) of this section, if a public
20 facilities district has not imposed such an excise tax prior to
21 December 31, 1995, the public facilities district may only impose the
22 excise tax if a ballot proposition authorizing the imposition of the
23 tax has been approved by a simple majority vote of voters of the
24 public facilities district voting on the proposition.

25 (2) The rate of the tax may not exceed two percent and the
26 proceeds of the tax may only be used for the acquisition, design,
27 construction, remodeling, maintenance, equipping, reequipping,
28 repairing, and operation of its public facilities. This excise tax
29 may not be imposed until the district has approved the proposal to
30 acquire, design, and construct the public facilities.

31 (3) Except for a public facilities district created within a
32 county with a population of one million five hundred thousand or more
33 for the purpose of acquiring, owning, and operating a convention and
34 trade center, a public facilities district may not impose the tax
35 authorized in this section if, after the tax authorized in this
36 section was imposed, the effective combined rate of state and local
37 excise taxes, including sales and use taxes and excise taxes on
38 lodging, imposed on the sale of or charge made for furnishing of

lodging in any jurisdiction in the public facilities district exceeds eleven and one-half percent.

(4) To replace the tax authorized by RCW 67.40.090, a public facilities district created within a county with a population of one million five hundred thousand or more for the purpose of acquiring, owning, and operating a convention and trade center may impose an excise tax on the sale of or charge made for the furnishing of lodging that is subject to tax under chapter 82.08 RCW, except that no such tax may be levied on any premises: (a) Having fewer than sixty lodging units; or (b) classified as a hostel. The rate of the tax may not exceed seven percent within the portion of the district that corresponds to the boundaries of the largest city within the public facilities district and may not exceed 2.8 percent in the remainder of the district. The tax imposed under this subsection (4) may not be collected prior to the transfer date defined in RCW 36.100.230.

(5) To replace the tax authorized by RCW 67.40.130, a public facilities district created within a county with a population of one million five hundred thousand or more for the purpose of acquiring, owning, and operating a convention and trade center may impose an additional excise tax on the sale of or charge made for the furnishing of lodging that is subject to tax under chapter 82.08 RCW, except that no such tax may be levied on any premises: (a) Having fewer than sixty lodging units; or (b) classified as a hostel. The rate of the additional excise tax may not exceed two percent and may be imposed only within the portion of the district that corresponds to the boundaries of the largest city within the public facilities district and may not be imposed in the remainder of the district. The tax imposed under this subsection (5) may not be collected prior to the transfer date specified in RCW 36.100.230. The tax imposed under this subsection (5) must be credited against the amount of the tax otherwise due to the state from those same taxpayers under chapter 82.08 RCW. The tax under this subsection (5) may be imposed only for the purpose of paying or securing the payment of the principal of and interest on obligations issued or incurred by the public facilities district and paying annual payment amounts to the state under subsection (6)(a) of this section. The authority to impose the additional excise tax under this subsection (5) expires on the date that is the earlier of (a) July 1, 2029, or (b) the date on which all obligations issued or incurred by the public facilities district to

1 implement any redemption, prepayment, or legal defeasance of
2 outstanding obligations under RCW 36.100.230(3)(a) are no longer
3 outstanding.

4 (6)(a) Commencing with the first full fiscal year of the state
5 after the transfer date defined in RCW 36.100.230 and for so long as
6 a public facilities district imposes a tax under subsection (5) of
7 this section, the public facilities district must transfer to the
8 state of Washington on June 30th of each state fiscal year an annual
9 payment amount.

10 (b) For the purposes of this subsection (6), "annual payment
11 amount" means an amount equal to revenues received by the public
12 facilities district in the fiscal year from the additional excise tax
13 imposed under subsection (5) of this section plus an interest charge
14 calculated on one-half the annual payment amount times an interest
15 rate equal to the average annual rate of return for the prior
16 calendar year in the Washington state local government investment
17 pool created in chapter 43.250 RCW.

18 (c)(i) If the public facilities district in any fiscal year is
19 required to apply additional lodging excise tax revenues to the
20 payment of principal and interest on obligations it issues or incurs,
21 and the public facilities district is unable to pay all or any
22 portion of the annual payment amount to the state, the deficiency is
23 deemed to be a loan from the state to the public facilities district
24 for the purpose of assisting the district in paying such principal
25 and interest and must be repaid by the public facilities district to
26 the state after providing for the payment of the principal of and
27 interest on obligations issued or incurred by the public facilities
28 district, all on terms established by an agreement between the state
29 treasurer and the public facilities district executed prior to the
30 transfer date. Any agreement between the state treasurer and the
31 public facilities district must specify the term for the repayment of
32 the deficiency in the annual payment amount with an interest rate
33 equal to the twenty bond general obligation bond buyer index plus one
34 percentage point.

35 (ii) Outstanding obligations to repay any loans deemed to have
36 been made to the public facilities district as provided in any such
37 agreements between the state treasurer and the public facilities
38 district survive the expiration of the additional excise tax under
39 subsection (5) of this section.

1 (iii) For the purposes of this subsection (6)(c), "additional
2 lodging excise tax revenues" mean the tax revenues received by the
3 public facilities district under subsection (5) of this section.

4 (7) A public facilities district is authorized to pledge any of
5 its revenues, including without limitation revenues from the taxes
6 authorized in this section, to pay or secure the payment of
7 obligations issued or incurred by the public facilities district,
8 subject to the terms established by the board of directors of the
9 public facilities district. So long as a pledge of the taxes
10 authorized under this section is in effect, the legislature may not
11 withdraw or modify the authority to levy and collect the taxes at the
12 rates permitted under this section and may not increase the annual
13 payment amount to be transferred to the state under subsection (6) of
14 this section.

15 (8) The department of revenue must perform the collection of such
16 taxes on behalf of the public facilities district at no cost to the
17 district, and the state treasurer must distribute those taxes as
18 available on a monthly basis to the district or, upon the direction
19 of the district, to a fiscal agent, paying agent, or trustee for
20 obligations issued or incurred by the district.

21 (9) Except as expressly provided in this chapter, all of the
22 provisions contained in RCW 82.08.050 and 82.08.060 and chapter 82.32
23 RCW have full force and application with respect to taxes imposed
24 under the provisions of this section.

25 (10) In determining the effective combined rate of tax for
26 purposes of the limit in subsection (3) of this section, the tax rate
27 under section 701 of this act is not included.

28 (11) The taxes imposed in this section do not apply to sales of
29 temporary medical housing exempt under RCW 82.08.997.

30 ~~((11))~~ (12)(a) For the purposes of this section, "hostel" means
31 a structure or facility where a majority of the rooms for sleeping
32 accommodations are hostel dormitories containing a minimum of four
33 standard beds designed for single-person occupancy within the
34 facility. Hostel accommodations are supervised and must include at
35 least one common area and at least one common kitchen for guest use.

36 (b) For the purpose of this subsection, "hostel dormitory" means
37 a single room, containing four or more standard beds designed for
38 single-person occupancy, used exclusively as nonprivate communal
39 sleeping quarters, generally for unrelated persons, where such
40 persons independently acquire the right to occupy individual beds,

1 with the operator supervising and determining which bed each person
2 will occupy.

3 **Sec. 703.** RCW 67.28.181 and 2004 c 79 s 8 are each amended to
4 read as follows:

5 (1) The legislative body of any municipality may impose an excise
6 tax on the sale of or charge made for the furnishing of lodging that
7 is subject to tax under chapter 82.08 RCW. The rate of tax shall not
8 exceed the lesser of two percent or a rate that, when combined with
9 all other taxes imposed upon sales of lodging within the municipality
10 under this chapter and chapters 36.100, 67.40, 82.08, and 82.14 RCW,
11 equals twelve percent. A tax under this chapter shall not be imposed
12 in increments smaller than tenths of a percent.

13 (2) Notwithstanding subsection (1) of this section:

14 (a) If a municipality was authorized to impose taxes under this
15 chapter or RCW 67.40.100 or both with a total rate exceeding four
16 percent before July 27, 1997, such total authorization shall continue
17 through January 31, 1999, and thereafter the municipality may impose
18 a tax under this section at a rate not exceeding the rate actually
19 imposed by the municipality on January 31, 1999.

20 (b) If a city or town, other than a municipality imposing a tax
21 under (a) of this subsection, is located in a county that imposed
22 taxes under this chapter with a total rate of four percent or more on
23 January 1, 1997, the city or town may not impose a tax under this
24 section.

25 (c) If a city has a population of four hundred thousand or more
26 and is located in a county with a population of one million or more,
27 the rate of tax imposed under this chapter by the city shall not
28 exceed the lesser of four percent or a rate that, when combined with
29 all other taxes imposed upon sales of lodging in the municipality
30 under this chapter and chapters 36.100, 67.40, 82.08, and 82.14 RCW,
31 equals fifteen and two-tenths percent.

32 (d) If a municipality was authorized to impose taxes under this
33 chapter or RCW 67.40.100, or both, at a rate equal to six percent
34 before January 1, 1998, the municipality may impose a tax under this
35 section at a rate not exceeding the rate actually imposed by the
36 municipality on January 1, 1998.

37 (3) Any county ordinance or resolution adopted under this section
38 shall contain a provision allowing a credit against the county tax

1 for the full amount of any city or town tax imposed under this
2 section upon the same taxable event.

3 (4) In determining the effective combined rate of tax for
4 purposes of the limit in subsections (1) and (2)(c) of this section,
5 the tax rate under section 701 of this act is not included.

6 **Sec. 704.** RCW 82.14.410 and 2001 c 6 s 1 are each amended to
7 read as follows:

8 (1) A local sales and use tax change adopted after December 1,
9 2000, must provide an exemption for those sales of lodging for which,
10 but for the exemption, the total sales tax rate imposed on sales of
11 lodging would exceed the greater of:

12 (a) Twelve percent; or

13 (b) The total sales tax rate that would have applied to the sale
14 of lodging if the sale were made on December 1, 2000.

15 (2) For the purposes of this section:

16 (a) "Local sales and use tax change" is defined as provided in
17 RCW 82.14.055.

18 (b) "Sale of lodging" means the sale of or charge made for the
19 furnishing of lodging and all other services by a hotel, rooming
20 house, tourist court, motel, trailer camp, and the granting of any
21 similar license to use real property.

22 (c) "Total sales tax rate" means the combined rates of all state
23 and local taxes imposed under this chapter and chapters 36.100,
24 67.28, 67.40, and 82.08 RCW, and any other tax authorized after March
25 29, 2001, if the tax is in the nature of a sales tax collected from
26 the buyer, but excluding taxes imposed under RCW 81.104.170 before
27 December 1, 2000, and taxes imposed under section 701 of this act.

28 **PART VIII**
29 **MISCELLANEOUS**

30 NEW SECTION. **Sec. 801.** No direct or collateral attack on any
31 program purported to be authorized or created in conformance with
32 this chapter may be commenced more than thirty days after creation.

33 NEW SECTION. **Sec. 802.** Sections 101 through 305, 401, 501, 502,
34 and 601 of this act constitute a new chapter in Title 36 RCW.

1 NEW SECTION. **Sec. 803.** If any provision of this act or its
2 application to any person or circumstance is held invalid, the
3 remainder of the act or the application of the provision to other
4 persons or circumstances is not affected.

5 NEW SECTION. **Sec. 804.** The provisions of this act must be
6 liberally construed to effectuate the policies and purposes of this
7 act.

8 NEW SECTION. **Sec. 805.** Section 404 of this act expires January
9 1, 2018.

10 NEW SECTION. **Sec. 806.** Section 405 of this act takes effect
11 January 1, 2018.

--- END ---

CulturalAccess

WASHINGTON

BAINBRIDGE ISLAND

ARTS SCIENCE HERITAGE

A publicly funded program established to expand cultural access to arts, heritage, and science organizations in counties and cities across Washington State.

BACKGROUND

- State House Bill 2263 signed into law July 2015.
- Granted WA counties authority to create a Cultural Access Program.
- Kitsap County declined to bring Cultural Access portion of bill to ballot in 2016.

OPPORTUNITY

- Option passed to cities in Kitsap County.
- Bainbridge now has opportunity to bring to voters.
- \$412,000 to support access to cultural organizations on Bainbridge Island.

BENEFIT

- Consistent and sustainable funding.
- Nonprofits and schools.
- Increased citizen access to cultural programming.

BAINBRIDGE ISLAND SCHOOLS

- Increases cultural experiences in classroom and out in community.
- Covers transportation for field trips.
- Supports district programs during funding challenges.



Improves educational outcomes.



Invests in our economy.



Helps us meet challenges of changing environment.



Builds community.



Contributes to quality of life.

SUPPORTS COMPREHENSIVE PLAN

Over 50 instances in plan that relate to Cultural Access program.

Support, protect and enhance the value of arts and humanities as essential to education, quality of life, economic vitality, broadening of mind and as treasure in trust for our descendants. Goal CUL – 1

Questions

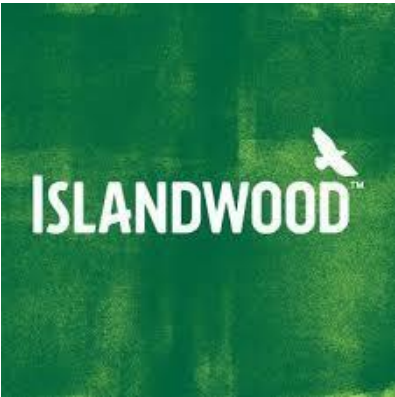
- Sales tax?
- Who is going to manage the funds?



BAINBRIDGE ISLAND
MUSEUM OF ART



Arts & Humanities
bainbridge





Ask to Council

- Work with City Staff to learn more about bill.
- Vote to put measure on November 2017 ballot.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:15 PM Update on Police and Municipal Court Building Project – Site Selection and Next Steps, AB 14-008 - Public Works (Pg. 40)	Date: 5/2/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 14-008
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:
City Manager: Yes	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

On April 12, 2017, the City held a public information meeting on the proposed Police and Municipal Court Building site selection process.

The consultant team, Coates Design and MWL, will update the City Council on the results of the site evaluation efforts completed to date, the results of the citizen's input received, and recommend next steps toward site selection.

RECOMMENDED ACTION/MOTION

I move the City Council approve moving forward with additional site assessment and studies for the following potential sites: New Brooklyn Road site and the existing Police Station site.

ATTACHMENTS:

Description	Type
❑ Site Matrix	Backup Material
❑ Citizen Survey Results	Backup Material
❑ Project Schedule	Backup Material
❑ Site Analyses	Backup Material
❑ Presentation	Backup Material

Criteria Value:

- 4 very important
3 relatively more important
2 relatively less important
1 less important

Score:

- 1 evaluation criteria is not achieved
2 evaluation criteria is achieved less than satisfactorily
3 evaluation criteria is achieved satisfactorily
4 evaluation criteria is achieved more than satisfactorily
x no basis for determination

Criteria		Criteria Value	Existing Police Site		Vineyard Lane Site		Madison Site		Yaquina Site		New Brooklyn Site		249 Winslow Way Site		Notes
			(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	
General Criteria															
A	Size: permits 1-story design/future growth	4	2	8	4	16	1	4	1	4	3	12	1	4	1
B	Est. Acquisition Cost (Assessed Value)	2	4	8	3	6	4	8	4	8	4	8	2	4	8
C	Site Transferability Time frame	2	4	8	3	6	3	6	3	6	3	6	3	6	2
D	Zoning restrictions	2	4	8	4	8	1	2	2	4	4	8	4	8	3
E	Temporary Relocation expense	1	1	1	4	4	4	4	4	4	4	4	4	4	
Location Criteria															
F	Multiple access points	4	3	12	3	12	1	4	3	12	3	12	1	4	4
G	Proximity to SR305	3	4	12	4	12	4	12	4	12	3	9	2	6	
H	Accessibility to entire island	2	3	6	4	8	3	6	3	6	4	8	3	6	5
I	Landmarking - easy to find	2	4	8	3	6	3	6	3	6	3	6	2	4	6
Site Specific Criteria															
J	Topographic constraints	3	4	12	4	12	3	9	3	9	4	12	2	6	
K	Utility availability	3	4	12	2	6	1	3	1	3	4	12	4	12	
L	Site hazardous materials issues	3	2	6	3	9	3	9	3	9	3	9	3	9	2
M	Low impact development potential	2	1	2	3	6	1	2	1	2	1	2	1	2	7
N	Soils suitability	2	3	6	3	6	3	6	2	4	3	6	3	6	2
O	Noise and traffic impacts to neighbors	2	4	8	4	8	3	6	3	6	4	8	4	8	
P	Minimizes tree removal	3	4	12	2	6	2	6	2	6	4	12	4	12	
Total			51	129	53	131	40	93	42	101	54	134	43	101	
			PASS		PASS		FAIL		FAIL		PASS		FAIL		

Relative Cost of Implementation

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Notes:

- Vineyard "4" as it can be support expansion and 1-story building. Scored New Brooklyn "3" as it can support a 1-story building. Scored Existing Police station "2" as it cannot support a 1-story building but offers limited potential for a future expansion.
- Will require in depth study and testing to confirm conclusions.
- Inadequate size coupled with zoning (Setbacks) on Madison site prevent efficient development.
- Scored Existing Police site "3" as it allows mutilpe access points (although emergency exit to Olympic may be obstructed). Vineyard, Yaquina and New Brooklyn sites all require agreements with state or adjacent property owners to gain the needed access.
- Judgement call. All sites are very close to either 305 or downtown. Visitor parking limited at Existing Police Station site. 249 Winslow Way separates visitor parking.
- Existing Police station site is readily identifiable "4". Vineyard, Madison and Yaquina all have large potentially landscaped setbacks potentially obscuring building "3". New Brooklyn site dirves reverse plan (turning back to the street requiring added design cues "3". 249 Winslow results in Courts being difficult to find "2".
- Scored Vineyard "3" as we are primarily developing portion of site that has been logged. Development may result in protecting remainder of greenfield site. 249 Winslow scored "1" as garage blocks view to sidewalk and requires connection to other properties (not owned).
- Parcels are evaluated by using assessed value as listed by Kitsap County Tax Assessors website.

SURVEY RESULTS

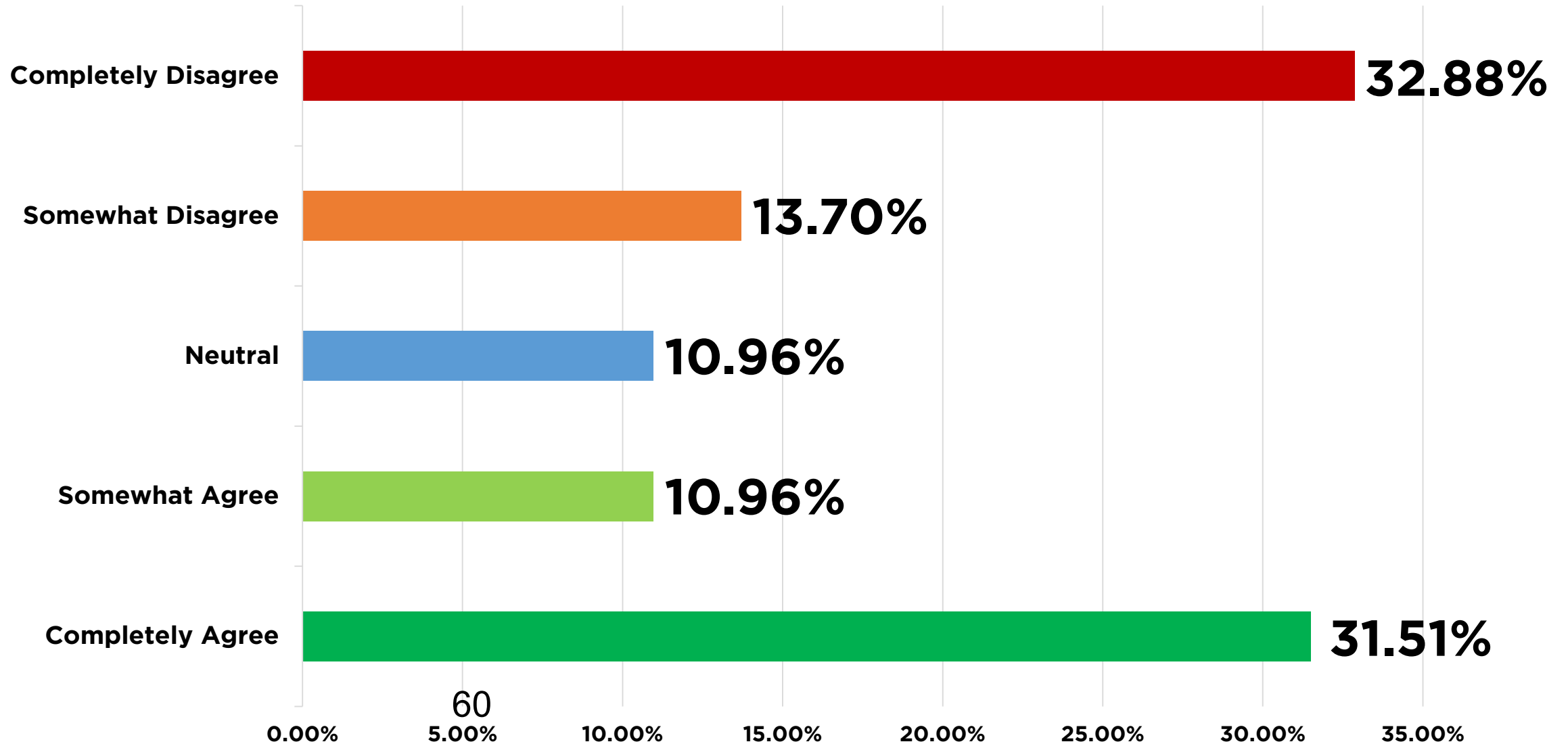
SURVEY TURNOUT

TOTAL RESPONDANTS - 103

COMPLETE RESPONSES - 76

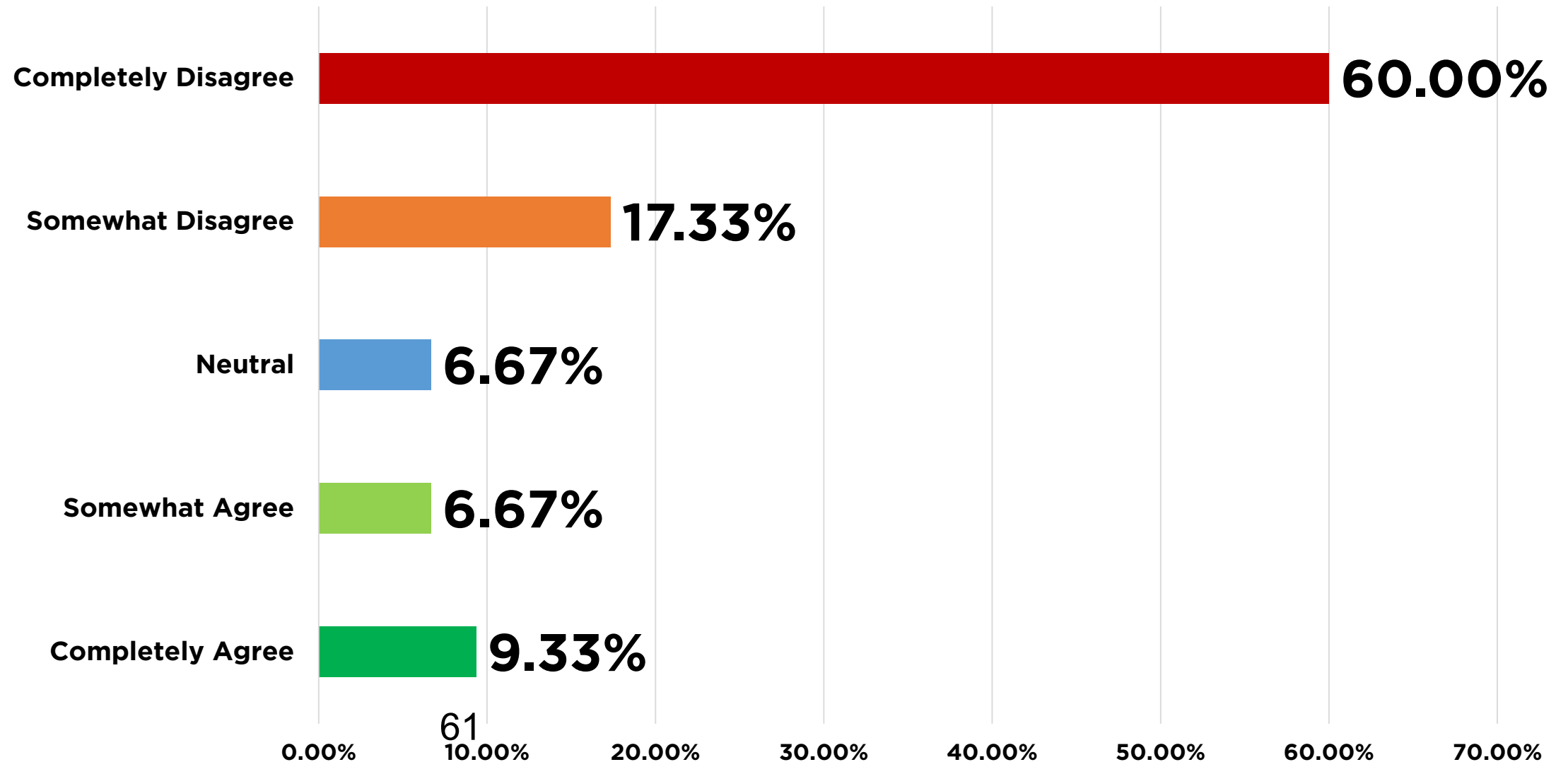
EXISTING POLICE SITE

This site is appropriate for the new Police and Courts Facility



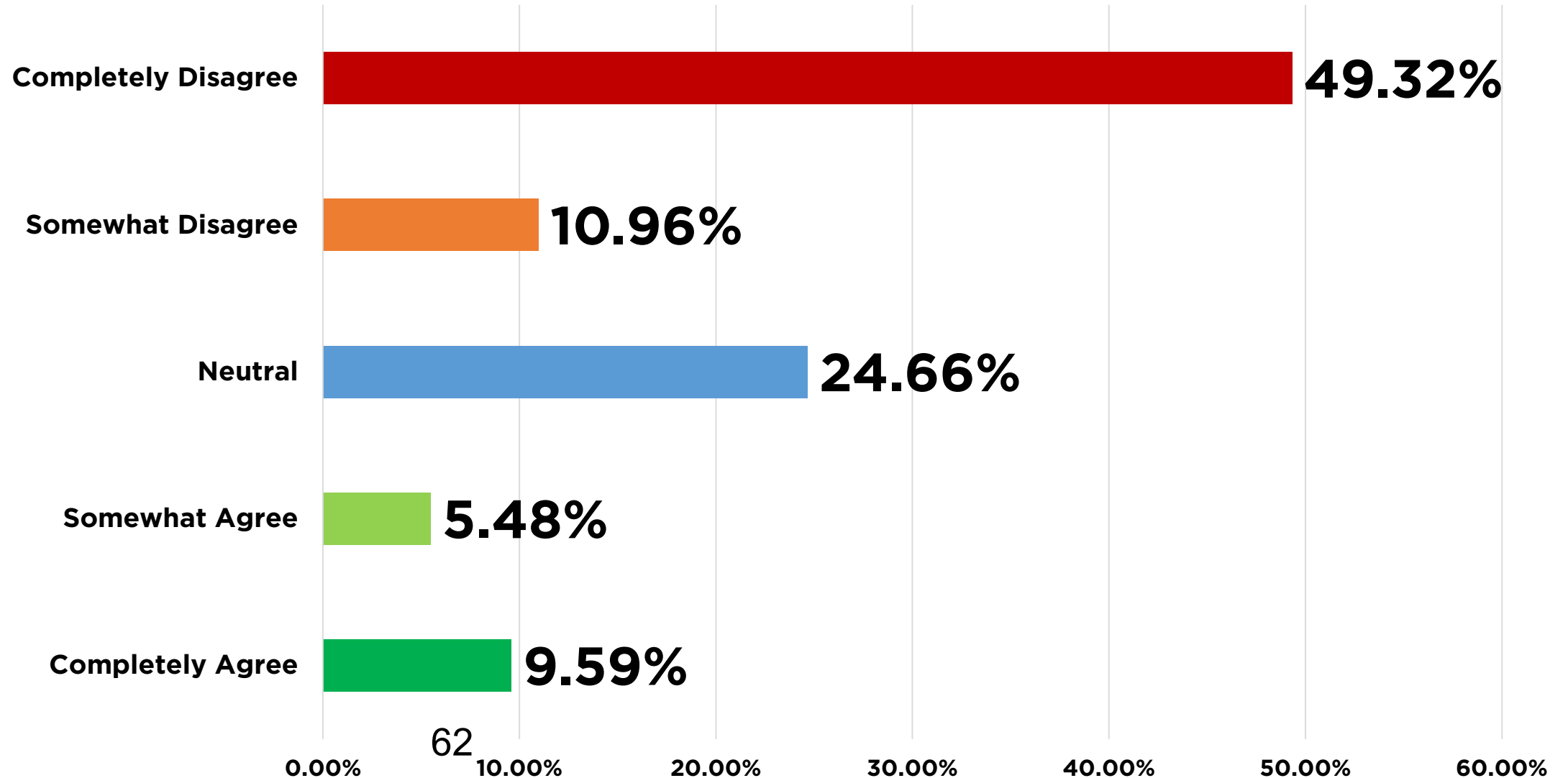
VINEYARD LANE

This site is appropriate for the new Police and Courts Facility



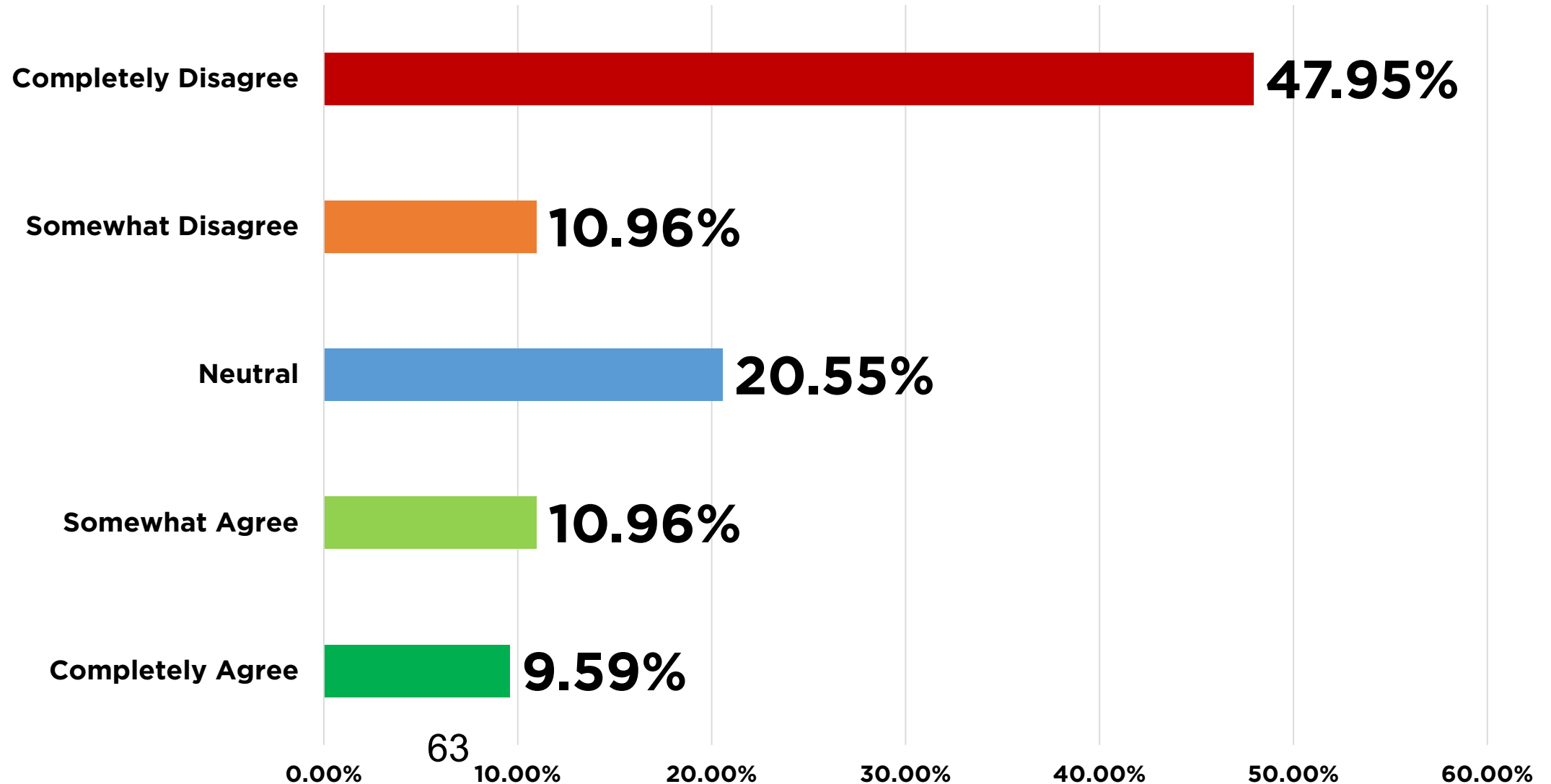
MADISON AVENUE

This site is appropriate for the new Police and Courts Facility



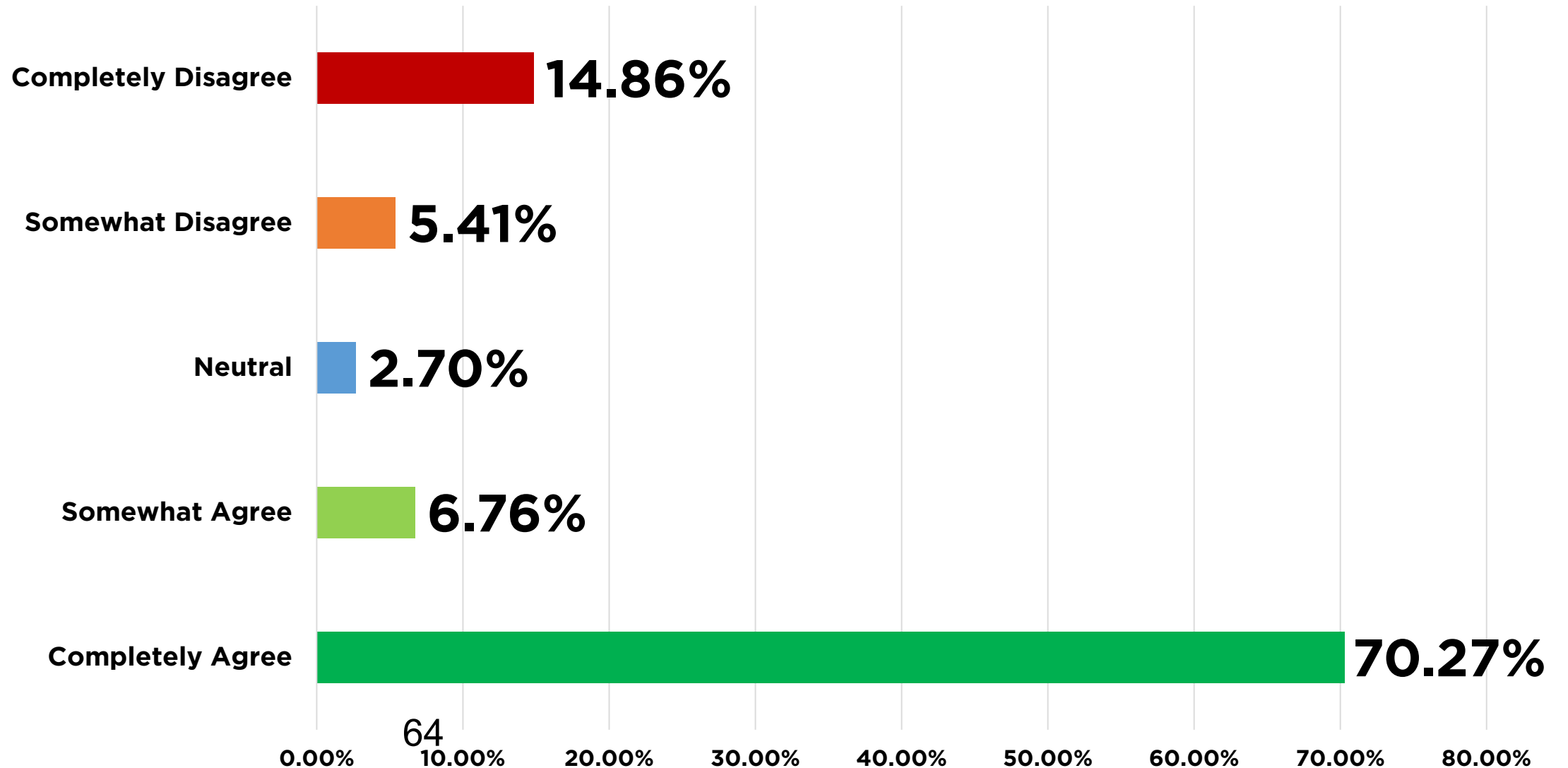
YAQUINA

This site is appropriate for the new Police and Courts Facility



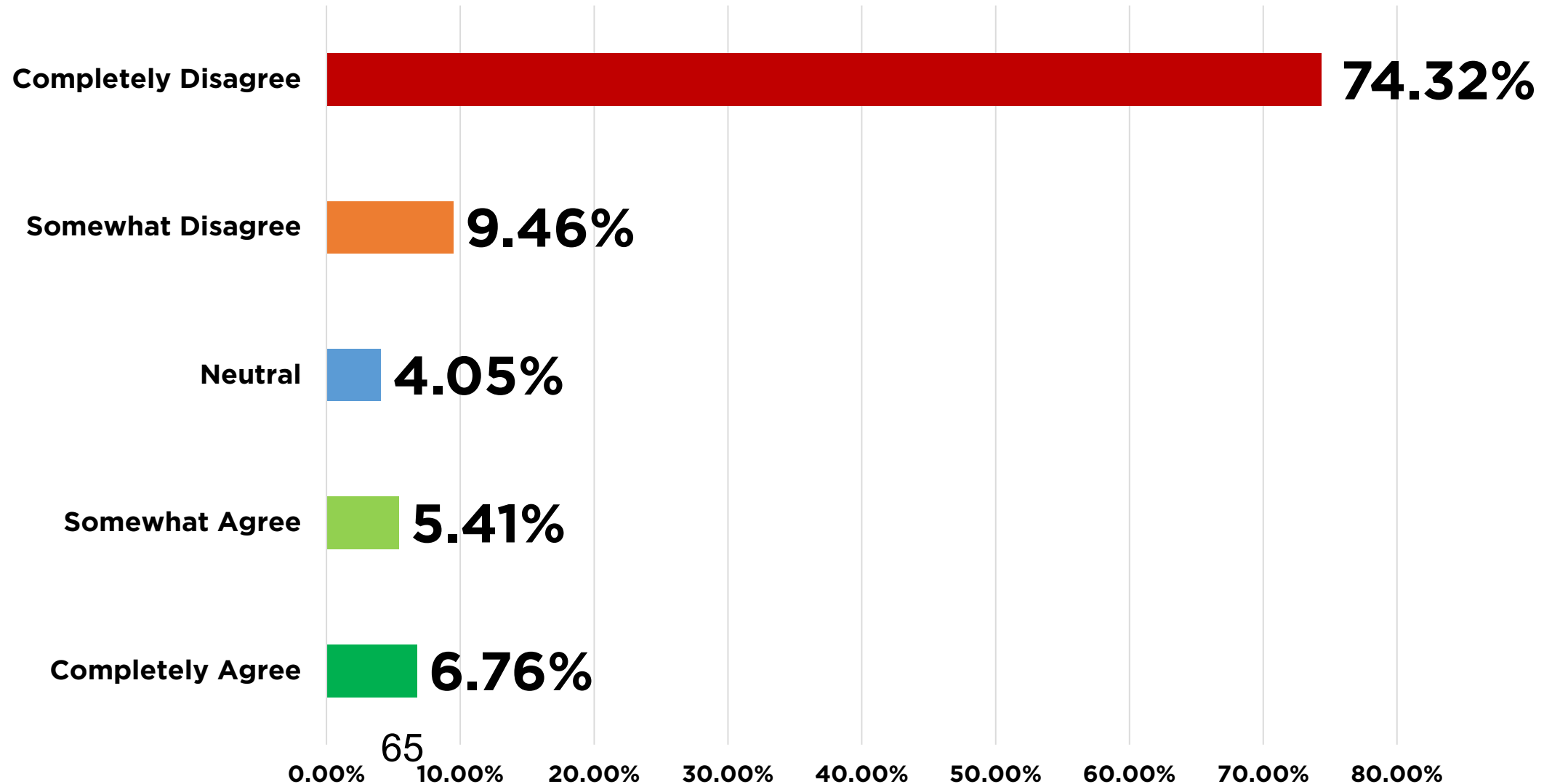
NEW BROOKLYN

This site is appropriate for the new Police and Courts Facility

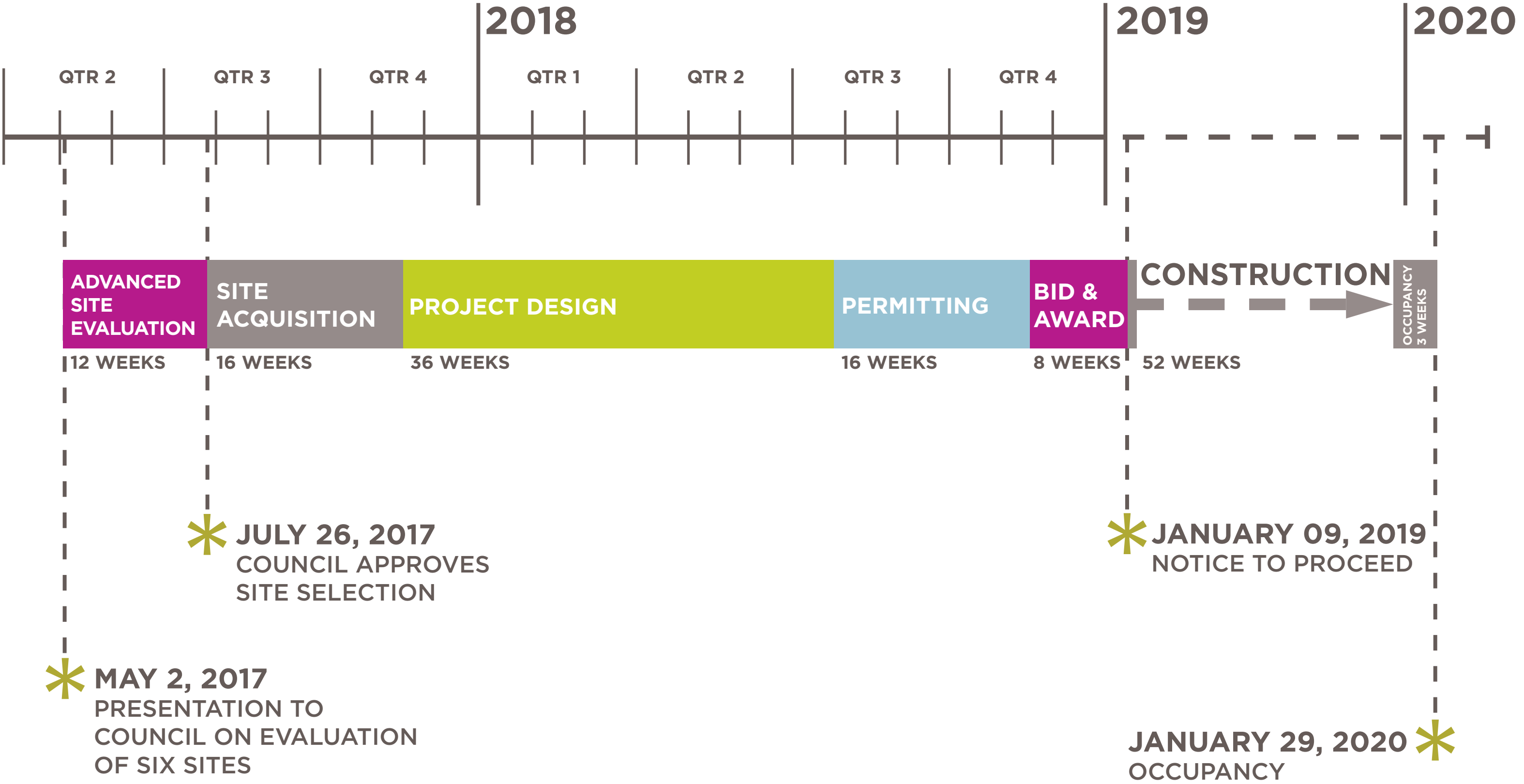


249 WINSLOW

This site is appropriate for the new Police and Courts Facility



PROJECT SCHEDULE



YAQUINA

LANDUSE ZONE: R2.2 RESIDENTIAL
SITE AREA: 2.04 ACRES / 88,862 SQ. FT.

