



**REGULAR BUSINESS MEETING
TUESDAY, JUNE 9, 2015
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

Action

1. EXECUTIVE SESSION

6:00 PM Property Acquisition (RCW 42.30.110(1)(b)), Current Litigation (RCW 42.30.110(1)(i)), Review Performance of An Employee (RCW 42.30.110(1)(g))

2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

7:00 PM

Mayor: Anne Blair

Deputy Mayor: Michael Scott

Wayne Roth

Councilmembers: Sarah Blossom

Val Tollefson

Steven Bonkowski

Roger Townsend

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

7:05 PM

4. PUBLIC COMMENT

7:10 PM

5. CITY MANAGER'S REPORT

7:20 PM Comprehensive Plan/Navigate Bainbridge Update

6. PUBLIC HEARING

7:25 PM A. Ordinance No. 2015-10, Tent City Regulations, AB 15-109 – Executive (**Pg. 3**)

Conduct Public
Hearing/Consider
Approval

7. UNFINISHED BUSINESS

7:35 PM A. Approve Professional Services Agreements Associated with SMP Monitoring Program with University of Washington for LIDAR Monitoring, AB 15-086 – Executive (**Pg. 11**)

Consider Approval
Consider Approval

7:45 PM B. Public Safety Facility Site Selection, AB 14-008 – Executive (**Pg. 27**)

8. NEW BUSINESS

8:15 PM A. Force Analysis System™ and COPS Technology Grant Opportunity, AB 15-111 – Police (**Pg. 47**)

Consider Approval
Information

8:25 PM B. Short-Term Vacation Rental Regulations, AB 15-113 – Executive (**Pg. 119**)

9. CONSENT AGENDA (Pg. 123)

8:35 PM

A. Accounts Payable Voucher and Payroll Approval – May 26 and June 9, 2015 (**Pg. 125**)

Consider Approval

B. Regular Business Meeting Minutes, May 12, 2015 (**Pg. 251**)

Consider Approval

C. Regular Study Session Minutes, May 19, 2015 (**Pg. 255**)

Consider Approval

D. Regular Study Session Minutes, June 2, 2015 (**Pg. 261**)

Consider Approval

E. Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee, AB 15-105 – Finance (**Pg. 265**)

Consider Approval

F. Ordinance No. 2015-13, Consolidating the Harbor Commission and Road Ends Committee, AB 15-112 – Executive (**Pg. 267**)

Consider Approval

10. COMMITTEE REPORTS

8:40 PM

- A. Non-Motorized Transportation Advisory Committee Notes, June 3, 2015 –
Councilmember Roth (**Pg. 275**)

Information

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS (Pg. 277)

8:45 PM

12. FOR THE GOOD OF THE ORDER

8:50 PM

13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)

8:55 PM

- A. **Subject:** Storm and Surface Water Management Utility Review and Utility Advisory Committee Recommendation, AB 14-030 (**Pg. 283**)

Discussion Leader: Public Works

Discussion Goal: Accept Utility Advisory Committee recommendations on the SSWM Utility; direct staff to proceed with preparing an ordinance to revise the Bainbridge Island Municipal Code and begin auditing individual properties.

14. ADJOURNMENT

9:40 PM

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance 2015-10, Tent Cities as an Allowed Temporary Use Regulations	Date: June 9, 2015
Agenda Item: Public Hearing	Bill No.: 15-109
Proposed By: City Attorney Lisa Marshall	

BUDGET INFORMATION

Depart/Fund:		
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: June 2, 2015	Recommendation: Schedule public hearing for June 9, 2015		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☐ Yes ☐ No ☒ N/A	

DESCRIPTION/SUMMARY

Action Item:

Conduct public hearing and consider approval of Ordinance No. 2015-10.

Background:

Please refer to attached staff memo.

RECOMMENDED ACTION

I move the City Council approve Ordinance 2015-10.



City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: City Council
City Manager Doug Schulze

FROM: Lisa Marshall, City Attorney

DATE: June 2, 2015

RE: Ordinance 2015-10, Tent Cities as an Allowed Temporary Use

On June 2, 2015, the City Council will conduct first reading on draft Ordinance 2015-10, which makes provisions for “tent cities,” or homeless encampments, as an allowed temporary use on church properties. The City is processing this ordinance to satisfy its insurer, Washington Cities Insurance Authority (WCIA). As a risk management policy, WCIA has required its member cities to enact ordinances providing for temporary use permits for homeless encampments such as Tent City/SHARE. No homeless encampment has applied for a temporary use permit, nor is the City aware of any plans for a homeless encampment to locate within the City or on church property located within the City. However, if in the future, a church within the City limits hosts a homeless encampment, this ordinance provides the City with tools to ensure the health and safety of the residents of the City.

The Planning Commission conducted two study sessions on Ordinance 2015-10 on April 23 and May 14, 2015. The Planning Commission raised a number of questions during their review, which are summarized below with staff responses.

- 1) Why does the draft ordinance exclude children? Are families not allowed in a tent city?** Tent City/SHARE does not allow minors (under age 18) in the organization. Additionally, for risk management reasons, it would not be advisable for the City to issue a permit to a homeless encampment serving minors.
- 2) Will a tent city likely be made up of Bainbridge or Kitsap residents, or could a Seattle tent city come over?** The City has no information regarding where the Tent City/SHARE members come from.
- 3) What is the difference between the terms “Sponsor” and “Managing Agency” as used in the ordinance, and who would be the managing agency? For instance, is the Sponsor the**

church, and the Managing Agency something like HRB? “Sponsor” is the church; “managing agency” is Tent City/SHARE.

4) Why is only a LUPA appeal provided, with no local appeal? Because of the interest in timely decisions regarding homeless encampments, a local appeal process is not recommended. An appeal to the Council and/or Hearing Examiner would add additional administrative processes to the timeline.

5) Are the noticing timelines included in the ordinance specified in state law? Could the City change the noticing timing requirements to be the same as other noticing provisions in BIMC 2.16.020.K for both public participation meetings and public notices? Can we have a longer comment period than 14 days? An extended notice period is discouraged. Tent City/SHARE and sponsoring churches typically don’t have the ability to wait a long time for the permitting process to be completed. The organization moves to a new church every 90 days. If the process is too lengthy, it could be burdensome to the church and therefore a violation of RCW 35.21.915. That said, there aren’t clear standards regarding the point at which a city regulation becomes “burdensome.” See the following link for more information about Tent City/SHARE/WHEEL: <http://www.sharewheel.org/Home/tent-cities>

6) Churches are conditional uses in most zones on the Island and permitted outright in R-14 and the Core, Madison, Ericksen, and High School Rd. districts. Could the City limit the location of tent cities to churches that have gone through the CUP process? Or alternatively, could the City limit tent cities to churches in zones where they are outright permitted? No.

7) Does the Critical Areas Ordinance apply? No. The CAO, SEPA, shoreline regulations, and other land use regulatory mechanisms are not “health and safety” regulations within the meaning of RCW 35.21.915.

8) In terms of responding to public comments, can the City’s ordinance require that the church be responsible for answering community comments and concerns, and/or require that the church maintain an informative website? Tent City/SHARE/WHEEL is very proactive in its community education and outreach efforts. While it is possible to invite Tent City to a public meeting to answer questions and provide information, it would not be permissible to require the hosting religious organization to maintain a website.

9) What types of dimensional requirements and performance standards can the City apply? Could we apply underlying zoning setbacks? Dimension and performance standards, if imposed, must be the minimum necessary for the health and safety of the community and permittees/guests. Examples of dimension requirements/performance standards are minimum setbacks from adjacent lot lines, the requirement that excessive noise not be permitted between certain hours, that litter and trash must be removed from the premises, etc. Generally, these types of requirements are imposed by Tent City/SHARE/WHEEL as a condition of membership in the organization. See the site <http://www.sharewheel.org/Home/tent-cities> regarding the code of conduct for members.

10) Can the City require any specifications on the type and appearance of tents? No.

11) Could we limit the number of tents (and therefore intensity of use) through the lot coverage provisions in different zones? So for instance, the R-1 zone lot coverage is 15%-- would it be possible to say that the lot coverage limit is double (30%) for tents? No.

12) Is the intensity of the use/number of tents only limited by the ability to meet public health and safety standards? Yes. Cities can impose restrictions on numbers of tents/occupants only when imposed as health and safety standards. Tent City/SHARE/WHEEL imposes limitations on members to 100 members for each tent city. Generally, unless cities can show that this number constitutes a health and safety hazard, this number should be allowed.

13) Do tent cities cook outside, for example on camp stoves? Or do they usually use a church's commercial kitchen facilities for cooking? Could we limit cooking to inside only? Outdoor cooking cannot be prohibited if there are no inside facilities available. Cities can impose outdoor cooking restrictions/regulations that are necessary as a health and safety regulations.

14) In applying for the use permit, can we make a church make the case, or prove there is a need for a tent city? No.

15) Is the site obscuring fence part of state law? No. Can the screening intent be met with existing vegetation? There may be cases where a fence is not warranted, or if the neighbors don't want a fence. The ordinance states a fence isn't required if "there is sufficient vegetation, topographic variation, or other site conditions such that fencing would not be needed."

16) Is the 92 day time period that the tent city may be in place in state law? Could it be less? Tent City/SHARE operates on 90 day cycles. It takes the organization this amount of time to locate the next hosting church. Depending upon the reduction in time imposed by the City, such a reduction may "substantially burden" the church and the Tent City. It would depend upon the reduction.\

The Planning Commission conducted a public hearing on Ordinance 2015-10 on May 28, and forwarded it to the Council with a recommendation to approve.

Staff is recommending that the City Council consider scheduling a public hearing for June 9, 2015.

ORDINANCE NO. 2015-10

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to Temporary Homeless Encampments; amending Chapter 18 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, in 2010, the legislature codified RCW 35.21.915, which, among other things, prevents cities from enacting ordinances or regulations or taking any other action that imposes conditions other than those necessary to protect public health and safety and that do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization;

WHEREAS, the City desires to enact this Ordinance to set forth the requirements for issuance of a temporary use permit to an applicant wishing to host a homeless encampment;

WHEREAS, the standards and requirements set forth in this Ordinance are the minimum necessary to protect the public health and safety and do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization;

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

Section 1. Section 18.09.020 of the Bainbridge Island Municipal Code is amended to add “Temporary Homeless Encampment” to the permitted uses table as shown in Exhibit A.

