



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 01, 2019**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 45 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:50 PM**
4. **MAYOR'S REPORT - 6:55 PM**
5. **UNFINISHED BUSINESS**
 - 5.A **(7:00 PM) Consideration of Options Related to Shade Covenant on the Crawford Property - Executive, 30 Minutes**
Staff Memo - Options Regarding Shade Covenant
 - 5.B **(7:30 PM) Next Steps for Suzuki Property Affordable Housing Project - Executive, 60 Minutes**
Memo on Suzuki Next Steps - CC 01 Oct 2019.pdf
Procedure for the Surplus and Transfer of the City's Suzuki Property.pdf
 - 5.C **(8:30 PM) Bond Delegation Ordinance No. 2019-22 Relating to the Sale of \$8.0 Million in 2019 Limited Tax General Obligation Bonds and \$3.0 Million in Refunding 2007 and 2008 Limited Tax General Obligation Bonds - Finance, 5 Minutes**
Bond Ordinance No. 2019-22 City of Bainbridge Island LTGO 2019 LTGO Ref 2019
6. **NEW BUSINESS**

- 6.A (8:35 PM) Proposal from Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) for Management of City Dock and Small Boat Concession - Executive, 10 Minutes**
BIMPRD Proposal - Waterfront Park Dock
Concession Agreement with Exotic Aquatics (Executed on 4-27-18)
Notice of Extension of Concession Agreement (Executed 3-21-19)
- 6.B (8:45 PM) 2020 Capital Improvements Plan (CIP) Update Presentation - Public Works, 15 Minutes**
Revised 2020 CIP.pdf
100119 CIP Presentation
- 6.C (9:00 PM) 2020 Budget Modifications Presentation - Finance, 15 Minutes**
2020 Budget Modification Staff Memo - 100119
2020 Budget Modifications for CC 100119.pptx
- 6.D (9:15 PM) Review Q4 2019 Workplan Priorities - Executive, 20 Minutes**
Q4-2019 Workplan Focus.pdf
2019 MidYear Workplan Rpt - By Goal.pdf
2019 MidYear Workplan Rpt - By Dept.pdf

7. FUTURE COUNCIL AGENDAS

- 7.A (9:35 PM) Future Council Agendas, 10 Minutes**
City Council Regular Business Meeting October 8, 2019
City Council Study Session October 15, 2019
City Council Regular Business Meeting October 22, 2019
City Council Study Session November 5, 2019

8. FOR THE GOOD OF THE ORDER - 9:45 PM

9. ADJOURNMENT - 9:55 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Hold Executive Session.

SUMMARY:

Hold Executive Session

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:00 PM) Consideration of Options Related to Shade Covenant on the Crawford Property - Executive,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion.

SUMMARY:

The City of Bainbridge Island owns three parcels to which a shade covenant applies. Today's discussion focuses on an immediate decision point for one of the parcels, the Crawford Property.

- The Shade Covenant requires that the City prevent any tree located within 100 feet of the northern boundary line of the City's Crawford Property ("Buffer Area") from growing taller than 30 feet.
- In early 2018, the Bentryns contacted the City to request that the City comply with the Shade Covenant and remove and/or prune certain trees on the Crawford Property.

* On July 16, 2019, staff and Council discussed options for complying with the Shade Covenant.

* Staff is providing cost estimates for three options identified in July.

Staff requests Council guidance on how to respond to the request for compliance with the Shade Covenant on the Crawford Property.

In addition, staff seeks guidance related to potential future application of the Shade Covenant to the City's M&E properties and the eastern portions of the Bentryns' property, all of which contain a number of large trees.

FISCAL IMPACT:

Amount:	Estimated at \$65,000 to \$288,000 depending on the option
Ongoing Cost:	varies with option chosen, unknown at this time
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: Additional information is provided in the attached memo.

ATTACHMENTS:

[Staff Memo - Options Regarding Shade Covenant](#)

FISCAL DETAILS:

The 2019-2020 Adopted Budget includes \$51,000 for costs related to complying with the shade covenant. Depending on the option that the City chooses to pursue, the one-time and ongoing costs will vary.

Fund Name(s): General Fund

Coding:



Executive Department Memorandum

Date: October 1, 2019

To: City Council
Morgan Smith, City Manager
Joe Levan, City Attorney

From: Ellen Schroer, Deputy City Manager
Robbie Sepler, Deputy City Attorney

Subject: Bentryn Shade Covenant

I. Introduction

There is a legal agreement, a shade covenant, which limits the height of trees and vegetation to 30 feet in the northernmost 100 feet of a City-owned parcel called the Crawford property. The neighboring property owner to the north has requested that the City comply with this agreement by removing or topping the trees that are taller than the height limit of 30 feet. After working with a professional arborist, staff identified several options for Council to consider, which were presented at the Study Session on July 16, 2019. At that time, Council requested additional information about the cost and permitting path of the options presented.

Direction is sought from Council regarding which of the following options to pursue.

II. Options

Option No. 1: Remove all 93 trees over 30 feet tall from the Buffer Area.

- Estimated cost: \$80,000 - \$96,000 (one-time); ongoing costs will vary with level of maintenance. Other trees will need to be removed in future years at additional expense.
- Includes \$15,000 for consulting and permitting.

Option No. 2: Top all 93 trees over 30 feet tall located in the Buffer Area.

- Estimated cost: \$65,000 – \$78,000 (one-time); ongoing costs will vary with level of maintenance. These and other trees will need to be topped in future years.
- Includes \$10,000 for consulting and permitting.

Option No. 3: Remove all trees on the Crawford Property and remove stumps.

- Estimated cost: \$240,000 - \$288,000 (one-time); ongoing costs will vary with level of maintenance. Other trees will need to be removed in future years at additional expense.
- Includes \$40,000 for consulting and permitting.
- Requires soils analysis to determine if entire property can be cleared under current code.

City could proceed with Option 1 or Option 2 and be in compliance with the terms of the shade covenant. In addition to the felling or topping of trees over 30 feet tall, it would also be possible to do additional work, such as removing stumps, planting new ground cover, or cutting additional shorter trees. Any additional work would be added to the estimates listed above.

Notes on options:

- Costs were developed based on estimates, with a 20% contingency added due to the fact that the City has not received bids specific to this project.
- Under Options 1 and 3 it is possible that the City could sell the timber from the trees felled on the property. No revenue estimate is currently available, and the amount of revenue will be determined by the type and quality of timber.
- In earlier conversations, the property owners and current farmer indicated that they might be willing to accept an alternative to preserve some trees within the Buffer Area. This option may still exist but is contingent upon clearing the entire property and removing stumps. It is not clear at this time if it is permissible to clear all trees on the property; a soils analysis to determine stormwater infiltration will be required to know if this is an option. This would require additional time and would also require a significant investment from the City in choosing to go beyond the strict terms of the Shade Covenant.

III. Background

The City-owned Crawford Property is a heavily wooded parcel located near the City's other farm properties off Day Road. Gerard and Josephine Bentryn ("Bentryns") own the parcel to the north of the Crawford Property. In 2004, the City and the Bentryns executed a reciprocal shade covenant ("Shade Covenant"). In early 2018, the Bentryns contacted the City to request that the City comply with the Shade Covenant and remove and/or prune certain trees on the Crawford Property. Below are key facts related to Council's consideration of the City's options for this property:

- The Shade Covenant requires that the City prevent any tree located within 100 feet of the northern boundary line of the City's Crawford Property ("Buffer Area") from growing taller than 30 feet. The Shade Covenant applies the same requirement to the City's M&E Properties. It appears that neither party attempted to enforce the Shade Covenant between 2004 and 2017.
- The Crawford Property is a total of 2.3 acres, which is 100,188 square feet. The property line shared with the Bentryns is roughly 320 feet long. The Buffer Area covers approximately 32% of the Crawford Property.
- Strict compliance with the Shade Covenant would require topping or removing every tree taller than 30 feet within the Buffer Area.
- The Crawford Property is included in the master lease with the Friends of the Farm ("FOF")
- FOF believes that the Buffer Area alone, if cleared, would not be suitable for agriculture. In contrast, FOF believes that the entire Crawford Property, if cleared for agricultural use, would be suitable for agriculture. However, additional information is necessary to determine if the entire property could be cleared under the current land use code.
- As shown in Figure 1 below, the Shade Covenant applies to both the City's Crawford and M&E properties. Staff recommends working with the Bentryns now to resolve any potential future

disputes related to the application of the Shade Covenant to the City's M&E properties, which contain a number of large trees.

IV. Current Site Conditions

To prepare to respond to the request from the Bentryns, the City hired a professional arborist to assess the trees located within the Buffer Area on the Crawford Property. That assessment identified 93 trees taller than 30 feet within the Buffer Area as of December 2018. The arborist developed a recommendation for selective pruning and removal which does not comply with the Shade Covenant so is not included as an option at this time.

The following table summarizes the species, size, and legal status of the 93 trees taller than 30 feet located in the Buffer Area.

TREE SIZE AND SPECIES SUMMARY						
DIAMETER (INCHES)	Big Leaf Maple	Red Alder	Western Red Cedar	Douglas Fir	Other	Key
0 to 9.9	14	2	4	2	4	Non-Significant Trees
10 to 11.9	3	4	2	1	0	Significant Trees
12 to 23.9	11	12	4	0	1	
24 to 29.9	0	1	5	6	0	
30 to 35.9	0	0	8	1	0	
36 +	0	0	7	1	0	
TOTAL	28	19	30	11	5	= 93 trees taller than 30 feet

V. Potential Options – Additional Detail and Permit Path

A. Option No. 1: Remove all 93 trees over 30 feet tall from the Buffer Area.

- Summary: The arborist hired by the City identified 93 trees taller than 30 feet located within the Buffer Area. Under this option, the City would remove all 93 trees. The City would incur additional expense in maintaining the Buffer Area. The City could immediately pursue this option to comply with the requirements of the Shade Covenant.
- Estimated Cost: \$80,000- \$96,000
 - Estimate assumptions:
 - Removal of debris by chipping onsite and timber removed from the site through Bentryn/Suyematsu property to Day Road.
 - Timber sale profits are not included in estimate. An appraisal should be done to determine the value of the timber. Revenue from timber sale could help offset the cost.
 - Consulting and permitting is included at \$15,000.

- Permitting Path:
 - o Site Assessment Review (Chapter 15.19 BIMC).
 - o Designation of an ARPA (Chapter 16.20 BIMC).
 - o Critical Areas Permit (Chapter 16.20 BIMC) and/or Tree Removal/Vegetation Maintenance Permit (Chapter 16.18 BIMC), depending on presence of critical areas in the Buffer Area.
 - o Forest Practices Permit from DNR (Chapter 76.09 RCW), depending on board feet of timber removed.

- B. Option No. 2: Top all 93 trees over 30 feet tall located in the Buffer Area.
 - Summary: The Shade Covenant states that the City cannot let vegetation in the Buffer Area grow higher than 30 feet. Under this option, the 93 trees over 30 feet tall located in the Buffer Area would be topped at or around 30 feet. The City would incur ongoing maintenance costs to prevent regrowth of the trees in the Buffer Area. The City could immediately pursue this option to comply with the requirements of the Shade Covenant.

 - Estimated Cost: \$65,000-\$78,000
 - o Estimate Assumptions:
 - Consulting and permitting is included at \$10,000.
 - All branches and debris from topping the trees shall be chipped onsite.

 - Permitting Path:
 - o Possible Tree Removal/Vegetation Maintenance Permit (Chapter 16.18 BIMC).

- C. Option No. 3: Remove all trees on the Crawford Property and remove stumps.
 - Summary: The Buffer Area governed by the Shade Covenant makes up approximately 32% of the Crawford Property. FOF have indicated that the Buffer Area alone, if cleared, would not be suitable for agriculture but that the entire Crawford Property could be put to agricultural use. Under this option, the City would transition the property into agricultural use through the removal of the majority of trees and vegetation located on the property.

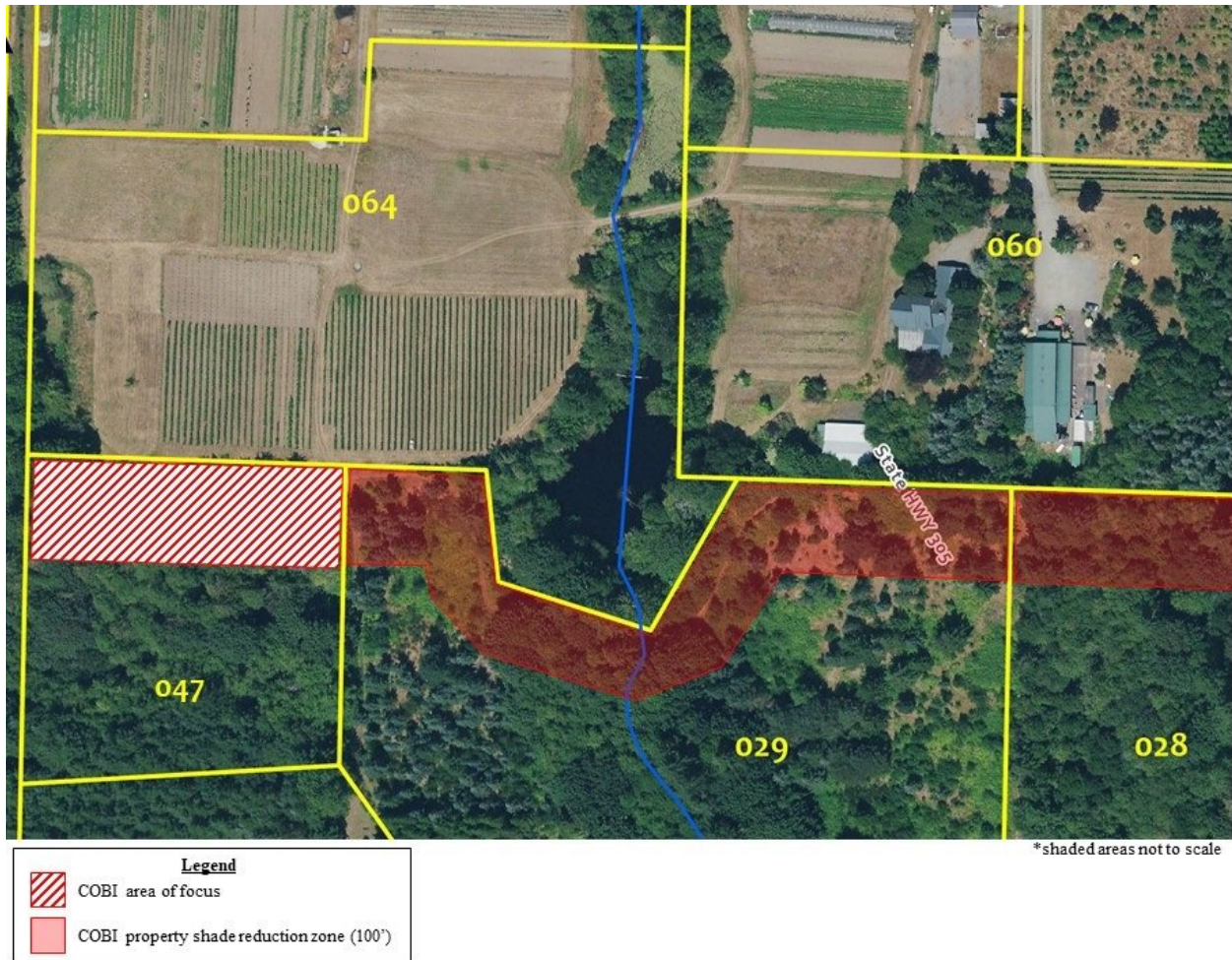
 - Estimated Cost: \$240,000-\$288,000
 - o Estimate assumptions:
 - Removal of debris and timber from the site through Bentryn/Suyematsu property to Day Road.
 - The estimate includes removal of stumps and debris. However, the estimate does not include additional work beyond debris and stump removal to prepare the land for agricultural use.
 - Timber sale profits are not included in estimate. An appraisal should be done to determine the value of the timber. Revenue from timber sale could help offset the cost.
 - Consulting and permitting is included at \$40,000.

- Permitting Path:
(Note: under the current City Code, clearing the Crawford Property for agricultural use is only possible if a soils analysis establishes that stormwater infiltration can be achieved to maintain adequate groundwater recharge).
 - o Hire an engineer to perform a soils analysis for the Crawford Property to determine whether the proposed agricultural use could maintain adequate groundwater recharge on the Crawford Property. This typically includes design of stormwater infiltration facilities sized to mitigate for general groundwater recharge and any impervious surfaces that may be added to the site (e.g. farm buildings and roads). If the results of the analysis show that adequate groundwater recharge could not be achieved, then the agricultural use would be prohibited within the ARPA. In such a scenario, agricultural use of the Crawford Property would likely not be feasible as the ARPA would cover 65% of the entire property. If the results of the analysis show that adequate infiltration can be achieved, proceed with other permitting as listed below.
 - o Site Assessment Review (Chapter 15.19 BIMC).
 - o Designation of an ARPA (Chapter 16.20 BIMC).
 - o Critical Areas Permit (Chapter 16.20 BIMC) and/or Tree Removal/Vegetation Maintenance Permit (Chapter 16.18 BIMC), depending on presence of critical areas in the Buffer Area.
 - o Forest Practices Permit from DNR (Chapter 76.09 RCW), depending on board feet of timber removed.

VI. Conclusion

Staff requests Council guidance on which option to pursue to satisfy the requirements of the Shade Covenant on the Crawford Property. In addition, staff seeks guidance related to potential future application of the Shade Covenant to the City's M&E properties, which contain a number of large trees.

Figure 1: Map of Subject Properties



The map above shows the parcels under discussion. The options presented above refer to the red and white area and costs refer to addressing trees taller than 30 feet in that area, which is the Buffer Area on the Crawford Property. The Shade Covenant applies to the red shaded areas on all three parcels.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (7:30 PM) Next Steps for Suzuki Property Affordable Housing Project - Executive,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

To review the proposed process and decision points related to disposition of the City's Suzuki property and the potential transfer of ownership of the property to a development partner.

SUMMARY:

To discuss Council decision points and next steps related to the City's affordable housing project planned for the City's Suzuki property.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

At the August 27, 2019 City Council business meeting, the Council approved a site plan for the Suzuki project to include 100 housing units (60 rental units, 39 for sale units, and 1 manager unit).

Subsequent to that decision, City staff have reviewed the selected site plan in more detail. Before the project can move forward, Council direction is needed to identify specific next steps for the project related to zoning and the City's Housing Design Demonstration Project (HDDP). Two memos are attached to provide background information and content for this discussion:

Memo on Suzuki Next Steps -- this memo provides information on:

1. Zoning assumptions within the selected site plan,
2. Financial assumptions within the selected site plan, and
3. Status of Olympic Property Group (OPG) site development activities.

Memo on City's Surplus Property Process -- this memo provides information on the process and decisions that are required when the City determines that City real property is surplus and to transfer ownership of that property.

ATTACHMENTS:

[Memo on Suzuki Next Steps - CC 01 Oct 2019.pdf](#)

[Procedure for the Surplus and Transfer of the City's Suzuki Property.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Memorandum

Date: 10/1/2019
To: City Council
From: Morgan Smith, City Manager
Subject: Next Steps on Suzuki Affordable Housing Project

Background:

The City owns a 14-acre property at the intersection of New Brooklyn and Sportsman Club Road known as the “Suzuki Property.” The City intends to develop a 100% affordable housing project at this site, and has engaged Olympic Property Group (OPG) to complete the initial phases of property development and site preparation. The City originally planned to have Housing Kitsap serve as the development partner for the project. However, in Fall 2018, Housing Kitsap indicated that they were no longer available to serve in that role.

Subsequent decisions from the City included:

- In December 2018, an Ad Hoc Committee of Councilmembers was created and tasked with developing a recommendation on how the City should proceed with the Suzuki project, given that Housing Kitsap would not serve as the development partner. In January 2019, Ad Hoc Committee members met with OPG representatives and Housing Resources Bainbridge (HRB) Executive Director Phedra Elliott.
- At the Council Study Session on February 5, 2019, the Ad Hoc Committee presented its recommendations and the full Council discussed options for next steps. At that meeting, the Council approved asking HRB to conduct a feasibility study to assess financing options for the project for a range of scenarios from 30 - 90 units. HRB engaged Bridge Housing Corporation (Bridge) to complete this work. The City authorized up to \$49,500 to HRB to conduct this study. At that time, the City also requested that OPG pause their work on site development until the completion of the feasibility study.

- At the August 6, 2019 Study Session, the Council reviewed the HRB/Bridge feasibility study and discussed various options for the project ranging from 30 to 100 housing units. The Council agreed to schedule time at the August 27 Business Meeting to consider formal approval of either Option 4 (91 units) or the "Alternative" option (100 units).
- At the City Council Business Meeting on August 27, 2019, the Council approved moving forward with a site plan for the property that includes 100 total housing units: 39 for sale units, 60 rental units, and 1 manager unit. Of these, 70 units are planned as single family units and 30 (within the rental units) are planned as accessory dwelling units.

Numerous additional documents and studies related to the project are available on the "Resources" tab of the OPG project website: <https://www.suzukiaffordable.com/resources>

This memo covers the following topics related to next steps for this project:

1. Zoning assumptions within the selected site plan,
2. Financial assumptions within the selected site plan, and
3. Status of Olympic Property Group (OPG) site development activities.

1. Zoning Assumptions – Housing Design Demonstration Project (HDDP)

Currently, the Suzuki property is zoned as R-2 and is just under 14 acres (13.79). This designation means that if the property is subdivided, the property can develop 30 single family residences (SFR's) and an additional 30 accessory dwelling units (ADU's). This would result in a total of 60 housing units.

Additional discussion with HRB following the August 27, 2019 City Council meeting confirms that the HRB/Bridge analysis of the selected site plan – which proposes 100 housing units – assumed that the Suzuki project would meet the City's Housing Design Demonstration Project (HDDP) requirements. Eligible HDDP projects receive additional density as incentives to voluntarily provide public benefits beyond what is otherwise required. However, the selected site plan would not be eligible for HDDP density incentives according to current City Municipal Code.

Issues:

- The HDDP provides for a "Tier 3" project to receive 2.5 times base density in return for providing 50% or more of the project's total units as affordable (BIMC 2.16.020.S.4). If the Suzuki project met HDDP requirements, it could receive this density incentive and develop up to 75 SFR's instead of 30 SFR's.
- In August 2018, the City revised BIMC 2.16.020.S.2 (Ordinance No. 2018-31) to limit the HDDP so that the City will now only accept HDDP applications for

projects “where 100 percent of the housing units created will constitute affordable housing, as defined by BIMC 18.36.030.16, for one or more of the income groups defined in BIMC 18.21.020.A.” The Planning Commission recommended this change to the HDDP program until the update to subdivision regulations was approved. The Council approved revised subdivision regulations on September 24, 2019.

- The City’s definition of affordable per BIMC 18.21.020.A is up to 120% Area Median Income (AMI).
- The Suzuki selected site plan includes 39 for sale units that exceed this definition of affordable because they are priced at 140% AMI. As a result, the Suzuki selected site plan does not meet the HDDP applicability requirement to have 100% of the project’s housing units be affordable.

Additionally, the City’s HDDP is scheduled to expire on December 31, 2019. In terms of process:

- **Extension.** If the City wishes to extend the HDDP program beyond December 31, 2019, the Council would need to indicate that intent through formal action. After that action, City staff would prepare an ordinance to extend the HDDP and submit that ordinance to the Planning Commission for review. Following a recommendation from the Planning Commission, the ordinance would return to City Council for final review and consideration of approval. Typically, this is a process that requires a minimum of three to six months to complete and includes opportunities for public engagement. At this time, City staff do not have this item planned on their 2019/2020 workplans.
- **Applicability.** If the City wishes to revise the applicability requirements for the HDDP program, it could do so using the same process as is described for the extension. In order for the selected site plan for Suzuki to be allowed to apply for HDDP, the applicability requirement for 100% affordable units would need to be reduced to 60% affordable units or lower. If this change were made, any project that met that requirement would be allowed to apply for the HDDP program. As described on page 2, Tier 3 HDDP projects must provide 50% or more of total units as affordable housing.

2. Financial Assumptions

At the August 27, 2019 City Council meeting, the financial analysis of the selected site plan was presented. This analysis included several different financial assumptions related to the City’s support for the project. Additional conversation with HRB confirmed the amount and type of these financial assumptions. For the purpose of

clarification, I have developed a revised financial summary of the selected site plan that removes these assumptions. This summary is presented below.

Table 1 – Financial Summary with previous assumptions removed

Suzuki Option 4B - 100 Units		Amount	Note
<u>EXPENSES:</u>			
Property purchase		\$0	*assumes no payment to City
Other Acquisition (repay COBI development costs)		\$825,000	
Construction & other hard costs		\$13,744,546	
Soft costs		\$4,303,723	*assumes \$844,000 for City fees
Developer fees & syndication		<u>\$2,731,670</u>	
Subtotal - Expenses		\$21,604,939	
<u>SOURCE OF FUNDS:</u>			
Net Revenue from Sale Units		\$5,244,223	*assumes \$550,000 for City fees
Investor Equity Tax Credits - 4%		\$6,015,150	
Developer Contribution & deferred fees		<u>\$1,153,549</u>	
Subtotal - Sources of Funds		\$12,412,922	
Funding Gap:		\$9,192,017	
<u>Assumed Public Support:</u>			
Kitsap County - HOME, CDBG, AHGP/HHGP		TBD	
State funds		TBD	
Other funds		<u>TBD</u>	
Subtotal - Public Support		\$0	
Remaining Funding Gap:		\$9,192,017	
Estimated debt capacity per rental revenues		\$4,710,290	
Remaining Funding Gap:		\$4,481,727	

As shown above, the project has an estimated funding gap of roughly \$4.5 million, even if the City determines to provide the property site at zero cost to the project. This revised summary assumes that the project pays for City fees (as is legally required) and also assumes that the project repays the City for \$825,000 for site development services.

This revised summary maintains the HRB assumption for \$5.2 million in revenue from the 39 For Sale units. If the actual revenue from the sale of those units is less than expected, the overall funding gap for the project will increase. This could occur if the market forecast is overly optimistic, or if market conditions deteriorate in the time between design and completion, or if the units are redesigned in order to meet more stringent affordability requirements.

3. Status of OPG Site Development

The City has engaged OPG to complete site development work on the property through a professional services agreement. The budget for that agreement provides for roughly \$800,000 in total costs, of which roughly \$250,000 has already been spent. Given the fact that site development activities have been on hold for eight months, and the prospect that the selected site plan may require additional work or review by OPG or subcontractors, it is important to assess the status of the OPG activities.

I have asked OPG to confirm whether they are able to complete their original scope of work with the remaining funds of roughly \$550,000. At this time, they have not yet provided their response to this inquiry. If OPG determines that they are not able to complete their scope of work with the remaining funds, OPG will provide an estimate of the types of activity that would require additional funds, along with a revised budget and project timeline. This information will be provided for City Council review and, if additional funding is needed, approval via an amendment to the professional services agreement.



CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney
Memorandum

Date: September 27, 2019

To: City Council; Morgan Smith, City Manager

From: Robbie Sepler, Deputy City Attorney

Re: Procedure for the Surplus and Transfer of the City's Suzuki Property

I. Introduction:

Resolution No. 2016-18 establishes the City's current procedure for the surplus and transfer of City-owned real property. The current procedure is outlined in this memo and must be followed if the Council desires to surplus and transfer the City's Suzuki Property.

II. Surplus and Transfer Procedure:

Under Resolution No. 2016-18, the Council may surplus and transfer City-owned real property through the completion of the following steps:

- Step 1. Council must hold a public hearing to receive public comment on whether the real property should be declared surplus.
- Step 2. Council must pass a resolution declaring the real property surplus and determining the method for transfer of the real property (e.g., to another taxing district, auction, sealed bid, negotiated sale, etc.) and whether special covenants or restrictions should be imposed as a condition of the transfer.
- Step 3. Prior to the transfer of the surplus real property, the City must determine the market value of the surplus real property through an appraisal. The type of appraisal required is discussed in Section III of this memo.

- Step 4. The City pursues the method for transfer of the real property determined in the surplus resolution. Council must approve the conditions of transfer of the surplus real property (e.g., price, restrictions, covenants, etc.).

III. Appraisal Requirements:

Under Resolution No. 2016-18, an appraisal is required before City-owned real property that has previously been declared surplus by the Council may be transferred (i.e., Step 3 above). Resolution No. 2016-18 states in relevant part:

E. Sale Procedures for Surplus Real Property. The following procedures and requirements shall apply to real property sold as surplus by the City:

1. Determination of Market Value. After a property has been declared surplus and prior to its sale or transfer, the city shall order one of the following three types of appraisals based on the estimate of the property value.

Estimated Property Value	Recommended Report Format	Review Suggested
Up to \$100,000	Limited/Restricted	No
\$100,001 to \$500,000	Limited/Summary	No
\$500,001 to \$3,000,000	Complete/Summary	Yes
\$3,000,001 and above	Complete/Self-Contained	Yes

The appraiser or reviewer hired by the City must be licensed by the State of Washington as a “state certified general appraiser.”

The four “Recommended Report Formats” described in Resolution No. 2016-18 no longer appear to be used in the industry; Instead, the industry guidelines allow only two types of reports: an “appraisal” or a “restricted appraisal,” which differ based on the content and level of information required. As such, Resolution No. 2016-18 needs to be updated to reflect this change in terminology.

An “appraisal” would appear to satisfy the requirements of Resolution No. 2016-18 as it would be the most complete form of appraisal available. A “ballpark” cost estimate for such an appraisal for the City’s Suzuki Property ranges from \$1,500 to \$3,600.

RESOLUTION NO. 2016-18

A RESOLUTION amending Resolution No. 2009-02 establishing procedures for the surplus and sale process for real property owned by the City of Bainbridge Island.

WHEREAS, on March 11, 2009, the City Council passed Resolution No. 2009-02 establishing procedures for the surplus and sale process for real property owned by the City; and

WHEREAS, on August 11, 2015, the City Council passed Resolution No. 2015-15 amending Resolution No. 2009-02; and

WHEREAS, the City of Bainbridge Island desires to further revise these procedures;

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

1. Amendment

Resolution No. 2009-02 is revised to read as follows:

A. City Real Property Inventory. ~~The Director of Public Works~~ City manager or designee shall establish and maintain an inventory and map of City-owned property. References in this Resolution to “City-owned property” are meant to include any real property owned by the City or any of its utilities or other special-purpose funds. The inventory will include the following information:

1. Property name;
2. Street address (if available);
3. Kitsap Assessor’s Office Property Tax Parcel Number;
4. Use of property;

5. Listing of restrictions, covenants or other limiting attributes;
6. Status of property (active or inactive);
7. Any planned future use;
8. City fund that currently owns the property;
9. Estimated land and improvement value; and
10. Restrictions on property use or sale (if applicable).

~~B. — Establishment of Real Property Review Committee. A real property review committee (the “Committee”) is hereby established which shall advise the City Council with respect to the disposal of real property owned by the City. The Committee shall be composed of the City Manager, the Finance Director, the Public Works Director and the City Attorney.~~

B.C. Annual Review of City Real Property Holdings. ~~The Committee~~ City manager or designee shall annually review all of the City’s current real property holdings with regard to the following:

1. If the current use is appropriate and necessary;
2. If the property could be used for another City purpose consistent ~~within its original purchasing fund responsibility~~ restrictions, if any;
3. If the property could be used for another City purpose outside of the ~~responsibility of original purchasing fund~~ restrictions, if any;
4. If the property appears to be surplus to the City’s needs;
5. Whether there is evidence of potential interest by anyone in purchasing the property; and

6. Whether there is an interest by the Board of the Metropolitan Parks & Recreation District, or by any other Bainbridge Island taxing district, in acquiring ~~having the property transferred to that District.~~

~~C.D.~~ Annual written report. ~~Following its review, not less than once per calendar year the Committee~~ City manager or designee shall prepare an annual written report containing an update on previously surplussed property and recommendations as to whether any additional City real property should be declared surplus by the City Council. The report shall contain the following information with regard to any property ~~that the Committee is recommending to be declared~~ recommended for surplus:

1. Description of the location and size of the property;
2. Description of the circumstances under which the property was obtained;
3. Description of the funds used to acquire the property and any restrictions on the property's use or disposal;
4. ~~Recommendation as to which fund the proceeds from its sale should be credited;~~
- ~~5~~4. Description of what municipal use the property has been put to in the past, if any, and what use, if any, for which it might be held;
- ~~6~~. ~~The date of any and each prior appraisal of the property, and the value determined by each such appraisal;~~
- ~~7~~5. Estimation of value (pre-appraisal) of the property;
- ~~8~~6. Whether an appraisal is recommended and the type of appraisal;

97. Whether the property is only usable by abutting owners or is of general marketability;
108. Whether special consideration ought to be given to some other public agency that has a use for the property;
119. Whether the property should be sold at auction, by sealed bid, by request for proposal (RFP), or by negotiation;
1210. Recommendation as to whether any special covenants or restrictions; should be imposed in conjunction with sale of the property; and
1311. If owned by a City utility, recommendation as to whether the property should be sold or transferred to the City's General Fund prior to being conveyed or sold to a third party.

The written report shall be submitted to the City Council in connection with the City's Mid-Year Financial Report ~~no later than April 30 of each calendar year.~~

D.E. Surplus Real Property Declaration. City real property may be declared surplus by the City Council after the following procedures have been completed:

1. The City Council shall hold a public hearing as part of its process to consider whether to declare any real property surplus to the needs of the City. In accordance with RCW Chapter 39.33, notice of said hearing shall be published in the City's official website (or, if legally necessary, in the City's newspaper of record) not less than ten (10) days nor more than twenty-five (25) days prior to the hearing. In

addition, a news release pertaining to the public hearing shall be posted on the city website.

2. Following conclusion of the public hearing, the City Council shall determine whether the property shall be declared surplus. If such determination is made, City Council shall pass a resolution declaring the property surplus and shall also make the following determinations:

- (a) Whether the property should be transferred to another Bainbridge Island taxing district;
- (b) Whether the property should be sold by sealed bid, at auction, by request for proposal (RFP), or through negotiated sale; (including listing with a real estate broker); and
- (c) Whether special covenants or restrictions should be imposed as a condition of the sale.

E.F. Sale Procedures for Surplus Real Property. The following procedures and requirements shall apply to real property sold as surplus by the City:

1. Determination of Market Value. After a property has been declared surplus and prior to its sale or transfer, the city shall order one of the following three types of appraisals based on the ~~Committee's~~ estimate of the property value.

Estimated Property Value	Recommended Report Format	Review Suggested
Up to \$100,000	Limited/Restricted	No
\$100,001 to \$500,000	Limited/Summary	No
\$500,001 to \$3,000,000	Complete/Summary	Yes
\$3,000,001 and above	Complete/Self-Contained	Yes

~~Any~~The appraiser or reviewer hired by the City must be licensed by the State of Washington as a “state certified general appraiser.”

2. SEPA Review. The sale and/or transfer of any surplus real property that is subject to an authorized public use shall be contingent upon completion of a SEPA review process and the expiration of the SEPA appeal period.

3. Processes for sale of real property.

(a) Disposition by Sealed Bid. Where a property is sold by sealed bids, the prevailing bidder must enter into a purchase and sale agreement and make a deposit in the amount agreed by the parties within the time specified by the City. ~~any and all bids submitted must be accompanied by a bid deposit in the form of a cashier check payable to the City of Bainbridge Island in an amount equal to ten percent (10%) of the bid amount.~~ Such deposit ~~accompanying the successful bid~~ shall be deposited into escrow until closing on the purchase of the property, and payment of the remaining amount of the purchase price ~~shall be made within thirty (30) days, unless~~

otherwise agreed by the parties. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

(b) Disposition by Auction. Where property is sold at auction, the prevailing bidder must immediately tender a cash deposit or certified check for deposit into escrow as earnest money to the City of Bainbridge Island in an amount agreed by the parties ~~equal to ten percent (10%) of the bid amount.~~ Payment of the remaining amount of the purchase price shall be made within thirty (30) days, unless otherwise agreed by the parties. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the City as liquidated damages.

(c) Disposition by Request for Proposal. ~~(including listing with a licensed real estate broker.)~~ Where property is sold through a process that includes a request for proposals (RFP), a specification document (including criteria for evaluation of applicant proposals) shall be made available to any person or entity which the City determines would be a qualified applicant. Acceptance or rejection of responses to a Request for Proposal shall be in the sole discretion of the City

Council. If a responsive proposal is accepted by the Council, the development process will proceed as follows:

(i) ENA Stage. Once the City selects a Developer, it and the Developer will then execute an Exclusive Negotiating Agreement (ENA).

(ii) DDA Stage. Once the ENA has been negotiated and approved by the Council, a Disposition and Development Agreement (DDA) will be negotiated between the parties and presented to the Council for approval. All legal rights and obligations between the selected Developer(s), if any, and the City will come into existence only when a DDA is fully executed by the parties and then approved by the Council. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

(iii) Construction Stage. Once all the DDA conditions precedent to property transfer have been met, the City will transfer the site to the Developer, and construction will ~~being~~ begin within a short time thereafter, as mutually agreed upon by the City and the Developer.

(d) Disposition by Negotiated Sale or Sale through a Real Estate Broker. Where property is sold by negotiated sale or through a real estate broker, the purchaser shall deposit earnest money into escrow in an amount agreed by the

~~parties equal to ten percent (10%) of the purchase price~~
within three (3) business days of execution of a purchase and
sale agreement for the purchase of the Subject Property.
Payment of the remaining balance of the purchase price shall
be made within thirty (30) days, unless otherwise specified
in the purchase and sale agreement. In the event the
purchaser is unable to pay the remaining amount within the
required time, the earnest money deposit shall become non-
refundable and may be retained by the City as liquidated
damages.

4. Notification of Sale of Surplus Real Property. Notice of sale of
surplus property shall be given in accordance with RCW 39.33.020.

~~5. All requests to purchase City property shall be directed to the
Finance Director with a copy to the City Attorney.~~

~~5.6.~~ Form of Conveyance. All conveyances shall be made by quit claim
deed.

~~6.7.~~ Closing Costs. Closing including, but not limited to, title insurance,
recordation costs, and escrow fees shall be allocated as agreed by
the parties. Each party shall bear its own brokerage costs, if any.

~~F.G.~~ Intergovernmental Transfers. Intergovernmental transfers of real property
shall be made in accordance with RCW Chapter 39.33, RCW Section 43.09.210 and/or any
other applicable statutes.

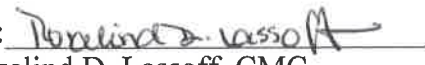
PASSED by the City Council this 23rd day of August, 2016.

APPROVED by the Mayor this 23rd day of August, 2016.

By:


Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

By: 
Rosalind D. Lassoff, CMC
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

July 31, 2016
August 23, 2016
2016-18



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:30 PM) Bond Delegation Ordinance No. 2019-22 Relating to the Sale of \$8.0 Million in 2019 Limited Tax General Obligation Bonds and \$3.0 Million in Refunding 2007 and 2008 Limited Tax General Obligation Bonds - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve Ordinance No. 2019-22.

SUMMARY:

Note: This agenda item was considered by the City Council last week at the September 24, 2019 Council meeting. The intent was that the Council, in considering and taking action on this item, would approve the ordinance that was related to the item and which was included with the agenda materials. The Council had also been provided with the ordinance at a previous meeting. Unfortunately, the motion the Council passed related to a delegation of authority regarding the bonds but did not include reference to adopting Ordinance No. 2019-22 as intended. This item is being brought to the Council again to remedy the oversight so the Council can adopt the ordinance to allow for continued progress to be made toward the sale of bonds scheduled for December of 2019. Please see below for the previous discussion summary and background provided for the September 24, 2019 meeting.

Under state law, the legislative body needs to approve all debt. City Councils are required to adopt an ordinance approving debt. State law permits the Council to set parameters for the bonds (maximum principal amount, interest rate, sale price, etc.) and to delegate to staff the authority to choose the method of sale and set the final terms of the bonds. This ordinance authorizes both the sale of \$8.0 million in 2019 Limited Tax General Obligation bonds and \$3.0 million in refunding 2007 and 2008 Limited Tax General Obligation bonds.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND:

The estimated \$20 million Police and Municipal Court Building project is one of the most significant capital facility projects that the City will complete in the near future. On July 9, 2019, the City Council approved the staff recommended approach in funding \$12.0 million from existing funds, and \$8.0 million in Councilmanic debt. Current estimates show that the debt service for \$8.0 million in LTGO bonds will be roughly \$550,000 per year for 20 years. The City intends to issue bonds before the end of 2019 to support the timely delivery of the project.

In addition, a preliminary analysis performed by D.A. Davidson and Company and presented to the Council on September 3, 2019 indicates the City has an opportunity to refund approximately \$3.0 million in outstanding 2007 and 2008 LTGO bonds at lower interest rates. These bonds are set to mature in the years 2027 and 2028. Refunding bonds is a procedure whereby an issuer refinances an outstanding bond issue and replaces the existing bond debt with new bonds at a lower interest rate under essentially the same terms and conditions. No additional net debt is incurred by the City under this process. The current market rates are near a 40 year low and at a point where the total savings net of costs is approximately \$275,000 total over the remaining life of the bonds. The City intends to issue refunding bonds in early 2020 to take advantage of the lower interest rate and savings opportunity. Savings will be further enhanced by sharing certain bond issuance costs with the Police and Municipal Court Building project bond sale.

ATTACHMENTS:

[Bond Ordinance No. 2019-22 City of Bainbridge Island LTGO 2019 LTGO Ref 2019](#)

FISCAL DETAILS: Not applicable.