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PROS

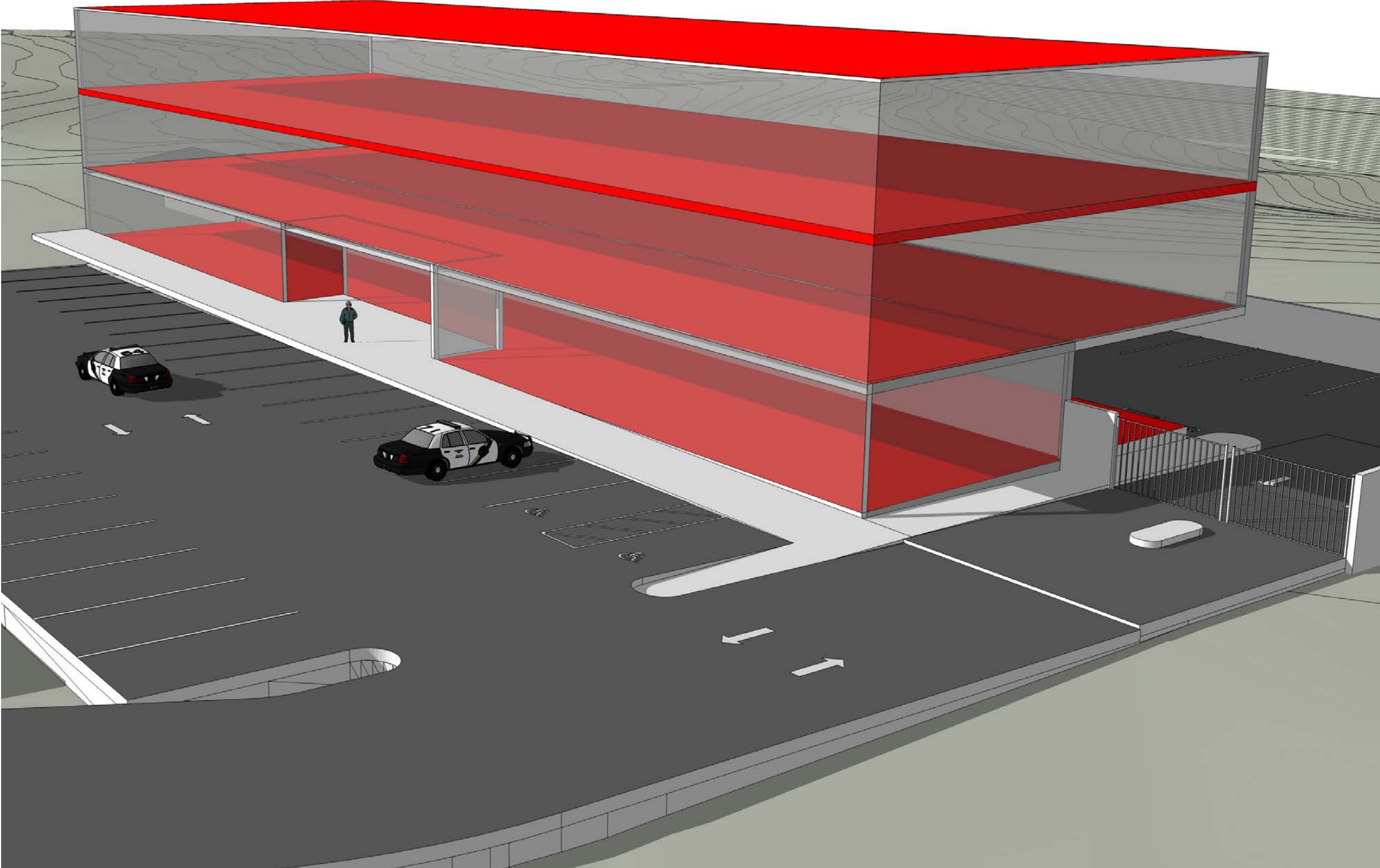
- TOPOGRAPHY IS RELATIVELY FLAT
- A SECOND EMERGENCY FLEET EXIT APPEARS FEASIBLE
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION

CONS

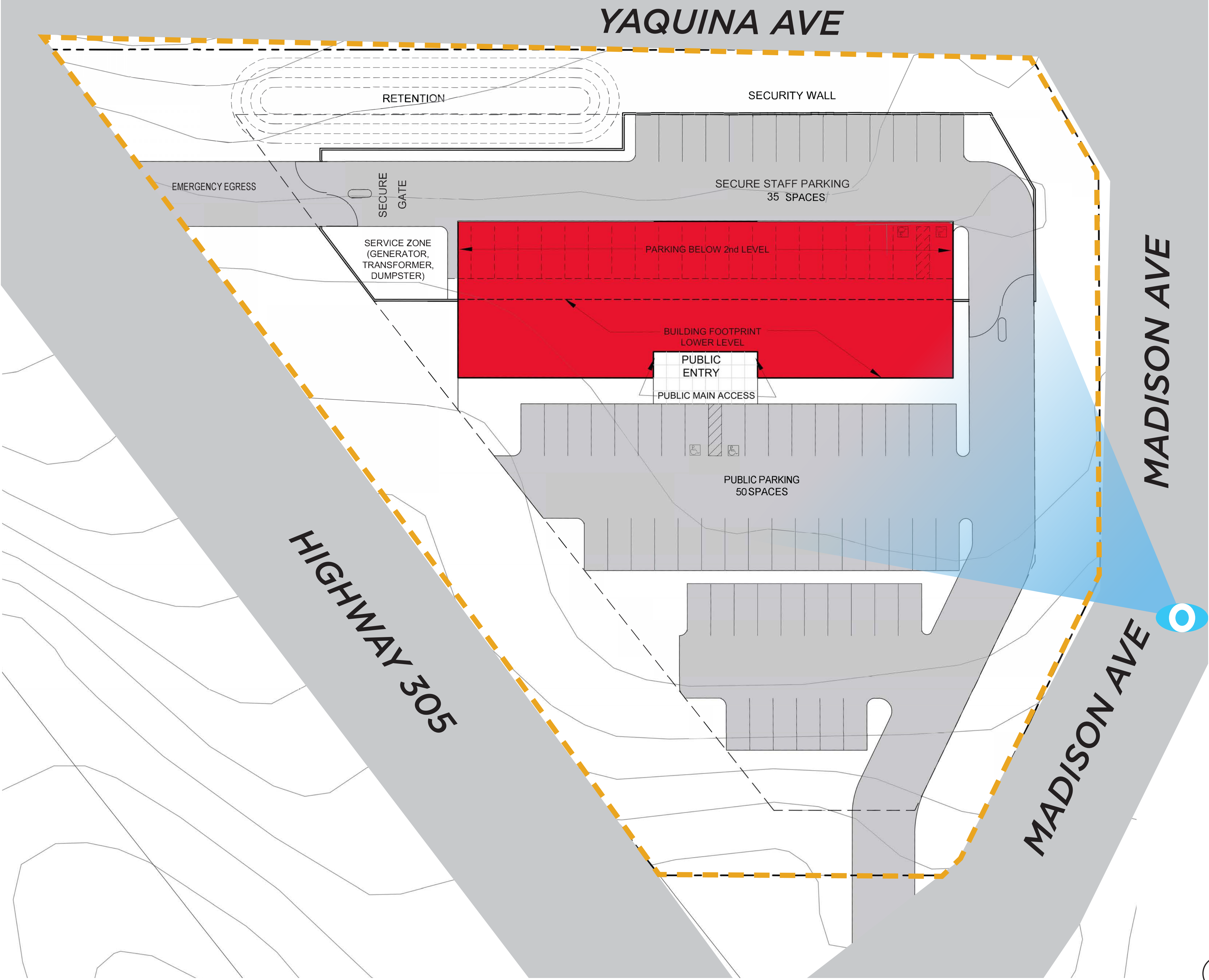
- SMALL SITE SIZE REQUIRES MULTI-STORY SOLUTION
- SMALL SITE SIZE PROVIDES NO ABILITY FOR FUTURE GROWTH
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- ADJACENT PROPERTIES ARE RESIDENTIAL
- A CONDITIONAL USE PERMIT IS REQUIRED



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 28,100 SQ. FT. POLICE & COURTS
5,333 SQ. FT. TRAINING CENTER*

*TRAINING CENTER IF INCLUDED MUST BE IN A BASEMENT, ADDING 5,333 SQ. FT.
(INCLUSIVE OF 1,200 SQ. FT. OF ADDITIONAL CIRCULATION)

EXISTING POLICE STATION

LANDUSE ZONE: GATEWAY DISTRICT
SITE AREA: 1.09 ACRES / 47,541 SQ. FT.

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PROS

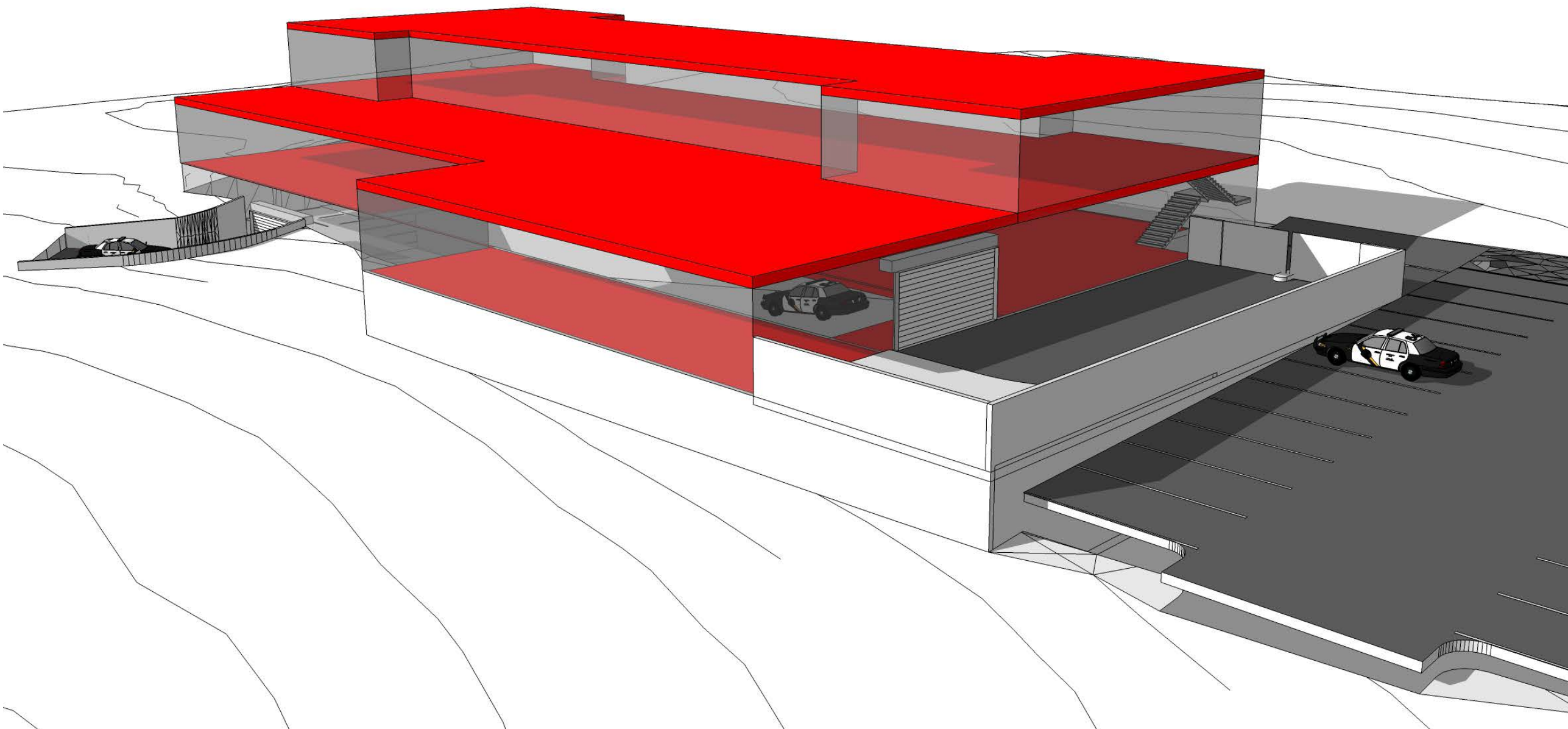
- SITE SUPPORTS POTENTIAL EXPANSION
- A SECOND EMERGENCY FLEET EXIT APPEARS FEASIBLE
- ADJACENT LAND USES ARE COMPATIBLE
- PUBLIC FAMILIARITY WITH SITE IS STRONG
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION

CONS

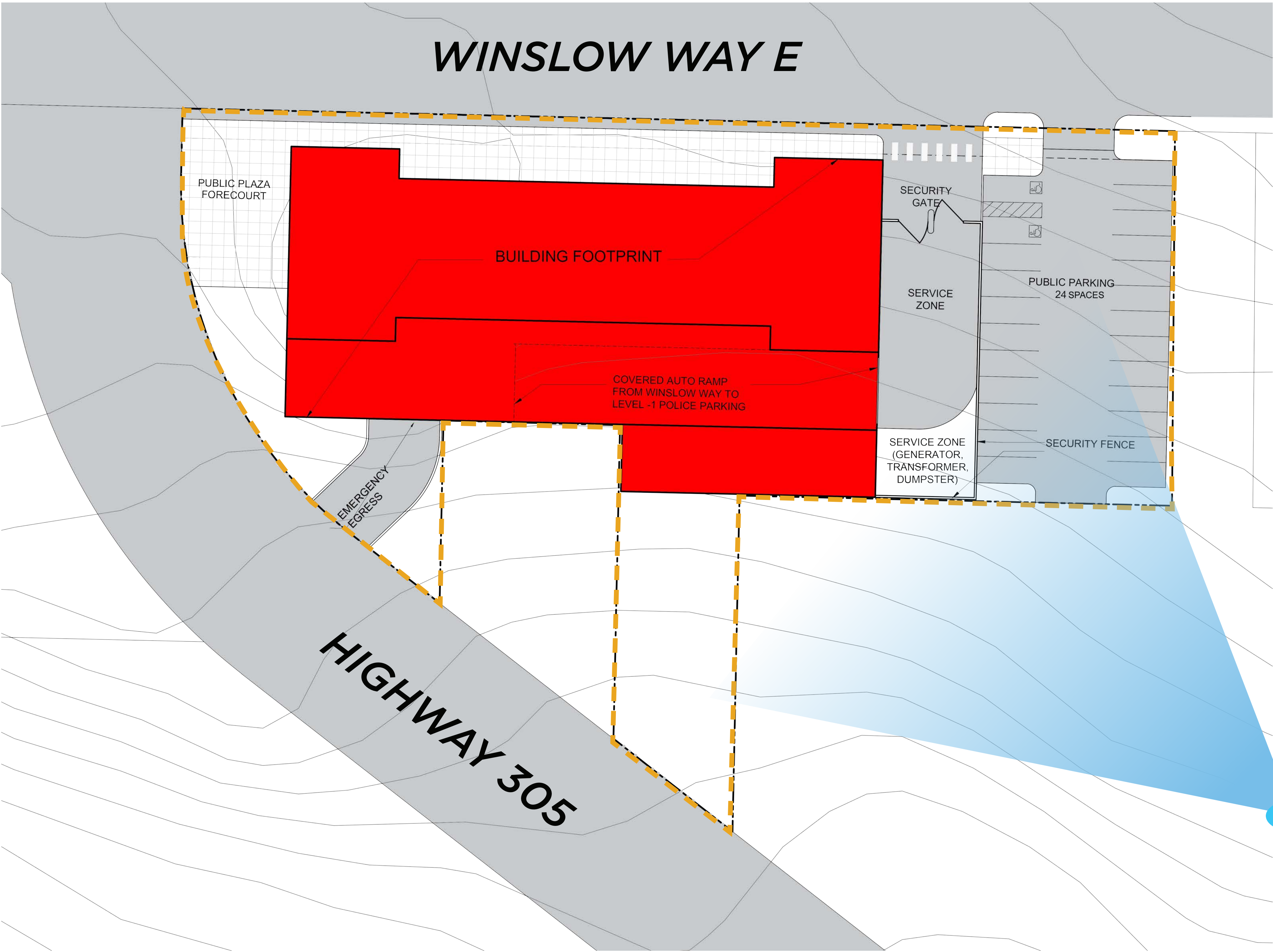
- REQUIRES A MULTI-STORY SOLUTION
- BUILDING OPERATION CONFLICTS WITH WSF TRAFFIC
- SITE ASSUMES SOME PUBLIC PARKING NEED MET OFF SITE
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- POLICE STAFF MUST RELOCATE TEMPORARILY DURING CONSTRUCTION



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 33,225 SQ. FT. POLICE/COURTS/TRAINING CTR.*
17,563 SQ. FT. POLICE/STAFF PARKING

*TRAINING CENTER, IF INCLUDED, MUST BE BUILT INITIALLY AND CANNOT BE ADDED AT A LATER TIME

MADISON AVE

LANDUSE ZONE: R2.2 RESIDENTIAL
SITE AREA: 1.36 ACRES / 59,241 SQ. FT.

\$\$



PROS

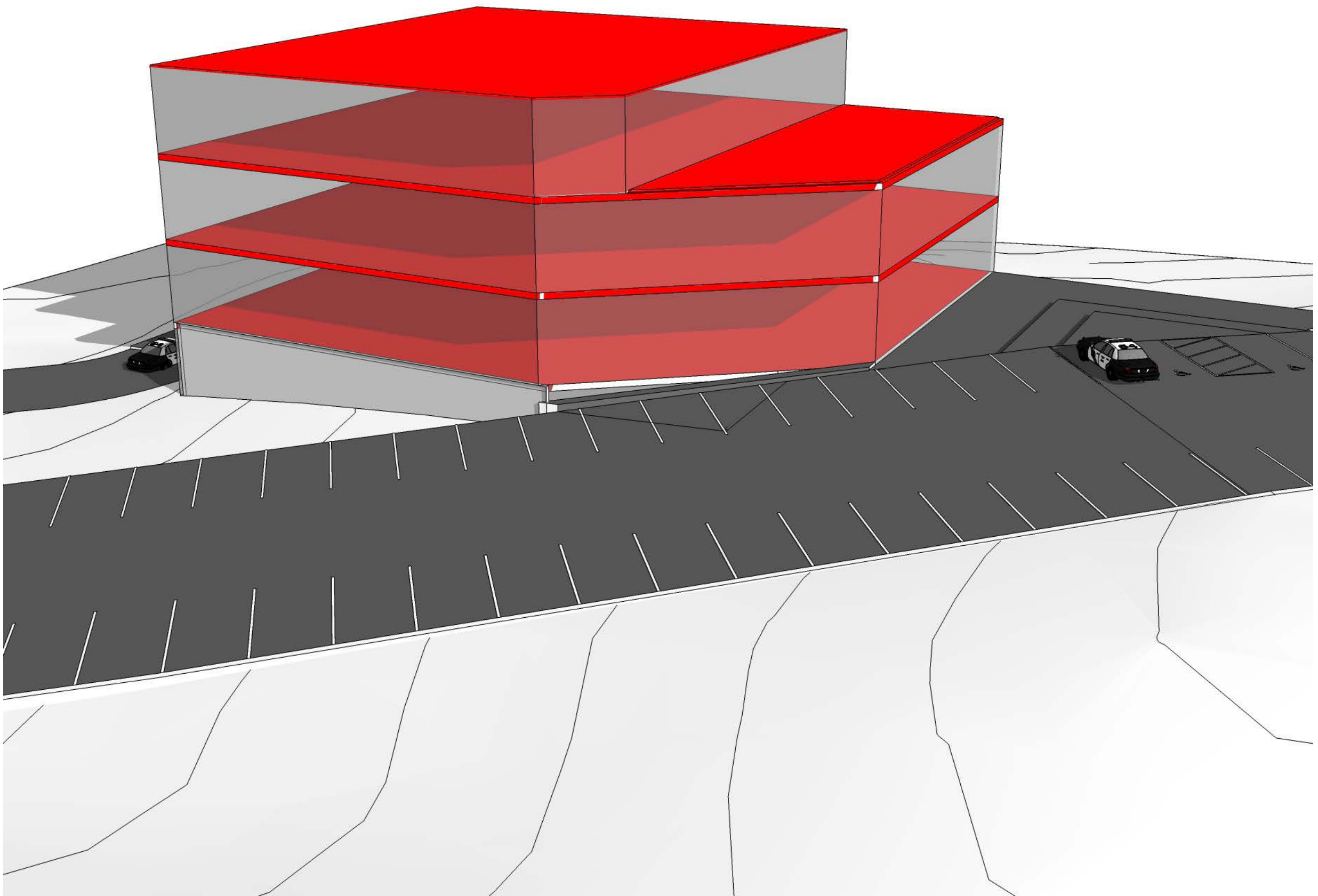
- TOPOGRAPHY IS RELATIVELY FLAT
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE

CONS

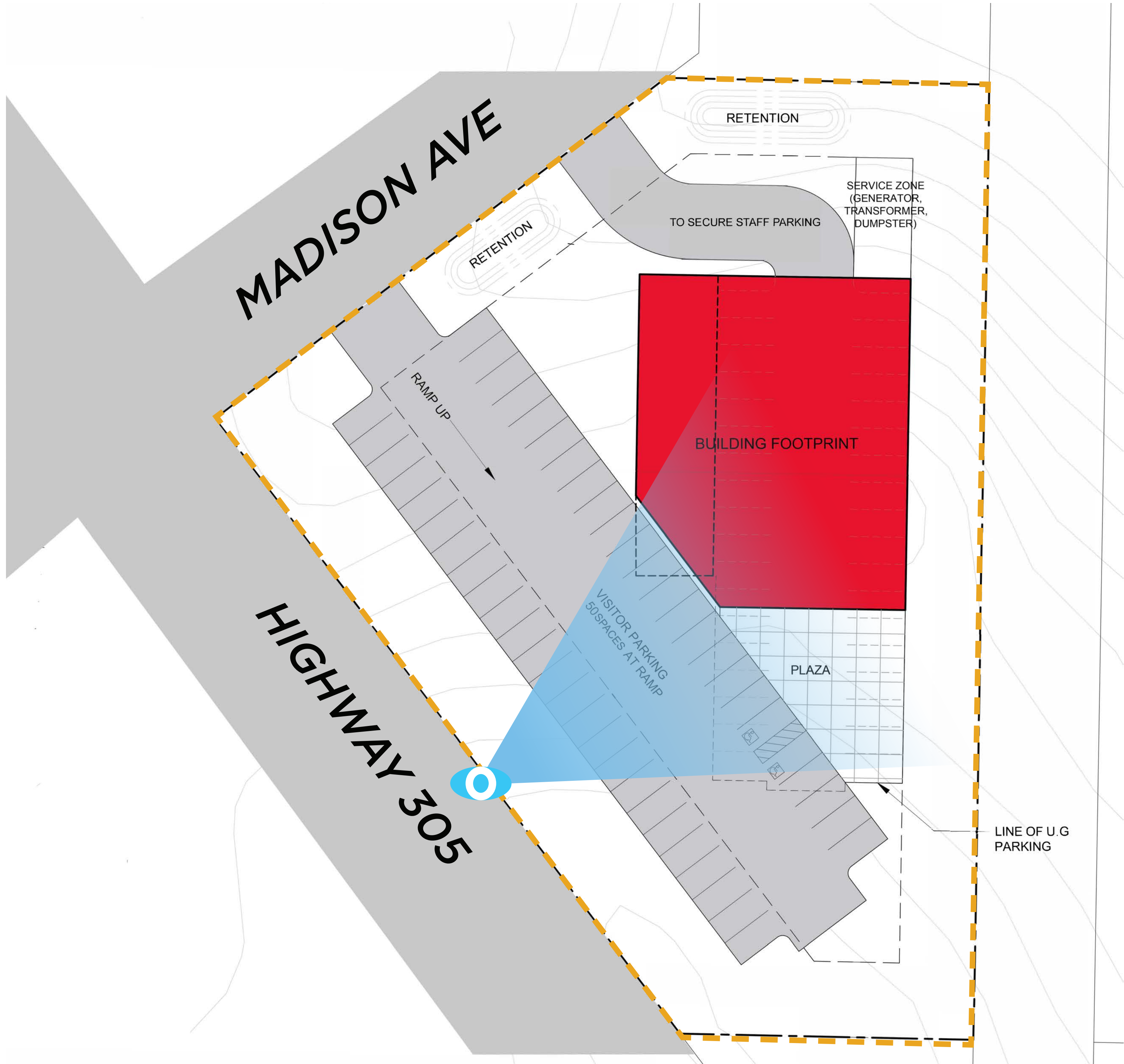
- SMALL SITE SIZE REQUIRES MULTI-STORY SOLUTION
- SMALL SITE SIZE PROVIDES NO ABILITY FOR FUTURE GROWTH
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- DOES NOT PROVIDE SECONDARY EMERGENCY FLEET EXIT
- ADJACENT PROPERTIES ARE RESIDENTIAL
- A CONDITIONAL USE PERMIT IS REQUIRED
- CONSIDERABLE TREE REMOVAL IS REQUIRED



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 29,320 SQ. FT. POLICE & COURTS
5,333 SQ. FT. TRAINING CENTER*
10,804 SQ. FT. POLICE/STAFF PARKING

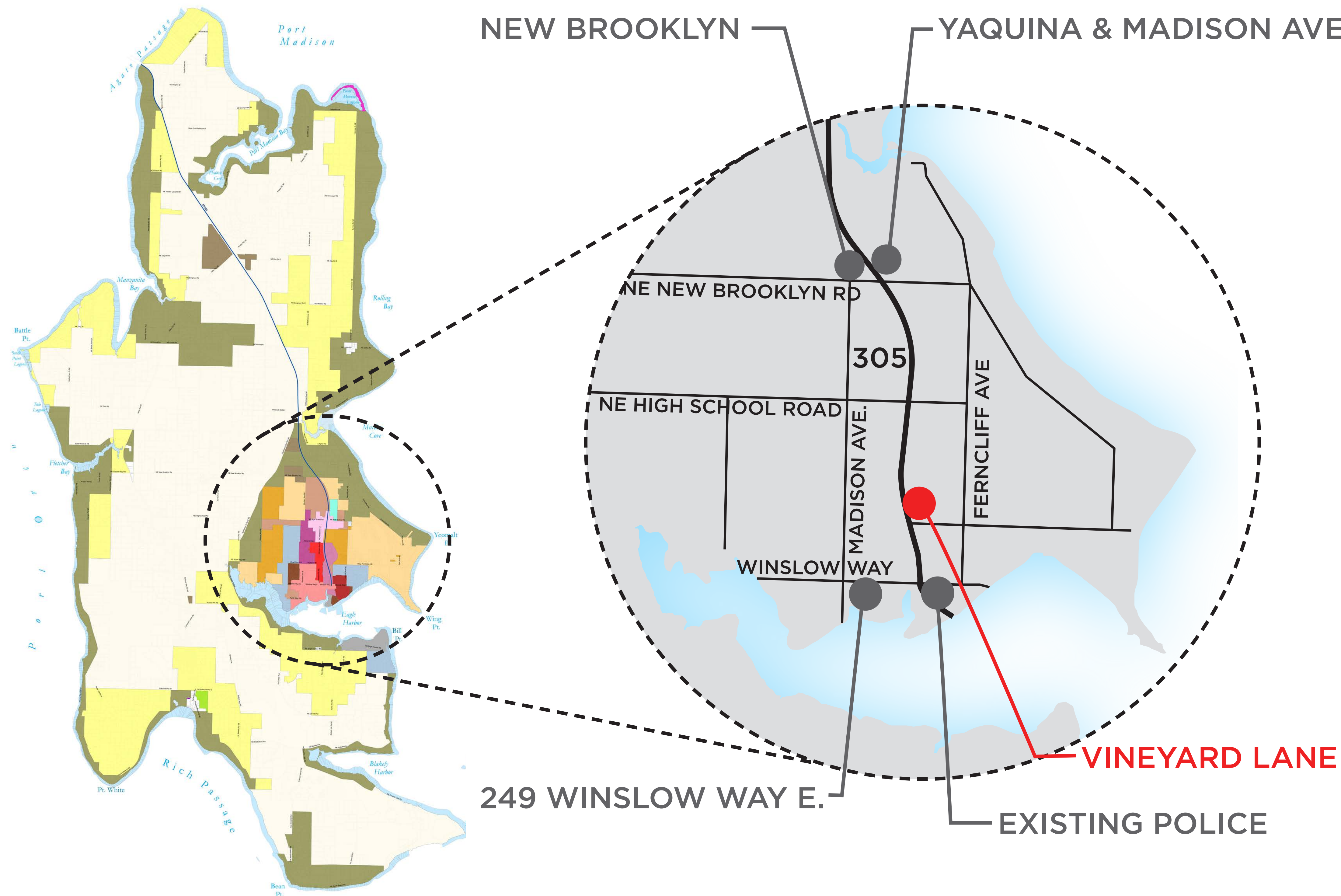
*TRAINING CENTER, IF INCLUDED, MUST BE IN A BASEMENT, ADDING 5,333 SQ. FT., INCLUSIVE OF VERTICAL CIRCULATION

VINEYARD LANE

LANDUSE ZONE: GATEWAY

SITE AREA: 4.29 ACRES / 186,872 SQ. FT.

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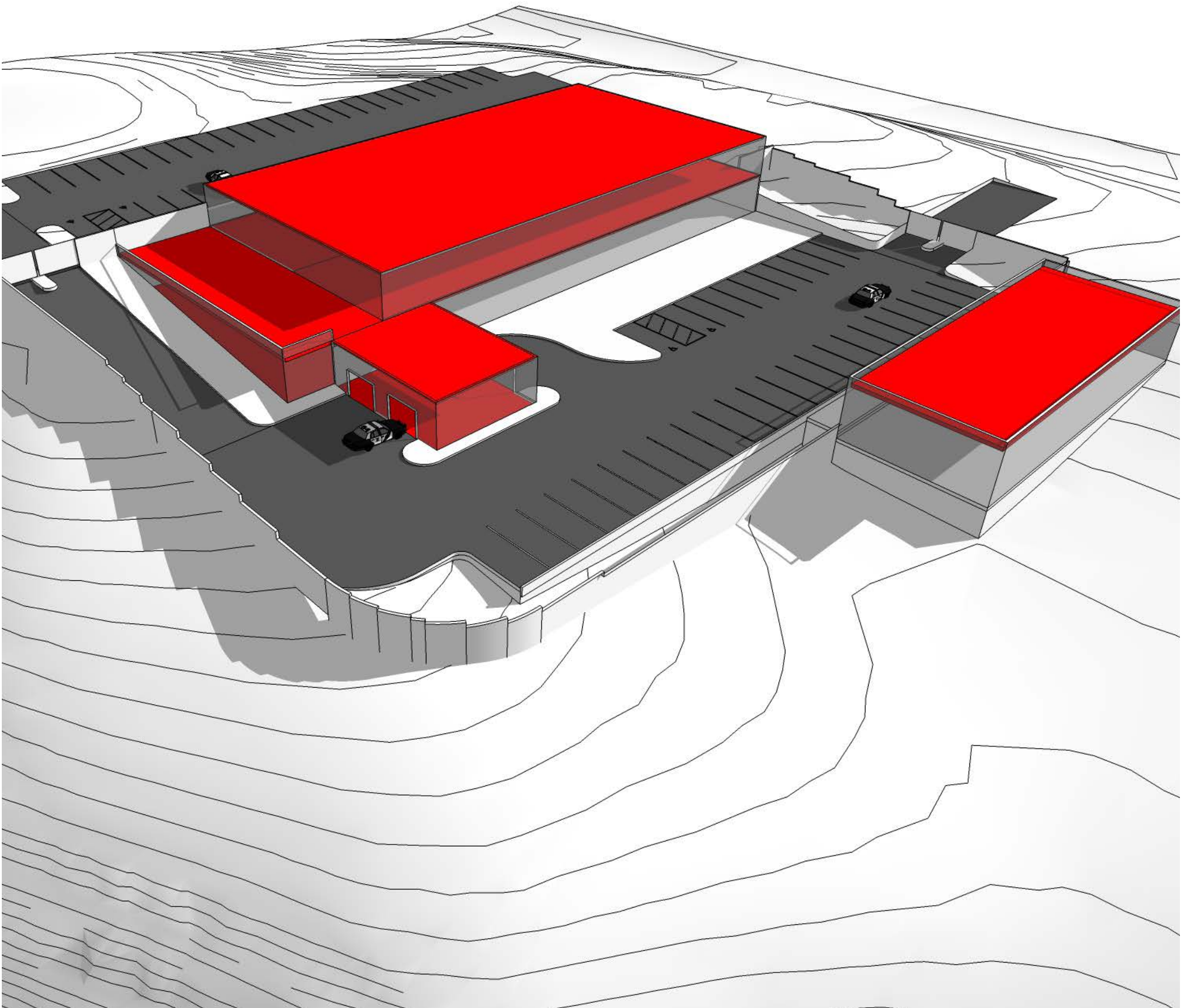


PROS

- SITE SUPPORTS A SINGLE STORY SOLUTION
- SITE SIZE PROVIDES ABILITY FOR ESSENTIAL/NON-ESSENTIAL CONSTRUCTION OF BUILDINGS
- COST EFFICIENT SURFACE PARKING IS POSSIBLE
- A SECOND EMERGENCY FLEET EXIT APPEARS FEASIBLE
- OPPORTUNITY TO PRESERVE A WOODED PORTION OF THE SITE
- SITE SUPPORTS POTENTIAL EXPANSION
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION

CONS

- SITE IS OBSTRUCTED FROM HIGHWAY 305 VIEW
- SITE SHARES AN ENTRANCE WITH ADJACENT RESIDENTIAL NEIGHBORHOOD
- SOME TREE REMOVAL IS REQUIRED
- A CONDITIONAL USE PERMIT IS REQUIRED



AERIAL VIEW

MASSING DIAGRAM



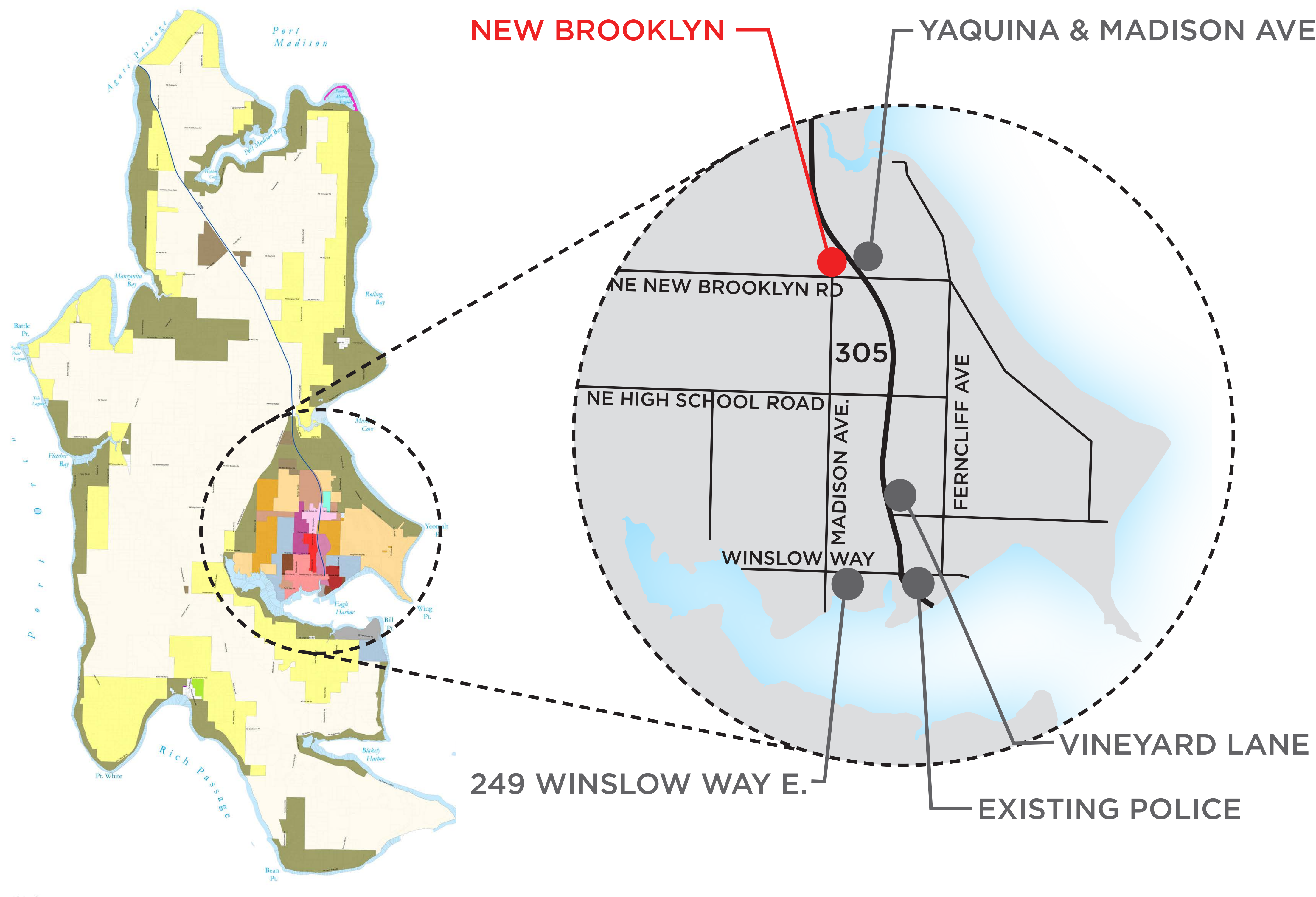
SITE PLAN

TOTAL PLAN AREA: 26,890 SQ. FT. POLICE & COURTS
4,133 SQ. FT. TO ADD TRAINING CENTER*

*SITE ALLOWS TRAINING CENTER TO BE BUILT LATER WITHOUT CIRCULATION PENALTY

NEW BROOKLYN

LANDUSE ZONE: BUSINESS / INDUSTRIAL
SITE AREA: 1.89 ACRES / 82,328 SQ. FT.