Section 2. Section 18.09.030.J of the Bainbridge Island Municipal Code, Use Specific Standards, is amended to add the following subsection:

8. Temporary Homeless Encampment

An application for a Temporary Homeless Encampment permit will be reviewed and decided upon by the Director of Planning and Community Development (hereafter “Director”), and must meet the following standards.

- a. A Temporary Homeless Encampment is only allowed on property in conjunction with a Religious Facility. An application for a homeless encampment must include a Religious Facility or other community-based organization as a sponsor or managing agency.
- b. The applicant shall submit an irrevocable, signed, and notarized statement granting the City permission to summarily abate the temporary use and all physical evidence of that use if it is not removed by the applicant within the period specified as part of the permit, and agreeing to reimburse the City for any expenses incurred by the City in abating the temporary use.

- c. The encampment shall meet all setbacks for the zoning districts described in BIMC 18.12.020. The encampment shall be located a minimum of 20 feet from the property line of abutting properties containing residential uses.
- d. The Director may require a sight-obscuring fence around the perimeter of the homeless encampment unless it is determined that there is sufficient vegetation, topographic variation, or other site conditions such that fencing would not be needed.
- e. Exterior lighting for the homeless encampment must meet the requirements of BIMC 18.15.040.
- f. The maximum number of residents within a homeless encampment is 100.
- g. Parking for five (5) vehicles shall be provided.
- h. The applicant shall submit a transportation plan which shall include provision of transit services. The homeless encampment shall be located within one-half (1/2) mile of transit service.
- i. No children under 18 are allowed in the homeless encampment. If a child under the age of 18 attempts to stay at the homeless encampment, the managing agency shall immediately contact Child Protective Services.
- j. No animals shall be permitted in encampments except for service animals.
- k. The applicant shall submit a code of conduct for the encampment and described how it is to be enforced by the managing agency. The code shall contain the following as a minimum:
 - i. No drugs or alcohol.
 - ii. No weapons.
 - iii. No violence.
 - iv. No open flames.
 - v. No loitering in the surrounding neighborhood.
 - vi. Quiet hours.
- l. The managing agency shall ensure compliance with Washington State and City codes concerning but not limited to drinking water connections, human waste, solid waste disposal, electrical systems, and fire-resistant materials. The City shall coordinate review of the Temporary Homeless Encampment permit with the Kitsap Public Health District and Bainbridge Island Fire Department. The managing agency shall permit daily inspections by the City and/or Health Department to check compliance with the standards for homeless encampments.

- m. The managing agency shall take all reasonable and legal steps to obtain verifiable identification from prospective encampment residents and use the identification to obtain sex offender and warrant checks from the appropriate agency. All requirements by the City of Bainbridge Island Police Department related to identified sex offenders or prospective residents with warrants shall be met.
- n. Homeless encampments may be approved for a time period not to exceed 92 days.
- o. The City may grant a temporary use permit only if it finds that the proposed temporary use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity.
- p. There is no administrative appeal of the Director's decision for a temporary use permit. The action of the City in granting or denying an application under this chapter may be reviewed pursuant to the standards set forth in RCW 35.70C.130 in the Kitsap County Superior Court. The land use petition must be filed within 21 calendar days of the issuance of the final land use decision of the City. For more information on the judicial process for land use decisions, see Chapter 36.70C RCW.

Section 3. Section 18.36.030 of the Bainbridge Island Municipal Code is amended to add the following definitions:

Temporary Homeless Encampment

"Temporary Homeless Encampment" means a group of homeless persons temporarily residing out of doors on a site with services provided by a sponsor and supervised by a managing agency.

Managing Agency

"Managing Agency" means an organization that has the capacity to organize and manage a homeless encampment. A "managing agency" may be the same entity as the sponsor.

Sponsor

"Sponsor" means an entity that has an agreement with the managing agency to provide basic services and support for the residents of a homeless encampment and liaison with the surrounding community and joins with the managing agency in an application for a temporary use permit. A "sponsor" may be the same entity as the managing agency.

Section 4. This ordinance shall take effect and be in force July 7, 2015 following the end of the State Environmental Policy Act (SEPA) appeal period.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2015

APPROVED BY THE MAYOR this _____ day of _____, 2015

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:	May 28, 2015
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	July 7, 2015
ORDINANCE NUMBER:	2015-10

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Professional Services Agreement Associated with the City's SMP Monitoring Program with the University of Washington	Date: June 9, 2015
Agenda Item: Unfinished Business	Bill No.: 15-086
Proposed By: Associate Planner C. Carr/Planning Director K. Cook	

BUDGET INFORMATION

Depart/Fund:		
Expenditure Req: No	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:	
City Manager ☐ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No N/A	Finance ☐ Yes ☐ No N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approving a professional services agreement associated with the City's SMP Monitoring Program with the University of Washington.

Background:

On April 21, 2015, the City Council forwarded the professional services agreement with the University of Washington to the April 28, 2015 meeting. Subsequently, the University's contracts officer requested revisions to the City's standard contract and clarification on the scope of work. These revisions were made and reviewed and approved by the City Attorney.

As a refresher, the grant products will provide baseline conditions of selected ecological parameters in support of the SMP monitoring program. The majority of the grant will be completed by two consultants, Quantum Spatial, Inc. and the University of Washington (see brief description below). Quantum Spatial, Inc.'s professional services agreement was approved by the City Council on April 28, 2015 and fully executed on June 2, 2015.

University of Washington will play a key role in the grant work. The work includes development of a land use/land cover map; establishing metrics of ecological function; coordination of field data collection; a training workshop on use of grant products; limited grant administration and sharing lessons learned. Specific grant tasks assigned to the University of Washington are included in the scope of work.

The University of Washington professional services agreement is included as Attachment 1.

RECOMMENDED ACTION

I move that the City Council approve the professional services agreement associated with the City's SMP Monitoring Program with the University of Washington.

AGREEMENT FOR PROFESSIONAL SERVICES

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

WHEREAS, the City desires to acquire a raster map containing land use/land cover classes and supporting field data and share the data with staff and interested parties; and

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

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

1. SERVICES BY CONSULTANT

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

2. PAYMENT

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

[] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of \$_____;

[x] Fixed Sum: a total amount of Sixty-nine Thousand, Eight hundred Forty-three Dollars (\$69,843);

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

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

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

D. The Consultant will perform the work in accordance with generally-accepted professional standards of workmanship and effort at a quality comparable to research performed at major public and private research universities within the United States.

3. INSPECTION AND AUDIT

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

4. INDEPENDENT CONTRACTOR

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

B. Each party will be responsible for payment of any taxes (including all federal, state, and local income, sales, use, value-added, and employment taxes) owed by it and arising from this Agreement. No amounts paid to the Consultant under this Agreement will be subject to any withholding by the City. The Consultant represents that it is exempt from United States federal income taxes under Section 115(1) of the Internal Revenue Code.

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

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2016 unless sooner terminated by either party as provided below.

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

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed by the Consultant under this Agreement, whether finished or not, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs. The Consultant hereby grants the City a fully-paid, non-exclusive, royalty-free, license to these works for non-commercial use.

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

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

10. INSURANCE

The Consultant hereby notifies the City that as an agency of the State of Washington and in accordance with Washington law, the Consultant maintains a self-insurance program pursuant to RCW §§28B.20.250, 28B.20.253, and 28B.20.255. Upon the City's request, the Consultant will provide the City proof of insurance or loss coverage.

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NON-WAIVER

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

16. NOTICES

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

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

To the Consultant: University of Washington Office of Sponsored Programs,
 4333 Brooklyn Ave. NE, Box 359472,
 Seattle, WA 98195-9472.
 osp@uw.edu, 206-543-4043

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____,
2015.

UNIVERSITY OF WASHINGTON

CITY OF BAINBRIDGE ISLAND

By _____

By _____

Name _____

Douglas Schulze, City Manager

Title _____

Tax I.D. # _____

ATTACHMENT A

SCOPE OF SERVICES

Consultant shall complete the following tasks as outlined in the grant agreement for “Monitoring Ecological Function with Remote Sensing” (WDFW Grant Number 15-03129) which is incorporated by reference and part of this Agreement:

- Tasks 1.3, 1.4, 1.5, 2.1, 2.2, 4.1, 5.1, 5.2, 6.1 and 6.2 and a portion of Task 4.1 for a contract amount of \$69,843.00. Labor and travel support for Task 4.1 totaling ~~\$15,195~~15,915 shall be provided by the City and is not included in the contract amount.

ATTACHMENT B

City of Bainbridge Island, Department of Planning and Community Development *Monitoring Ecological Function with Remote Sensing*

Statement of Work

PURPOSE

The purpose of this project is to develop high-resolution data, methodologies, and metrics to manage vegetation within the shoreline regulatory jurisdiction areas of Bainbridge Island. The City of Bainbridge Island will use the data, methodologies, and metrics to quantify shoreline vegetation and land use / land cover change, specifically the presence of marine riparian canopy and estuarine emerging vegetation, increases of impervious surface area, and changes in beach structure / sediment supply, as a proxy for ecological function.

Based on the project results, the City of Bainbridge will be able to monitor and evaluate shoreline permit compliance rates over time, make recommendations regarding tracking of unpermitted activities, identify places of possible unpermitted activities, and inform 'no net loss' monitoring.

Periodic updates of LiDAR and high-resolution data will enable the City of Bainbridge to monitor and enforce regulations to manage shoreline vegetation and land use. The data, methodologies, and metrics will also serve as a possible template for counties and cities throughout Puget Sound.

GOALS & OBJECTIVES

- Develop and apply land use / land cover data products and methodologies to monitor and evaluate changes to marine riparian vegetation, shoreline armoring, beach features, and impervious surface area within shoreline regulatory jurisdiction areas of Bainbridge Island.
- Develop a set of metrics as a proxy for ecological function.
- Assess the accuracy of these metrics using field data.
- Distribute and interpret the results of this project to key partners.

TASKS & DELIVERABLES

Task 1: Project Management and Reporting

The Grantee will administer the project, including but not limited to: maintaining project records; submitting invoices to WDFW for payment; submitting bi-annual FEATS progress reports and the final performance report; and compliance with applicable terms, conditions, and other grant requirements.

The Grantee will also manage the project, including but not limited to: conducting coordinating, and scheduling project activities; ensuring quality control; communicating with

project partners and Grant Program staff; and ensuring completion of the project as outlined in the grant agreement.