Fund Name(s): Capital Construction Fund

Coding:

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2019-22

AN ORDINANCE of the City of Bainbridge Island, Washington, providing for the issuance of not to exceed \$11,500,000 aggregate principal amount of limited tax general obligation and refunding bonds to finance a portion of the construction of a public safety and municipal court facility and to refund certain outstanding limited tax general obligation bonds of the City; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

Passed October ____, 2019

This document prepared by:

*Foster Pepper PLLC
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2019-22

AN ORDINANCE of the City of Bainbridge Island, Washington, providing for the issuance of not to exceed \$11,500,000 aggregate principal amount of limited tax general obligation and refunding bonds to finance a portion of the construction of a public safety and municipal court facility and to refund certain outstanding limited tax general obligation bonds of the City; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

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

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) “*Acquired Obligations*” means those United States Treasury Certificates of Indebtedness, Notes, and Bonds--State and Local Government Series and other direct, noncallable obligations of the United States of America purchased to accomplish the refunding of the Refunded Bonds as authorized by this ordinance.

(b) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity of a Series.

(c) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(d) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.

(e) “*Bond Counsel*” means the firm of Foster Pepper PLLC, its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(f) “*Bond Fund*” means the Limited Tax General Obligation and Refunding Bond Fund, 2019, of the City created for the payment of the principal of and interest on the Bonds.

(g) “*Bond Purchase Agreement*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance.

(h) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(i) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

(j) “*City*” means the City of Bainbridge Island, Washington, a municipal corporation duly organized and existing under the laws of the State.

(k) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(l) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(m) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(n) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(o) “*Final Terms*” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants, including minimum savings for refunding bonds (if the refunding bonds are issued for savings purposes).

(p) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(q) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(r) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(s) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC, dated December 10, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(t) “*MSRB*” means the Municipal Securities Rulemaking Board.

(u) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(v) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(w) “*Pricing Certificate*” means the certificate of a Designated Representative with the Final Terms of the Bonds.

(x) “*Project*” means construction of a public safety and municipal court facility, and other capital purposes, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, may be included as costs of the Project. The Project includes acquisition, construction and installation of all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances.

(y) “*Project Fund*” means the fund or account designated or created by the Director of Finance and Administrative Services for the purpose of depositing Bond proceeds to carry out the Project.

(z) “*Purchaser*” means Piper Jaffray & Co, or such other corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement or underwriter in a negotiated sale of any Series of the Bonds.

(aa) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(bb) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(cc) “*Refunded Bonds*” means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with proceeds of a Series of the Bonds and included in a Refunding Plan.

(dd) “*Refunding Candidates*” means the outstanding 2007 Bonds maturing in the years 2021, 2023, 2025 and 2027, and the outstanding 2008 Bonds maturing in the years 2024 and 2028, the refundings of which has been provided for by this ordinance.

(ee) “*Refunding Plan*” means:

(1) the placement of sufficient proceeds of a Series of the Bonds which, with other money of the City, if necessary, will acquire the Acquired Obligations to be deposited, with cash, if necessary, with the Refunding Trustee;

(2) the payment of the principal of and interest on the Refunded Bonds when due up to and including such date or dates as determined by the Designated Representative, and the call, payment, and redemption on such date or dates, of all of the then-outstanding Refunded Bonds at a price of par; and

(3) may include the payment of the costs of issuing a Series of the Bonds and the costs of carrying out the foregoing elements of the Refunding Plan.

(ff) “*Refunding Trust Agreement*” means a Refunding Trust Agreement between the City and the Refunding Trustee.

(gg) “*Refunding Trustee*” means U.S. Bank National Association of Seattle, Washington, or any successor trustee or escrow agent serving as refunding trustee to carry out the Refunding Plan.

(hh) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(ii) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(jj) “*SEC*” means the United States Securities and Exchange Commission.

(kk) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(ll) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(mm) “*State*” means the State of Washington.

(nn) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(oo) “*2007 Bonds*” means the Limited Tax General Obligation Bonds, 2007 of the City, issued pursuant to Ordinance No. 2007-42.

(pp) “*2008 Bonds*” means the Limited Tax General Obligation Bonds, 2008 of the City, issued pursuant to Ordinance No. 2008-25.

(qq) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 19 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of Project.* The City is in need of a public safety and municipal court facility. The total expected cost of the Project is approximately \$20,000,000. The City Council therefore finds that it is in the best interests of the City to carry out the Project.

(b) *Authority and Description of the Refunding Plan.*

(1) Pursuant to Ordinance No. 2007-42, the City issued its \$4,120,000 par value Limited Tax General Obligation Bonds, 2007 (the “2007 Bonds”), for the purpose of paying or reimbursing the City for the purchase of certain open space properties and financing streetscape, street and parking related improvements, and by that ordinance reserved the right to redeem the 2007 Bonds maturing on and after December 1, 2019, prior to their maturity on or after December 1, 2017, at price of par plus accrued interest to the date fixed for redemption (the “2007 Refunding Candidates”).

(2) There are presently \$2,045,000 par value of 2007 Refunding Candidates outstanding.

(3) Pursuant to Ordinance No. 2008-25, the City issued its \$1,770,000 par value Limited Tax General Obligation Bonds, 2008 (the “2008 Bonds”), for the purpose of financing or reimbursing the City for a portion of the cost of various capital projects included in the City’s 2008 capital facilities plan, and by that ordinance reserved the right to redeem the 2008 Bonds maturing on and after June 1, 2024, prior to their maturity on or after June 1, 2018, at price of par plus accrued interest to the date fixed for redemption (the “2008 Refunding Candidates,” and together with 2007 Refunding Candidates, the “Refunding Candidates”).

(4) There are presently \$985,000 par value of 2008 Refunding Candidates outstanding.

(5) After due consideration, it appears to the City Council that all or a portion of the Refunding Candidates may be refunded by a portion of the issuance and sale of the limited tax general obligation and refunding bonds authorized herein so that a savings will be effected by the difference between the principal and interest cost over the life of the portion of the Bonds used for the Refunding Plan and the principal and interest cost over the life of the Refunded Bonds but for such refunding, which refunding will be effected by carrying out the Refunding Plan.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$11,500,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

(1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2019 is \$8,406,309,515.

(2) As of June 30, 2019, the City had limited tax general obligation indebtedness, consisting of bonds and loans outstanding in the principal amount of \$7,262,983, which is incurred within the limit of up to 1½% of the value of the taxable property within the City permitted for general municipal purposes without a vote.

(3) As of June 30, 2019, the City had unlimited tax general obligation indebtedness for capital purposes only outstanding in the principal amount of \$2,760,000 for acquiring or developing open space, park facilities, and capital facilities associated with economic development. The indebtedness described in this paragraph has been incurred with the approval

of the requisite proportion of the City's qualified voters at an election meeting the minimum turnout requirements, within the limit of up to 2½% of the value of the taxable property within the City for general municipal purposes (when combined with the outstanding limited tax general obligation indebtedness), 2½% for utility purposes and 2½% for open space, parks and economic development purposes.

(d) *The Bonds.* For the purpose of providing the funds necessary to finance the Project, carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation and refunding bonds evidencing indebtedness in one or more Series in the aggregate principal amount not to exceed \$11,500,000 to provide funds necessary to finance the Project, carry out the Refunding Plan and pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds allocated to paying the cost of the Project shall be deposited as set forth in Section 8(b) of this ordinance and shall be used to carry out the Project, or a portion of the Project, in such order of time as the City determines is advisable and practicable. The proceeds of the Bonds allocated to paying the cost of the Refunding Plan shall be deposited as set forth in Sections 14 and 15 of this ordinance and shall be used to carry out the Refunding Plan.

Section 4. Description of the Bonds; Appointment of Designated Representative. The City Manager, Deputy City Manager and the Director of Finance and Administrative Services are each appointed as the Designated Representative of the City and are authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of each Series of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the parameters set forth in Exhibit A, which is attached to this ordinance and incorporated by this reference.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar if the Bonds are sold by public sale. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors

to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

If the Bonds are sold by private placement, the Designated Representative may select the Bond Registrar and set forth the registration procedures in the Pricing Certificate.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* If a Bond is to be issued in book-entry form, DTC shall be appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless

may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate of Authentication. This Bond is one of the fully registered City of Bainbridge Island, Washington, Limited Tax General Obligation [Refunding] Bonds, 2019, described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest and any redemption premium on the Bonds. Bond proceeds in excess of the amounts needed to pay the costs of the Project and the Refunding Plan and the costs of issuance, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Fund.* The Project Fund is a fund of the City to be used for the purpose of paying the costs of the Project. Proceeds received from the sale and delivery of the Bonds to be used for the Project shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax

or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement or Pricing Certificate, consistent with the parameters set forth in Exhibit A or the Pricing Certificate.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement or Pricing Certificate, consistent with the parameters set forth in Exhibit A and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement or Pricing Certificate. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Director of Finance and Administrative Services shall

determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants; Designation of Bonds as “Qualified Tax Exempt Obligations.”

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the

Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Director of Finance and Administrative Services is authorized and directed to review and update the City's written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as "Qualified Tax-Exempt Obligations."* A Series of the Bonds may be designated as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

(1) the Series does not constitute "private activity bonds" within the meaning of Section 141 of the Code;

(2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation, including any Series used to refund prior "qualified tax-exempt obligations") that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and

(3) the amount of tax-exempt obligations, including the Series and excluding any Series used to refund prior "qualified tax-exempt obligations," designated by the City as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the "defeased Bonds"); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the "trust account"), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or

defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Use of Proceeds of the Bonds. The amount necessary to carry out the Project shall be deposited into the Project Fund. The amount necessary to carry out the Refunding Plan shall be deposited into a refunding account as further described in Section 15.

Section 15. Refunding of the Refunded Bonds.

(a) *Appointment of Refunding Trustee.* U.S. Bank National Association will serve as Refunding Trustee in connection with the Bonds.

(b) *Use of Bond Proceeds; Acquisition of Acquired Obligations.* The proceeds of the sale of the Bonds to be used to carry out the Refunding Plan shall be deposited immediately upon the receipt thereof with the Refunding Trustee and used to discharge the obligations of the City relating to the Refunded Bonds under Ordinance Nos. 2007-42 and 2008-25 by providing for the payment of the amounts required to be paid by the Refunding Plan. To the extent practicable, such obligations shall be discharged fully by the Refunding Trustee's simultaneous purchase of the Acquired Obligations, bearing such interest and maturing as to principal and interest in such amounts and at such times so as to provide, together with a beginning cash balance, if necessary, for the payment of the amount required to be paid by the Refunding Plan. The Acquired Obligations, if acquired, will be listed and more particularly described in an exhibit to be attached to the Refunding Trust Agreement between the City and the Refunding Trustee, but are subject to substitution as set forth below. Any Bond proceeds or other money deposited with the Refunding Trustee not needed to purchase the Acquired Obligations and provide a beginning cash balance, if any, and pay the costs of issuance of the Bonds shall be returned to the City at the time of delivery of the Bonds to the initial purchaser thereof and deposited in the Bond Fund to pay interest on the Bonds on the first interest payment date.

If payment of the costs of issuance of the Bonds is not included in the Refunding Plan, the Bond proceeds that are not deposited with the Refunding Trustee will be deposited with the City to be used to pay the costs of issuance of the Bonds.

(c) *Substitution of Acquired Obligations.* Prior to the purchase of any Acquired Obligations by the Refunding Trustee, the City reserves the right to substitute other direct, noncallable obligations of the United States of America ("Substitute Obligations") for any of the Acquired Obligations and to use any savings created thereby for any lawful City purpose if, (a) in the opinion of the City's bond counsel, the interest on the Bonds and the Refunded Bonds will remain excluded from gross income for federal income tax purposes under Sections 103, 148, and 149(d) of the Code, and (b) such substitution shall not impair the timely payment of the amounts required to be paid by the Refunding Plan, as verified by a nationally recognized independent certified public accounting firm.

After the purchase of the Acquired Obligations by the Refunding Trustee, if any are purchased, the City reserves the right to substitute therefor cash or Substitute Obligations subject to the conditions that such money or securities held by the Refunding Trustee shall be sufficient to carry out the Refunding Plan, that such substitution will not cause the Bonds or the Refunded

Bonds to be arbitrage bonds within the meaning of Section 148 of the Code and regulations thereunder in effect on the date of such substitution and applicable to obligations issued on the issue dates of the Bonds and the Refunded Bonds, as applicable, and that the City obtain, at its expense: (1) a verification by a nationally recognized independent firm acceptable to the Refunding Trustee confirming that the payments of principal of and interest on the substitute securities, if paid when due, and any other money held by the Refunding Trustee will be sufficient to carry out the Refunding Plan; and (2) an opinion from a nationally recognized bond counsel to the City, to the effect that the disposition and substitution or purchase of such securities, under the statutes, rules, and regulations then in force and applicable to the Bonds, will not cause the interest on the Bonds or the Refunded Bonds to be included in gross income for federal income tax purposes and that such disposition and substitution or purchase is in compliance with the statutes and regulations applicable to the Bonds. Any surplus money resulting from the sale, transfer, other disposition, or redemption of the Acquired Obligations and the substitutions therefor shall be released from the trust estate and transferred to the City to be used for any lawful City purpose.

(d) *Administration of Refunding Plan.* The Refunding Trustee is authorized and directed to purchase the Acquired Obligations (or substitute obligations), if so directed by the Designated Representative, and to make the payments required to be made by the Refunding Plan from the Acquired Obligations (or substitute obligations) and money deposited with the Refunding Trustee pursuant to this ordinance. All Acquired Obligations (or substitute obligations) and the money deposited with the Refunding Trustee and any income therefrom shall be held irrevocably, invested and applied in accordance with the provisions of Ordinance Nos. 2007-42 and 2008-25, this ordinance, chapter 39.53 RCW and other applicable statutes of the State of Washington and the Refunding Trust Agreement. All necessary and proper fees, compensation, and expenses of the Refunding Trustee for the Bonds and all other costs incidental to the setting up of the escrow to accomplish the refunding of the Refunded Bonds and costs related to the issuance and delivery of the Bonds, including bond printing, verification fees, Bond Counsel's fees, and other related expenses, shall be paid out of the proceeds of the Bonds.

(e) *Authorization for Refunding Trust Agreement.* To carry out the Refunding Plan provided for by this ordinance, the Director of Finance and Administrative Services is authorized and directed to execute and deliver to the Refunding Trustee a Refunding Trust Agreement setting forth the duties, obligations and responsibilities of the Refunding Trustee in connection with the payment, redemption, and retirement of the Refunded Bonds as provided herein and stating that the provisions for payment of the fees, compensation, and expenses of such Refunding Trustee set forth therein are satisfactory to it. Prior to executing the Refunding Trust Agreement, the Designated Representative of the City is authorized to make such changes therein that do not change the substance and purpose thereof or that assure that the escrow provided therein and the Bonds are in compliance with the requirements of federal law governing the exclusion of interest on the Bonds from gross income for federal income tax purposes.

Section 16. Call for Redemption of the Refunded Bonds. The City calls for redemption on such date or dates as determined by the Designated Representative, all of the Refunded Bonds at par plus accrued interest. Such call for redemption shall be irrevocable after the delivery of the Bonds to the initial Purchaser thereof.

The proper City officials are authorized and directed to give or cause to be given such notices as required, at the times and in the manner required by Ordinance Nos. 2007-42 and 2008-25, in order to effect the redemption prior to their maturity of the Refunded Bonds.

Section 17. Findings with Respect to Refunding. The City Council authorizes the Designated Representative to issue the Bonds if it will achieve debt service savings to the City and is in the best interest of the City and its taxpayers and in the public interest. In making such finding and determination, the Designated Representative will give consideration to the fixed maturities of the Bonds and the Refunded Bonds, the costs of issuance of the Bonds and the known earned income from the investment of the proceeds of the issuance and sale of the Bonds and other money of the City used in the Refunding Plan, if any, pending payment and redemption of the Refunded Bonds.

The Designated Representative may also purchase Acquired Obligations to be deposited with the Refunding Trustee, together with the income therefrom, and with any necessary beginning cash balance, which will be sufficient to redeem the Refunded Bonds and will discharge and satisfy the obligations of the City under Ordinance Nos. 2007-42 and 2008-25 with respect to the Refunded Bonds, and the pledges, charges, trusts, covenants, and agreements of the City therein made or provided for as to the Refunded Bonds, and that the Refunded Bonds shall no longer be deemed to be outstanding under such ordinance immediately upon the deposit of such money with the Refunding Trustee.

Section 18. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement or Pricing Certificate for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement or Pricing Certificate on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 19. Official Statement; Continuing Disclosure.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to him or her, approve the preliminary Official Statement prepared

in connection with each sale of a Series of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

(c) *Undertaking to Provide Continuing Disclosure.* If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of the Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of the Bonds in substantially the form attached as Exhibit B.

Section 20. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 21. General Authorization and Ratification. The Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 22. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to

be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 23. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council of the City of Bainbridge Island, Washington, at an open public meeting thereof, this ____ day of October, 2019, and signed in authentication of its passage this ____ day of October, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

APPROVED AS TO FORM:

Bond Counsel

FILED WITH THE CITY CLERK: September 20, 2019

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2019-22

EXHIBIT A
DESCRIPTION OF THE BONDS

- | | | |
|-----|---------------------------|--|
| (a) | Principal Amount. | The Bonds may be issued in one or more Series and shall not exceed the aggregate principal amount of \$11,500,000, of which the portion of the Bonds to finance the Project (excluding costs of issuance and underwriter's discount) will not exceed \$8,000,000 and the portion of the Bonds to refund the Refunded Bonds (excluding costs of issuance and underwriter's discount) will not exceed \$3,500,000. |
| (b) | Date or Dates. | Each Bond shall be dated its Issue Date, which date may not be later than one year after the effective date of this ordinance. |
| (c) | Denominations, Name, etc. | The Bonds shall be issued in Authorized Denominations and shall be numbered separately in the manner and shall bear any name and additional designation as deemed necessary or appropriate by the Designated Representative. |
| (d) | Interest Rate(s). | Each Bond shall bear interest at a fixed rate per annum (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date or from the most recent date for which interest has been paid or duly provided for, whichever is later. One or more rates of interest may be fixed for the Bonds. No rate of interest for any Bond may exceed 5.00%, and the true interest cost to the City for each Series of the Bonds may not exceed 4.00%. |
| (e) | Payment Dates. | Interest shall be payable semiannually on dates acceptable to the Designated Representative, commencing no later than June 1, 2020, following the Issue Date. Principal payments shall commence on a date acceptable to the Designated Representative and shall be payable at maturity or in mandatory redemption installments annually thereafter, on dates acceptable to the Designated Representative. |
| (f) | Final Maturity. | The portion of the Bonds used to finance the Project shall not mature after December 1, 2039, and the portion of the Bonds used to refund the Refunded Bonds shall not mature after June 1, 2028. |

- (g) Redemption Rights. The Designated Representative may approve in the Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:
- (1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the City prior to its maturity date on the dates and at the prices set forth in the Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.
 - (2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in the Bond Purchase Agreement.
- (h) Price. The purchase price for each Series of the Bonds may not be less than 98% or more than 130% of the stated principal amount of that Series.
- (i) Minimum Savings. There shall be a minimum net present value savings of 5.00% of the Refunded Bonds
- (j) Other Terms and Conditions.
- (1) A Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date.
 - (2) The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; may determine to use City funds to pay the difference between the par amount of the Refunded Bonds and the amount received to refund the Refunded Bonds; and may accept such additional terms, conditions and covenants as he or she may determine are in the best interests of the City, consistent with this ordinance.

[Form of]
UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE

City of Bainbridge Island, Washington
Limited Tax General Obligation [Refunding] Bonds, 2019

The City of Bainbridge Island, Washington (the “City”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in Ordinance No. ____ of the City (the “Bond Ordinance”).

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b)(i) (“annual financial information”);
- (ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (16) default, event of

acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

- (iii) Timely notice of a failure by the City to provide the required annual financial information described in paragraph (b)(i) on or before the date specified in paragraph (b)(ii).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

- (i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time; (2) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (3) assessed valuation for that fiscal year; (4) property tax levy amounts and rates for that fiscal year; and (5) a statement of revenues for that fiscal year from any other revenue sources pledged to the Bonds;
- (ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City’s fiscal year ending December 31, 2019; and
- (iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

If not submitted as part of the annual financial information described in paragraph (b)(i) above, the City will provide or cause to be provided to the MSRB audited financial statements, when and if available.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Director of Finance and Administrative Services or his or her designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

- (i) Preparing and filing the annual financial information undertaken to be provided;
- (ii) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
- (iii) Determining whether any person other than the City is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (iv) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (v) Effecting any necessary amendment of this Undertaking.

CERTIFICATION

I, the undersigned, City Clerk of the City of Bainbridge Island, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. 2019-22 (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on October ____, 2019, as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is expected to be ____, 2019.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: ____, 2019.

CITY OF BAINBRIDGE ISLAND,
WASHINGTON

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:35 PM) Proposal from Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) for Management of City Dock and Small Boat Concession - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Information only.

SUMMARY:

To consider whether to develop an interlocal agreement with the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) for services to manage the City Dock and the small boat concession.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

The City Dock at Waterfront Park was rebuilt in 2017. As part of the new dock's design, an area of the dock was designated for use as a small boat concession. This concession provides the opportunity for the public to use the dock for short-term rental of small boats, like kayaks, canoes and paddleboards.

To select the concessionaire, the City issued an RFP in 2017 and received three responses. The selected concessionaire, Exotic Aquatics, provides boat rentals at the dock during the boating season (mid- April through early November). In return for access to the City Dock for this private enterprise, the concessionaire pays the City \$2,500 in annual fees. The current agreement with Exotic Aquatics runs through December 31, 2019 (see attached "Concession Agreement with Exotic Aquatics" and "Notice of Extension of Concession Agreement").

Earlier this year, the BIMPRD approached the City to propose that BIMPRD assume more general responsibilities at the City Dock to provide expanded dock host services, moorage supervision, light

maintenance and cleaning, and management of the small boat concession. BIMPRD proposed to add designated staff for these responsibilities in order to provide expanded services and a more consistent level of support to boaters using the City Dock. The proposed scope of services BIMPRD would provide are described in the attached file ("BIMPRD City Dock Proposal). Some level of support is currently provided at the City Dock through seasonal volunteer "dock hosts." Maintenance of the City Dock is handled by Public Works staff. The BIMPRD proposal assumes that BIMPRD would retain dock moorage fees as revenue towards these operational expenses. Currently, the City receives roughly \$35,000 - \$40,000 annually from fees related to transient moorage, trailer parking, launch ramp use, and annual trailer passes.

As currently proposed, the BIMPRD approach would provide more regularly scheduled staff support for the City Dock, and would eliminate the need to recruit, train, and schedule volunteer dock hosts. This would allow the City's Harbormaster, which is a part-time position (0.75 FTE), to focus on other responsibilities, including the derelict vessel program, safety and navigation issues, water quality calls, and oversight of the Dave Ullin Open Water Marina (DUOWM).

The BIMPRD proposal would provide small boat rental services that are roughly comparable to what is currently provided by the private concessionaire, and proposes to continue an annual payment of \$2,500 to the City. An assessment of this proposal by City staff in several departments (Finance, Police, Public Works) concluded that the BIMPRD proposal would be of benefit and would increase the level and scope of services offered at the City Dock.

If Council is supportive of this change in City Dock management, City staff will coordinate with BIMPRD to draft an interlocal agreement between the City and BIMPRD for services to manage the City Dock and the small boat concession. This interlocal agreement would be presented to the City Council for review and consideration of approval. If Council is supportive of this approach, the City will formally notify the current concessionaire that the current agreement will not be renewed after expiration on December 31, 2019.

If Council prefers to continue with the City's current approach, the City will renew the current concessionaire's agreement for an additional 12 months (through December 31, 2020) as their performance to date has been entirely satisfactory. In Fall 2020, the City will then plan to issue a Request for Proposals to select a concessionaire for the next three-year term (2021 - 2023).

ATTACHMENTS:

[BIMPRD Proposal - Waterfront Park Dock](#)

[Concession Agreement with Exotic Aquatics \(Executed on 4-27-18\)](#)

[Notice of Extension of Concession Agreement \(Executed 3-21-19\)](#)

FISCAL DETAILS: Current revenues received by the City are approximately \$35,000 - \$40,000 and are posted to the General Fund. This is expected to remain consistent going forward.

Fund Name(s): General Fund

Coding:



Dear City of Bainbridge Island,

Since 1965 our community organization has served our island's recreational needs, providing a wide array of recreation programs as well as maintaining over 1,500 acres of parks, trails, and open space. It is with great interest that we submit our proposal for your review regarding the operational management for Waterfront Park dock and the small boat concessionaire stand.

Our proposal combines the overall management of Waterfront Park dock - welcoming visitors, answering questions, collecting moorage fees, and providing a secure presence - with operating the small boat concessionaire stand. By combining these two areas under our umbrella of responsibility, we feel confident that we can provide not only a substantial increase in selection of recreational opportunities, but also a measured increase in customer service. Our staff will be cross trained to run the concessionaire area as well as manage moorage for Waterfront Park Dock. Visiting boaters will be welcomed by trained staff with a friendly smile, a helping hand on the lines, answers to guests' questions, offered in-person fee collection, an explanation of dock amenities, and receive a courtesy cloth bag containing relevant brochures, maps, coupons, area attractions, upcoming events, and pertinent contact information.

Our community organization is an expert in outdoor recreation and facilitating public amenities. We are stewards of numerous public parks across the island and are well versed with operating boating programs in Eagle Harbor. We have a friendly and highly trained boating staff, a nationally and state recognized Outdoor Program, established recreation software with point of sale capability, thousands of innovative recreation programs offered annually, a large Gearbank of outdoor rental equipment, in-house maintenance staff with on-call capabilities, and a dedicated marketing and community engagement departments. Additionally, we are familiar and work closely with the majority Waterfront Park user groups such as Washington State Ferries, US Coast Guard Auxiliary, Bainbridge Island Rowing, Bainbridge Island High School Sailing, Eagle Harbor Yacht Club, Queen City Yacht, and several others. We have well documented strong track record of collaboration with each.

Our proposal for Waterfront Park Dock will do the following:

- Establish high-quality year-round customer service that surpasses industry standards for guests
- Increase and manage the types of quality dock amenities available
- Increase timeliness of quickly addressing light maintenance concerns
- Significantly increase the daily staff presence and hours of operation at Waterfront Park Dock
- Elevate guests' first experience, providing a courtesy cloth bag containing relevant brochures, maps, coupons, area attractions, upcoming events, and pertinent contact information
- Expand marketing to highlight Bainbridge Island, partnering with local businesses and associations

We believe that every islander and visitor alike should have a positive and memorable experience while visiting Waterfront Park. It is our hope that this proposal to manage both Waterfront Park Dock moorage and the small boat concessionaire stand will not only increase the total amenities available but culminate in a higher degree of overall customer service to our community and visitors.

Thank you for your consideration.



Waterfront Park Dock

Operational Proposal

Since 1965 our community organization has served our island's recreational needs, providing a wide array of recreation programs as well as maintaining over 1,500 acres of parks, trails, and open space. It is with great interest that we submit our proposal for your review regarding the operational management for Waterfront Park dock and the small boat concessionaire stand.

Our proposal combines the overall management of Waterfront Park Dock moorage - welcoming visitors, answering questions, providing increased amenities and services, collecting fees, and establishing a year-round staffed presence - with operating the small boat concessionaire stand. By combining these two areas under our umbrella of responsibility, we feel confident that we can provide not only a substantial increase in selection of recreational opportunities, but also a measured increase in customer service. Our staff will be cross trained to run the concessionaire area as well as help manage Waterfront Park Dock's moorage operations.

DOCK MOORAGE OPERATIONS

The Park District will establish high-quality year-round customer service for guests, significantly increasing the daily staff presence and hours of operation at Waterfront Park Dock. Visiting boaters will be welcomed by trained staff with a friendly smile, a helping hand on the lines, answers to guests' questions, offered in-person fee collection, an explanation of dock amenities as well as receive guidance on where to go and what to do in Winslow. The Park District is also proposing to Increase and manage the types of dock amenities available as well as directly resolve light maintenance concerns. Individuals and families who are looking to rent boats to play out on the water will be warmly helped.

Operating Schedule: Monday-Sunday

Listed hours and dates will be fully staffed on site unless otherwise noted.

April 1 – April 30: 9:00 am – 5:00 pm

May 1 – September 30: 7:00 am – 9:00 pm

October 1 – November 4: 9:00 am – 5:00 pm

November 5 – March 31: Staff will perform boat checks a minimum of three times a day.

*Times and dates subject to adjustment and demand

Communication

- Staffed Administrative Phone Line: Staff will be available to answer questions, facilitate dock reservations, and collect payment.
- Dedicated Dock Cellphone: Staff onsite at the Waterfront Park Dock will be easily accessible via a dedicated cellphone for the facility.

- VHF Call Channel: Arriving boats will be able to use VHF Channel 78A to hail and communication with staff at Waterfront Park Dock.
- On Call Number: Trained staff will be on call via the Park District's after hours urgent-needs cell number.
- Online: The Waterfront Park Dock website will be updated to provide clear and easily accessible information about reservations, fees, amenities, contact information, park information, FAQs, a colored map of the dock and surrounding areas, and other community resources of interest to guests.

Staffing and Responsibilities

A dedicated position to oversee Waterfront Park Dock operations will be created, with additional seasonal positions coming onboard during peak season. Staff will be trained to greet all guests warmly, handle lines, tie up boats, adjust moorage based on demand (rafting, Mediterranean), manage dock traffic flow, perform boat checks three times a day, answer guest questions, present a list of included amenities, collect payment, move dock carts to be accessible, empty trash and recycling, clean and sweep the dock, water/weed where appropriate, check restrooms and showers, assist boaters who need extra equipment such as power cables, and provide a visible and friendly public image of Bainbridge Island. The Park District is keen on exemplifying a positive image of our community and has done so successfully for the past 54 years.

All Waterfront Park Dock staff will be cross trained to assist with the small boat concessionaire stand, certified in CPR/1st Aid/AED, VHF usage, small powerboat operation, emergency pump out, hazmat training, and WA Safe Boater's training. Additional specialized trainings may also be required of staff as needs dictate. Park District staff will also be available facilitate moorage reservations via phone and online, conduct light maintenance and repairs, troubleshoot issues as they arise, and be on call during after hour scenarios

Host Station Offerings

All moorage guests will receive a courtesy cloth bag containing brochures, maps, and information about Bainbridge Island such local businesses, rental opportunities, and public events. It is the Park District's intention to collaborate with the Chamber of Commerce, the Downtown Business Association, and other core entities that would benefit by working collaboratively with Park District staff who are providing customer services to moorage guests. A receipt to post in their window as well as the shower code and Wi-Fi information will also be included.

Park District would like to increase the amount of quality amenities available to guests. The Host Station will provide free Wi-Fi, dog treats, courtesy coffee, a selection of board/lawn games, and a selection bicycle available for guests to use to explore Winslow and Bainbridge Island. Additionally, daily weather, tide, and environmental hazard reports will be posted as well as a selection of free life jacket usage for youth.

Payment Management

Staff will be trained to actively manage and collect payments from user groups. This includes moorage, dockside rafting, and overnight fees. Staff will follow up with anyone who has not paid, helping them navigate the process in a courteous and friendly manner. Any issues with enforcement will be referred to Bainbridge Island Police Department.

Enforcement & Emergencies

For enforcement issues, the Park District will call and collaborate with Bainbridge Island Police Department. For urgent issues such as an oil sheen, oil spill, vessel adrift, vessels speeding, sewage spill, illicit discharge, pump out problems, Central Communications 911 will be dialed and the dispatcher notified that it is not an emergency, but to relay the information to the appropriate staff. For emergencies, 911 or the call box attached to the Dock Host station will be used.

The marketing materials that guests receive will have a helpful "Who to Call" list for common issues, after hours needs, and emergencies.

Maintenance

The Park District will communicate with COBI for all maintenance matters pertaining to City Dock. The Park District is proposing to help with light maintenance matters – such as resetting the electrical breakers and minor facility repairs - freeing up COBI staff time, while quickly and clearly communicating any larger needs to appropriate COBI staff.

Dock staff will handle guest garbage and recycling needs, could monitor the bathrooms and showers, and stock basic moorage supplies for guests. These supplies may include extra power connectors for guests, hoses, etc.

Marketing

The Dock Host Station will exhibit a variety of different marketing materials for visitors and islanders such as hours of operations and contact information. All moorage guests will receive a courtesy cloth bag containing brochures, maps, and information about Bainbridge Island such local businesses, rental opportunities, and public events. Additionally, the Park District will display information about the Small Boat Concessionaire operation as well as collaborate with the Chamber of Commerce, the Downtown Business Association, and other core entities that would benefit by working collaboratively with the Dock Host Station.

The Park District will create a newly designed custom webpage for Waterfront Park Dock. The webpage will include all relevant information about Waterfront Park Dock - hours of operation, amenities, contact information, dock/moorage/overnight pricing, boat launch rules, parking, bathroom accessibility, shower info, a YouTube video that showcases the dock and facilities, FAQs, Small Boat Concessionaire info, relevant community contacts and user groups, as well as colored maps. The webpage will be hosted, maintained, and updated by the Park District and may include a live feed webpage on Waterfront Park Dock for community members to refer to before launching boats as well as a small weather system.

Community Partners

The Park District has established partnerships and works closely with the majority of Waterfront Park user groups such Washington State Ferries, US Coast Guard Auxiliary, Bainbridge Island Rowing, Bainbridge Island High School Sailing, Eagle Harbor Yacht Club, Queen City Yacht, and several others. Additionally the Park District collaborates with key business organizations, non-profits, and other public agencies in and around Bainbridge Island. Assuming operations for

Waterfront Park Dock would establish new possibilities for many partnering organizations and agencies.

Operational Integration with Small Boat Concessionaire

The Park District is proposing to manage Waterfront Park Dock moorage as well as the small boat concessionaire stand. There are numerous benefits that our Bainbridge Island community - as well as visitors to the island - stand to gain by having one entity oversee both areas within their scope of responsibility. These benefits include, but are not limited to the following:

- **Increased levels of customer service**
Staff will be trained to greet all guests warmly, handle lines, tie up boats, adjust moorage based on demand (rafting, Mediterranean), manage dock traffic flow, perform boat checks three times a day, answer guest questions, present a list of included amenities, collect payment, move dock carts to be accessible, empty trash and recycling, clean and sweep the dock, water/weed where appropriate, check restrooms and showers, assist boaters who need extra equipment such as power cables, and provide a visible and friendly public image of Bainbridge Island.
- **Significantly increased daily staff presence and hours of operation**
A dedicated position will oversee Waterfront Park Dock operations, with additional seasonal positions coming onboard during peak season. Staff will be on site 9:00am – 5:00pm (7:00pm during summer), seven months out of the year. The remaining months staff will be visiting guests and conducting boat checks three times a day. Their hours align with the Small Boat Concessionaire, increasing rentals opportunities for guests and community members as well.
- **Increased offerings and management of new dock amenities**
Park District would like to increase the amount of quality amenities available at Waterfront Park Dock. Guests would receive free Wi-Fi, trash/recycling service, access to dock carts, 24/7 on call staff, pump out services, discounts on kayak and SUP rentals, free bicycle rentals, clean and serviced bathrooms and showers, options for laundry, and a courtesy cloth bag containing brochures, maps, and information about Bainbridge Island such as local businesses, rental opportunities, and public events. The Host Station will provide free Wi-Fi, dog treats, courtesy coffee, a selection of board/lawn games, and a selection of bicycles available for guests to use to explore Winslow and Bainbridge Island. Additionally, daily weather, tide, and environmental hazard reports will be posted for boaters.
- **Increased timeliness of quickly addressing light maintenance concerns**
Park District has a robust maintenance and mechanics division with talented personnel adept at quickly assessing situations for replacement and repairs. Maintenance issues that arise with city dock, the small boat concessionaire stand, and the dock host station will be quickly addressed.
- **Greatly expanded marketing of Waterfront Park Dock and the local business district**
The Park District will create a newly designed custom webpage for Waterfront Park Dock. The webpage will include all relevant information about Waterfront Park Dock - hours of operation, amenities, contact information, dock/moorage/overnight pricing, boat launch rules, parking, bathroom accessibility, shower info, a YouTube video that showcases the

dock and facilities, FAQs, Small Boat Concessionaire info, relevant community contacts and user groups, as well as colored maps. The webpage will be hosted, maintained, and updated by the Park District and may include a live feed webpage on Waterfront Park Dock for community members to refer to before launching boats as well as a small weather system.

Additionally, a social media and branding campaign for guests to come visit Waterfront Park Dock and Bainbridge Island will be launched, with planned collaboration with Chamber of Commerce, the Downtown Business Association, and other core entities that would stand to benefit.

SMALL BOAT CONCESSIONAIRE

We believe that every islander and visitor alike should have a positive and memorable experience while visiting Waterfront Park.

Management Experience: The Park District has 54 years recreational programming history on Bainbridge Island. Since its inception in 1965, the Park District has grown substantially and provides a wide array of recreational opportunities for the island. As of 2014, the Park District operates and maintains over 1,500 acres in parks, trails, and open space that is available to the community for both active and passive use. This also includes active park management in the form of recruiting, training, and supervising park hosts year-round, including at Fay Bainbridge Park's campground. On the recreational side, the Park District offers countless programs for all ages in areas ranging from sports to cultural arts, and aquatics to boating and outdoor programs. In addition, numerous concerts and special events are hosted by the Park District in island parks.

Consistent with its early years, the Park District today continues in its dedicated commitment to serve the island by providing parks and recreation in a manner that enhances lives and contributes to the enjoyment of life.

The Park District's Outdoor Program has gotten 30,000 people outdoors and active since 2010. In 2018 staff were honored to receive a national award from the National Recreation & Park Association as well as a Spotlight Award for Programming Excellence from Washington Recreation & Park Association. It is a model that other agencies around the country refer to and is continuing to lead the way in community outdoor recreation. The Park District has more ACA Level 2 Kayaking Instructors, US Sailing Level 1 Small Dinghy Instructors, US Powerboating Safety Boating Instructors than any other public agency in Washington state.

Community Partners: The Park District has close partnerships with key boating organizations and businesses in and around Bainbridge Island. These include Bainbridge Island Rowing, Eagle Harbor Yacht Club, Port Madison Yacht Club, Bainbridge Island High School Sailing, as well as collaborating with the US Coast Guard Auxiliary to offer boating safety courses.

Operating Schedule: Monday-Sunday

Listed hours and dates will be fully staffed on site unless otherwise noted.

April 1 – April 30:	9:00 am – 5:00 pm
May 1 – September 30:	9:00 am – 9:00 pm
October 1 – November 4:	9:00 am – 5:00 pm
November 5 – March 31:	Classes, clinics, and reservations only

*Times and dates subject to adjustment and demand

Description of Services

Rentals: Kayak, standup paddle board (SUP), and sailboat rentals. Can be rented hourly, half day, full day, overnight, monthly pass or season pass.

Type of Equipment on City Dock

Single kayaks with double bulkheads, single sit-on-top kayaks, double kayaks with double bulkheads, double sit-on-top kayaks, youth and adult sized SUPs, rigid and inflatable SUPs, a giant six person SUP, one and two person sailing dinghies, youth, adult, universal size PFDs, kayak pumps and paddle floats, kayak paddles, medical kits, VHF radios, storage racks, lockers, benches, tables, chairs, and a sitting area.

The Small Boat Concessionaire float will consist of the above listed items, organized via boat racks, a rental check in booth, and a sitting area. The design will allow for community members and visitors to accessibly engage in renting boats to explore Eagle Harbor in a recreational manner.

Class offerings

The Park District's offers over 500 Outdoor Programs on an annual basis. Many of these are boating specific and can be implemented at Waterfront Park Dock such as basic, intermediate, and advanced levels of kayaking, sailing, standup paddle boarding, and canoeing instruction. Additionally, the Park District offers low cost family boating clinics and demos, participates in community events such as Boater's Fair, and has been a staple in the community for youth boating summer camps, putting 600+ kids out on the water every year. Beyond these core areas, the Park District's Outdoor Program has met great success by engaging the island's community with social paddles for adults, teens, women, as well as singles looking to meet others. Regardless of age and ability, there is something for everyone through the Park District's boating programs.

The Park District also has strong relationships with accredited boating organizations such as US Sailing, American Canoe Association, US Coast Guard Auxiliary, National Outdoor Leadership School, Wilderness Medical Institute, Institute for Leave No Trace Ethics, among several others. There will be opportunities to host nationally accredited training courses, greatly benefiting the island community in general, as well as tying in creating additional resiliency with Bainbridge Prepares

Staffing

Our boating program has certified American Canoe Association (ACA) Level 2 kayaking instructors, certified US Sailing Level 1 & 2 Small Dinghy Sailing instructors, certified US Sailing Keelboating instructors, certified US Power Boating Safety Boating Instructors, and certified

Wilderness First Responder (WFR) trained staff. Additionally, every staff member has CPR/1st Aid/AED, VHF, small powerboat, and WA Safe Boater's training.

Payment / Reservation Management

The Park District has a comprehensive online registration system, allowing patrons to book recreational programs, facility reservations, and rentals with ease. In addition to the online PCI compliant software, enrollment for programs, reservations, and rentals can be completed in person at the Bainbridge Island Aquatic Center or via phone. The Park District also have experience operating VENTEC payment kiosks, utilizing them at Fay Bainbridge Park.

License & Insurance

Bainbridge Island Metropolitan Park & Recreation District is fully licensed and insured to do business on the island. Please refer to the photo of our insurance binder in Appendix A1. We have been providing recreational services for our island community for over 50 years.