PROS

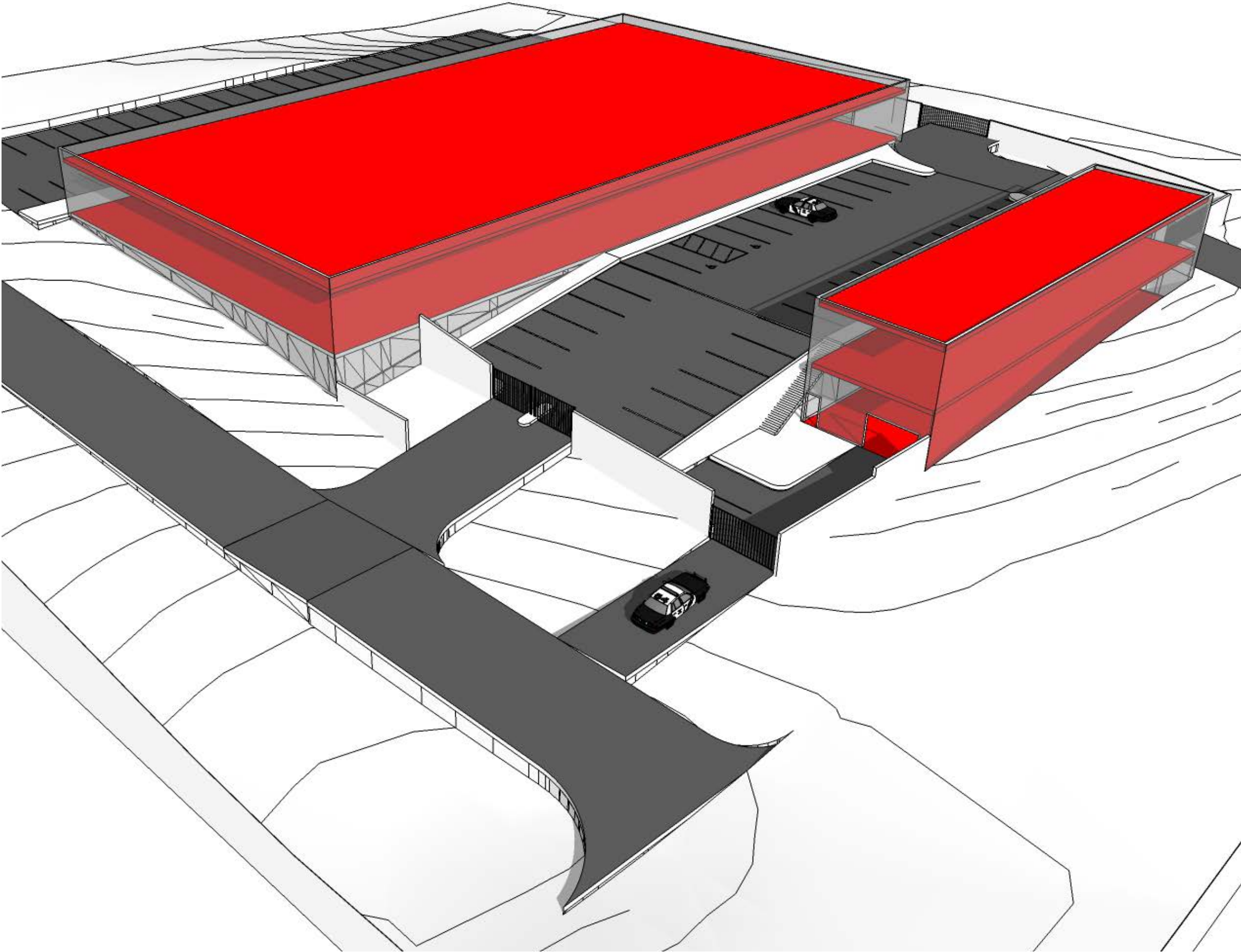
- SITE SUPPORTS A SINGLE STORY SOLUTION
- TOPOGRAPHY IS RELATIVELY FLAT
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE
- PUBLIC SAFETY SERVICES WOULD BE CLUSTERED (POLICE, FIRE AND HELIPORT) IN ONE LOCATION
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION
- COST EFFICIENT SURFACE PARKING IS POSSIBLE

CONS

- SECOND EMERGENCY EXIT MUST RETURN TO NEW BROOKLYN, OR CROSS FIRE STATION PROPERTY TO MADISON AVENUE NORTH
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- ASSUMES ADJUSTMENT TO FRONT YARD BUFFER



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 21,590 SQ. FT. POLICE & COURTS
2,876 SQ. FT. EVIDENCE & LAB
4,133 SQ. FT. TRAINING CENTER*

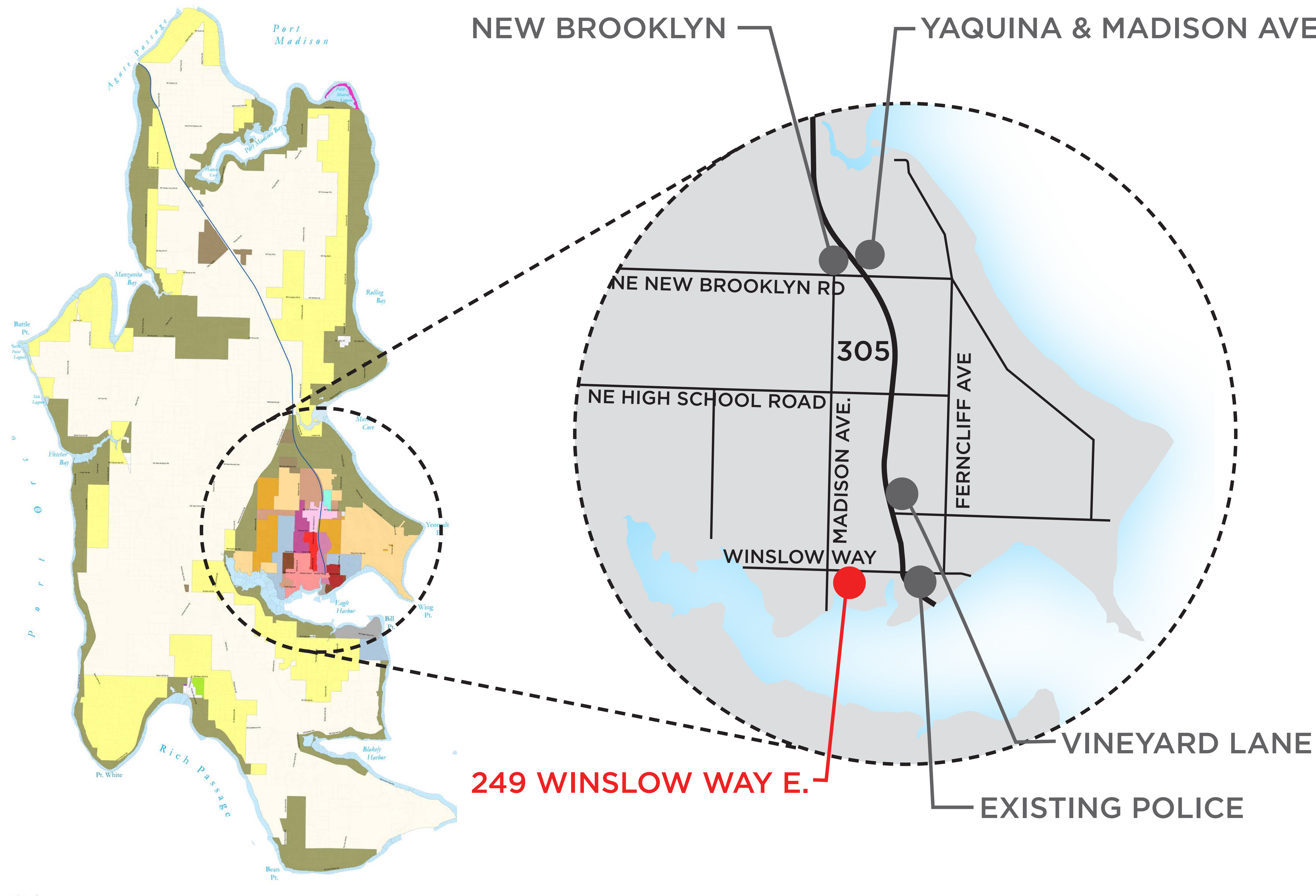
*DUE TO STACK WITH EVIDENCE ABOVE, TRAINING CENTER IS SHOWN BUILT INITIALLY (THIS OPTION DOES NOT REQUIRE ADDED 1,200 SQ. FT. CIRCULATION SPACE).

249 WINSLOW WAY E

LANDUSE ZONE: CORE

SITE AREA: 0.89 ACRES / 38,768 SQ. FT.

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PROS

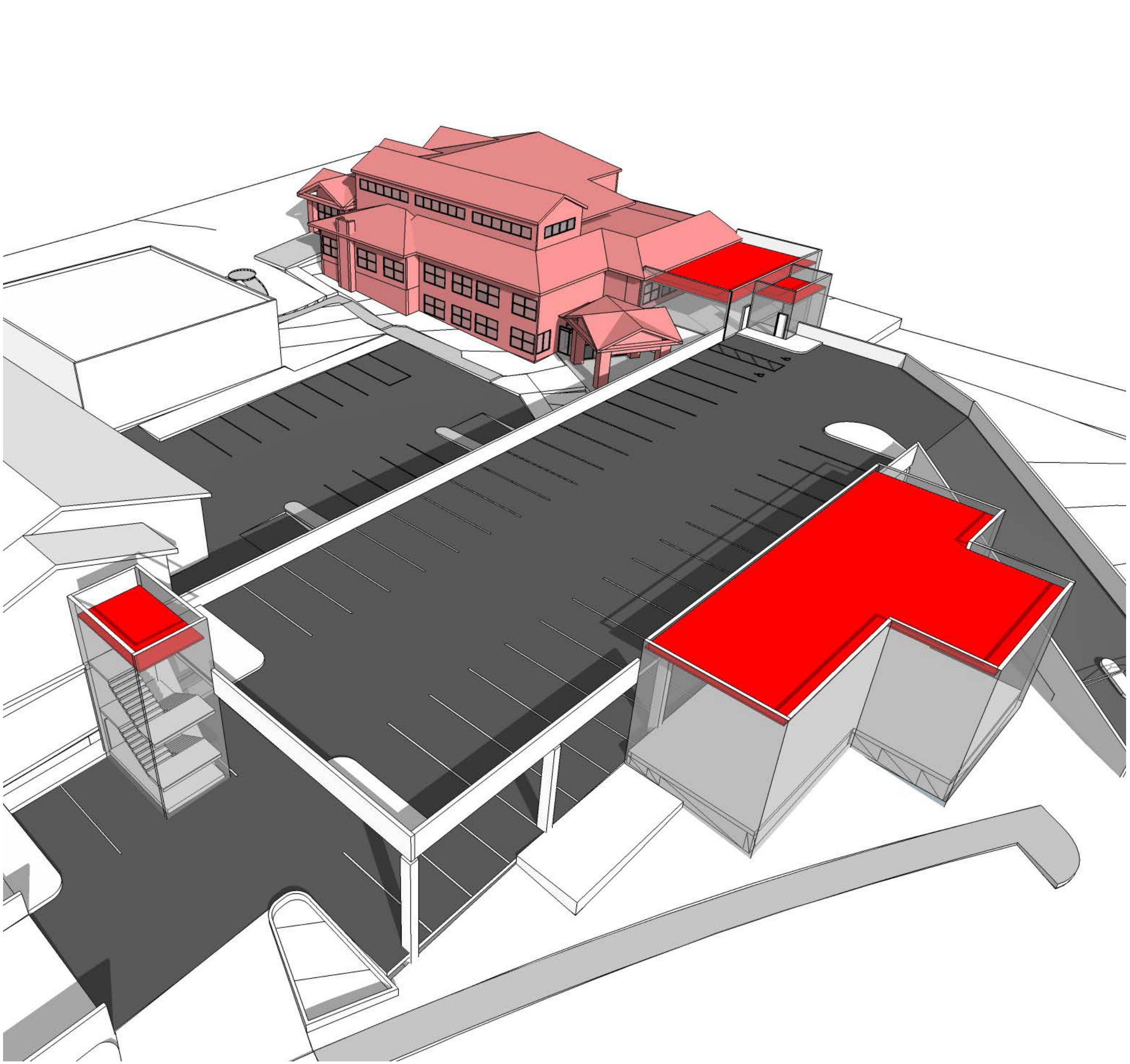
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE

CONS

- EXISTING BUILDING CANNOT FULFILL REQUIRED PROGRAM
- SMALL SITE SIZE PROVIDES NO ABILITY FOR FUTURE EXPANSION
- SMALL SITE SITE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- COURTS VISITORS MAY FIND IT MORE DIFFICULT TO FIND PUBLIC ENTRY THROUGH PARKING STRUCTURE
- SITE DOES NOT PROVIDE SECONDARY EMERGENCY FLEET EXIT
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- IRREGULARLY-SHAPED SMALL SITE REQUIRES EXPENSIVE STRUCTURED PARKING



AERIAL VIEW



MASSING DIAGRAM

WINSLOW WAY E



SITE PLAN

TOTAL PLAN AREA: 24,933 SQ FT POLICE & COURTS*

*SITE DOES NOT SUPPORT TRAINING CENTER

POLICE AND COURTS SITE ANALYSIS PRESENTATION

MAY 2, 2017

- **CONVEY PROFESSIONAL OPINION OF SIX SITES AND RESULTS OF PUBLIC PRESENTATION GIVEN ON APRIL 12TH**
- **SEEK CONFIRMATION FROM CITY COUNCIL ON CANDIDATE SITES TO ADVANCE FOR CONCEPT STUDY AND PROBABLE ESTIMATED CONSTRUCTION COST ANALYSIS**

CRITERIA MATRIX

POLICE AND COURTS SITE ANALYSIS

Criteria Value:

- 4 very important
- 3 relatively more important
- 2 relatively less important
- 1 less important

Score:

- 1 evaluation criteria is not achieved
- 2 evaluation criteria is achieved less than satisfactorily
- 3 evaluation criteria is achieved satisfactorily
- 4 evaluation criteria is achieved more than satisfactorily
- x no basis for determination

Criteria	Criteria Value	Existing Police Site		Vineyard Lane Site		Madison Site		Yaquina Site		New Brooklyn Site		249 Winslow Way Site	
		(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score	(score)	Weighted Score
General Criteria													
Size: permits 1-story design/future growth	4	2	8	4	16	1	4	1	4	3	12	1	4
Est. Acquisition Cost (Assessed Value)	2	4	8	3	6	4	8	4	8	4	8	2	4
Site Transferability Time frame	2	4	8	3	6	3	6	3	6	3	6	3	6
Zoning restrictions	2	4	8	4	8	1	2	2	4	4	8	4	8
Temporary Relocation expense	1	1	1	4	4	4	4	4	4	4	4	4	4
Location Criteria													
Multiple access points	4	3	12	3	12	1	4	3	12	3	12	1	4
Proximity to SR305	3	4	12	4	12	4	12	4	12	3	9	2	6
Accessibility to entire island	2	3	6	4	8	3	6	3	6	4	8	3	6
Landmarking - easy to find	2	4	8	3	6	3	6	3	6	3	6	2	4
Site Specific Criteria													
Topographic constraints	3	4	12	4	12	3	9	3	9	4	12	2	6
Utility availability	3	4	12	2	6	1	3	1	3	4	12	4	12
Site hazardous materials issues	3	2	6	3	9	3	9	3	9	3	9	3	9
Low impact development potential	2	1	2	3	6	1	2	1	2	1	2	1	2
Soils suitability	2	3	6	3	6	3	6	2	4	3	6	3	6
Noise and traffic impacts to neighbors	2	4	8	4	8	3	6	3	6	4	8	4	8
Minimizes tree removal	3	4	12	2	6	2	6	2	6	4	12	4	12
Total		51	129	53	131	40	93	42	101	54	134	43	101
		PASS		PASS		FAIL		FAIL		PASS		FAIL	

Relative Cost of Implementation

81 \$\$\$\$ \$\$\$ \$\$ \$ \$\$\$\$

EXISTING POLICE STATION

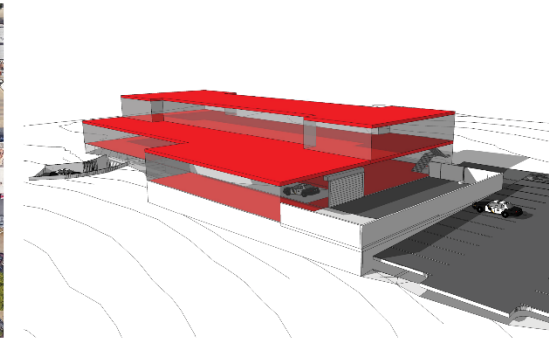
COBI POLICE AND COURTS SITE ANALYSIS

LANDUSE ZONE: GATEWAY DISTRICT
SITE AREA: 1.09 ACRES / 47,541 SQ. FT.

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AERIAL VIEW



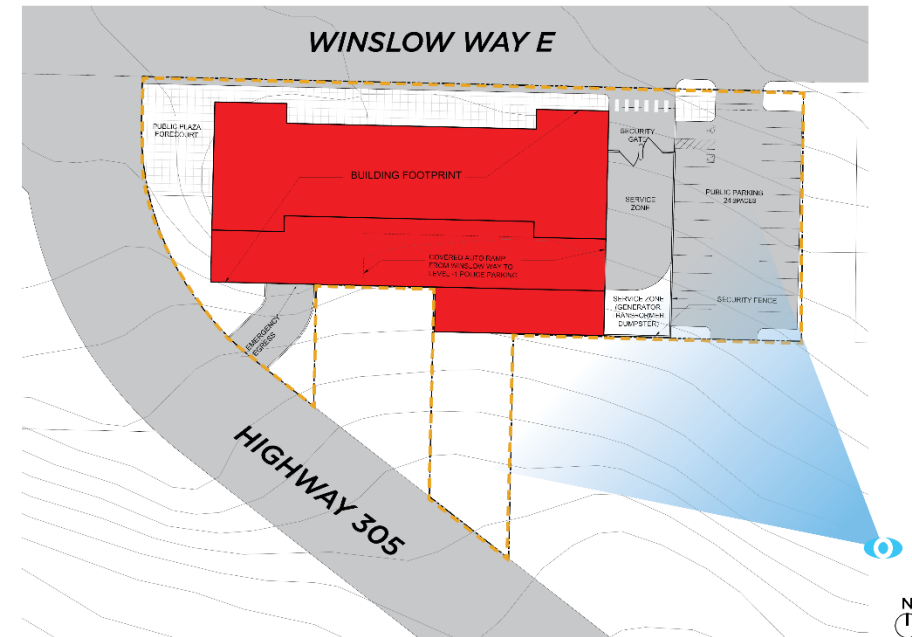
MASSING DIAGRAM

PROS

- SITE SUPPORTS POTENTIAL EXPANSION
- A SECOND EMERGENCY FLEET EXIT APPEARS FEASIBLE
- ADJACENT LAND USES ARE COMPATIBLE
- PUBLIC FAMILIARITY WITH SITE IS STRONG
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION

CONS

- REQUIRES A MULTI-STORY SOLUTION
- BUILDING OPERATION CONFLICTS WITH WSF TRAFFIC
- SITE ASSUMES SOME PUBLIC PARKING NEED MET OFF SITE
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- POLICE STAFF MUST RELOCATE TEMPORARILY DURING CONSTRUCTION



SITE PLAN

TOTAL PLAN AREA: 33,225 SQ. FT. POLICE/COURTS/TRAINING CTR.*
17,563 SQ. FT. POLICE/STAFF PARKING

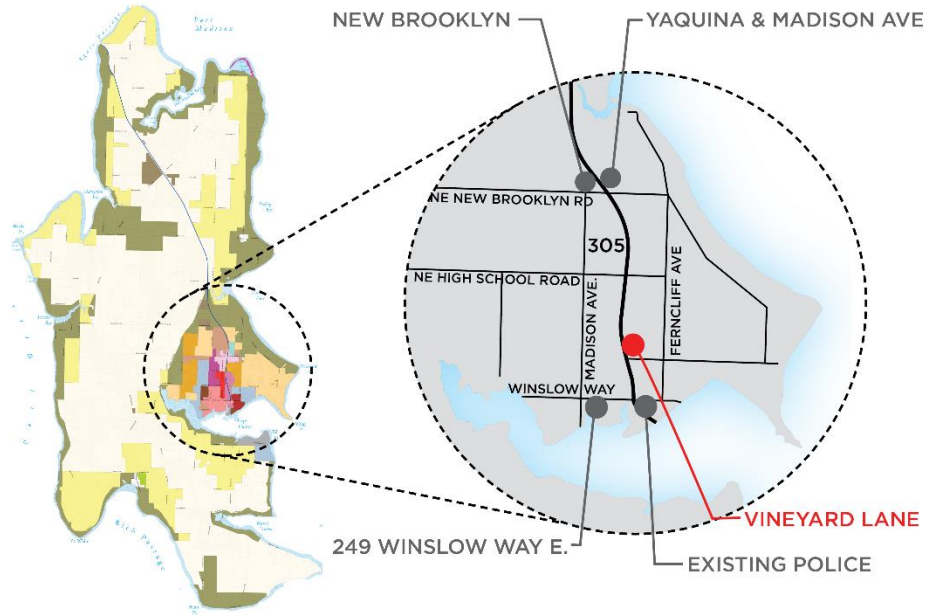
*TRAINING CENTER, IF INCLUDED, MUST BE BUILT INITIALLY AND CANNOT BE ADDED AT A LATER TIME

VINEYARD LANE

LANDUSE ZONE: GATEWAY

SITE AREA: 4.29 ACRES / 186,872 SQ. FT.

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PROS

- SITE SUPPORTS A SINGLE STORY SOLUTION
- SITE SIZE PROVIDES ABILITY FOR ESSENTIAL/NON-ESSENTIAL CONSTRUCTION OF BUILDINGS
- COST EFFICIENT SURFACE PARKING IS POSSIBLE
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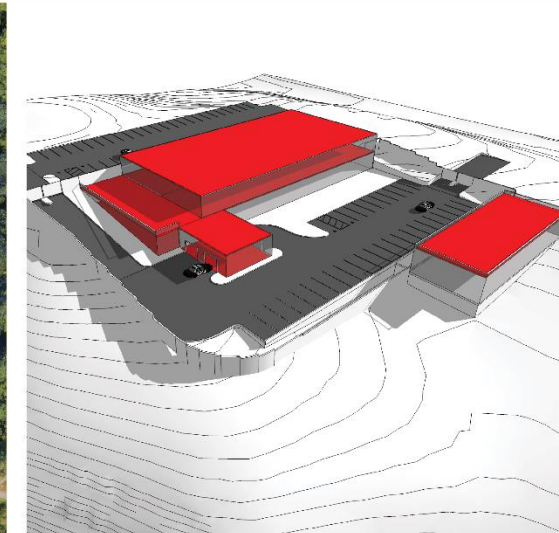
CONS

- SITE IS OBSTRUCTED FROM HIGHWAY 305 VIEW
- SITE SHARES AN ENTRANCE WITH ADJACENT RESIDENTIAL NEIGHBORHOOD
- SOME TREE REMOVAL IS REQUIRED
- A CONDITIONAL USE PERMIT IS REQUIRED

COBI POLICE AND COURTS SITE ANALYSIS



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 26,890 SQ. FT. POLICE & COURTS

4,133 SQ. FT. TO ADD TRAINING CENTER*

*SITE ALLOWS TRAINING CENTER TO BE BUILT LATER WITHOUT CIRCULATION PENALTY

LANDUSE ZONE: BUSINESS / INDUSTRIAL
SITE AREA: 1.89 ACRES / 82,328 SQ. FT.

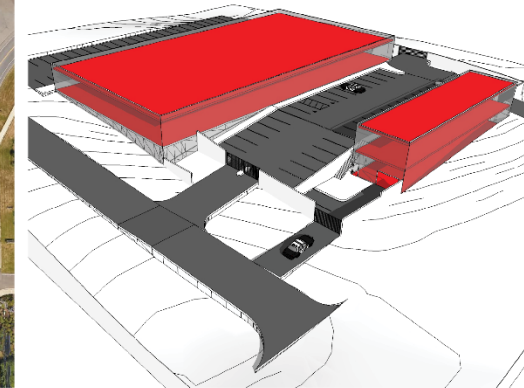
LANDUSE ZONE: BUSINESS / INDUSTRIAL
SITE AREA: 1.89 ACRES / 82,328 SQ. FT.



- SITE SUPPORTS A SINGLE STORY SOLUTION
- TOPOGRAPHY IS RELATIVELY FLAT
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE
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- SECOND EMERGENCY EXIT MUST RETURN TO NEW BROOKLYN, OR CROSS FIRE STATION PROPERTY TO MADISON AVENUE NORTH
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- ASSUMES ADJUSTMENT TO FRONT YARD BUFFER

**COATES DESIGN
ARCHITECTS**
Responsible Architecture



MASSING DIAGRAM



**TOTAL PLAN AREA: 21,590 SQ. FT. POLICE & COURTS
2,876 SQ. FT. EVIDENCE & LAB
4,133 SQ. FT. TRAINING CENTER***

*DUE TO STACK WITH EVIDENCE ABOVE, TRAINING CENTER IS SHOWN BUILT INITIALLY (THIS OPTION DOES NOT REQUIRE ADDED 1,200 SQ. FT. CIRCULATION SPACE).

SURVEY CARD

POLICE AND COURTS SITE ANALYSIS



BACKGROUND QUESTIONS

1. Are you a resident of Bainbridge Island? Yes / No
2. In which part of the Island do you live? _____
3. How long have you lived on Bainbridge Island? _____
4. Do you know where the existing Police facility is located? Yes / No
5. Do you know where the existing Courts facility is located? Yes / No
6. Have you ever visited or toured the existing Bainbridge Island Police Facility? Yes / No
7. Have you ever visited or toured the existing Bainbridge Island Courts Facility? Yes / No
8. Are there any challenges that you have experienced in using the existing Police and Courts facilities? _____

SITE SELECTION QUESTIONS

EXISTING POLICE SITE	VINEYARD LANE SITE	MADISON AVE SITE
In your opinion, the MOST important evaluation criteria for this site is? _____	In your opinion, the MOST important evaluation criteria for this site is? _____	In your opinion, the MOST important evaluation criteria for this site is? _____
In your opinion, the LEAST important evaluation criteria for this site is? _____	In your opinion, the LEAST important evaluation criteria for this site is? _____	In your opinion, the LEAST important evaluation criteria for this site is? _____

YAQUINA SITE	NEW BROOKLYN SITE	249 WINSLOW WAY SITE
In your opinion, the MOST important evaluation criteria for this site is? _____	In your opinion, the MOST important evaluation criteria for this site is? _____	In your opinion, the MOST important evaluation criteria for this site is? _____
In your opinion, the LEAST important evaluation criteria for this site is? _____	In your opinion, the LEAST important evaluation criteria for this site is? _____	In your opinion, the LEAST important evaluation criteria for this site is? _____

SITE SELECTION QUESTIONS CONTINUED

On a scale of 1 - 5, how much do you agree with the statements below:
1 = Completely Disagree 5 = Completely Agree

EXISTING POLICE SITE	VINEYARD LANE SITE	MADISON AVE SITE
This site is appropriate for the new Police and Courts Facility 1 2 3 4 5	This site is appropriate for the new Police and Courts Facility 1 2 3 4 5	This site is appropriate for the new Police and Courts Facility 1 2 3 4 5

YAQUINA SITE	NEW BROOKLYN SITE	249 WINSLOW WAY SITE
This site is appropriate for the new Police and Courts Facility 1 2 3 4 5	This site is appropriate for the new Police and Courts Facility 1 2 3 4 5	This site is appropriate for the new Police and Courts Facility 1 2 3 4 5

In your opinion, do any of the options presented tonight work particularly well?
If so, why or why not?