1.1 Detailed Project Plan: The Grantee will prepare a detailed project plan to ensure project expectations and outcomes are aligned. The detailed project plan will include descriptions of partner roles, selected data types for analysis, rationale supporting the methodology selected for characterizing baseline conditions, quantitative measures of ecological function, and metrics for monitoring no net loss provisions of the City of Bainbridge's shoreline management regulations.

1.2 Quality Assurance Project Plan (QAPP): The Grantee will prepare a QAPP. The format for the QAPP will follow what is prescribed by the Washington State Department of Ecology, a format approved by the US EPA. A NEP Waiver Form will be submitted, and a QAPP will be completed and approved by Department of Ecology's Quality Assurance Officer before conducting any work related to collecting environmental data. The QAPP and the NEP Waiver form will be combined into one document and submitted for approval. All work under this project must be conducted according to an approved QAPP.

FEATS: The Grantee will complete bi-annual FEATS (*Financial and Ecosystem Accounting Tracking System*) progress reports, as well as final FEATS report and final project narrative report. The final FEATS report, reflecting the final project billing, will be provided during project close out and will describe the entire project, including information such as work completed, results of performance evaluation, overall project outcomes, and lessons learned.

Number	Deliverable	Cost	Completion date
1.1	Detailed Project Plan and timeline	\$500	April 15, 2015
1.2	NEP Waiver Form and approved QAPP	\$2,000	May 31, 2015
1.3	Quarterly Progress Reports	\$2,920	April 15, 2015 July 15, 2015 October 15, 2015 January 15, 2016 April 15, 2016
1.4	Bi-annual Federal FEATS Reports	\$1,460	April 15, 2015 October 15, 2015 April 15, 2016
1.5	Final FEATS Report and Narrative Report	\$1,460	January 31, 2016

Task 2: Performance Evaluation

The Grantee will develop a performance evaluation plan that outlines what will be measured (such as inputs, outputs, and outcomes), how these metrics will be measured, and how the results of the evaluation will be used. The project will be evaluated using this plan, and the final report will include the results of the performance evaluation.

Number	Deliverable	Cost	Completion date
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2.1	Performance Evaluation Plan	\$1,460	April 30, 2015
2.2	Final Performance Evaluation Report	\$1,460	January 31, 2016

Task 3: *Acquire LiDAR and high-resolution data.*

Number	Deliverable	Cost	Completion date
3.1	Aerial LiDAR (minimum 8 points per square meter), and imagery (6 inch pixel resolution: in blue, green, red, and near infrared bands).	\$48,866	July 30, 2015

Task 4: *Acquire Field data.*

The Grantee will collect precise (sub-meter) field data at a minimum of 50 randomized points and transects along the Bainbridge Island shoreline. The data will include: the presence of marine riparian canopy and estuarine emerging vegetation, eelgrass cover (recorded at low tide), impervious surface areas, and changes in beach structure / sediment supply.

Number	Deliverable	Cost	Completion date
4.1	Field data collection.	\$33,004	September 30, 2015

Task 5: *Develop land use / land cover map.*

The Grantee will develop a raster map containing land use / land cover classes with a minimum of one meter resolution. The Grantee will evaluate Washington State Department of Natural Resources (DNR) nearshore surveys of eelgrass to further assess the accuracy of the land use land cover data.

Number	Deliverable	Cost	Completion date
5.1	Land use / land cover map	\$17,518	September 30, 2015
5.2	Metrics of ecological function and accuracy assessment.	\$17,518	November 30, 2015

Task 6: *Education and Outreach.*

The Grantee will share the data, methodologies, and metrics through a public workshop for city staff and interested parties, including shoreline landowners, local non-profit organizations, monitoring volunteers, and neighboring jurisdictions. The workshop discussion will address the accuracies and utility of data products for understanding baseline conditions and gauging changes in ecological functions. City staff will be trained to a sufficient level to take ownership of the data products for use, as a future monitoring program is developed to enforce the City's shoreline regulations. The Grantee will produce a white paper outlining the methodologies used, metrics created, and suggestions for incorporating the data into monitoring plans for other Puget Sound municipalities.

Number	Deliverable	Cost	Completion date
6.1	Training workshop on use of data products.	\$4,579	December 30, 2015

6.2	White paper on methodologies, metrics, and incorporating data into monitoring plans.	\$4,379	December 30, 2015
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Grant Amount:	\$137,124
City Matching Resources (.03% FTE for C. Carr)	\$2,618
Total Project Cost	\$139,742

Work on this project must be completed by January 31, 2016

UAC SSWM Rate Recommendation

Properties	Current Code	UAC Consensus
Undeveloped Property (Native)	No SSWM fee	No SSWM fee
Single Family (SFR)	1 ERU (Includes duplex)	1 ERU
-Accessory Dwelling Units (ADU)	N/A	N/A
Condominium	1 ERU/unit	1 ERU/unit

UAC SSWM Rate Recommendation

Properties	Current Code	UAC Consensus
Apartments	1 ERU/3,000 sf	1 ERU/3,000 sf
Other Developed Property	Commercial/ Multiple 1 ERU/3,000sf	All other than residential 1 ERU/3,000sf
Includes	Property zoned or used for multifamily, commercial or retail uses.	<u>All</u> developed property except residential (e.g., farms, parks, schools, churches, etc.)
Impervious Surfaces		
Rate Charge per Surface	“Hard” (100%) Gravel (80%) Packed Dirt (50%) Cleared (40%)	“Hard” (100%) Gravel (75%) - Vehicle-bearing gravel surfaces only

UAC SSWM Rate Recommendation

Fee Component	Current Code	UAC Consensus
Discounts	Low-income	Low-income
	N/A	Very Low Intensity -70% for <15% impervious - Not applicable to residential
	Qual. Features (LID) – 50%	Qual. Features (LID) – 50% - Not applicable to residential
Added Charges		SFR - Additional ERU for any individual building separate from main residence >3,000 sf impervious

UAC SSWM Farms Recommendation

Property	Current Code	UAC Consensus
Farms	SFR - 1 ERU <u>or</u> Commercial/ Multiple -1 ERU/3,000 sf	SFR - 1 ERU <u>or</u> Commercial Farms -1 ERU/3,000 sf

Proposal: Business License requirement provides differentiation between SFR or Commercial.

- Low intensity discount would apply for Commercial Farms

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Public Safety Facility Site Selection

Date: June 9, 2015

Agenda Item: Unfinished Business

Bill No.: AB 14-008

Proposed By: Doug Schulze, City Manager

Referral(s):

BUDGET INFORMATION

Department/Fund: Executive

Munis Contract #

Expenditure Req: N/A

Budgeted? ☐ Yes ☒ No

Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☒ Yes ☐ No ☐ N/A

Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

To identify a preferred site for the proposed public safety facility, and to review and discuss initial project cost estimates and funding options. During the 2015 City Council Advance, City Council established a goal to complete the site selection process by June 2015.

Background:

At the May 19, 2015 Study Session, the City Council identified two sites for further consideration and requested preliminary estimates for total project costs. The following materials are provided to inform the Council discussion:

- Memo containing initial project cost estimates, detail on land acquisition options, and other information on the remaining sites under consideration.
- Timeline and required steps for a potential ballot proposition in November, 2015.
- Timeline for bond issuance and project start, in the event of passage of ballot proposition in November, 2015.
- Debt service information including current City tax-supported debt service schedule, estimates for additional debt service at selected levels of funding, and estimates of potential bond proceeds for selected levels of debt service.
- A sample ordinance to authorize a ballot proposition for the November, 2015 General Election.

RECOMMENDED ACTION

I move the City Council approve the “_____” (“Sakai property” or “N. Madison properties”) as the preferred site for the proposed public safety facility, and direct the City Manager to continue negotiations to complete a purchase and sale agreement for the property acquisition at this site.

DESCRIPTION/SUMMARY (continued)

The City Council is anticipated to continue discussion of this project throughout June and July, and meeting is reserved for this topic at each upcoming Council meeting. A general outline of topics to be covered is below.

June 9:

- Complete site selection
- Review project cost estimates
- Review schedule for project planning, Council decision/action, and financing
- Review sample ordinance to place bond on Nov. ballot
- Receive estimates of City's current annual debt service and potential additional costs for selected levels of debt
- Receive information on City-owned property that could be sold to support project costs

June 16:

- Review City fiscal capacity/long-range financial review
- Review project costs estimates/budget
- Determine whether project will include Municipal Court
- Determine whether City owned property sales will be used to support project costs
- Discuss other aspects of project financing approach. These decisions will inform the sizing of the proposed bond; the maximum amount of the bond is specified in the ordinance.

June 23:

- Continue discussions as needed

July 7:

- Consider draft ordinance (1st reading) which will specify the project title and amount of bond issue for the Nov. ballot.
- Receive briefing/Q&A with City's financial advisor (David Trageser) and bond counsel (Alice Ostdiek/Foster Pepper)

July 21:

- 2nd reading of ordinance for Nov. ballot (ordinance will specify the project title and amount of bond issue)
- Consider approval of ordinance

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: June 4, 2015

RE: Public Safety Facility: Site Selection and Project Cost Estimates

This memo includes initial cost estimates for the proposed public safety facility and the two project sites that are currently under consideration. Table 1 provides estimates of total projects costs, which range from \$13.6 to \$14.6 million. Table 2 presents potential net costs, and identifies some City-owned property that could potentially be sold to support this project. Table 3 contains more detailed information about the property acquisition associated with each of the two scenarios.

All costs shown are intended to be preliminary estimates, and will be refined as project planning moves forward. The purpose of providing this level of rough estimate is to inform high-level decisions about project scale, funding approach, and property acquisition. More formal cost estimates will be developed as part of the next phases of project planning.

Other Aspects Related to Site Options

In addition to the information provided in Table 3, there are some other characteristic of the site alternatives that may help to inform the selection of a project site:

Potential impact on City property tax revenue:

Any site obtained by the City will become exempt from property tax. As a result, the City's acquisition of property will eliminate the future property tax revenue that would otherwise have been generated by that site. The impact of that future revenue loss will be greater for property with higher development value.