Customer Service

Our staff will be cross trained to run the concessionaire area as well as help manage the city dock host station. On busy days, the benefits of this approach will be readily apparent. Visiting boaters will be welcomed with a friendly smile and a helping hand on the lines, guests will receive guidance on where to go and what to do, and families looking to rent boats to play out on the water will be warmly helped.

Appendix A1

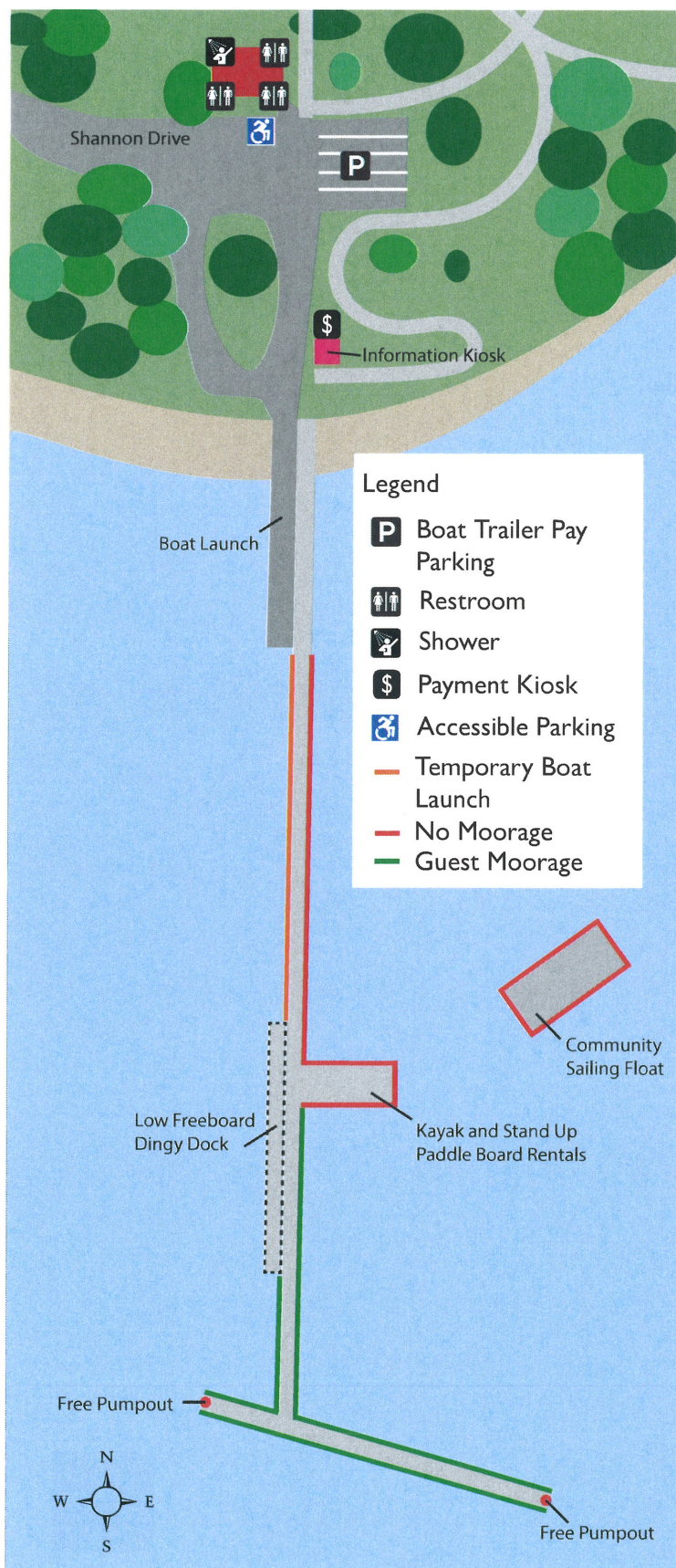
BINDER (Summary of Coverage)			
MEMBER: Bainbridge Island Metro Park & Rec Dist 7666 NE High School Rd Bainbridge Island, Washington 98110		MEMORANDUM # 2019-00-091	
		EFFECTIVE: 9/1/2018 through 8/31/2019	
<i>This is to certify that the Memorandum of Coverage has been issued to the Member named above for the period indicated.</i>			
COVERAGE:	COVERAGE TYPE	LIMIT	DEDUCTIBLE
GENERAL LIABILITY <i>General Liability; Professional Liability; Personal Liability</i>	Each occurrence	\$20,000,000	\$1,000
AUTO LIABILITY <i>Hired and Non-Owned; Temporary Substitute</i>	Each occurrence	\$20,000,000	\$1,000
PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY	Each Wrongful Act Member Aggregate	\$20,000,000 \$20,000,000	\$1,000
TERRORISM LIABILITY	Each Occurrence Aggregate	\$500,000 \$1,000,000	\$1,000
EMPLOYMENT PRACTICES LIABILITY	Aggregate Per member	\$20,000,000	20% Co Pay*
CRIME BLANKET COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	\$250,000 N/A	\$1,000
NAMED POSITION COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	Per Occurrence Member Aggregate	N/A N/A	N/A
PROPERTY/MOBILE EQUIPMENT/BOILER AND MACHINERY <i>Property; Mobile Equipment; Boiler & Machinery</i>	Replacement Cost	Per Schedule with Enduris	Per Schedule with Enduris
CYBER COVERAGE	Each Occurrence Member Aggregate	\$2,000,000	20% Co Pay*
AUTOMOBILE PHYSICAL DAMAGE	Per Schedule with Enduris	Per Schedule with Enduris	\$250
IDENTITY FRAUD EXPENSE REIMBURSEMENT	Per Occurrence Member Aggregate	\$25,000 \$25,000	\$1,000
<i>CoPay may be waived as per Memorandum of Coverage</i>			



1610 S. Technology Blvd. Ste 100 - Spokane Washington - 99224 Tel. (509) 838-0910 - Toll Free (800) 462-8418 - Fax (509) 747-3875



Authorized Representative
Chief Operating Officer



Waterfront Park Dock

301 Shannon Drive SE
Bainbridge Island, WA 98110
www.biparks.org
Latitude: 47°37'16.1"N
Longitude: 122°31'04.4"W

AMENITIES

Waterfront Park Dock is adjacent to Waterfront Park, a 5.5-acre park with a children's play area. Waterfront Park is bordered by the downtown area featuring a wide range of restaurants, businesses and retail stores within walking distance.

- Free WiFi
- Restrooms and free showers
- Free garbage and recycling
- Free pump out
- Complimentary bikes available to guests May-September weather permitting
- Discount for kayak and SUP rental
- Walking trails nearby
- One block from downtown Winslow

CONTACT INFO

Radio VHF Channel: 78A
Dock Manager: 206-883-5768
Customer Service: 206-842-2302
Waterfront Park Dock After Hours:
206-555-5555
Emergency: 911
Email: info@biparks.org



Waterfront Park Dock

Estimated Operational Budget

INCOME	2020 Proposed
Moorage & Rentals	\$111,947
TOTAL INCOME	<u>\$111,947</u>
 EXPENSES	
Wages	\$85,000
Payroll Tax	\$12,238
Maintenance Supplies	\$720
Operational Supplies	\$3,652
Small Tools & Equipment	\$650
Telephone & Communication	\$360
Internet & Wi-Fi	\$1,400
Advertisement	\$1,200
Repairs & Maintenance	\$400
Background Checks	\$320
Prof. Development / Training	\$400
Administrative	\$3,107
COBI Annual Fee	\$2,500
TOTAL EXPENSES	<u>\$111,947</u>
 NET	 <u>\$0</u>

CONCESSION AGREEMENT

THIS CONCESSION AGREEMENT ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Exotic Aquatics Scuba & Watersports, LTD, a Washington State corporation ("Concessionaire").

In entering into this Agreement, the City and the Concessionaire (the "Parties") recognize and agree to the following recitals:

A. The City recently completed construction of a new City Dock at Eagle Harbor Waterfront Park. The new City Dock will include an uncovered, grated float attached to the main dock, on which the City wishes to host a small boat rental concession as well as the City-owned police boats.

B. On February 12, 2018, the City issued a request for proposals for a small boat rental concessionaire to provide the small boat rental concession, and applicants were directed to submit their proposals electronically not later than 4:00 PM PST on Friday, March 2, 2018.

C. The Concessionaire submitted a timely and complete proposal to be considered for the small boat rental concession.

D. On March 5, 2018, the City reviewed the submitted proposals and identified the Concessionaire as having submitted the proposal that will best serve the interests of the public, pursuant to the selection criteria outlined in the request for proposals.

E. On March 27, 2018, the City Council authorized the City Manager to negotiate and execute all documents necessary to enter into an Agreement with the Concessionaire to operate a small boat rental concession from the finger pier attached to the City Dock.

NOW, THEREFORE, the Parties agree as follows:

1. Grant of Concession and Description of Concession Area. The City grants to the Concessionaire for the term of this Agreement the exclusive concession, right, and privilege to operate a small boat rental concession, subject to the terms and conditions set forth in this Agreement. The Concessionaire shall operate the concession on a 12'x 48' section of a float attached to the City Dock in Waterfront Park, as described on **Attachment A**, attached hereto and incorporated herein by this reference ("Concession Area").

The Concessionaire shall operate the concession business for public outdoor recreation purposes in compliance with any Outdoor Recreation Grant received in connection with the concession business and with the Land and Water Conservation Fund Act and the Act's implementing regulations, if any.

2. Consistency with Aquatic Lands Lease.

A. The Parties agree that this Agreement is consistent with and subject to all the terms and conditions of the Aquatic Lands Lease, Lease No. 20-A85592, executed by the Washington State Department of Natural Resources and the City on May 4, 2017, and any amendments thereto (“Aquatic Lands Lease”). Any mention of a specific section of the Aquatic Lands Lease in this Agreement shall not be construed as limiting the general applicability of the Aquatic Lands Lease to this Agreement.

B. In the event of a conflict between the terms of this Agreement and the Aquatic Lands Lease, the terms of the Aquatic Lands Lease will control, except that the insurance requirements included as **Attachment D** to this Agreement will control over the insurance requirements specified in the Aquatic Lands Lease.

C. This Agreement shall terminate if the Aquatic Lands Lease terminates for any reason.

D. By executing this Agreement, the Concessionaire acknowledges receipt of a copy of the Aquatic Lands Lease, a copy of which is included as **Attachment B** to this Agreement and is incorporated by this reference. The Concessionaire also acknowledges receipt of a copy of the Aquatic Lands Agreement Amendment, a copy of which is included as **Attachment C** to this Agreement and is incorporated by this reference.

E. This Agreement is between the Concessionaire and the City. There is no privity of contract between the Concessionaire and the State of Washington.

F. The Concessionaire’s use of the kayak racks, which are a permitted use under the Aquatic Lands Lease, can be used as a Concession Area for a small boat rental concession.

3. Term of Agreement. This Agreement shall be for a one-year term, commencing upon the execution of this Agreement. The City shall have the right to terminate this Agreement following 60 days’ advance written notice. Upon expiration of this Agreement, the City Manager and Concessionaire may agree to renew this Agreement for an additional two-year term.

4. Payments to City. Concessionaire shall annually pay to the City Two Thousand Five Hundred Dollars (\$2,500). This amount will be paid quarterly in equal installments. The Concessionaire may not prepay any amount to the City.

5. Operation and Services.

A. The Concessionaire shall provide (1) kayaks, paddle boards, and such other boats or equipment as the City shall approve, for rental by the public, (2) guided boat trips around Eagle Harbor and other portions of Bainbridge Island, in such boats or vessels and on such routes as the City may approve, and (3) kayak instruction to the public, through qualified kayak instructors. Any fees charged by the Concessionaire for the authorized services shall be competitive with fees charged by similar service providers.

B. The Concessionaire shall keep the small boat rental concession operational and open to the public:

- | | |
|---|-----------------------------------|
| ➤ April 13, 2018 – May 18, 2018 | 11:00 AM–5:00 PM, closed Tuesdays |
| ➤ May 19, 2018 – September 30, 2018 | 9:30 AM–7:00 PM, 7 days a week |
| ➤ September 30, 2018 – November 4, 2018 | 10:30 AM–5:00 PM, closed Tuesdays |
| ➤ November 5, 2018 – December 31, 2018 | by reservation only |
| ➤ January 1, 2019 – April 11, 2019 | by reservation only |

In the event customer demand indicates a need for a different operating schedule, the Concessionaire may, upon written approval of the City, change the operating schedule. After execution of this Agreement, the Concessionaire shall have a reasonable period of time, not to exceed three weeks, to begin operating the small boat rental concession.

C. The Concessionaire shall supply and maintain in a safe condition for public rental the following boat equipment:

Double Sea Kayak	9
Single Sea Kayaks	29
Paddle boards	4

In the event customer demand indicates a need for a different minimum mix of boat types, the Concessionaire may, upon written approval of the City, maintain and supply a different number of boats.

D. The Concessionaire shall also provide and maintain in a safe condition the following boat accessory equipment:

Life Vests	75
Paddles	60
Spray Skirt	43
Kayak pumps and paddle floats	36

E. The Concessionaire shall issue life vests or other approved floatation devices to each person renting boat equipment. Life vests, spray skirts, and small personal property of the Concessionaire's customers may be stored in a locked storage box or container in Waterfront Park, provided that the Concessionaire obtain, prior to placing any storage box or container in Waterfront Park, the City Manager's, or their designee's, written approval as to the nature, construction, size, and location of the storage box or container as well as the duration in which the storage box or container will be located in Waterfront Park. The City and the State of Washington are not responsible for any lost or stolen life vests, spray skirts, or personal property stored in the storage box or container.

F. The Concessionaire's staff shall be trained in CPR and first aid and shall be equipped with basic first aid equipment at all times that the Concessionaire is open for business.

G. The Concessionaire shall employ personnel in such numbers, skills, and experience as is necessary to properly conduct the Concessionaire's activities under this Agreement. The Concessionaire shall have someone available to provide rental services at the times that the small boat rental concession is operational and open to the public, as stated in section 5.B of this Agreement. On the following dates, the Concessionaire shall have a qualified representative authorized to represent the Concessionaire present at the Concession Area during the times that the small boat rental concession is operational and open to the public:

- On weekends from April 28, 2018, to May 20, 2018;
- At all times from May 24, 2018, to September 15, 2018;
- On weekends from September 15, 2018, to October 15, 2018.

During all other times specified in section 5.B of this Agreement, rentals will be available by phone, walk up, or online at the Concessionaire's retail facility, located at 328 Madison Ave N, Bainbridge Island, WA 98110. At such times, a qualified representative authorized to represent the Concessionaire shall be present at the Concession Area to launch rental equipment and aid customers in boarding. At the end of the rental period, the qualified representative of the Concessionaire shall return to the Concession Area to stow rental equipment and aid customers in disembarking. At all times that the Concessionaire's rental equipment is in use by a customer, a qualified representative of the Concessionaire shall be available by phone. The City does not provide parking for Concessionaire's staff.

H. The Concessionaire shall, at its own expense, promote and encourage the rental of boats and the other services authorized under this Agreement. To the extent allowed by the City's sign regulations, signage and advertising is allowed on one sandwich board in or near Waterfront Park, near the entrance to the City Dock, or at some other location within the City.

I. The Concessionaire shall have a voice message system to receive incoming telephone calls during non-operating hours and to provide the public with information regarding the boat rentals and other services authorized under this Agreement.

J. The Concessionaire shall not permit any excessive or objectionable noise, odor, dust, vibration, or similar substance or condition to remain on or be emitted from the Concession Area. The Concessionaire shall not create any nuisance in or adjacent to the Concession Area or the City Dock.

K. The Concessionaire shall not interfere with access to or from any part of the City Dock, boat ramp, or boat-trailer parking.

L. The Concessionaire, its staff, and its customers shall not park in the recreational boat-trailer parking stalls or within Eagle Harbor Waterfront Park.

M. The Concessionaire shall not place a lock on the gate to the Concession Area. The City will supply a lock and a key for use by the Concessionaire. Upon the expiration or termination of this Agreement, the Concessionaire shall return the key to the City.

6. Improvements to Concession Area.

- A. The Concessionaire shall not make any permanent modifications, alterations, additions, or improvements to the Concession Area or the City Dock.
- B. To the extent allowed under this Agreement, the Concessionaire may make temporary improvements, additions, or alterations to the Concession Area or the City Dock.
- C. Before making any temporary improvements, additions, or alterations to the Concession Area or the City Dock, the Concessionaire shall submit to the City, for approval, schematic designs, design development drawings, and final working drawings and specifications for any construction or installation on the Concession Area or the City Dock of temporary improvements, additions, or alterations to convert the Concession Area to the condition desired by the Concessionaire for the operation of its business. The Concessionaire shall not begin any such construction or installation until after the City has approved the same in writing, and any temporary improvement, alteration, or addition shall be constructed or installed in accordance with plans and specifications approved by the City. The Concessionaire will be liable for any damage to the Concession Area or the City Dock that is caused by or arises from their construction or installation of any temporary improvement, addition, or alteration.
- D. Immediately following the Concessionaire's receipt of notice from the City of any variation between approved plans and specifications and any temporary improvement, addition, or alteration in or on the Concession Area or the City Dock, the Concessionaire shall either desist from the occupation or use of such improvement, addition, or alteration and remove it from the Concession Area or the City Dock, or make the improvement, addition, or alteration consistent with the approved plans and specifications.
- E. All temporary improvements, additions, and alterations made to the Concession Area or the City Dock shall be at the sole expense of the Concessionaire, unless otherwise specifically agreed in writing.
- F. The Concessionaire shall obtain, at its sole expense, any permits required before making any improvements, additions, or alterations to the Concession Area.
- G. No temporary improvements, additions, or alterations may cumulatively cover the Concession Area so as to prevent sunlight from reaching at least 90% of the grated deck of the Concession Area.

7. Disclaimer of Condition of the Concession Area. The City disclaims all representations, statements, and warranties, express or implied, with respect to the condition of the Concession Area or the use and occupancy of the Concession Area, other than those contained in this Agreement. The Concessionaire accepts the Concession Area in its condition on the effective date of this Agreement.

8. Liens and Encumbrances. The Concessionaire shall keep the Concession Area free and clear of any liens and encumbrances. At the request of the City, the Concessionaire shall deliver to the City written proof of the payment of any item which could be the basis of such a lien, if not paid.

9. Maintenance and Repair. The Concessionaire, at its sole cost and expense, shall keep and maintain the Concession Area, and all improvements, alterations, and additions to the Concession Area, in a neat and sanitary condition in accordance with all applicable state and local public health standards. The Concessionaire shall preserve the Concession Area and all improvements in good repair so as to prevent deterioration that would discourage public use. The Concessionaire shall maintain the Concession Area in a condition that is attractive and inviting to the public, as determined by the City.

10. Books, Records, and Audit. The Concessionaire 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 and shall maintain an accounting system having controls governing inventories and receipts, and detailed records of all income and expenses of all business generating gross receipts under this Agreement. 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 Concessionaire 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 Concessionaire shall preserve and make available all such books of account and records for a period of three (3) years after the expiration or termination of this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Concessionaire shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy. The Concessionaire shall retain in Kitsap County, Washington, for at least fifteen (15) months after the close of any fiscal year of the Concessionaire, copies of all rental or sales checks or slips issued, tapes from all cash registers, and analogous and collateral supporting data regarding the Concessionaire's gross receipts during such fiscal year.

11. Indemnification.

A. Concessionaire shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arise out of Concessionaire's use of Concession Area, or from the conduct of Concessionaire's business, or from any activity, work or thing done, permitted, or suffered by Concessionaire in or about the Concession Area, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

B. The Concessionaire shall indemnify, defend, and hold harmless the State of Washington, its employees, officers, and agents to the same extent as the City must under Section 10.1 of the Aquatic Lands Lease.

12. Insurance.

The Concessionaire shall secure and maintain, at its sole expense, insurance as specified in **Attachment D**, attached hereto and incorporated herein by this reference.

13. Compliance with Laws.

A. The Concessionaire, at its sole cost and expense, shall perform and comply with all applicable federal and state laws, regulations, and rules, and all City ordinances and other laws.

B. The Concessionaire shall secure and maintain in full force and effect during the term of this Agreement, all required licenses, permits, and similar legal authorizations, and shall comply with all requirements thereof.

C. The Concessionaire shall pay, before delinquency, all taxes, levies, and assessments arising from its activities on or occupancy of the Concession Area, including, but not limited to, taxes arising out of the activity or business conducted in the Concession Area, taxes levied on its property, equipment, and improvements on the Concession Area, and taxes on the Concessionaire's interest in this Agreement and any leasehold interest deemed to have been created under Chapter 82.29A RCW. In the event the State of Washington makes any demand on the City for payment of leasehold excise taxes resulting from the Concessionaire's occupancy of the Concession Area or withholds funds due to the City to enforce collection of leasehold excise taxes, the Concessionaire shall, at its sole expense, contest such action and indemnify the City for all sums expended by, or withheld by the State from, the City in connection with such taxation; provided, that Concessionaire may pay any such tax in lieu of contesting it or indemnifying City.

D. The Concessionaire agrees to comply with all federal, state, and local laws prohibiting discrimination with regard to race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

14. City's Access to Concession Area. The City may access the Concession Area at all reasonable times to inspect the same and to make any repair, improvement, alteration, or addition to any property owned by or under the control of the City, but this right of access shall not impose on the City any obligation to make any repair, alteration, addition, or improvement. The City shall have the right to use any means that the City deems proper in an emergency to obtain entry to the Concession Area, without any liability. Any entry to the Concession Area obtained by the City in such circumstances shall not be construed or deemed to be a forcible or unlawful entry into, or a detainer of, the Concession Area or a termination of the Concessionaire's license to use and occupy the Concession Area or any portion thereof.

15. Assignment, Transfer, or Sublease. The Concessionaire shall not assign or transfer this Agreement or any rights under this Agreement, or sublease any part of the Concession Area, without the prior written consent of the City. No right, privilege, or interest conferred in this

Agreement shall pass to any trustee or receiver in bankruptcy or to any receiver or assignee for the benefit of creditors; nor shall this Agreement or any rights, privilege, or interest be transferable by operation of law or proceeding of any court.

16. Default, Breach, and Termination.

A. The following acts and omissions shall constitute a default and material breach of this Agreement by the Concessionaire:

- i. The failure to comply with all of the insurance requirements specified in **Attachment D**;
- ii. The violation of any law, ordinance, rule, regulation, order, or directive;
- iii. The abandonment of the Concession Area;
- iv. The assignment of the Concessionaire's interest in this Agreement without the prior written consent of the City, the filing of a voluntary or involuntary petition in bankruptcy, or for reorganization or an arrangement, the adjudication of the Concessionaire as being bankrupt or insolvent, the appointment of a receiver of the Concessionaire; or
- v. The failure to perform or the violation of any other condition or covenant of this Agreement, where such default or deficiency in performance was not remedied within a reasonable time.

B. If the Concessionaire commits any act or omission specified above, the City shall provide written notice to the Concessionaire stating the nature of the act or omission, the number of days (which shall be a reasonable time not to exceed sixty (60) days after the date of the notice) within which such failure must be corrected or the violation must be ceased or remedied to avoid termination, and the City's intent to terminate this Agreement if the act or omission is not corrected within the stated time.

C. If the Concessionaire fails to correct, remedy, or cease the failure or violation within the time stated in the City's notice, the City may terminate this Agreement without any further proceedings, lease and license others to use the Concession Area, and conduct the business authorized by this Agreement during any portion of the term remaining under this Agreement had it not been terminated.

17. Removal and Storage of Concessionaire's Property.

A. Within ten (10) business days after the expiration or termination date of this Agreement, whichever is applicable, the Concessionaire shall remove all of the Concessionaire's personal property and all temporary additions, additions, and alterations from the Concession Area and shall make all repairs to the Concession Area necessary to restore the Concession Area to its

condition on the date of this Agreement, ordinary wear and tear excepted. Such removal and repairs shall be at the Concessionaire's sole expense.

B. If the Concessionaire fails to remove all of the property required to be removed under this Agreement, the City may remove and store such property at the Concessionaire's expense. If the City removes or stores such property, the City shall be reimbursed for any costs incurred, including any administrative costs.

18. Maintenance and Cleaning of Concessionaire's Personal Property

A. When maintaining or cleaning its personal property in the Concession Area, the Concessionaire agrees to not discharge any cleaner or other chemicals into the water. If cleaners or other chemicals are used, no visible suds or discoloration of the water are permitted. The Concessionaire shall spot clean or use small amounts of phosphate-free and biodegradable soaps only when necessary and provided that no cleaner or other chemical is discharged into the water.

B. Concessionaire shall comply with section 8 of the Aquatic Lands Lease to the same extent as the City.

19. Notices and Deliverable Materials. 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 Manager
 City of Bainbridge Island
 280 Madison Ave. North
 Bainbridge Island, WA 98110

To the Concessionaire: Exotic Aquatics Scuba and Kayaking
 328 Madison Ave. N, Suite B
 Bainbridge Island, WA 98110
 (206) 842-1980

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.

20. No Relationship Established. The City shall in no event be deemed to be a partner, associate, or joint venturer of the Concessionaire. The Concessionaire is not an agent of the City for any purpose whatsoever. The Concessionaire shall not create any obligation or responsibility on behalf of the City or bind the City in any manner.

21. Amendments. No modifications or amendment of the terms of this Agreement shall be effective unless in writing and signed by the parties. The parties expressly reserve the right to modify this Agreement by mutual written agreement.

22. No Waiver. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

23. Invalidity of Particular Provisions. 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.

24. Binding Effect. The terms and provisions of this Agreement apply to bind the Parties, their legal heirs, representatives, successors, and assigns.

25. Entire Agreement. This Agreement contains all of the covenants, promises, agreements, and conditions, either oral or written, between the parties with respect to the subject matter of this Agreement.

26. 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.

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

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

29. 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 hereto have executed this Agreement as of the later of the signature dates included below:

EXOTIC AQUATICS SCUBA &
WATERSPORTS, LTD

Date: 4/27/18

By: 
Pam Auxier, President

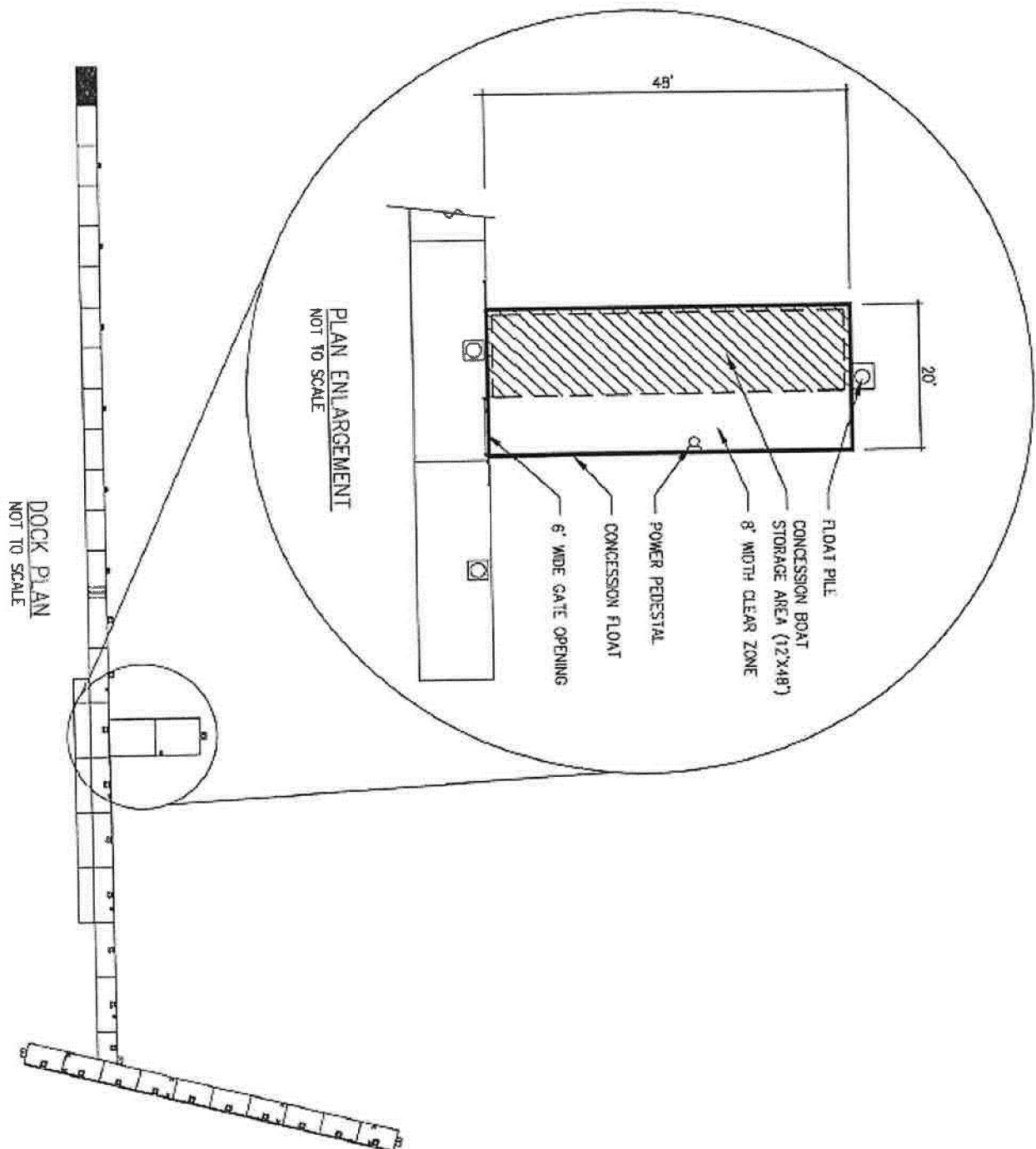
CITY OF BAINBRIDGE ISLAND

Date: 4/13/18

By: 
Douglas Schulze, City Manager

Attachment A

Description of Concession Area



Attachment B

Aquatic Lands Lease

Aquatic Lands Lease No. 20-085592, dated May 4, 2017, is attached hereto and incorporated herein by this reference as if set forth in full.

Attachment C

Aquatic Lands Agreement Amendment

The Aquatic Lands Agreement Amendment, dated May 4, 2017, to the Aquatic Lands Lease No. 20-085592, dated May 4, 2017, is attached hereto and incorporated herein by this reference as if set forth in full.

Attachment D Insurance Requirements

A. Insurance Term

The Concessionaire shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Concessionaire's operation and use of the Concession Area

B. No Limitation

The Concessionaire's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Concessionaire to the coverage provided by such insurance, or otherwise limit the City's or the State of Washington, Department of Natural Resources' ("State's") recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

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

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The City and the State shall be named as additional insured on Concessionaire's Commercial General Liability insurance policy using ISO Additional Insured-Mangers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance shall be written on an all risk basis.

D. Minimum Amounts of Insurance

The Concessionaire shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of the Concessionaire's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

The Concessionaire's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City and the

State. Any insurance, self-insurance, or self-insured pool coverage maintained by the City or the State shall be excess of the Concessionaire'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

The Concessionaire shall furnish the City and the State 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 Concessionaire.

H. Waiver of Subrogation

Concessionaire and City hereby release and discharge each other from all claims, losses, and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss, or liability is covered by insurance. Except as prohibited by law, Concessionaire waives all rights of subrogation against the State for recovery of damages to the extent that they are covered by insurance maintained pursuant to this Agreement.

I. Public Entity's Property Insurance

The City shall purchase and maintain during the term of this Agreement all-risk property insurance covering the City Dock, including the Concession Area, for its full replacement value without any coinsurance provisions.

J. Notice of Cancellation

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

K. Failure to Maintain Insurance

Failure on the part of the Concessionaire to maintain the insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving five business days' notice to the Concessionaire to correct the breach, 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.

L. City Full Availability of Concessionaire Limits

If the Concessionaire maintains higher insurance limits than the minimums shown above, the City and the State shall be insured for the full available limits of Commercial General and Excess

or Umbrella liability maintained by the Concessionaire, irrespective of whether such limits maintained by the Concessionaire are greater than those required by this contract or whether any certificate of insurance furnished to the City or the State evidences limits of liability lower than those maintained by the Concessionaire.



EXOTAQU-01

JANDERSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 La Palma, CA - HUB International Insurance Services Inc. 6 Centerpointe Drive #350 La Palma, CA 90623	CONTACT NAME: Lisa Cossey PHONE (A/C, No, Ext): (714) 739-3175 E-MAIL ADDRESS: Lisa.Cossey@hubinternational.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Tokio Marine Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 23850
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		PPK1660491-402	06/30/2017	06/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED BUT ONLY AS RESPECTS TO DIVE STORE OPERATIONS, TEN DAY NOTICE OF CANCELLATION DUE TO NON PAYMENT OF PREMIUM

CERTIFICATE HOLDER

CANCELLATION

City of Bainbridge Island
City Dock Bainbridge Island
301 Shannon Dr SE
Bainbridge Island, WA 98110

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY POLICY, COVERAGE APPLICABLE TO COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE SECTION I - COVERAGES) ONLY

A. Section II - Who Is An Insured is amended to include any person or organization you are required to include as an additional insured on this policy by a written contract or written agreement in effect during this policy period and executed prior to the "occurrence" of the "bodily injury" or "property damage" and any person or organization that is shown as an additional insured on the Schedule to the Certificate that is issued to the Certificate Holders who are Named Insureds under this policy.

B. The insurance provided to the above described additional insured under this endorsement is limited as follows:

1. COVERAGE A BODILY INJURY AND PROPERTY DAMAGE (Section I - Coverages) only.

2. The person or organization is only an additional insured with respect to liability arising out of "your work" or "your product".

3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance shown in the Declarations pertaining to the coverage provided herein.

4. The insurance provided to such an additional insured does not apply to "bodily injury" or "property damage" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services, including, but not limited to:

i. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and

ii. Supervisory, inspection, architectural, or engineering activities.

5. This insurance does not apply to "bodily injury" or "property damage" arising out of "your work" or "your product" included in the "product-completed operations hazard" unless you are required to provide such coverage by written contract or written agreement and then only for the period of time required by the written contract or written agreement and in no event beyond the expiration date of the policy.

6. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis.

All other terms and conditions of this Policy remain unchanged.

C. In accordance with the terms and conditions of the policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any "occurrence" which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy's terms and conditions. Failure to comply with this provision may, at our option, result in the claim or "suit" being denied.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF SUBROGATION (BLANKET)

It is agreed that we, in the event of a payment under this policy, waive our right of subrogation against any person or organization where the insured has waived liability of such person or organization as part of a written contractual agreement between the insured and such person or organization entered into prior to the "occurrence" or offense.

All other terms and conditions remain unchanged.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 04/18/2018

Name of Person or Organization (Additional Insured):

State of Washington Department of Natural Resources

City of Bainbridge Island

City Dock Bainbridge Island

301 Shannon Dr SE

Bainbridge Island, WA 98110

but only as respects to and where required by written contract with Exotic Aquatics Scuba Watersports LTD., P.O. Box 10673, Bainbridge Island, WA 98110.

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” arising out of or relating to your negligence in the performance of “your work” for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or “occurrence” we cover for this Additional Insured.

The Additional Insured’s limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE.**

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.



EXOTAQU-01

JANDERSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 La Palma, CA - HUB International Insurance Services Inc. 6 Centerpointe Drive #350 La Palma, CA 90623	CONTACT NAME: Lisa Cossey	
	PHONE (A/C, No, Ext): (714) 739-3175 FAX (A/C, No):	
	E-MAIL ADDRESS: Lisa.Cossey@hubinternational.com	
INSURED Exotic Aquatics Scuba Watersports Ltd. P.O. Box 10673 Bainbridge Island, WA 98110	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Tokio Marine Specialty Insurance Company	23850
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			PPK1660491-402	06/30/2017	06/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ Y / ☒ N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED BUT ONLY AS RESPECTS TO DIVE STORE OPERATIONS. TEN DAY NOTICE OF CANCELLATION DUE TO NON PAYMENT OF PREMIUM

CERTIFICATE HOLDER

CANCELLATION

State of Washington Department of Natural Resources
City Dock Bainbridge Island
301 Shannon Dr SE
Bainbridge Island, WA 98110

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY POLICY, COVERAGE APPLICABLE TO COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE SECTION I - COVERAGES) ONLY

A. Section II - Who Is An Insured is amended to include any person or organization you are required to include as an additional insured on this policy by a written contract or written agreement in effect during this policy period and executed prior to the "occurrence" of the "bodily injury" or "property damage" and any person or organization that is shown as an additional insured on the Schedule to the Certificate that is issued to the Certificate Holders who are Named Insureds under this policy.

B. The insurance provided to the above described additional insured under this endorsement is limited as follows:

1. COVERAGE A BODILY INJURY AND PROPERTY DAMAGE (Section I - Coverages) only.
2. The person or organization is only an additional insured with respect to liability arising out of "your work" or "your product".
3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance shown in the Declarations pertaining to the coverage provided herein.
4. The insurance provided to such an additional insured does not apply to "bodily injury" or "property damage" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services, including, but not limited to:
 - i. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and
 - ii. Supervisory, inspection, architectural, or engineering activities.
5. This insurance does not apply to "bodily injury" or "property damage" arising out of "your work" or "your product" included in the "product-completed operations hazard" unless you are required to provide such coverage by written contract or written agreement and then only for the period of time required by the written contract or written agreement and in no event beyond the expiration date of the policy.
6. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis.

All other terms and conditions of this Policy remain unchanged.

C. In accordance with the terms and conditions of the policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any "occurrence" which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy's terms and conditions. Failure to comply with this provision may, at our option, result in the claim or "suit" being denied.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF SUBROGATION (BLANKET)

It is agreed that we, in the event of a payment under this policy, waive our right of subrogation against any person or organization where the insured has waived liability of such person or organization as part of a written contractual agreement between the insured and such person or organization entered into prior to the "occurrence" or offense.

All other terms and conditions remain unchanged.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 04/18/2018

Name of Person or Organization (Additional Insured):

State of Washington Department of Natural Resources City Dock Bainbridge Island, 301 Shannon Dr SE, Bainbridge Island, WA 98110 but only as respects to and where required by written contract with Exotic Aquatics Scuba Watersports LTD., P.O. Box 10673, Bainbridge Island, WA 98110.

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" arising out of or relating to your negligence in the performance of "your work" for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or "occurrence" we cover for this Additional Insured.

The Additional Insured's limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE.**

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.

DIVE CENTER CERTIFICATE OF INSURANCE

Agent Information

Vicencia & Buckley A Division of HUB International
Insurance Services

6 Centerpointe Drive, #350
La Palma, CA 90623-2538

(714) 739-3177 FAX (714) 739-3188

(800) 223-9998

License#: 151305

Certificate #: 201800402

Member #: 2478

Effective Date: 06/30/2017

Expiration Date: 6/30/2018 12:01:00 AM

Policy issued by Tokio Marine Specialty Insurance
Company

Policy #: PPK1660491

Insured's Name and Mailing Address

EXOTIC AQUATICS SCUBA WATERSPORTS LTD.

DBA:EXOTIC AQUATICS SCUBA & KAYAKING

P.O. BOX 10673

BAINBRIDGE ISLAND, WA, 98110

Store Location: 328 MADISON AVE N SUITES A,B,C,D BAINBRIDGE ISLAND, WA 98110

SECTION I: LIABILITY COVERAGES

Limits

Commercial General Liability (Each Occurrence Limit):	\$1,000,000
Personal Injury (per Occurrence):	\$1,000,000
General Liability Aggregate:	\$2,000,000
Products and Completed Operations Aggregate:	\$2,000,000
Damage to premises rented to you:	\$1,000,000
Medical Expense:	Not Included
NON-Owned Auto:	\$100,000
NON-Diving Pool Use:	Not Included
Travel Agent E&O (Each wrongful act & Aggregate):	\$1,000,000
(Claims made form)	

Certificate has Additional Insureds (See Attached)

The insurance afforded by this policy is a master policy issued to PADI Worldwide Corporation, 30151 Tomas Street, Rancho Santa Margarita, CA 92688. The insurance is provided under terms and conditions of the master policy which is enclosed with this certificate. Please read the policy for a full description of the terms, conditions and exclusions of the policy. This certificate does not amend, alter or extend the coverage afforded by the policy referenced on this certificate.

Notice of cancellation: If the company cancels this policy, 45 days notice will be given to the certificate holder unless cancellation is for nonpayment of premium, then 10 days notice will be provided, and any premium not earned will be returned to the certificate holder.

"THIS CONTRACT IS REGISTERED AND DELIVERED AS A SURPLUS LINE COVERAGE UNDER THE INSURANCE CODE OF THE STATE OF WASHINGTON, TITLE 48RCW. IT IS NOT PROTECTED BY ANY WASHINGTON STATE GUARANTY ASSOCIATION LAW."

Issued on behalf of:

Tokio Marine Specialty Insurance Company

Date

07/06/2017

Authorized Representative

Steve Vicencia

Steve Vicencia CPCU

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DIVE CENTER ENDORSEMENT

Agent Information

Vicencia & Buckley A Division of HUB International
Insurance Services

6 Centerpointe Drive, #350
La Palma, CA 90623-2538

(714) 739-3177 FAX (714) 739-3188

(800) 223-9998

License#: 151305

Insured's Name and Mailing Address

EXOTIC AQUATICS SCUBA WATERSPORTS LTD.