ADDITIONAL COMMENTS

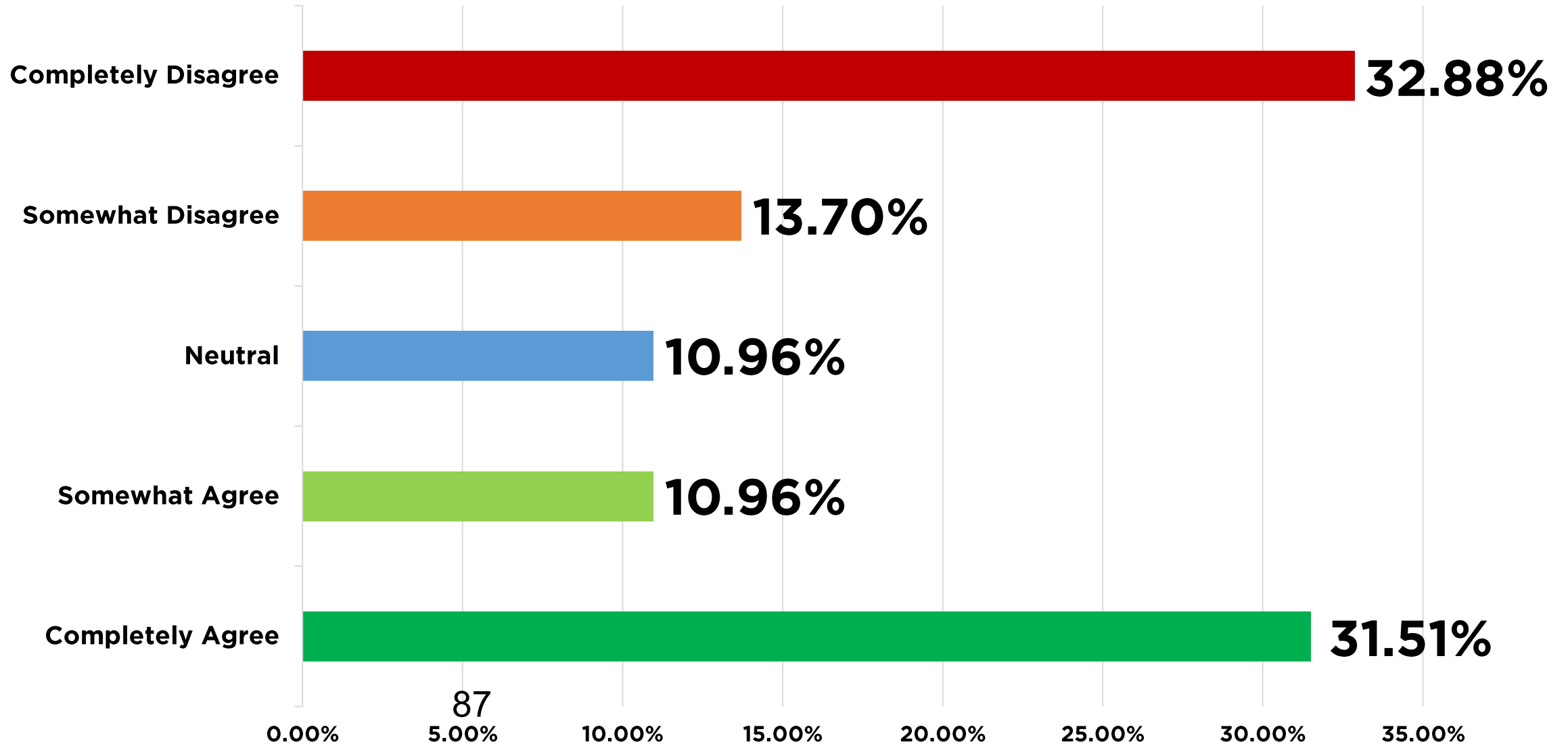
SURVEY TURNOUT

TOTAL RESPONDENTS - 103

COMPLETE RESPONSES - 76

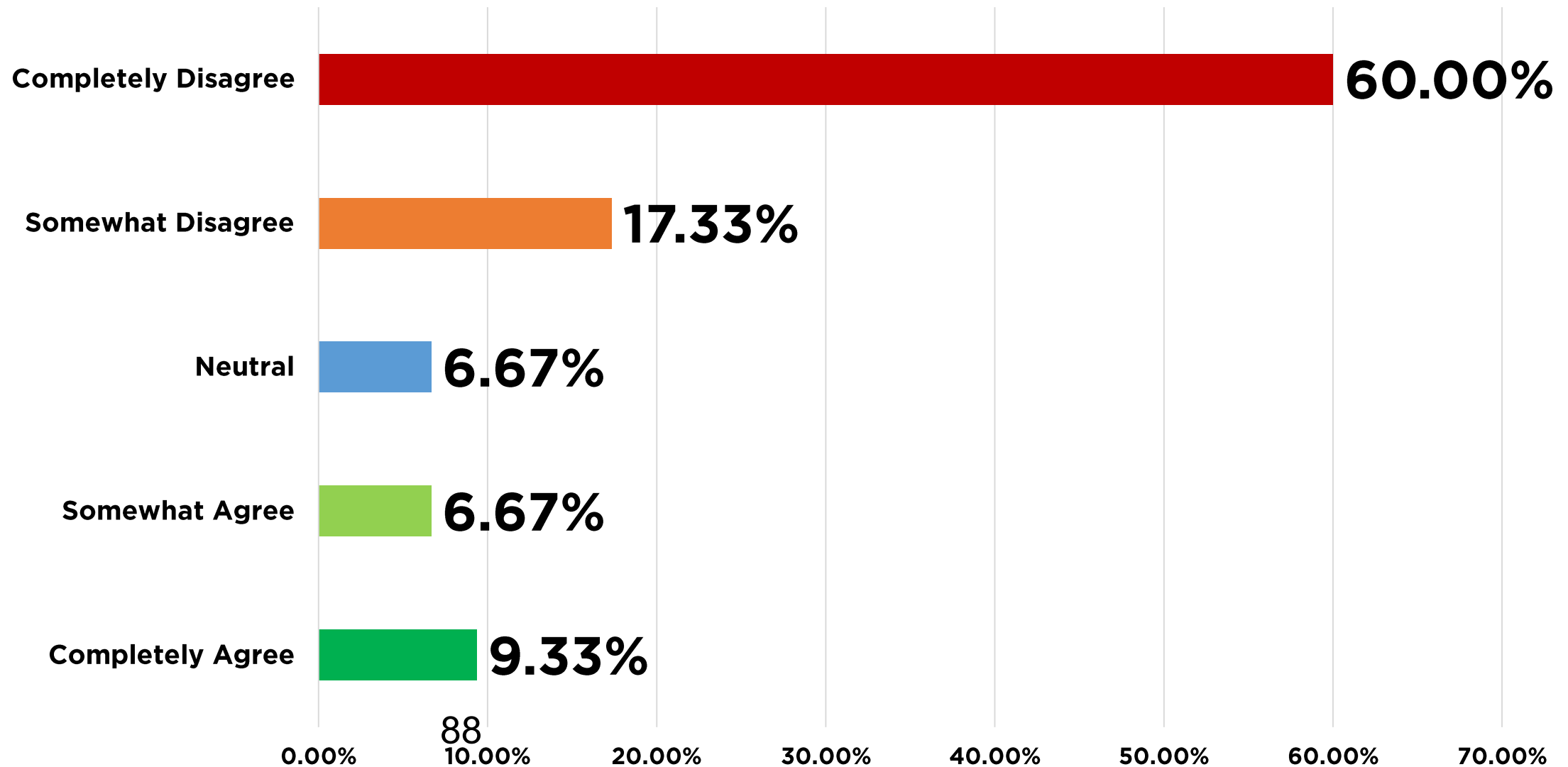
EXISTING POLICE SITE

This site is appropriate for the new Police and Courts Facility



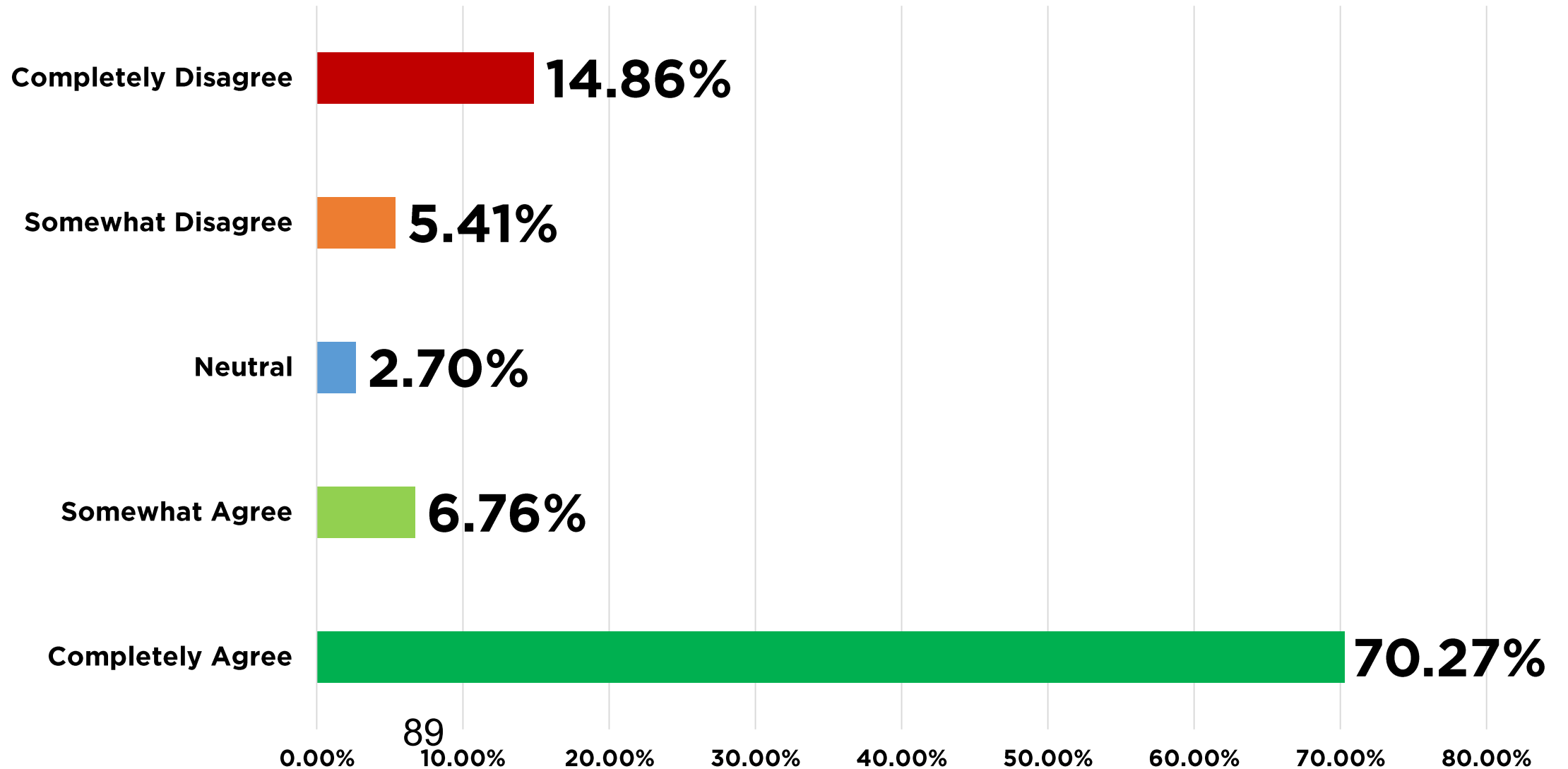
VINEYARD LANE

This site is appropriate for the new Police and Courts Facility



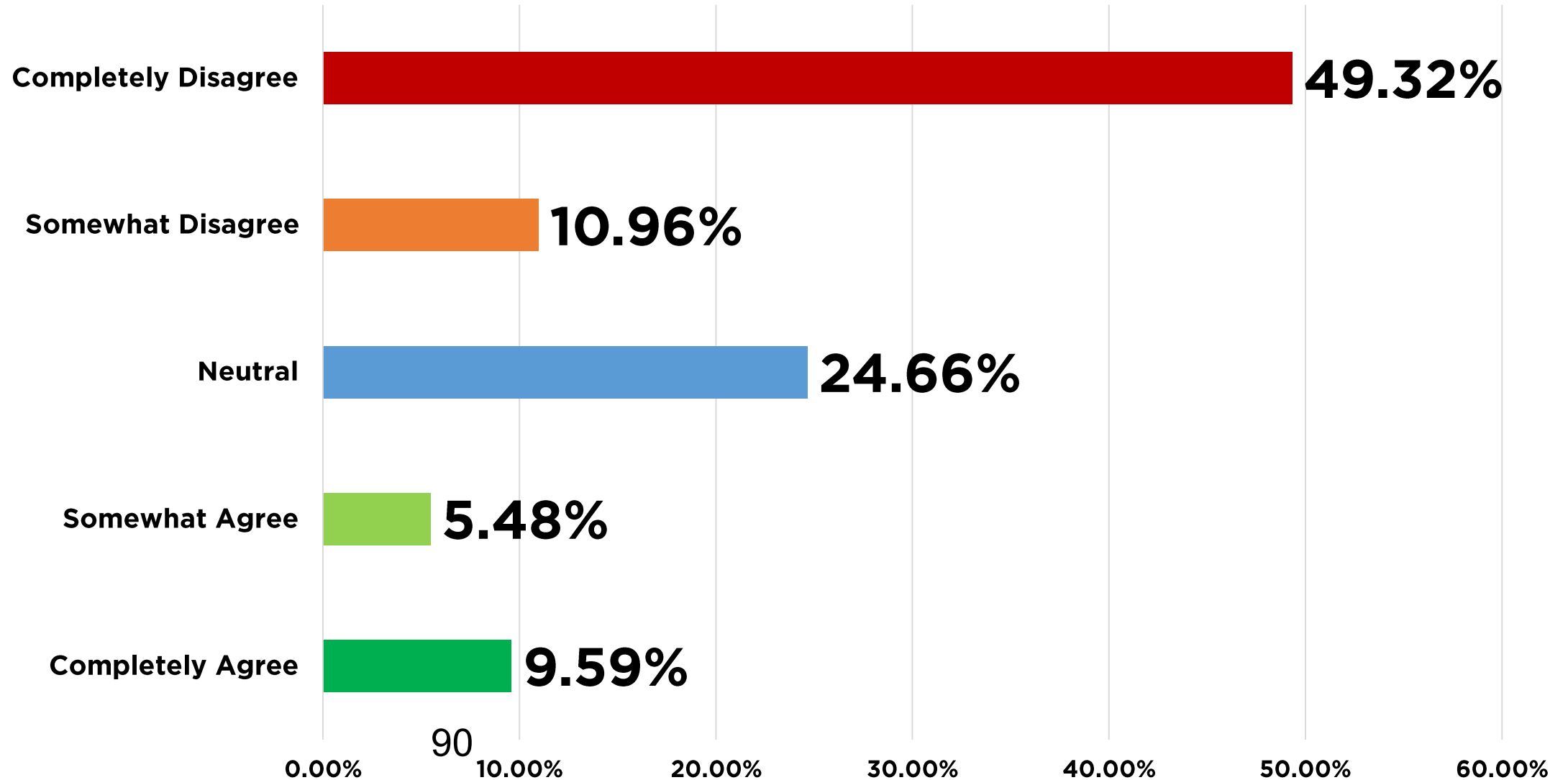
NEW BROOKLYN

This site is appropriate for the new Police and Courts Facility



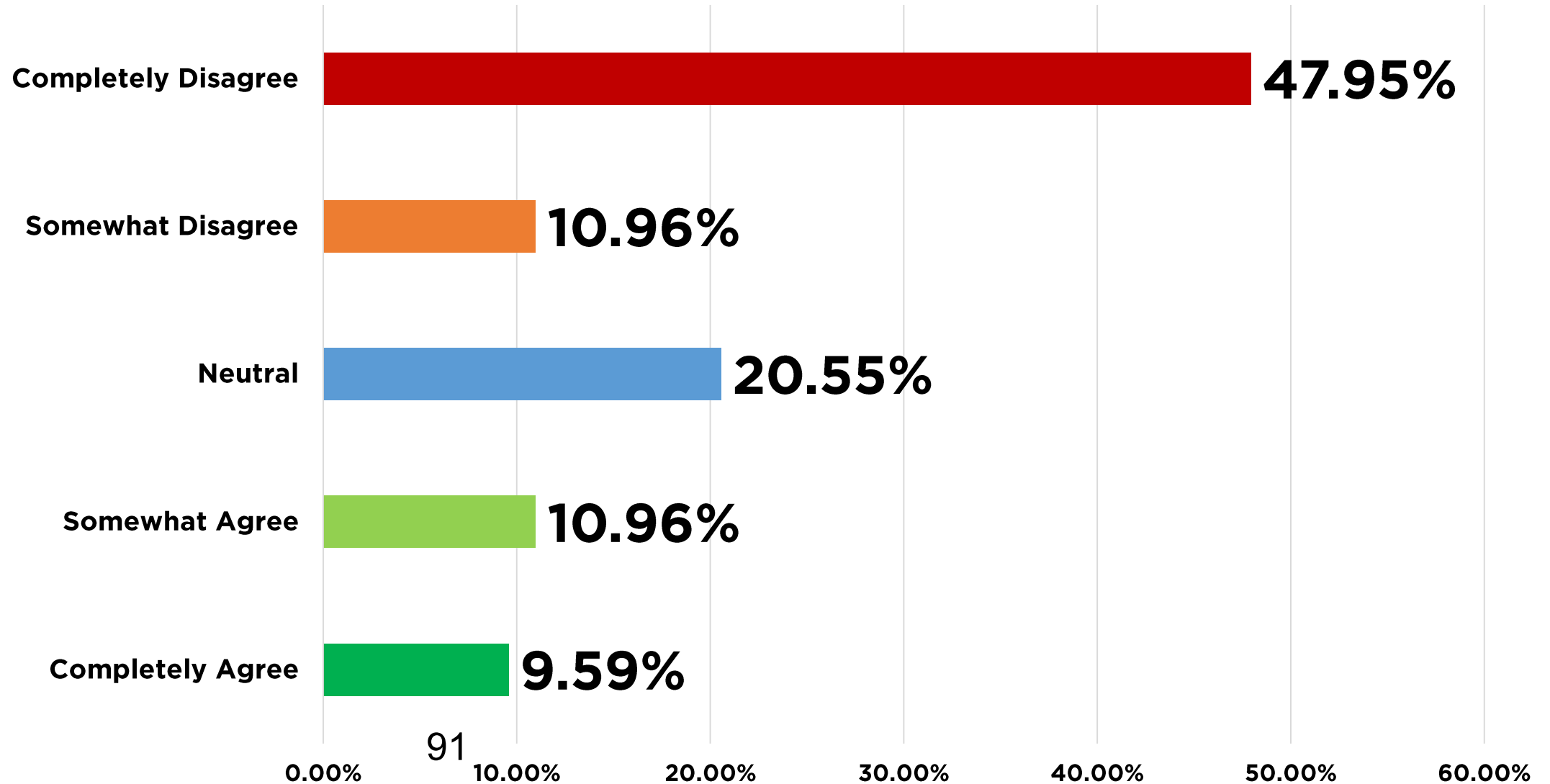
MADISON AVENUE

This site is appropriate for the new Police and Courts Facility



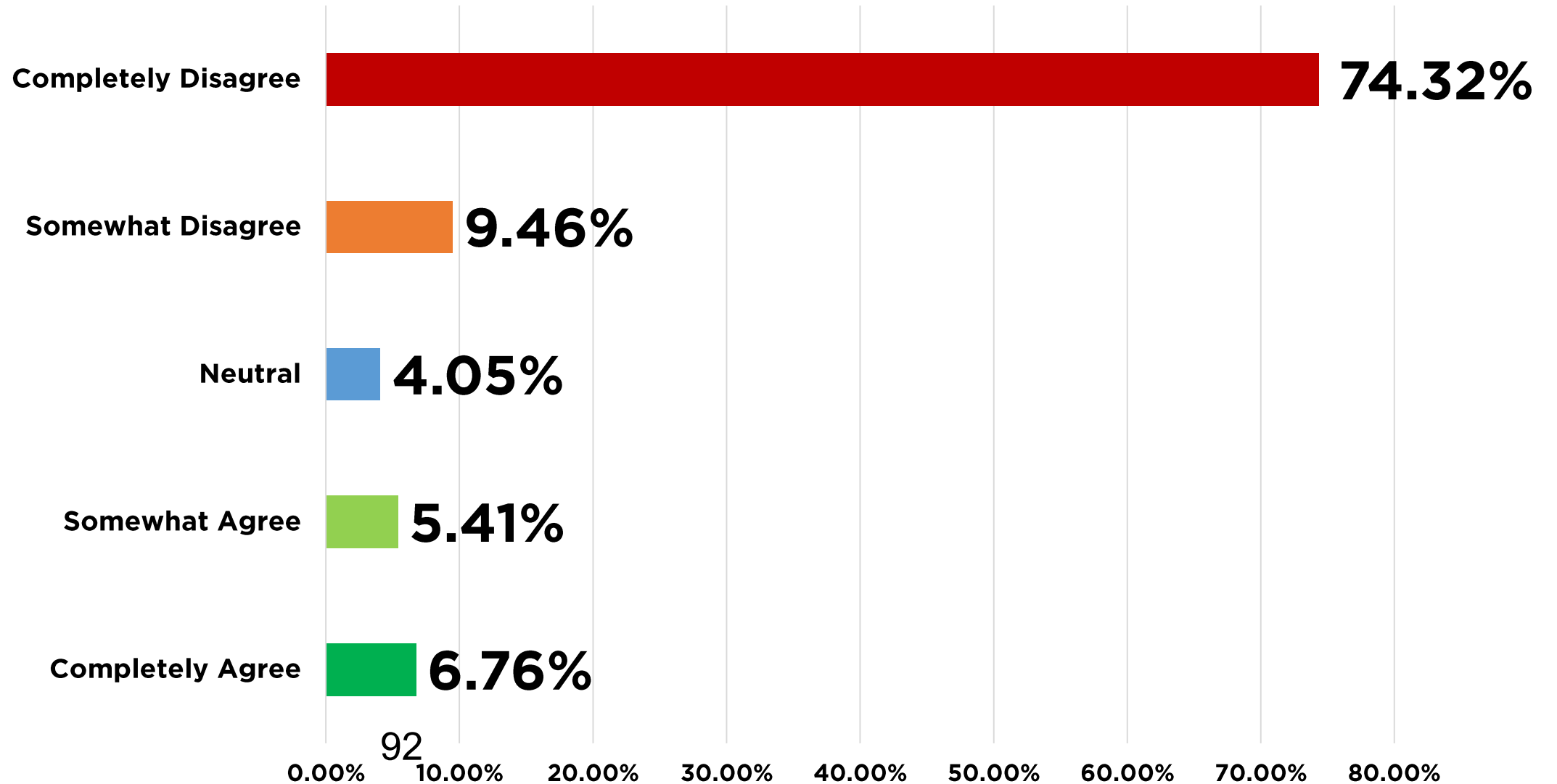
YAQUINA

This site is appropriate for the new Police and Courts Facility



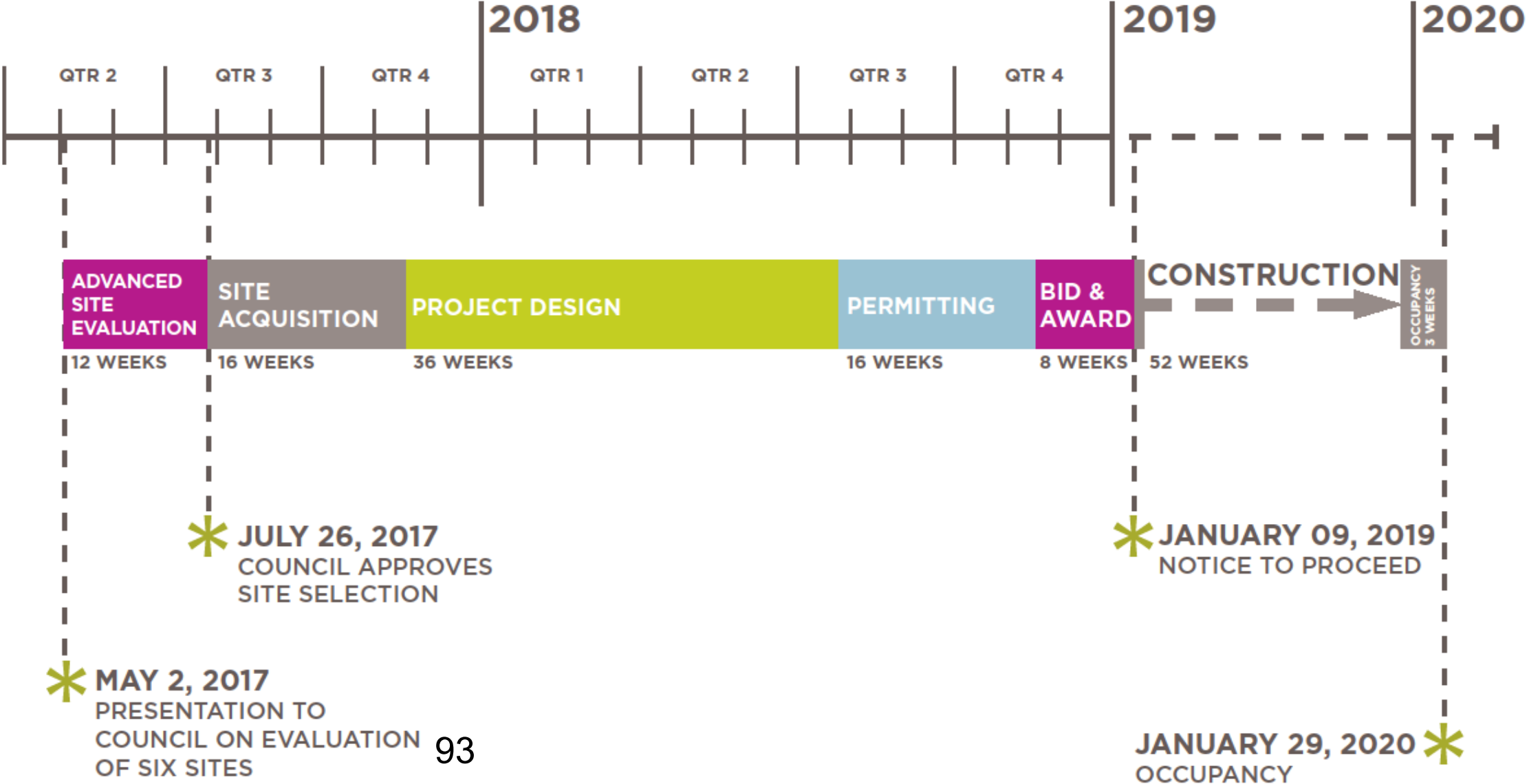
249 WINSLOW

This site is appropriate for the new Police and Courts Facility



PROJECT SCHEDULE

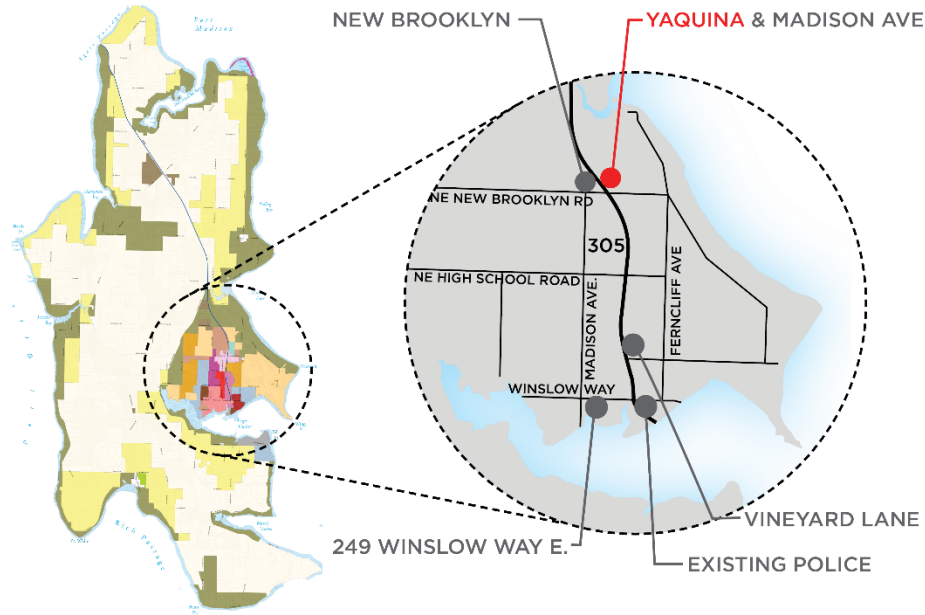
POLICE AND COURTS SITE ANALYSIS



YAQUINA

LANDUSE ZONE: R2.2 RESIDENTIAL
SITE AREA: 2.04 ACRES / 88,862 SQ. FT.

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PROS

- TOPOGRAPHY IS RELATIVELY FLAT
- A SECOND EMERGENCY FLEET EXIT APPEARS FEASIBLE
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE
- POTENTIAL FOR OPTIMAL SOLAR ORIENTATION

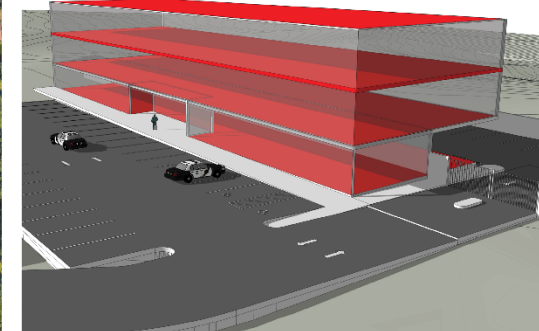
CONS

- SMALL SITE SIZE REQUIRES MULTI-STORY SOLUTION
- SMALL SITE SIZE PROVIDES NO ABILITY FOR FUTURE GROWTH
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- ADJACENT PROPERTIES ARE RESIDENTIAL
- A CONDITIONAL USE PERMIT IS REQUIRED

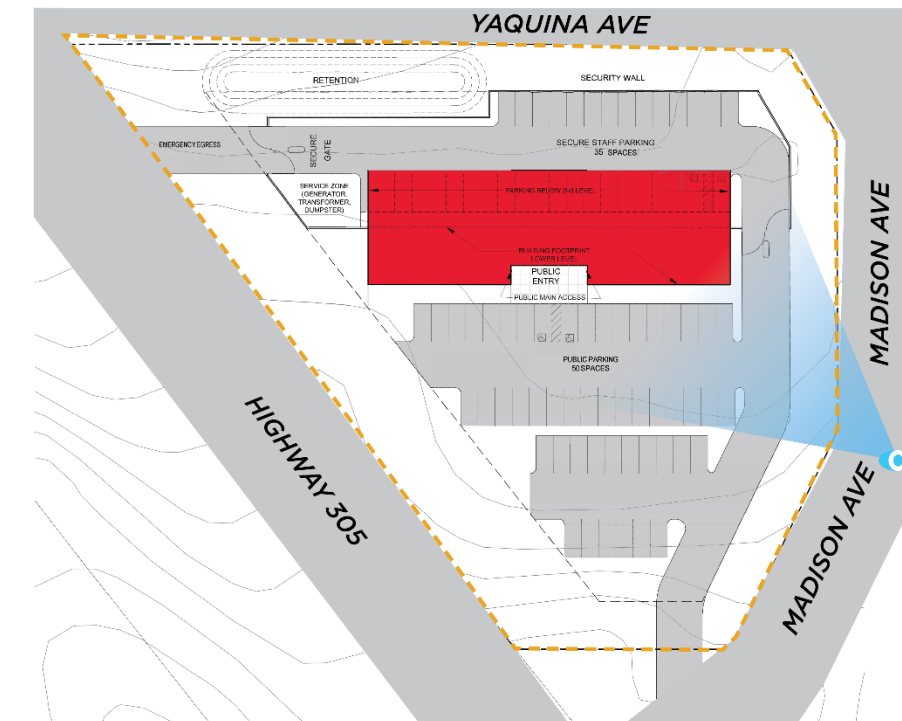
COBI POLICE AND COURTS SITE ANALYSIS



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

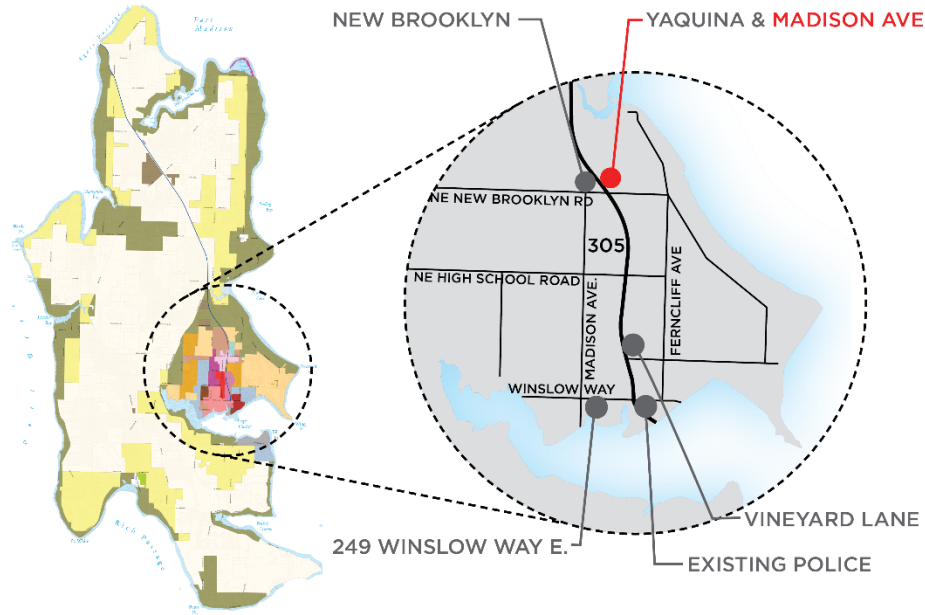
TOTAL PLAN AREA: 28,100 SQ. FT. POLICE & COURTS
5,333 SQ. FT. TRAINING CENTER*

*TRAINING CENTER IF INCLUDED MUST BE IN A BASEMENT, ADDING 5,333 SQ. FT. (INCLUSIVE OF 1,200 SQ. FT. OF ADDITIONAL CIRCULATION)

MADISON AVE

LANDUSE ZONE: R2.2 RESIDENTIAL
SITE AREA: 1.36 ACRES / 59,241 SQ. FT.

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PROS

- TOPOGRAPHY IS RELATIVELY FLAT
- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE

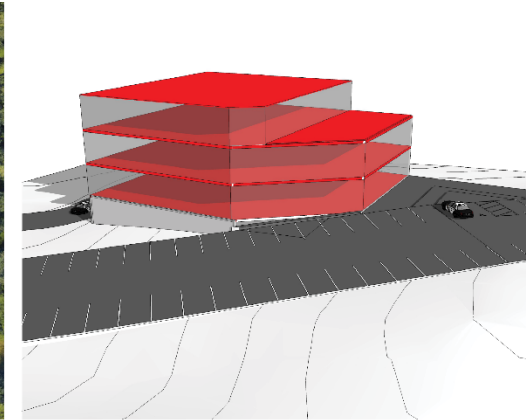
CONS

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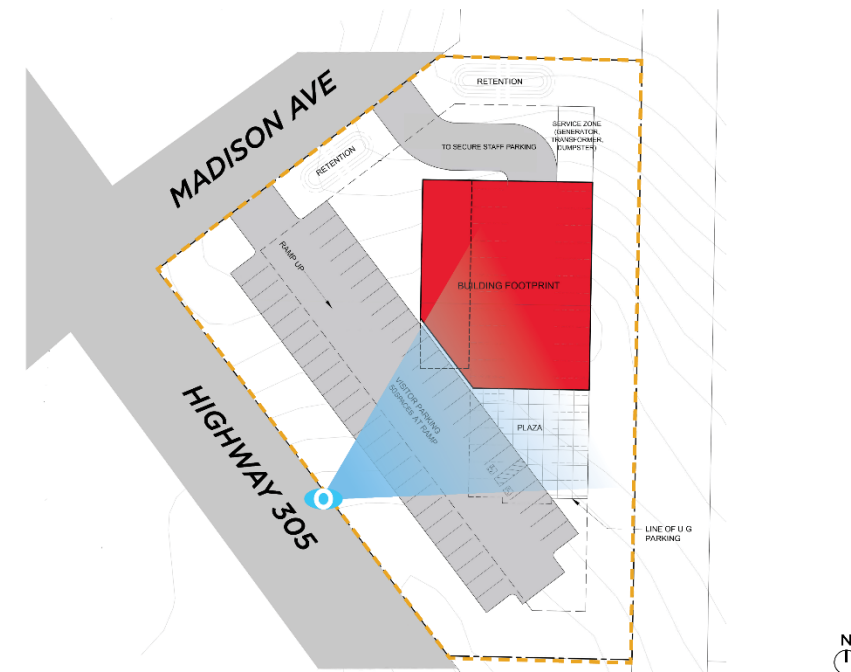
COBI POLICE AND COURTS SITE ANALYSIS



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 29,320 SQ. FT. POLICE & COURTS
5,333 SQ. FT. TRAINING CENTER*
10,804 SQ. FT. POLICE/STAFF PARKING

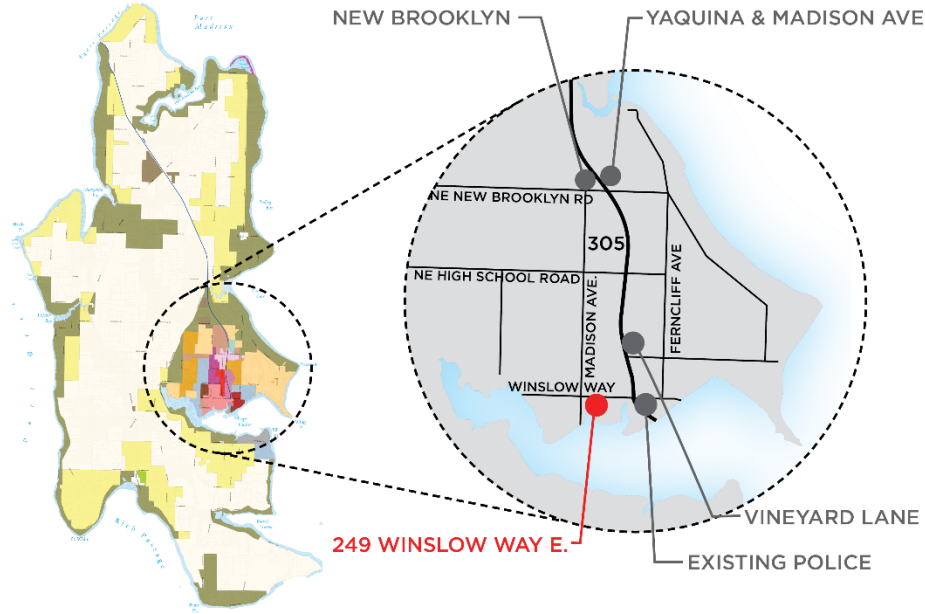
*TRAINING CENTER, IF INCLUDED, MUST BE IN A BASEMENT, ADDING 5,333 SQ. FT., INCLUSIVE OF VERTICAL CIRCULATION

249 WINSLOW WAY E

LANDUSE ZONE: CORE

SITE AREA: 0.89 ACRES / 38,768 SQ. FT.

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PROS

- SITE IS READILY SEEN AND BUILDING WOULD BE HIGHLY VISIBLE

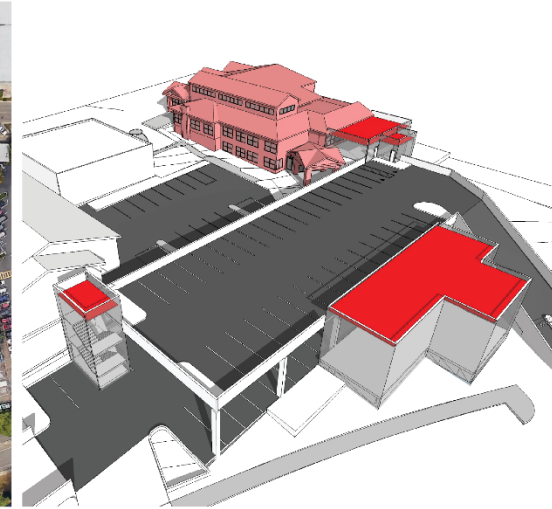
CONS

- EXISTING BUILDING CANNOT FULFILL REQUIRED PROGRAM
- SMALL SITE SIZE PROVIDES NO ABILITY FOR FUTURE EXPANSION
- SMALL SITE SIZE PROVIDES NO ABILITY FOR SEPARATION OF ESSENTIAL/NON-ESSENTIAL CONSTRUCTION
- COURTS VISITORS MAY FIND IT MORE DIFFICULT TO FIND PUBLIC ENTRY THROUGH PARKING STRUCTURE
- SITE DOES NOT PROVIDE SECONDARY EMERGENCY FLEET EXIT
- SITE OFFERS NO SAFETY STANDOFF BUFFER SPACE
- IRREGULARLY-SHAPED SMALL SITE REQUIRES EXPENSIVE STRUCTURED PARKING

COBI POLICE AND COURTS SITE ANALYSIS



AERIAL VIEW



MASSING DIAGRAM



SITE PLAN

TOTAL PLAN AREA: 24,933 SQ FT POLICE & COURTS*

*SITE DOES NOT SUPPORT TRAINING CENTER

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:45 PM Consider Establishing Combined Infrastructure Task Force, AB 17-083 - Mayor Tollefson (Pg. 63)	Date: 5/2/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 17-083
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

At its February 7, March 7, and April 18, 2017, meetings, the City Council discussed the possibility of a ballot proposition for funding non-motorized transportation improvements and for improvement or redevelopment of the City's Town Square. The City is in the process of retaining a consultant to conduct a study of Winslow-area parking needs.

The Council will consider establishing a Task Force to provide the Council with recommendations on a combined infrastructure proposal in time for the Council to take action by early December 2017. A draft proposal is attached for discussion and consideration.

RECOMMENDED ACTION/MOTION

I move that the City Council approve the 2018 Infrastructure Ballot Measure Task Force proposal.

ATTACHMENTS:

Description	Type
2018 Infrastructure Ballot Measure Task Force proposal	Backup Material

2018 Infrastructure Ballot Measure Task Force proposal

April 25 Council takes three actions: (A) forwards this timeline or a modified version of this timeline for approval at the next business meeting;
(B) agrees to create the Task Force described below or as modified by Council;
(C) appoints an *ad hoc* committee and Task Force liaison.

Proposed Task Force

1) *Form*: Task Force Managed by City Manager with at least one Council member liaison.

2) *Purpose*:

The purpose of the Task Force is to deliver to Council the best recommendations possible for an Infrastructure Ballot Measure, which means a ballot measure that includes funding for both NMT improvements Island-wide and some version of a Town Square project.

Council's expectation is that the recommendation(s) of the Task Force will include around \$15,000,000 for NMT improvements and that the MMTAC will take the lead role in defining what is included in the NMT portion of the Infrastructure Ballot Measure. The Task Force will recommend a preferred way to fund this combined project, which may include some combination of voter approved funds (bonds or a levy lid lift), creation of a Local Improvement District, and City General Fund support.

The Task Force's main duties are to develop and recommend to Council (A) one or more preferred alternatives for the Town Square Project with cost estimates and (B) one or more preferred alternatives for an Infrastructure Ballot Measure that includes funding for both the NMT improvements provided by the MMTAC and the Town Square Project.

3) *Task Force Composition*:

- a) Two members of Multi-Modal Transportation Advisory Committee
- b) Three Bainbridge business reps, including at least two from the Downtown business community.
- c) Two cultural organization reps – BPA; Bainbridge Historical Society
- d) Two Farmers Market reps
- e) Two civic organization reps: Rotary, Lions, Kiwanis, etc.
- f) Five at-large community reps
- g) Two local architectural firm reps

4) *Work plan*:

- a) 9/14/2017 completion and report delivered
- b) One or more charettes facilitated by retained City planner consultant
 - i) Council will need to approve a budget amount
 - ii) City Manager will hire
 - iii) Preference for using local consultant
- c) Deliverables:
 - i) Summary of work and opinion regarding

- (1) Community support
- (2) Further public process
- ii) Prioritized list of non-motorized projects (provided by MMTAC)
- iii) Prioritized concepts for Town Square
 - (1) Short and long term
 - (2) Business community
- iv) Recommendation on total funding package and mechanisms
- 5) *Recruitment*:
 - a) Members recommended by Council *ad hoc* Committee and approved by Council.

May 2	COBI advertises for Task Force applicants.
May 16	City Manager provides recommendation to Council re budget for charrette/design consultant. Council authorizes City Manager to proceed with hiring charrette/design consultant with goal of consultant being prepared to launch Task Force town square work at June 9 or 10 meeting
May 17	Cut-off for Task Force member applications; Council begins process of selecting members from the applicants
May 23	Council approves Task Force membership
June 9 or 10	First Task Force meeting: (1) MMTAC provides to Task Force its recommended NMT improvement package for inclusion in the Infrastructure Ballot Measure; (2) Task Force reviews prior conceptual planning for Town Square; (3) Task Force discusses work required to accomplish work plan, including work with consultant and scheduling of charrette
June - Sept.	Task Force works according to schedule it adopts.
Sept 19	Council Study Session – Receive Task Force report
Sept 21	Public Meeting on Task Force report
Sept 26	Council discussion of next steps and possibly direct staff to prepare appropriate Ordinances and/or Resolutions.
_____	Continued Discussion
_____	Public Meeting on Tentative Council plan
_____	Continued Discussion
December 15(?)	Deadline for Notice to Auditor of proposition for February 13 ballot measure.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:55 PM Quarter 1 2017 Financial Report, AB 17-084 - Finance (Pg. 66)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: AB 17-084
Proposed By: Ellen Schroer, Director of Finance and Administrative Services	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

This is the first of the quarterly financial reports which the Finance and Administrative Services Department will prepare in 2017. The first quarter report includes a comparison of actual results to budgeted amounts, as well as some charts and web links intended to provide a resource for additional details for readers with specific questions.

The Finance Department is also happy to take any questions either before or during the meeting.

Changes to the budget are presented separately for consideration and approval by ordinance.

RECOMMENDED ACTION/MOTION

Information only.

ATTACHMENTS:

Description	Type
❑ 2017Q1 report and attachments	Backup Material
❑ Presentation	Backup Material



CITY OF
BAINBRIDGE ISLAND

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: April 28, 2017

RE: First Quarter 2017 Financial Results

This is the first of the quarterly financial reports which the Finance and Administrative Services Department will bring to you this year. The first quarter report includes a comparison of actual results to budgeted amounts, as well as information about changes to the budget that we know about at this time. Some of the changes to the 2017 adopted budget require budget adjustments, which we will present for your consideration at the May 2 Council meeting.

FINANCIAL PERFORMANCE

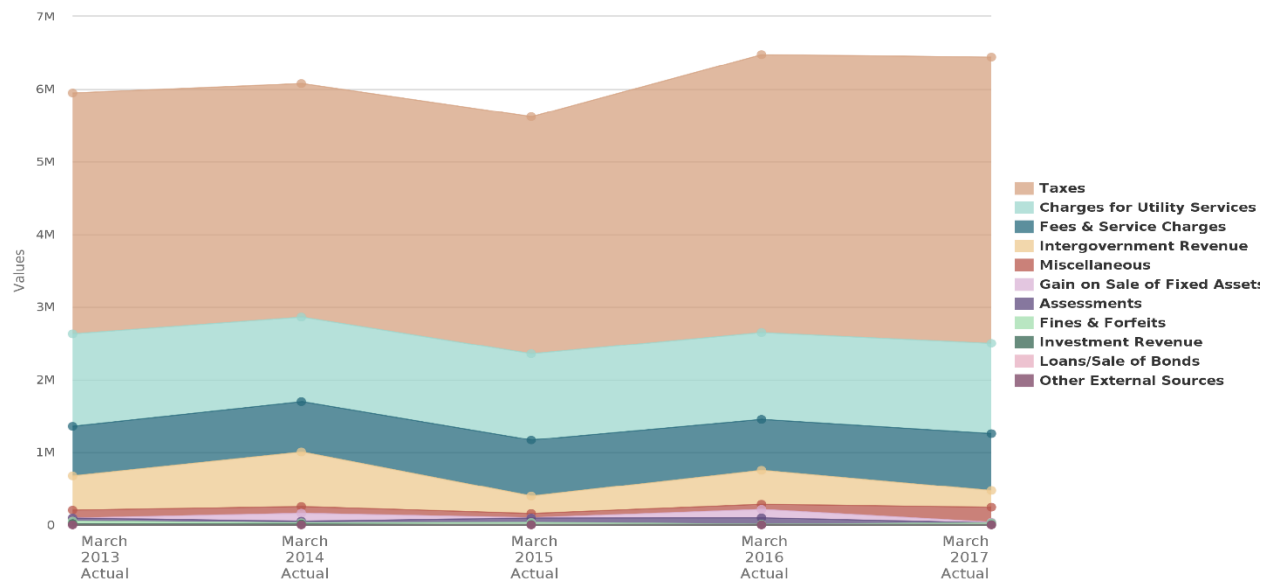
In the first quarter of 2017, the City's revenue and expenditures are generally performing in accordance with the budgeted plan. Total revenue across all City funds for the first quarter is \$6.6 million or 21% of the budgeted total. Total expenditures, including capital expenses and debt service, are \$5.9 million, or 15% of the budgeted total. Operating expenditures are \$5.9 million, or 13% of the budgeted total. Both revenues and expenditures are on pace for the first quarter of the year.

Revenue Overview

Revenues continue to perform in alignment with typical seasonality trends, and citywide show an increase as compared to the same time period in previous years, as shown by the chart below. This chart was generated through the City's OpenGov portal. Interested readers can follow the links provided and can see this chart, as well as filter and reconfigure the information to see additional detail by fund, or by type of expenditure.

City revenues are tracking closely to budget, indicating that the revenue increases for sources such as Sales Tax and Real Estate Excise Tax are close to estimates and that spending is included in the Adopted Budget.