The two sites under consideration are very different in terms of size and zoning, and therefore development potential, and so they may have different potential impacts to the City's future property tax revenue. However to properly evaluate this difference would require a number of

assumptions, and it is unclear whether this exercise would generate meaningful results. For example, housing development on the Sakai property is possible if the City does not purchase the property. However, it is not possible to anticipate whether the homes will be \$500,000 homes or \$1,000,000 homes. In addition, it is generally assumed that residential development costs more in needed City services than the taxes generated, so the total impact to City finances of the potential future development goes beyond the property tax revenue impact. In any analysis, the timing of potential new development would also alter the impact, and one type of development might occur sooner than another. Because of these significant unknowns, we have not attempted to quantify a potential difference in impact to future City revenues from the two sites.

Potential intersection with downtown parking issues:

The site alternative that is north of City Hall has limited potential to provide additional parking for use by other City employees or the general public. First, the site is fairly constrained and preliminary designs indicate that any supplemental parking (beyond the building's own program needs) would require a change from surface parking to underground parking. To construct underground parking in this spot would be significantly more expensive than to construct other parking facilities at other sites in Winslow. A second issue is the importance of keeping secure parking areas separated from public, general use parking, which may make it difficult to locate a meaningful number of additional non-secure spaces on this small site. Finally, it is important to note that any new City employee parking can potentially be used by the public on the weekends, and so this site could contribute to downtown parking in that way, even without additional designated public spaces.

Different maintenance costs for different sites:

As shown in Table 3, the Sakai property is significantly larger than the North Madison site. However a significant portion of the property, roughly half, would not be developed and maintenance costs for these areas would be relatively low. For the purposes of this stage of analysis, the City believes the difference in site maintenance costs between the two options would be negligible.

Table 1: Project Cost Estimate

	Option A N. Madison	Option B Sakai Property
Property Acquisition See detail in Table 2	\$2.0 – \$2.5 million	\$3.0 - \$3.5 million
Property Development Option B is vacant land	\$200,000 - \$500,000	\$100,000 - \$200,000
Construction – stand-alone building (19,270 sf) - Per Mackenzie study (June, 2014) - Option A requires a two-story building, estimate +10% cost impact	$\begin{array}{r} \$ 7,638,071 \\ + 10\% = \$ 763,807 \\ \hline \$ 8,401,878 \end{array}$	\$ 7,638,071
Increase for Municipal Court - Assumes 4,850 additional square feet, per Mackenzie study (September, 2014) - Assumes additional construction costs of +25%	\$ 2,100,470	\$ 1,909,518
Escalation: start of construction Q1 – 2017 Assumes +10% increase in construction costs from values provided in 2014	\$ 1,050,235	\$ 954,759
Total Project Cost	\$13.8 - \$14.6 million	\$13.6 - \$14.2 million

Table 2: Estimated Net Project Costs

	Option A N. Madison	Option B Sakai Property
Total Project Cost	\$13.8 - \$14.6 million	\$13.6 - \$14.2 million
Potential proceeds from sale of City-Owned property (per appraisals): - Existing Police Station site - Suzuki property site - Surplus parcels at Head-of-the-Bay	\$ 4.5 million	\$ 4.5 million
NET PROJECT COST	\$9.3 - \$10.1 million	\$9.1 - \$9.7 million

Table 3: Detail Information on Property Acquisition

Location/Parcel	Acreage/ Square footage	Assessed Value	Appraisal?	Estimated Purchase Price
North of City Hall				
• 290 N. Madison	0.37acres/ 16,117sf	\$904,590	Yes	
• 328 N. Madison (A)	0.19 acres/ 8,276 sf	\$435,130	In progress	
• 328 N. Madison (B)	0.19 acres/ 8,276 sf	\$308,470	In progress	
TOTAL:	0.75 acres/ 32,670 sf	\$1,648,190		\$2.0 – 2.5 million Price per total sf: \$61.22 - \$76.52 Price per usable sf (estimated at 100% of property): \$61.22 - \$76.52
Sakai Property	8.98 acres/391,169 sf	\$658,210	Yes	\$3.0 - \$3.5 million Price per total sf: \$7.67 - \$8.95 Price per usable sf (estimated at 50% of property): \$15.34 - \$17.90

Public Safety Facility

Timeline – Potential Ballot Proposition

For City Council briefing June 9, 2015

June 9

- site selection
- review draft ballot proposition ordinance

June 16

- review funding options
- decision planned regarding planned sales of City-owned property, if any

July 7

Ballot proposition ordinance first reading (identifies project title and maximum amount of bond issue)

July 21

Ballot proposition ordinance second reading, consider approval (identifies project title and maximum amount of bond issue)

August 4

Deadline to notify Kitsap County of ballot proposition

October 16

Approximate date that ballots are mailed to voters

November 3

General election

Public Safety Facility

Timeline – Bond Issuance and Project Planning

For City Council briefing June 9, 2015

November 2015 – mid-2016

- Council considers delegation ordinance authorizing sale of bonds
- Finance team begins preparations for issuing bonds
- Secure new rating from rating agency
- Set bond sale date
- Sell bonds

Mid to late 2016

- Receive bond proceeds
- Notify County Assessor and Treasurer of final payment for the next year's tax roll

Mid to late 2016 Begin project design

Late 2016 - 2017 Begin project construction

2017 - 2036

- Property owners pay additional property tax as authorized by the November 2015 election
- City pays planned debt service over 20-year life of bonds

Public Safety Facility

Estimated Debt Service

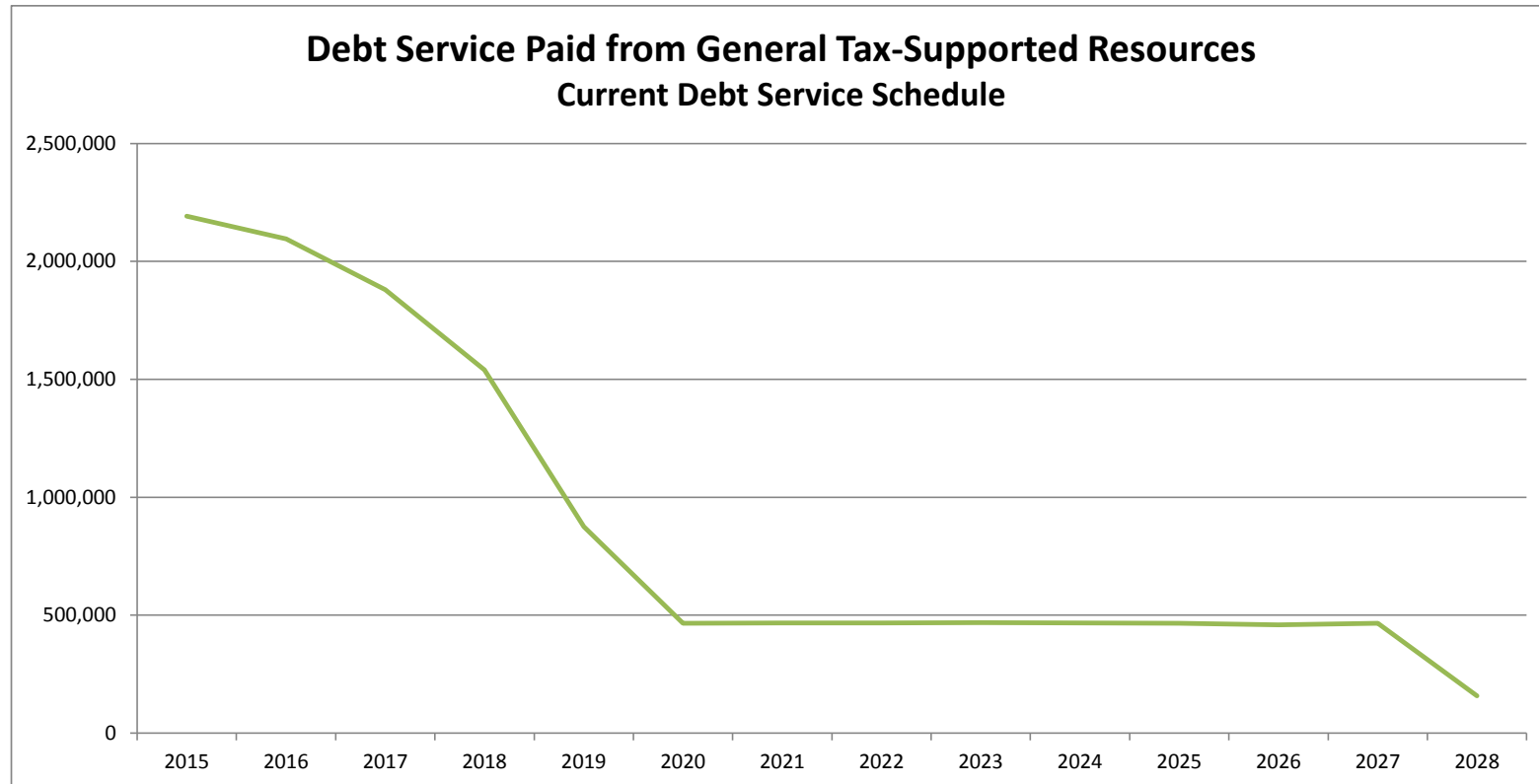
For City Council briefing June 9, 2015

- Assumes Aa3 rating, bank qualified, current market plus 150 basis points
- Data prepared for LTGO (Councilmanic) debt issue; UTGO (voted) debt are expected to carry comparable interest rates

Comparison of cost to taxpayers of different amounts of bond issue

Amount	Estimated City debt service for bonds	Estimated cost to taxpayer (assume \$500,000 AV)	% increase for 2017	Increase as a % of total property tax bill
\$5 million	\$390,000 annually	\$35	5.3%	0.7%
\$8 million	\$623,000 annually	\$55	8.3%	1.0%
\$10 million	\$778,000 annually	\$68	10.5%	1.3%

City of Bainbridge Island
Public Safety Facility
Financing Information
June 3, 2015