DBA:EXOTIC AQUATICS SCUBA & KAYAKING

P.O. BOX 10673

BAINBRIDGE ISLAND, WA, 98110

Certificate #: 201800402-4

Member #: 2478

Effective Date: 04/26/2018

Expiration Date: 6/30/2018 12:01:00 AM

Liability Policy issued by Tokio Marine Specialty
Insurance Company

Liability Policy #: PPK1660491

Property Policy issued by Tokio Marine Specialty
Insurance Company

Property Policy #: PPK1660488

Store /Location Number: 2478

Location Address: 301 SHANNON DR. SE
BAINBRIDGE ISLAND, WA, 98110

See the Certificate for Primary Liability coverages.
These coverages apply to this location only.

Property Coverage(s)	Limits	Liability Coverage(s)	Limits
Contents Limit (includes property of others): (Sign limited to : Not Included)	Not Included	NON-Diving Pool Use	Not Included
Business Income:	Not Covered	Travel Agent E&O (Each wrongful act & Aggregate (Claims made form)	Not Included
Building Coverage:	Not Included		
Equipment Breakdown:	Not Included		
Deductible: Wind/Hail is 5% of Insured Values per location, \$5000 minimum, for Florida, Hawaii, Puerto Rico, USVI, Guam and all Tier 1 locations (coastal Counties) in Texas, Louisiana, Mississippi, Alabama, Georgia, South Carolina, North Carolina and all Harris County Texas locations. Mechanical breakdown is \$2500. All other perils is \$1000.			

Burglary Coverage is Excluded as there is no Central Station Alarm

**+ Additional Endorsement Details are as follows: ADD ADDITIONAL INSURED PRIMARY AND NON-CONTRIBUTORY
INSURANCE FOR THE STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES - CHARGE \$255.25**

The insurance afforded by this policy is a master policy issued to PADI Worldwide Corporation, 30151 Tomas Street, Rancho Santa Margarita, CA 92688.
The insurance is provided under terms and conditions of the master policy which is enclosed with this certificate. Please read the policy for a full description
of the terms, conditions and exclusions of the policy. This certificate does not amend, alter or extend the coverage afforded by the policy referenced on this
certificate.

Notice of cancelation: If the company cancels this policy, 45 days notice will be given to the certificate holder unless cancellation is for nonpayment of
premium, then 10 days notice will be provided, and any premium not earned will be returned to the certificate holder.

Issued on behalf of:

Tokio Marine Specialty Insurance Company

Date

04/26/2018

Authorized Representative

Steve Vicencia

Steve Vicencia CPCU

DIVE CENTER ENDORSEMENT

Agent Information

Vicencia & Buckley A Division of HUB International
Insurance Services

6 Centerpointe Drive, #350
La Palma, CA 90623-2538

(714) 739-3177 FAX (714) 739-3188

(800) 223-9998

License#: 151305

Certificate #: 201800402-3

Member #: 2478

Effective Date: 04/12/2018

Expiration Date: 6/30/2018 12:01:00 AM

Liability Policy issued by Tokio Marine Specialty
Insurance Company

Liability Policy #: PPK1660491

Insured's Name and Mailing Address

EXOTIC AQUATICS SCUBA WATERSPORTS LTD.

DBA:EXOTIC AQUATICS SCUBA & KAYAKING

P.O. BOX 10673

BAINBRIDGE ISLAND, WA, 98110

*** Additional Insured Schedule***

CITY DOCK BAINBRIDGE ISLAND-301 SHANNON DR SE,BAINBRIDGE ISLAND WA 98110

Additional Insured coverage applies only with respect to liability arising out of the operations of the named insured.

The insurance afforded by this policy is a master policy issued to PADI Worldwide Corporation, 30151 Tomas Street, Rancho Santa Margarita, CA 92688. The insurance is provided under terms and conditions of the master policy which is enclosed with this certificate. Please read the policy for a full description of the terms, conditions and exclusions of the policy. This certificate does not amend, alter or extend the coverage afforded by the policy referenced on this certificate.

Notice of cancellation: If the company cancels this policy, 45 days notice will be given to the certificate holder unless cancellation is for nonpayment of premium, then 10 days notice will be provided, and any premium not earned will be returned to the certificate holder.

Issued on behalf of:

Tokio Marine Specialty Insurance Company

Date

04/26/2018

Authorized Representative



Steve Vicencia CPCU

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Notice of Extension of Concession Agreement

WHEREAS, in 2018, the City of Bainbridge Island, a Washington State municipal corporation, (“City”) completed construction of a new City Dock at Eagle Harbor Waterfront Park; and

WHEREAS, the new City Dock includes an uncovered, grated float attached to the main dock, on which the City wishes to host a small boat rental concession; and

WHEREAS, on February 12, 2018, the City issued a request for proposals for a small boat rental concessionaire to operate a small boat rental concession, and applicants were direct to submit their proposals electronically not later than 4:00 PM PST on Friday, March 2, 2018; and

WHEREAS, Exotic Aquatics Scuba & Watersports, LTD, a Washington State corporation, (“Concessionaire”) submitted a timely and complete proposal to be considered for the small boat rental concession; and

WHEREAS, on March 27, 2018, the City Council authorized the City Manager to negotiate and execute all documents necessary to enter into an agreement with the Concessionaire to operate a small boat rental concession from the finger pier attached to the City Dock; and

WHEREAS, on April 27, 2018, the City and the Concessionaire entered into a Concession Agreement (“Agreement”) to operate a small boat rental concession from the finger pier attached to the City Dock

WHEREAS, the term of the Agreement is for one year and will expire on April 27, 2019 unless renewed; and

WHEREAS, Section 3 of the Agreement states that the City Manager and Concessionaire may agree to renew this Agreement for an additional two-year term through April 27, 2021; and

WHEREAS, the Concessionaire has maintained the concession area in good condition and kept the concession area clear of pollution, trash, or damage; and

WHEREAS, the Concessionaire has been professional and responsive in working with the City to ensure that the concession area remains secure as required by the Agreement; and

WHEREAS, the Concessionaire’s operation of the small boat rental concession has not interfered with the City’s use of the City Dock; and

WHEREAS, the Concessionaire has operated the small boat rental concession during the times specified in the Agreement; and

WHEREAS, the Concessionaire has shown commitment to engaging the public in water-related activities by referring passersby and guests at the City Dock to either the City's Harbor Master or to the information kiosk for assistance with moorage payments and brochures as well as by offering additional safety support for the annual boaters fair; and

WHEREAS, the City Manager has determined that it is in the City's best interest to extend the term of the Agreement through December 31, 2019.

NOW, THEREFORE, in accordance with Section 3 of the Agreement and for the reasons contained in the foregoing recitals, the City and the Concessionaire hereby agree to extend the term of the Agreement through December 31, 2019.

IN WITNESS WHEREOF, the parties have executed and issue this Notice of Extension of Concession Agreement as of the later of the signature dates included below.

CITY OF BAINBRIDGE ISLAND

Date: 3/19/19

By: Morgan Smith

Morgan Smith, City Manager

**EXOTIC AQUATICS SCUBA &
WATERSPORTS, LTD**

Date: 3/21/19

By: Pamela M. Auxier

Pam Auxier, President



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:45 PM) 2020 Capital Improvements Plan (CIP) Update Presentation - Public Works,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Discussion and information.

SUMMARY:

Presentation of the updated 2019-2024 Capital Improvement Plan (CIP). This discussion is part of the 2020 Budget Modification Process. This item comes back for Council vote on October 8, 2019 when we conduct the first reading of Ordinance No. 2019-29 related to the Update to the 2019-2024 Capital Improvement Plan.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

The City approves a six-year CIP to lay out the planned capital projects for the current biennium and the following four years. During 2019, the City Council has approved a number of changes to the CIP, which are reflected in the accompanying documents. Staff presented this updated CIP to the Utility Advisory Committee for their review and discussion in September.

Staff is proposing the following changes, which have not yet been presented to the City Council:

Vactor Truck – Estimate to replace the vactor truck in 2023 is reduced from \$920,000 to \$462,000 based on updated cost information (CIP page 10).

Pritchard Park Outfall – Project cost remains at \$100,000. The project has been reclassified from the capital to the operating budget (CIP page 31).

ATTACHMENTS:

[Revised 2020 CIP.pdf](#)

[100119 CIP Presentation](#)

FISCAL DETAILS:

The vactor truck estimate is a reduction of \$458,000 which is split evenly between the Sewer Fund and the Stormwater Fund (CIP page 10)

The Pritchard Park Outfall project cost remains at \$100,000 but has been reclassified from capital to operating. This project is in the Stormwater Fund (CIP page 31).

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND
TOTAL CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
In (1000s)									
Transportation Projects	3,880	216	820	25	300	550	500	-	6,291
Transportation Grants	2,671	-	703	-	-	-	-	-	3,374
Non Motorized Projects	2,860	25	292	860	2,550	-	500	-	7,087
Non Motorized Grants	2,042	23	202	210	1,900	-	-	-	4,377
Fleet and Equipment	-	1,127	832	627	380	1,006	759	-	4,731
General Gov't Funded	-	706	688	567	341	384	602	-	3,288
Utility Funded	-	421	144	60	39	622	157	-	1,443
Facility Projects	3,310	17,192	-	-	-	-	-	-	20,502
Facility Grants	-	-	-	-	-	-	-	-	-
Water Projects	725	1,250	750	75	2,600	790	1,930	-	8,120
Water Grants	-	-	-	-	-	-	-	-	-
Sewer Projects	1,250	900	100	3,050	600	750	1,400	-	8,050
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	260	900	760	450	600	650	-	-	3,620
SSWM Grants	-	-	-	-	450	-	-	-	450
Utility Funding	2,235	3,471	1,754	3,635	3,389	2,812	3,487	-	20,783
General Govt Funding	5,337	18,117	895	1,242	1,291	934	1,602	-	29,418
Total Project Cost Less Grants	7,572	21,588	2,649	4,877	4,680	3,746	5,089	-	50,201
Grant Totals	4,713	23	905	210	2,350	-	-	-	8,201
TOTAL PROJECT COST	12,285	21,610	3,554	5,087	7,030	3,746	5,089	-	58,401

*CITY OF BAINBRIDGE ISLAND
TRANSPORTATION CIP (2019- 2024)
2019-2020 ADOPTED BUDGET*

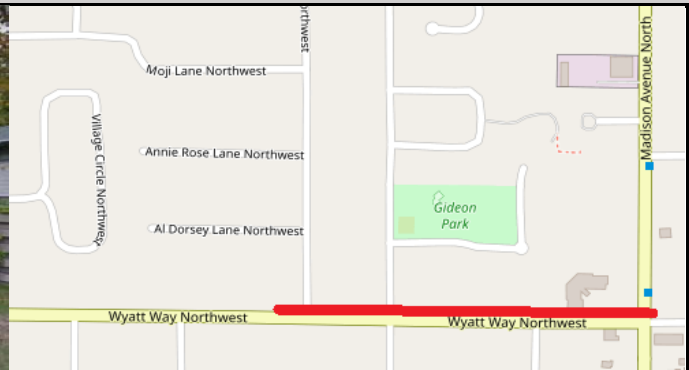
Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Wyatt Way Reconstruction Phase I <i>Madison - Lovell</i>	X	X	2,516		Y	Y			3,700	-	-	-	-	-	-	-	3,700
Sportsman Club/New Brooklyn <i>Intersection Imprv.</i>	X	X	858		Y				180	216	820	-	-	-	-	-	1,216
Country Club Rd Reconstruction & Drainage Improvements <i>Past Toe Jam to Seawall</i>			-		Y				-	-	-	25	250	-	-	-	275
Manitou Beach Road Stabilization (Phase I) <i>Murden Cove to Falk</i>			-		Y				-	-	-	-	50	500	-	-	550
Manitou Beach Road Stabilization (Phase 2) <i>Falk to Skiff</i>			-		Y				-	-	-	-	-	50	500	-	550
City Funding									1,209	216	117	25	300	550	500	-	2,917
Grant Totals									2,671	-	703	-	-	-	-	-	3,374
TOTALS									3,880	216	820	25	300	550	500	-	6,291

Project: Wyatt Way Reconstruction Phase I

Number: 00708

Location: Madison to Lovell

Project Description



Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

Benefit: Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

Schedule: YR1/2: design, ROW, and permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$1,184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,184
Water Fund	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,516
Sub-total	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,850
FUNDING USES (1000's)									
Design/permitting	\$770								
Construction	\$3,080								
Sub-total	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,850

Estimated Impact on Future Operating Budget (1000's)

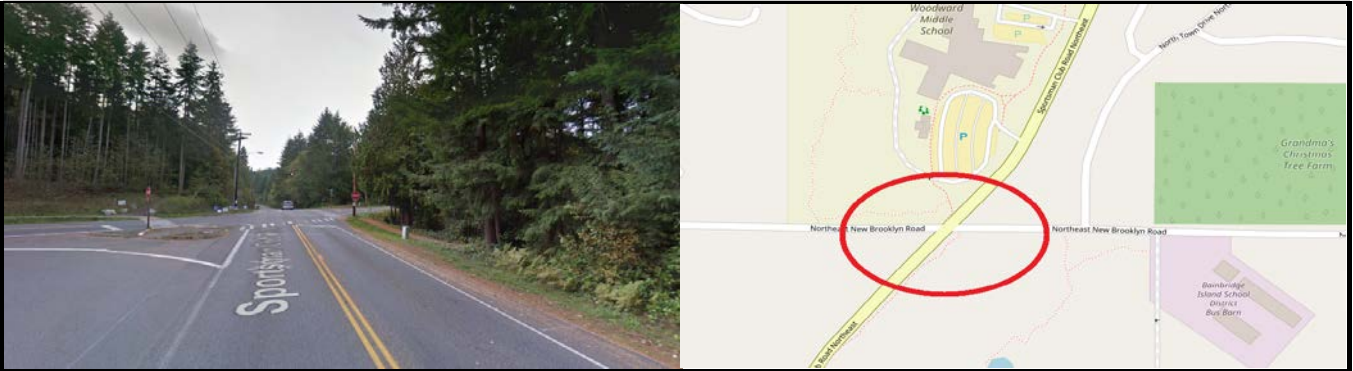
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Sportsman Club Road and New Brooklyn Road

Number: 00715

Location: Intersection Improvements

Project Description



Description: Capacity (level of service) improvements at intersection of Sportsman Club Road and New Brooklyn Road. Level of service C from 2004 study. Since that time, the Sakai and Woodward schools have changed schedules, resulting in impacts to the intersection. A roundabout is proposed. Estimated schedule and costs assume a right-of-way donation by the School District.

Benefit: Relieve current and future congestion.

Schedule: YR1: design and permitting, YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trans. Impact Fees	\$25	\$216	\$117	\$0	\$0	\$0	\$0	\$0	\$358
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$155	\$0	\$703	\$0	\$0	\$0	\$0	\$0	\$858
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$180	\$216	\$820	\$0	\$0	\$0	\$0	\$0	\$1,216
FUNDING USES (1000's)									
Design/permitting	\$180	\$216							\$396
Construction			\$820						\$820
Sub-total	\$180	\$216	\$820	\$0	\$0	\$0	\$0	\$0	\$1,216

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF BAINBRIDGE ISLAND
NON-MOTORIZED TRANSPORTATION CIP (2019- 2024)
2019-2020 ADOPTED BUDGET

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
SR305/Olympic Drive Non Motorized	X	X	2,042		Y	Y			2,813	-	-	-	-	-	-	-	2,813
Harbor Dr. to Winslow Way																	
High School Road Safety Improvements	X	X	225						-	25	202	-	-	-	-	-	227
SR305 to Grow																	
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				-	-	-	260	1,750	-	-	-	2,010
Wyatt to High School																	
C40 - Bucklin Ph 2	X		-		Y				47	-	-	600	-	-	-	-	647
Blakely - Fletcher Bay																	
C40 - Eagle Harbor - Phase I	X		-		Y			Y	-	-	90	-	-	-	500	-	590
Wyatt - Past Bucklin																	
C40 - Eagle Harbor - Phase 2	X		700						-	-	-	-	800	-	-	-	800
Past Bucklin to Eagle																	
City Project Funding									818	3	90	650	650	-	500	-	2,711
Grant Totals									2,042	23	202	210	1,900	-	-	-	4,377
TOTALS									2,860	25	292	860	2,550	-	500	-	7,087
OTHER NON-MOTORIZED PROJECTS																	
Manitou Beach Rd Impr.	Manitou Beach Rd																TBD
Crosswalk to STO	Crossing SR305 at Vineyard Lane																TBD
Sidewalk Extension	Pt. White Dr. Schel Chelb Park to Lynwood. Ctr																TBD
Intersection Impr.	SR305 at High School Rd																TBD
Miller Road Impr.	Crosswalk and other safety improvements																TBD

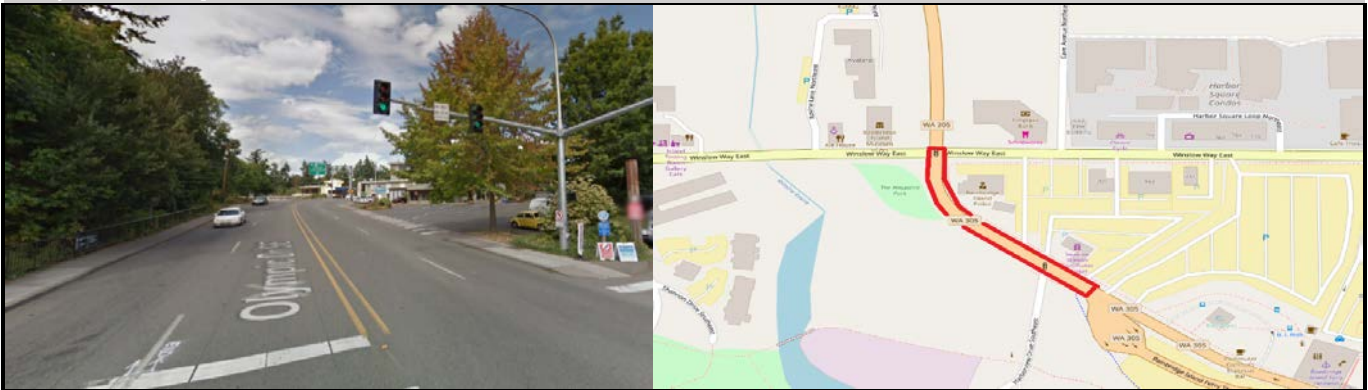
Project: SR305 - Olympic Drive Non-Motorized Improvements

Number:

00596

Location: Harbor Drive to Winslow Way

Project Description



Description: The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project provides improvements for pedestrians and cyclists along this heavily-trafficked roadway. The unique needs of multi-modal transportation within a limited intersection area have led to a complex project planned and approved by WSDOT and FHWA. The project will also replace an existing undersized water main in Olympic Drive and Harborview Drive with a new 8-inch line and install one new fire hydrant.

Benefit: Non-motorized level of service improvement, safety enhancements.

Schedule: Phase I Design started in 2013, additional grant funding received in 2018, construction planned to begin in winter 2018-2019.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$771
Water Fund	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$878	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$878
State Grant	\$1,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,164
Sub-total	\$2,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,988
FUNDING USES (1000's)									
Design/permitting	\$120								
Construction	\$2,868								
Sub-total	\$2,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,988

Estimated Impact on Future Operating Budget (1000's)

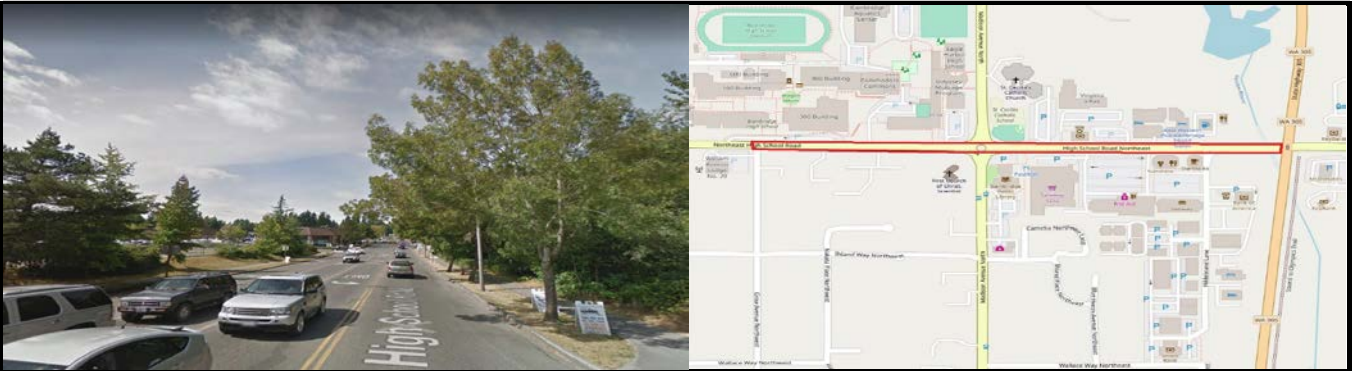
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: High School Road Safety Improvements

Number:

Location: SR305 to Grow

Project Description



Description: Improve pedestrian safety by installing mid-block crosswalk improvements on High School Road near Hildebrand and Grow. Modify parking on High School Road near Hildebrand crossing to reduce conflicts with non-motorized users. Install speed reader sign near Ordway Elementary on Madison Ave.

Benefit: Increase pedestrian and other non-motorized safety.

Schedule: Design in 2019, construction in 2020.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$3
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$23	\$202	\$0	\$0	\$0	\$0	\$0	\$225
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$25	\$202	\$0	\$0	\$0	\$0	\$0	\$227
FUNDING USES (1000's)									
Design/permitting									
Construction		\$25	\$202						
Sub-total	\$0	\$25	\$202	\$0	\$0	\$0	\$0	\$0	\$227

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

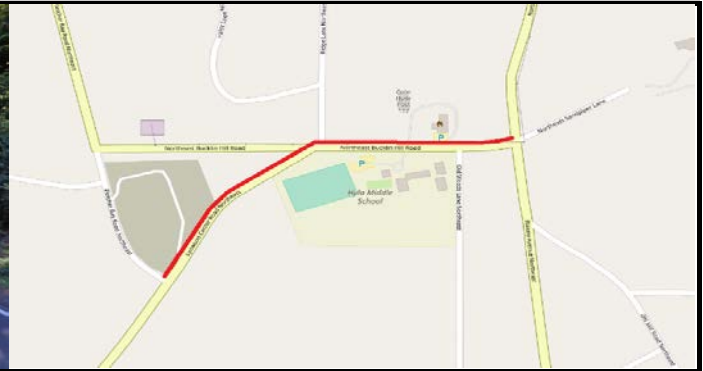
Project: C40 Bucklin Hill Road Phase 2

Number:

00723

Location: Blakely to Fletcher

Project Description



Description: Provide shoulder widening on both sides of Bucklin Hill Road and Lynwood Center Road from Blakely Avenue to Fletcher Bay Road. The project is planned to be designed by COBI staff with the support of a consultant for right-of-way acquisition.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: design to 30% and begin ROW acquisition, YR2/3: completion of right of way acquisition, permitting, and design, YR4: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$47	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$647
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$47	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$647
FUNDING USES (1000's)									
Design/permitting	\$47								\$47
Construction				\$600					\$600
Sub-total	\$47	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$647

Estimated Impact on Future Operating Budget

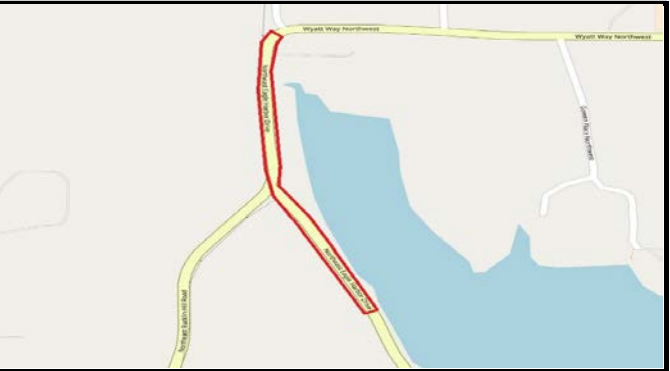
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: C40 Eagle Harbor Drive Phase I

Number:

Location: Wyatt to past Bucklin Hill

Project Description



Description: Current level of service E for Pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands. It is desirable to improve curb radius at bottom of Wyatt.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: YR1: preliminary design, ROW, YR2: ROW, YR3/4: ROW, permitting, design, YR5: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$90	\$0	\$0	\$0	\$500	\$0	\$590
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$100	\$0	\$0	\$500	\$0	\$0	\$600
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$0	\$190	\$0	\$0	\$500	\$500	\$0	\$1,190
FUNDING USES (1000's)									
Design/permitting			\$190						\$190
Construction						\$500	\$500	\$0	\$1,000
Sub-total	\$0	\$0	\$190	\$0	\$0	\$500	\$500	\$0	\$1,190

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF BAINBRIDGE ISLAND
FLEET AND EQUIPMENT CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Grant Eligible	Grant Awarded	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2019	2020	2021	2022	2023	2024	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)														
Police Vehicles (5)			1,473					330	208	219	230	237	249	1,473
Broom Sweeper				96				96	-	-	-	-	-	96
Chipper				95				95	-	-	-	-	-	95
Van					49	12		61	-	-	-	-	-	61
PUP Trailer				13			13	26	-	-	-	-	-	26
Dump Truck Cab/Chassis				138			138	276	-	-	-	-	-	276
Light Duty Pick Up			11	11	11	11	11	55	-	-	-	-	-	55
SUV			12		23		23	58	-	-	-	-	-	58
Slope Mower and Trailer							60	60	-	-	-	-	-	60
Video Inspection Camera						35	35	70	-	-	-	-	-	70
Heavy Duty Pickup			19	76				-	95	-	-	-	-	95
Van					14	56		-	70	-	-	-	-	70
Medium Duty Pickup Truck					59	15		-	74	-	-	-	-	74
Light Duty Pick Up			60					-	60	-	-	-	-	60
Manlift				325				-	325	-	-	-	-	325
Track Excavator				160				-	-	160	-	-	-	160
Medium Duty Pickup				66				-	-	66	-	-	-	66
Medium Duty Pickup			20	20	20	20	20	-	-	100	-	-	-	100
Police Motorcycle			41					-	-	41	-	-	-	41
Police Motorcycle			41					-	-	41	-	-	-	41
Light Duty Pickup			13	13	13	13	13	-	-	-	65	-	-	65
Light Duty Pickup			65					-	-	-	65	-	-	65
Police Boat Trailer			20					-	-	-	20	-	-	20
Vactor Truck						231	231	-	-	-	-	462	-	462
Heavy Duty Pickup					59		59	-	-	-	-	118	-	118
Heavy Duty Pickup			24	95				-	-	-	-	119	-	119
Light Duty Pickup			14	14	14	14	14	-	-	-	-	70	-	70
Light Duty Pickup			14	14	14	14	14	-	-	-	-	-	70	70
Light Duty Pickup			70					-	-	-	-	-	70	70
Van						92	23	-	-	-	-	-	115	115
Police Boat			95					-	-	-	-	-	95	95
Loader				160				-	-	-	-	-	160	160
TOTALS								1,127	832	627	380	1,006	759	4,731

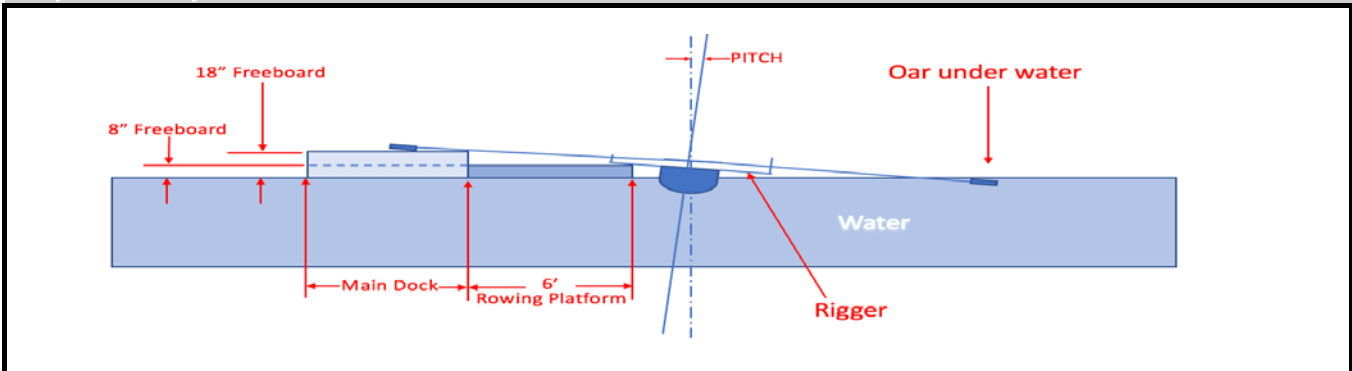
CITY OF BAINBRIDGE ISLAND
FACILITIES CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
FACILITIES PROJECTS - 6-YEAR CIP																	
City Dock			-	Y					-	30	-	-	-	-	-	-	30
<i>Waterfront Park</i>																	
Police and Municipal Court Building			-	Y					3,100	16,900	-	-	-	-	-	-	20,000
<i>Police Station/Court</i>																	-
AM Radio			-	Y					100	50	-	-	-	-	-	-	150
<i>EOC</i>																	
Fueling System				Y					90	-	-	-	-	-	-	-	90
<i>Public Works Facility</i>																	
Open Water Marina Additional Buoys				Y					20	147	-	-	-	-	-	-	167
<i>Marina</i>																	
Farmers Market Cover				Y					-	65	-	-	-	-	-	-	65
<i>Farmers Market</i>																	
City Total									3,310	17,192	-	-	-	-	-	-	20,502
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									3,310	17,192	-	-	-	-	-	-	20,502

Project: City Dock Modifications
Location: Waterfront Park

Number:

Project Description



Description: This project provides for improvements to the new Waterfront Park City Dock.

Benefit: Maintain utility of public infrastructure associated with the City park. Ensure user safety is maintained. Enhance accessibility and utility for various user groups.

Schedule: Design in 2019, Construction TBD

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30
FUNDING USES (1000's)									
Design/permitting	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30

Estimated Impact on Future Operating Budget (1000's)

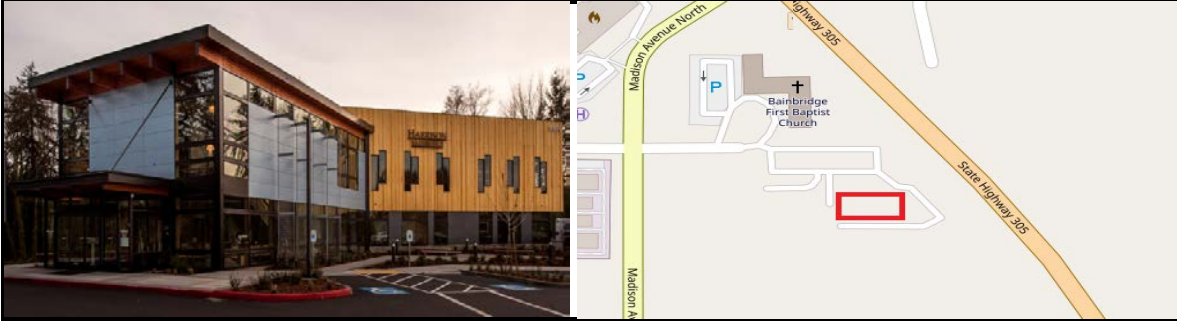
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total									

Project: Police and Municipal Court Facility

Number: 00724

Location: Harrison Building

Project Description



Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Site selection process underway.

Capital Funding (1000's)

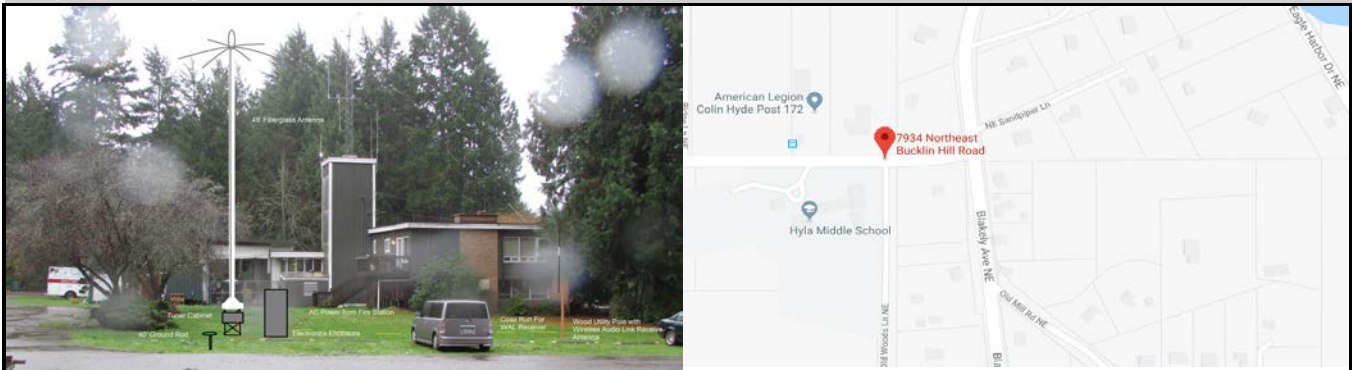
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$2,281	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,281
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$819	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,719
Long-Term Debt	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Sub-total	\$3,100	\$16,900	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
FUNDING USES (1000's)									
Project Mgmt/Admin	\$0	\$25	\$175	\$0	\$0	\$0	\$0	\$0	\$200
Predesign	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Acquisition	\$0	\$0	\$8,975	\$0	\$0	\$0	\$0	\$0	\$8,975
Design	\$0	\$500	\$172	\$0	\$0	\$0	\$0	\$0	\$672
Construction	\$0	\$0	\$9,703	\$0	\$0	\$0	\$0	\$0	\$9,703
Sub-total	\$450	\$525	\$19,025	\$0	\$0	\$0	\$0	\$0	\$20,000

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating				\$100	\$100	\$100	\$100	\$1,400	\$1,800
Debt Service		\$0	\$489	\$515	\$512	\$514	\$511	\$7,176	\$9,717
Sub-total	\$0	\$0	\$489	\$615	\$612	\$614	\$611	\$8,576	\$11,517

Project: AM Radio
Location: EOC, Bucklin Fire Station
Project Description

Number:



Description: Construct radio antenna foundation and electrical service connection.

Benefit: Installation of an AM radio transmitter at the Fire Station on Bucklin Hill Road will provide for improved communications throughout the island during emergency preparation response, and recovery operations.

Schedule: Design in 2019, Construction 2020

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150
FUNDING USES (1000's)									
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sub-total	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150

Estimated Impact on Future Operating Budget (1000's)

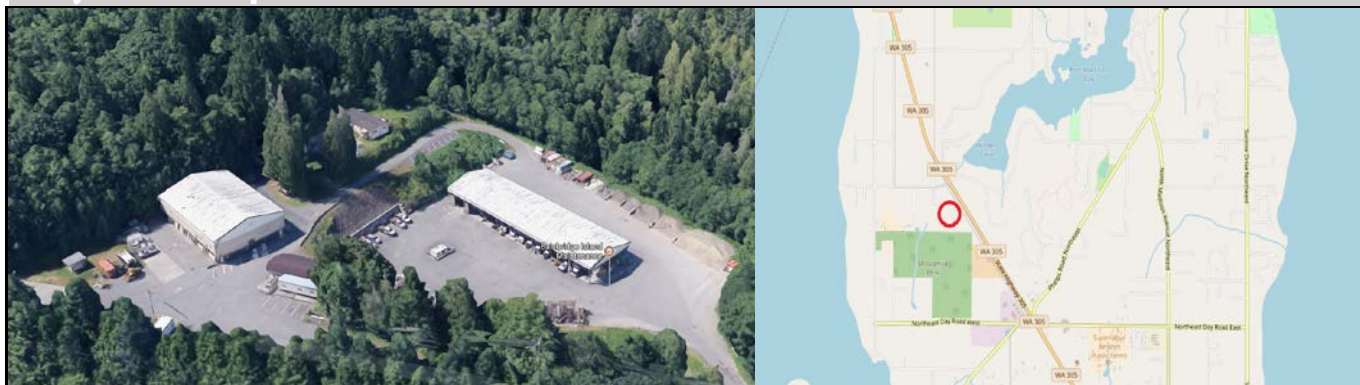
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total									

Project: Fueling System Design/Upgrade

Number: 00811

Location: Public Works Facility

Project Description



Description: Design and construction of capacity improvements to the fuel system at the Public Works facility.

Benefit: Upgrades to system will allow better service to users, including City police and public works. The improvements will include biodiesel tank installation to better facilitate renewable energy alternatives. Additionally, the system will increase the City's emergency management reserve, allowing continuing service in emergency situations.

Schedule: Design in 2018, construction in 2019.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
FUNDING USES (1000's)									
Design/permitting	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
Construction	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70
Sub-total	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90

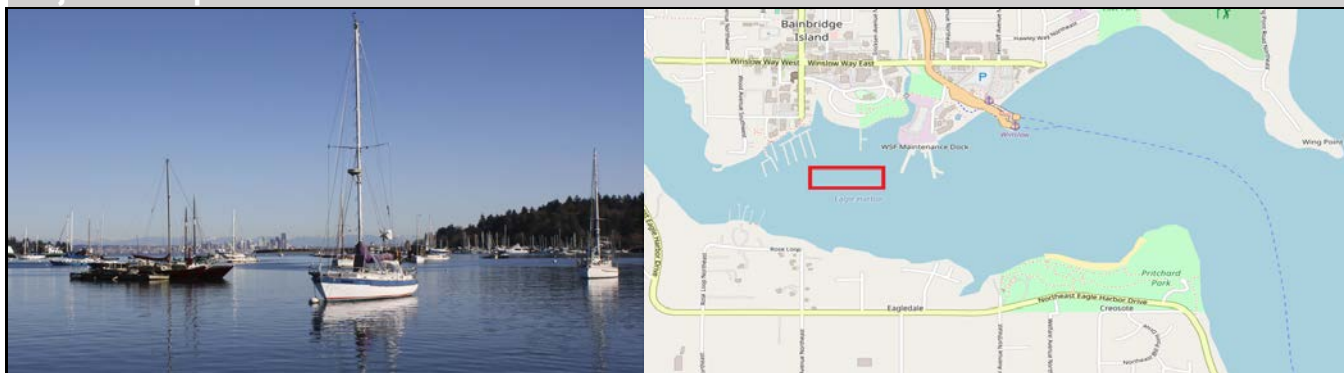
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating									
Debt Service									
Sub-total									

Project: Open Water Marina Additional Buoys
Location: Marina

Number: 00790

Project Description



Description: Install additional mooring buoys in the City's leased area inside Eagle Harbor.

Benefit: The City has an open-water marina in an area of Eagle Harbor that has been served over the years by a number of buoys and a linear moorage system. The linear moorage system will be removed in 2018 due to deterioration and obsolescence. In order to accommodate as many boaters as possible in the marina, additional mooring buoys will be installed where the linear moorage system used to be.

Schedule: Construction in 2019.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$20	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$20	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$167
FUNDING USES (1000's)									
Design/permitting	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
Construction	\$0	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$147
Sub-total	\$20	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$167

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total									

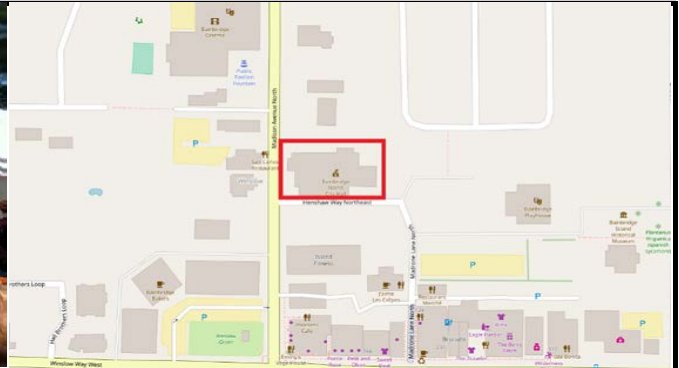
Project: Farmers Market Cover

Number:

01004

Location: City Hall, Farmers Market

Project Description



Description: Install cover for farmers market

Benefit: Protection from the elements

Schedule: Construction in 2020.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$65
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$65
FUNDING USES (1000's)									
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$65
Sub-total	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$65

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total									

CITY OF BAINBRIDGE ISLAND
WATER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Location	Grant Eligible	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
WATER PROJECTS - 6-YEAR CIP (1000s)																
SR 305 Olympic Drive Non-Motorized Improvements	Olympic Drive			Y	Y			175	-	-	-	-	-	-	-	175
Rockaway Intertie	Rockaway				Y			250	-	-	-	-	-	-	-	250
Wyatt Way Reconstruction	Wyatt Way				Y			150	-	-	-	-	-	-	-	150
High Zone Improvements	High School/New Brooklyn				Y			150	-	750	-	-	-	-	-	900
Chlorine Generator Upgrades	Various				Y			-	250	-	-	-	-	-	-	250
New Storage Tank	New Brooklyn				Y			-	1,000	-	-	2,250	-	-	-	3,250
Fire Flow Improvements	Winslow				Y			-	-	-	75	350	-	-	-	425
Well Development/Rehab	Pritchard Park				Y			-	-	-	-	-	200	-	-	200
Pipeline Improvements	Shephard Way				Y			-	-	-	-	-	50	300	-	350
Emergency Generator	Head of the Bay				Y			-	-	-	-	-	40	130	-	170
Water Treatment Improvements	Head of the Bay				Y			-	-	-	-	-	500	1,500	-	2,000
City Project Funding								725	1,250	750	75	2,600	790	1,930	-	8,120
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								725	1,250	750	75	2,600	790	1,930	-	8,120

Project: SR 305 Olympic Drive Non-Motorized Improvements

Number:

00596

Location: Olympic Drive

Project Description



Description: The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project provides improvements for pedestrians and cyclists along this heavily-trafficked roadway. The unique needs of multi-modal transportation within a limited intersection area have led to a complex project planned and approved by WSDOT and FHWA. The project will also replace an existing undersized water main in Olympic Drive and Harborview Drive with a new 8-inch line and install one new fire hydrant.