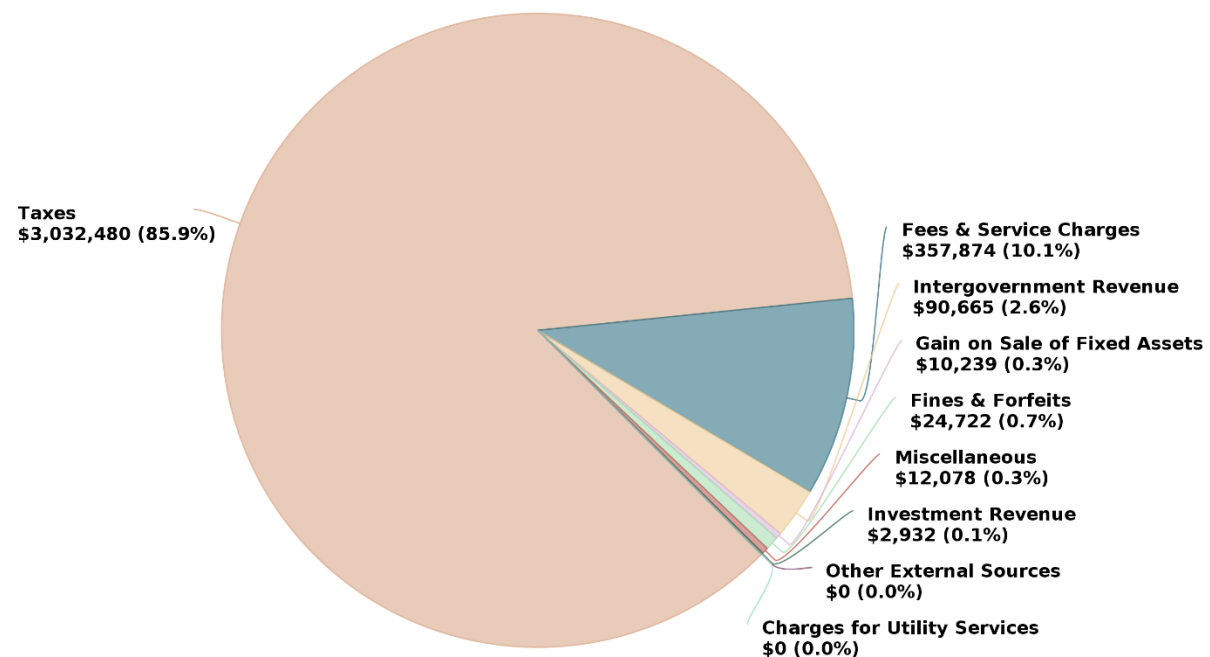
Chart One: Citywide Revenues for January – March, 2013 - 2017



Source: https://bainbridgeislandwa.opengov.com/transparency#/1398/accountType=revenues&breakdown=types¤tYearAmount=cumulative¤tYearPeriod=years&graph=stacked&legendSort=desc&month=3&proration=true&saved_view=null&selection=9B74A05F1561C120F4C55A6D2B4CD641&fiscal_start=2013&fiscal_end=latest

General Fund revenue at the end of the first quarter totals \$3.6 million, or 21% of the budgeted total. As shown in the pie chart below, tax revenue is the largest revenue source for the City's General Fund.

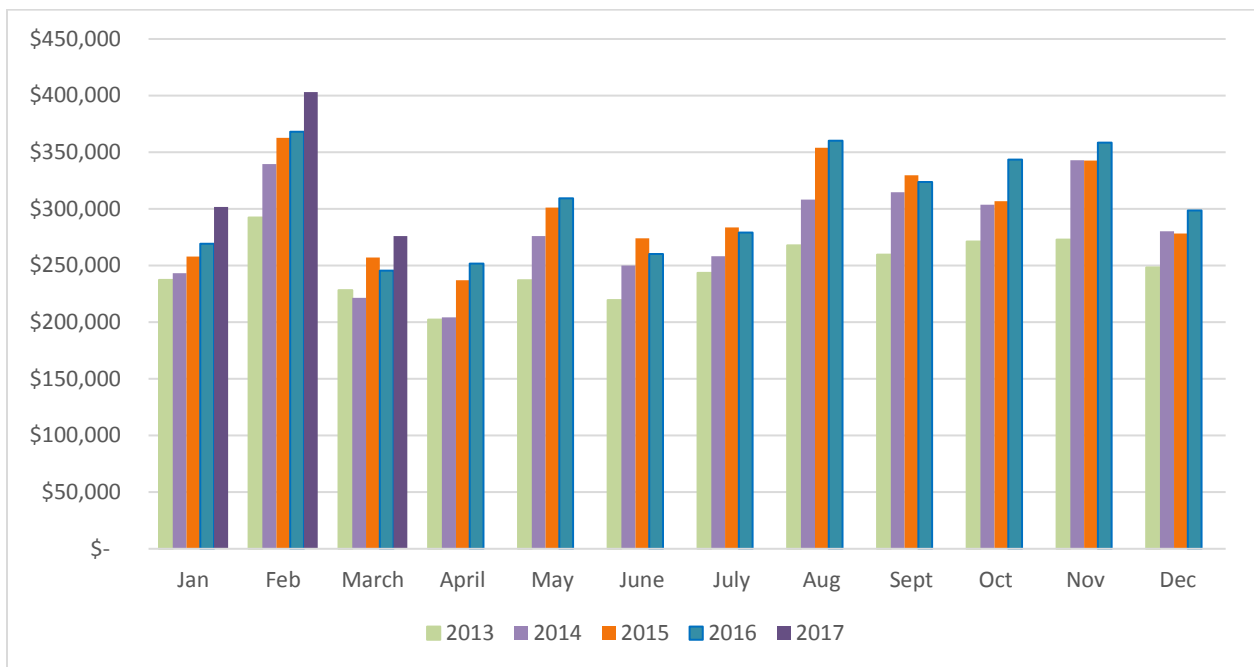
Chart Two: General Fund Revenue, January – March 2017



Source: https://bainbridgeislandwa.opengov.com/transparency#/1398/accountType=revenues&breakdown=types¤tYearAmount=cumulative¤tYearPeriod=years&graph=pie&legendSort=desc&month=3&proration=true&saved_view=null&selection=87944F3A36D16610725D6D51A708C29A&selectedDataSetIndex=4&fiscal_start=2013&fiscal_end=latest

- Property tax, the single largest General Fund revenue source, is due in two installments in April and October, with only 7%, or \$495,000, of the annual budget received through the end of March. This is a typical level of revenue from this source for the end of the first quarter of the financial year. For comparison, through March of 2016, the City received \$487,000 in property tax revenue.
- B&O tax for Bainbridge Island businesses is due in the first quarter of the year. Through the end of March, B&O tax revenue was \$485,000, or 99% of the budgeted amount. This compares to \$470,000 from this revenue source at the end of the first quarter of 2016.
- Sales Tax revenue continues to show strong performance. Through the end of March, the City received \$1.1 million in Sales Tax revenue. This is 27% of the annual budget, and \$104,000 or 11% higher than the revenue through the same period in 2016. As the chart shows, monthly sales tax revenue has increased each year since 2013. The single two largest sectors of sales tax revenue are construction and retail trade, accounting for roughly 65% of the total revenue so far in 2017.

Chart Three: Monthly Sales Tax Revenue 2013-2017

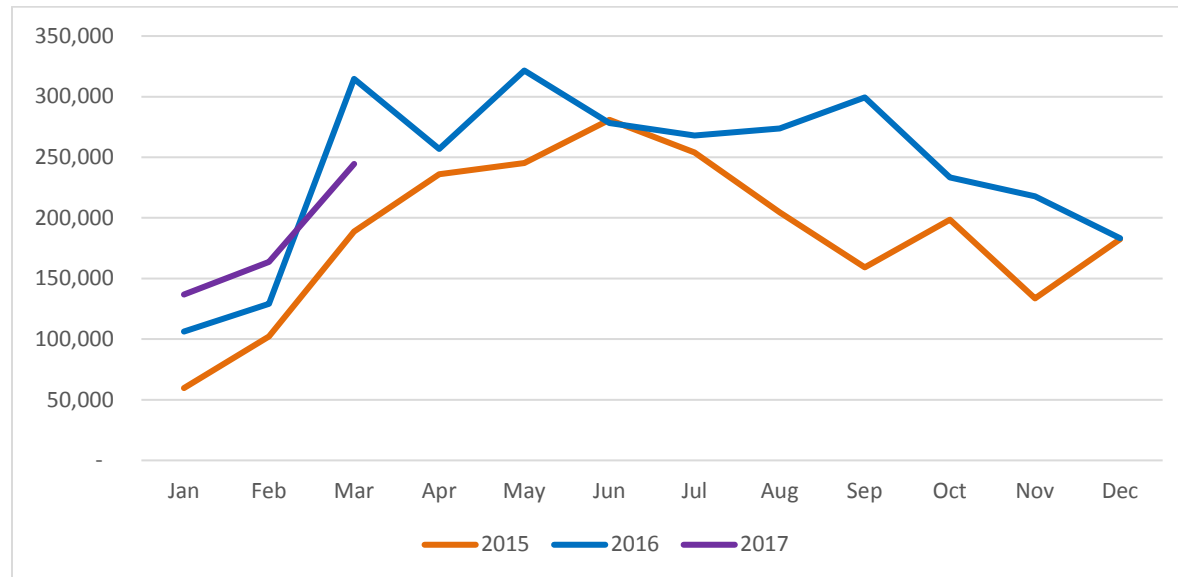


- Other major sources of General Fund revenue include utility tax on private utilities at \$896,000 or 34% of annual budget, and business licenses at \$152,000, or 82% of annual budget. Business license renewal fees are due in the first quarter, so we do not expect to receive significant additional revenue from this source through the rest of the year.

Other major revenue sources for the tax-supported funds include building and development services fees at \$395,000 or 25% of budget (combined reporting for building permits, plan checking fees, zoning and subdivision fees, and other planning fees). This compares to \$329,000 in building and development services fees collected in the first quarter of 2016. Performance in 2017 varied by revenue type, with Building Permit and Inspection revenue at \$194,000, an increase of 132% as compared to the 2016 first quarter total of \$83,000. On the other hand, Zoning and Subdivision revenue for the first quarter of 2017 was \$17,000, a decrease of \$78,000 or 82% as compared to 2016.

Revenue from Real Estate Excise Taxes (REET) in the first quarter of 2017 totaled \$545,000 or 21% of budget, comparable to the \$550,000 received through the same portion of 2016, as shown in the chart below:

Chart Four: Monthly Real Estate Excise Tax Revenue 2015-2017



Utility revenues in the first quarter were close to plan for all utilities.

- Water Fund revenue was \$289,000, or 23% of budget, compared to \$298,000 for the same period in 2016. The revenue is on plan for this time of the year, and is consistent with revenues received in recent years.
- Sewer Fund revenue was \$926,000, or 22% of budget. This compares to \$918,000 for first quarter 2016. The revenue is on plan for this time of the year, and is consistent with revenues received in recent years.
- Surface and Storm Water Management (SSWM) Fund revenue was \$177,000, or 8% of budget, compared to \$117,000 for the same period in 2016. SSWM charges are collected with property taxes and are therefore received primarily in April and October so the first significant revenue will be received in the second quarter. Revenue will be higher than previous years, reflecting a rate increase for 2017.

Expenditure Overview

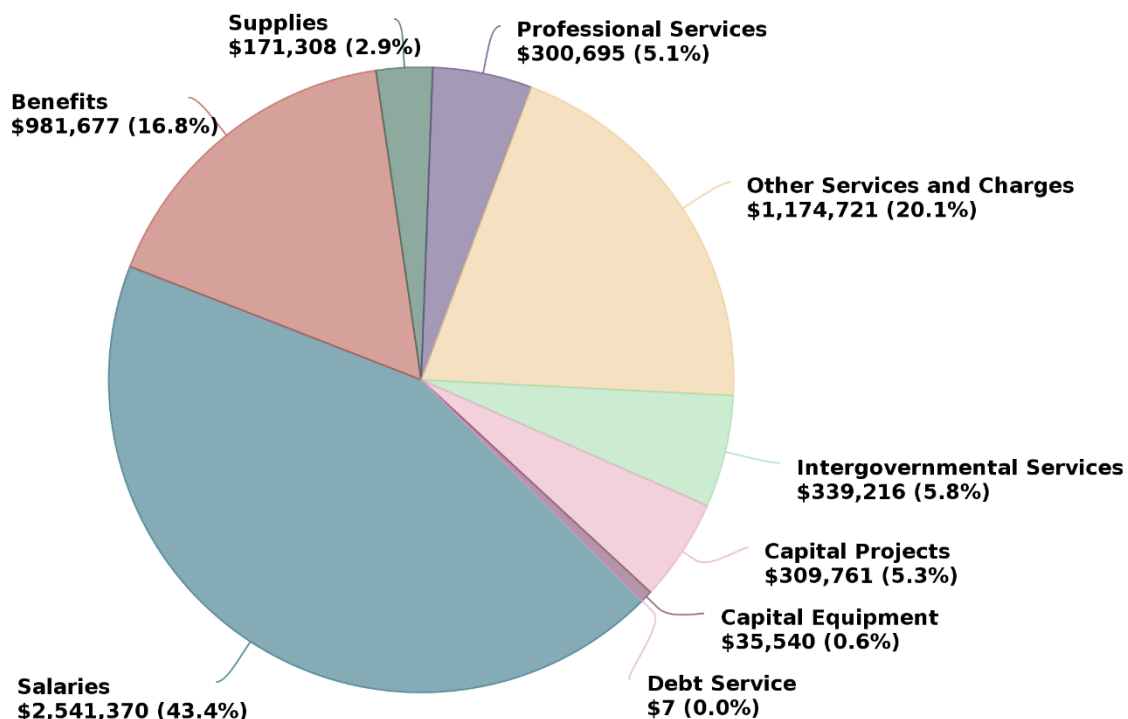
Operating expenditures at the City are relatively smooth throughout the year, particularly for personnel, which at \$15.8 million for all salary and benefit costs, represents 60% of the citywide \$26.3 million operating budget. There are some one-time expenses, such as insurance, which are paid in January. Capital expenditures vary with project timing, thus varying throughout the year. Debt service is also a periodic expense, with the largest payments in June, October and December. Personnel costs for the first quarter totaled \$3.5 million across the City, or 22% of the personnel budget, which is on pace for this reporting period.

There are two items we would like to highlight related to financial performance and planning from the first quarter of 2017.

- New positions. The 2017 Adopted Budget includes eight new positions. Hiring is ongoing for these positions, in addition to others vacated by retirement or routine staff turnover. As the hiring processes are completed, personnel spending is expected to increase.
- Contingency spending. The 2017 budget includes a \$300,000 contingency line item in the General Fund. Through the first quarter of 2017, Council has not approved any contingent spending. Any unused contingency will return to the General Fund balance at the end of the year.

OpenGov also contains expenditure information. The chart below shows citywide expenditures for the first quarter of the year. It is possible to sort further in OpenGov to show information for specific departments or funds, or drill down further in any of the expenditure categories.

Chart Five: Citywide Expenses, January – March 2017



Source: https://controlpanel.opengov.com/reports#/bainbridgeislandwa/1398/accountType=expenses&breakdown=types¤tYearAmount=cumulative¤tYearPeriod=years&graph=pie&legendSort=coa&month=3&proration=true&saved_view=null&selection=9B74A05F1561C120F4C55A6D2B4CD641&selectedDataSetIndex=8&fiscal_start=2017&fiscal_end=latest

Fund Balance Overview

The table on the following page shows estimated balances for the City's funds. These are cash balances as of the end of March.

Balances for selected funds as of March 31, 2017 are as follows:

Tax Supported Funds		
General Fund	\$ 11,618,000	Balance sheet information. Includes specially tracked funds, as detailed below. Has not been reduced for estimated accruals.
Streets Fund	\$ 111,000	
B&DS Fund	\$ 158,000	
Capitol Construction Fund	\$ 6,546,000	Major projects include: Public Safety Facility (\$3.0M), WF Dock Improvement (\$870k), Wyatt Way (\$460K), SR305 - Olympic Non-Motorized (\$300k), STO Phases 2&4 (\$260k)
Emergency Reserve	\$ 1,020,000	
Other specially-tracked funds	\$ 284,000	Includes Public Art, PEG, Public Safety, and Housing funds
Year-end accruals (General Fund, Streets, B&DS)	\$ 2,425,788	Estimated based on accruals from year-end 2016
General Fund balance, adjusted	\$ 7,888,000	Balance less reserves, specially-tracked funds, and year-end accrual allowance.
Utility Funds		
Water Fund	\$ 6,742,000	Has been reduced for estimated accruals. Current policy reserve is 346,000
Sewer Fund	\$ 6,223,000	Has been reduced for estimated accruals. Current policy reserve is 670,000
SSWM Fund	\$ 286,000	Has been reduced for estimated accruals. Current policy reserve is 673,000. The end of March represents a low cash balance point due to the timing of SSWM fee payments, which will be paid in April.

The following attachments provide information both by fund and by department. I welcome your questions and comments.

Attachments:

- Year to date through March Revenue and Expense Spreadsheet
- Year to date through March Revenue Report
- Year to date through March Expenditure Report by Fund
- Year to date through March Expenditure Report by Department



Monthly Financial Report

FUND No.	FUND NAME	2016 ENDING FUND BALANCE	MARCH 2017 BEGINNING FUND BALANCE	MARCH 2017 REVENUES	MARCH 2016 REVENUES	MARCH 2017 EXPENSES	MARCH 2016 EXPENSES	MARCH 2017 ENDING FUND BALANCE	TARGET RESERVE
001	General Fund	\$ 15,331,526	\$ 11,456,345	\$ 1,207,418	\$ 1,369,570	\$ (1,086,572)	\$ (1,204,599)	\$ 11,577,191	\$ 5,902,311
101	Street Fund	\$ 233,418	\$ 329,879	\$ 47,463	\$ 51,806	\$ (164,790)	\$ (157,726)	\$ 212,552	N/A
103	REET Fund	\$ 25,137	\$ 184,692	\$ 244,520	\$ 314,775	\$ -	\$ -	\$ 429,212	N/A
104	Civic Impr. Fund	\$ 252,673	\$ 294,830	\$ 12,573	\$ 11,091	\$ -	\$ -	\$ 307,403	N/A
108	Affd. Housing Fund	\$ 59,176	\$ 59,176	\$ -	\$ 3,188	\$ -	\$ (3,188)	\$ 59,176	N/A
301	Capital Const. Fund	\$ 2,925,785	\$ 6,635,003	\$ 16,588	\$ 138,215	\$ (105,219)	\$ (441,877)	\$ 6,546,371	N/A
407	Building Svcs Fund	\$ 235,050	\$ 228,045	\$ 117,554	\$ 109,964	\$ (190,904)	\$ (182,821)	\$ 154,695	N/A
401	Water Fund	\$ 6,839,816	\$ 6,901,221	\$ 75,055	\$ 98,189	\$ (77,557)	\$ (189,199)	\$ 6,898,719	\$ 305,117
402	Sewer Fund	\$ 6,059,047	\$ 6,339,645	\$ 245,815	\$ 155,369	\$ (166,604)	\$ (273,855)	\$ 6,418,855	\$ 588,555
403	Storm Water Fund	\$ 1,040,361	\$ 831,314	\$ 122,646	\$ 72,540	\$ (122,719)	\$ (300,383)	\$ 831,241	\$ 702,127

NOTES:

The City has adopted reserve policies for the General Fund (Fund 001) and the Water, Sewer and Storm and Surface Water Funds (Fund 401, Fund 402, Fund 403, respectively). The reserve amounts were calculated based on the policies in Section 6 of Resolution No. 2016-19. Operating expenses used in the calculation were taken from the 2016 adopted budget, and capital assets used in the calculation were taken from the 2015 CAFR. These targets will be updated once the 2017 adopted budget and 2016 CAFR are finalized.

2016 ending fund balances are not finalized and are subject to change through the end of April 2017

REPORT DATE: 4/25/2017

CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
<u>GENERAL FUND</u>							
GENERAL FUND							
Property Taxes	7,229,000	495,148	294,998	6,733,852	6.8 %	484,681	6.9 %
Sales and Use Tax	3,605,000	980,833	276,026	2,624,167	27.2 %	882,810	26.8 %
Sales Tax - Criminal Justice	300,000	89,939	26,010	210,061	30.0 %	83,962	30.5 %
B&O Tax and Penalties	494,600	485,608	202,723	8,992	98.2 %	469,477	106.7 %
Utility Tax on Private Utilities	2,657,200	895,834	245,493	1,761,366	33.7 %	870,070	31.0 %
Utility Tax on City Utilities	480,247	82,883	25,967	397,364	17.3 %	79,998	20.6 %
TAXES	14,766,047	3,030,246	1,071,217	11,735,801	20.5%	2,870,999	20.1%
Leasehold & Other Taxes	11,200	2,234	-	8,966	19.9 %	5,115	46.5 %
Business License & Penalties	185,000	152,188	35,226	32,812	82.3 %	149,638	78.3 %
Franchise Fees on Cable TV	353,500	100,607	-	252,893	28.5 %	97,513	30.5 %
Franchise Fees on Cable TV - PEG Capital	26,000	7,414	-	18,586	28.5 %	16,888	26.0 %
Other Licenses & Permits	4,000	1,214	348	2,786	30.4 %	1,107	27.7 %
Adult Probation Fees	55,000	12,049	(7,166)	42,951	21.9 %	4,892	5.7 %
Court Fees & Law Enforcement Charges	2,500	622	83	1,878	24.9 %	26	0.5 %
All Other Taxes	43,500	10,528	4,612	32,972	24.2 %	4,673	11.2 %
Interfund Rent	292,058	72,733	24,057	219,325	24.9 %	85,336	25.5 %
FEES & SERVICE CHARGES	972,758	359,590	57,161	613,168	37.0%	365,189	34.5%
Criminal Justice	30,100	12,632	4,105	17,468	42.0 %	8,431	28.1 %
Liquor Excise	65,000	26,673	-	38,327	41.0 %	24,784	49.6 %
Liquor Profits	200,000	50,168	50,168	149,832	25.1 %	50,494	24.6 %
Intergovernmental Service Revenue	3,000	-	-	3,000	- %	2,078	- %
Vessel Registration Fees	15,000	-	-	15,000	- %	-	- %
Law Enforcement Grants	-	-	-	-	- %	(12,862)	- %
Planning and Other Operating Grants	-	1,192	-	(1,192)	- %	38,340	- %
Other Intergovernmental Revenue	10,000	-	-	10,000	- %	100,000	- %
INTERGOVERNMENT REVENUE	323,100	90,665	54,272	232,435	28.1%	211,264	70.4%
Traffic Fines	32,000	11,018	3,266	20,982	34.4 %	2,361	5.2 %
Drug Related Confiscations	-	-	-	-	- %	-	- %
Parking Fines	62,000	10,776	3,316	51,224	17.4 %	3,505	5.7 %
D.U.I. Penalties	-	753	660	(753)	- %	132	6.6 %

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CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

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FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
Other Traffic Misdemeanors	2,000	654	275	1,346	32.7 %	236	11.8 %
Non-Traffic Misdemeanors	4,000	139	139	3,862	3.5 %	111	2.8 %
Court Recoupments	3,000	370	302	2,630	12.3 %	142	4.7 %
All Other Fines & Forfeits	6,000	1,320	394	4,680	22.0 %	791	13.2 %
FINES & FORFEITS	109,000	25,030	8,351	83,970	23.0%	7,278	5.9%
Facilities Rental	25,000	1,329	320	23,671	5.3 %	3,356	9.9 %
Dock Use Charges	14,000	6,076	2,333	7,924	43.4 %	6,157	18.1 %
Private Donations/Sales of PDRs/FAR Purchases	-	-	-	-	- %	91	- %
All Other Miscellaneous	9,000	4,323	2,325	4,677	48.0 %	6,301	70.0 %
Electric Car Charger Revenue	1,000	350	115	650	35.0 %	375	- %
Common Room Rentals	-	210	210	(210)	- %	-	- %
Cash Adjustment	-	-	-	-	- %	-	- %
Insurance Recoveries	-	-	-	-	- %	-	- %
MISCELLANEOUS	49,000	12,288	5,303	36,712	25.1%	16,281	21.1%
Interest	87,933	2,932	876	85,001	3.3 %	2,455	6.1 %
INVESTMENT REVENUE	87,933	2,932	876	85,001	3.3%	2,455	6.1%
Proceeds of Capital Lease	-	-	-	-	- %	-	- %
LOANS/SALE OF BONDS	-	-	-	-	- %	-	0.0%
Gain on Sale of Fixed Assets	405,000	10,239	10,239	394,761	2.5 %	104,869	2,097.4 %
OTHER EXTERNAL SOURCES	405,000	10,239	10,239	394,761	2.5%	104,869	2,097.4%
	16,712,838	3,530,989	1,207,418	13,181,849	21.1%	3,578,335	22.5%
TOTAL GENERAL FUND	16,712,838	3,530,989	1,207,418	13,181,849	21.1 %	3,578,335	22.5 %

CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
<u>STREETS FUND</u>							
Commercial Parking Lot Tax	846,600	178,923	-	667,677	21.1 %	209,924	26.2 %
M.V. Fuel Tax - Streets & Arterials	510,000	118,156	41,587	391,844	23.2 %	120,386	24.8 %
Right of Way Permits	31,620	9,450	1,900	22,170	29.9 %	9,750	39.0 %
Parking - Taxable & Fees	-	40,620	-	(40,620)	- %	-	- %
Interest on Investments-Streets	-	-	-	-	- %	-	- %
Other Revenues-Streets	20,400	6,158	3,976	14,242	30.2 %	12,183	- %
TOTAL STREETS FUND	1,408,620	353,307	47,463	1,055,313	25.1 %	352,243	26.9 %
<u>BUILDING & DEVELOPMENT SERVICES</u>							
Building Permits & Inspections	495,000	193,634	48,809	301,366	39.1 %	83,479	16.7 %
Planning Review of Building Permits	145,000	34,329	9,955	110,671	23.7 %	25,012	33.3 %
Fire Inspections & Reviews	60,000	13,300	4,400	46,700	22.2 %	-	- %
Engineering Fees	-	668	149	(668)	- %	152	- %
Zoning & Subdivision	320,000	17,179	11,128	302,821	5.4 %	94,974	63.3 %
Plan Checking Fees	470,000	106,957	32,482	363,043	22.8 %	90,861	26.0 %
Other Planning & Development Fees	110,000	28,681	6,892	81,319	26.1 %	22,455	13.6 %
Interest on Investments & Other Rev - B&Ds	-	511	5	(511)	- %	114	- %
Transportation Impact Fee - Transfers	-	-	(3,265)	-	- %	11,994	- %
TOTAL BUILDING & DEVELOPMENT SERVICES	1,600,000	395,258	110,554	1,204,742	24.7 %	329,041	24.9 %

CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
<u>SPECIAL REVENUE FUNDS</u>							
REAL ESTATE EXCISE TAX FUND							
Real Estate Excise Tax	2,600,000	545,075	244,520	2,054,925	21.0 %	550,187	27.5 %
Interest on Investments-Real Estate Excise	120	-	-	120	- %	-	- %
	2,600,120	545,075	244,520	2,055,045	21.0%	550,187	27.5%
CIVIC IMPROVEMENT FUND							
Hotel/Motel Tax	180,000	54,730	12,573	125,270	30.4 %	53,531	33.5 %
Interest on Investments & Other Rev - Hotel/Mot	1,000	-	-	1,000	- %	-	- %
	181,000	54,730	12,573	126,270	30.2%	53,531	33.5%
AFFORDABLE HOUSING FUND							
Private Donations-Affordable Housing	-	-	-	-	- %	-	- %
Fees in Lieu/Other	-	-	-	-	- %	-	- %
Interest on Investments & Other Rev - Affordabl	-	-	-	-	- %	-	- %
	-	-	-	-	0.0%	0	0.0%
FAR-PUBLIC AMENITIES							
Zoning & Subdivision	-	346	-	(346)	- %	-	- %
Interest on Investments & Other Rev - FAR	70	-	-	70	- %	-	- %
	70	346	-	(276)	493.7%	0	0.0%
FAR-FARMLAND/AGRICULTURE							
Zoning & Subdivision	-	518	-	(518)	- %	-	- %
Interest on Investments & Other Rev - FAR	380	-	-	380	- %	-	- %
	380	518	-	(138)	136.4%	0	0.0%
TRANSP BEN FUND							
Transportation Benefit	400,000	87,338	26,251	312,662	21.8 %	96,134	- %
Interest	1,500	-	-	1,500	- %	-	- %
	401,500	87,338	26,251	314,162	21.8%	96,134	0.0%
TRANSPORTATION IMPACT FEE FUND							
Transportation Impact Fee	119,000	23,370	8,677	95,630	19.6 %	-	- %
Interest on Investments	400	-	-	400	- %	-	- %
	119,400	23,370	8,677	96,030	19.6%	0	0.0%

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CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

Page 5 of 7

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
EQUIPMENT RENTAL & REVOLVING							
Equipment & Vehicle	500,564	123,548	123,548	377,016	24.7 %	-	- %
Sales of Capital Assets	-	-	-	-	- %	-	- %
Capital Assets Insurance	-	-	-	-	- %	-	- %
Interest on Investments	-	-	-	-	- %	-	- %
	500,564	123,548	123,548	377,016	24.7%	0	0.0%
TOTAL SPECIAL REVENUE FUNDS	3,803,034	834,925	415,569	2,968,109	22.0 %	699,852	32.4 %
<u>BONDS FUNDS</u>							
GO BOND FUND							
Property Taxes - BOND LEVY	607,700	40,972	24,202	566,728	6.7 %	41,228	6.8 %
GO Bond Fund	-	-	-	-	- %	-	- %
	607,700	40,972	24,202	566,728	6.7%	41,228	6.8%
LID BOND FUND							
LID Assessments	22,500	-	-	22,500	- %	2,172	7.2 %
LID Special Assessments	40,000	-	-	40,000	- %	-	- %
LID Bond Fund	-	-	-	-	- %	-	- %
	62,500	-	-	62,500	0.0%	2,172	3.1%
TOTAL BONDS FUNDS	670,200	40,972	24,202	629,228	6.1 %	43,400	6.4 %

CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
<u>CAPITAL & LID CONSTRUCTION FUNDS</u>							
CAPITAL CONSTRUCTION FUND							
Intergovernmental Service Revenue	-	-	-	-	- %	-	- %
WA State & Local Grants & Donations	-	330	-	(330)	- %	11,464	0.8 %
US Government Grants	155,000	15,922	15,922	139,078	10.3 %	126,751	- %
Private and Developer Donations	-	-	-	-	- %	-	- %
Capital Construction Fund	-	-	-	-	- %	-	- %
	155,000	16,252	15,922	138,748	10.5%	138,215	9.4%
LID CAPITAL CONSTRUCTION FUND							
LID Construction	-	-	-	-	- %	-	- %
	-	-	-	-	0.0%	0	0.0%
TOTAL CAPITAL & LID CONSTRUCTION FUNDS	155,000	16,252	15,922	138,748	10.5 %	138,215	9.4 %
TOTAL TAX SUPPORTED FUNDS	24,349,692	5,171,702	1,821,128	19,177,989	21.24 %	5,141,085	22.54 %

CITY OF BAINBRIDGE ISLAND
REVENUES BY FUND
FY 2017 THROUGH MARCH

FUND/ACCOUNT	2017 REVISED BUDGET	2017 YTD COLLECTED	2017 MTD COLLECTED	2017 REMAINING TO COLLECT	2017 % COLL	2016 YTD COLLECTED	2016 % COLL
<u>UTILITY SUPPORTED FUNDS</u>							
WATER OPERATING FUND							
Water Charges	1,090,500	238,300	67,803	852,200	21.9 %	229,023	21.0 %
U.L.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	143,000	51,060	7,252	91,941	35.7 %	69,435	50.3 %
Interest on Investments-Utility	32,000	-	-	32,000	- %	-	- %
	1,265,500	289,359	75,055	976,141	22.9%	298,458	23.7%
SEWER OPERATING FUND							
Sewer Charges	3,682,000	826,075	243,700	2,855,925	22.4 %	849,858	24.2 %
U.L.I.D. Assessments	250,000	1	-	249,999	- %	84,748	38.5 %
Connections & All Others	336,600	99,737	2,114	236,863	29.6 %	(16,695)	(6.5%)
WA State & Other Intergovernmental Revenue	-	-	-	-	- %	-	- %
Interest on Investments-Utility	20,000	-	-	20,000	- %	-	- %
	4,288,600	925,814	245,815	3,362,786	21.6%	917,911	23.0%
STORM & SURFACE WATER FUND							
Storm Water Management Charges	2,350,000	176,939	122,646	2,173,061	7.5 %	116,659	5.8 %
U.L.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	-	-	-	-	- %	276	- %
Interest on Investments-Utility	3,000	-	-	3,000	- %	-	- %
	2,353,000	176,939	122,646	2,176,061	7.5%	116,935	5.8%
TOTAL UTILITY SUPPORTED FUNDS	7,907,100	1,392,111	443,515	6,514,989	17.6 %	1,333,304	18.3 %
TOTAL REVENUE - ALL FUNDS	32,256,792	6,563,814	2,264,643	25,692,978	20.3%	6,474,389	21.5%

CITY OF BAINBRIDGE ISLAND

FUND 001 - GENERAL FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	6,372,443	1,488,195	506,954	-	4,884,248	23.4 %	1,381,576	24.2 %
Benefits	2,546,148	547,180	185,896	-	1,998,968	21.5 %	519,335	22.9 %
SALARIES & BENEFITS	8,918,591	2,035,375	692,850	-	6,883,215	22.8 %	1,900,911	23.9 %
SUPPLIES								
Supplies	362,070	86,449	36,401	-	275,621	23.9 %	137,997	37.6 %
Computer Equipment & Software	86,600	5,020	899	-	81,580	5.8 %	7,653	12.9 %
TOTAL SUPPLIES	448,670	91,469	37,300	-	357,201	20.4 %	145,650	34.1 %
Professional Services	1,362,033	234,434	98,403	148,039	979,560	28.1 %	434,379	41.0 %
Community Services	549,000	24,731	7,000	348,500	175,769	68.0 %	9,471	1.9 %
Communication	149,039	25,640	7,172	4,689	118,710	20.3 %	17,963	20.3 %
Travel	29,150	2,993	1,189	-	26,157	10.3 %	782	2.8 %
Training	132,753	20,698	4,684	-	112,055	15.6 %	21,466	20.8 %
Advertising	30,350	1,920	830	-	28,430	6.3 %	19,399	81.6 %
Operating Leases	376,595	99,085	60,231	-	277,510	26.3 %	29,113	20.5 %
Insurance	230,804	219,025	215	-	11,779	94.9 %	441,539	149.4 %
Utilities	242,127	66,706	41,247	-	175,421	27.5 %	37,554	15.9 %
Repair & Maintenance	778,422	162,195	56,491	64,936	551,291	29.2 %	127,309	26.9 %
All Other Miscellaneous	235,220	63,746	3,861	-	171,474	27.1 %	58,797	28.9 %
Contingency	300,000	-	-	-	300,000	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	4,415,493	921,174	281,322	566,164	2,928,156	33.7 %	1,197,771	38.0 %
Intergovernmental-Professional Services	637,279	125,590	12,581	8,079	503,610	21.0 %	342,375	51.8 %
Intergovernmental-Taxes and Assessments	31,400	24,852	-	-	6,548	79.1 %	24,724	78.7 %
Interfund - Taxes and Assessments	112,200	28,050	9,350	-	84,150	25.0 %	28,050	25.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	780,879	178,492	21,931	8,079	594,308	23.9 %	395,149	49.1 %
TOTAL OPERATING EXPENDITURES	14,563,633	3,226,510	1,033,403	574,243	10,762,881	26.1 %	3,639,482	29.5 %
NON-OPERATING EXPENDITURES								
Capital Equipment	573,000	35,540	29,369	164,242	373,218	34.9 %	147,333	38.8 %
Capital Projects	109,368	24,801	16,127	47,756	36,810	66.3 %	123,000	94.3 %
Debt Service	3,000	7	7	-	2,993	0.2 %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	5,427,988	3,998,466	7,666	-	1,429,522	73.7 %	3,188	0.1 %
TOTAL NON-OPERATING EXPENDITURES	6,113,356	4,058,815	53,169	211,999	1,842,542	69.9 %	273,520	6.9 %
TOTAL: EXPENDITURES	20,676,989	7,285,324	1,086,572	786,241	12,605,423	39.0 %	3,913,002	24.0 %

CITY OF BAINBRIDGE ISLAND

FUND 101 - STREET FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	1,123,465	234,309	72,988	-	889,156	20.9 %	228,625	21.4 %
Benefits	503,386	100,264	30,783	-	403,122	19.9 %	96,890	21.4 %
SALARIES & BENEFITS	1,626,851	334,573	103,771	-	1,292,279	20.6 %	325,515	21.4 %
SUPPLIES								
Supplies	149,245	30,913	6,556	-	118,331	20.7 %	20,836	14.7 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	149,245	30,913	6,556	-	118,331	20.7 %	20,836	14.7 %
Professional Services	104,715	3,553	2,440	54,236	46,926	55.2 %	108,537	73.9 %
Communication	1,000	69	37	-	931	6.9 %	48	3.2 %
Travel	-	-	-	-	-	- %	-	- %
Training	5,153	3,791	2,520	-	1,362	73.6 %	1,391	27.2 %
Advertising	470	45	45	-	425	9.5 %	85	18.3 %
Operating Leases	209,246	59,513	41,904	-	149,733	28.4 %	21,287	20.5 %
Insurance	74,547	59,950	-	-	14,597	80.4 %	69,900	102.8 %
Utilities	75,575	10,794	5,406	-	64,782	14.3 %	12,004	17.2 %
Repair & Maintenance	828,954	11,172	2,112	26,897	790,884	4.6 %	25,814	2.9 %
All Other Miscellaneous	2,327	800	-	-	1,527	34.4 %	722	31.3 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	1,301,987	149,687	54,463	81,133	1,071,167	17.7 %	239,788	18.8 %
Intergovernmental-Professional Services	5,800	-	-	-	5,800	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	5,800	-	-	-	5,800	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	3,083,883	515,173	164,790	81,133	2,487,577	19.3 %	586,139	19.9 %
NON-OPERATING EXPENDITURES								
Capital Equipment	64,000	-	-	-	64,000	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	64,000	-	-	-	64,000	- %	-	- %
TOTAL: EXPENDITURES	3,147,883	515,173	164,790	81,133	2,551,577	18.9 %	586,139	18.6 %

CITY OF BAINBRIDGE ISLAND

FUND 103 - REAL ESTATE EXCISE TAX FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	-	-	-	-	-	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
NON-OPERATING EXPENDITURES								
Operating Transfers	2,625,120	141,000	-	-	2,484,120	5.4 %	-	- %
TOTAL NON-OPERATING EXPENDITURES	2,625,120	141,000	-	-	2,484,120	5.4 %	-	- %
TOTAL: EXPENDITURES	2,625,120	141,000	-	-	2,484,120	5.4 %	-	- %

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CITY OF BAINBRIDGE ISLAND
FUND 104 - CIVIC IMPROVEMENT FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
SUPPLIES								
Supplies	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	-	-	-	-	-	0.0 %	-	0.0 %
Professional Services	200,000	-	-	200,000	-	100.0 %	-	- %
Advertising	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	200,000	-	-	200,000	-	100.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	200,000	-	-	200,000	-	100.0 %	-	- %
NON-OPERATING EXPENDITURES								
Capital Projects	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	200,000	-	-	200,000	-	100.0 %	-	- %

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CITY OF BAINBRIDGE ISLAND
FUND 108 - AFFORDABLE HOUSING FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	-	-	-	-	-	- %	-	- %
Benefits	-	-	-	-	-	- %	-	- %
SALARIES & BENEFITS	-	-	-	-	-	0.0 %	-	0.0 %
Professional Services	-	-	-	-	-	- %	-	- %
Community Services	110,000	-	-	64,000	46,000	58.2 %	3,188	1.8 %
Communication	-	-	-	-	-	- %	-	- %
Operating Leases	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	110,000	-	-	64,000	46,000	58.2 %	3,188	1.8 %
TOTAL OPERATING EXPENDITURES	110,000	-	-	64,000	46,000	58.2 %	3,188	1.8 %
NON-OPERATING EXPENDITURES								
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	110,000	-	-	64,000	46,000	58.2 %	3,188	1.8 %