City of Bainbridge Island Tax Supported Funds' Debt Service

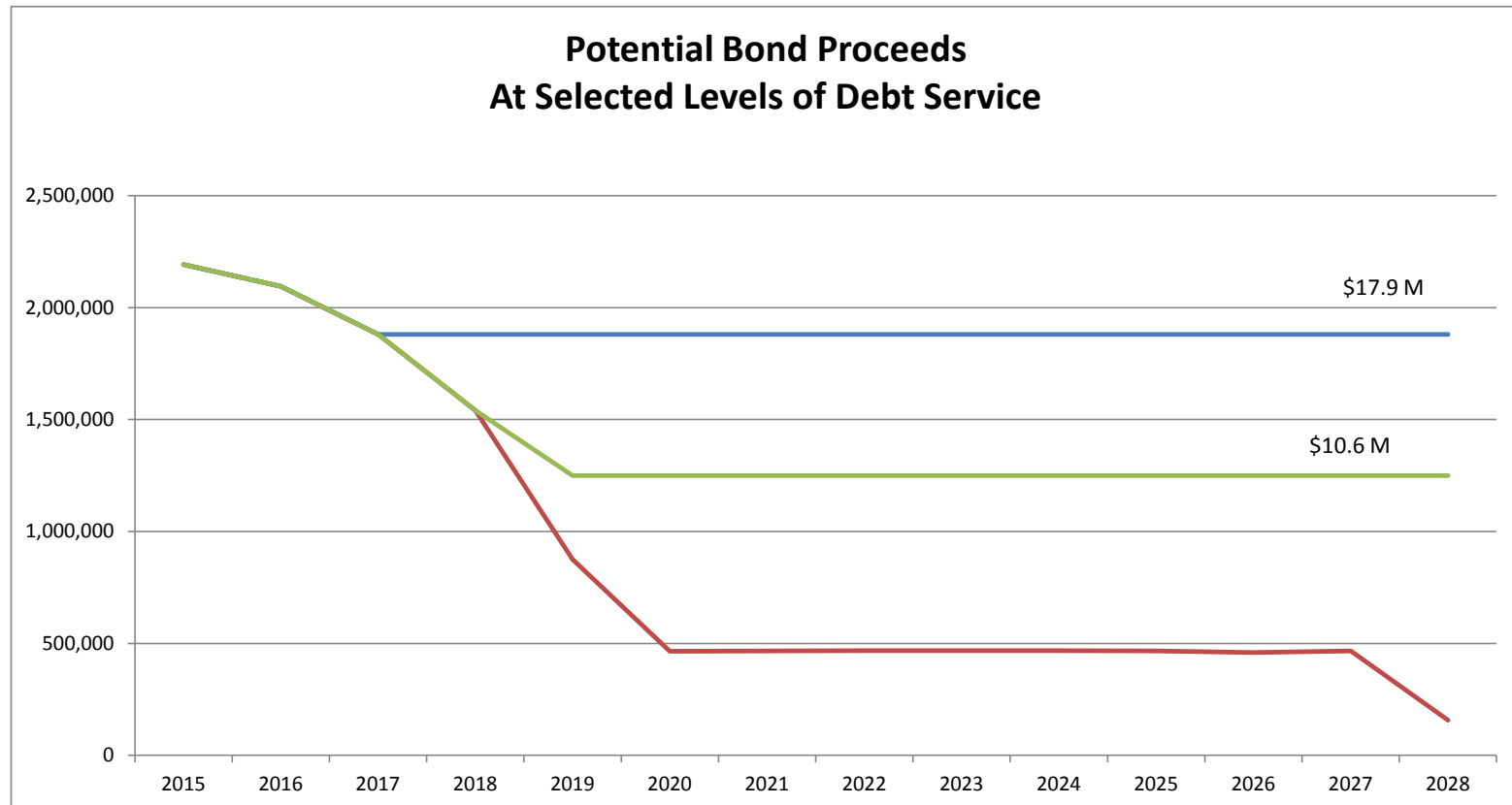
6/1/2015

Debt Paid from General Tax-Supported Resources

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
2005 LTGO Bonds	909,020	913,405	745,605	407,520	406,770									
2009 LTGO Refunding Bonds	661,900	660,250	666,750	661,500										
2007 LTGO Bonds	308,080	305,680	303,080	305,280	307,080	303,480	304,680	305,480	305,880	305,880	305,220	304,150	307,390	
2008 LTGO Bonds	133,290	130,571	132,565	134,265	130,695	131,845	132,775	133,485	133,975	134,245	134,238	129,063	133,663	132,925
Akio Suyematsu land purchase	111,324	52,724												
1995 Street Improvements - PWTF Loan	35,175													
2007 Dec storms - PWTF Loan	32,776	32,894	32,184	31,474	30,764	30,054	29,344	28,634	27,925	27,215	26,505	25,795	25,085	24,375
Total	2,191,565	2,095,524	1,880,184	1,540,039	875,309	465,379	466,799	467,599	467,780	467,340	465,962	459,007	466,137	157,300

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Debt Service paid from General Tax-Supported Resources	2,191,565	2,095,524	1,880,184	1,540,039	875,309	465,379	466,799	467,599	467,780	467,340	465,962	459,007	466,137	157,300
Change year to year		-96,040	-215,340	-340,145	-664,730	-409,930	1,420	800	180	-440	-1,377	-6,955	7,130	-308,837

City of Bainbridge Island
Public Safety Facility
Financing Information
June 3, 2015



SOURCES AND USES OF FUNDS

CITY OF BAINBRIDGE ISLAND, WA
LTGO Bonds, 2015
Assumed 'Aa3', Current Rates plus 100 bps, BQ Rates
Max Revenue: \$1.25 mil/yr

Dated Date 06/01/2016
Delivery Date 06/01/2016

Sources:

Bond Proceeds:	
Par Amount	9,800,000.00
Premium	934,111.05

	10,734,111.05
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Uses:

Project Fund Deposits:	
Project Fund	10,630,311.05

Cost of Issuance:	
Other Cost of Issuance	45,000.00

Delivery Date Expenses:	
Underwriter's Discount	58,800.00

	10,734,111.05
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SOURCES AND USES OF FUNDS

CITY OF BAINBRIDGE ISLAND, WA
LTGO Bonds, 2015
Assumed 'Aa3', Current Rates plus 100 bps, BQ Rates
Max Revenue: \$1.88 mil/yr

Dated Date 06/01/2016
Delivery Date 06/01/2016

Sources:

Bond Proceeds:	
Par Amount	16,500,000.00
Premium	1,591,796.80

	18,091,796.80
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Uses:

Project Fund Deposits:	
Project Fund	17,947,796.80

Cost of Issuance:	
Other Cost of Issuance	45,000.00

Delivery Date Expenses:	
Underwriter's Discount	99,000.00

	18,091,796.80
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CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE of the City of Bainbridge Island, Washington, providing for the submission to the voters of the City, at the election to be held on November 3, 2015, of a proposition authorizing the City to issue its general obligation bonds for the purpose of [financing the design, construction, land acquisition and related costs of developing a new municipal and public safety facility], in the principal amount of not more than \$_____ payable by annual property tax levies to be made in excess of regular property tax levies, and to levy those excess property taxes.

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DO ORDAIN, as follows:

Section 1. Findings and Determinations. The City is in need of funds to finance [the design, construction, land acquisition and related costs of developing a new municipal and public safety facility] (the “Project,” as further defined below) and to pay incidental costs incurred in connection with carrying out such Project, the estimated cost of which is expected to be at least \$_____. The City Council therefore finds and determines that it is in the best interests of the City to submit to the voters this ballot proposition approving the issuance of bonds or other evidences of indebtedness issued or entered into to finance all or a portion of the Project (the “Bonds”) to be repaid by a special excess levy for this purpose.

Section 2. Description of Project. The Project consists of [the design, construction, land acquisition and related costs of developing a new municipal and public safety facility]. The cost of all necessary architectural, engineering, environmental, legal and other consulting services, inspection and testing, administrative expenses, site acquisition or improvement, demolition, on and off-site utilities, related improvements, payments for fiscal and legal expenses; printing, advertising, establishing and funding accounts; necessary and related planning, consulting, inspection and testing costs; administrative expenses; and other similar activities or purposes incurred in connection with the Project shall be deemed a part of the costs of such capital improvements. The City may modify details of the Project as it may find necessary or advisable. The Project, or any portion or portions thereof, shall be undertaken, insofar as is practicable, with available money and in such order of time as shall be deemed necessary or advisable by the City. The economic life of the Project is expected to exceed the life of the Bonds.

Section 3. Description of Proposed Bonds. The Bonds may be issued as a single bond, in a single series or multiple series, and as a single issue or as part of a combined issue with other authorized bonds, all as deemed advisable by the City and as permitted by law. The Bonds shall be fully registered bonds, bearing interest payable as permitted by law, and maturing within [20] years from the date of issue, or within any shorter period fixed by the City. The

Bonds shall be paid by annual property tax levies sufficient in amount to pay both principal and interest when due. Such annual property tax levies shall be made in excess of regular property tax levies without limitation as to rate or amount but only in amounts sufficient to meet such payments of principal and interest as they come due (including meeting mandatory redemption requirements). The Bonds shall be issued and sold in such manner, at such times and in such amounts as shall be required for the purpose for which such bonds are to be issued. The specific date, form, terms, options of redemption prior to maturity, price, interest rate or rates and maturities of the Bonds (or parameters with respect to the same) shall be fixed by ordinance of the City. Pending the issuance of the Bonds, the City may issue short-term obligations pursuant to chapter 39.50 RCW or such other obligations as are permitted by law to pay for the costs of the Project. Such obligations and their costs may be paid or refunded with proceeds of the Bonds when issued.

Section 4. Proceeds of the Bonds. The proceeds of the Bonds shall be used for capital purposes only (which shall not include the replacement of equipment) to pay the costs of the Project and to pay costs related to the sale, issuance and delivery of the Bonds. The City shall determine the application of available money among the various parts of the Project so as to accomplish, as near as may be, all of the Project. If available money from the proceeds of the Bonds is more than sufficient to pay the costs of the Project, or if state or local circumstances require any alteration in the Project, the City may acquire, construct, equip and make other capital improvements to the City's facilities, or retire and/or defease a portion of the Bonds, all as the City may determine and as permitted by law. If the proceeds of the sale of the Bonds and other available money are insufficient to make all of the capital improvements herein provided for, or if it has become impractical to accomplish the Project or portions of the Project, the City may use the proceeds of the Bonds and other available money for paying the costs of those portions of the Project deemed by the City to be most necessary and in the best interest of the City.

Section 5. Calling of Election. The City requests that the Kitsap County Auditor (the "Auditor") call and conduct a special election in the City to be held on November 3, 2015 in conjunction with the State general election, for the purpose of submitting to the voters of the City, for their approval or rejection, the question of whether or not general obligation bonds of the City shall be issued in the principal amount of not more than \$_____ (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), the proceeds of which shall be expended to pay the costs of the Project, and annual excess property taxes shall be levied to pay and retire the Bonds.

If such proposition is approved by the requisite number of voters, the City shall be authorized to issue the Bonds in the manner described in this ordinance, to spend the proceeds thereof to pay the costs of the Project and the costs of issuance of such Bonds, and to levy excess property taxes to pay and retire such Bonds.