Benefit: Non-motorized level of service improvement, safety enhancements.

Schedule: Phase I Design started in 2013, 2018 grant applications awarded.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$777
Water Fund	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$872
State Grant	\$1,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,164
Sub-total	\$2,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,988
FUNDING USES (1000's)									
Design/permitting	\$120								
Construction	\$2,868								
Sub-total	\$2,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,988

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Rockaway Intertie

Number:

00815

Location: Rockaway

Project Description



Description: The Rockaway Beach Water System has a single well with declining production and limited capacity to meet peak demands. This project will complete an intertie with the adjacent KPUD water system to provide redundant source of supply to meet peak demands and facilitate well maintenance.

Benefit: Improve the reliability and fire protection for the Rockaway Water System.

Schedule: YR I : Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
FUNDING USES (1000's)									
Design/permitting									
Construction	\$250								
Sub-total	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250

Estimated Impact on Future Operating Budget (1000's)

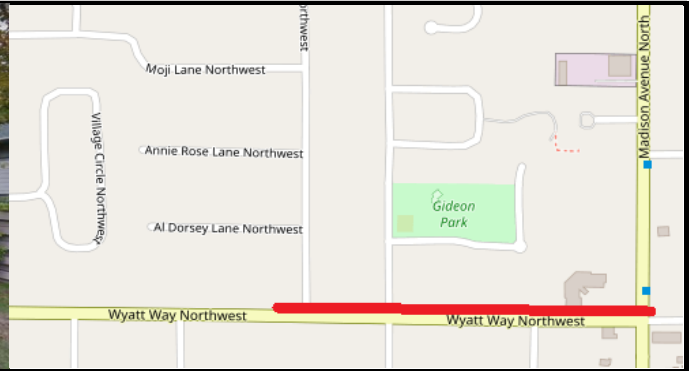
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Wyatt Way Reconstruction Phase I

Number: 00708

Location: Madison to Lovell

Project Description



Description: Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

Benefit: Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

Schedule: YR1/2: design, ROW, and permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$1,184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,184
Water Fund	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,516
Sub-total	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,850
FUNDING USES (1000's)									
Design/permitting	\$770								
Construction	\$3,080								
Sub-total	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,850

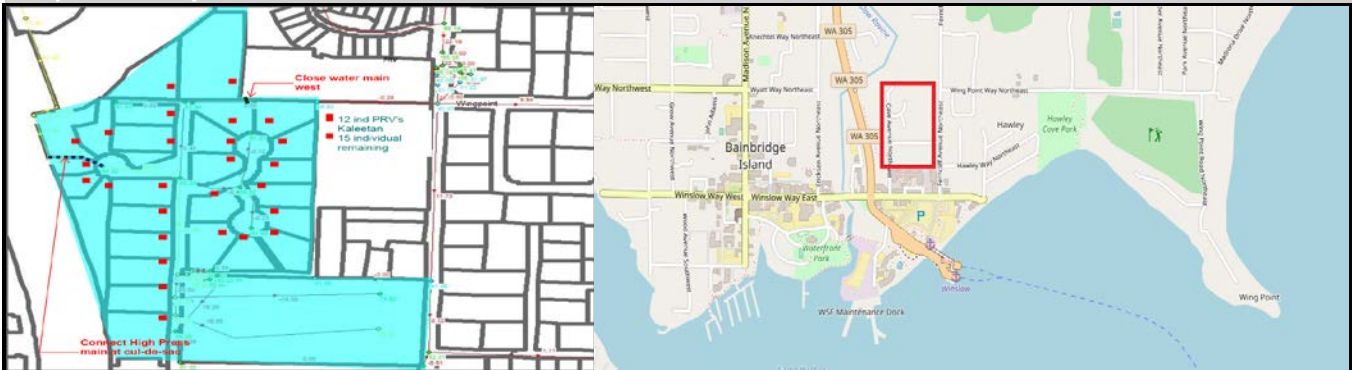
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: High Zone Improvements
Location: High School/New Brooklyn

Number: 00819

Project Description



Description: Construction of a new storage tank to correct several deficiencies including service to a higher pressure zone requires additional booster pumps and piping to supply water to this location.

Benefit: Improve water system quality and fire protection.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$150	\$0	\$750	\$0	\$0	\$0	\$0	\$0	\$900
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$150	\$0	\$750	\$0	\$0	\$0	\$0	\$0	\$900
FUNDING USES (1000's)									
Design/permitting	\$150								
Construction			\$750						
Sub-total	\$150	\$0	\$750	\$0	\$0	\$0	\$0	\$0	\$900

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Chlorine Generator Upgrades

Number:

Location: Various

Project Description



Description: The City's chlorine generators at the Sands, Fletcher Bay, and Head of the Bay Well Site are between 9 and 15 years old. These three 36 pounds per day (ppd) units need to be replaced.

Benefit: Improve water quality for the system.

Schedule: YR1: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250
FUNDING USES (1000's)									
Design/permitting									
Construction		\$250							\$250
Sub-total	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250

Estimated Impact on Future Operating Budget (1000's)

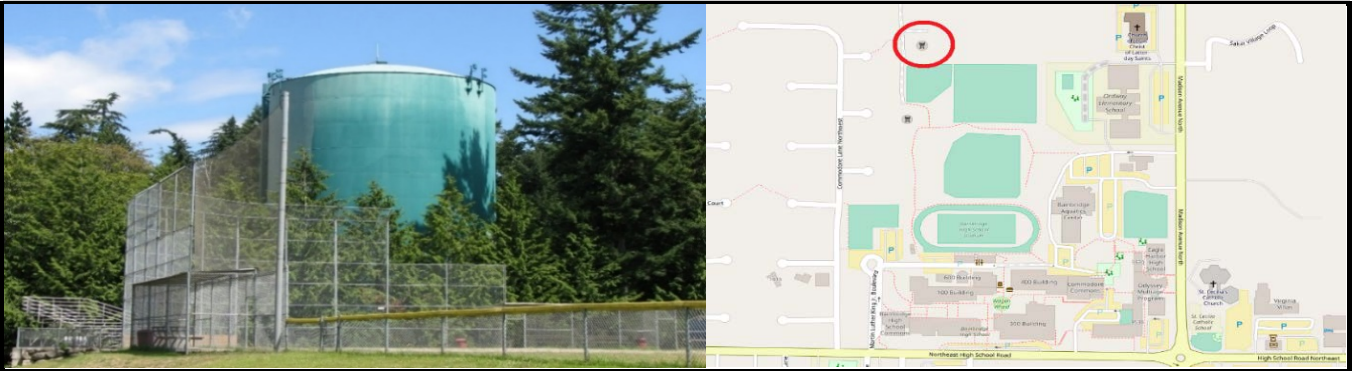
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: New Storage Tank

Number:

Location: New Brooklyn

Project Description



Description: Construct a new, approximately 500,000 gallon reservoir near the existing tank site near the high school.

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies.

Schedule: YR1: design, YR4: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$1,000	\$0	\$0	\$2,250	\$0	\$0	\$0	\$3,250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$1,000	\$0	\$0	\$2,250	\$0	\$0	\$0	\$3,250
FUNDING USES (1000's)									
Design/permitting									
Construction		\$1,000			\$2,250				\$3,250
Sub-total	\$0	\$1,000	\$0	\$0	\$2,250	\$0	\$0	\$0	\$3,250

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF BAINBRIDGE ISLAND
SEWER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

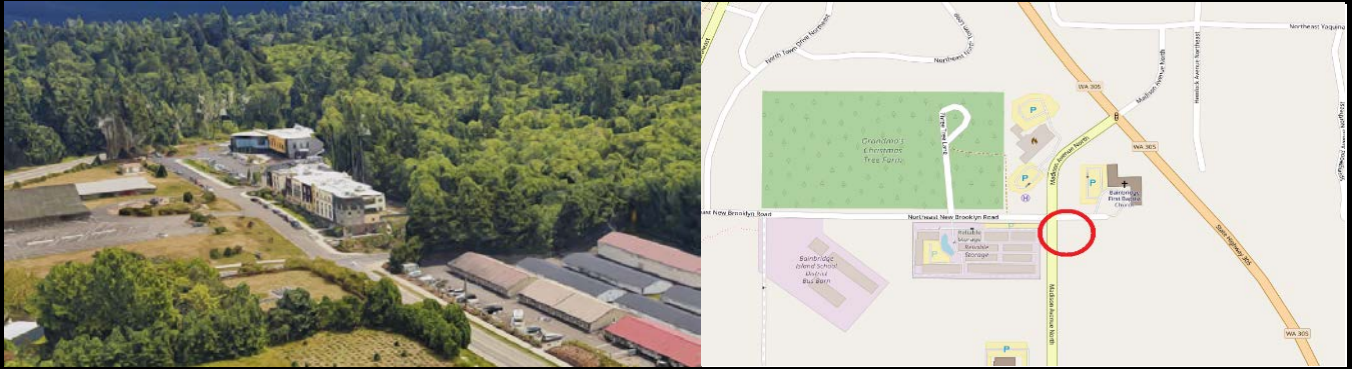
Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																		
Pump Station/Force Main Upgrade	NTW/New Brooklyn/Madison			-				Y		700	-	-	-	-	-	-	-	700
Rehabilitate Pump Station (Old Treatment Plant)	Old Treatment Plant			-				Y		550	-	-	-	-	-	-	-	550
Rehabilitate Pumps	Sunday Cove			-				Y		-	150	-	-	-	-	-	-	150
Pump Station & Force Main	Wood Ave			-				Y		-	750	-	2,500	-	-	-	-	3,250
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		-	-	100	450	-	-	-	-	550
Rehabilitate Pump Station (Island Terrace)	Island Terrace			-				Y		-	-	-	100	400	-	-	-	500
Install Gravity Sewers	Sunday Cove			-				Y		-	-	-	-	200	450	-	-	650
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell			-				Y		-	-	-	-	-	100	500	-	600
Extend WWTP Outfall	Wing Point			-						-	-	-	-	-	200	900	-	1,100
City Total										1,250	900	100	3,050	600	750	1,400	-	8,050
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										1,250	900	100	3,050	600	750	1,400	-	8,050

Project: Pump Station/Force Main Upgrade

Number: 00783

Location: NTW/New Brooklyn/Madison

Project Description



Description: This project provides upgrades to the City's North Town Woods sanitary sewer pump station and force main pipe in New Brooklyn Road and Madison Avenue. These upgrades will increase the capacity of the sewer system to serve the planned service area. The first project has been awarded to replace the force main from Madison Avenue to Three Tree Lane with a new section of gravity main. This work will be completed by the end of 2017. A new force main from High School Road to New Brooklyn Road is under design and will be constructed in early 2018.

Benefit: System capacity and reliability.

Schedule: YRI: Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
FUNDING USES (1000's)									
Design/permitting									
Construction	\$700								\$700
Sub-total	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700

Estimated Impact on Future Operating Budget (1000's)

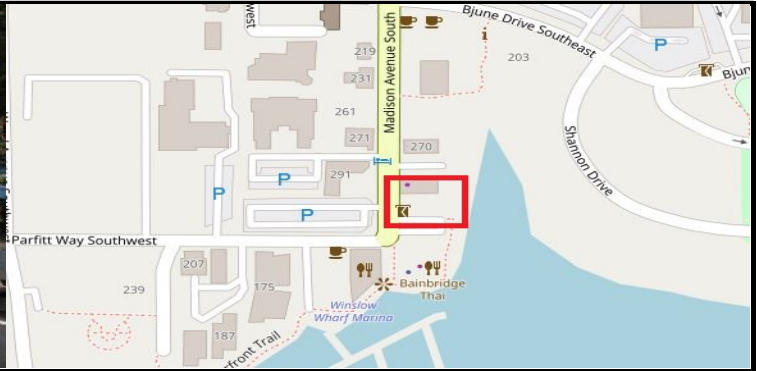
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Rehabilitate Pump Station

Number: 00921

Location: Old Treatment Plant

Project Description



Description: This pump station was last upgraded in 1978 and the station needs upgrading of the mechanical equipment, electrical system, wet well controls, and the emergency generator.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: Design in 2019, construction in 2020.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$550
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$550
FUNDING USES (1000's)									
Design/permitting									
Construction	\$550								\$550
Sub-total	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$550

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Rehabilitate Pumps

Number:

Location: Sunday Cove

Project Description



Description: Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station's emergency generator.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150
FUNDING USES (1000's)									
Design/permitting									
Construction		\$150							\$150
Sub-total	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150

Estimated Impact on Future Operating Budget (1000's)

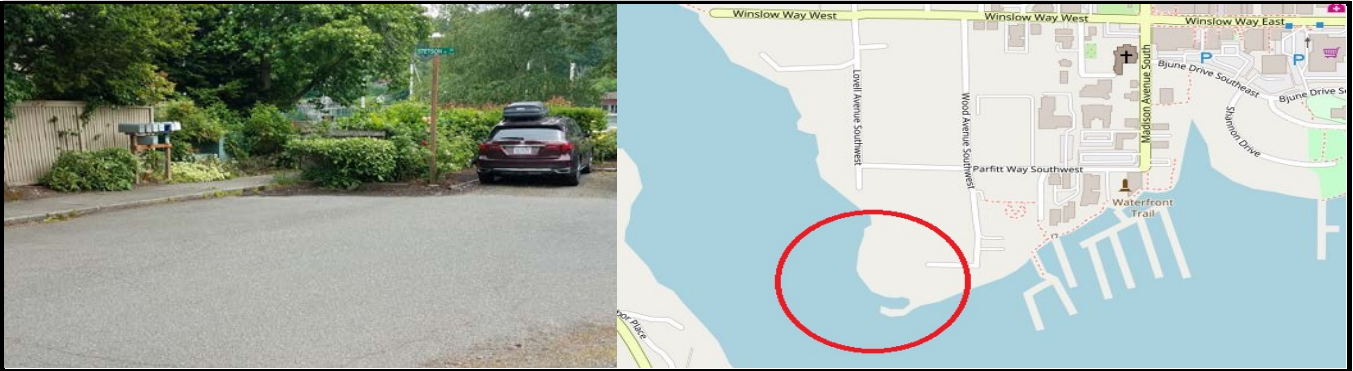
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Pump Station and Force Main

Number:

Location: Wood Ave

Project Description



Description: The current Lower Lovell sewer beach main is severely deteriorated. It is infeasible to repair or replace the line in its current location, so projects are needed to design and construct a new collection system for the basin in the upland area. The City has contracted with Gray & Osborne to evaluate alternatives to facilitate replacing the West Eagle Harbor Beach Sewer Main. The preferred alternative to address the flows in the Wood Avenue Subbasin is a Wood Lift Station and Existing Beach Main. This alternative would continue to collect flows from the east end of the basin through the existing beach main and direct these flows to the proposed Wood Lift Station. In addition to the existing beach main flows, the Wood Lift Station would also collect flows from the west portion of the basin and would direct these flows to the manhole at the intersection of Wood Avenue SW and Parfitt SW.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design/permitting, YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$750	\$0	\$2,500	\$0	\$0	\$0	\$0	\$3,250
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$750	\$0	\$2,500	\$0	\$0	\$0	\$0	\$3,250

FUNDING USES (1000's)

Design/permitting									\$0
Construction		\$750		\$2,500			\$0		\$3,250
Sub-total	\$0	\$750	\$0	\$2,500	\$0	\$0	\$0	\$0	\$3,250

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

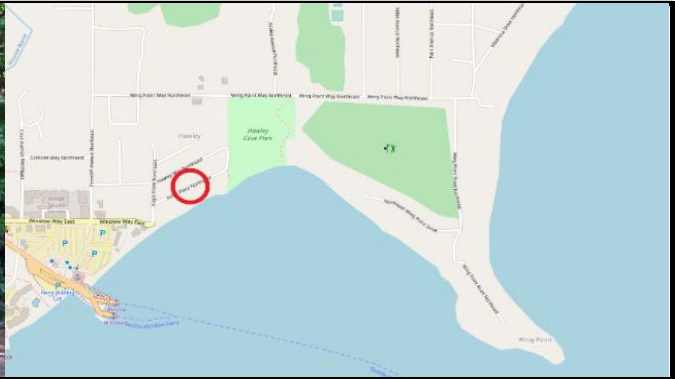
Project: Rehabilitate Pump Station

Number:

00820

Location: Wing Point

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979 and it is reaching the end of its useful life. Besides the general condition concerns that also apply to the City's other aging pump stations (wet well controls should be replaced to meet current safety standards and the performance of the cathodic protection components of these stations should be assessed), the Wing Point Pump Station has some unique upgrade requirements. First, the station access hatch is currently under water during extreme high tides and should be extended. Second, it is recommended that an air vacuum relief valve be installed in the force main at the discharge of the Wing Point pumps.

Benefit: Improves reliability of current sewer collection system.

Schedule: YR1: design, YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$100	\$450	\$0	\$0	\$0	\$0	\$550
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$0	\$100	\$450	\$0	\$0	\$0	\$0	\$550
FUNDING USES (1000's)									
Design/permitting			\$100						\$100
Construction				\$450					\$450
Sub-total	\$0	\$0	\$100	\$450	\$0	\$0	\$0	\$0	\$550

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

***CITY OF BAINBRIDGE ISLAND
STORMWATER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET***

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	900	-	-	-	-	-	-	1,100
Yeomalt Area Drainage Improvements			-					Y	60	-	510	-	-	-	-	-	570
Wing Point Culvert			-					Y	-	-	150	-	-	-	-	-	150
Blakely Ave. Drainage Improvements			-					Y	-	-	-	450	-	-	-	-	450
Springbrook Creek Restoration and Culvert Replacement	x		450					Y	-	-	-	-	600	-	-	-	600
Blakely Falls Creek Culvert (Halls Hill)			-					Y	-	-	-	-	-	150	-	-	150
C40 Eagle Harbor Phase I			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	900	760	450	150	650	-	-	3,170
Grant Totals									-	-	-	-	450	-	-	-	450
TOTALS									260	900	760	450	600	650	-	-	3,620

Project: Eagle Harbor Drive at McDonald Creek

Number: 00823

Location: 5530 Eagle Harbor Drive

Project Description



Description: The existing concrete culvert is perched at its outlet and a section of pipe has dropped. Shoulder settlement is an indicator there may be separations. The project provides for the repair of the existing concrete culvert, assuming trenchless methods can be employed to line the culvert.

Benefit: Preservation. Avoid a more costly replacement and mitigate failure risk.

Schedule: Design and permitting in 2017 and 2018, construction in 2019.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$200	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$200	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100
FUNDING USES (1000's)									
Design/permitting	\$200	\$0							\$200
Construction		\$900		\$0					\$900
Sub-total	\$200	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100

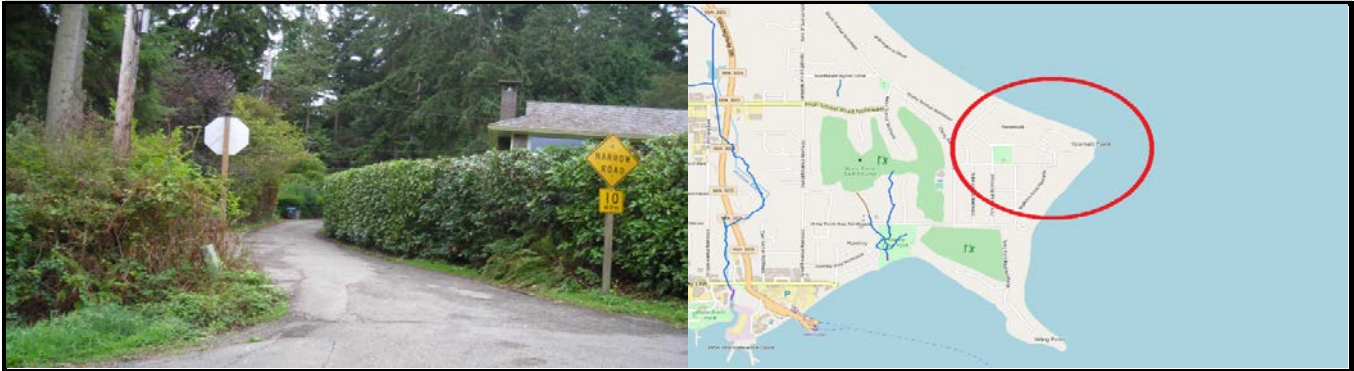
Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025- 2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Yeomalt Area Drainage Improvements
Location: Area bordered by Cherry, Yeomalt, Madrona and Wing Point Way

Number: 00663

Project Description



Description: Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality improvements. This work was identified in the 2013 Area Drainage Study performed by Browne Wheeler Engineering.

Benefit: Much of the Wing Point area above Yeomalt Point was developed before regulations required conveyance systems. Currently there are drainage problems in many areas and/or existing conveyances are lacking or inadequate.

Schedule: Design completed in 2014.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$60	\$0	\$510	\$0	\$0	\$0	\$0	\$0	\$570
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$60	\$0	\$510	\$0	\$0	\$0	\$0	\$0	\$570
FUNDING USES (1000's)									
Design/permitting	\$60								\$60
Construction			\$510						\$510
Sub-total	\$60	\$0	\$510	\$0	\$0	\$0	\$0	\$0	\$570

Estimated Impact on Future Operating Budget (1000's)

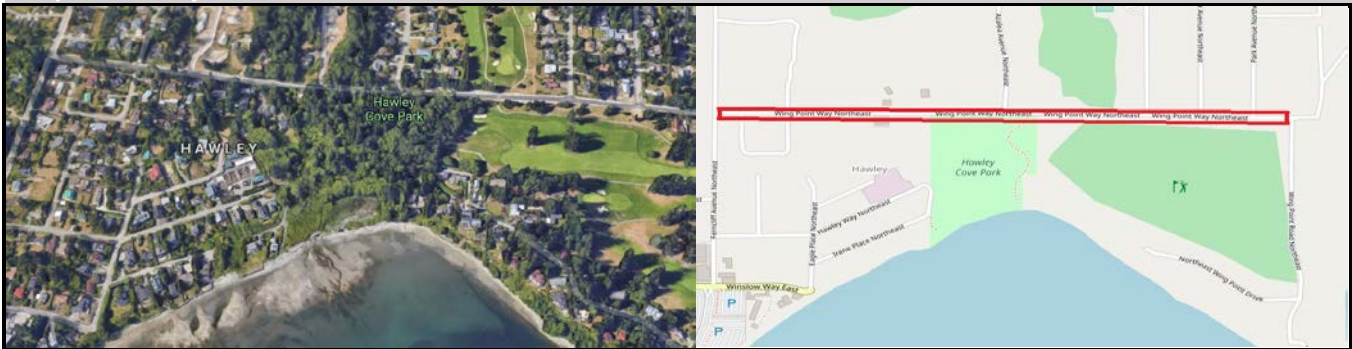
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Wing Point Culvert

Number:

Location: Wing Point Way

Project Description



Description: Complete repairs to culvert under Wing Point Way as identified during prior construction project that widened the road.

Benefit: Ensures culvert can continue to provide drainage under the road ensuring protection of road surface.

Schedule: Construction in 2020.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$150
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$150
FUNDING USES (1000's)									
Design/permitting									\$0
Construction			\$150						\$150
Sub-total	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$150

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: C40 Eagle Harbor Drive Phase I

Number:

Location: Wyatt to past Bucklin Hill

Project Description



Description: Current level of service E for pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands. It is desirable to improve curb radius at bottom of Wyatt.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: YR1: preliminary design, ROW, YR2: ROW, YR3/4: ROW, permitting, design, YR5: construction.

Capital Funding (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$90	\$0	\$0	\$0	\$500	\$0	\$590
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$100	\$0	\$0	\$500	\$0	\$0	\$600
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$0	\$190	\$0	\$0	\$500	\$500	\$0	\$1,190
FUNDING USES (1000's)									
Design/permitting			\$190						\$190
Construction						\$500	\$500	\$0	\$1,000
Sub-total	\$0	\$0	\$190	\$0	\$0	\$500	\$500	\$0	\$1,190

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2019-2024 Capital Improvement Plan Updates and Discussion

- Overall plan updates and changes
- 2019-2020 project status
- Non-motorized project overview
- Question and answer

CITY OF BAINBRIDGE ISLAND
TOTAL CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

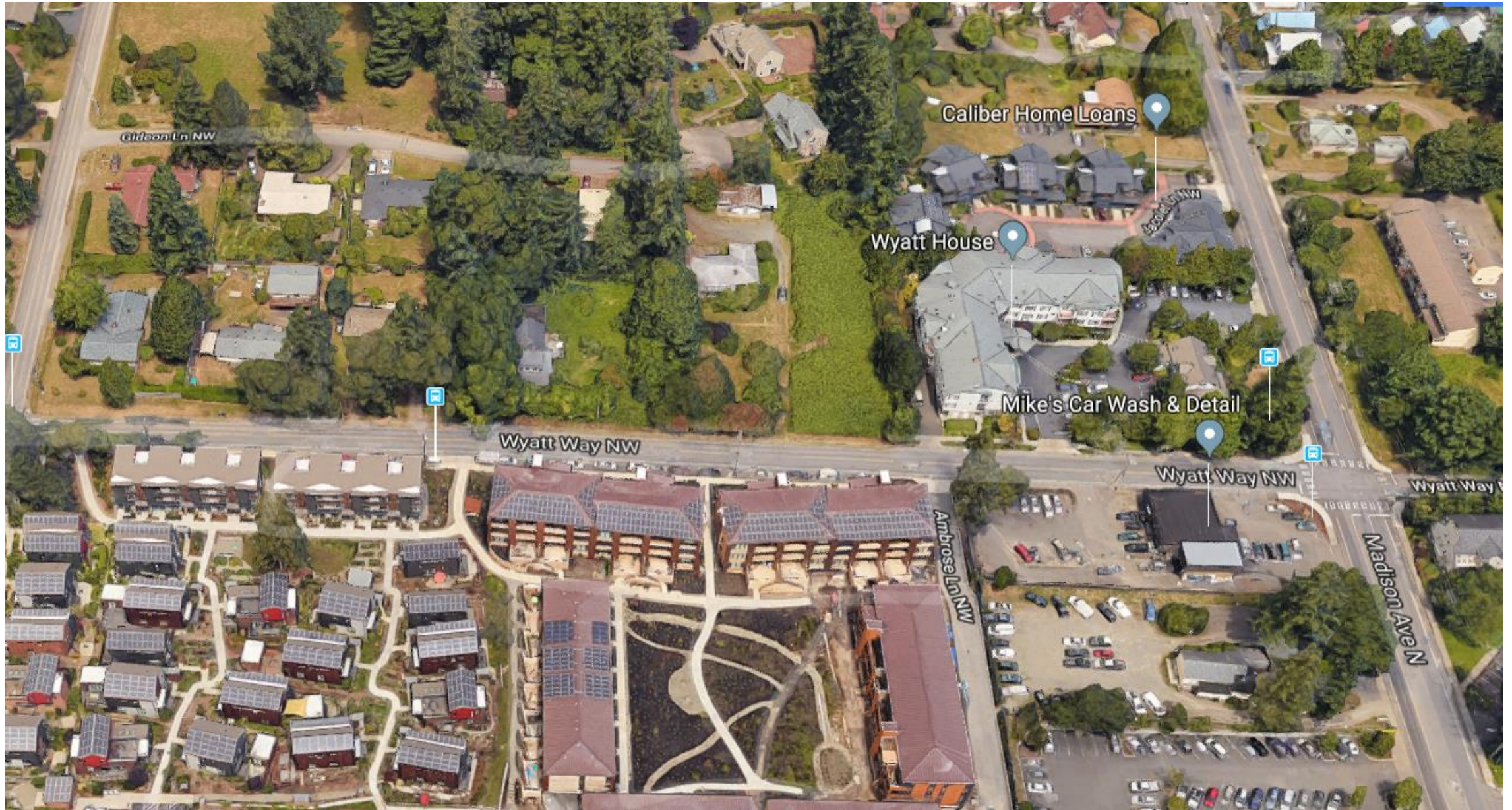
	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
In (1000s)									
Transportation Projects	3,880	216	820	25	300	550	500	-	6,291
Transportation Grants	2,671	-	703	-	-	-	-	-	3,374
Non Motorized Projects	2,860	25	292	860	2,550	-	500	-	7,087
Non Motorized Grants	2,042	23	202	210	1,900	-	-	-	4,377
Fleet and Equipment	-	1,127	832	627	380	1,006	759	-	4,731
General Gov't Funded	-	706	688	567	341	384	602	-	3,288
Utility Funded	-	421	144	60	39	622	157	-	1,443
Facility Projects	3,310	17,192	-	-	-	-	-	-	20,502
Facility Grants	-	-	-	-	-	-	-	-	-
Water Projects	725	1,250	750	75	2,600	790	1,930	-	8,120
Water Grants	-	-	-	-	-	-	-	-	-
Sewer Projects	1,250	900	100	3,050	600	750	1,400	-	8,050
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	260	900	760	450	600	650	-	-	3,620
SSWM Grants	-	-	-	-	450	-	-	-	450
Utility Funding	2,235	3,471	1,754	3,635	3,389	2,812	3,487	-	20,783
General Govt Funding	5,337	18,117	895	1,242	1,291	934	1,602	-	29,418
Total Project Cost Less Grants	7,572	21,588	2,649	4,877	4,680	3,746	5,089	-	50,201
Grant Totals	4,713	23	905	210	2,350	-	-	-	8,201
TOTAL PROJECT COST	12,285	21,610	3,554	5,087	7,030	3,746	5,089	-	58,401

CIP Updates - 2019-24 (1000's)				
	Adopted Book 2019 CIP	Fall Update 2020 CIP	Variance	Notes
Transportation				
Sportsman Club/New Brooklyn	\$1,100	\$1,216	\$116	Q1 Budget amendment for additional design
Non Motorized				
High School Road Safety Improvemen	\$180	\$227	\$47	Q2 Budget amendment for grant increase
Fleet	\$5,189	\$4,731	(\$458)	Reduced to reflect prices observed in the region
Facilities				
Open Water Marina Additional Buoys	\$92	\$167	\$75	Q3 Budget amendment to meet scope
Farmers Market Cover		\$65	\$65	Q4 2018 Budget amendment - new project
SSWM				
Pritchard Park Outfall	\$100		(\$100)	Moved to Operating Program

***CITY OF BAINBRIDGE ISLAND
TRANSPORTATION CIP (2019- 2024)
2019-2020 ADOPTED BUDGET***

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Srcts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Wyatt Way Reconstruction Phase I	X	X	2,516		Y	Y			3,700	-	-	-	-	-	-	-	3,700
<i>Madison - Lovell</i>																	
Sportsman Club/New Brooklyn	X	X	858		Y				180	216	820	-	-	-	-	-	1,216
<i>Intersection Imprv.</i>																	
Country Club Rd Reconstruction & Drainage Improvements			-		Y				-	-	-	25	250	-	-	-	275
<i>Past Toe Jam to Seawall</i>																	
Manitou Beach Road Stabilization (Phase 1)			-		Y				-	-	-	-	50	500	-	-	550
<i>Murden Cove to Falk</i>																	
Manitou Beach Road Stabilization (Phase 2)			-		Y				-	-	-	-	-	50	500	-	550
<i>Falk to Skiff</i>																	
City Funding									1,209	216	117	25	300	550	500	-	2,917
Grant Totals									2,671	-	703	-	-	-	-	-	3,374
TOTALS									3,880	216	820	25	300	550	500	-	6,291

Wyatt Way Reconstruction – Anticipated construction Summer 2020



Sportsman/New Brooklyn Intersection – Council design review December 2019



CITY OF BAINBRIDGE ISLAND
FLEET AND EQUIPMENT CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Grant Eligible	Grant Awarded	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	2019	2020	2021	2022	2023	2024	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)														
Police Vehicles (5)		1,473						330	208	219	230	237	249	1,473
Broom Sweeper			96					96	-	-	-	-	-	96
Chipper			95					95	-	-	-	-	-	95
Van				49	12			61	-	-	-	-	-	61
PUP Trailer			13			13		26	-	-	-	-	-	26
Dump Truck Cab/Chassis			138			138		276	-	-	-	-	-	276
Light Duty Pick Up		11	11	11	11	11		55	-	-	-	-	-	55
SUV		12		23		23		58	-	-	-	-	-	58
Slope Mower and Trailer						60		60	-	-	-	-	-	60
Video Inspection Camera					35	35		70	-	-	-	-	-	70
Heavy Duty Pickup		19	76					-	95	-	-	-	-	95
Van				14	56			-	70	-	-	-	-	70
Medium Duty Pickup Truck				59	15			-	74	-	-	-	-	74
Light Duty Pick Up		60						-	60	-	-	-	-	60
Manlift			325					-	325	-	-	-	-	325
Track Excavator			160					-	-	160	-	-	-	160
Medium Duty Pickup			66					-	-	66	-	-	-	66
Medium Duty Pickup		20	20	20	20	20		-	-	100	-	-	-	100
Police Motorcycle		41						-	-	41	-	-	-	41
Police Motorcycle		41						-	-	41	-	-	-	41
Light Duty Pickup		13	13	13	13	13		-	-	-	65	-	-	65
Light Duty Pickup		65						-	-	-	65	-	-	65
Police Boat Trailer		20						-	-	-	20	-	-	20
Vactor Truck					231	231		-	-	-	-	462	-	462
Heavy Duty Pickup				59		59		-	-	-	-	118	-	118
Heavy Duty Pickup		24	95					-	-	-	-	119	-	119
Light Duty Pickup		14	14	14	14	14		-	-	-	-	70	-	70
Light Duty Pickup		14	14	14	14	14		-	-	-	-	-	70	70
Light Duty Pickup		70						-	-	-	-	-	70	70
Van					92	23		-	-	-	-	-	115	115
Police Boat		95						-	-	-	-	-	95	95
Loader			160					-	-	-	-	-	160	160
TOTALS								1,127	832	627	380	1,006	759	4,731

***CITY OF BAINBRIDGE ISLAND
FACILITIES CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET***

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
FACILITIES PROJECTS - 6-YEAR CIP																	
City Dock			-	Y					-	30	-	-	-	-	-	-	30
Waterfront Park																	
Police and Municipal Court Building			-	Y					3,100	16,900	-	-	-	-	-	-	20,000
Police Station/Court																	-
AM Radio			-	Y					100	50	-	-	-	-	-	-	150
EOC																	
Fueling System				Y					90	-	-	-	-	-	-	-	90
Public Works Facility																	
Open Water Marina				Y					20	147	-	-	-	-	-	-	167
Additional Buoys																	
Marina																	
Farmers Market Cover				Y					-	65	-	-	-	-	-	-	65
Farmers Market																	
City Total									3,310	17,192	-	-	-	-	-	-	20,502
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									3,310	17,192	-	-	-	-	-	-	20,502

CITY OF BAINBRIDGE ISLAND
WATER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Location	Grant Eligible	General Comp	Sturts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
WATER PROJECTS - 6-YEAR CIP (1000s)																
SR 305 Olympic Drive Non-Motorized Improvements	Olympic Drive			Y	Y			175	-	-	-	-	-	-	-	175
Rockaway Intertie	Rockaway				Y			250	-	-	-	-	-	-	-	250
Wyatt Way Reconstruction	Wyatt Way				Y			150	-	-	-	-	-	-	-	150
High Zone Improvements	High School/New Brooklyn				Y			150	-	750	-	-	-	-	-	900
Chlorine Generator Upgrades	Various				Y			-	250	-	-	-	-	-	-	250
New Storage Tank	New Brooklyn				Y			-	1,000	-	-	2,250	-	-	-	3,250
Fire Flow Improvements	Winslow				Y			-	-	-	75	350	-	-	-	425
Well Development/Rehab	Pritchard Park				Y			-	-	-	-	-	200	-	-	200
Pipeline Improvements	Shephard Way				Y			-	-	-	-	-	50	300	-	350
Emergency Generator	Head of the Bay				Y			-	-	-	-	-	40	130	-	170
Water Treatment Improvements	Head of the Bay				Y			-	-	-	-	-	500	1,500	-	2,000
City Project Funding								725	1,250	750	75	2,600	790	1,930	-	8,120
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								725	1,250	750	75	2,600	790	1,930	-	8,120

Winslow Water System Water Storage Tank – Predesign before Council October 2019



CITY OF BAINBRIDGE ISLAND
SEWER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET

Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																		
Pump Station/Force Main Upgrade	NTW/New Brooklyn/Madison			-				Y		700	-	-	-	-	-	-	-	700
Rehabilitate Pump Station (Old Treatment Plant)	Old Treatment Plant			-				Y		550	-	-	-	-	-	-	-	550
Rehabilitate Pumps	Sunday Cove			-				Y		-	150	-	-	-	-	-	-	150
Pump Station & Force Main	Wood Ave			-				Y		-	750	-	2,500	-	-	-	-	3,250
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		-	-	100	450	-	-	-	-	550
Rehabilitate Pump Station (Island Terrace)	Island Terrace			-				Y		-	-	-	100	400	-	-	-	500
Install Gravity Sewers	Sunday Cove			-				Y		-	-	-	-	200	450	-	-	650
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell			-				Y		-	-	-	-	-	100	500	-	600
Extend WWTP Outfall	Wing Point			-						-	-	-	-	-	200	900	-	1,100
City Total										1,250	900	100	3,050	600	750	1,400	-	8,050
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										1,250	900	100	3,050	600	750	1,400	-	8,050

Madison Force Main – Construction Summer 2020



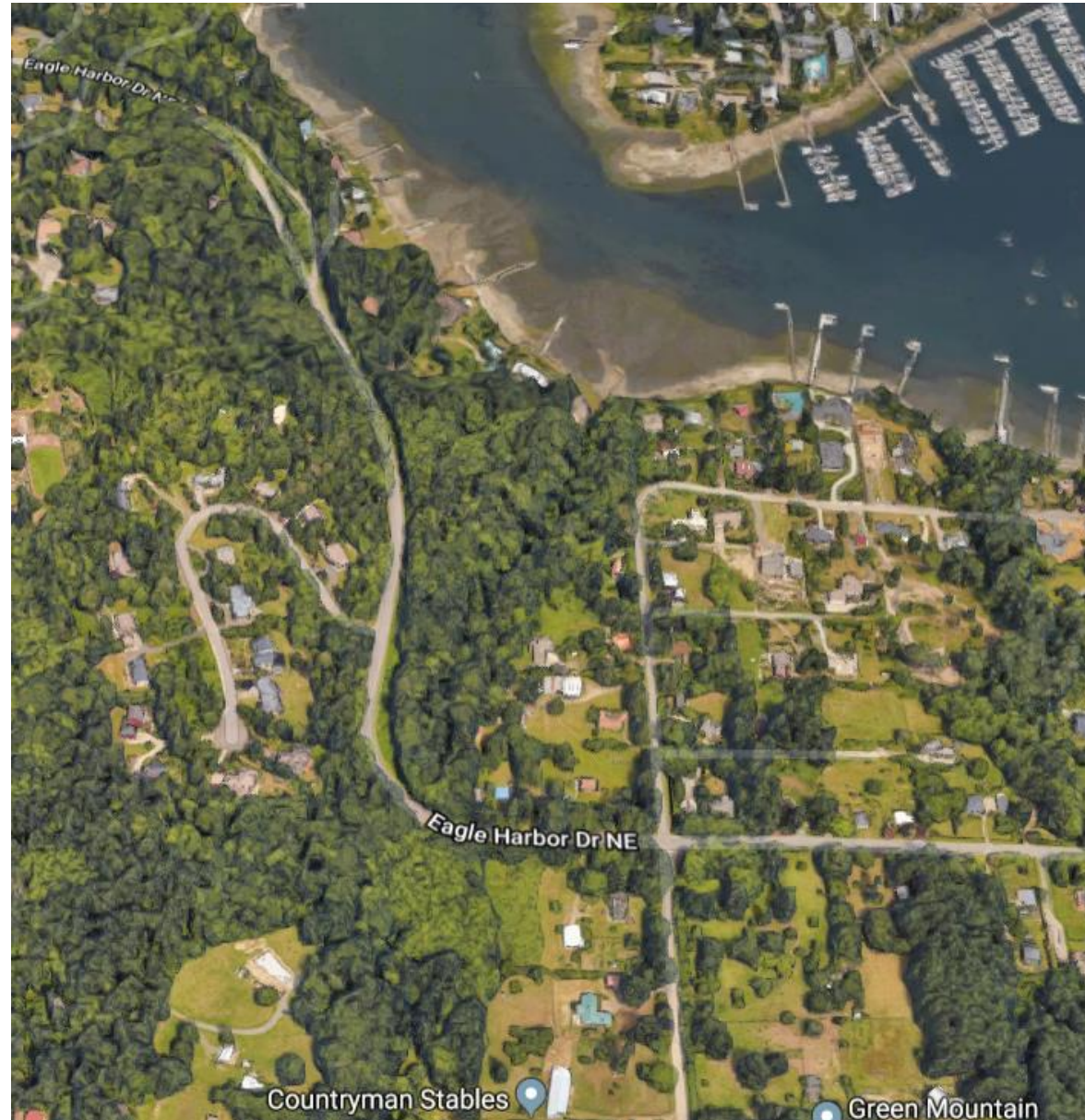
Wood/Lovell Pump Station and Beach Mains – begin design in 2020



***CITY OF BAINBRIDGE ISLAND
STORMWATER CIP (2019 - 2024)
2019-2020 ADOPTED BUDGET***

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	900	-	-	-	-	-	-	1,100
Yeomalt Area Drainage Improvements			-					Y	60	-	510	-	-	-	-	-	570
Wing Point Culvert			-					Y	-	-	150	-	-	-	-	-	150
Blakely Ave. Drainage Improvements			-					Y	-	-	-	450	-	-	-	-	450
Springbrook Creek Restoration and Culvert Replacement	x		450					Y	-	-	-	-	600	-	-	-	600
Blakely Falls Creek Culvert (Halls Hill)			-					Y	-	-	-	-	-	150	-	-	150
C40 Eagle Harbor Phase I			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	900	760	450	150	650	-	-	3,170
Grant Totals									-	-	-	-	450	-	-	-	450
TOTALS									260	900	760	450	600	650	-	-	3,620

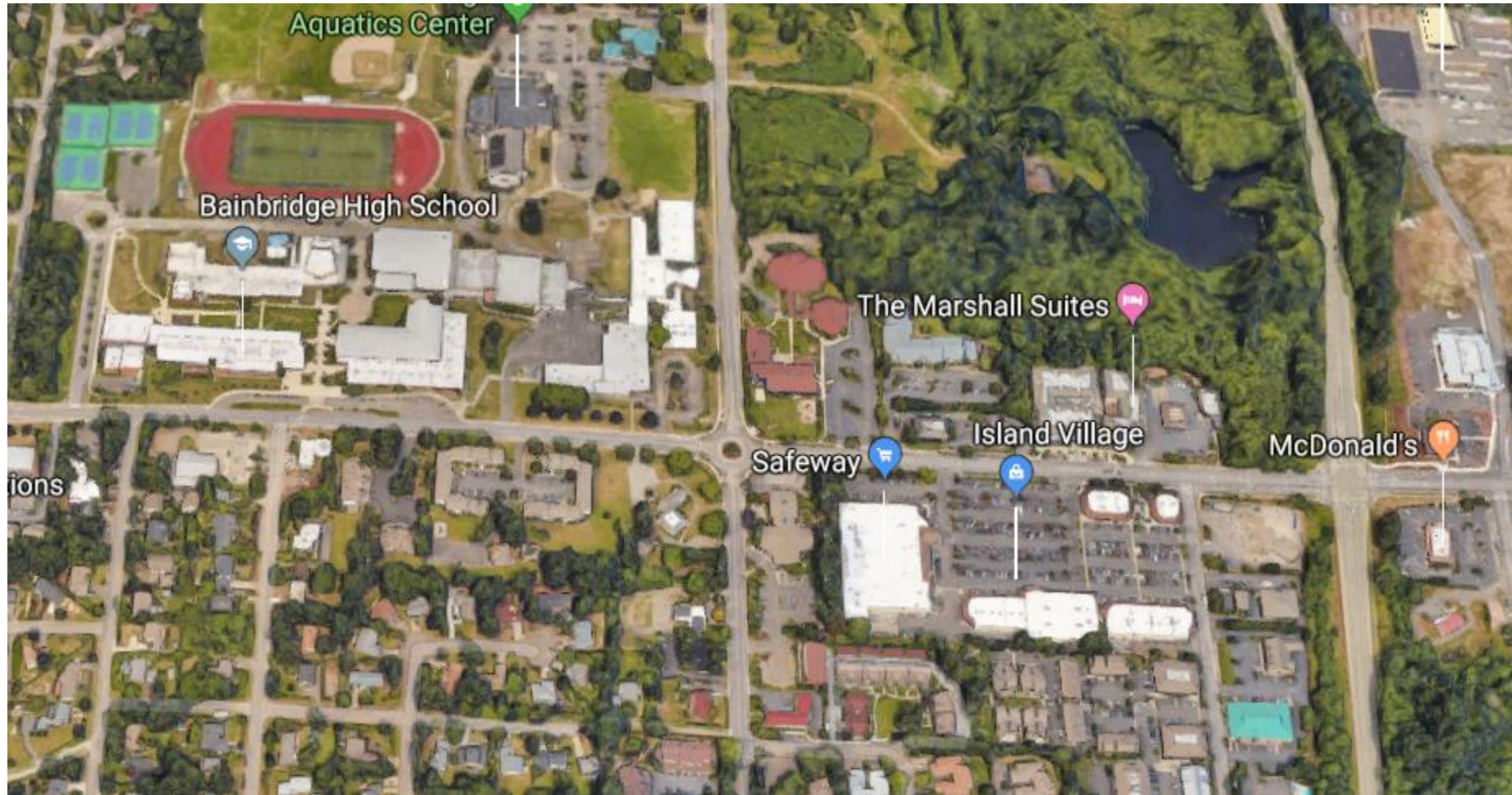
Eagle Harbor Culvert – construction in 2020 (pending environmental review)



CITY OF BAINBRIDGE ISLAND
NON-MOTORIZED TRANSPORTATION CIP (2019- 2024)
2019-2020 ADOPTED BUDGET

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stpts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
SR305/Olympic Drive Non Motorized	X	X	2,042		Y	Y			2,813	-	-	-	-	-	-	-	2,813
Harbor Dr. to Winslow Way																	
High School Road Safety Improvements	X	X	225						-	25	202	-	-	-	-	-	227
SR305 to Grow																	
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				-	-	-	260	1,750	-	-	-	2,010
Wyatt to High School																	
C40 - Bucklin Ph 2	X		-		Y				47	-	-	600	-	-	-	-	647
Blakely - Fletcher Bay																	
C40 - Eagle Harbor - Phase I	X		-		Y			Y	-	-	90	-	-	-	500	-	590
Wyatt - Past Bucklin																	
C40 - Eagle Harbor - Phase 2	X		700						-	-	-	-	800	-	-	-	800
Past Bucklin to Eagle																	
City Project Funding									818	3	90	650	650	-	500	-	2,711
Grant Totals									2,042	23	202	210	1,900	-	-	-	4,377
TOTALS									2,860	25	292	860	2,550	-	500	-	7,087

High School Road Safety – construction 2020 (100% grant funded)



Madison Sidewalk – grant funded for 2022 (not secured)



C-40 Bucklin Hill Phase 2 – Streets funded; construction 2021



Eagle Harbor Phase 2 – Grant funded (not secured); construction 2022

Eagle Harbor Phase 2 – Grant funded (not secured); construction 2022





CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (9:00 PM) 2020 Budget Modifications Presentation - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Discussion only.