CITY OF BAINBRIDGE ISLAND

FUND 171 - TRANSP BEN FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	-	-	-	-	-	- %	-	- %
Benefits	-	-	-	-	-	- %	-	- %
SALARIES & BENEFITS	-	-	-	-	-	0.0 %	-	0.0 %
Professional Services	-	-	-	-	-	- %	-	- %
Insurance	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	-	-	-	-	-	0.0 %	-	0.0 %
Intergovernmental-Professional Services	2,000	-	-	-	2,000	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	2,000	-	-	-	2,000	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	2,000	-	-	-	2,000	- %	-	- %
NON-OPERATING EXPENDITURES								
Capital Projects	-	-	-	-	-	- %	-	- %
Operating Transfers	400,000	-	-	-	400,000	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	400,000	-	-	-	400,000	- %	-	- %
TOTAL: EXPENDITURES	402,000	-	-	-	402,000	- %	-	- %

CITY OF BAINBRIDGE ISLAND

FUND 201 - GO BOND FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	-	-	-	-	-	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
NON-OPERATING EXPENDITURES								
Debt Service	2,484,235	-	-	-	2,484,235	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	2,484,235	-	-	-	2,484,235	- %	-	- %
TOTAL: EXPENDITURES	2,484,235	-	-	-	2,484,235	- %	-	- %

CITY OF BAINBRIDGE ISLAND

FUND 203 - LID BOND FUND
FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	-	-	-	-	-	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
NON-OPERATING EXPENDITURES								
Debt Service	49,339	-	-	-	49,339	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	49,339	-	-	-	49,339	- %	-	- %
TOTAL: EXPENDITURES	49,339	-	-	-	49,339	- %	-	- %

CITY OF BAINBRIDGE ISLAND

FUND 301 - CAPITAL CONSTRUCTION FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	-	126	126	-	(126)	- %	-	- %
Benefits	-	89	89	-	(89)	- %	-	- %
SALARIES & BENEFITS	-	215	215	-	(215)	0.0 %	-	0.0 %
SUPPLIES								
Supplies	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	-	-	-	-	-	0.0 %	-	0.0 %
Professional Services	-	-	-	-	-	- %	-	- %
Communication	-	-	-	-	-	- %	-	- %
Travel	-	-	-	-	-	- %	-	- %
Training	-	-	-	-	-	- %	-	- %
Advertising	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	-	-	-	-	-	0.0 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	-	215	215	-	(215)	- %	-	- %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	10,125,832	241,116	105,004	2,863,642	7,021,075	30.7 %	1,744,180	59.2 %
Debt Service	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	10,125,832	241,116	105,004	2,863,642	7,021,075	30.7 %	1,744,180	59.2 %
TOTAL: EXPENDITURES	10,125,832	241,331	105,219	2,863,642	7,020,860	30.7 %	1,744,180	59.2 %

CITY OF BAINBRIDGE ISLAND

FUND 401 - WATER OPERATING FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	415,228	91,227	29,459	-	324,001	22.0 %	98,894	21.3 %
Benefits	173,714	37,574	12,378	-	136,140	21.6 %	38,927	20.8 %
SALARIES & BENEFITS	588,942	128,801	41,837	-	460,141	21.9 %	137,821	21.1 %
SUPPLIES								
Supplies	50,805	18,259	11,873	-	32,546	35.9 %	12,109	22.0 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	50,805	18,259	11,873	-	32,546	35.9 %	12,109	21.7 %
Professional Services	129,447	4,820	1,429	35,736	88,892	31.3 %	23,875	32.0 %
Community Services	35,000	-	-	-	35,000	- %	35,000	100.0 %
Communication	17,856	3,888	1,191	-	13,969	21.8 %	2,663	14.9 %
Travel	150	-	-	-	150	- %	5	5.0 %
Training	5,153	1,598	1,555	-	3,555	31.0 %	616	12.0 %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	40,352	8,666	5,056	-	31,686	21.5 %	7,505	26.3 %
Insurance	18,788	17,347	-	-	1,441	92.3 %	19,271	103.6 %
Utilities	97,563	15,726	8,116	-	81,837	16.1 %	12,708	14.0 %
Repair & Maintenance	225,295	3,051	1,303	19,811	202,433	10.1 %	958	2.7 %
All Other Miscellaneous	9,195	5,958	361	-	3,237	64.8 %	5,587	61.3 %
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	578,799	61,054	19,011	55,546	462,199	20.1 %	108,188	34.3 %
Intergovernmental-Professional Services	5,200	166	-	-	5,034	3.2 %	-	- %
Intergovernmental-Taxes and Assessments	49,845	813	511	-	49,032	1.6 %	(164)	(0.2%)
Interfund - Taxes and Assessments	75,930	17,184	4,325	-	58,746	22.6 %	17,908	23.7 %
TOTAL INTERGOVERNMENTAL & INTERFUND	130,975	18,163	4,836	-	112,812	13.9 %	17,744	11.4 %
TOTAL OPERATING EXPENDITURES	1,349,521	226,276	77,557	55,546	1,067,698	20.9 %	275,862	23.4 %
NON-OPERATING EXPENDITURES								
Capital Equipment	33,000	-	-	-	33,000	- %	-	- %
Capital Projects	673,494	4,180	-	46,577	622,738	7.5 %	362,225	96.8 %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	706,494	4,180	-	46,577	655,738	7.2 %	362,225	94.3 %
TOTAL: EXPENDITURES	2,056,015	230,456	77,557	102,123	1,723,436	16.2 %	638,087	40.8 %

CITY OF BAINBRIDGE ISLAND

FUND 402 - SEWER OPERATING FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	875,338	193,321	71,036	-	682,016	22.1 %	205,940	23.2 %
Benefits	369,196	80,445	29,687	-	288,751	21.8 %	85,890	24.3 %
SALARIES & BENEFITS	1,244,534	273,766	100,723	-	970,768	22.0 %	291,830	23.5 %
SUPPLIES								
Supplies	94,411	18,898	2,342	-	75,513	20.0 %	27,617	25.4 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	94,411	18,898	2,342	-	75,513	20.0 %	27,617	25.2 %
Professional Services	135,267	3,228	1,327	211	131,829	2.5 %	3,497	24.1 %
Communication	23,500	4,239	1,884	-	19,261	18.0 %	3,951	16.0 %
Travel	150	-	-	-	150	- %	-	- %
Training	5,153	-	-	-	5,153	- %	415	8.1 %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	79,799	19,925	11,443	-	59,874	25.0 %	15,791	29.3 %
Insurance	38,143	44,181	-	-	(6,037)	115.8 %	38,060	110.3 %
Utilities	214,608	36,756	13,065	78,420	99,432	53.7 %	108,349	51.2 %
Repair & Maintenance	287,669	6,101	924	24,912	256,656	10.8 %	36,768	42.3 %
All Other Miscellaneous	9,852	3,082	250	-	6,771	31.3 %	178	1.8 %
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	794,142	117,511	28,893	103,543	573,088	27.8 %	207,008	46.9 %
Intergovernmental-Professional Services	202,400	65,929	16,049	-	136,471	32.6 %	62,669	37.8 %
Intergovernmental-Taxes and Assessments	81,986	9,965	4,313	-	72,021	12.2 %	9,798	15.5 %
Interfund - Taxes and Assessments	264,317	55,083	14,283	-	209,234	20.8 %	55,075	24.3 %
TOTAL INTERGOVERNMENTAL & INTERFUND	548,703	130,978	34,645	-	417,725	23.9 %	127,542	28.0 %
TOTAL OPERATING EXPENDITURES	2,681,790	541,153	166,604	103,543	2,037,094	24.0 %	653,997	29.1 %
NON-OPERATING EXPENDITURES								
Capital Equipment	33,000	-	-	-	33,000	- %	-	- %
Capital Projects	1,656,838	24,852	-	17,254	1,614,731	2.5 %	268,910	17.5 %
Debt Service	1,409,643	-	-	-	1,409,643	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	3,099,481	24,852	-	17,254	3,057,374	1.4 %	268,910	9.1 %
TOTAL: EXPENDITURES	5,781,271	566,005	166,604	120,797	5,094,468	11.9 %	922,907	17.7 %

CITY OF BAINBRIDGE ISLAND

FUND 403 - STORM & SURFACE WATER FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	904,972	188,269	55,828	-	716,703	20.8 %	182,357	21.7 %
Benefits	376,040	77,735	21,888	-	298,305	20.7 %	71,933	21.1 %
SALARIES & BENEFITS	1,281,012	266,004	77,716	-	1,015,008	20.8 %	254,290	21.5 %
SUPPLIES								
Supplies	64,629	10,863	2,515	-	53,766	16.8 %	11,291	15.8 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	64,629	10,863	2,515	-	53,766	16.8 %	11,291	15.7 %
Professional Services	204,139	6,106	282	20,674	177,359	13.1 %	82,565	61.3 %
Community Services	-	-	-	-	-	- %	-	- %
Communication	500	145	55	-	355	28.9 %	104	10.4 %
Travel	-	252	81	-	(252)	- %	32	- %
Training	4,653	1,002	-	-	3,651	21.5 %	377	8.2 %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	157,448	39,133	30,309	-	118,315	24.9 %	16,447	24.1 %
Insurance	30,837	30,359	-	-	478	98.5 %	29,815	81.8 %
Utilities	116,505	3,371	2,937	85,610	27,524	76.4 %	86,546	60.2 %
Repair & Maintenance	120,552	2,582	-	11,552	106,418	11.7 %	2,587	15.5 %
All Other Miscellaneous	36,369	-	-	-	36,369	- %	16,324	48.2 %
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	671,003	82,949	33,664	117,836	470,218	29.9 %	234,797	53.5 %
Intergovernmental-Professional Services	24,700	-	-	-	24,700	- %	5	- %
Intergovernmental-Taxes and Assessments	16,287	814	749	-	15,473	5.0 %	661	2.2 %
Interfund - Taxes and Assessments	140,000	10,616	7,359	-	129,384	7.6 %	7,016	5.8 %
TOTAL INTERGOVERNMENTAL & INTERFUND	180,987	11,431	8,108	-	169,556	6.3 %	7,682	4.1 %
TOTAL OPERATING EXPENDITURES	2,197,631	371,247	122,003	117,836	1,708,548	22.3 %	508,060	27.1 %
NON-OPERATING EXPENDITURES								
Capital Equipment	242,504	-	-	-	242,504	- %	-	- %
Capital Projects	658,759	14,812	716	30,899	613,048	6.9 %	62,647	15.8 %
Debt Service	52,937	-	-	-	52,937	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	954,200	14,812	716	30,899	908,489	4.8 %	62,647	8.8 %
TOTAL: EXPENDITURES	3,151,831	386,058	122,719	148,736	2,617,037	17.0 %	570,707	22.0 %

CITY OF BAINBRIDGE ISLAND

FUND 407 - BUILDING & DEVELOPMENT FUND FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
Salaries	1,541,696	345,923	115,365	-	1,195,773	22.4 %	323,798	24.9 %
Benefits	587,531	138,390	45,333	-	449,141	23.6 %	119,484	24.7 %
SALARIES & BENEFITS	2,129,227	484,313	160,698	-	1,644,914	22.7 %	443,282	24.8 %
SUPPLIES								
Supplies	37,143	906	365	-	36,237	2.4 %	3,454	73.4 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	37,143	906	365	-	36,237	2.4 %	3,454	73.4 %
Professional Services	78,000	23,823	8,167	26,100	28,077	64.0 %	23,045	31.6 %
Communication	5,210	552	132	-	4,658	10.6 %	408	19.6 %
Travel	500	-	-	-	500	- %	-	- %
Training	100	2,879	2,879	-	(2,779)	2879.1 %	1,098	12.2 %
Advertising	11,750	2,084	437	-	9,666	17.7 %	1,812	16.0 %
Operating Leases	142,440	33,747	15,473	-	108,693	23.7 %	29,947	24.4 %
Insurance	61,071	76,564	-	-	(15,493)	125.4 %	57,389	205.0 %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	2,571	2,567	-	(2,571)	- %	1,752	43.8 %
All Other Miscellaneous	55,600	821	185	-	54,779	1.5 %	527	1.0 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	354,671	143,040	29,841	26,100	185,531	47.7 %	115,978	38.2 %
Intergovernmental-Professional Services	4,600	153	-	-	4,447	3.3 %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	4,600	153	-	-	4,447	3.3 %	-	0.0 %
TOTAL OPERATING EXPENDITURES	2,525,641	628,412	190,904	26,100	1,871,128	25.9 %	562,714	26.8 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	2,525,641	628,412	190,904	26,100	1,871,128	25.9 %	562,714	26.8 %

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
CITY COUNCIL								
Salaries	87,000	21,750	7,250	-	65,250	25.0 %	21,750	25.0 %
Benefits	7,000	1,689	563	-	5,311	24.1 %	1,687	24.1 %
SALARIES & BENEFITS	94,000	23,439	7,813	-	70,561	24.9 %	23,437	24.9 %
SUPPLIES								
Supplies	2,000	-	-	-	2,000	- %	460	41.8 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	2,000	-	-	-	2,000	- %	460	41.8 %
Professional Services	16,000	-	-	-	16,000	- %	-	- %
Communication	250	-	-	-	250	- %	-	- %
Travel	500	158	53	-	342	31.6 %	-	- %
Training	2,000	4,201	-	-	(2,201)	210.0 %	505	100.9 %
Advertising	7,000	655	419	-	6,345	9.4 %	460	15.3 %
Operating Leases	-	-	-	-	-	- %	-	- %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	1,500	-	-	-	1,500	- %	-	- %
Contingency	300,000	-	-	-	300,000	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	327,250	5,014	472	-	322,236	1.5 %	965	4.6 %
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	- %	-	- %
TOTAL OPERATING EXPENDITURES	423,250	28,453	8,285	-	394,797	6.7 %	24,862	21.5 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	423,250	28,453	8,285	-	394,797	6.7 %	24,862	21.5 %

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
MUNICIPAL COURT								
Salaries	400,000	93,548	31,001	-	306,452	23.4 %	95,195	24.6 %
Benefits	147,000	30,040	9,645	-	116,960	20.4 %	32,071	23.8 %
SALARIES & BENEFITS	547,000	123,588	40,646	-	423,412	22.6 %	127,266	24.4 %
SUPPLIES								
Supplies	9,400	778	330	-	8,622	8.3 %	1,907	36.0 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	9,400	778	330	-	8,622	8.3 %	1,907	36.0 %
Professional Services	12,000	718	139	-	11,282	6.0 %	1,932	16.1 %
Communication	-	20	-	-	(20)	- %	-	- %
Travel	2,000	525	210	-	1,475	26.2 %	299	15.0 %
Training	3,000	618	128	-	2,382	20.6 %	725	29.0 %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	16,000	2,346	1,154	-	13,654	14.7 %	1,920	12.8 %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	2,500	86	31	-	2,414	3.5 %	27	2.7 %
All Other Miscellaneous	3,500	625	-	-	2,875	17.9 %	147	4.2 %
TOTAL SERVICES & CHARGES	39,000	4,938	1,662	-	34,062	12.7 %	5,051	14.0 %
Intergovernmental-Professional Services	1,000	-	-	-	1,000	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	1,000	-	-	-	1,000	- %	-	- %
TOTAL OPERATING EXPENDITURES	596,400	129,305	42,638	-	467,095	21.7 %	134,224	23.8 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	- %	-	- %
TOTAL: EXPENDITURES	596,400	129,305	42,638	-	467,095	21.7 %	134,224	23.8 %

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
EXECUTIVE								
Salaries	1,031,978	260,384	86,653	-	771,594	25.2 %	238,265	23.3 %
Benefits	369,535	91,813	30,398	-	277,722	24.8 %	86,103	22.6 %
SALARIES & BENEFITS	1,401,513	352,197	117,050	-	1,049,316	25.1 %	324,368	23.1 %
SUPPLIES								
Supplies	47,300	26,307	10,564	-	20,993	55.6 %	2,941	14.4 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	47,300	26,307	10,564	-	20,993	55.6 %	2,941	14.4 %
Professional Services	649,383	168,399	78,883	40,975	440,009	32.2 %	108,877	19.1 %
Community Services	694,000	24,731	7,000	412,500	256,769	63.0 %	39,777	6.6 %
Communication	8,150	89	43	-	8,061	1.1 %	61	3.8 %
Travel	10,700	560	475	-	10,140	5.2 %	56	0.7 %
Training	34,600	1,848	1,723	-	32,752	5.3 %	12,152	42.6 %
Advertising	17,400	1,260	230	-	16,140	7.2 %	18,116	113.2 %
Operating Leases	19,500	17,660	744	-	1,840	90.6 %	343	1.5 %
Insurance	-	125	125	-	(125)	- %	75	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	3,000	9,882	-	-	(6,882)	329.4 %	36	1.2 %
All Other Miscellaneous	196,550	6,569	3,267	-	189,981	3.3 %	4,343	2.2 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	1,633,283	231,123	92,491	453,475	948,686	41.9 %	183,835	12.7 %
Intergovernmental-Professional Services	2,500	422	-	-	2,078	16.9 %	35	1.8 %
TOTAL INTERGOVERNMENTAL & INTERFUND	2,500	422	-	-	2,078	16.9 %	35	1.8 %
TOTAL OPERATING EXPENDITURES	3,084,596	610,049	220,105	453,475	2,021,073	34.5 %	511,179	17.8 %
NON-OPERATING EXPENDITURES								
Capital Equipment	100,000	12,600	12,600	-	87,400	12.6 %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	100,000	12,600	12,600	-	87,400	12.6 %	-	- %
TOTAL: EXPENDITURES	3,184,596	622,649	232,705	453,475	2,108,473	33.8 %	511,179	17.8 %

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
FINANCE & ADMINISTRATIVE SERVICES								
Salaries	877,056	174,233	56,456	-	702,823	19.9 %	186,075	25.6 %
Benefits	350,009	59,971	20,447	-	290,038	17.1 %	72,374	25.4 %
SALARIES & BENEFITS	1,227,065	234,204	76,903	-	992,861	19.1 %	258,449	25.5 %
SUPPLIES								
Supplies	23,000	999	671	-	22,001	4.3 %	5,571	24.8 %
Computer Equipment & Software	1,100	-	-	-	1,100	- %	6,500	631.1 %
TOTAL SUPPLIES	24,100	999	671	-	23,101	4.1 %	12,071	51.3 %
Professional Services	77,422	16,823	6,568	422	60,177	22.3 %	28,652	32.6 %
Community Services	-	-	-	-	-	- %	-	- %
Communication	1,500	3,477	665	-	(1,977)	231.8 %	-	- %
Travel	5,000	50	-	-	4,950	1.0 %	19	0.4 %
Training	10,000	-	-	-	10,000	- %	352	3.5 %
Advertising	1,100	-	-	-	1,100	- %	-	- %
Operating Leases	17,000	1,561	1,218	-	15,439	9.2 %	343	2.1 %
Insurance	-	15	15	-	(15)	- %	65	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	2,100	82	-	-	2,018	3.9 %	36	1.8 %
All Other Miscellaneous	6,000	224	143	-	5,776	3.7 %	(1,062)	(26.5%)
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	120,122	22,233	8,610	422	97,467	18.9 %	28,405	22.4 %
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
Interfund - Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	- %	-	- %
TOTAL OPERATING EXPENDITURES	1,371,287	257,435	86,184	422	1,113,430	18.8 %	298,925	25.7 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Operating Transfers	8,453,108	4,139,466	7,666	-	4,313,642	49.0 %	3,188	0.1 %
TOTAL NON-OPERATING EXPENDITURES	8,453,108	4,139,466	7,666	-	4,313,642	49.0 %	3,188	0.1 %
TOTAL: EXPENDITURES	9,824,395	4,396,902	93,851	422	5,427,071	44.8 %	302,113	4.3 %

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
PUBLIC SAFETY								
Salaries	2,792,068	651,349	220,648	-	2,140,719	23.3 %	628,621	24.7 %
Benefits	1,022,573	223,409	75,255	-	799,164	21.8 %	224,716	25.3 %
SALARIES & BENEFITS	3,814,641	874,759	295,903	-	2,939,882	22.9 %	853,338	24.9 %
SUPPLIES								
Supplies	160,800	24,081	8,899	-	136,719	15.0 %	104,149	64.4 %
Computer Equipment & Software	4,000	3,740	-	-	260	93.5 %	-	- %
TOTAL SUPPLIES	164,800	27,821	8,899	-	136,979	16.9 %	104,149	63.2 %
Professional Services	24,000	11,409	3,543	-	12,591	47.5 %	41,716	219.1 %
Communication	-	-	-	-	-	- %	-	- %
Travel	8,000	1,312	451	-	6,688	16.4 %	270	2.6 %
Training	45,800	13,588	2,657	-	32,212	29.7 %	7,000	17.7 %
Advertising	4,000	153	134	-	3,847	3.8 %	275	11.0 %
Operating Leases	193,454	39,372	37,835	-	154,082	20.4 %	819	12.6 %
Insurance	40	-	-	-	40	- %	-	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	67,750	15,825	560	-	51,925	23.4 %	3,059	5.3 %
All Other Miscellaneous	17,200	5,287	188	-	11,913	30.7 %	6,017	30.1 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	360,244	86,945	45,368	-	273,299	24.1 %	59,156	38.1 %
Intergovernmental-Professional Services	397,800	74,082	12,581	-	323,718	18.6 %	281,602	67.5 %
TOTAL INTERGOVERNMENTAL & INTERFUND	397,800	74,082	12,581	-	323,718	18.6 %	281,602	67.5 %
TOTAL OPERATING EXPENDITURES	4,737,485	1,063,607	362,751	-	3,673,878	22.5 %	1,298,244	31.2 %
NON-OPERATING EXPENDITURES								
Capital Equipment	320,000	22,598	16,427	164,242	133,159	58.4 %	147,333	67.0 %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	320,000	22,598	16,427	164,242	133,159	58.4 %	147,333	67.0 %
TOTAL: EXPENDITURES	5,057,485	1,086,205	379,178	164,242	3,807,038	24.7 %	1,445,577	33.0 %

CITY OF BAINBRIDGE ISLAND

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
PLANNING & COMMUNITY DEVELOPMENT								
Salaries	1,657,744	378,843	126,202	-	1,278,901	22.9 %	386,245	22.1 %
Benefits	647,201	153,062	50,897	-	494,139	23.6 %	139,366	20.6 %
SALARIES & BENEFITS	2,304,945	531,905	177,099	-	1,773,040	23.1 %	525,611	21.7 %
SUPPLIES								
Supplies	37,200	1,693	605	-	35,507	4.6 %	6,584	31.7 %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	37,200	1,693	605	-	35,507	4.6 %	6,584	31.7 %
Professional Services	266,890	30,648	4,725	94,907	141,335	47.0 %	154,976	88.2 %
Community Services	-	-	-	-	-	- %	-	- %
Communication	8,189	-	-	4,689	3,500	57.3 %	4,189	73.6 %
Travel	1,000	62	-	-	939	6.2 %	8	0.9 %
Training	18,000	3,108	3,054	-	14,892	17.3 %	1,151	8.7 %
Advertising	11,850	1,935	483	-	9,915	16.3 %	2,288	19.3 %
Operating Leases	45,956	6,993	4,705	-	38,963	15.2 %	4,177	18.2 %
Insurance	30	15	15	-	15	50.0 %	15	- %
Utilities	-	-	-	-	-	- %	-	- %
Repair & Maintenance	4,000	2,567	2,567	-	1,433	64.2 %	1,761	44.0 %
All Other Miscellaneous	7,100	821	185	-	6,279	11.6 %	527	13.5 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	363,015	46,149	15,734	99,596	217,270	40.1 %	169,091	70.9 %
Intergovernmental-Professional Services	10,000	153	-	-	9,847	1.5 %	10,000	100.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	10,000	153	-	-	9,847	1.5 %	10,000	100.0 %
TOTAL OPERATING EXPENDITURES	2,715,160	579,900	193,439	99,596	2,035,664	25.0 %	711,285	26.4 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	3,122	-	-	3,122	-	100.0 %	3,122	100.0 %
Debt Service	-	-	-	-	-	- %	-	- %
Other Non-Operating Expenditures	-	-	-	-	-	- %	-	- %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	3,122	-	-	3,122	-	100.0 %	3,122	100.0 %
TOTAL: EXPENDITURES	2,718,282	579,900	193,439	102,718	2,035,664	25.1 %	714,407	26.5 %

CITY OF BAINBRIDGE ISLAND

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
PUBLIC WORKS								
Salaries	3,892,973	872,331	292,533	-	3,020,643	22.4 %	777,111	23.9 %
Benefits	1,651,534	368,626	123,764	-	1,282,908	22.3 %	322,617	24.4 %
SALARIES & BENEFITS	<u>5,544,507</u>	<u>1,240,956</u>	<u>416,297</u>	<u>-</u>	<u>4,303,551</u>	<u>22.4 %</u>	<u>1,099,728</u>	<u>24.0 %</u>
SUPPLIES								
Supplies	471,602	106,213	36,122	-	365,389	22.5 %	91,693	18.0 %
Computer Equipment & Software	4,000	-	-	-	4,000	- %	-	- %
TOTAL SUPPLIES	<u>475,602</u>	<u>106,213</u>	<u>36,122</u>	<u>-</u>	<u>369,389</u>	<u>22.3 %</u>	<u>91,693</u>	<u>17.8 %</u>
Professional Services	818,663	28,651	11,496	148,692	641,321	21.7 %	261,961	58.4 %
Communication	2,606	-	-	-	2,606	- %	-	- %
Travel	650	525	81	-	125	80.7 %	149	33.2 %
Training	29,565	6,606	4,075	-	22,959	22.3 %	3,478	11.9 %
Advertising	1,220	45	45	-	1,175	3.7 %	157	12.9 %
Operating Leases	335,413	90,995	84,578	-	244,418	27.1 %	3,329	12.0 %
Insurance	400	60	60	-	340	15.0 %	60	15.0 %
Utilities	107,125	10,478	1,311	74,612	22,035	79.4 %	686	- %
Repair & Maintenance	1,939,543	56,132	31,620	148,109	1,735,302	10.5 %	104,678	8.4 %
All Other Miscellaneous	60,513	10,595	799	-	49,918	17.5 %	7,883	25.5 %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	<u>3,295,698</u>	<u>204,086</u>	<u>134,064</u>	<u>371,413</u>	<u>2,720,199</u>	<u>17.5 %</u>	<u>382,381</u>	<u>21.5 %</u>
Intergovernmental-Professional Services	195,000	65,895	16,049	-	129,105	33.8 %	62,634	39.1 %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	<u>195,000</u>	<u>65,895</u>	<u>16,049</u>	<u>-</u>	<u>129,105</u>	<u>33.8 %</u>	<u>62,634</u>	<u>39.1 %</u>
TOTAL OPERATING EXPENDITURES	<u>9,510,807</u>	<u>1,617,151</u>	<u>602,532</u>	<u>371,413</u>	<u>7,522,244</u>	<u>20.9 %</u>	<u>1,636,436</u>	<u>23.3 %</u>
NON-OPERATING EXPENDITURES								
Capital Equipment	490,504	342	342	-	490,163	0.1 %	-	- %
Capital Projects	13,221,169	309,761	121,846	3,003,006	9,908,402	25.1 %	2,551,345	47.5 %
Capital Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	<u>13,711,673</u>	<u>310,102</u>	<u>122,188</u>	<u>3,003,006</u>	<u>10,398,564</u>	<u>24.2 %</u>	<u>2,551,345</u>	<u>43.4 %</u>
TOTAL: EXPENDITURES	<u>23,222,480</u>	<u>1,927,253</u>	<u>724,720</u>	<u>3,374,419</u>	<u>17,920,808</u>	<u>22.8 %</u>	<u>4,187,781</u>	<u>32.4 %</u>

CITY OF BAINBRIDGE ISLAND

DEPARTMENT SUMMARY FY 2017 THROUGH MARCH

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
INFORMATION TECHNOLOGY								
Salaries	345,647	85,933	28,014	-	259,714	24.9 %	85,328	22.2 %
Benefits	135,113	32,282	10,728	-	102,831	23.9 %	31,738	22.0 %
SALARIES & BENEFITS	480,760	118,214	38,742	-	362,546	24.6 %	117,066	22.2 %
SUPPLIES								
Supplies	500	-	-	-	500	- %	-	- %
Computer Equipment & Software	77,500	1,280	899	-	76,220	1.7 %	1,153	2.2 %
TOTAL SUPPLIES	78,000	1,280	899	-	76,720	1.6 %	1,153	2.2 %
Professional Services	-	-	-	-	-	- %	-	- %
Communication	35,000	8,023	-	-	26,977	22.9 %	-	- %
Travel	600	55	-	-	545	9.1 %	18	2.9 %
Training	5,000	-	-	-	5,000	- %	-	- %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	35,000	12,333	6,168	-	22,667	35.2 %	8,220	32.9 %
Insurance	-	-	-	-	-	- %	-	- %
Repair & Maintenance	222,000	103,100	28,619	-	118,900	46.4 %	85,589	46.3 %
All Other Miscellaneous	200	-	-	-	200	- %	-	- %
TOTAL SERVICES & CHARGES	297,800	123,511	34,787	-	174,289	41.5 %	93,826	43.7 %
Intergovernmental-Professional Services	-	-	-	-	-	- %	-	- %
Intergovernmental-Taxes and Assessments	-	-	-	-	-	- %	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	-	-	-	-	-	- %	-	- %
TOTAL OPERATING EXPENDITURES	856,560	243,005	74,428	-	613,555	28.4 %	212,045	26.7 %
NON-OPERATING EXPENDITURES								
Capital Equipment	35,000	-	-	-	35,000	- %	-	- %
Capital Projects	-	-	-	-	-	- %	6,496	- %
TOTAL NON-OPERATING EXPENDITURES	35,000	-	-	-	35,000	- %	6,496	4.3 %
TOTAL: EXPENDITURES	891,560	243,005	74,428	-	648,555	27.3 %	218,541	23.1 %

CITY OF BAINBRIDGE ISLAND

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	2017 REVISED BUDGET	2017 YTD EXPENDED	2017 MTD EXPENDED	2017 ENCUMB.	2017 AVAILABLE BALANCE	2017 % USED	2016 YTD EXPENDED	2016 % USED
GENERAL GOVERNMENT								
Salaries	148,675	3,000	3,000	-	145,675	2.0 %	2,600	2.3 %
Benefits	226,050	20,786	4,356	-	205,264	9.2 %	21,787	8.8 %
SALARIES & BENEFITS	374,725	23,786	7,356	-	350,939	6.3 %	24,387	6.7 %
SUPPLIES								
Supplies	6,500	6,216	2,862	-	284	95.6 %	-	- %
Computer Equipment & Software	-	-	-	-	-	- %	-	- %
TOTAL SUPPLIES	6,500	6,216	2,862	-	284	95.6 %	-	- %
Professional Services	349,243	19,315	6,694	200,000	129,928	62.8 %	77,785	23.4 %
Community Services	-	-	-	-	-	- %	7,881	6.7 %
Communication	141,410	22,923	9,763	-	118,487	16.2 %	20,887	16.6 %
Travel	1,500	-	-	-	1,500	- %	-	- %
Training	5,000	-	-	-	5,000	- %	-	- %
Advertising	-	-	-	-	-	- %	-	- %
Operating Leases	343,558	88,809	28,013	-	254,749	25.8 %	100,940	26.3 %
Insurance	453,720	447,211	-	-	6,510	98.6 %	655,759	135.7 %
Utilities	639,253	122,874	69,461	89,417	426,962	33.2 %	256,475	34.1 %
Repair & Maintenance	-	-	-	-	-	- %	-	- %
All Other Miscellaneous	56,000	50,285	75	-	5,715	89.8 %	64,280	122.9 %
Contingency	-	-	-	-	-	- %	-	- %
Operating Spending Hold	-	-	-	-	-	- %	-	- %
TOTAL SERVICES & CHARGES	1,989,685	751,417	114,006	289,417	948,850	52.3 %	1,184,007	52.6 %
Intergovernmental-Professional Services	275,679	51,286	-	8,079	216,314	21.5 %	50,778	18.1 %
Intergovernmental-Taxes and Assessments	179,518	36,445	5,574	-	143,073	20.3 %	35,019	17.4 %
Interfund - Taxes and Assessments	592,447	110,933	35,317	-	481,514	18.7 %	108,048	20.1 %
TOTAL INTERGOVERNMENTAL & INTERFUND	1,047,644	198,664	40,891	8,079	840,901	19.7 %	193,845	19.0 %
TOTAL OPERATING EXPENDITURES	3,418,554	980,083	165,114	297,496	2,140,975	37.4 %	1,402,239	38.5 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	- %	-	- %
Capital Projects	-	-	-	-	-	- %	-	- %
Debt Service	3,999,154	7	7	-	3,999,147	- %	-	- %
Operating Transfers	-	-	-	-	-	- %	-	- %
TOTAL NON-OPERATING EXPENDITURES	3,999,154	7	7	-	3,999,147	- %	-	- %
TOTAL: EXPENDITURES	7,417,708	980,090	165,122	297,496	6,140,121	17.2 %	1,402,239	17.8 %
GRAND TOTAL:	53,336,155	9,993,761	1,914,365	4,392,772	38,949,623	27.0%	8,940,924	22.7 %



CITY OF
BAINBRIDGE ISLAND

2017 First Quarter Financial Results

MAY 2, 2017

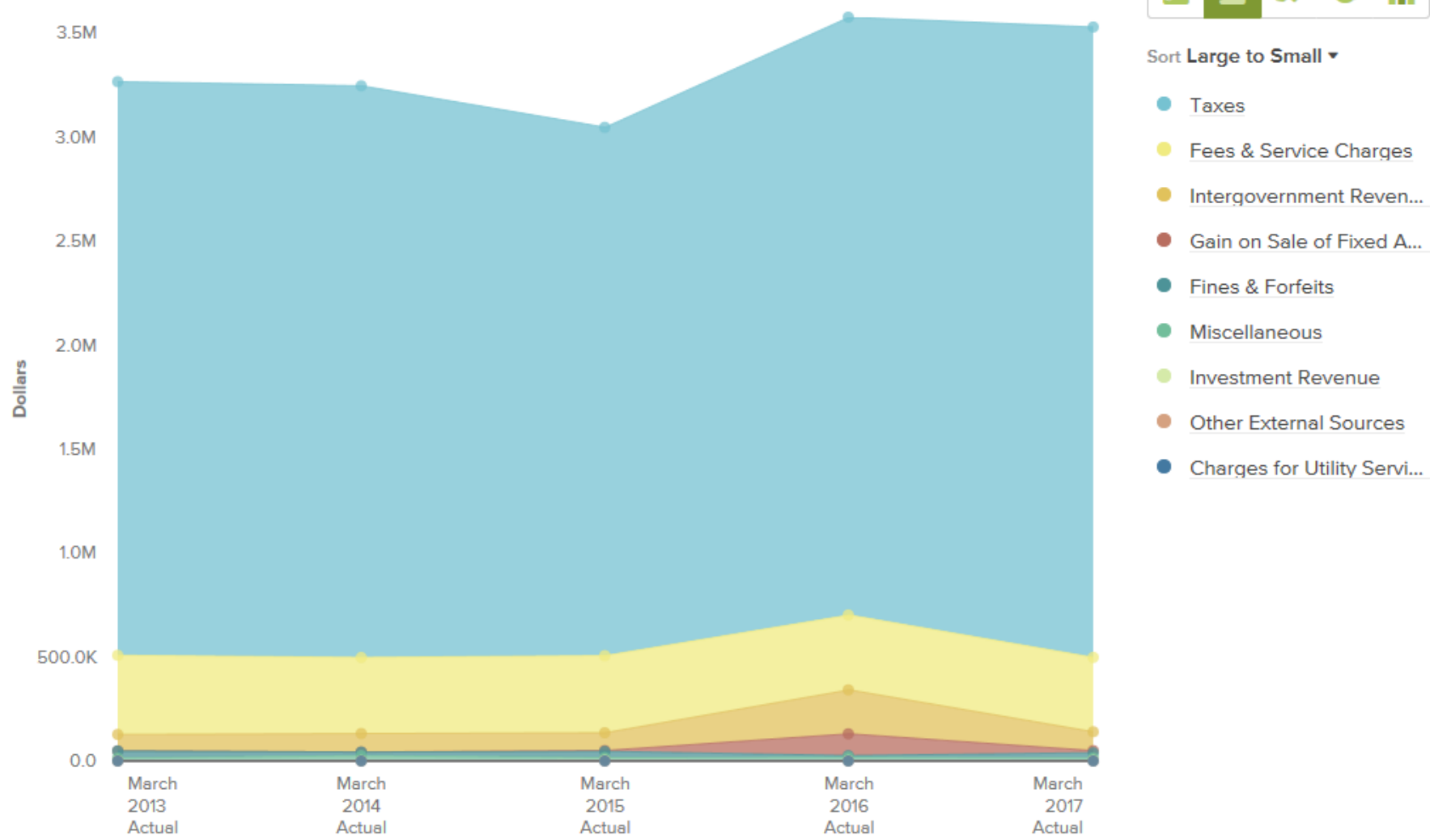
Financial Discussion

- ▶ Provide 2017 financial update
- ▶ First quarter budget amendments
- ▶ 2016 budget carryforward amendments

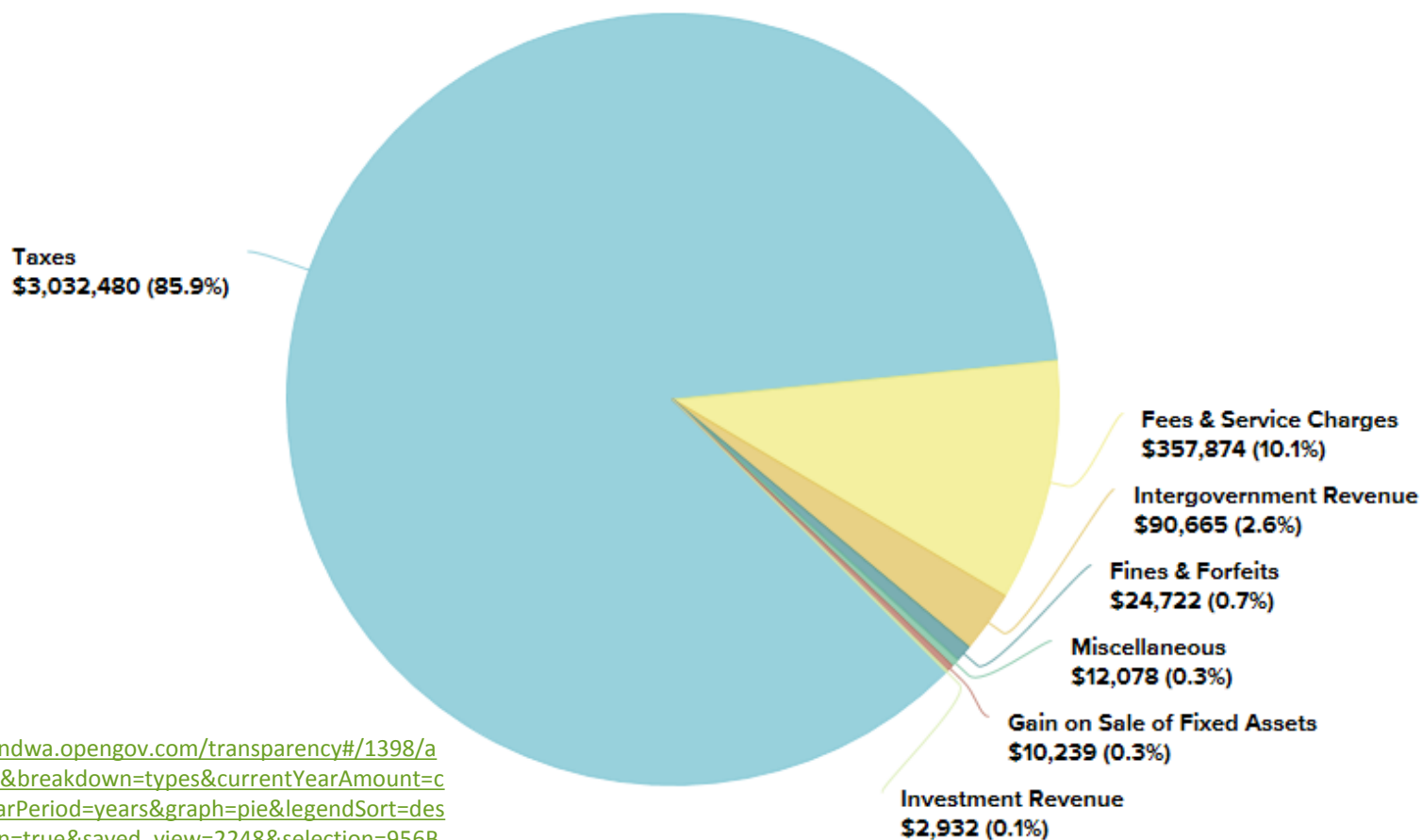
2017 Financial Performance

- ▶ Citywide performance close to plan
 - Revenue: \$6.6 million, 21% of budget
 - Expenditure:
 - Total: \$5.9 million, 13% of budget
 - Operating: \$5.5 million, 21% of budget
- ▶ Showing typical seasonality for both revenue and expenditure

This report shows actual revenues and expenses updated monthly, and can be filtered in many ways.