Section 6. Ballot Proposition. The City Clerk of the City is authorized and directed to certify, no later than August 5, 2015, to the Auditor, as *ex officio* supervisor of elections in the City, a copy of this ordinance and the proposition to be submitted at that election in the form of ballot title prepared pursuant to RCW 29A.36.071, as follows:

PROPOSITION __

CITY OF BAINBRIDGE ISLAND
PUBLIC SAFETY & MUNICIPAL FACILITY BONDS

The City Council of the City of Bainbridge Island, Washington, adopted Ordinance No. _____ concerning financing for [a public safety and municipal facility]. If approved, this proposition would authorize the City to [finance the design, construction, land acquisition and related costs of developing a new municipal and public safety facility]. It would authorize issuance of no more than \$_____ of general obligation bonds maturing within [20] years to be repaid by the annual levy of excess property taxes, all as provided in Ordinance No. _____. Should this proposition be approved?

YES ☐
NO ☐

For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the City hereby designates its City Attorney, Lisa Marshall (206-842-2545, lmarshall@bainbridgewa.gov) and its bond counsel, Alice Ostdiek, Foster Pepper PLLC (206-447-4663, ostda@foster.com), as the persons to whom such notice shall be provided.

Section 7. Authorization of Local Voters' Pamphlet. The City authorizes preparation and distribution of a local voters' pamphlet, including an explanatory statement and statements in favor of and in opposition to the ballot measure, if any. The preparation of explanatory statement, the appointment of pro/con committees and the preparation of statements in favor or and in opposition to the ballot title shall be in accordance with chapter 29A.32 RCW and the rules and guidelines of the Auditor.

Section 8. General Authorization. The proper City officials are authorized to perform such duties as are necessary or required by law to the end that the question of whether or not the Bonds shall be issued and excess taxes necessary to pay and retire the Bonds be levied, all as provided in this ordinance, shall be submitted to the voters of the City at the November 3, 2015 election.

Section 9. Intent to Reimburse. The City Council declares that to the extent that, prior to the date the Bonds or other short-term obligations are issued to finance the Project, the City makes capital expenditures for the Project from funds that are not (and are not reasonably expected to be) reserved, allocated on a long-term basis or otherwise set aside by the City under its existing and reasonably foreseeable budgetary and financial circumstances to finance the Project, those capital expenditures are intended to be reimbursed out of proceeds of the Bonds or other short-term obligations issued in an amount not to exceed the principal amount of the Bonds provided by this ordinance.

Section 10. Severability. If any provision of this ordinance is declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions of this ordinance, and shall in no way affect the validity of the other provisions of this ordinance or of any other ordinance or resolution or of the Bonds.

Section 11. Effective Date. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

Section 12. Ratification of Prior Acts. Any action taken consistent with the authority and prior to the effective date of this ordinance is hereby ratified, approved and confirmed.

PASSED by the City Council and APPROVED by the Mayor of the City of Bainbridge Island, Washington, at a regular open public meeting thereof, this ____ day of _____, 2015.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Foster Pepper PLLC, Bond Counsel

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. _____ (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 _____, 2015, 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 _____, 2015.

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

Dated: _____, 2015.

CITY OF BAINBRIDGE ISLAND,
WASHINGTON

Rosalind D. Lassoff, City Clerk

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Force Analysis System™ and COPS Technology Grant Opportunity

Date: June 9, 2015

Agenda Item: New Business

Bill No.: AB 15-111

Proposed By: Matthew Hamner, Chief

Referral(s):

BUDGET INFORMATION

Department/Fund: Public Safety

Munis Contract #

Expenditure Req: N/A

Budgeted? ☐ Yes ☒ No

Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☒ Yes ☐ No ☐ N/A

Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider submitting grant application to the Community Oriented Policing Services (COPS) office (up to \$200,000) to purchase the Force Analysis System™ and technical assistance and training from Sanford, Olson & Scales, LLC.

Background:

In December, 2014, President Obama formed the Task Force on 21st Century Policing to better understand specific policing challenges and help communities identify actions they can take to improve law enforcement and enhance community engagement. Many of the Task Force's recommendations emphasize better use of data and technology to increase transparency and build community trust.

Last month the White House launched the Police Data Initiative. Working with 21 major cities across the country, the goal of the Initiative is to gather and analyze data from law enforcement agencies to help improve policies, training and police practices.

In response to the Task Force recommendations and the Police Data Initiative, the Community Oriented Policing Services (COPS) office at the US Department of Justice has made a new series of grants available to law enforcement. Grants will be awarded to projects that help to implement recommendations from the Task Force and align with the objectives of the Initiative.

Continued on Page 2

RECOMMENDED ACTION

Motion:

I move that the City Council approve the grant application to the Community Oriented Policing Services (COPS) office (up to \$200,000) to purchase the Force Analysis System™ and technical assistance and training from Sanford, Olson & Scales, LLC

A new Bainbridge Island based company, Sanford, Olson & Scales, LLC, (SOS) has developed a Force Analysis System™ that meets many of the Task Force recommendations as well as the principal goals of the Initiative. SOS has offered their system to the BIPD and Poulsbo PD at no cost and use of force reports from the last few years have been entered into the system's database. The system is a risk assessment tool and can also be used by the Department as an early warning system. SOS uses the data to provide recommendations for improving policies, training, accountability and supervisory practices. SOS has partnered with Seattle University to conduct additional research on the data and develop evidence-based best practices.

SOS has approached BIPD and Poulsbo PD and proposed that we jointly apply for a COPS grant that would provide the Force Analysis System™ to all law enforcement agencies in Kitsap County. The grant would also cover the costs of technical assistance that SOS would provide to the agencies to help improve policies, training and use of force practices. If we receive the grant, Kitsap County will be the first jurisdiction in the country to comprehensively analyze use of force reports from multiple agencies.

The BIPD wishes to apply for a COPS grant in order to purchase the Force Analysis System™ and technical assistance from SOS. BIPD would act as the fiscal agent for grant which would also pay for the Force Analysis System™ and technical assistance for all law enforcement agencies in Kitsap County. This grant will not only provide BIPD, the City and the community with valuable information about the Department's use of force practices, it will also foster cooperation and collaboration among all law enforcement agencies in Kitsap County.

Budget:

The specific details of the grant proposal are still being developed but it is anticipated that the total amount requested will be between \$100,000 and \$200,000. The duration of the project will be 12 months. The grant will pay for the full costs of the Force Analysis System™ and all technical assistance and training provided by SOS. After the grant period has concluded, there will be no additional ongoing costs for BIPD.

The grant proposal will include a budget for the administrative costs that BIPD will incur for managing the grant, so there will be no out-of-pocket costs to the City if the grant is awarded.

Timeline:

The application period for the grant is only one month and the deadline is June 19, 2015.



Fact Sheet

www.cops.usdoj.gov

2015 Community Policing Development Program

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance and the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope and responsive to the solicitation topic requirements.

COPS Community Policing Development Awards

The 2015 CPD Program will fund projects related to the following topic areas:

- Microgrant Initiative for Law Enforcement
- Critical Response Technical Assistance
- Community Policing Emerging Issues Forums
- President's Task Force on 21st Century Policing Field Initiated Projects
- Collaborative Reform Initiative Program Evaluation

Detailed descriptions of each of these topics are available in the application guide.

Funding Provisions

Provisions include the following:

- CPD is open to all public governmental agencies, profit and nonprofit institutions, universities, community groups, and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. Applicants must identify specific program goals that will be directly accomplished if awarded CPD funding.

- There is up to \$4 million, subject to the availability of funding, in competitive funding through the FY 2015 CPD program. Each grant or cooperative agreement is two years (24 months) in duration, and there is no local match. Maximum award amounts are specified for each topic area.

How to Apply

Applicants are first required to register via www.grants.gov and complete an SF-424. After submitting the SF-424, applicants will receive an e-mail with instructions on completing the second part of the CPD application through the COPS Office Online Application System. To complete the CPD application, please visit the COPS Office website at www.cops.usdoj.gov and click on the "Account Access" link in the upper right-hand corner. Applicants should then enter their username and password and select "Applications" from the Agency Portal Menu.

Complete application packages for the FY 2015 CPD solicitation are due by June 19, 2015 at 7:59 p.m. EDT. Hard copies or electronic copies sent via e-mail will not be accepted.

Contact the COPS Office

For more information about the Community Policing Development Program, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office online at www.cops.usdoj.gov.

ADDITIONAL RESOURCES

President's Task Force on 21st Century Policing. 2015. *Interim Report of the President's Task Force on 21st Century Policing*. Washington, DC: Office of Community Oriented Policing Services.

http://www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf.



The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2015 Community Policing Development Program. This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

COPS Office FY 2015 Application Guide: Community Policing Development (CPD)

CFDA 16.710

Funding Opportunity Number: COPS-Community-Policing-Development-2015

Eligibility

This solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and institution of higher education and nonprofit institutions are encouraged. Except where otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline/Application period

The application period for the CPD Program begins **May 18, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after June 19 at 7:59 p.m. will *not* be considered for funding.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CPD application through the COPS Office Online Application System (see "Registration" on page 2 and "How to Apply/Application Submission" on page 10). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. An application is not considered submitted until both of these steps are completed.

Contact information

For technical assistance with submitting the SF-424, call the Grants.gov Customer Service Hotline at 800-518-4726, send questions via e-mail to support@Grants.gov, or consult the Grants.gov Applicant User Guide at www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

COPS Office FY 2015 Application Guide: Community Policing Development (CPD)

The COPS Office Application Guide is designed to assist applicants in applying for COPS Office grant programs. This guide includes general information on the administrative and legal requirements governing the COPS Office Community Policing Development Program as well as detailed program-specific information.

For more information about COPS Office grants, please call the COPS Office Response Center at 800-421-6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street, NE
Washington, DC 20530

Visit the COPS Office Online: www.cops.usdoj.gov

Revised May 2015

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Community Policing Development (CPD) (CFDA 16.710) Overview

Community Policing Development description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3796dd et seq., as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Public Law 103-322.

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. The COPS Office, a federal provider of innovative, customer-focused resources that address the continuing and emerging needs of those engaged in enhancing public safety through community policing, has designed the CPD solicitation to address critical topics in the law enforcement field by building on the principles of community policing.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Community policing comprises three key components:

1. **Partnerships**

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.