SUMMARY:

Consider modifications to the approved 2020 budget. All modifications as described in the narrative are included in the reports and analysis provided. Some of the modifications requested are new requests staff has not presented before. Each requested modification will be discussed and clearly explained.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

The City of Bainbridge Island adopted Ordinance No. 2008-11 providing for a biennial budget process for years after 2010, and prepared biennial budgets for the 2011-2012, 2013-2014, 2015-2016, 2017-2018, and 2019-2020 biennia. In July of 2013, the City adopted Ordinance 2013-23, which provides for a mid-biennial review of the budget and for modifications, as approved by the Council.

The Council approved a budget for 2020 late in the fall of 2018 to which City administration is now proposing a limited number of adjustments for consideration. There is time set aside on this agenda for discussion and

questions. Additional time will be set aside at future meetings for Council discussion, community input and a public hearing.

ATTACHMENTS:

[2020 Budget Modification Staff Memo - 100119](#)

[2020 Budget Modifications for CC 100119.pptx](#)

FISCAL DETAILS:

Total change in 2020 ending fund balance for Tax-Supported Funds is an increase of \$194,623. Total change in 2020 ending fund balance for the Water Fund is an increase of \$45,000. Total change in 2020 ending fund balance for the Sewer Fund is an increase of \$146,000.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: October 1, 2019

To: City Council
Morgan Smith, City Manager
DeWayne Pitts, Director of Finance and Administrative Services

From: Kim Dunscombe, Budget Manager

Subject: City of Bainbridge Island 2020 Budget Modifications

The City of Bainbridge Island prepares a biennial budget, which provides a financial plan for two years. The use of a two-year cycle is intended to allow both the Council and City administration to set longer-term priorities and plans. The biennial budget cycle also supports efficient operations by minimizing budget development activities in mid-cycle years. The Council approved a budget for 2020 late in the fall of 2018 to which City administration is now proposing a limited number of modifications for consideration. The proposed budget adjustments are listed in this memo. The mid-biennial adjustments do not propose significant changes to the programs and services currently offered by the City.

Modifications can be grouped as follows:

1. Capital. These budget adjustments reflect changes to previously approved capital items.
2. Operations. These budget adjustments reflect changes to City programs in support of ongoing efforts including emergency preparedness and public safety.
3. Technical changes. These budget adjustments reflect decisions that have already been made through, for example; a 2019 Quarterly Budget Adjustment, a 2019 Ordinance, or Contract acceptance.

The 2020 budget modifications include a limited number of changes:

Capital Modifications:

- Increase revenue and expense appropriation for High School Road Safety project to reflect \$52,000 in grant funding.

Operating Modifications:

- Increase budget for Emergency Management training by \$10,000 in order to support an additional Wilderness First Responder class and two refresher classes.
- Increase budget in Executive department by \$63,000 to plan for the addition of closed captioning capabilities for City Council meetings, to reflect Americans With Disabilities Act requirements.
- Increase budget in Executive department by \$150,000 in anticipation of City's portion of costs from Cencom purchase of new records retention systems to be used countywide.
- Increase budget in Public Works to support costs associated with Brien Dr. opportunity to underground electric service (\$50,000), and also install electric car charging stations (\$25,000). This work would be completed by PSE in conjunction with their planned pole replacement in this area.

Technical Modifications:

- Increase revenue from Transportation Benefit District by \$200,000 per Council action in 2019 to increase rates.
- Increase revenue to Water Utility by \$45,000 per Council action in 2019 to raise water rates.
- Increase revenue to Sewer Utility by \$146,000 per Council action in 2019 to raise sewer rates.
- Increase budget in Executive by \$22,000 per Council direction in 2019 to complete a new interlocal agreement with Kitsap Department of Emergency Management for training and other services.
- Increase budget for 2020 Lodging Tax Advisory Committee awards by \$15,000 to match planned revenue.
- Reduce budget for debt service related to the Police Station/Municipal Court replacement project by \$231,195 to reflect lower debt service payments than originally anticipated.
- Reduce budget for debt service related to Open Space bonds by \$98,428 to reflect lower payments due to refunding of existing bonds to a lower interest rate.

TABLE 1: Proposed 2020 Budget Modifications

		Rev. or Exp.	Tax Supported Amount	Utility Supported Amount	On-going or One-time
Capital Modifications					
	High School Road Safety Improvements Grant	Revenue	52,000	-	One-time
	High School Road Safety Improvements Expenditure	Expense	52,000	-	One-time
Operating Modifications					
	Emergency Mgmt. Training	Expense	10,000	-	One-time
	Closed Captioning Hardware & Software	Expense	63,000	-	One-time
	Cencom 911 - Records Retention Distribution	Expense	150,000	-	One-time
	Waterfront Park Car Charging Station	Expense	25,000	-	One-time
	Waterfront Park Underground Power Project	Expense	50,000	-	One-time
Technical Modifications					
	Transportation Benefit Rate Increase	Revenue	200,000	-	On-going
	Water Rate Adjustment	Revenue	-	45,000	On-going
	Sewer Rate Adjustment	Revenue	-	146,000	On-going
	Kitsap County Department of Emergency Mgmt.	Expense	22,000	-	On-going
	Increase LTAC Contract Expenditures	Expense	15,000	-	One-time
	DEBT: Police & Court Facility Expense	Expense	(231,195)	-	On-going
	DEBT: Refunding Changes	Expense	(98,428)	-	On-going
	Total change in fund balance - Increase / (Decrease)		\$ 194,623	\$ 191,000	

With these proposed adjustments, the 2020 budget continues to meet the City's guiding fiscal priorities; hold recurring expenses less than recurring revenues, and fully fund all policy reserves.

In the coming weeks, I look forward to working with you to approve a modified budget for 2020. I am also looking forward to working with you in 2020 for development of the 2021/2022 biennial budget.



CITY OF
BAINBRIDGE
ISLAND

2020 Mid-Biennium Budget Modifications

October 1, 2019

Expense Modifications

■ Capital Requests

- High School Road Safety Improvements grant award - \$52,000
 - to reflect additional grant funding.

■ Operations Requests

- Emergency management training - \$10,000
 - 1 Wilderness First Responder class and two refresher classes.
- Closed captioning hardware and software - \$63,000
 - to reflect Americans With Disabilities Act requirements.
- Cencom 911 – Records retention software - \$150,000
 - City's portion of Cencom updating records retention system

Expense Modifications - con't

■ Operations Requests con't

- Waterfront park underground power project- \$50,000
 - to support PSE project to underground power.
- Waterfront park car charging stations- \$25,000
 - to install electric car charging stations along Brien Dr.

Expense Modifications – con't

- Technical requests reflect decisions that have already been approved
 - Transportation benefit rate increase - \$200,000
 - Per Council action to increase car tab fees from \$20 to \$30.
 - Water rate increase - \$45,000
 - Per Council action to increase water rates.
 - Sewer rate increase - \$146,000
 - Per Council action to increase sewer rates.

Expense Modifications – con't

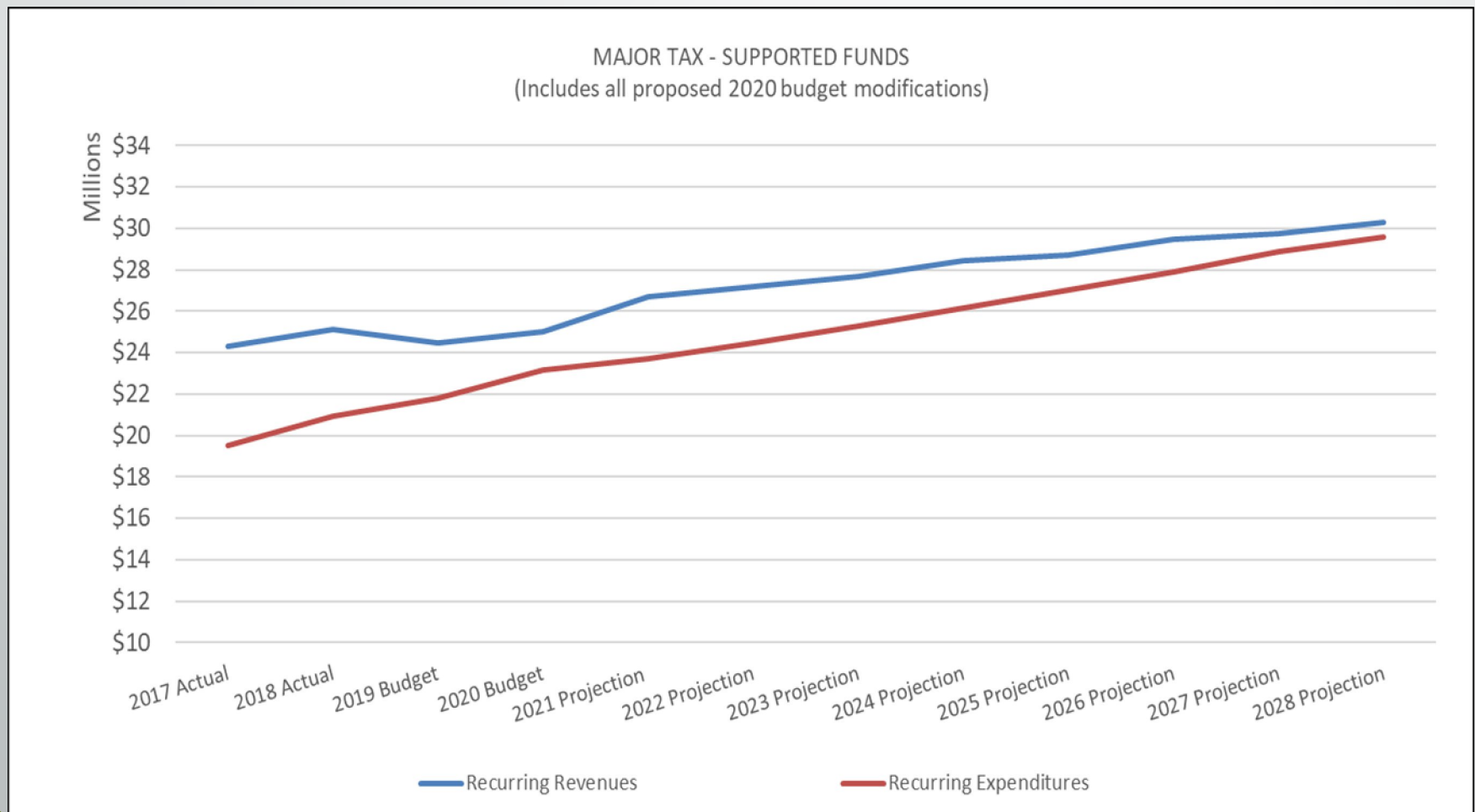
■ Technical requests con't

- Kitsap County Department of Emergency Management (KCDEM) - \$22,000
 - Per Council action to complete a new ILA for additional services.
- Lodging tax advisory committee contract awards for 2020 - \$15,000
 - To match planned revenue.
- Annual debt payments for the Police and Municipal Court Building – (\$231,195)
 - To reflect lower debt service payments than originally planned.
- Annual debt payments for 2007 and 2008 LTGO bonds – (\$98,428)
 - To reflect lower debt service payments due to refunding

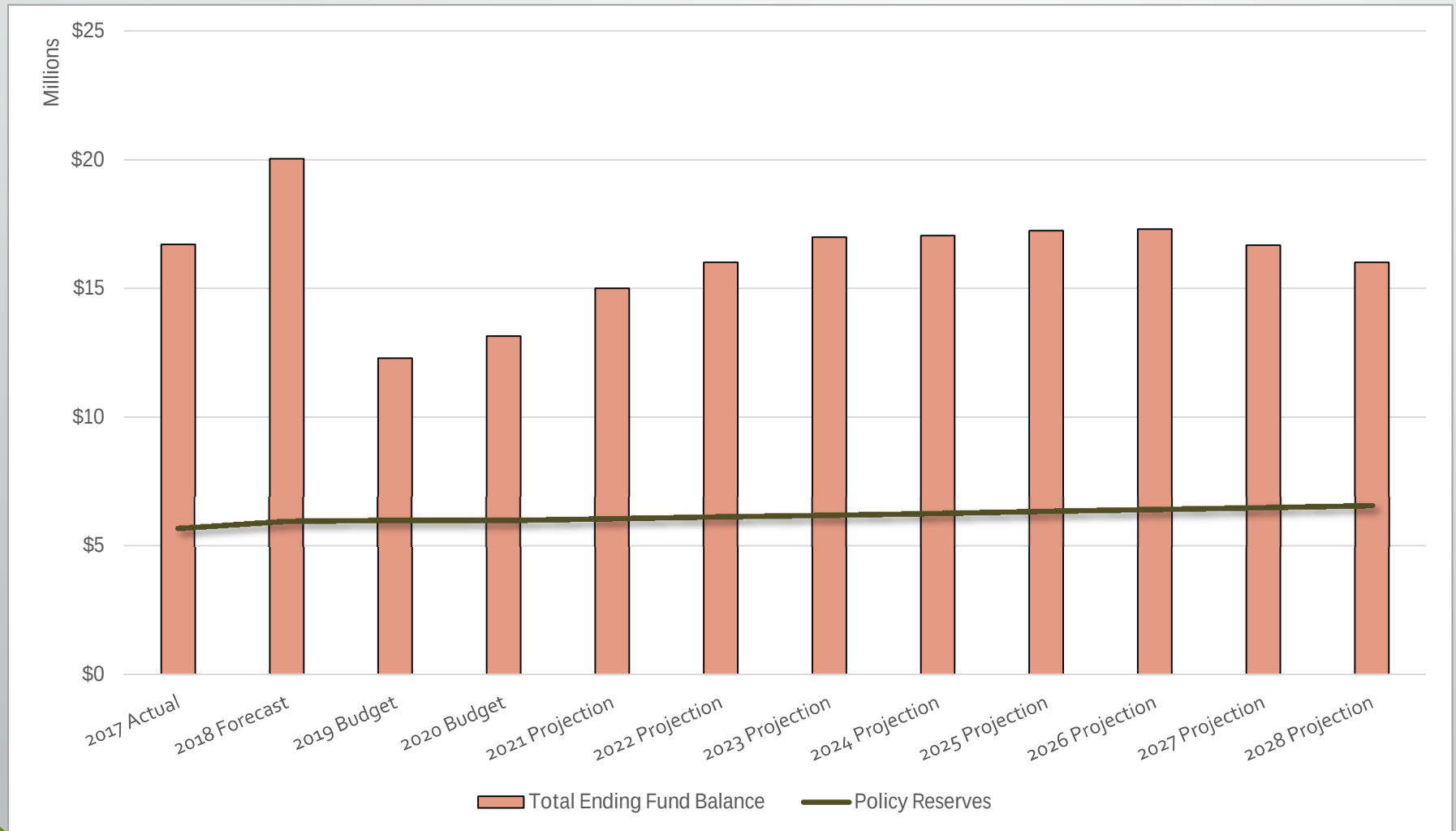
Total Change in Fund Balance

- Total change in tax supported fund balance is a gain of \$194,623
- Total change in Water fund balance is a gain of \$45,000
- Total change in Sewer fund balance is a gain of \$146,000

Recurring Revenues vs Recurring Expenses



Ending Fund Balance Major Tax Supported Funds



October 1, 2019

Next Steps



Oct. 8, 2019

Business Meeting – 1st
reading of the
Ordinance and
scheduling a public
hearing.



Business meeting –
Public Hearing and
consider forwarding
to the consent
agenda



Oct. 22, 2019

October 1, 2019



Questions?

Discussion



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (9:15 PM) Review Q4 2019 Workplan Priorities - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

To review and affirm workplan priorities for City staff and the Council in the next planning period (October - December, 2019).

SUMMARY:

To review and affirm highest priority workplan tasks for the remainder of 2019, in order to plan City Council schedules and City staff focus during Q4-2019.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

At the beginning of 2019, the City Council and City staff reviewed a citywide list of workplan priorities for 2019 and 2020. Progress on these tasks was reported at midyear (as of June 30). Attached are two versions of the midyear report. Each report contains the same information, sorted by either goal or by lead department.

Now that a significant portion of the moratorium workplan has been completed, it is important to acknowledge the capacity challenges for City staff. To make sure the highest priority tasks remain in focus for the remainder of 2019, the City Manager has prepared an overview of those items that are proposed to be priorities during October - December. These are provided in the attached document "Q4 2019 Workplan Focus." This list is still

fairly robust, but reflects a reasonable set of activities to focus on in the coming months. At this time, City staff will not be able to take up additional policy initiatives or projects without selecting other work to defer.

The results across all 2019 workplan priorities will be reported again in January, 2020, to reflect progress as of year end (December 31, 2020).

ATTACHMENTS:

[Q4-2019 Workplan Focus.pdf](#)

[2019 MidYear Workplan Rpt - By Goal.pdf](#)

[2019 MidYear Workplan Rpt - By Dept.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Q4-2019 Priority Items:

Task	Dept.	Next Step/Notes	Complexity
HIGHEST PRIORITY			
Suzuki project	Exec	Council decisions	
Police/Court facility	Exec	Council decision/permitting/finance	
Moratorium workplan	PCD	Council decisions/outreach/training	
Green Building options	PCD	Council briefing (Nov. 5)	
2020 Updates to Budget/CIP	Fin	Council approval	
HB 1406 reqts	Fin	Council approval	

Planning & Community Dev.	Next Step/Notes	Complexity
Island Center SubArea Plan	Committee rec/public meeting	
Inclusionary Zoning/MFTE	Council briefing/decisions	
RV ordinance	Council decisions	
Plan for SMP periodic review	Internal	
Plan for SMP amendments	Internal	
Plan for CAO review	Internal	
Fill PCD vacancies	Internal	
ADU Code to PC	Council approval	
Changes to Administrative Manual	Council approval	

Public Works	Next Step/Notes	Complexity
Sustainable Trans. project	Council briefing/decisions	
Sportsman Club project	Council briefing/decisions	
Olympic Dr. project	Complete construction/outreach	
Groundwater Management Plan	Hiring, workplan	
Traffic Calming projects	Council approval	
HS Water Tank design	Council approval	
DUOWM project	Complete construction	
Wyatt Way project	Complete project info materials	
Fill Project Engineer vacancy	Internal	

Exec/Fin/Legal	Next Step/Notes	Complexity
AHB funding	Council decisions	
FOF funding	Council decisions	
Fill IT Manager vacancy	Internal	
Police Chief recruitment	Council decisions	
GHG Inventory/CAP next steps	Council briefing/decisions	
Ethics Program	Council approval	
I-976 information	Complete informational materials	
Regulations for telecom master permit	Council approval	
LTAC awards	Council approval	
Cultural Funding awards	Council approval	



2019 Workplan Priorities

By Strategic Goal

Status as of MidYear

(June 30, 2019)

INTRODUCTION

This report provides an update on Citywide workplan priorities as of mid-year (June 30, 2019). In January of 2019, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

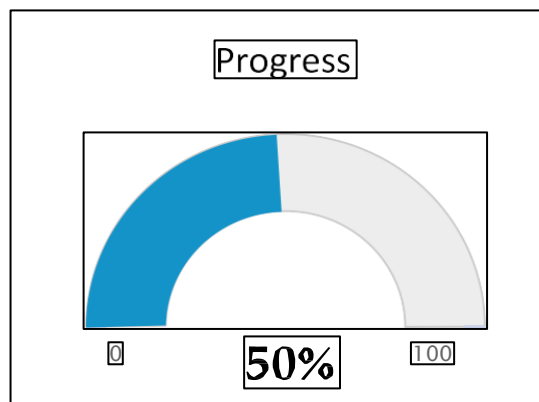
Priority. Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

The priority level for each item is shown as an icon: 

Progress. The report indicates progress, or degree of completeness, for each task as of midyear.

Progress 50%

Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.



Status. The report indicates status for each task as of midyear.

If an item is moving forward without impediment, on roughly the timeline anticipated in January, it is shown as "on track." If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as "some disruption." In only a few cases citywide, there are items that are deferred to 2019 or will not complete at all. These are shown as "major disruption."

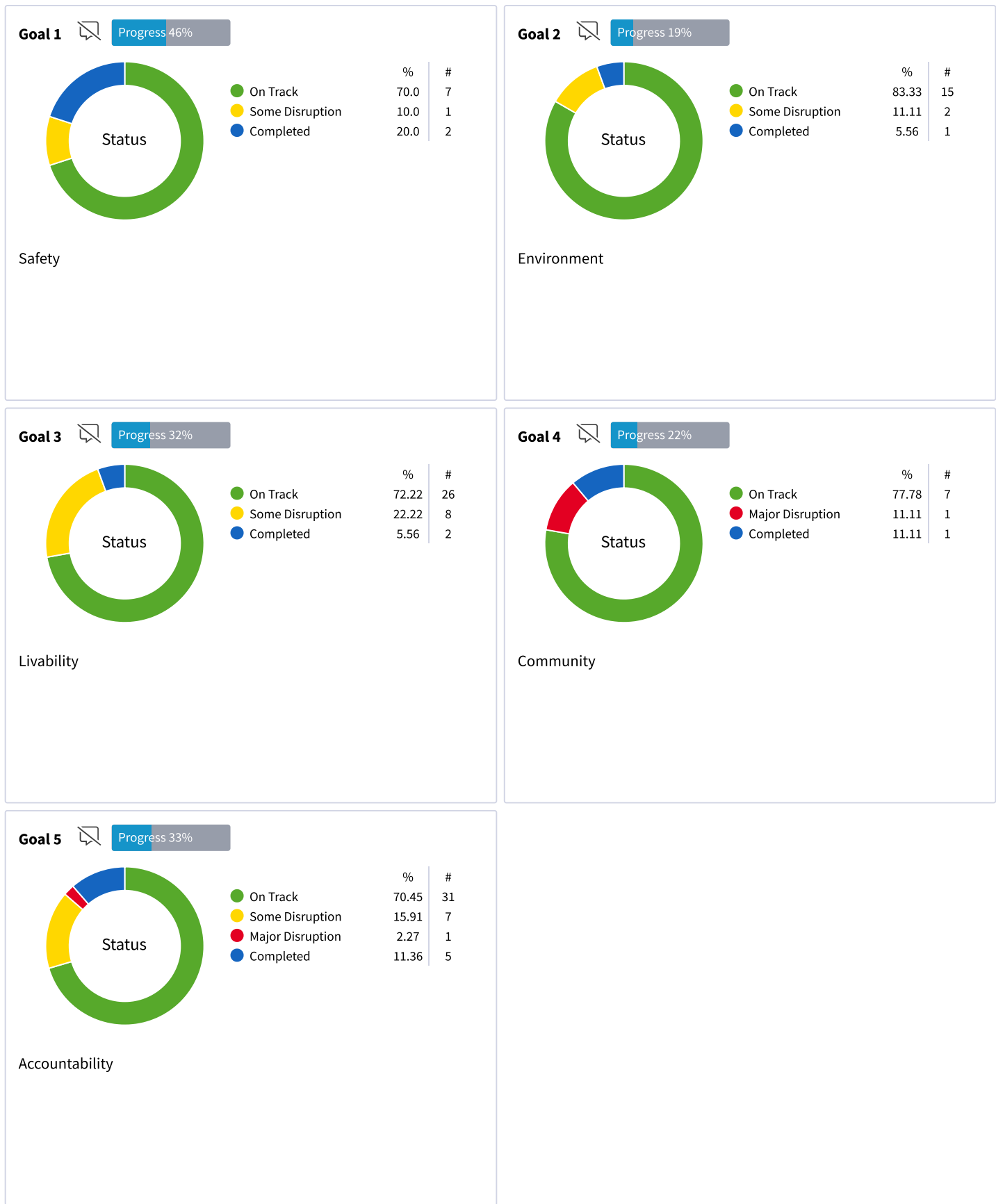
Completed

On Track

Some Disruption

Major Disruption

Plan Summary





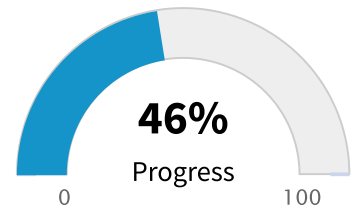
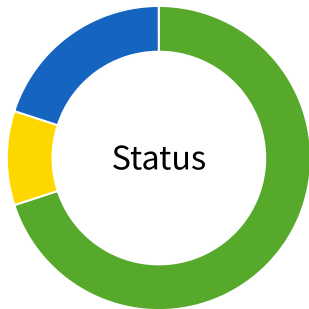
Goal 1 - Safety

(Police, Public Works, Emergency Preparedness)

10

Work Plan Task

Overall Summary



Report Legend

No Update

Overdue

Priority

Work Plan Task 1.1.1



Ongoing - Dec 31, 2019

On Track

Progress 50%

Police personnel Initiatives

Updated on Jul 06, 2019 23:40:46

- **Hiring:** three conditional offers have been given, two for entry level and one for a lateral.
- **Corporals:** 1 of the 4 corporals has completed the “First Line Supervisor” course. The other three are scheduled to attend in either Q3 or Q4.
- **Department initiatives.** Ongoing.
- **New I-940 requirements.** The new training requirements are still being refined by CJTC. The department will continue to monitor.

Work Plan Task 1.1.4



Ongoing - Dec 31, 2019

Completed

Progress 100%

Police K9 Team

Updated on Jul 07, 2019 02:37:38

New K9 Officer Whitney received in Q2 and is actively working with partner, Officer Kurt Enget. Training for handler completed in Q1/Q2.

Work Plan Task 1.1.5



Ongoing - Dec 31, 2019

Completed

Progress 100%

Police Station/Municipal Court Facility Replacement Project - complete site selection.

Updated on Jul 15, 2019 21:23:48

Council approved purchase of Harrison Medical Building site in Q2. Work to finalize design and prepare for construction will complete in Q3/Q4.

Work Plan Task 1.1.7



Ongoing - Dec 31, 2019

On Track

Progress 50%

Emergency Management Initiatives

Updated on Jul 07, 2019 02:14:54

- Council briefing provided in Q1.
- Emergency Management Strategic Plan development is ongoing.
- CEMP drafts according to schedule. Annexes will be completed in Q2 and expect submittal in Q3.
- Training and Exercise program is in progress. EOC Section training completed in Q2. Tabletop exercise series ongoing through end of the year.
- EOC upgrades: not yet started, will evaluate in Q3.
- AM Radio Tower: contractor selected (Hatfield & Dawson) to evaluate the project and map out scope of work and timeline for installation.

Work Plan Task 1.1.9



Ongoing - Dec 31, 2019

On Track

Progress 25%

Police Station/Municipal Court Facility Replacement Project - project design.

Updated on Jul 07, 2019 00:37:30

Site selection completed and purchase approved in Q2. Architect contract approved Q2. Work to complete permitting and final design is underway.

Work Plan Task 1.1.10

1

Ongoing - Dec 31, 2019

On Track

Progress 15%

Police Station/Municipal Court Replacement Project - funding plan.

Updated on Jul 07, 2019 00:14:08

Updated and improved financial capacity model which helped identify option for higher amount of additional General Fund contribution to project. Supported Council discussion in Q2 to confirm key decisions about financing plan. Schedule of financing events completed. Target December, 2019 for potential bond issuance close.

Priority: 2

Work Plan Task 1.1.2

2

Ongoing - Dec 31, 2019

On Track

Progress 50%

Traffic Safety Initiatives

Updated on Jul 06, 2019 23:44:21

- **Traffic Improvement Officer.** Corporal Gary Koon and Officer Dale Johnson are currently serving as the traffic officers and are working toward a new traffic emphasis system.
- **Hand-held radar gun.** A new hand-held radar gun was obtained by the department using funds from a WASPC grant.
- **Speed signs.** One additional speed sign was obtained using funds from a WASPC grant.

Work Plan Task 1.1.6

2

Ongoing - Dec 31, 2019

On Track

Progress 10%

Improve cellular coverage.

Updated on Jul 18, 2019 19:10:31

In Q1/Q2, staff have attended a series of meetings with representatives from BIFD, Kitsap 911, AT&T and FirstNet to discuss coverage gaps in the community, public safety concerns, and technical options to address. These discussions will continue, with a potential outcome to provide a proposal for specific infrastructure that could be installed to improve public safety by resolving significant gaps in cellular coverage areas.

Work Plan Task 1.1.8

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Develop annual program for neighborhood traffic calming.

Updated on Jul 07, 2019 00:35:01

Program structure approved by City Council Q2. Program will be launched as one-year pilot due to risk to funding source pending Initiative 976.

Priority: 3

Work Plan Task 1.1.3

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 30%

Police Technology Initiatives

Updated on Jul 06, 2019 23:47:35

- **Camera Systems.** The camera system for the interview room is installed and user training completed. Implementation of body camera and in-car cameras is in progress and expected to be completed by Q4.
- **Inventory System.** Options for new software for inventory system are being evaluated.



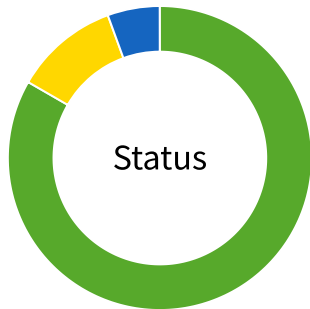
Goal 2 - Environment

(Land Use, Natural Resources, Utilities)

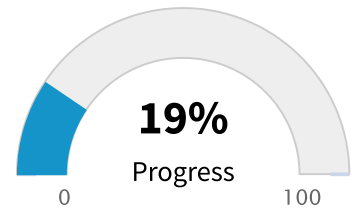
18

Work Plan Task

Overall Summary



● On Track	%
● Some Disruption	83.33
● Completed	11.11
	5.56



Report Legend

 No Update

 Overdue

 Priority

Priority: 1

Work Plan Task 2.1.1



Ongoing - Dec 31, 2019

On Track

Progress 50%

Greenhouse Gas Inventory

Updated on Jul 15, 2019 21:23:59

In progress. Consultant is completing data collection and development of outreach materials and final report. Presentation to Council expected in Q3.

Work Plan Task 2.1.2



Ongoing - Dec 31, 2020

On Track

Progress 25%

Complete 2020 Shoreline Management Plan (SMP) Periodic Update.

Updated on Jul 07, 2019 01:21:45

Discussed SMP Public Participation Program and Work Plan with Council in Q1. Held first study session with Planning Commission in June. Task will be ongoing through early 2020.

Work Plan Task 2.1.4



Ongoing - Dec 31, 2019

Some Disruption

Progress 10%

Support Council consideration of Green Building Initiatives.

Updated on Jul 07, 2019 01:31:07

Building Official held meetings with DRB in Q2. Council briefing anticipated in Q3. Task was delayed from planned schedule due to transition in Building Official position.

Work Plan Task 2.1.8



Ongoing - Dec 31, 2019

On Track

Progress 25%

Initiate Groundwater Management Plan.

Updated on Jul 10, 2019 21:43:05

Scope of plan reviewed by ETAC and UAC in Q2. Hiring action in progress for term-limited hydrogeologist.

Work Plan Task 2.1.18



Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete Groundwater Management Plan

Updated on Jul 07, 2019 02:00:04

This task is planned for 2020.

Priority: 2

Work Plan Task 2.1.3



Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Native Vegetation, Landmark Tree ordinances.

Updated on Jul 07, 2019 01:30:06

In June, Council approved the extension of Landmark Tree Ordinance to be effective until December, 2019 but within the Winslow area only rather than islandwide. Staff also supported Council review of Tree Resource Code and Policy Recommendations from Team of Consulting Arborists in Q2. Additional work to review related policies will continue after full-time City arborist is hired in Q3.

Work Plan Task 2.1.5



Ongoing - Dec 31, 2019

On Track

Progress 25%

Enhanced SMP monitoring, outreach, stewardship & restoration projects.

Updated on Jul 10, 2019 22:46:29

Daily shoreline project review and counter service by current planning team provides public with information on monitoring and outreach. Intern is resuming SMP/CAO monitoring initiated in 2018, and research on best practices.

Work Plan Task 2.1.6



Ongoing - Dec 31, 2019

On Track

Progress 0%

Obtain consulting services related to proposed solar ordinances.

Updated on Jul 07, 2019 01:45:41

Not started. Planned for Q3/Q4 in conjunction with Green Building policy discussion.

Work Plan Task 2.1.7

Ongoing - Dec 31, 2019

On Track

Progress 25%

Increase annual noxious weed control activities.

Updated on Jul 07, 2019 00:46:39

Staff is coordinating options for expanded scope with Kitsap County Weed Board. Expected to provide options for Council review in Q3.

Work Plan Task 2.1.9

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.

Updated on Jul 07, 2019 00:38:03

Task is in progress, but delayed until Q4.

Work Plan Task 2.1.10

Ongoing - Dec 31, 2019

On Track

Progress 10%

Complete study to upgrade WWTP to tertiary treatment.

Updated on Jul 07, 2019 00:41:52

RFQ in progress, expected to issue in Q3.

Work Plan Task 2.1.11

Ongoing - Dec 31, 2019

Completed

Progress 100%

Support Council consideration of Code changes requested by Living Building Challenge project.

Updated on Jul 07, 2019 00:45:23

Completed. Change to City Sewer Code approved Q2.

Work Plan Task 2.1.12

Ongoing - Dec 31, 2019

On Track

Progress 0%

Complete additional drainage improvements to Parkhill Drive.

Updated on Jul 10, 2019 21:43:55

This task is scheduled for Q3/Q4.

Work Plan Task 2.1.15

Ongoing - Dec 31, 2019

On Track

Progress 0%

Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction.

Updated on Jul 09, 2019 23:32:52

This task is scheduled for Q3/Q4.

Work Plan Task 2.1.16

Ongoing - Dec 31, 2020

On Track

Progress 0%

Initiate work to assess site options at Vincent Road property.

Updated on Jul 07, 2019 01:59:47

This task is planned for 2020.

Work Plan Task 2.1.17

Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete Islandwide stormwater study.

Updated on Jul 09, 2019 23:33:08

This task is scheduled for 2020.

Priority: 3

Work Plan Task 2.1.13

Ongoing - Dec 31, 2019

On Track

Progress 0%

Complete consistency changes to Design and Construction Standards.

Updated on Jul 09, 2019 23:32:17

This task is scheduled for Q3/Q4.

Work Plan Task 2.1.14



Updated on Jul 09, 2019 23:32:32

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

Complete consistency changes to Stormwater Code.



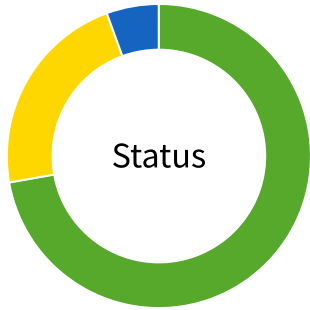
Goal 3 - Livability

(Land Use, Transportation)

36

Work Plan Task

Overall Summary



● On Track	72.22
● Some Disruption	22.22
● Completed	5.56

32% Progress

Report Legend

No Update

Overdue

Priority

Priority: 1

Work Plan Task 3.1.1



Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Suzuki Affordable Housing Project.

Updated on Jul 13, 2019 17:23:37

In Q1, Council created Ad Hoc committee to discuss options for project development approach. In Q2, Council approved funding to Housing Resources Bainbridge (HRB) to conduct "feasibility study" to assess how the decision about number of units for the project may influence eligibility for financing. Site development activities, managed by Olympic Property Group (OPG) were put on hold pending completion of feasibility study. Results of feasibility study are expected by Aug. 1. At that time, next steps will be to confirm site plan and number of project units, to resume site development work, and to consider future transfer of property ownership to a development partner and terms.

Work Plan Task 3.1.5



Ongoing - Dec 31, 2019

On Track

Progress 50%

Sign Code Changes

Updated on Jul 13, 2019 17:51:47

Staff provided several briefings to Council on this topic in Q1/Q2, as well as extensive community outreach. Council consideration of potential changes will continue to Q3.