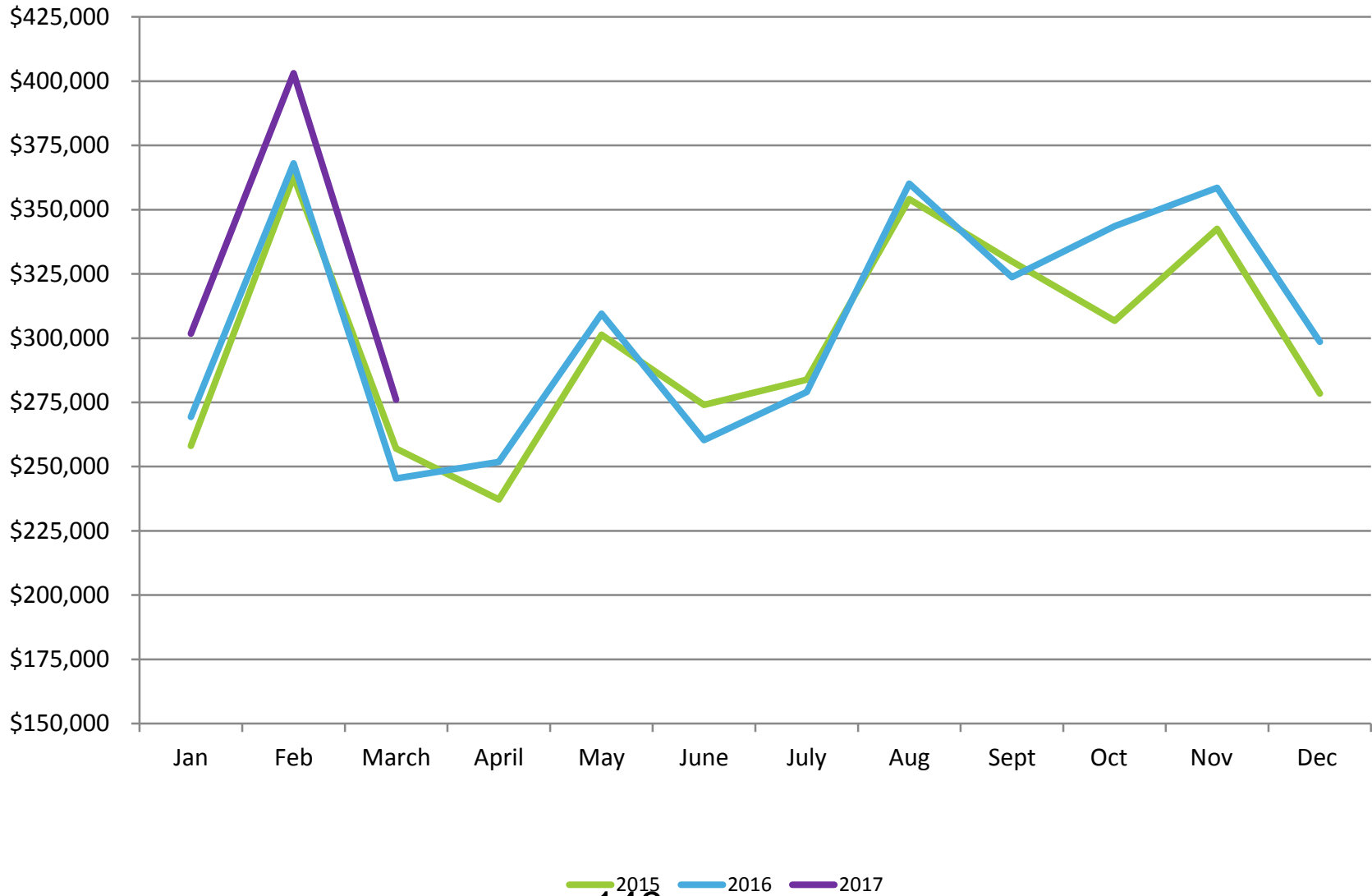


This report shows actual revenues and expenses updated monthly, and can be filtered in many ways.

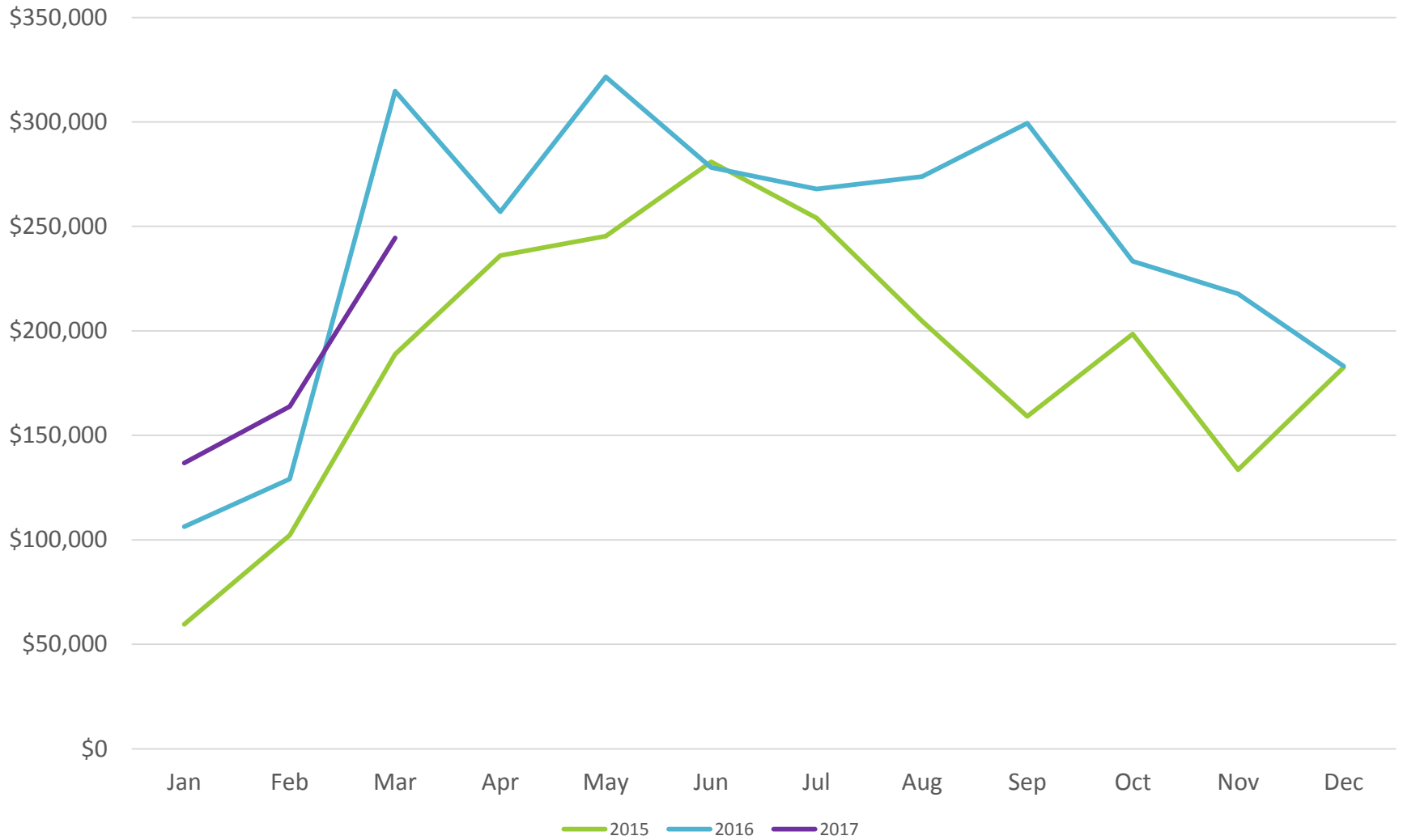


https://bainbridgeislandwa.opengov.com/transparency#/1398/accountType=revenues&breakdown=types¤tYearAmount=cumulative¤tYearPeriod=years&graph=pie&legendSort=desc&month=3&proration=true&saved_view=2248&selection=956B6864F508B68359F5EC446360DC64&selectedDataSetIndex=8&fiscal_start=2017&fiscal_end=latest

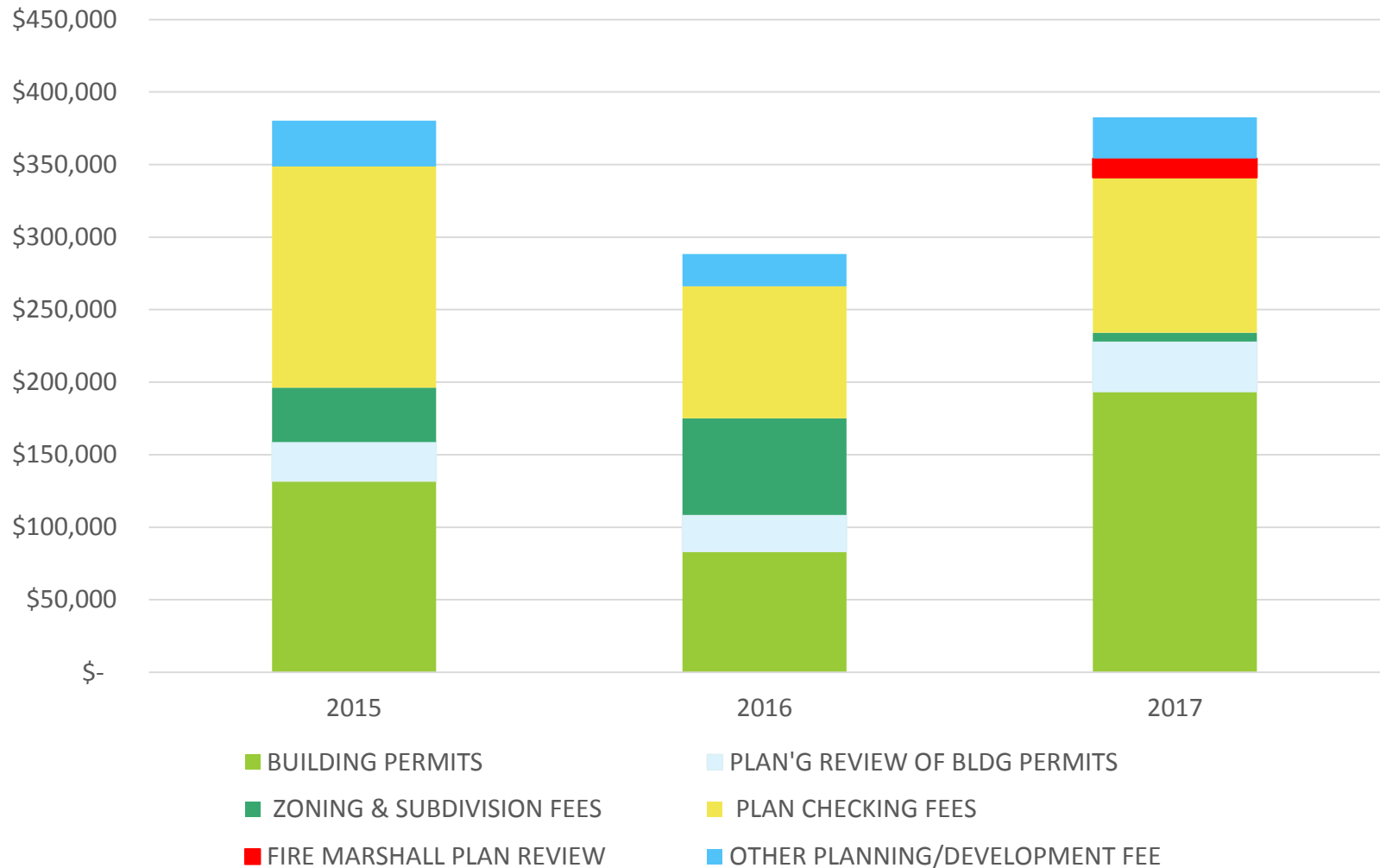
Sales and Use Tax Receipts by Distribution Month, 2015-2017



REET monthly revenue 2015 - 2017



Primary Building and Development Service Revenues January - March, 2015-2017



2017 Q1 General Fund Results

Expenditures

- ▶ Personnel at 23% of budget
- ▶ Operating expenditures at 21% of budget
- ▶ No contingency spending authorized as of end of first quarter

2017 Q1 Utility Fund Results

Water

- ▶ Charges for services close to estimates; connection revenue at 36% of budget, but less than 2016
- ▶ Operating expenditures close to plan at 18% of budget.
- ▶ Capital expenditures expected later in year

2017 Q1 Utility Fund Results

Sewer

- ▶ Charges for services close to estimates; connection revenue at 33% of budget
- ▶ Operating expenditures close to plan at 20% of budget. Professional services expected later in year.
- ▶ Capital expenditures expected later in year

2017 Q1 Utility Fund Results

SSWM

- ▶ Revenue in Q2 and Q4. Q1 revenue \$180,000 or 8%
- ▶ Operating expenditures close to plan at 17% of budget. Professional services expected later in year.
- ▶ Capital expenditures expected later in year

Discussion

Questions



CITY OF
BAINBRIDGE ISLAND

2017 First Quarter Budget Amendments

MAY 2, 2017

Q1 Budget Amendments

Changes to Capital Projects

- ▶ Wyatt Way Reconstruction (\$150,000)
 - Add water line replacement

- ▶ SR 305/Olympic Drive (\$75,000)
 - Supplement existing funding for water line replacement

Q1 Budget Amendments

New projects

- ▶ Re-decking Waterfront Park Bridge (\$125,000)
 - Previously appeared in CIP
 - 2017 project to repair bridge deck and replace railings
- ▶ Replace Police Vehicle (\$52,000)
 - Vehicle damaged in accident
 - Near end of life cycle, replacement

Q1 Budget Amendments

City operations

- ▶ HRB property management (\$6,000)
 - Providing ongoing services
- ▶ Janitorial services (\$40,000)
 - Providing services in additional locations
 - More frequent services in City Hall

Q1 Budget Amendments

**Transfers between operating and capital budgets,
no change to total spending**

- ▶ Madrona sewer project (operating to capital)
- ▶ Fueling system (operating to capital)
- ▶ Emergency AM radio project (operating to capital)

Discussion

Questions



CITY OF
BAINBRIDGE ISLAND

2016 Budget Carryforward

MAY 2, 2017

2016 Carryforwards

General Fund – projects budgeted in 2016

- ▶ Electric utility feasibility study (\$76,000)
- ▶ Suzuki site evaluation (49,000)
- ▶ Planning Department performance study (\$39,000)
- ▶ Human services funding advisory committee support (\$3,000)
- ▶ Total budget increase: \$165,000

2016 Carryforwards

Streets Fund – projects budgeted in 2016

- ▶ Right of way acquisition work (\$66,000)
- ▶ Transportation modeling (\$14,000)

- ▶ Total budget increase: \$80,000

Discussion

Questions

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:10 PM Ordinance No. 2017-10, Relating to Quarter 1 2017 Budget Amendments, AB 17-072 - Finance (Pg. 103)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: AB 17-072
Proposed By: Ellen Schroer, Director of Finance and Administrative Services	Referrals(s):

BUDGET INFORMATION

Department: Finance	Fund: various	
Expenditure Req:	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider forwarding Ordinance No. 2017-10 to the May 23, 2017, Consent Agenda.

Background:

During the calendar year, staff provides detail on budget adjustments for Council approval. Attached for Council's consideration is an ordinance with first quarter budget amendments.

The following eight amendments are proposed:

- Wyatt Way Water Line. This item amends the CIP and increases the Wyatt Way Reconstruction Project budget by \$150,000 to a total of \$3,850,000 (\$150,000 new funding from the Water Fund; \$3,700,000 existing funding from grants and City General Fund). The additional funding will provide for a water main replacement project to replace and upsize approximately 500 lineal feet of 6-inch asbestos cement pipe with 8-inch ductile iron in Wyatt Way from Lovell to Nicholson Place.
- State Route 305/Olympic Drive Water Line. This item amends the CIP and increases the SR 305/Olympic Way project by \$75,000 to a total of \$175,000 for the Water Fund. The additional funding will provide for improved water service and upgraded fire flow in this area.
- Police Vehicle Replacement. This item amends the CIP and provides funding for an additional police vehicle in 2017. A police vehicle was severely damaged in an accident in which the driver of the other vehicle did not have insurance.
- Re-decking Waterfront Park Bridge. This item provides appropriation authority for the re-decking and rail replacement of the Waterfront Park Pedestrian Bridge. Replacement of this bridge was budgeting in previous years, but was not completed due to the higher than expected costs. The 2017 repair will

make major repairs to the bridge's surface, railings, and lighting.

- Madrona Townhomes Sewer Agreement. This item transfers appropriation authority from the operating to the capital budget of the Sewer Fund and amends the CIP to add a new project budgeted at \$135,000. The Madrona Townhomes subdivision will require improvements to the City sewer system from Madrona Lane through Henshaw Place to Madison Ave. The agreement will provide authority to construct the new sewer collection system and provide the basis for the sharing of costs.
- Housing Resources Bainbridge Property Management. This item provides appropriation authority and additional funding of \$6,000 for property management services not anticipated during budget development. Housing Resources Bainbridge (HRB) will continue to provide services as they have done in the past.
- Public Art "Something New." This item provides appropriation authority from the Public Art Subfund, as approved by Council on February 7. This funding supports conceptual development of a new public art program called "Something New," which would provide a rotating display of new public art in the Winslow area. This item increases spending by \$500 in 2017.
- Janitorial Services Agreement for City Facilities. This agreement is for janitorial services for City-owned facilities. A 2017 budget amendment is required due to the proposed increase in frequency and scope of services at City facilities. The increase of \$40,000 brings the total budgeted spending to \$115,000.
- Fueling System Design/Upgrade. This item transfers appropriation authority related to the Fueling System Design/Upgrade from the General Fund to the Capital Construction Fund due to the nature of the project. Total budgeted spending does not change.
- Emergency AM Radio Station. This item transfers appropriation authority related to the Emergency AM Radio Station from the General Fund to the Capital Construction Fund due to the nature of the project. Total budgeted spending does not change.

RECOMMENDED ACTION/MOTION

I move that the City Council forward to the May 23 consent agenda Ordinance No. 2017-10, amending the City's 2017 Budget.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2017-10	Backup Material
▣ Ord 2017-10 Attachment A	Backup Material

ORDINANCE NO. 2017-10

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2017 Budget of the City and providing for uses not foreseen at the time the 2017 budget was adopted.

WHEREAS, on November 22, 2016, the City Council adopted the budget for 2017 (“2017 Budget”) through enactment of Ordinance No. 2016-25; and

WHEREAS, a number of situations have occurred during 2017 which require the City to expend money on items, projects, and categories not included in the 2017 Budget; now, therefore,

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

Section 1. Ordinance No. 2016-25 and the 2017 Budget and 2017-2022 Capital Improvement Plan are each amended as shown on the attached Exhibit A.

Section 2. The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2017 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law.

PASSED by the City Council this ____ day of May, 2017.

APPROVED by the Mayor this ____ day of May, 2017.

Val Tollefson, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	April 19, 2017
PASSED BY THE CITY COUNCIL:	May ___, 2017
PUBLISHED:	May ___, 2017
EFFECTIVE DATE:	May ___, 2017

ORDINANCE NO:

2017-10

2017 BUDGET AMENDMENTS

presented to City Council May 2, 2017

approved on __ __, 2017

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Wyatt Way Water Line	This item amends the CIP and increases the Wyatt Way Reconstruction Project budget. The additional funding will provide for a water main replacement project to replace and upsize approximately 500 lineal feet of 6-inch asbestos cement pipe with 8-inch ductile iron in Wyatt Way from Lovell to Nicholson Place.	Water Fund / Public Works	\$ 150,000	Increase	No
State Route 305/Olympic Drive Water Line	This item amends the CIP and increases the SR 305/Olympic Way project by \$75,000 to a total of \$175,000 for the Water Fund. The additional funding will provide for improved water service and upgraded fire flow in this area.	Water Fund / Public Works	\$ 75,000	Increase	No
Police Vehicle Replacement	This item amends the CIP and provides funding for an additional police vehicle in 2017. A police vehicle was severely damaged in an accident in which the driver of the other vehicle did not have insurance.	General Fund / Public Works	\$ 52,000	Increase	No
Re-decking WFP Bridge	This item provides appropriation authority for the redecking and rail replacement of the Waterfront Park Pedestrian Bridge.	General Fund / Public Works	\$ 125,000	Increase	No
Madrona Townhomes Sewer Agreement	This item transfers appropriation authority from the operating to the capital budget of the Sewer Fund and amends the CIP. The Madrona Townhomes subdivision will require improvements to the City sewer system from Madrona Lane through Henshaw Place to Madison Ave. The agreement will provide authority to construct the new sewer collection system and provide the basis for the sharing of costs.	From: Sewer Fund (operating)/ Sewer Fund To: Sewer Fund capital/ Sewer Fund	\$ 135,000	Transfer	no
Housing Resources Bainbridge Property Management	This item provides appropriation authority and additional funding for property management services not anticipated during budget development. Housing Resources Bainbridge (HRB) will continue to provide services as they have done in the past.	General Fund/ Executive	\$ 6,000	Increase	2017 and 2018
Public Art	This item provides appropriation authority from the Public Art Subfund, as approved by Council on February 7. This funding supports conceptual development of a new public art program called "Something New," which would provide a rotating display of new public art in the Winslow area.	General Fund (Public Art Subfund)/ Executive	\$ 500	Increase	No
Janitorial Services Agreement for City Facilities	This agreement is for janitorial services for City-owned facilities. A 2017 budget amendment is required due to the proposed increase in frequency and scope of services.	General Fund / Public Works	\$ 40,000	Increase	no

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Fueling System Design/Upgrade	This item transfers appropriation authority related to the Fueling System Design/Upgrade from the General Fund to the Capital Construction Fund due to the nature of the project. Total budgeted spending does not change.	From: General Fund/Public Works To: Capital Construction/ Public Works	\$ 20,000	Transfer	no
Emergency AM Radio Station	This item transfers appropriation authority related to the Emergency AM Radio Station from the General Fund to the Capital Construction Fund due to the nature of the project. Total budgeted spending does not change.	From: General Fund/Public Works To: Capital Construction/ Public Works	\$ 100,000	Transfer	no

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:20 PM Ordinance No. 2017-11, Relating to 2016 Budget Carryovers into 2017, AB 17-073 - Finance (Pg. 109)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-073
Proposed By: Ellen Schroer, Director of Finance and Administrative Services	Referrals(s):

BUDGET INFORMATION

Department: Finance	Fund:	
Expenditure Req:	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Funding for certain items, as described in the attachment to the ordinance, was approved in the 2016 budget and the work was started and is still in progress. These funds will be carried over into the 2017 budget to provide funding and allow the planned work to be completed. The attached list of proposed budget carryovers includes the information for each item. If approved, this action will increase authorized 2017 City spending by \$165,000 for the General Fund and \$80,000 for the Streets Fund. This spending would come out of the fund balance.

RECOMMENDED ACTION/MOTION

I move that the City Council forward to the May 23 consent agenda Ordinance No. 2017-11, amending the 2017 City Budget to include carryover items for work funded in 2016 but to be performed in 2017.

ATTACHMENTS:

Description	Type
☐ Ordinance No. 2017-11, 2016 Budget Carrovers	Backup Material
☐ Ord. 2017-11 Attachment A	Backup Material

ORDINANCE NO. 2017-11

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2017 budget of the City to include carryover items for work funded in 2016 but to be performed in 2017.

WHEREAS, on November 10, 2014, the City Council adopted the budget for 2015 and 2016 and subsequently amended the budget; and

WHEREAS, on November 12, 2016, the City Council adopted the budget for 2017 and 2018; and

WHEREAS, funding for certain items was approved in the 2016 budget and this work is continuing in 2017, and these funds now should be carried over into the 2017 budget for work to be completed in this year; and

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

Section 1. Ordinance No. 2016-25 and the 2017 budget are each amended as shown on the attached Exhibit A.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2017 budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law.

PASSED by the City Council this ____ day of ____, 2017.

APPROVED by the Mayor this ____ day of ____, 2017.

Val Tollefson, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: April 19, 2017
PASSED BY THE CITY COUNCIL: ____ __, 2017
PUBLISHED: ____ __, 2017

EFFECTIVE DATE:
ORDINANCE NO:

_____, 2017
2017-11

2016 BUDGET ITEMS TO BRING INTO 2017

presented to City Council May 2, 2017

approved on __ __, 2017

Item	Description	Fund/Department	Amount
Human Services Process Support	This item carries forward funding and provides 2017 budget authority for completion of consulting services from The Giving Practice/Philanthropy Northwest to support and facilitate the Human Services Funding award cycle for 2017-2018. This work was originally planned for 2016, but was completed in 2017.	General Fund / Executive	3,073
Suzuki Site Evaluation	This item carries forward funding and provides 2017 budget authority for an ecological assessment of the Suzuki property.	General Fund / Executive	49,000
Electric Utility Feasibility Study	This item carries forward funding and provides 2017 budget authority for a contract with D. Hittle & Associates for the purpose of conducting a feasibility study for an Island-wide electric utility.	General Fund / Executive	75,853
Performance & Process Audit (Planning and Community Development)	This item carries forward funding and provides 2017 budget authority for a contract with Latimore LLC for the purpose of conducting an audit of the process and permit review performance of the Planning and Community Development Department.	General Fund / Planning and Community Development	39,450
Subtotal General Fund			164,303
Right of Way Acquisition	This item carries forward funding and provides 2017 budget authority for Right of Way Acquisition work which was started in previous years and will continue into 2017.	Streets Fund / Public Works	66,081
Transportation Modeling Professional Services	This item carries forward funding and provides 2017 budget authority for focused traffic studies in 2017.	Streets Fund / Public Works	14,154
Subtotal Streets Fund			80,235

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:30 PM Professional Services Agreement for Phase 3 Design of the Sound to Olympics Trail (Bridge), AB 17-077 – Public Works (Pg. 113)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-077
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: CIP - Sound to Olympics Trail - Phase 3	
Expenditure Req: \$627,569.00	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

The Sound to Olympics (STO) Trail project is a proposed regional trail system and the City's segment is included in the adopted Island-Wide Transportation Plan. Phase 1 of the STO Trail is the Olympic Drive Non-Motorized project which is scheduled to go out to bid in the next couple of months. Phase 2 (and 4) of the STO Trail project is a separated shared-use path along the east side of SR 305 right-of-way (between Winslow Way and High School Road) and started construction in March.

The STO Trail Phase 3 is a bridge crossing over SR 305 (near John Nelson Lane) connecting the STO Trail to Knechtel Way allowing for safe and unimpeded non-motorized access between the neighborhoods east of the highway and the downtown core.

This Agreement is for data collection, preliminary studies, community engagement, permitting, design, bidding, and construction assistance.

Requests for Qualifications were solicited through local newspapers and were received February 2017. City staff reviewed the consultants' qualifications and selected Otak Inc. as the best qualified consultant to provide the services in the Agreement. See the attached Request for Qualifications.

RECOMMENDED ACTION/MOTION

I move that the City Council forward to the May 9, 2017, consent agenda the Sound to Olympics Trail

ATTACHMENTS:

Description	Type
▣ Professional Services Agreement	Backup Material
▣ Request for Qualifications	Backup Material

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered between the City of Bainbridge Island, a Washington state municipal corporation ("City"), and Otak, Inc., a Washington corporation ("Consultant").

WHEREAS, the City desires to obtain services related to the design of a pedestrian bridge and the approaches thereto, including structural engineering, civil engineering, geotechnical investigations, landscape design, community outreach, and permitting assistance; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2019, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

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

☒ Hourly, plus actual expenses, in accordance with Attachments A and C, but not more than Six Hundred Twenty-Seven Thousand Five Hundred Sixty-Nine Dollars (\$627,569.00);

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

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

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

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

The Consultant shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Professional Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☒ Workers' Compensation as described in Attachment B.
- ☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Otak, Inc.
 11241 Willows Road NE, Suite 200
 Redmond, WA 98052
 Attention: Doug Sarkkinen

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

OTAK, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Douglas Schulze, City Manager

Name _____

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A
SCOPE OF SERVICES
FINAL DESIGN/ENGINEERING SERVICES
Sound to Olympics Trail Bridge (Phase 3)
City of Bainbridge Island
OTAK Project No. 32858

March 2017

Description of Project:

The Sound to Olympics Trail (STO) is a regional trail system and the City of Bainbridge Island (COBI) segment of the STO is included in the Non-Motorized Element of the City's Comprehensive Plan. COBI is concurrently undertaking a project to provide non-motorized improvements on SR305/Olympic Drive (from Harbor Drive to Winslow Way), which is Phase 1 of the STO trail. Phase 2 (and 4) of the STO Trail is a separated shared-use path along the east side of the SR305 right-of-way between Winslow Way and High School Road, scheduled for construction in 2017.

This Phase 3 Bridge Project envisions a pedestrian and bicycle grade-separated crossing over SR305 in the vicinity of John Nelson Lane (also known as Vineyard Lane). The proposed bridge and facility will connect the STO trail to Knechtel Way, allowing safe and unimpeded non-motorized access between the neighborhoods east of the highway and the downtown core.

The project will be administered in accordance with the WSDOT Local Agency Guidelines (LAG) and FHWA requirements. Contract Plans, Specifications, and Estimates (PS&E) shall be prepared in accordance with the current State of Washington Standard Specifications for Road, Bridge and Municipal Construction, amendments thereto, and adopted design standards. The proposed bridge and approaches will be designed in accordance with the WSDOT Design Manual.

The bridge will accommodate pedestrians, runners, bicyclists, and other non-motorized trail users. The bridge will be designed to be accessible. Key project elements include:

- Connection to the new STO Trail on the eastside of SR305
- Connection to Knechtel Way on the westside of SR305
- Possible Right-of-way acquisition
- Pedestrian bridge crossing over SR305, with associated ramps and trail
- Environmental permitting/mitigation
- Additional site survey
- Stormwater management
- Utility coordination
- Geotechnical Engineering
- Trail connections and trailheads
- Enhanced aesthetics, hardscape, landscape, art, lighting

- Community Engagement
- Federal funding

The anticipated construction cost of this phase of the project is \$2.0 to \$2.2 million.

I.0 PROJECT MANAGEMENT AND COORDINATION

I.1 Coordination with the City of Bainbridge Island

OTAK will coordinate with COBI on a regular basis to keep the City's project manager informed about project progress, project issues and schedule. OTAK will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving forward. Regular communication with the City will occur on a weekly basis.

I.2 Coordination of Subconsultants

OTAK will coordinate and review all work provided by its subconsultants. Coordination will include scheduling of work, scheduling of meetings, and general design oversight. Review will include the internal review of subconsultant deliverables, and review and processing of monthly subconsultant invoices.

I.3 Preparation of Project Work Plan

OTAK will prepare a preliminary Project Work Plan prior to the project kickoff meeting. The Project Work Plan will define project goals and design criteria, communications, deliverables, and quality control requirements. A project schedule (MS Project) will be developed and maintained as part of the Plan. The Project Work Plan will be updated after the project kickoff meeting, subject to comments received.

Deliverables

- Project Work Plan
- Project schedule updates

I.4 Project Kickoff Meeting

OTAK will attend one (1) project kickoff meeting with City Staff. The kickoff meeting will be used to review and discuss project goals and requirements and to review the project schedule. The kickoff meeting will include review of communication requirements, roles and responsibilities, and the content of upcoming deliverables. Quality control requirements will also be reviewed.

I.5 Coordination Meetings (Assume 12 meetings)

Project coordination meetings with County Staff will occur approximately on a monthly basis to review progress, to discuss project related issues, to review schedule, and to discuss current topics. The project coordination meetings will generally be held at the City. It is anticipated that a total of twelve (12) design meetings will be held during the design period. Attendance will generally include OTAK's project manager and project engineer along with designated City Staff, and at specific times, the project Landscape/Bridge Architect and Community Engagement specialist will attend.

1.6 Stakeholder/Agency Meetings (Assume 10 meetings)

There are a number of individual property owners, agency representatives, and key stakeholders that may have an interest in this project. Examples include the Non-Motorized Trail Coalition (Multi-modal Committee), WSDOT, various permitting agencies, and property owners of immediately surrounding properties in the project vicinity. This Task provides time for the preparation for and attendance of up to 10 (ten) separate property owner, agency, and stakeholder meetings during the design process. These meetings would be separate from the community and stakeholder engagement meetings shown in Task 13.0.

1.7 Project Monitoring and Reporting

Project management will include the coordination of design team members, internal project scheduling, and the preparation of a monthly progress report and a monthly billing statement.

Deliverables

- Monthly progress report and monthly invoice, per COBI requirements

2.0 DATA COLLECTION AND REVIEW

2.1 Data Collection and Review of Existing Field Conditions

The OTAK design team will conduct a field visit at the start of the project that includes a comprehensive review of existing field conditions. Existing conditions will be documented and digital photographs will be taken. OTAK will inventory significant features to be considered in design. This task will also include collection of existing codes, records, maps, reports, and other relevant information from the City.

Deliverables

- Site photographs and inventory (listing) of existing information to be referenced

2.2 Review of Existing Design Documentation

In addition to the field review and more general information collected as part of Task 2.1, a detailed review of the STO Trail Phase 2 & 4 will be completed, along with a review of all the supporting design documents developed as part of the design (by City). The applicable existing AutoCAD files of the final STO Trail design will be available for the OTAK team.

Deliverables

- Assemble existing AutoCAD files to provide design baseline

3.0 DATA COLLECTION AND TOPOGRAPHIC SURVEYING/MAPPING

3.1 Topographic Surveying and Mapping

Otak will provide topographic survey, along and adjacent to the proposed pedestrian bridge alignment. The survey limits will include existing ground features and will be limited to the area shown on the

attached exhibit. Otak will supplement existing mapping as required within areas east of SR 305. Otak will incorporate new mapping data gathered west of SR 305. A portion of the mapping will extend into the following Kitsap County Assessor parcel numbers 262502-2-066-2002, 262502-2-049-2004, 262502-2-063-2005, 262502-2-083-2001, and 262502-2-135-2009. City will obtain right of entry prior to field survey task.

City will provide electronic AutoCAD files of the Sound to Olympic Trail SR 305 Corridor Enhancements Phase 2 and 4 (STO 2 and 4) to consultant as the basis of the new mapping. City to provide existing survey control as established from the Sound to Olympic Trail SR 305 Corridor Enhancements Phase 2 and 4 (STO 2 and 4). Otak will verify existing control and extend survey control as needed for the supplemental mapping within the area identified above.

OTAK will field survey existing surface features including topography breaks, fencing, visible above ground utilities, underground utility markings, pavement and other hardscape, signage, significant trees (6-inch diameter or greater), other significant landscaping, and buildings within the project limits. Storm drainage and other utilities shall be surveyed to the first structure or fitting outside of the area to be surveyed and mapped. Invert elevations and pipe dimensions shall be obtained of all existing storm drains and sewer structures within these limits. Street features such as curb, sidewalk striping, and signage will be included in these areas.

OTAK will create a topographic and planimetric map in AutoCAD format sufficient for final design from field survey data and utility records. Base mapping will be provided at a horizontal scale of 1" = 20 feet showing the features outlined above. A digital surface will be prepared and contours lines will be shown at two-foot intervals. The current COBI horizontal and vertical datums will be referenced.

Deliverables

Topographic Base Map (Scale 1"=20') with one-foot contours and right-of-way information

Assumptions:

- City will provide electronic files from the Sound to Olympic Trail SR 305 Corridor Enhancements Phase 2 and 4 (STO 2 and 4). These files will be the basis for supplemental mapping and survey control will be utilized to ensure surveying efforts are on the same coordinate and vertical datum.
- City will obtain right of entry prior to commencing field work.
- We have included cost for a private utility locating service to paint underground conductible utility lines to assist with the location of existing underground utilities. Paint marks or other identifying markers will be marked at the time of our field survey, and incorporated into our topographic drawing.
- The site has low growing brush and trees on-site. Otak staff will be required to cut brush lines, and tree limbs, as part of the field work. We will attempt to keep this to a minimum, but line-of sight is required to complete our field work.
- For safety reasons Otak personnel are not permitted to enter enclosed utility structures. These structures will be detailed and inventoried only to the extent feasible from the surface.

3.2 Right-of-Way / Property Determination Survey

Otak will locate controlling boundary control monuments as required to calculate right of way limits for Ericksen Ave. NE. City will provide title reports for Kitsap County Assessor parcel numbers 262502-2-066-2002 & 262502-2-049-2004 Otak to perform a limited boundary survey in order to calculate parcels which may be needed for temporary construction easements. The City will prepare easement descriptions and exhibits.

3.3 Supplemental Topographic Surveying and Mapping (Allowance)

Otak will map as-constructed grading and key tie-in points of the construction activities of the STO Phase 2 and 4 construction, once complete. For budgeting purposes, Otak has limited this effort to three (3) field days and associated office support.

4.0 FRANCHISE UTILITY COORDINATION

4.1 Coordination/Meetings with Franchise Utilities

OTAK will begin communications with franchise utility companies (power, gas, telecommunications, etc.) shortly after the notice to proceed, to verify locations of existing facilities and to discuss any potential relocation requirements, cost, schedule and recommendations on location of new facilities. OTAK will also coordinate with other City departments as needed to coordinate City utility locations within the project limits. Coordination meetings will occur throughout the course of the project. It is anticipated that up to two (2) utility coordination meetings will occur with franchise or City utilities that are determined to have conflicts or require relocation.

4.2 Coordination/Review and Utility Conflict Resolution

Based on information determined during coordination per Task 4.1, it is anticipated that existing utilities may need to be relocated to accommodate the proposed project. Once potential conflicts are identified, OTAK will provide additional engineering to determine if the design can be revised to avoid utility conflict or to provide guidance to the utility companies on relocation efforts.

Deliverables

- Spreadsheet/matrix summarizing utility conflict locations
- Utility Coordination Plan

5.0 ENVIRONMENTAL / PERMITTING

5.1 General Coordination with Permitting Agencies/COBI/WSDOT

OTAK will provide coordination and design input to support the environmental/permitting effort. Coordination meetings will be held with the permitting agencies, WSDOT, and with COBI to review/discuss project issues during the design process.

5.2 Environmental Background Review and Verification, Technical Memo for CAO compliance

OTAK will review existing environmental documentation, and conduct fieldwork to verify baseline

environmental conditions at the proposed project site. Otak will provide a technical memorandum updating previously prepared environmental documentation, and provide documented compliance with COBI critical areas ordinance (CAO) requirements for the proposed project.

Assumptions:

- COBI will obtain all rights-of-entry from private property owners, if necessary for conducting fieldwork for the project.
- Existing environmental documentation includes the area of potential effects for the proposed project.
- No critical areas occur within in the project corridor or within 300 feet of the project vicinity.
- No floodplains, floodways, or other elements of a regulatory floodplain occur within 300 feet of the project vicinity.
- The project is not located in a designated shoreline environment.
- No impacts to critical areas will occur as a result of the project.
- No compensatory mitigation for impacts to critical areas will be required for the project.

Deliverables:

- Draft and Final CAO compliance technical memo submitted to COBI

5.3 Preparation of Categorical Exclusion Document (CE Document) and SEPA Checklist

OTAK will prepare the draft CE Document for the project in accordance with the LAG Manual. Information collected from field visits will be used to complete the majority of the environmental section of the checklist. This information will be used to complete the subsequent SEPA checklist. OTAK will prepare and submit an internal draft CE Document for COBI and WSDOT for review, based on feedback revisions will be made by OTAK and a Final CE Document will be submitted to COBI for submittal to WSDOT.