2. **Organizational transformation**

The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.

3. **Problem solving**

The process of engaging in the proactive and systematic examination of identified problems to develop and evaluate effective responses.

The 2015 CPD program has been established to fund specific projects related to the following topic areas: (1) Microgrant Initiative for Law Enforcement; (2) Critical Response Technical Assistance; (3) Community Policing Emerging Issues Forums; (4) President's Task Force on 21st Century Policing Field Initiated Projects; (5) Collaborative Reform Initiative Program Evaluation; and (6) Invitational Initiative. There is up to \$4 million in CPD funds, and the COPS Office aims to fund numerous projects. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is limited, and we expect this solicitation to be very competitive.

The COPS Office may make some awards from the CPD solicitation in the form of a cooperative agreement, which is the funding instrument used if the COPS Office anticipates ongoing substantial involvement in award activities. Cooperative agreement recipients will be responsible for day-to-day project management but should expect direct oversight and collaboration by the COPS Office in implementing the award.

Examples of substantial federal involvement may include, but are not limited to, participating in the selection of key recipient personnel; providing feedback on deliverables before publication; approving all conference-related costs prior to obligation; and redirecting the work as appropriate.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS Office funding, and/or is not cooperating with

an ongoing compliance investigation regarding a current COPS Office grant award. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of CPD funds and/or failure to comply with all COPS Office grant requirements may result in suspension or termination of grant funds, the repayment of funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at oig.hotline@usdoj.gov, www.usdoj.gov/oig/FOIA/hotline.htm, and 800-869-4499.

Registration

All FY 2015 CPD applicants are required to have a valid Originating Agency Identifier (ORI) number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your grant application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal grants and cooperative agreements—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See section 3: General Agency Information on page 30 of this guide for more information regarding DUNS and SAM.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, the government-wide application form for federal assistance. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail from the COPS Office within one business day with instructions on completing the second part of the CPD application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System.

It is strongly recommended that applicants register immediately on www.grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

Complete application packages for the CPD 2015 solicitation are due by **June 19, 2015, at 7:59 p.m. EDT**. Hard copies or electronic copies sent via e-mail will not be accepted.

For technical assistance with submitting the SF-424, call Grants.gov customer service hotline at 800-518-4726, e-mail support@Grants.gov, or consult the Grants.gov Applicant User Guide at www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf. See "How to Apply/Application Submission" on page 10 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov. See "How to Apply/Application Submission" on page 10 of this guide for more information.

Deadline: Application

All completed applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Please see “How to Apply/Application Submission” on page 10 of this guide for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via www.grants.gov to complete the SF-424. Applicants will then be directed to the COPS Office website (www.cops.usdoj.gov) to complete the second part of the application.

Eligibility Requirements

The CPD solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups, and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. This program does not have a local match requirement.

For additional information, please contact the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

Program-Specific Information

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance; the development of innovative community policing strategies; the implementation of demonstration projects; and the development of applied research, guidebooks, and best practices that are national in scope.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

This solicitation is being announced as an open competition, and awardees will be expected to begin work immediately upon selection. Funding is limited, and we expect this solicitation to be very competitive.

When applying, please be sure to select the most appropriate topic area under which to apply. Please note that applicants may submit multiple applications.

Program goals

Applicants must identify the goals of the CPD program (advancing the practice of community policing through training and technical assistance; development of innovative community policing strategies; implementation of demonstration projects; development of applied research, guidebooks, and best practices that are national in scope) that will be directly accomplished if funding is awarded. Applicants should consider the following general categories when developing their own specific goals.

- **Develop knowledge.** Develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.
- **Increase awareness.** Increase the number of agencies/individuals who are aware of the most effective community policing strategies.
- **Increase skills/abilities.** Increase the skills and/or abilities of law enforcement agencies, relevant stakeholders, and/or individuals to engage in proven community policing practices.

- **Increase practice.** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals using proven community policing practices.
- **Institutionalize practice.** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals that systematically use and integrate proven community policing strategies as part of their routine business and will continue to engage in these practices for the foreseeable future.

Topic areas

Applicants are encouraged to present original and innovative proposals that meet the specific project outcomes outlined under each specific topic area. Proposals should be responsive to the selected topic, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and institution of higher education and nonprofit institutions are encouraged. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. Depending on the quality of applications received and/or the availability of funding, the COPS Office may not fund every topic area in this solicitation. In addition, the COPS Office reserves the right to revise the scope of the project in your application submission and modify the associated budget proposal accordingly.

Microgrant Initiative for Law Enforcement

The COPS Office anticipates funding approximately 10 awards, with a maximum funding amount of \$75,000 per award. The total number of awards will be based on the quality of applications received.

The COPS Office is investing directly in state, local, and tribal law enforcement agencies through the Microgrant Initiative to support innovative and experimental work in community policing. The Microgrant Initiative uses practitioner-driven innovations to inform the national practice of community policing by funding law enforcement agencies directly to implement their proposed projects.

Law enforcement agencies are invited to propose demonstration or pilot projects that offer creative ideas to advance community policing, such as by addressing the recommendations contained in the Interim Report of the President's Task Force on 21st Century Policing (task force), which is available at www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf. As applicable, the narrative should clearly identify the task force recommendation(s) to be addressed.

Where appropriate, applicants are strongly encouraged to partner with a local researcher (such as those affiliated with a local college or institution of higher education, consulting firm, or independent evaluator) to document the process, outputs, and outcomes and work with the Microgrant Promising Practice Coordinator, although a partnership with a local researcher is not required. The Microgrant Promising Practices Coordinator will work across the 10 Microgrant awardees and their research partners (where applicable) to assist in documenting their project activities and creating resources based on the promising practices resulting from the Microgrant projects and identify appropriate indicators of project success. The Microgrant Promising Practices Coordinator will allow the law enforcement agency microgrant recipients to focus solely on the implementation of their innovative project idea.

The project description must provide a background and justification for the initiative, including how it is innovative and replicable; clearly stated goals and objectives; and a project approach with tasks and timeline.

We encourage projects that produce or result in resources (e.g., toolkits, brochures, smartphone apps, webinars, or podcasts) that the COPS Office can disseminate to assist other law enforcement agencies to implement similar innovations. Applicants should detail any plans to sustain the proposed work beyond the award period.

The Microgrant Initiative solicitation is open to all state, local, tribal, and/or other law enforcement agencies. Partnerships are highly recommended for this solicitation. **NOTE: the project description narrative described under section 11 (to be submitted as an attachment under section 13 of the application) is limited to 10 pages (maximum), double spaced, 12-point font.**

Critical Response Technical Assistance

The COPS Office anticipates funding one or more awards, with a maximum funding amount of \$1,000,000. The total funding available under this topic area is \$1,000,000, and the total number of awards will be based on the quality of applications received.

The award(s) will go to a technical assistance (TA) provider(s) with demonstrated experience in providing substantial technical assistance to law enforcement agencies. The need for technical assistance can come as a result of a high profile event or major incident or could be the result of a longer term issue a department has struggled with and needs technical assistance to resolve. The COPS Office will work closely with the awardee to determine which agencies will receive technical assistance and may conduct an initial analysis to determine the specific needs of the agencies.

The COPS Office seeks proposals that demonstrate an applicant's ability to provide the guidance, support, and logistics that will be required to deliver technical assistance to up to 20 agencies over the course of the award, depending on the required level of assistance of each agency. The applicant must have or develop a cadre of public safety subject matter experts and trainers that can deliver technical assistance on short notice; have experience working with law enforcement; exhibit the flexibility to provide technical assistance to sites on a wide variety of issues; and have a thorough understanding of community policing and other specialized topics.

Applicants can propose to provide technical assistance through methods that may include electronic communication strategies, social media outreach, facilitated discussion, peer-to-peer exchanges, onsite technical assistance and training, and other approaches. The resulting deliverable will be a product suitable for distribution that will provide learning opportunities for law enforcement agencies and their communities.

As detailed within the section "Federal funding: Allowable and unallowable costs" on page 7, consultant expenses and contracts are required to support goods or services that directly contribute to the implementation or enhancement of the project. Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates that exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process, and grantees must receive COPS Office approval of those rates before drawing down award funds. Determinations of approval will be made on a case-by-case basis. The COPS Office recognizes that the unique expertise required to deliver technical assistance under this program may dictate higher consultant rates in order to secure the services of those consultant TA providers. Although the

documentation described above will still be required for requested rates exceeding \$550, the COPS Office does consider and may approve rates above that level as long as a sufficient justification is provided within the budget.

Community Policing Emerging Issues Forums

The COPS Office anticipates funding multiple awards, with a maximum funding amount of \$500,000 per award. The total funding available under this topic area is \$1,000,000, and the total number of awards will be based on the quality of applications received.

The COPS Office recognizes the importance and value of hearing from practitioners and others in the criminal justice arena to gain perspectives on current issues impacting the field in the area of community policing. The purpose of the Community Policing Emerging Issues Forums is to obtain a broad spectrum of experiential and anecdotal information from the field on various topics. Forum attendees share their challenges and successes in various community policing-related subject areas and exchange information and ideas. While advice and recommendations are strictly those of individual(s), each forum should provide professional perspectives on substantive community policing-related issues affecting law enforcement professionals across the United States. Applicants are encouraged to submit applications to provide substantive programmatic, facilitation, and logistical support for a series of meetings.

The COPS Office expects that several forums will be larger gatherings with up to 50 participants. Most of the other forums will be smaller, with fewer than 30 participants. The topics of the forums will be identified by the COPS Office, which may include recommendations from the President's Task Force on 21st Century Policing (interim report available at www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf) and other current issues affecting law enforcement.

The project deliverables resulting from these Emerging Issues Forums should include practitioner-friendly reports that will be based on each meeting and the discussions that took place. Applicants may also choose to supplement some or all deliverables with additional research and information to present a more comprehensive picture of the subject discussed or use other dissemination channels to expand the reach of the forums (webinars, podcasts, etc.). It is expected that participant travel and lodging expenses for up to 20 individuals will be necessary for each meeting.

President's Task Force on 21st Century Policing Field Initiated Projects

The COPS Office anticipates funding approximately five awards with a maximum funding amount of \$300,000 per award. The total number of awards will be based on the quality of applications received.