Work Plan Task 3.1.7



Ongoing - Dec 31, 2019

On Track

Progress 75%

Support Implementation of Increased Transportation Benefit Fund Fees.

Updated on Jul 07, 2019 00:11:34

Completed approved resolution to increase the vehicle license fee. Amended the ILA with Department of Licensing to support new fees. Developed Fee Rebate program.

Work Plan Task 3.1.8



Ongoing - Dec 31, 2019

On Track

Progress 25%

Adopt Multi-Year workplan for Comprehensive Plan Implementation.

Updated on Jul 13, 2019 17:30:53

In Q1, Council approved MultiYear Workplan for Implementation of Comprehensive Plan implementing actions. Progress on this workplan will be tracked using documentation for each element, and will be provided to Council and Community as part of Citywide reporting at midyear and year-end. A webpage will be added to the City's website to highlight these activities and provide access to this ongoing reporting.

Work Plan Task 3.1.9



Ongoing - Dec 31, 2019

On Track

Progress 50%

Affordable Housing Initiatives.

Updated on Jul 07, 2019 01:09:43

In progress. In Q1/Q2, staff supported Council review of affordable housing work plan, and endorsed approach to include dedicated staffing and priority actions. Staff also supported Council consideration of various uses for the Housing Trust Fund. In Q3/Q4, staff will work with Council to review proposals on ADU's, inclusionary zoning, a multi-family tax exemption, and changes to the City's TDR program. The Suzuki property affordable housing project is also in progress.

Work Plan Task 3.1.11



Ongoing - Dec 31, 2019

On Track

Progress 50%

Regulations for Accessory Dwelling Units (ADU's).

Updated on Jul 13, 2019 18:17:50

Staff supported Council study session in June. Topics included common ownership requirements, rules for tiny homes and RV's, and dimensional standard relief (omission from lot coverage calculation). Additional discussion scheduled for Q3.

Work Plan Task 3.1.12

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Design Guidelines.

Updated on Jul 13, 2019 18:18:24

Staff supported two Council discussions during Q1/Q2 to develop policy recommendations, as well as two public meetings during Q1/Q2 (in addition to other public outreach). Three sessions were also held with the Design Review Board during Q1/Q2.

Work Plan Task 3.1.14

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Subdivision guidelines, standards, and criteria.

Updated on Jul 07, 2019 01:23:27

Staff supported five study sessions with City Council in Q1/Q2 to address policy issues related to this topic. Ordinance is being reviewed for implementation and administrative consistency and is scheduled for Council consideration in Q3.

Work Plan Task 3.1.15

Ongoing - Dec 31, 2020

Some Disruption

Progress 50%

Complete Island Center Subarea Plan.

Updated on Jul 07, 2019 01:35:30

Bimonthly community meetings held in Q1 & Q2. Tasks 1-6 of 12 of the contract with Makers are complete. Makers contract discontinued in Q2 due to unforeseen personnel issues. Staff will work in Q3 to adjust project approach to maintain momentum and work towards public meeting and completion of a draft plan in Q3/Q4.

Work Plan Task 3.1.22

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Amend SEPA ordinance to reflect updates approved by State in 2014.

Updated on Jul 13, 2019 18:16:11

This task is not yet started and may be deferred to 2020 depending on capacity. SEPA rule revisions adopted by Ecology in 2014 increased the flexible thresholds that local governments may adopt to exempt minor new construction projects from SEPA review. The City currently adopts the SEPA exemption language by reference so code revisions are not required at this time. For permit streamlining purposes, the City may choose to raise SEPA exemption thresholds within the ranges and procedures specified in the rule update, which would require text revisions to BIMC 16.04.070.

Work Plan Task 3.1.28

Ongoing - Dec 31, 2019

On Track

Progress 25%

Support City Council consideration of \$150k for Nonmotorized planning/projects.

Updated on Jul 10, 2019 21:43:39

Staff supported extensive Council discussion during Q1/Q2 to develop "Sustainable Transportation" project. RFQ issued in Q2 and proposed consulting team selected. Staff reviewed proposed scope with Council in June. Next steps to be determined.

Work Plan Task 3.1.29

Ongoing - Dec 31, 2019

Some Disruption

Progress 50%

Wyatt Way Roundabout and Improvements – Complete Design.

Updated on Jul 07, 2019 00:42:51

In progress. Plan to bring 60% design to City Council in Q3. ROW negotiations took longer than anticipated to resolve.

Work Plan Task 3.1.32

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete re-design and construction of Olympic Drive Improvements.

Updated on Jul 07, 2019 00:47:53

Project is on track to complete construction in Q4.

Work Plan Task 3.1.35

Ongoing - Dec 31, 2019

On Track

Progress 25%

Sportsman Club/New Brooklyn Roundabout – Complete Design.

Updated on Jul 09, 2019 23:34:36

Council review of final design scheduled for Q3.

Work Plan Task 3.1.36*Updated on Jul 07, 2019 01:52:30*

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Initiate Winslow Master Plan Update.

Priority: 2

Work Plan Task 3.1.2*Updated on Jul 15, 2019 21:24:39*

Ongoing - Dec 31, 2019

On Track

Progress 0%

Implement new BI Ride Marketing program with Kitsap Transit.

In Q1, staff met with Kitsap Transit staff to plan survey work that would inform the use of future marketing funds for BI Ride program. Emergence of I-976 ballot initiative in Q2 means that funds that would support the new marketing program could be eliminated in December, 2019, pending the outcome of November voting. Given which, in Q2 City staff and Kitsap Transit agree that work to develop new marketing program should be on hold until outcome of I-976 is known.

Work Plan Task 3.1.3*Updated on Jul 13, 2019 17:26:50*

Ongoing - Dec 31, 2019

On Track

Progress 0%

WSF Terminal Viewing Platform

This task is planned for Q3/Q4.

Work Plan Task 3.1.4*Updated on Jul 15, 2019 21:24:56*

Ongoing - Dec 31, 2019

On Track

Progress 25%

Consider Wayfinding Initiative

In conjunction with Council consideration of sign code changes, Council also directed staff to develop potential proposal to request lodging tax funds (LTAC) for a project to expand wayfinding signage in Winslow. Council received overview of potential project in July. Detailed proposal will be developed by staff in Q3 and presented to Council for approval before submission to LTAC for funding consideration in the Fall.

Work Plan Task 3.1.10*Updated on Jul 07, 2019 01:12:26*

Ongoing - Dec 31, 2019

On Track

Progress 50%

Consider TDR program and ARL Designation.

- **ARL Designation.** Application to add an ARL designation was submitted by staff in Q1. Will be reviewed by Planning Commission in Q3.
- **Transfer of Development Rights (TDR).** In Q1, Council received a report on options for TDR. In Q3, staff will provide a proposal for changes to the City's existing TDR program based on the feedback from that report.

Work Plan Task 3.1.23*Updated on Jul 07, 2019 01:52:55*

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Develop and implement change in noticing requirements for tree clearing.

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.25

2

Updated on Jul 07, 2019 01:44:37

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020

Review Noise Standards.

Work Plan Task 3.1.30

2

Updated on Jul 07, 2019 00:44:13

Ongoing - Dec 31, 2019

On Track

Progress 50%

Staff supported extensive engagement and Council discussion related to project in Q1/Q2. Design is complete and contract award is awaiting bids.

Open Water Marina Buoy Replacement – Complete Installation.

Work Plan Task 3.1.31

2

Updated on Jul 07, 2019 00:44:53

Ongoing - Dec 31, 2019

On Track

Progress 25%

Permitting in progress. Construction anticipated Q3/Q4.

Support completion of trail segment by Visconsi.

Work Plan Task 3.1.33

2

Updated on Jul 09, 2019 23:33:52

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

High School Road Safety Improvements – Complete Design.

Work Plan Task 3.1.34

2

Updated on Jul 07, 2019 00:48:36

Ongoing - Dec 31, 2019

Completed

Progress 100%

Project was completed in Q2.

Waterfront Park Pedestrian Bridge Improvements – Complete Construction.

Priority: 3**Work Plan Task 3.1.6**

3

Updated on Jul 13, 2019 17:49:23

Ongoing - Dec 31, 2019

Completed

Progress 100%

In Q2, Council adopted changes to Animal Code per requests from Kitsap Humane Society.

Update Animal Control Regulations

Work Plan Task 3.1.13

3

Updated on Jul 07, 2019 01:20:21

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)

- **BIMC 2.16.** Legal review and best practice research is in progress. Proposed changes will be scheduled for Council review in Q3/Q4.
- **Sign Code.** Six meetings held with City Council during Q1/Q2. Completion of policy direction is expected in Q3. Revised ordinance will be scheduled for Council review in Q3/Q4.
- **Animal Control:** Changes to address requests from Kitsap Humane Society and other issues were adopted with revised ordinance in Q2.

Work Plan Task 3.1.16

3

Updated on Jul 10, 2019 22:50:11

Ongoing - Dec 31, 2019

On Track

Progress 50%

To date in 2019, there have been no live/work units proposed in the B/I zone.

Report results on new Live/Work provisions in B/I Zone.

Work Plan Task 3.1.17

Ongoing - Dec 31, 2019

On Track

Progress 50%

Support Council review of workplan items associated with Development Moratorium.

Updated on Jul 07, 2019 01:41:30

Staff provided biweekly moratorium work program status reports to the Council in Q 1 and Q2. In Q1, Council extended development moratorium until early October, 2019.

Work Plan Task 3.1.18

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Consistency changes to Parking Standards.

Updated on Jul 07, 2019 01:54:38

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.19

Ongoing - Dec 31, 2019

On Track

Progress 25%

Consistency changes to Dimensional Standards.

Updated on Jul 10, 2019 22:51:06

Housekeeping changes to these items are scheduled for Planning Commission review in Q3.

Work Plan Task 3.1.20

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Complete Clarifications of Use Definitions.

Updated on Jul 07, 2019 01:54:18

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.21

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Amend Addressing for County Consistency.

Updated on Jul 07, 2019 01:53:53

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.24

Ongoing - Dec 31, 2019

On Track

Progress 50%

Develop and implement requirements for off-site construction staging.

Updated on Jul 07, 2019 01:43:38

Proposed land use amendment language was provided to the Planning Commission for review in Q2.

Work Plan Task 3.1.26

Ongoing - Dec 31, 2020

On Track

Progress 0%

Initiate additional Subarea Plan update (TBD).

Updated on Jul 10, 2019 22:51:21

This task is planned for 2020.

Work Plan Task 3.1.27

Ongoing - Dec 31, 2019

On Track

Progress 0%

Support City Council review of traffic concurrency / traffic study methodology.

Updated on Jul 09, 2019 23:33:36

This task is scheduled for Q3/Q4.



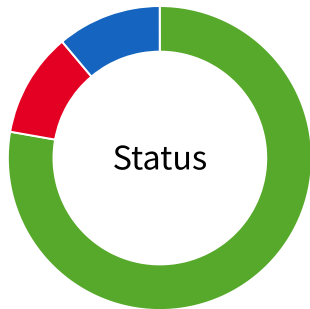
Goal 4 - Community

**(Human Services, Cultural Sector,
Economic Development, Shared Spaces)**

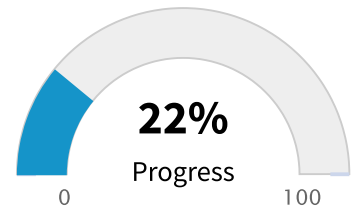
9

Work Plan Task

Overall Summary



● On Track	77.78
● Major Disruption	11.11
● Completed	11.11



Report Legend

 No Update

 Overdue

 Priority

Priority: 1

Work Plan Task 4.1.4



Ongoing - Dec 31, 2019

On Track

Progress 25%

2020-2021 Cultural Funding Cycle

Updated on Jul 07, 2019 02:17:37

In progress. Committee members appointed; fall schedule set.

Priority: 2

Work Plan Task 4.1.1



Ongoing - Dec 31, 2019

Major Disruption

Progress 25%

Council plans for Youth Mental Health Workshop

Updated on Jul 07, 2019 02:12:37

Ongoing. Presentation to Council and discussion in May. Council Ad Hoc committee formed.

Work Plan Task 4.1.2



Ongoing - Dec 31, 2019

Completed

Progress 100%

Public Art Fixed Funding

Updated on Jul 07, 2019 02:15:35

Code change to implement fixed funding completed in Q2.

Work Plan Task 4.1.3



Ongoing - Dec 31, 2019

On Track

Progress 25%

Review Friends of the Farms Lease and Funding

Updated on Jul 07, 2019 02:17:04

In progress. Staff have reviewed FOF requests related to updates to master lease and permanent funding for operating support. Presentation to Council is scheduled for Q3.

Work Plan Task 4.1.5



Ongoing - Dec 31, 2019

On Track

Progress 0%

Administrative Funding for Public Art Committee

Updated on Jul 07, 2019 02:18:01

This item is planned for Q3.

Work Plan Task 4.1.7



Ongoing - Dec 31, 2019

On Track

Progress 25%

Complete implementation of short-term recommendations from parking study.

Updated on Jul 09, 2019 23:35:20

Staff engaged with BIDA during Q2 to assess feedback on recommendations. Public meeting scheduled for Q3.

Work Plan Task 4.1.8



Ongoing - Dec 31, 2019

On Track

Progress 0%

Complete project to cover and improve Farmer's Market area (Town Square).

Updated on Jul 10, 2019 21:45:33

Project plans on hold during Q1/Q2 pending direction from Council on scope and coordination with former Town Square Subcommittee planning. Project is planned for Q3 Council briefing to propose design, budget, and construction schedule.

Work Plan Task 4.1.9



Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete project for viewing platform at WSF terminal.

Updated on Jul 07, 2019 02:00:26

This task is planned for 2020.

Priority: 3

Work Plan Task 4.1.6

Ongoing - Dec 31, 2019

On Track

Progress 0%

Updated on Jul 07, 2019 02:18:28
This task is planned for Q3/Q4 - 2020.

Plan for 2021 Community Needs Assessment



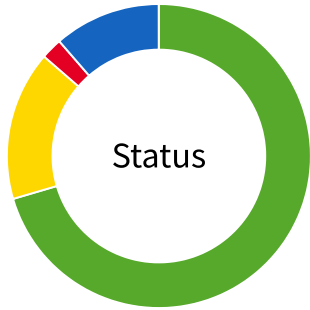
Goal 5 - Accountability

(Systems, Communications, Best Practices)

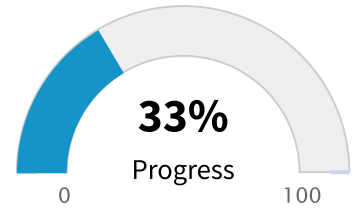
44

Work Plan Task

Overall Summary



	%
● On Track	70.45
● Some Disruption	15.91
● Major Disruption	2.27
● Completed	11.36



Report Legend

 No Update

 Overdue

 Priority

Priority: 1

Work Plan Task 5.1.1



Ongoing - Dec 31, 2019

Completed

Progress 100%

Finance Director Transition

Updated on Jul 07, 2019 02:09:25

Completed. National search conducted Q1/Q2. New Finance Director hired at end of May.

Work Plan Task 5.1.2



Ongoing - Dec 31, 2019

On Track

Progress 25%

Police Chief Transition

Updated on Jul 13, 2019 17:32:55

Following resignation of Police Chief in Q1, City Manager appointed Interim Chief Jeff Horn to lead the department during this transition period.

Work Plan Task 5.1.4



Ongoing - Dec 31, 2019

On Track

Progress 25%

Guild labor agreement

Updated on Jul 13, 2019 17:34:15

Negotiations for a new labor agreement are ongoing.

Work Plan Task 5.1.7



Ongoing - Dec 31, 2019

On Track

Progress 50%

New Communications Strategy

Updated on Jul 13, 2019 17:41:37

In Q1, staff provided a briefing to Council to outline a communications strategy to focus on three areas: a monthly bulletin mailed to all island households, expanded materials and outreach for key capital projects, and improvements to the City's website.

In Q2, the City launched "COBI Connects" and has produced four monthly issues to date. The new newsletter has been well-received by residents and staff are continuing to refine the process in order to understand resources that will be needed to make the monthly production cycle successful and sustainable.

In Q1/Q2, staff worked to create innovative and extensive outreach for the Olympic Drive Improvement project, as a pilot of new graphic design tools, ferry outreach strategies, and video support. This approach will be applied to other upcoming capital projects moving forward.

Work on website improvements has not yet begun due to capacity challenges.

Work Plan Task 5.1.35



Ongoing - Dec 31, 2019

Completed

Progress 100%

Complete rate study for water and sewer utilities.

Updated on Jul 07, 2019 00:36:26

Rate study completed and new rates implemented in Q2.

Priority: 2

Work Plan Task 5.1.3



Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Farmland Shade Covenants

Updated on Jul 07, 2019 02:10:47

Staff analysis and legal review complete. Council Study Session scheduled for Q3.

Work Plan Task 5.1.37

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Complete Major Maintenance Projects per 2018 City Facility Assessment.

Updated on Jul 13, 2019 18:14:33

The 2018 Facility Assessment identified numerous maintenance projects needed across City facilities. More than 30 of these were identified as highest priority and are related primarily to safety, energy efficiency and technology improvements. These priority projects entail nearly \$2 million in funding over a two-year workplan, which was provided in the Approved 2019-2020 Budget. Additionally, in Q1 the City created (and filled) a second PW Project Manager position to help to address this backlog and to increase the City's capacity to maintain facility stewardship goals going forward. As of Q2, multiple projects on the 2019 workplan are underway and work is proceeding as scheduled.

Work Plan Task 5.1.38

2

Ongoing - Dec 31, 2020

On Track

Progress 0%

Review design and scoping options for City Hall renovations.

Updated on Jul 07, 2019 02:00:39

This task is planned for 2020.

Priority: 3

Work Plan Task 5.1.5

3

Ongoing - Dec 31, 2019

On Track

Progress 75%

Implement online performance tool

Updated on Jul 15, 2019 21:25:14

Ongoing. Online evaluation tool was piloted for 2018 evaluations and is being implemented for ongoing performance management.

Work Plan Task 5.1.6

3

Ongoing - Dec 31, 2019

Completed

Progress 100%

Reconsider Community WiFi ILA

Updated on Jul 07, 2019 02:11:53

Complete. ILA rescinded in Q1.

Work Plan Task 5.1.8

3

Ongoing - Dec 31, 2019

On Track

Progress 25%

Internal Mission/Vision/Values

Updated on Jul 15, 2019 21:25:34

The City's internal Mission/Vision/Values were incorporated into the new annual review structure beginning in Q1. Staff recognition related to MVV is part of quarterly all-hands meeting format. Additional options to enhance this component of the City's organizational culture will be considered in Q3/Q4.

Work Plan Task 5.1.9

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 75%

Surplus Property Disposition

Updated on Jul 18, 2019 19:12:07

Ongoing. Expected completion for all three properties (Pritchard, Manitou, and Islandwood trail easement) is now anticipated for Q3/Q4.

Work Plan Task 5.1.10

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Code Compliance Initiatives

Updated on Jul 18, 2019 19:12:25

Council briefing on changes to improve enforcement capability is planned for Q3.

Work Plan Task 5.1.11

3

Ongoing - Dec 31, 2019

On Track

Progress 25%

Franchise Agreements for Cellular Services

Updated on Jul 13, 2019 17:50:07

Work on this item is ongoing, and includes consultation with outside counsel.

Work Plan Task 5.1.12

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Franchise Agreements for Utilities in City Right-of-Way

Updated on Jul 18, 2019 19:13:33

Work on this item in Q1/Q2 involved consultation with outside counsel. In Q3/Q4, work on this task will be more significant, to include a briefing to Council in Q3/Q4 on the process staff anticipates to address these agreements, specifically the renewal of the PSE franchise which expires in Q2/2022.

Work Plan Task 5.1.13

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

IAM Labor Agreement

Updated on Jul 13, 2019 17:45:05

Negotiations on the next labor agreement have not yet been initiated by IAM.

Work Plan Task 5.1.14

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

Granicus Agenda Tool for Additional Committees

Updated on Jul 07, 2019 02:19:07

Planning Commission transition to Granicus platform planned for Q3.

Work Plan Task 5.1.15

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Closed Captioning for City Council Meetings

Updated on Jul 07, 2019 02:19:33

Hardware and software trial performed in Q2, with additional testing planned in Q3. New alternatives may need to be identified based on performance.

Work Plan Task 5.1.16

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Improve Capital Project Reporting

Updated on Jul 07, 2019 00:05:22

Held quarterly Capital Meetings with Public Works staff and implemented quarterly cash flow updates. Kicked off Mid-year CIP update. Provided Monthly Project Status reports to PW. Recently began weekly meetings. Work is ongoing.

Work Plan Task 5.1.17

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Deliver Scheduled Financial Reporting

Updated on Jul 13, 2019 18:52:31

To date in 2019, two monthly reports were delivered late, three were on time. The 1st quarterly report was delivered on time.

Work Plan Task 5.1.18

3

Ongoing - Dec 31, 2019

Completed

Progress 100%

Resolve Issues Related to City Fee Schedule.

Updated on Jul 07, 2019 00:06:54

Worked with staff to identify and update fee schedule deficiencies. Submitted revised fee schedule resolution to Council in Q1 to add missing/correct out-of-date information.

Work Plan Task 5.1.19

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

Recommend Tool for Long-Range Financial Forecasting

Updated on Jul 07, 2019 02:27:54

Staff is working toward a recommendation for a replacement tool in advance of the next biennial budget.

Work Plan Task 5.1.20

3

Ongoing - Dec 31, 2019

Completed

Progress 100%

Implement Online Payroll System

Updated on Jul 07, 2019 00:08:38

Moved to online timesheets via implementation of Executime software in Q1/Q2. Increased use of project coding is an ongoing effort.

Work Plan Task 5.1.21

Ongoing - Dec 31, 2019

On Track

Progress 75%

Complete 2019-2020 Biennial Budget Documents and Submit for Award

Updated on Jul 07, 2019 02:28:30

2019 – 2020 Adopted Budget and submission for GFOA Distinguished Presentation Award are complete. Notification expected in Q3.

Work Plan Task 5.1.22

Ongoing - Dec 31, 2019

On Track

Progress 75%

2018 Consolidated Annual Financial Report (CAFR)

Updated on Jul 07, 2019 00:23:21

Submitted 2018 CAFR for award. Anticipated notification is December 2019.

Work Plan Task 5.1.23

Ongoing - Dec 31, 2019

On Track

Progress 25%

Finance and Public Works CIP Coordination

Updated on Jul 07, 2019 00:15:12

Kicked off update to Mid-year CIP – Information from PW due to Finance Q3. Work ongoing.

Work Plan Task 5.1.24

Ongoing - Dec 31, 2019

On Track

Progress 10%

Complete 2020 Mid-Biennial Budget Amendments

Updated on Jul 07, 2019 00:16:11

In progress. Kicked off update to mid-year CIP. Target Q3 Council discussions for proposed adjustments.

Work Plan Task 5.1.25

Ongoing - Dec 31, 2020

On Track

Progress 0%

2021-2022 Biennial Budget - GFOA budget presentation award

Updated on Jul 07, 2019 02:07:04

Staff work on initial planning for next biennial budget (2021-2022) will begin more fully in Q3/Q4 2019. A complete budget development calendar will be presented in Q1-2020.

Work Plan Task 5.1.26

Ongoing - Dec 31, 2020

On Track

Progress 5%

2019 CAFR - Submit for Distinguished Presentation Award

Updated on Jul 07, 2019 02:26:11

Planning in progress for 2019 improvements, including planned replacement of current CAFR software. This task will begin more fully in Q3/Q4 - 2019.

Work Plan Task 5.1.27

Ongoing - Dec 31, 2020

On Track

Progress 5%

2019 Reporting - Develop "Popular" Annual Financial Report (PAFR)

Updated on Jul 07, 2019 00:26:04

Started planning and evaluation in late Q2 for implementation by year end 2019.

Work Plan Task 5.1.28

Ongoing - Dec 31, 2020

On Track

Progress 25%

Update biennial CIP process for 2021-2022, including consideration of budgeting labor within projects.

Updated on Jul 07, 2019 02:26:40

Implemented quarterly cashflow update in Q2. Working to develop accounting for project labor in Police and Court Facility project. Will expand to other capital projects going forward.

Work Plan Task 5.1.29

Ongoing - Dec 31, 2020

On Track

Progress 50%

Update financial capacity planning, including revenue scenarios.

Updated on Jul 07, 2019 00:18:13

Developed new Financial Planning Model. To be rolled out midyear and updated monthly. Working toward developing a long-term staffing model.

Work Plan Task 5.1.30

Ongoing - Dec 31, 2019

On Track

Progress 50%

Continue Planning Department Process Improvements.

Updated on Jul 13, 2019 18:18:47

Implemented counter hours change in June. Review of contract to expand online permit submittal options is in progress. Provided expanded opportunities for electronic appointments for three permit types.

Work Plan Task 5.1.31

Ongoing - Dec 31, 2020

Some Disruption

Progress 10%

Complete Building & Development Services Rate Study.

Updated on Jul 07, 2019 01:32:46

Two internal staff meetings held. Draft RFP in progress. Anticipate consultants will be selected and begin work in Q3. Results are expected in Q1/Q2-2020 to inform 2021-2022 Biennial Budget.

Work Plan Task 5.1.32

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Lead Citywide "reboot" of SeeClickFix reporting tool.

Updated on Jul 07, 2019 01:38:10

Ongoing. Internal staff discussion with SeeClickFix representatives in Q2. Software adjustments and internal consistency efforts expected in Q3/Q4.

Work Plan Task 5.1.33

Ongoing - Dec 31, 2019

On Track

Progress 50%

Provide quarterly reporting to Council on requests for BIMC changes.

Updated on Jul 07, 2019 01:38:46

Reporting to Council was completed for Q1 & Q2.

Work Plan Task 5.1.34

Ongoing - Dec 31, 2019

On Track

Progress 0%

Complete Administrative Corrections to Title 18.

Updated on Jul 10, 2019 22:52:51

This task is not yet started.

Work Plan Task 5.1.36

Ongoing - Dec 31, 2019

On Track

Progress 0%

Develop and implement noticing requirements for City capital projects.

Updated on Jul 09, 2019 23:36:36

This task is scheduled for Q3/Q4.

Work Plan Task 5.1.39

Ongoing - Dec 31, 2020

On Track

Progress 25%

Pursue Public Works accreditation through APWA.

Updated on Jul 09, 2019 23:37:35

Work to submit for accreditation is in progress, with more than 70% of task reviews completed to date.

Work Plan Task 5.1.40

Ongoing - Dec 31, 2020

On Track

Progress 0%

Improve administration of road approach permitting.

Updated on Jul 07, 2019 02:01:01

This task is planned for 2020.

Work Plan Task 5.1.41

Ongoing - Dec 31, 2020

On Track

Progress 0%

Consolidate Codes related to right of way (ROW).

Updated on Jul 07, 2019 02:01:47

This tasks is planned for 2020.

Work Plan Task 5.1.42

Ongoing - Dec 31, 2020

On Track

Progress 0%

Update fees for Traffic Concurrency and Mitigation.

Updated on Jul 07, 2019 02:01:14

This task is planned for 2020.

Work Plan Task 5.1.43*Updated on Jul 07, 2019 02:01:32*

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements).

Work Plan Task 5.1.44*Updated on Jul 06, 2019 23:51:02*

Ongoing - Dec 31, 2019

Major Disruption

Progress 0%

Effort to undertake department strategic planning is on hold pending transition in police chief position.

Police Department Strategic Planning.



2019 Workplan Priorities

By Department

Status as of MidYear

(June 30, 2019)

INTRODUCTION

This report provides an update on Citywide workplan priorities as of mid-year (June 30, 2019). In January of 2019, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

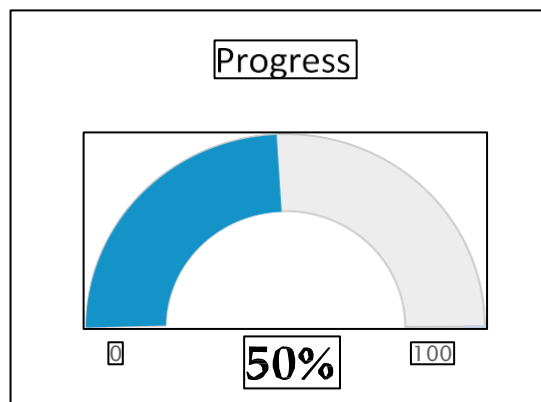
Priority. Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

The priority level for each item is shown as an icon: 

Progress. The report indicates progress, or degree of completeness, for each task as of midyear.

Progress 50%

Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.



Status. The report indicates status for each task as of midyear.

If an item is moving forward without impediment, on roughly the timeline anticipated in January, it is shown as "on track." If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as "some disruption." In only a few cases citywide, there are items that are deferred to 2019 or will not complete at all. These are shown as "major disruption."

Completed

On Track

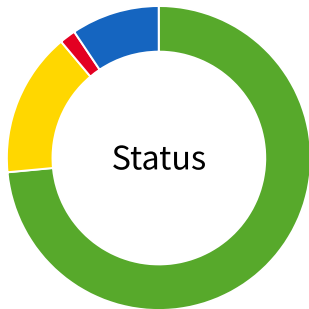
Some Disruption

Major Disruption

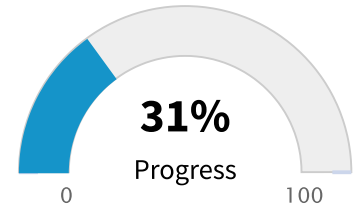
117

Work Plan Task

Overall Summary



● On Track	%
● Some Disruption	73.5
● Major Disruption	15.38
● Completed	1.71
	9.4



Report Legend

No Update

Overdue

Priority

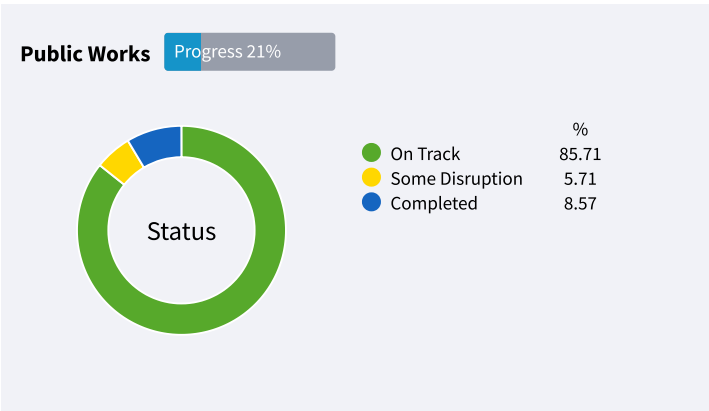
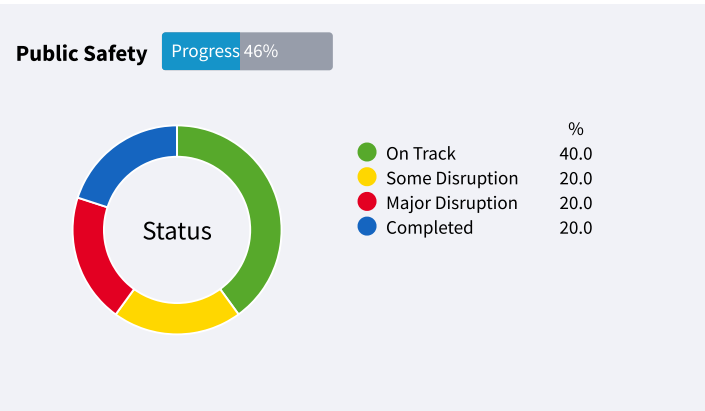
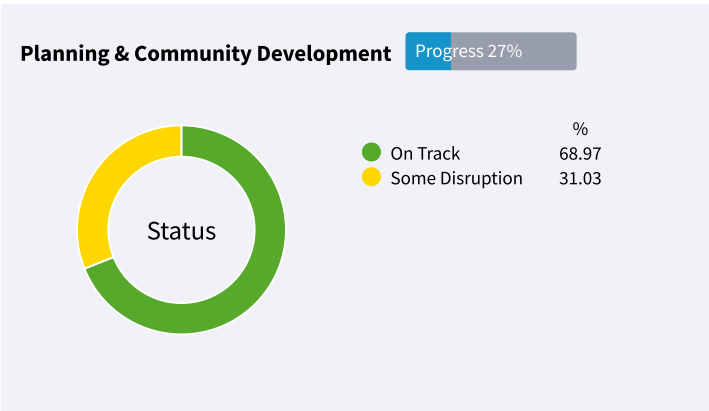
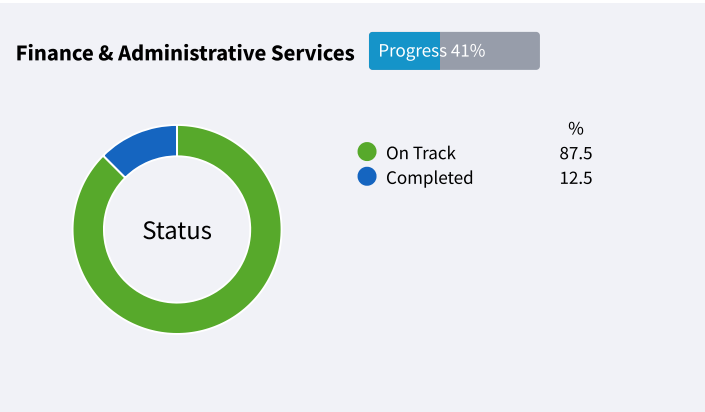
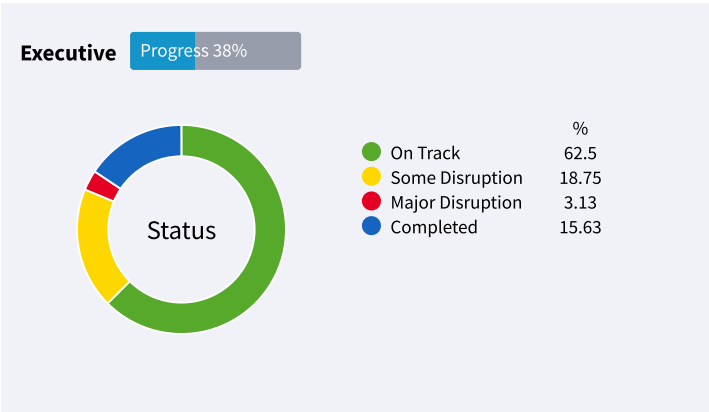
RESULTS

Across the organization, results at midyear indicate that a majority of the City's 2019 workplan priorities are on track or continuing with a manageable level of disruption/delay. Several items have experienced some degree of timing delay ("Some Disruption") but are continuing towards completion. Only a very few isolated tasks have been deferred due to capacity or other issues ("Major Disruption").

This report presents midyear status with each task grouped by department. This information is also available as a separate report in a format that is grouped by the high-level "goal" associated with each task (for example, safety, environment, livability, etc.).

Status of the City's workplan priorities will be reported again at year-end (as of December 31, 2019) to help inform planning for 2020 and for the next biennial budget cycle (2021-2022).

Department Summary



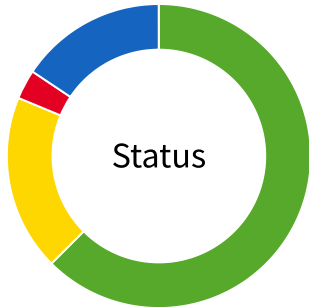


Executive

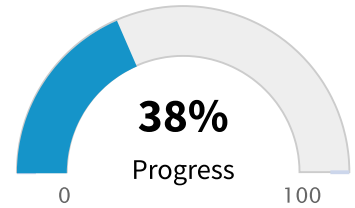
32

Work Plan Task

Overall Summary



● On Track	62.5
● Some Disruption	18.75
● Major Disruption	3.13
● Completed	15.63



Report Legend

 No Update

 Overdue

 Priority

Priority: 1

Work Plan Task 1.1.5



Ongoing - Dec 31, 2019

Completed

Progress 100%

Police Station/Municipal Court Facility Replacement Project - complete site selection.

Updated on Jul 15, 2019 21:23:48

Council approved purchase of Harrison Medical Building site in Q2. Work to finalize design and prepare for construction will complete in Q3/Q4.

Work Plan Task 1.1.7



Ongoing - Dec 31, 2019

On Track

Progress 50%

Emergency Management Initiatives

Updated on Jul 07, 2019 02:14:54

- Council briefing provided in Q1.
- Emergency Management Strategic Plan development is ongoing.
- CEMP drafts according to schedule. Annexes will be completed in Q2 and expect submittal in Q3.
- Training and Exercise program is in progress. EOC Section training completed in Q2. Tabletop exercise series ongoing through end of the year.
- EOC upgrades: not yet started, will evaluate in Q3.
- AM Radio Tower: contractor selected (Hatfield & Dawson) to evaluate the project and map out scope of work and timeline for installation.

Work Plan Task 2.1.1



Ongoing - Dec 31, 2019

On Track

Progress 50%

Greenhouse Gas Inventory

Updated on Jul 15, 2019 21:23:59

In progress. Consultant is completing data collection and development of outreach materials and final report. Presentation to Council expected in Q3.

Work Plan Task 3.1.1



Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Suzuki Affordable Housing Project.

Updated on Jul 13, 2019 17:23:37

In Q1, Council created Ad Hoc committee to discuss options for project development approach. In Q2, Council approved funding to Housing Resources Bainbridge (HRB) to conduct "feasibility study" to assess how the decision about number of units for the project may influence eligibility for financing. Site development activities, managed by Olympic Property Group (OPG) were put on hold pending completion of feasibility study. Results of feasibility study are expected by Aug. 1. At that time, next steps will be to confirm site plan and number of project units, to resume site development work, and to consider future transfer of property ownership to a development partner and terms.

Work Plan Task 3.1.5



Ongoing - Dec 31, 2019

On Track

Progress 50%

Sign Code Changes

Updated on Jul 13, 2019 17:51:47

Staff provided several briefings to Council on this topic in Q1/Q2, as well as extensive community outreach. Council consideration of potential changes will continue to Q3.

Work Plan Task 3.1.8

Ongoing - Dec 31, 2019

On Track

Progress 25%

Adopt Multi-Year workplan for Comprehensive Plan Implementation.

Updated on Jul 13, 2019 17:30:53

In Q1, Council approved MultiYear Workplan for Implementation of Comprehensive Plan implementing actions. Progress on this workplan will be tracked using documentation for each element, and will be provided to Council and Community as part of Citywide reporting at midyear and year-end. A webpage will be added to the City's website to highlight these activities and provide access to this ongoing reporting.

Work Plan Task 4.1.4

Ongoing - Dec 31, 2019

On Track

Progress 25%

2020-2021 Cultural Funding Cycle

Updated on Jul 07, 2019 02:17:37

In progress. Committee members appointed; fall schedule set.

Work Plan Task 5.1.1

Ongoing - Dec 31, 2019

Completed

Progress 100%

Finance Director Transition

Updated on Jul 07, 2019 02:09:25

Completed. National search conducted Q1/Q2. New Finance Director hired at end of May.

Work Plan Task 5.1.2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Police Chief Transition

Updated on Jul 13, 2019 17:32:55

Following resignation of Police Chief in Q1, City Manager appointed Interim Chief Jeff Horn to lead the department during this transition period.

Work Plan Task 5.1.4

Ongoing - Dec 31, 2019

On Track

Progress 25%

Guild labor agreement

Updated on Jul 13, 2019 17:34:15

Negotiations for a new labor agreement are ongoing.

Work Plan Task 5.1.7

Ongoing - Dec 31, 2019

On Track

Progress 50%

New Communications Strategy

Updated on Jul 13, 2019 17:41:37

In Q1, staff provided a briefing to Council to outline a communications strategy to focus on three areas: a monthly bulletin mailed to all island households, expanded materials and outreach for key capital projects, and improvements to the City's website.

In Q2, the City launched "COBI Connects" and has produced four monthly issues to date. The new newsletter has been well-received by residents and staff are continuing to refine the process in order to understand resources that will be needed to make the monthly production cycle successful and sustainable.

In Q1/Q2, staff worked to create innovative and extensive outreach for the Olympic Drive Improvement project, as a pilot of new graphic design tools, ferry outreach strategies, and video support. This approach will be applied to other upcoming capital projects moving forward.

Work on website improvements has not yet begun due to capacity challenges.

Priority: 2

Work Plan Task 1.1.6

2

Ongoing - Dec 31, 2019

On Track

Progress 10%

Improve cellular coverage.

Updated on Jul 18, 2019 19:10:31

In Q1/Q2, staff have attended a series of meetings with representatives from BIFD, Kitsap 911, AT&T and FirstNet to discuss coverage gaps in the community, public safety concerns, and technical options to address. These discussions will continue, with a potential outcome to provide a proposal for specific infrastructure that could be installed to improve public safety by resolving significant gaps in cellular coverage areas.

Work Plan Task 3.1.2

2

Ongoing - Dec 31, 2019

On Track

Progress 0%

Implement new BI Ride Marketing program with Kitsap Transit.

Updated on Jul 15, 2019 21:24:39

In Q1, staff met with Kitsap Transit staff to plan survey work that would inform the use of future marketing funds for BI Ride program. Emergence of I-976 ballot initiative in Q2 means that funds that would support the new marketing program could be eliminated in December, 2019, pending the outcome of November voting. Given which, in Q2 City staff and Kitsap Transit agree that work to develop new marketing program should be on hold until outcome of I-976 is known.

Work Plan Task 3.1.3

2

Ongoing - Dec 31, 2019

On Track

Progress 0%

WSF Terminal Viewing Platform

Updated on Jul 13, 2019 17:26:50

This task is planned for Q3/Q4.