The Consultant will prepare the SEPA Checklist for the project based on the project design and knowledge of the field conditions in the project area. The SEPA Checklist will be completed for the project based on the designs to roughly 60% completion. It is assumed that COBI will be its own lead agency for SEPA and the Consultant will prepare the Checklist and supporting documentation to complete the Checklist per COBI standards.

Assumptions:

- The project will meet criteria as a Documented Categorical Exclusion (DCE) level project under NEPA procedures.
- Preparation of a NEPA EIS or EA is not included in this scope. Should such documentation be necessary, a scope addendum will be required.
- The project will result in a Determination of Non-Significance (DNS) or mitigated DNS per SEPA procedures.
- Preparation of a SEPA EIS is not included in this scope. Should such documentation be necessary, a scope addendum will be required.
- WSDOT / FHWA will not require a visual impact analysis for the bridge crossing over SR 305.

Deliverables:

- Draft and Final CE Document, submitted to COBI (City will forward to WSDOT)
- Draft and Final SEPA Checklist

5.4 Prepare ESA Compliance Documentation

- In accordance with Section 7 of the Endangered Species Act (ESA), Otak will prepare a Letter of No Effects (LNE) for the project. The LNE will be submitted to COBI and WSDOT in conjunction with submittals of the draft CE Document and Cultural Resources Assessment Report.

Assumptions:

- This scope assumes that the project will have no effect on ESA-listed species, due to the lack of presence of these species in the project action area.
- As such, the project will not require consultation with the National Marine Fisheries Service and the U.S. Fish and Wildlife Service (the Services).
- No other federal nexus, besides federal funding, is associated with the project. A Section 404 permit, 401 water quality certification, and an HPA will not be required for the project. A JARPA will not be required and will not be prepared for the project.

Deliverables:

- Draft and Final Letter of No Effects, submitted to COBI and WSDOT

5.5 Perform Cultural Resource Assessment (by Subconsultant)

Consultant will perform a cultural resources assessment for the project limits. Consultant will conduct background research, contact Tribal agencies, conduct field assessment, and document and summarize findings in Cultural Resources Assessment Report conforming to DAHP reporting standards. The work will supplement the previous cultural resource report performed by ESA for Phase 2 and 4 of the STO Trail project. An APE for this project will be developed, background research and tribal contact will be performed, field investigation and reporting in the Cultural Resources Assessment Report.

Assumptions:

- COBI will obtain all rights-of-entry from private property owners, if necessary for conducting field assessment efforts for the project.
- No more than one unrecorded archaeological site or one unrecorded historic site will be identified within the project area. It would be necessary to adjust the budget if additional sites are found. This budget was prepared with the assumption that no more than three (3) shovel test probes would be excavated. If extensive archaeological deposits are encountered or if additional shovel test probes are warranted within the project area it may be necessary to modify this agreement to accommodate additional investigations for purposes of site identification.
- All relevant project information, prior reports including geotechnical reports, historic/architectural reports, design plans, and project maps in addition to relevant project correspondence with DAHP or other agencies requesting this assessment and/or Tribal cultural

resources staff will be provided with the signed Agreement so that CRC may begin this project immediately upon receipt of signed agreement.

- This scope does not include additional services for impact mitigation regarding archaeological or historic sites.

Deliverables:

- Draft and Final Cultural Resources Assessment Report submitted to COBI and WSDOT

5.6 Preparation of Stormwater Pollution Prevention Plan (SWPPP)

OTAK will prepare a Preliminary Stormwater Pollution Prevention Plan (SWPPP) for the project. The SPPP will be prepared in accordance with Snohomish County and Department of Ecology guidelines and requirements. The SPPP will include supporting figures and calculations. It is anticipated that the Preliminary SPPP will be integrated into the projection specifications as an attachment.

Deliverables

- Stormwater Pollution Prevention Plan (SPPP)

5.7 WSDOT General Permit

Since the project will be constructed on and over the WSDOT ROW for SR 305, effort will be required to obtain a General Permit through WSDOT to obtain the air rights and easement rights for the new crossing, as well as reviews of the plans and final bid documents. This task involves the work for the WSDOT coordination and obtaining the General Permit.

Assumptions:

- COBI will prepare, review and sign all agreements with WSDOT for the new crossing

Deliverables:

- Documentation required for the WSDOT General Permit

6.0 GEOTECHNICAL ENGINEERING (by Subconsultant)

This task includes the following:

Geotechnical Alternative Evaluations:

- **Collect and Review Available Geotechnical Data:** HWA will review readily available and relevant information along the project corridor. This review will include online geotechnical databases, HWA's geotechnical report from the last phase of work, and geologic maps.
- **Conduct Site Reconnaissance:** An HWA geotechnical engineer and engineering geologist will conduct a site reconnaissance of the proposed crossing area. This reconnaissance will be focused on identifying geologic and geotechnical constraints that may affect the proposed crossing alternatives.

- Evaluate Geotechnical Constraints of Crossing Alternatives: Based on the results of our site reconnaissance and the existing geotechnical data for the project area HWA will evaluate the geotechnical challenges associated with each proposed overcrossing alternative. HWA's alternative evaluations will be detailed enough to assist the team in selection of a preferred overcrossing alternative.
- Generate Geotechnical Alternative Memo: HWA will generate an overcrossing alternative memo that outlines the geotechnical considerations associated with each proposed overcrossing alternative. This memo will be used to convey critical geotechnical information associated with each alternative to the design team to assist in selection of a preferred overcrossing alternative.

Geotechnical Final Design Explorations:

- Plan Field Exploration Program: HWA will plan and coordinate our proposed geotechnical explorations. Our explorations program will consist of conducting one geotechnical boring at each proposed overcrossing abutment to identify the subsurface soils and associated bearing resistance. Planning will include identification of the location of the geotechnical borings, development of appropriate traffic control plans and coordination of required equipment.
- Generate Geotechnical Work Plan Memo: HWA will prepare a Geotechnical Work Plan Memorandum for our exploration program. This work plan will be submitted to the City and WSDOT for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plan will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations. We assume the CITY or Otak, in support of this project, will acquire and provide any required permits or right of entries at no cost to HWA.
- Conduct Utility Locates for Geotechnical Borings: Prior to conducting our geotechnical borings, HWA will mark the proposed boring locations and arrange for utility locates using the Utility Notification Center.
- Conduct Explorations: HWA will conduct one geotechnical boring at each proposed overcrossing abutment. Each of these two borings will be drilled with a track mounted drill rig using hollow stem auger drilling techniques. Each boring will be drilled to a depth of 50 feet below the ground surface to identify the subsurface soils and groundwater conditions. SPT samples will be taken every 2.5 feet for the first 25 feet of the boring and on 5 foot intervals thereafter.

Each geotechnical boring will be logged by an HWA geotechnical engineer or engineering geologist. Any boring conducted through the pavement will be patched with quick drying concrete upon completion of the boring.

- Generate Boring Logs and Assign Laboratory Testing: HWA will prepare summary boring logs and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing would include moisture content, grain-size distribution, and Atterberg Limits.

Geotechnical Design Services:

- Evaluate Field and Laboratory Data: Based on the borings and the laboratory test results of selected samples, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
- Develop Geologic Profiles: HWA will develop geologic profiles along the preferred overcrossing alignment. This profile will be used to complete our analysis and provide a visual representation of the anticipated subsurface soils.
- Generate AASHTO Seismic Design Parameters: Based on the soils encountered along the alignment, HWA will determine the Site Class for seismic design. The design spectral acceleration parameters will then be selected in accordance the General Procedures provided in the AASHTO Specifications for Road and Bridge.
- Foundation Design Analysis: HWA will conduct foundation design analysis for the preferred overcrossing structure. Foundation analysis will consist of bearing capacity analysis if the subsurface soils will support shallow foundations and drilled shaft vertical and lateral capacity analyses if the subsurface soils require deep foundations.
- Retaining Wall Design Recommendations: HWA will develop retaining wall design recommendations for the approaches to the preferred overcrossing structure.
- HWA QA/QC: HWA will have all design calculations and recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- Project Coordination Meetings: HWA will attend up to two (2) project coordination meetings at Otak's Redmond Office. HWA's attendance will be used to convey the geotechnical considerations of the site to the design team.
- Prepare Draft Geotechnical Engineering Report: HWA will prepare a draft geotechnical engineering report for the project. This report will contain the results of the geotechnical engineering investigation, including description of surface and subsurface conditions; a site plan showing exploration locations and other pertinent features; summary coring and boring logs; and laboratory test results. The report will provide geotechnical recommendations for each of the proposed improvements.
- Prepare a Final Geotechnical Engineering Report: HWA will finalize our geotechnical report once we receive review comments from Otak and the City of Bainbridge Island.
- Conduct Plan and Specification Review: HWA will conduct a plan and specification review at the 60 and 90 percent milestones to ensure that the geotechnical aspects of the project have been properly incorporated into the project plans.

ASSUMPTIONS

- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If

contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.

- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- All Field explorations will be conducted between the hours of 8AM to 5PM.
- No Geology and Soil Discipline Report will be required.
- No Phase 1 Environmental Site Assessment report will be required.
- All required rights of entry will be provided by the City and Otak at no cost to HWA.
- All required street use permits will be provided by the City and WSDOT at no cost to HWA.
- All geotechnical borings conducted through the pavement will be patched with quick drying cement. Sawcutting of the pavement or hot mix asphalt patches will not be required.
- The borehole locations will be surveyed by Otak.
- Relatively disturbed subsurface soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet in the upper 25 feet and at intervals of 5 feet below 25 feet (if applicable).

DELIVERABLES

Geotechnical Overcrossing Alternative Memo

Geotechnical Work Plan Memorandum

Draft and Final Geotechnical Engineering Report

7.0 PRELIMINARY DESIGN

7.1 Preliminary Design / Alternatives Analysis

After the data collection is complete and an updated base map is available, OTAK will proceed with the preliminary design, studying alternatives for the crossing. Alternatives will be evaluated for the following items:

- Bridge and Trail alignment
- Connections to the STO Trail and Knechtel Way
- Connections to a future transit stop along SR305
- Impacts to Vineyard Lane
- Bridge Types
- Lighting
- Aesthetics / Art Considerations
- Environmental Impacts
- ROW Impacts
- Cost

Up to 8 alternatives will be developed and evaluated. Input from the first Community Outreach meeting will be incorporated in the alternatives. Preliminary drawings, sketches and renderings will be developed along with an alternatives matrix that identifies attributes including cost. It is assumed that the alternatives and recommendations will be presented to the City during a meeting and subsequent discussion and selection of preferred alternates will be done by the City after the meeting in conjunction with project stakeholders.

Deliverables

Alternatives Analysis Memorandum, Preliminary Drawings and Renderings

7.2 TS&L (Type, Size and Location) Report (30% Design)

After the preferred alternatives are selected, the decisions will be documented and the design advanced to a 30% level. The background documentation including all geotechnical, environmental, ROW, WSDOT Constraints, etc., are all included in the report. 30% plans and a cost estimate are included in this deliverable.

Deliverables

- Draft and Final TS&L Report

8.0 60% DESIGN

8.1 Preparation of 60% Bridge/Structure Design

OTAK will prepare and submit drawings and a cost estimate for the work for each structure at the 60% design level. The drawings will identify all proposed work including superstructure types and layouts, foundation type, dimensions of structural components, and material type of structural components including bridge decking and railings. Retaining wall profiles and sections for all of the retaining walls will be provided indicating the wall type and limits. Conflicts with utilities and other existing or proposed project elements will be identified.

During the 60% design phase, OTAK will perform structural analysis to establish the size and configuration of structure foundation, substructure, and superstructure components. Preliminary seismic design of foundation will be conducted based on site-specific seismic design parameters to ensure the proposed foundation type and size for each structure is suitable. Coordination with the geotechnical engineer will be required. Top of wall conditions will be determined, including railings, copings, trail surfaces, and other items regarding safety.

Drawings will show proposed construction methods for each of the structure and indicate requirements for work access. It is assumed the 60% drawings will be sufficient for use in support of environmental permitting applications.

Deliverables

- 60% Bridge and Structural Plans

8.2 Preparation of 60% Civil/Trail Plans

OTAK will prepare 60% level civil design plans for the proposed trail alignment. Plans will be prepared to current City standards. Plans will include trail sections, horizontal layout, vertical profile, and schematic layout of utility improvements for storm drainage and other utilities to be adjusted. Plans will be prepared at a horizontal scale of 1"=20 feet and a vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity. Cross-sections of the proposed trail alignment will be provided at 25-foot stations for reference/review. The cross-section data will be provided electronically. The 60% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 90% civil plans.

Deliverables

- 60% Civil Design Plans
- Trail Alignment Cross-Sections at 25-foot Stations – Electronic for Reference/Review

8.3 Preparation of 60% Landscape Plans

Otak will prepare 60% level landscape plans for the proposed trail alignment. Plans will be prepared to current City standards. Plans will show the landscape of adjacent frontage areas impacted by construction. Plans will be prepared at a horizontal scale of 1"=20 feet and a vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity. No irrigation plans are assumed necessary for this project.

Deliverables

- 60% Landscape Plans

8.4 Preparation of 60% Summary of Quantities

A Summary of Quantities will be prepared for all the bid quantities anticipated at the 60% level of design. The Summary of Quantities will be prepared in a construction plan format, in accordance with the City standards and requirements. The Summary of Quantities will be used as the basis for the Engineer's Estimate developed as part of Task 12.1.

Deliverables

- 60% Summary of Quantities Plan(s)

8.5 Preparation of 60% Drainage Report

Drainage analysis will be conducted utilizing the current COBI Drainage Manual, equivalent to the 2012 Washington State Department of Ecology Stormwater Management Manual for Western Washington (Ecology 2012),

Specific activities include the following:

- review of existing drainage features and drainage patterns of the existing trail corridor and adjacent properties;

- conduct a field reconnaissance of project area and vicinity including downstream analysis of natural drainage features;
- define hydrologic characteristics of the site conditions for the project subbasins such as basin boundaries, area, land cover, soil types, flow paths and times of concentration;
- Define hydrologic characteristics and complete preliminary hydrologic modeling of historic and developed conditions.
- Complete a preliminary hydraulic analysis for the trail project to estimate the requirements for flow control, water quality treatment, and conveyance.
- Review infiltration and dispersion alternatives where direct discharge is not feasible

Drainage Design – OTAK will evaluate the potential incorporation of low impact development (LID) techniques, per the City's municipal NPDES permit, to address flow control and water quality treatment requirements within the proposed project limits. OTAK will complete a preliminary design of the drainage features including locations and sizes of storm drain pipes, infiltration facilities, dispersion systems, and water quality facilities. Drainage calculations will also be prepared for existing and proposed conveyance. The drainage analysis and calculations will be summarized in a Preliminary 60% Drainage Report that will be the basis of design.

Deliverables

- Preliminary 60% Drainage Report

9.0 90% DESIGN

9.1 Preparation of 90% Bridge/Structure Design

After City review of the 60% submittal, OTAK will prepare and submit drawings, specifications and a cost estimate for the work for each structure at the 90% design level. Drawings will include details for all portions of the proposed work for each structure such as connection details, reinforcing bar layouts, and blockouts and accommodation of utilities, lighting, and other portions of work. Structural calculations will be performed to the 90% level for all structure components including foundations, substructure, and superstructure.

Structural calculations will involve final seismic and wind analysis and design and final bridge scour design including countermeasures, if necessary. Performance levels for seismic design will be discussed with the City and coordinated with geotechnical engineer. Site specific soil conditions may dictate the seismic performance. Dynamic performance of each of the elevated boardwalk and bridge structures as they related to vibrations from foot traffic will be analyzed. The analysis will be in accordance with the criteria listed in the AASHTO Guide Specification for Pedestrian Bridges.

Deliverables

- 90% Bridge and Structural Plans

9.2 Preparation of 90% Civil Plans

OTAK will prepare 90% level civil design plans for the proposed trail alignment. Plans will be prepared to current City standards. Plans will be prepared at a horizontal scale of 1"=20 feet and a

vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity. Cross-sections of the proposed trail alignment will be provided at 25-foot stations for reference/review. The cross-section data will be provided electronically. The 90% civil design plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 100% civil plans.

Deliverables

- 90% Civil Design Plans
- Trail Alignment Cross-Sections at 25-foot Stations – Electronic for Reference/Review

9.3 Preparation of 90% Landscape Plans

Otak will prepare 90% level landscape plans for the proposed trail alignment. Plans will be prepared to current City standards. Plans will show the landscape of adjacent frontage areas affected by construction. Plans will be prepared at a horizontal scale of 1"=20 feet and a vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity.

Deliverables

- 90% Landscape Plans

9.4 Preparation of 90% Summary of Quantities

A Summary of Quantities will be prepared for all the bid quantities anticipated at the 90% level of design. The Summary of Quantities will be prepared in a construction plan format, in accordance with City standards and requirements. The Summary of Quantities will be used as the basis for the Engineer's Estimate developed as part of Task 12.1.

Deliverables

- 90% Summary of Quantities Plan(s)

9.5 Preparation of Pre-Final Drainage Report

Finalize Hydrologic and Hydraulic Analysis – OTAK will complete a design level hydrologic and hydraulic analysis for each of the stormwater flow control and treatment facilities and each conveyance system within the project.

Drainage Design – OTAK will complete a Pre-Final design of the drainage facilities addressing review comments from the 60% Drainage Report. Drainage calculations will also be prepared for existing and proposed conveyance. The drainage analysis and calculations will be summarized in a Pre-Final Drainage Report.

Deliverables

- Pre-Final Drainage Report

10.0 100% DESIGN

10.1 Preparation of 100% Bridge/Structure Design

After City review of the 90% submittal, OTAK will prepare and submit drawings, specifications and a cost estimate for the work for each structure at the 100% design level. Drawings, specifications, and cost estimates will include all necessary information and details for construction. Structural calculations will be finalized and submitted.

Included in this task is the internal OTAK QA/QC review for final design, which includes the completion of review checklists for all of the structural elements, both in the drawings and in the calculations. These will be used for the final reviews and documented in the project QA/QC files. Independent calculations will be performed on the critical elements of the bridge structures. This task also includes including and incorporating review comments from the City.

Structural plans, calculations, and Special Provisions will be signed/stamped by a Structural Engineer registered in the State of Washington.

Deliverables

- 100% Bridge and Structural Plans and Calculations

10.2 Preparation of 100% Civil Plans

OTAK will prepare 100% level civil design plans for the proposed trail alignment. Plans will be prepared to current City standards. Plans will be prepared at a horizontal scale of 1"=20 feet and a vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity.

Deliverables

- 100% Civil Design Plans

10.3 Preparation of 100% Landscape Plans

OTAK will prepare 100% level landscape plans for the proposed trail alignment. Plans will show the landscape of adjacent frontage areas impacted by construction. Plans will be prepared at a horizontal scale of 1"=20 feet and a vertical scale of 1"=5 feet. Details will be prepared at an appropriate scale to illustrate the level of detail needed for clarity.

Deliverables

- 100% Landscape Plans

10.4 Preparation of Final Summary of Quantities

A Final Summary of Quantities will be prepared for all the bid quantities anticipated at the 100% level of design. The Summary of Quantities will be prepared in a construction plan format, in accordance with City standards and requirements. The Summary of Quantities will be used as the basis for the Engineer's Estimate developed as part of Task 12.1.

Deliverables

- Final Summary of Quantities Plan(s)

10.5 Preparation of Final Drainage Report

The Final Drainage Report will be finalized using the design criteria from Task 8.5 and final review comments from the City regarding the Pre-Final Drainage Report.

Deliverables

- Final Drainage Report

11.0 Specifications

11.1 Preparation of Technical Specifications (Special Provisions – 60%, 90%, Final)

Specifications will be based on the 2016 (or current) edition of the WSDOT Standard Specifications with the APWA supplement, current amendments, and City requirements. Special Provisions will address technical work, as well as issues such as inconvenience to the neighborhood and traveling public, allowable work hours, construction phasing, utility coordination and other items specific to the needs of the City. It is assumed that the City will provide us with a current “front-end” boilerplate that includes general conditions, the bid proposal, and the contract documents. The specifications will be prepared to adhere to State and Federal funding requirements. The 60% level specifications will include outline specifications.

Deliverables

- Outline Specifications (Special Provisions) – 60%
- Special Provisions – 90%
- Final Specifications – 100%

12.0 Engineer’s Estimate

12.1 Preparation of Engineer’s Estimate (60%, 90%, Final)

Engineering estimates of anticipated construction costs will be prepared at the 60%, 90% and 100% levels. Estimates will be prepared using historical unit prices from similar projects, other current cost data, and recent related projects. The Engineer’s Estimate will be based on the Summary of Quantities.

Deliverables

- Engineer’s Estimate – 60%, 90%, and Final - based on unit price bid items

13.0 COMMUNITY AND STAKEHOLDER ENGAGEMENT

For this task Otak will lead the community and stakeholder engagement program for the project, which will start with development of a specific plan for engagement and outreach prepared in collaboration with City staff.

13.1 Stakeholder and Community Engagement Plan

Otak will prepare a draft and final stakeholder and community engagement plan that will identify the stakeholder and community entities to be involved and informed, the methods and activities for engagement and outreach, and a timeline and responsibilities for implementing the engagement plan.

13.2 Project Information Sheet/Webpage Content

Otak will prepare an illustrative project information sheet as a tool to inform key stakeholders and the community. The project information sheet will be 2 to 4 pages (double sided 8-1/2" x 11" or 11" x 17" folded) and developed in color. The following editions are envisioned:

- a. 1st – Original: Project purpose, scope summary, schedule, point of contact and website information; solicit early input into the process; who to contact for more information; and
- b. 2nd and 3rd – Two Updates: Report on design progress and schedule for construction.

Content developed for the project information sheets also will be used for project website updates and other informational purposes.

13.3 Stakeholder and Community Meetings and Presentations

In this task Otak will coordinate and facilitate the following community and stakeholder meetings during the course of the project. Otak will prepare presentation materials and support presentation of the project to the entities listed below.

- a. Community and stakeholder workshops are envisioned at three times during the design process:
 - i. Near the start of the process to gather input on initial design ideas, materials, envisioning gateway options, and other initial design input.
 - ii. After alternative options have been developed to present and gather additional input on these.
 - iii. With refinement of a preferred design – to present for final input prior to finalizing construction documents; also will be an opportunity to inform about the proposed construction process and timeline

For each community/stakeholder workshop session, we assume a day and evening period of time on the island, which will include a mix of stakeholder group meetings and an evening community meeting (open to the public).

- b. Presentations/briefings to City Council (2)

Otak's public and stakeholder involvement lead will coordinate with the project technical team to develop presentation materials, display boards, and hand-outs for the meetings.

Otak's public and stakeholder involvement lead will document comments and input received at all community and stakeholder meetings and city council presentations and communicate the input to the design/technical team on an ongoing basis. This documentation will be prepared in a matrix format.

13.4 Provide Support Materials/Graphics for Community Involvement (Allowance)

Otak will provide graphics and materials for various purposes during the project, including news articles/newsletters, displays for events/festivals, presentations by staff, and other purposes. An allowance has been established for this Task.

13.5 Community and Stakeholder Engagement Report

Otak will prepare a public and stakeholder engagement report at the end of the project that documents all outreach and involvement efforts and reports on the results, input received, and how this input was addressed by the project. A draft and final report will be prepared.

Deliverables:

- Community and Stakeholder Engagement Plan (Draft and Final)
- Project Information Sheet and Website Content (Draft and Final x 3 Editions)
- Meeting and Presentation Materials (Digital Media Presentation and Up to Five Display Boards for Each Workshop Series); Digital Media Presentations for Two City Council Meetings
- Support Materials and Graphics (Allowance)
- Community and Stakeholder Engagement Report (Draft and Final)

14.0 ELECTRICAL ENGINEERING – BRIDGE LIGHTING (Allowance)

14.1 Bridge Lighting

This task includes effort for lighting design in the 60%, 90%, 100% and in the Construction Assistance phase. The bridge lighting design includes connection to a power source, distribution and metering. Documents will include placement of poles/fixtures, conduit, junction boxes, general wiring, and other associated elements.

Deliverables:

- Preparation of Illumination Design/Plans.
- Illumination Light Level/Uniformity Calculations.
- Construction Cost Estimates.
- Specifications – Special Provisions for lighting.

15.0 BIDDING AND ASSISTANCE DURING CONSTRUCTION

15.1 Assistance During Bidding

OTAK will assist the City in providing clarifications to the contract documents during bidding, and

will prepare addenda to the bid documents as necessary (one addendum assumed)

15.2 Meetings, Site Visits and Inspections

The following meetings/site visits are assumed:

Preconstruction meeting
Attendance at 5 construction meetings
4 site visits by Bridge Engineer
2 site visits by Geotechnical Engineer
Final Inspection

The time allotted for the site visits will be to and from Bainbridge Island from the Otak office in Redmond, WA.

15.3 Review of Submittals and Shop Drawings

This task includes the review of all submittals and shop drawings required for the project.

15.4 Answering Field Questions, Responses to RFI's, Modifications

This task includes time for answering field questions, providing responses to RFI's and providing design for minor field design changes.

SUBCONSULTANTS

- HWA – geotechnical engineering and environmental support
- Cultural Resource Consultants – Culture Resources
- Transportation Engineers NW – bridge lighting

EXPENSES

- Reimbursable for Reproduction of Plans, Specifications, Reports, Etc.
- Mileage/Travel
- Printing of Review Sets
- Utility Locate Service – APS
- Other Misc. Expenses

DESIGN STANDARDS

- COBI Engineering Design and Development Standards
- CADD Standards
- Electronic Deliverable Requirements
- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO LRFD Bridge Design Specifications
- AASHTO LRFD Guide Specifications for Seismic Bridge Design
- AASHTO Guide Specifications for Pedestrian Bridges
- WSDOT Design Manual
- WSDOT Standard Specifications for Road, Bridge and Municipal Construction

- WSDOT Bridge Design Manual
- WSDOT Geotechnical Design Manual
- WSDOT Roadside Restoration Manual
- MUTCD

ASSUMPTIONS

- Design work will begin in April 2017 and be completed by June 2018 (or approximately 14 months from the actual start date). The target date for Bid Advertisement is 2018.
- The City will be responsible for all hazardous materials and special permits.
- The City will pay for all required permit fees.
- Right-of-way acquisition will be provided by the City, except as noted.
- Work will be performed in accordance with WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, 2016 edition, and will be updated to the 2018 edition if it is published prior to the bid date.
- Pedestrian bridge will be designed to meet an AASHTO Standard H10 Loading.
- All of the structures are within the public right-of-way and will not require building permits.
- The structures will be designed to meeting AASHTO and WSDOT requirements, but not the IBC (International Building Code) requirements.
- Electronic drawing files will include digital stamps and digital signatures, if feasible, and if City system for digital stamps and signatures has been established prior to completion of the design phase.

ATTACHMENT B

INSURANCE REQUIREMENTS

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

ATTACHMENT C
BUDGET

Task	Description	Total Budget by Task
1.0	Project Management and Coordination	
1.1	Coordination with COBI	\$9,515
1.2	Coordination of Sub consultants	\$6,225
1.3	Preparation of Project Work Plan	\$2,293
1.4	Project Kickoff Meeting	\$4,115
1.5	Coordination Meetings (Assume 12 Meetings)	\$25,527
1.6	Stakeholder/Agency Meetings (Assume 10 Meetings)	\$17,870
1.7	Project Monitoring and Reporting	\$6,268
2.0	Data Collection and Review	
2.1	Data Collection and Review of Existing Field Conditions	\$2,067
2.2	Review of Existing Design Documentation	\$2,142
3.0	Data Collection and Topographic Surveying/Mapping	
3.1	Topographic Surveying and Mapping - Update Existing Mapping	\$13,026
3.2	Right-of-Way / Property Determination Survey	\$9,531
3.3	Supplemental Topographic Surveying and Mapping	\$5,454
4.0	Franchise Utility Coordination	
4.1	Coordination/Meetings with Franchise Utilities	\$1,917
4.2	Coordination/Review and Utility Conflict Resolution	\$2,186
5.0	Environmental/Permitting	
5.1	General Coordination with Permitting Agencies/COBI	\$2,254
5.2	Environmental Background Review	\$6,940
5.3	Preparation of CE Document and SEPA Checklist	\$9,249
5.4	Prepare ESA Compliance Documentation	\$5,461
5.5	Perform Cultural Resource Assessment (by Consultant)	
5.6	Preparation of Stormwater Pollution Prevention Plan (SWPPP)	\$683
5.7	WSDOT General Permit	\$13,426
6.0	Geotechnical Engineering (by Consultant)	
7.0	Preliminary Design	
7.1	Preliminary Design / Alternatives Analysis	\$31,298
7.2	TS&L Report (30% Design)	\$39,793
8.0	60% Design	

8.1	Preparation of 60% Bridge/Structure Design	\$45,488
8.2	Preparation of 60% Civil Plans	\$8,337
8.3	Preparation of 60% Landscape Plans	\$12,083
8.4	Preparation of 60% Summary of Quantities	\$2,872
8.5	Preparation of 60% Drainage Report	\$8,576
9.0	90% Design	
9.1	Preparation of 90% Bridge/Structure Design	\$27,266
9.2	Preparation of 90% Civil Plans	\$9,355

<i>Task</i>	<i>Description</i>	<i>Total Budget by Task</i>
9.3	Preparation of 90% Landscape Plans	\$6,135
9.4	Preparation of 90% Summary of Quantities	\$2,180
9.5	Preparation of Pre-Final Drainage Report	\$4,617
10.0	100% Design	
10.1	Preparation of 100% Bridge/Structure Design	\$14,524
10.2	Preparation of 100% Civil Plans	\$6,344
10.3	Preparation of 100% Landscape Plans	\$3,891
10.4	Preparation of Final Summary of Quantities	\$1,726
10.5	Preparation of Final Drainage Report	\$2,135
11.0	Preparation of Technical Specifications (Special Provisions - 60%, 90%, Final)	\$9,793
12.0	Preparation of Engineer's Estimate (60%, 90%, Final)	\$7,939
13.0	Community and Stakeholder Engagement	
13.1	Stakeholder and Community Engagement Plan	\$1,994
13.2	Project Information Sheet / Webpage Content	\$9,089
13.3	Meetings and Presentations	\$23,495
13.4	Support Materials / Graphics (Allowance)	\$37,258
13.5	Community and Stakeholder Engagement Report	\$5,346
14.0	Bridge Lighting (Allowance)	\$ -
15.0	Bidding and Assistance During Construction	
15.1	Assistance During Bidding	\$2,371
15.2	Meetings, Site Visits and Inspections	\$21,376
15.3	Review of Submittals and Shop Drawings	\$15,806
15.4	Answering Field Questions, RFI's	\$12,063
	<i>Total Hours</i>	

	<i>Billing Rate</i>	
	<i>Total Labor Cost</i>	<i>\$519,300</i>
	<i>General Expenses - Reproduction, Mileage, Misc.</i>	<i>\$7,500</i>
	<i>Utility Locate Service - Mt View Locating LLC</i>	<i>\$1,200</i>
	<i>sub consultant - HWA - Geotechnical Engineering</i>	<i>\$40,659</i>
	<i>sub consultant - CRC - Cultural Resources</i>	<i>\$3,500</i>
	<i>sub consultant - TENW - Bridge Lighting</i>	<i>\$30,410</i>
	<i>Management Reserve</i>	<i>\$25,000</i>
	<i>Project Total</i>	<i>\$627,569</i>



CITY OF BAINBRIDGE ISLAND

REQUEST FOR QUALIFICATIONS (RFQ)

Sound to Olympics Trail Bridge Project (Phase 3)

I. Project Description

The City of Bainbridge Island (COBI) is soliciting proposals from qualified firms, or partnership of firms, with municipal public works bridge, roadway, non-motorized facility, stormwater, and retaining structure experience to provide planning, permitting, design, and bidding support services for the Sound to Olympics Trail, Phase 3 Project.

II. Background

The Sound to Olympics Trail (STO) is a regional trail system and the COBI segment of the STO trail is included in the Non-Motorized Element of the City's Comprehensive Plan. COBI is concurrently undertaking a project to provide non-motorized improvements on SR305/ Olympic Drive (from Harbor Drive to Winslow Way), which is the Phase 1 of the STO trail. Phase 2 (and 4) of the STO Trail is a separated shared-use path along the east side of the SR305 right-of-way between Winslow Way and High School Road, scheduled for construction in 2017.

This Phase 3 Bridge Project envisions a pedestrian and bicycle grade-separated crossing over SR305 in the vicinity of John Nelson Lane (also known as Vineyard Lane). The proposed bridge and facility will connect the STO trail to Knechtel Way, allowing safe and unimpeded non-motorized access between the neighborhoods east of the highway and the downtown core.

The project will be administered in accordance with the WSDOT Local Agency Guidelines (LAG) and federal law. Contract Plans, Specifications, and Estimates (PS&E) shall be prepared in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction, amendments thereto, and adopted design standards. The proposed bridge and approaches will be designed in accordance with the WSDOT Design Manual.

III. Preliminary Scope of Work

This project is envisioned to locate a bridge near the intersection of SR305 and Vineyard Lane Road for the purpose of selecting an alignment and approaches for a grade-separated pathway over the highway. The selected team will produce concepts for the bridge and connections to the STO trail and city streets. After determining a preferred alternative, the selected team will produce PS&E documents for the bridge and approaches, assist with preparing applications and obtaining permits, and provide bidding and construction support services.

The following Scope of Work indicates the broad areas of consideration:

Preliminary Engineering Phase/Public Outreach – The consultant team will collect existing data and acquire needed survey information in order to prepare base maps. The consultant will assist the City with preparing physical and aesthetic studies, and develop conceptual designs for the approaches to and crossing over the SR305 corridor. The consultant will develop design alternatives, including preliminary cost estimates for each alternative, and involve the public to build consensus for a preferred alignment for the separated grade crossing and approaches to the bridge. Community outreach and engagement is a significant component in determining a preferred alternative for the bridge and facility.

Design Phase – The consultant team will prepare base maps, and develop plans, specifications, and estimates for the selected alternative. The consultant team will assist the City with identifying and obtaining required permits and approvals. A plan for approval will be needed to obtain a development permit from the WSDOT Olympic Region. Permitting includes NEPA and SEPA documentation. Biological and cultural/ historical consulting may be needed to support permitting. The consultant team will assist the City with providing exhibits for obtaining right of access and/or temporary construction easements as needed. The consultant team will provide Amendments and Special Provisions for Division 2 and higher specification sections. COBI will develop general contract requirements (Division 1 and Contract Forms) and assemble the contract documents.

Bid Phase – The consultant team will provide bidding support services, including preparation of a bid item list with cost estimates, responding to bidder requests for information/clarification, and preparing addenda as necessary.

Construction Phase – The City intends to provide for construction administration and inspection. The consultant team will serve in an advisory role for construction administration and provide support services, including attending a pre-construction meeting, attending meetings on site as needed, field observation, sub-contracting materials testing and special inspection services, submittal review, requests for information, and other work.

A more detailed final scope of work, project timeline, and budget will be developed with the selected consultant firm. All phases will include project management and project coordination tasks.

The City of Bainbridge Island reserves the right to retain the services of the successful firm(s) for any subsequent phases (i.e., right-of-way, construction administration) associated with this project.

IV. Submittal Content

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, double-sided sheets, 12-point font minimum. All pages count towards the page total *except* the covers, introductory letter (two-page maximum), and organizational chart (if included). The proposal shall be organized per the headings as outlined below.

1. **Description of Firm(s)** – Briefly describe the firm’s areas of expertise and other information that helps to characterize the firm(s). Provide the name, title, address, and telephone number of the primary contact for the lead firm.

2. **Project Manager's Experience** – Identify the project manager who will be responsible for this project. List the project manager's relevant experience and similar work, with emphasis on experience with developing projects in accordance with the Local Agency Guidelines (LAG) as published by the Washington State Department of Transportation. Include references.
3. **Personnel** – Describe the project team including name and office location of key personnel, including subs. Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience, with emphasis on experience with developing projects in accordance with the LAG.

A successful team will consist of at least the following professionals with related experience: Licensed Structural Engineer, Licensed Civil Engineer, Licensed Surveyor, Licensed Geotechnical Engineer, Licensed Landscape Architect, and professional expertise in NEPA development through approval as defined by the LAG.

4. **Project Understanding/Approach** – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe resources the firm could provide to enable collection or verification of data in a timely fashion. Describe how the firm will engage the community, and provide examples of graphic products the team could produce. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges.

V. Evaluation Criteria

Proposals will be ranked on qualifications and the City of Bainbridge Island may choose to interview the top ranked firms. However, at its discretion, the City of Bainbridge Island may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format and organization (5%)
2. Lead consultant firm experience (10%)
3. Project manager experience and qualifications (15%)
4. Technical team experience and qualifications (15%)
5. Project manager and team experience with federal funded projects, knowledge of WSDOT LAG Manual and other regulatory requirements (30%)
6. Project understanding and approach (20%)
7. Past Performance/References (5%)

A selection committee appointed by the City of Bainbridge Island will assist with firm evaluations. The City of Bainbridge Island will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach an agreement, the City of Bainbridge Island will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. The City of Bainbridge Island reserves the right to reject all submittals and not award a contract as a result of this request.

VI. Submittal Deadline

Five (5) copies of the proposal must be received no later than 3:30 p.m. local time, on February 17, 2017 to the following address:

City of Bainbridge Island
Public Works Department
Attn: Mark Epstein – Engineering Project Manager
280 Madison Avenue North
Bainbridge Island, WA 98110

Submittals received after the deadline will not be accepted.

Provide also a PDF digital copy of the submittal to mepstein@bainbridgewa.gov by the deadline.

Questions regarding the project may be directed to Mark Epstein - Engineering Project Manager, City of Bainbridge Island, (206) 780-3721, mepstein@bainbridgewa.gov.

VII. Additional Information

In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws, regulations, and procedures in the conduct of the work specified herein. The consultant selected will be required to meet City and State Professional Service Agreement and insurance requirements. Please refer to the LAG Manual for the Local Agency Standard Consultant Agreement. This includes furnishing audited personnel and overhead rates and obtaining WSDOT verification and approval in accordance with the LAG Manual. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Mark Epstein at mepstein@bainbridgewa.gov or by calling collect (206) 842-2016.

Title VI Statement

The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

Dates of publication in The Bainbridge Review: January 27, 2017 and February 3, 2017

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:45 PM City Tree Trimming Practices, AB 17- 074 - Public Works (Pg. 151)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-074
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Public Works staff will provide a brief update on the City's maintenance practices regarding tree and vegetation trimming along roadsides and other City properties.

RECOMMENDED ACTION/MOTION

Provided for information only.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:55 PM Consider Creation of Affordable Housing Task Force, AB 17-087 - Mayor Tollefson (Pg. 152)	Date: 5/2/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-087
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

Among the high priority implementing actions of the Comprehensive Plan is the establishment of an Affordable Housing Task Force to consider the revised Housing Element and make specific recommendations to the Council for near-term action. The Council and staff have committed to establishing this Task Force in Q3 of this year.

Given the workload the Council has created for itself and staff, and given the impact of the summer months on the availability of potential participants, the Council should consider convening this Task Force as soon as possible, with an organizational meeting in June, but with the bulk of the work of the Task Force deferred to begin in September.

A work plan for the Task Force should include review of affordable housing-related materials that have been generated by or for the City in recent years, review of relevant resource material, and review of the goals and policies of our current Comprehensive Plan. The Task Force could then decide on detailed work necessary to deliver to the Council specific recommendations, including but not limited to recommended changes to City zoning codes and regulations, which would most effectively advance the stated goals of the Plan. The Task Force should be asked to deliver its report to the Council in Q2, 2018. The Task Force will be dissolved upon acceptance of its report by the Council.

It is recommended that the Council decide on the size and composition of an Affordable Housing Task Force. The Council might consider a group of 15-20 members, including possible representation from:

- Housing Resources Bainbridge
- Social services organizations, such as Helpline

- Service clubs, such as Rotary or Lions
- The Bainbridge Island School District or the Schools Foundation
- The Bainbridge Community Foundation
- Religious organizations, such as the Interfaith Council or interested representatives of particular faith-based organizations.
- The business community
- Real estate interests, including developers
- Design professionals
- The Planning Commission
- The Bainbridge Island Land Trust
- Other?

In addition, it is recommended that the Task Force have assigned staff support, and at least one Council liaison.

RECOMMENDED ACTION/MOTION

I move the City Council consider approving the mission and composition of an Affordable Housing Task Force and forward this item to the May 9 agenda for possible adoption.