Work Plan Task 3.1.4

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Consider Wayfinding Initiative

Updated on Jul 15, 2019 21:24:56

In conjunction with Council consideration of sign code changes, Council also directed staff to develop potential proposal to request lodging tax funds (LTAC) for a project to expand wayfinding signage in Winslow. Council received overview of potential project in July. Detailed proposal will be developed by staff in Q3 and presented to Council for approval before submission to LTAC for funding consideration in the Fall.

Work Plan Task 4.1.1

2

Ongoing - Dec 31, 2019

Major Disruption

Progress 25%

Council plans for Youth Mental Health Workshop

Updated on Jul 07, 2019 02:12:37

Ongoing. Presentation to Council and discussion in May. Council Ad Hoc committee formed.

Work Plan Task 4.1.2

2

Ongoing - Dec 31, 2019

Completed

Progress 100%

Public Art Fixed Funding

Updated on Jul 07, 2019 02:15:35

Code change to implement fixed funding completed in Q2.

Work Plan Task 4.1.3

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Review Friends of the Farms Lease and Funding

Updated on Jul 07, 2019 02:17:04

In progress. Staff have reviewed FOF requests related to updates to master lease and permanent funding for operating support. Presentation to Council is scheduled for Q3.

Work Plan Task 4.1.5

2

Ongoing - Dec 31, 2019

On Track

Progress 0%

Administrative Funding for Public Art Committee

Updated on Jul 07, 2019 02:18:01

This item is planned for Q3.

Work Plan Task 5.1.3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Farmland Shade Covenants

Updated on Jul 07, 2019 02:10:47

Staff analysis and legal review complete. Council Study Session scheduled for Q3.

Priority: 3

Work Plan Task 3.1.6

Ongoing - Dec 31, 2019

Completed

Progress 100%

Update Animal Control Regulations

Updated on Jul 13, 2019 17:49:23

In Q2, Council adopted changes to Animal Code per requests from Kitsap Humane Society.

Work Plan Task 4.1.6

Ongoing - Dec 31, 2019

On Track

Progress 0%

Plan for 2021 Community Needs Assessment

Updated on Jul 07, 2019 02:18:28

This task is planned for Q3/Q4 - 2020.

Work Plan Task 5.1.5

Ongoing - Dec 31, 2019

On Track

Progress 75%

Implement online performance tool

Updated on Jul 15, 2019 21:25:14

Ongoing. Online evaluation tool was piloted for 2018 evaluations and is being implemented for ongoing performance management.

Work Plan Task 5.1.6

Ongoing - Dec 31, 2019

Completed

Progress 100%

Reconsider Community WiFi ILA

Updated on Jul 07, 2019 02:11:53

Complete. ILA rescinded in Q1.

Work Plan Task 5.1.8

Ongoing - Dec 31, 2019

On Track

Progress 25%

Internal Mission/Vision/Values

Updated on Jul 15, 2019 21:25:34

The City's internal Mission/Vision/Values were incorporated into the new annual review structure beginning in Q1. Staff recognition related to MVV is part of quarterly all-hands meeting format. Additional options to enhance this component of the City's organizational culture will be considered in Q3/Q4.

Work Plan Task 5.1.9

Ongoing - Dec 31, 2019

Some Disruption

Progress 75%

Surplus Property Disposition

Updated on Jul 18, 2019 19:12:07

Ongoing. Expected completion for all three properties (Pritchard, Manitou, and Islandwood trail easement) is now anticipated for Q3/Q4.

Work Plan Task 5.1.10

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Code Compliance Initiatives

Updated on Jul 18, 2019 19:12:25

Council briefing on changes to improve enforcement capability is planned for Q3.

Work Plan Task 5.1.11

Ongoing - Dec 31, 2019

On Track

Progress 25%

Franchise Agreements for Cellular Services

Updated on Jul 13, 2019 17:50:07

Work on this item is ongoing, and includes consultation with outside counsel.

Work Plan Task 5.1.12

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Franchise Agreements for Utilities in City Right-of-Way

Updated on Jul 18, 2019 19:13:33

Work on this item in Q1/Q2 involved consultation with outside counsel. In Q3/Q4, work on this task will be more significant, to include a briefing to Council in Q3/Q4 on the process staff anticipates to address these agreements, specifically the renewal of the PSE franchise which expires in Q2/2022.

Work Plan Task 5.1.13

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

IAM Labor Agreement

Updated on Jul 13, 2019 17:45:05

Negotiations on the next labor agreement have not yet been initiated by IAM.

Work Plan Task 5.1.14

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

Granicus Agenda Tool for Additional Committees

Updated on Jul 07, 2019 02:19:07

Planning Commission transition to Granicus platform planned for Q3.

Work Plan Task 5.1.15

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Closed Captioning for City Council Meetings

Updated on Jul 07, 2019 02:19:33

Hardware and software trial performed in Q2, with additional testing planned in Q3. New alternatives may need to be identified based on performance.

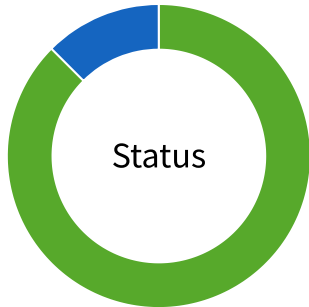


Finance & Administrative Services

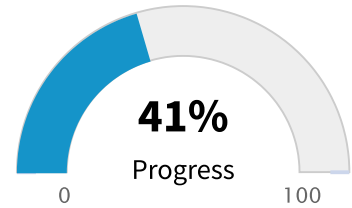
16

Work Plan Task

Overall Summary



● On Track 87.5%
● Completed 12.5%



Report Legend

 No Update

 Overdue

 Priority

Priority: 1**Work Plan Task 1.1.10**

Ongoing - Dec 31, 2019

On Track

Progress 15%

Police Station/Municipal Court Replacement Project - funding plan.

Updated on Jul 07, 2019 00:14:08

Updated and improved financial capacity model which helped identify option for higher amount of additional General Fund contribution to project. Supported Council discussion in Q2 to confirm key decisions about financing plan. Schedule of financing events completed. Target December, 2019 for potential bond issuance close.

Work Plan Task 3.1.7

Ongoing - Dec 31, 2019

On Track

Progress 75%

Support Implementation of Increased Transportation Benefit Fund Fees.

Updated on Jul 07, 2019 00:11:34

Completed approved resolution to increase the vehicle license fee. Amended the ILA with Department of Licensing to support new fees. Developed Fee Rebate program.

Priority: 3**Work Plan Task 5.1.16**

Ongoing - Dec 31, 2019

On Track

Progress 50%

Improve Capital Project Reporting

Updated on Jul 07, 2019 00:05:22

Held quarterly Capital Meetings with Public Works staff and implemented quarterly cash flow updates. Kicked off Mid-year CIP update. Provided Monthly Project Status reports to PW. Recently began weekly meetings. Work is ongoing.

Work Plan Task 5.1.17

Ongoing - Dec 31, 2019

On Track

Progress 50%

Deliver Scheduled Financial Reporting

Updated on Jul 13, 2019 18:52:31

To date in 2019, two monthly reports were delivered late, three were on time. The 1st quarterly report was delivered on time.

Work Plan Task 5.1.18

Ongoing - Dec 31, 2019

Completed

Progress 100%

Resolve Issues Related to City Fee Schedule.

Updated on Jul 07, 2019 00:06:54

Worked with staff to identify and update fee schedule deficiencies. Submitted revised fee schedule resolution to Council in Q1 to add missing/correct out-of-date information.

Work Plan Task 5.1.19

Ongoing - Dec 31, 2019

On Track

Progress 0%

Recommend Tool for Long-Range Financial Forecasting

Updated on Jul 07, 2019 02:27:54

Staff is working toward a recommendation for a replacement tool in advance of the next biennial budget.

Work Plan Task 5.1.20

Ongoing - Dec 31, 2019

Completed

Progress 100%

Implement Online Payroll System

Updated on Jul 07, 2019 00:08:38

Moved to online timesheets via implementation of Executime software in Q1/Q2. Increased use of project coding is an ongoing effort.

Work Plan Task 5.1.21

Ongoing - Dec 31, 2019

On Track

Progress 75%

Complete 2019-2020 Biennial Budget Documents and Submit for Award

Updated on Jul 07, 2019 02:28:30

2019 – 2020 Adopted Budget and submission for GFOA Distinguished Presentation Award are complete. Notification expected in Q3.

Work Plan Task 5.1.22

3

Ongoing - Dec 31, 2019

On Track

Progress 75%

2018 Consolidated Annual Financial Report (CAFR)

Updated on Jul 07, 2019 00:23:21

Submitted 2018 CAFR for award. Anticipated notification is December 2019.

Work Plan Task 5.1.23

3

Ongoing - Dec 31, 2019

On Track

Progress 25%

Finance and Public Works CIP Coordination

Updated on Jul 07, 2019 00:15:12

Kicked off update to Mid-year CIP – Information from PW due to Finance Q3. Work ongoing.

Work Plan Task 5.1.24

3

Ongoing - Dec 31, 2019

On Track

Progress 10%

Complete 2020 Mid-Biennial Budget Amendments

Updated on Jul 07, 2019 00:16:11

In progress. Kicked off update to mid-year CIP. Target Q3 Council discussions for proposed adjustments.

Work Plan Task 5.1.25

3

Ongoing - Dec 31, 2020

On Track

Progress 0%

2021-2022 Biennial Budget - GFOA budget presentation award

Updated on Jul 07, 2019 02:07:04

Staff work on initial planning for next biennial budget (2021-2022) will begin more fully in Q3/Q4 2019. A complete budget development calendar will be presented in Q1-2020.

Work Plan Task 5.1.26

3

Ongoing - Dec 31, 2020

On Track

Progress 5%

2019 CAFR - Submit for Distinguished Presentation Award

Updated on Jul 07, 2019 02:26:11

Planning in progress for 2019 improvements, including planned replacement of current CAFR software. This task will begin more fully in Q3/Q4 - 2019.

Work Plan Task 5.1.27

3

Ongoing - Dec 31, 2020

On Track

Progress 5%

2019 Reporting - Develop "Popular" Annual Financial Report (PAFR)

Updated on Jul 07, 2019 00:26:04

Started planning and evaluation in late Q2 for implementation by year end 2019.

Work Plan Task 5.1.28

3

Ongoing - Dec 31, 2020

On Track

Progress 25%

Update biennial CIP process for 2021-2022, including consideration of budgeting labor within projects.

Updated on Jul 07, 2019 02:26:40

Implemented quarterly cashflow update in Q2. Working to develop accounting for project labor in Police and Court Facility project. Will expand to other capital projects going forward.

Work Plan Task 5.1.29

3

Ongoing - Dec 31, 2020

On Track

Progress 50%

Update financial capacity planning, including revenue scenarios.

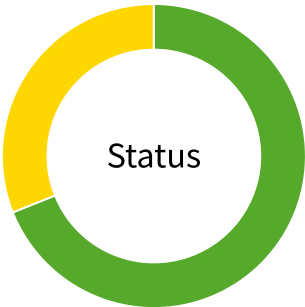
Updated on Jul 07, 2019 00:18:13

Developed new Financial Planning Model. To be rolled out midyear and updated monthly. Working toward developing a long-term staffing model.

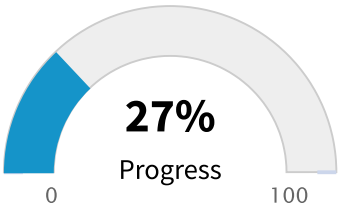


Planning & Community Development

Overall Summary



● On Track 68.97
● Some Disruption 31.03



Report Legend

 No Update

 Overdue

 Priority

Priority: 1

Work Plan Task 2.1.2



Ongoing - Dec 31, 2020

On Track

Progress 25%

Complete 2020 Shoreline Management Plan (SMP) Periodic Update.

Updated on Jul 07, 2019 01:21:45

Discussed SMP Public Participation Program and Work Plan with Council in Q1. Held first study session with Planning Commission in June. Task will be ongoing through early 2020.

Work Plan Task 2.1.4



Ongoing - Dec 31, 2019

Some Disruption

Progress 10%

Support Council consideration of Green Building Initiatives.

Updated on Jul 07, 2019 01:31:07

Building Official held meetings with DRB in Q2. Council briefing anticipated in Q3. Task was delayed from planned schedule due to transition in Building Official position.

Work Plan Task 3.1.9



Ongoing - Dec 31, 2019

On Track

Progress 50%

Affordable Housing Initiatives.

Updated on Jul 07, 2019 01:09:43

In progress. In Q1/Q2, staff supported Council review of affordable housing work plan, and endorsed approach to include dedicated staffing and priority actions. Staff also supported Council consideration of various uses for the Housing Trust Fund. In Q3/Q4, staff will work with Council to review proposals on ADU's, inclusionary zoning, a multi-family tax exemption, and changes to the City's TDR program. The Suzuki property affordable housing project is also in progress.

Work Plan Task 3.1.11



Ongoing - Dec 31, 2019

On Track

Progress 50%

Regulations for Accessory Dwelling Units (ADU's).

Updated on Jul 13, 2019 18:17:50

Staff supported Council study session in June. Topics included common ownership requirements, rules for tiny homes and RV's, and dimensional standard relief (omission from lot coverage calculation). Additional discussion scheduled for Q3.

Work Plan Task 3.1.12



Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Design Guidelines.

Updated on Jul 13, 2019 18:18:24

Staff supported two Council discussions during Q1/Q2 to develop policy recommendations, as well as two public meetings during Q1/Q2 (in addition to other public outreach). Three sessions were also held with the Design Review Board during Q1/Q2.

Work Plan Task 3.1.14



Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Subdivision guidelines, standards, and criteria.

Updated on Jul 07, 2019 01:23:27

Staff supported five study sessions with City Council in Q1/Q2 to address policy issues related to this topic. Ordinance is being reviewed for implementation and administrative consistency and is scheduled for Council consideration in Q3.

Work Plan Task 3.1.15



Ongoing - Dec 31, 2020

Some Disruption

Progress 50%

Complete Island Center Subarea Plan.

Updated on Jul 07, 2019 01:35:30

Bimonthly community meetings held in Q1 & Q2. Tasks 1-6 of 12 of the contract with Makers are complete. Makers contract discontinued in Q2 due to unforeseen personnel issues. Staff will work in Q3 to adjust project approach to maintain momentum and work towards public meeting and completion of a draft plan in Q3/Q4.

Work Plan Task 3.1.22

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Amend SEPA ordinance to reflect updates approved by State in 2014.

Updated on Jul 13, 2019 18:16:11

This task is not yet started and may be deferred to 2020 depending on capacity. SEPA rule revisions adopted by Ecology in 2014 increased the flexible thresholds that local governments may adopt to exempt minor new construction projects from SEPA review. The City currently adopts the SEPA exemption language by reference so code revisions are not required at this time. For permit streamlining purposes, the City may choose to raise SEPA exemption thresholds within the ranges and procedures specified in the rule update, which would require text revisions to BIMC 16.04.070.

Work Plan Task 3.1.36

Ongoing - Dec 31, 2020

On Track

Progress 0%

Initiate Winslow Master Plan Update.

Updated on Jul 07, 2019 01:52:30

This task is planned for 2020.

Priority: 2

Work Plan Task 2.1.3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete revisions to Native Vegetation, Landmark Tree ordinances.

Updated on Jul 07, 2019 01:30:06

In June, Council approved the extension of Landmark Tree Ordinance to be effective until December, 2019 but within the Winslow area only rather than islandwide. Staff also supported Council review of Tree Resource Code and Policy Recommendations from Team of Consulting Arborists in Q2. Additional work to review related policies will continue after full-time City arborist is hired in Q3.

Work Plan Task 2.1.5

Ongoing - Dec 31, 2019

On Track

Progress 25%

Enhanced SMP monitoring, outreach, stewardship & restoration projects.

Updated on Jul 10, 2019 22:46:29

Daily shoreline project review and counter service by current planning team provides public with information on monitoring and outreach. Intern is resuming SMP/CAO monitoring initiated in 2018, and research on best practices.

Work Plan Task 2.1.6

Ongoing - Dec 31, 2019

On Track

Progress 0%

Obtain consulting services related to proposed solar ordinances.

Updated on Jul 07, 2019 01:45:41

Not started. Planned for Q3/Q4 in conjunction with Green Building policy discussion.

Work Plan Task 3.1.10

Ongoing - Dec 31, 2019

On Track

Progress 50%

Consider TDR program and ARL Designation.

Updated on Jul 07, 2019 01:12:26

- **ARL Designation.** Application to add an ARL designation was submitted by staff in Q1. Will be reviewed by Planning Commission in Q3.
- **Transfer of Development Rights (TDR).** In Q1, Council received a report on options for TDR. In Q3, staff will provide a proposal for changes to the City's existing TDR program based on the feedback from that report.

Work Plan Task 3.1.23

2

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Develop and implement change in noticing requirements for tree clearing.

Updated on Jul 07, 2019 01:52:55

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.25

2

Ongoing - Dec 31, 2020

On Track

Progress 0%

Review Noise Standards.

Updated on Jul 07, 2019 01:44:37

This task is planned for 2020

Priority: 3

Work Plan Task 3.1.13

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)

Updated on Jul 07, 2019 01:20:21

- **BIMC 2.16.** Legal review and best practice research is in progress. Proposed changes will be scheduled for Council review in Q3/Q4.
- **Sign Code.** Six meetings held with City Council during Q1/Q2. Completion of policy direction is expected in Q3. Revised ordinance will be scheduled for Council review in Q3/Q4.
- **Animal Control:** Changes to address requests from Kitsap Humane Society and other issues were adopted with revised ordinance in Q2.

Work Plan Task 3.1.16

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Report results on new Live/Work provisions in B/I Zone.

Updated on Jul 10, 2019 22:50:11

To date in 2019, there have been no live/work units proposed in the B/I zone.

Work Plan Task 3.1.17

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Support Council review of workplan items associated with Development Moratorium.

Updated on Jul 07, 2019 01:41:30

Staff provided biweekly moratorium work program status reports to the Council in Q 1 and Q2. In Q1, Council extended development moratorium until early October, 2019.

Work Plan Task 3.1.18

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Consistency changes to Parking Standards.

Updated on Jul 07, 2019 01:54:38

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.19

3

Ongoing - Dec 31, 2019

On Track

Progress 25%

Consistency changes to Dimensional Standards.

Updated on Jul 10, 2019 22:51:06

Housekeeping changes to these items are scheduled for Planning Commission review in Q3.

Work Plan Task 3.1.20

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Complete Clarifications of Use Definitions.

Updated on Jul 07, 2019 01:54:18

This task is not yet started. May be deferred to 2020 pending capacity.

Work Plan Task 3.1.21

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 0%

Updated on Jul 07, 2019 01:53:53

This task is not yet started. May be deferred to 2020 pending capacity.

Amend Addressing for County Consistency.

Work Plan Task 3.1.24

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Updated on Jul 07, 2019 01:43:38

Proposed land use amendment language was provided to the Planning Commission for review in Q2.

Develop and implement requirements for off-site construction staging.

Work Plan Task 3.1.26

3

Ongoing - Dec 31, 2020

On Track

Progress 0%

Updated on Jul 10, 2019 22:51:21

This task is planned for 2020.

Initiate additional Subarea Plan update (TBD).

Work Plan Task 5.1.30

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Updated on Jul 13, 2019 18:18:47

Implemented counter hours change in June. Review of contract to expand online permit submittal options is in progress. Provided expanded opportunities for electronic appointments for three permit types.

Continue Planning Department Process Improvements.

Work Plan Task 5.1.31

3

Ongoing - Dec 31, 2020

Some Disruption

Progress 10%

Updated on Jul 07, 2019 01:32:46

Two internal staff meetings held. Draft RFP in progress. Anticipate consultants will be selected and begin work in Q3. Results are expected in Q1/Q2-2020 to inform 2021-2022 Biennial Budget.

Complete Building & Development Services Rate Study.

Work Plan Task 5.1.32

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Updated on Jul 07, 2019 01:38:10

Ongoing. Internal staff discussion with SeeClickFix representatives in Q2. Software adjustments and internal consistency efforts expected in Q3/Q4.

Lead Citywide "reboot" of SeeClickFix reporting tool.

Work Plan Task 5.1.33

3

Ongoing - Dec 31, 2019

On Track

Progress 50%

Updated on Jul 07, 2019 01:38:46

Reporting to Council was completed for Q1 & Q2.

Provide quarterly reporting to Council on requests for BIMC changes.

Work Plan Task 5.1.34

3

Ongoing - Dec 31, 2019

On Track

Progress 0%

Updated on Jul 10, 2019 22:52:51

This task is not yet started.

Complete Administrative Corrections to Title 18.

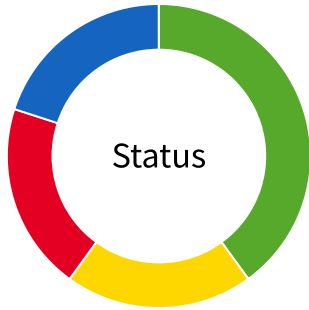


Public Safety

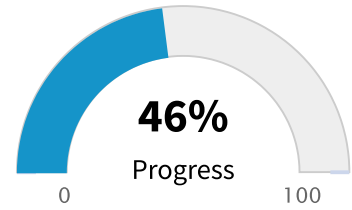
5

Work Plan Task

Overall Summary



● On Track	40.0
● Some Disruption	20.0
● Major Disruption	20.0
● Completed	20.0



Priority: 1

Work Plan Task 1.1.1

1

Ongoing - Dec 31, 2019

On Track

Progress 50%

Police personnel Initiatives

Updated on Jul 06, 2019 23:40:46

- **Hiring:** three conditional offers have been given, two for entry level and one for a lateral.
- **Corporals:** 1 of the 4 corporals has completed the “First Line Supervisor” course. The other three are scheduled to attend in either Q3 or Q4.
- **Department initiatives.** Ongoing.
- **New I-940 requirements.** The new training requirements are still being refined by CJTC. The department will continue to monitor.

Work Plan Task 1.1.4

1

Ongoing - Dec 31, 2019

Completed

Progress 100%

Police K9 Team

Updated on Jul 07, 2019 02:37:38

New K9 Officer Whitney received in Q2 and is actively working with partner, Officer Kurt Enget. Training for handler completed in Q1/Q2.

Priority: 2

Work Plan Task 1.1.2

2

Ongoing - Dec 31, 2019

On Track

Progress 50%

Traffic Safety Initiatives

Updated on Jul 06, 2019 23:44:21

- **Traffic Improvement Officer.** Corporal Gary Koon and Officer Dale Johnson are currently serving as the traffic officers and are working toward a new traffic emphasis system.
- **Hand-held radar gun.** A new hand-held radar gun was obtained by the department using funds from a WASPC grant.
- **Speed signs.** One additional speed sign was obtained using funds from a WASPC grant.

Priority: 3

Work Plan Task 1.1.3

3

Ongoing - Dec 31, 2019

Some Disruption

Progress 30%

Police Technology Initiatives

Updated on Jul 06, 2019 23:47:35

- **Camera Systems.** The camera system for the interview room is installed and user training completed. Implementation of body camera and in-car cameras is in progress and expected to be completed by Q4.
- **Inventory System.** Options for new software for inventory system are being evaluated.

Work Plan Task 5.1.44



Updated on Jul 06, 2019 23:51:02

Ongoing - Dec 31, 2019

Major Disruption

Progress 0%

Effort to undertake department strategic planning is on hold pending transition in police chief position.

Police Department Strategic Planning.

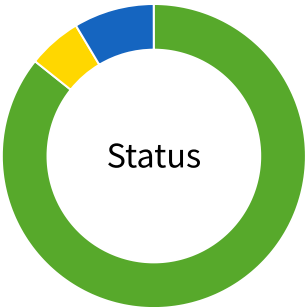


Public Works

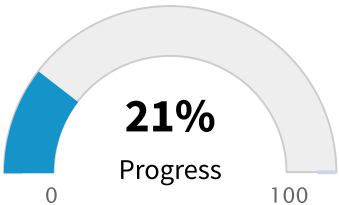
35

Work Plan Task

Overall Summary



● On Track	85.71	%
● Some Disruption	5.71	
● Completed	8.57	



Report Legend

No Update

Overdue

Priority

Priority: 1

Work Plan Task 1.1.9



Ongoing - Dec 31, 2019

On Track

Progress 25%

Police Station/Municipal Court Facility Replacement Project - project design.

Updated on Jul 07, 2019 00:37:30

Site selection completed and purchase approved in Q2. Architect contract approved Q2. Work to complete permitting and final design is underway.

Work Plan Task 2.1.8



Ongoing - Dec 31, 2019

On Track

Progress 25%

Initiate Groundwater Management Plan.

Updated on Jul 10, 2019 21:43:05

Scope of plan reviewed by ETAC and UAC in Q2. Hiring action in progress for term-limited hydrogeologist.

Work Plan Task 3.1.28



Ongoing - Dec 31, 2019

On Track

Progress 25%

Support City Council consideration of \$150k for Nonmotorized planning/projects.

Updated on Jul 10, 2019 21:43:39

Staff supported extensive Council discussion during Q1/Q2 to develop "Sustainable Transportation" project. RFQ issued in Q2 and proposed consulting team selected. Staff reviewed proposed scope with Council in June. Next steps to be determined.

Work Plan Task 3.1.29



Ongoing - Dec 31, 2019

Some Disruption

Progress 50%

Wyatt Way Roundabout and Improvements – Complete Design.

Updated on Jul 07, 2019 00:42:51

In progress. Plan to bring 60% design to City Council in Q3. ROW negotiations took longer than anticipated to resolve.

Work Plan Task 3.1.32



Ongoing - Dec 31, 2019

On Track

Progress 50%

Complete re-design and construction of Olympic Drive Improvements.

Updated on Jul 07, 2019 00:47:53

Project is on track to complete construction in Q4.

Work Plan Task 3.1.35



Ongoing - Dec 31, 2019

On Track

Progress 25%

Sportsman Club/New Brooklyn Roundabout – Complete Design.

Updated on Jul 09, 2019 23:34:36

Council review of final design scheduled for Q3.

Work Plan Task 5.1.35



Ongoing - Dec 31, 2019

Completed

Progress 100%

Complete rate study for water and sewer utilities.

Updated on Jul 07, 2019 00:36:26

Rate study completed and new rates implemented in Q2.

Work Plan Task 2.1.18



Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete Groundwater Management Plan

Updated on Jul 07, 2019 02:00:04

This task is planned for 2020.

Priority: 2

Work Plan Task 1.1.8

Ongoing - Dec 31, 2019

On Track

Progress 25%

Updated on Jul 07, 2019 00:35:01

Program structure approved by City Council Q2. Program will be launched as one-year pilot due to risk to funding source pending Initiative 976.

Develop annual program for neighborhood traffic calming.

Work Plan Task 2.1.7

Ongoing - Dec 31, 2019

On Track

Progress 25%

Updated on Jul 07, 2019 00:46:39

Staff is coordinating options for expanded scope with Kitsap County Weed Board. Expected to provide options for Council review in Q3.

Increase annual noxious weed control activities.

Work Plan Task 2.1.9

Ongoing - Dec 31, 2019

Some Disruption

Progress 25%

Updated on Jul 07, 2019 00:38:03

Task is in progress, but delayed until Q4.

Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.

Work Plan Task 2.1.10

Ongoing - Dec 31, 2019

On Track

Progress 10%

Updated on Jul 07, 2019 00:41:52

RFQ in progress, expected to issue in Q3.

Complete study to upgrade WWTP to tertiary treatment.

Work Plan Task 2.1.11

Ongoing - Dec 31, 2019

Completed

Progress 100%

Updated on Jul 07, 2019 00:45:23

Completed. Change to City Sewer Code approved Q2.

Support Council consideration of Code changes requested by Living Building Challenge project.

Work Plan Task 2.1.12

Ongoing - Dec 31, 2019

On Track

Progress 0%

Updated on Jul 10, 2019 21:43:55

This task is scheduled for Q3/Q4.

Complete additional drainage improvements to Parkhill Drive.

Work Plan Task 2.1.15

Ongoing - Dec 31, 2019

On Track

Progress 0%

Updated on Jul 09, 2019 23:32:52

This task is scheduled for Q3/Q4.

Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction.

Work Plan Task 3.1.30

Ongoing - Dec 31, 2019

On Track

Progress 50%

Updated on Jul 07, 2019 00:44:13

Staff supported extensive engagement and Council discussion related to project in Q1/Q2. Design is complete and contract award is awaiting bids.

Open Water Marina Buoy Replacement – Complete Installation.

Work Plan Task 3.1.31

Ongoing - Dec 31, 2019

On Track

Progress 25%

Updated on Jul 07, 2019 00:44:53

Permitting in progress. Construction anticipated Q3/Q4.

Support completion of trail segment by Visconsi.

Work Plan Task 3.1.33

2

Ongoing - Dec 31, 2019

On Track

Progress 0%

High School Road Safety Improvements – Complete Design.

Updated on Jul 09, 2019 23:33:52

This task is scheduled for Q3/Q4.

Work Plan Task 3.1.34

2

Ongoing - Dec 31, 2019

Completed

Progress 100%

Waterfront Park Pedestrian Bridge Improvements – Complete Construction.

Updated on Jul 07, 2019 00:48:36

Project was completed in Q2.

Work Plan Task 4.1.7

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Complete implementation of short-term recommendations from parking study.

Updated on Jul 09, 2019 23:35:20

Staff engaged with BIDA during Q2 to assess feedback on recommendations. Public meeting scheduled for Q3.

Work Plan Task 4.1.8

2

Ongoing - Dec 31, 2019

On Track

Progress 0%

Complete project to cover and improve Farmer's Market area (Town Square).

Updated on Jul 10, 2019 21:45:33

Project plans on hold during Q1/Q2 pending direction from Council on scope and coordination with former Town Square Subcommittee planning. Project is planned for Q3 Council briefing to propose design, budget, and construction schedule.

Work Plan Task 5.1.37

2

Ongoing - Dec 31, 2019

On Track

Progress 25%

Complete Major Maintenance Projects per 2018 City Facility Assessment.

Updated on Jul 13, 2019 18:14:33

The 2018 Facility Assessment identified numerous maintenance projects needed across City facilities. More than 30 of these were identified as highest priority and are related primarily to safety, energy efficiency and technology improvements. These priority projects entail nearly \$2 million in funding over a two-year workplan, which was provided in the Approved 2019-2020 Budget. Additionally, in Q1 the City created (and filled) a second PW Project Manager position to help to address this backlog and to increase the City's capacity to maintain facility stewardship goals going forward. As of Q2, multiple projects on the 2019 workplan are underway and work is proceeding as scheduled.

Work Plan Task 2.1.16

2

Ongoing - Dec 31, 2020

On Track

Progress 0%

Initiate work to assess site options at Vincent Road property.

Updated on Jul 07, 2019 01:59:47

This task is planned for 2020.

Work Plan Task 2.1.17

2

Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete Islandwide stormwater study.

Updated on Jul 09, 2019 23:33:08

This task is scheduled for 2020.

Work Plan Task 4.1.9

2

Ongoing - Dec 31, 2020

On Track

Progress 0%

Complete project for viewing platform at WSF terminal.

Updated on Jul 07, 2019 02:00:26

This task is planned for 2020.

Work Plan Task 5.1.38

2

Updated on Jul 07, 2019 02:00:39

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Review design and scoping options for City Hall renovations.

Priority: 3

Work Plan Task 2.1.13

3

Updated on Jul 09, 2019 23:32:17

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

Complete consistency changes to Design and Construction Standards.

Work Plan Task 2.1.14

3

Updated on Jul 09, 2019 23:32:32

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

Complete consistency changes to Stormwater Code.

Work Plan Task 3.1.27

3

Updated on Jul 09, 2019 23:33:36

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

Support City Council review of traffic concurrency / traffic study methodology.

Work Plan Task 5.1.36

3

Updated on Jul 09, 2019 23:36:36

Ongoing - Dec 31, 2019

On Track

Progress 0%

This task is scheduled for Q3/Q4.

Develop and implement noticing requirements for City capital projects.

Work Plan Task 5.1.39

3

Updated on Jul 09, 2019 23:37:35

Ongoing - Dec 31, 2020

On Track

Progress 25%

Work to submit for accreditation is in progress, with more than 70% of task reviews completed to date.

Pursue Public Works accreditation through APWA.

Work Plan Task 5.1.40

3

Updated on Jul 07, 2019 02:01:01

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Improve administration of road approach permitting.

Work Plan Task 5.1.41

3

Updated on Jul 07, 2019 02:01:47

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Consolidate Codes related to right of way (ROW).

Work Plan Task 5.1.42

3

Updated on Jul 07, 2019 02:01:14

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Update fees for Traffic Concurrency and Mitigation.

Work Plan Task 5.1.43



Updated on Jul 07, 2019 02:01:32

Ongoing - Dec 31, 2020

On Track

Progress 0%

This task is planned for 2020.

Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements).



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: October 1, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:35 PM) Future Council Agendas,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion.

SUMMARY:

Council will review future Council agendas.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting October 8, 2019](#)

[City Council Study Session October 15, 2019](#)

[City Council Regular Business Meeting October 22, 2019](#)

[City Council Study Session November 5, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 08, 2019**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
Deputy Mayor Tirman will be absent; Councilmember Schneider may be absent.
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT**
4. **MAYOR'S REPORT**
5. **CITY MANAGER'S REPORT**
6. **PRESENTATION(S)**
 - 6.A **(x PM) Proclamation Declaring October 2019 as Filipino American History Month - Mayor Medina,**
5 Minutes
Filipino American History Month Proclamation 2019
 - 6.B **(x PM) Recognition of Indigenous Peoples Day - Councilmember Peltier, 5 Minutes**
Resolution No. 2016-21 Indigenous Peoples Day
 - 6.C **Proclamation Declaring October 2019 as National Community Planning Month - Planning,**
5 Minutes
2019_October_National_Community_Planning_Month_Proclamation.docx
7. **UNFINISHED BUSINESS**
 - 7.A **Ordinance No. 2019-21, Banning the Use of Consumer Fireworks on Bainbridge Island - Executive,**
15 Minutes
Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island -
Track Changes
Ordinance No. 2019-21, Banning the Sale and Use of Consumer Fireworks on Bainbridge Island -
Clean

- 7.B Resolution No. 2019-27, Supporting HB 1406 that Imposes Sales Tax Credit to the Maximum Capacity in Support of Affordable and Supportive Housing - Finance, 10 Minutes**
AWC Implementing HB 1406.pdf
MRSC - SHB 1406 Understanding the Affordable Housing Sales Tax Credit
Resolution No 2019-27 of Intent to Implement HB1406.docx
- 7.C Ordinance No. 2019-29 Adopting an Update to the 2019-2024 Capital Improvements Plan (CIP) - Finance 10 Minutes**
Ordinance No. 2019-29 2019-2024 Updated Budget - Capital Improvement Plan Approved
102318.docx
Revised_2020_CIP.pdf
- 7.D Ordinance No. 2019-28 Adopting Mid-Biennium Budget Modifications to the Final Budget ending December 2020 - Finance, 10 Minutes**
Ordinance No. 2019-28 Adopting Mid-Biennium Modifications to the Final Budget ending December 2020.docx

8. NEW BUSINESS

- 8.A Set the Public Hearing for Ordinance No. 2019-27 Relating to Property Tax Levy for Collection in 2020 - Finance, 5 Minutes**
Ordinance No. 2019-27 Relating to the Levy of Property Taxes for Collection in 2020.docx
- 8.B Apply for Grant from the Department of Ecology (DOE) for the Shoreline Management Program (SMP) Periodic Review - Planning, 10 Minutes**
- 8.C Amendment No. 1 to the Professional Services Agreement with Gray & Osborne, Inc., for a New High School Reservoir Pre-Design Report - Public Works, 10 Minutes**
Amendment No. 1 to PSA with Gray & Osborne, Inc.
Exhibit A to Amendment No. 1 to PSA with Gray & Osborne, Inc.
Professional Services Agreement with Gray & Osborne, Inc. (Executed on 9-29-17)
- 8.D Department of Ecology 2019-21 Biennial Stormwater Capacity Grant Agreement/Acceptance and Budget Amendment - Public Works, 10 Minutes**
Water Quality Stormwater Capacity Agreement
- 8.E Hawley/Irene Sewer Improvements Project - Public Works, 10 Minutes**
- 8.F (X PM) Collective Bargaining Agreement between the City of Bainbridge Island and the Bainbridge Island Police Guild - Executive, 10 Minutes**
- 8.G Set Public Hearing on Ordinance No. 2019-31, Extending Interim Official Control Establishing Small Wireless Facilities Design Standards 5 Minutes**

9. CITY COUNCIL DISCUSSION

9.A Discuss "Marquee" Nonmotorized Transportation Project - Councilmember Blossom, 10 Minutes

10. CONSENT AGENDA

10.A Agenda Bill for Consent Agenda, 5 Minutes

10.B Accounts Payable and Payroll

10.C City Council Study Session Minutes, September 17, 2019

10.D City Council Regular Business Meeting Minutes, September 24, 2019

10.E Resolution No. 2019-24, Updating the City's Procurement Policy - Public Works, 5 Minutes

Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Clean

Exhibit A to Resolution No. 2019-24 - Updated Procurement Policy - Track Changes

ESSB 5418 - Session Law

ESSB 5418 - Final Bill Report

10.F Sewer Treatment Plant Upgrades Feasibility Study and Pre-Treatment Program Development Professional Services Agreement - Public Works, 5 Minutes

PSA with Murraysmith, Inc.

Attachment A to PSA with Murraysmith, Inc.

WWTP Tertiary Treatment Feasibility RFQ

11. COMMITTEE REPORTS

11.A Committee Reports 5 Minutes

Climate Change Advisory Committee Minutes, August 29, 2019

Utility Advisory Committee Minutes, August 28, 2019

11.B (X PM) Regional Committee Reports by Councilmember Liaisons - Mayor Medina, 10 Minutes

12. FOR THE GOOD OF THE ORDER

13. ADJOURNMENT

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 15, 2019**

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

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
Mayor Medina will be absent; Councilmember Schneider will call in.
- 2. EXECUTIVE SESSION**
- 3. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
- 4. MAYOR'S REPORT**
- 5. PRESENTATIONS**
- 6. UNFINISHED BUSINESS**
 - 6.A Police and Court Project Update and Sustainability Discussion** 20 Minutes
- 7. NEW BUSINESS**
- 8. CITY COUNCIL DISCUSSION**
 - 8.A Bainbridge Island Community Bill of Rights Ordinance - Councilmembers Nassar and Peltier,** 30 Minutes
Memo to the City Council
- 9. FUTURE COUNCIL AGENDAS**
 - 9.A Future Council Agendas** 5 Minutes
- 10. FOR THE GOOD OF THE ORDER**
- 11. ADJOURNMENT**

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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 22, 2019**

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

AGENDA

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 3. PUBLIC COMMENT**
- 4. MAYOR'S REPORT**
- 5. CITY MANAGER'S REPORT**
- 6. PRESENTATION(S)**
- 7. PUBLIC HEARING(S)**
 - 7.A 2020 Budget Modifications Public Hearing PLACEHOLDER 10 Minutes**
 - 7.B 2020 Property Tax Public Hearing PLACEHOLDER 10 Minutes**
 - 7.C Public Hearing on Ordinance No. 2019-31, Extending Interim Official Control Establishing Small Wireless Facilities Design Standards - Executive 10 Minutes**
- 8. UNFINISHED BUSINESS**
 - 8.A (x PM) Consider Changes to Annual Funding and Master Lease with Friends of the Farms - Executive, 20 Minutes**
 - FOF_Budget Detail for Management_Fee_Request_for_CC_09172019
 - FOF Executive Director Activities for Public Farmland
 - FOF Program Manager Activities for Public Farmland
 - FOF Non-COBI Programs and Activities

8.B (X PM) Resolution No. 2019-26, Updating the City's Ethics Program - Executive, 20 Minutes

8.C (PM) Ordinance No. 2019-09 Relating to Accessory Dwelling Units (ADUs) - Planning, 10 Minutes

Ordinance 2019-09 DRAFT 092419.docx

October 2018 Legal Memo on ADUs

Building Official Memo re Tiny Home Appendix Q Adoption

Appendix Q

ADU Use Specific Standards 18.09.030 Attachment A

9. NEW BUSINESS

9.A Ordinance No. 2019-30 Update Of Pass Through Fee From Retailers to Customers Requesting Plastic Bags - Finance, 10 Minutes

Ordinance No. 2019-30 Update Of Pass Through Fee From Retailers to Customers Requesting Plastic Bags.docx

9.B Interlocal Agreement with Kitsap County Department of Emergency Management, Executive 10 Minutes

9.C Heritage Barn Matching Grant application for Suyematsu Heritage Barn - Planning, 10 Minutes

10. CITY COUNCIL DISCUSSION

11. CONSENT AGENDA

11.A Agenda Bill for Consent Agenda 5 Minutes

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

GUIDING PRINCIPLES

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**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL STUDY SESSION
TUESDAY, NOVEMBER 05, 2019**

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

AGENDA

- 1. CALL TO ORDER / ROLL CALL - 6:00 PM**
- 2. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
- 3. MAYOR'S REPORT**
- 4. PRESENTATIONS**
- 5. UNFINISHED BUSINESS**
 - 5.A Green Building Code - Planning, 60 Minutes**
 - 5.B Race Equity Task Force Work Plan Update - RETF members and Council Liaisons, 30 Minutes**
- 6. NEW BUSINESS**
- 7. CITY COUNCIL DISCUSSION**
- 8. FUTURE COUNCIL AGENDAS**
 - 8.A Future Council Agendas 5 Minutes**
- 9. FOR THE GOOD OF THE ORDER**
- 10. ADJOURNMENT**

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