Applicants are invited to propose projects that offer innovative ideas to advance the recommendations identified by the Interim Report of the President's Task Force on 21st Century Policing (task force), which is available at www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf. Applicants should clearly identify the task force recommendation(s) they are proposing to address in their application narrative. The goal of this topic is to begin implementing the recommendations contained in the task force report. Projects could include demonstration sites, promising practices assessments, guidebook development, and training and technical assistance, among others depending on the specific recommendations being addressed. For any demonstration site projects, the associations, institutions of higher education, or other non-law enforcement organizations that apply should identify state, local, or tribal law enforcement agencies that will participate as project partners, and letters of commitment of these agencies are strongly encouraged, as are subawards to local partners to support demonstration implementation.

Collaborative Reform Initiative Program Evaluation

The COPS Office anticipates funding one award with a maximum funding amount of \$500,000. Award funding will be based on the quality of applications received.

The COPS Office is seeking applicants to conduct an evaluation of the Collaborative Reform Initiative for Technical Assistance (CRI-TA) that will assess implementation in each CRI-TA site in terms of effectiveness and project results. The COPS Office is looking for an evaluator to work across approximately 10 reform sites. The selected evaluator should have the capacity to

- manage the administration and analysis of a pre-established COPS Office survey tool across reform sites to track pre-and-post responses to internal agency questionnaires as well as external community surveys using stringent sampling frames and rigorous methodology;
- collect and analyze existing site-specific performance measures for success relating to recommendation implementation at each individual site, as well as establish a cross-site framework for broader conclusions in coordination with the COPS Office;
- manage multisite surveys as described;
- produce a report that summarizes the survey findings, notable impacts of the program across sites, and details or lessons learned from implementation across sites.

Applicants should specifically describe how they will achieve these activities in their project description. The evaluator selected under this solicitation will work closely with the COPS Office and CRI-TA's technical assistance providers to ensure that a comprehensive evaluation plan is implemented. The evaluation should provide evidence as to the impact and effectiveness of the Collaborative Reform Initiative within and across sites.

Invitational Initiative

This topic area is closed and invitation only under FY 15 Community Policing Development.

Length of grant term, maximum federal share, and local share requirements

All awards (except where otherwise noted) will have a performance period of two years in duration, and there is no local match required.

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the grant's performance period. Extension request notifications will be sent to awardees approximately 90 and 60 days prior to the award end date. Any extensions granted will be for time only and not for additional funding. Please be advised that all extension requests must be received by the COPS Office prior to the official grant award end date.

At present, this is a one-time funding opportunity and the COPS Office expects that all items, personnel, and/or training requested will be purchased or hired and the project implemented within the grant period.

Federal funding: Allowable and unallowable costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office grant (see section IV, “Nonsupplanting requirement”).

Fundable requests

Costs must meet certain criteria in order to be charged to the Federal Government. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, at www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl for more information.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Budget requests may be made in the following categories:

- Civilian base salary and fringe benefits
- Equipment/Technology
- Supplies
- Travel/Training
- Contracts/Consultants
- Other costs
- Indirect costs

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. For more information on allowable and unallowable costs, please refer to the instructions for completing the budget on page 35 of this Guide.

Monitoring, reporting, and evaluation requirements

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of grant implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced grant monitoring activities.

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. In addition, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office grantees will be required to participate in such grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based grant reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the grant and your agency's progress toward achieving your community policing strategy. Program and monitoring specialists as well as auditors are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved grant budget as reflected on the Financial Clearance Memo and Final Funding Memorandum .

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective grant-funded projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, providing data of successful processes and reducing vulnerabilities.

Please feel free to contact your COPS Office Program Manager at 800-421-6770 to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRAMA) of 2010, P.L. 111-352, grantees who receive funding from the Federal Government must measure the results of work that funding supports. GPRAMA specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for CPD are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office grant funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity?	Grantees will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through grantee progress reports.

COPS Office awards target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving; (2) partnerships; and (3) organizational transformation. The COPS Office requires all CPD applicants to describe how the personnel, technology, equipment, and/or training requested will assist the applicant in implementing community policing strategies. For more information on community policing, please visit the COPS website at www.cops.usdoj.gov/Default.asp?Item=36.

As part of the programmatic progress report, CPD grantees will be required to report on their progress toward implementing community policing strategies. Based on the data collected from grantees, the COPS Office may make improvements to the CPD program to better meet the program's objective and law enforcement agency needs.

How to Apply/Application Submission

Primary Steps Required to Complete Application	Complete?
If necessary, request an ORI through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.	☐
If you have not renewed your COPS Office Account Access information since November 15, 2013, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.	☐
Register with Grants.gov/Confirm registration.	☐
Obtain a DUNS number/Confirm DUNS number.	☐
Register with SAM database/Confirm SAM number.	☐
Complete SF-424 on Grants.gov (funding number: COPS-Community-Policing-Development-2015).	☐
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	☐

Electronic submission of the SF-424 via Grants.gov and the COPS Office website

Please read the following important information before attempting to submit your application via the COPS Office website:

- Completing a CPD application is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. The Grants.gov funding code for this solicitation is COPS- Community-Policing-Development-2015. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- Confirmation of submission: After completing the second part of the application and clicking "Submit," applicants will receive a message stating "Your application has been successfully recorded." The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518-4726 or e-mail support@Grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.
- Applicants must comply with any word and/or field limit requirements described in the COPS Office Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. **Note:** If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.

- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or e-mail. Once the application is completed, applicants will be able to print a complete copy for their files.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

Obtaining a Data Universal Numbering System (DUNS) number

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at fedgov.dnb.com/webform.

Data Universal Numbering System (DUNS) number

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update or validate the information associated with the number.

- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866-705-5711 and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

To Obtain Your DUNS number

- The requestor may obtain a DUNS number via the Internet at fedgov.dnb.com/webform.
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m. to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
 - Legal name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical address, city, state, and zip code
 - Mailing address (if separate from headquarters and/or physical address)
 - Telephone number
 - Contact name and title
 - Number of employees at your physical location

Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be delisted from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal grant applicant or prospective applicant.

Registering with the System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

Step 1. Obtain a DUNS number at www.dnb.com/us/ or call 866-705-5711

Step 2. Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

Step 3. Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration unless you create a system account in SAM. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on "Migrate Legacy Account" link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the next steps:

Step 1. Go to the SAM homepage (www.sam.gov), enter your username and password, and then click the "Log In" button.

Step 2. Select "Complete Registrations" under Registration/Update Entity in the left navigation pane.

Step 3. Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM User Guide, available at www.sam.gov.

If awarded funds, your agency must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the System for Award Management and Universal Identifier Award Terms, please see appendix D on page 53 of this guide.

Helpful Online Resources

DUNS Number Information: <http://fedgov.dnb.com/webform/displayHomePage.do>

System for Award Management (SAM): www.sam.gov

Geographic Names Information System (GNIS) ID number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

To determine your jurisdiction's feature ID number:

- Go to geonames.usgs.gov/ and click on "Search Domestic Names."
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland").
- Select your state ("Ohio").
- Click "Send Query." (The results will show that Cleveland, Ohio, is a populated place with a feature ID of 1066654.)
- Enter this seven-digit number into your application form. Some jurisdictions may have feature IDs of less than seven digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that seven digits are entered into the application form (e.g., 0531560).

Deadline/Application period

The application period for CPD begins **May 18, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after June 19 at 7:59 p.m. will *not* be considered for funding.

Audit requirement

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. § 200.501 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. §2800.101, establishes the requirements for organizational audits that apply to COPS Office grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular. Please reference Subpart F-Audit Requirements, Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.

Civil rights

All recipients of federal awards are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system (www.cops.usdoj.gov), please contact:

Donte Turner

U.S. Department of Justice, COPS Office

202-616-9427 or Donte.Turner@usdoj.gov

Awards terms and conditions/Funding restrictions

The following section describes the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Authorized Organizational Representative, Law Enforcement Executive/Program Official, and Government Executive/Financial Official on section 17: Reviews and certifications assure the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y = Yes; N = No; P = Possibly (dependent upon particular agency regulations or items requested)

FY 2015 Program	CPD
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	P
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	N
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts	P
VIII. Community Policing Self-Assessment Tool (CP-SAT)	N
IX. System for Award Management (SAM) and Universal Identifier Requirements	Y
X. Federal Funding Accountability and Transparency Act (FFATA) Reporting Subaward and Executive Compensation Information	P
XI. Contract Provisions under Federal Award	Y
XII. Prior Approval, Planning, and Reporting of Conferences/Meetings/Training Costs	Y
XIII. Curriculum Development	Y
XIV. Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y

I. & II. Assurances & Certifications (also refer to section 15 on page 45 of this application guide and Standard Application forms.)

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

III. Disclosure of Lobbying Activities (also refer to section 16 on page 45 of this application guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member

of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form in section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

IV. Nonsupplanting requirement

COPS Office funds awarded to states or units of local government (including law enforcement agencies) may not be used to supplant (replace) state, local, or Bureau of Indian (BIA) funds that would, in the absence of federal aid, be made available for the purpose of the award. Instead, COPS Office funds must be used to supplement (increase) the total amount of funds that would otherwise be made available for the award purposes.

A recipient may not use COPS Office funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the award may not be reallocated to other purposes or refunded should a COPS Office grant or cooperative agreement be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal funds. Funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS Office funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of nonfederal funds by COPS Office funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and/or other applicable legal sanctions.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 or AskCopsRC@usdoj.gov for further information.

V. Procurement and sole source justification—if applicable

Sole source or procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.318, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

For the purchase of equipment, technology, or services under a COPS Office award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 2 C.F.R. § 200.320 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101. A sole source justification request should be submitted if a grant recipient determines that the award of a contract through a competitive process is infeasible. If a recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies—(1) the item or service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) competition is determined inadequate after solicitation of a number of sources; or (4) based on one or more of the circumstances above, the COPS Office expressly authorizes

noncompetitive proposals in response to a written request from the law enforcement entity—the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$150,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services; obligating funding for a contract; or entering into a contract with grant funds.

Requests for sole source procurements of equipment, technology, or services in excess of \$150,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. The sole source request must be prepared on department letterhead.

The request should also include the following information:

Section I – A brief description of the project, the amount to be designated for the sole source procurement, and the purpose of the contract.

Section II – A statement identifying which one (or more) of the four circumstances identified below apply to the procurement transaction and an explanation as to why it is necessary to contract in a noncompetitive manner. Include supporting information as identified below under the applicable section(s).

1. The item or service is available only from one source.
 - Uniqueness of items or services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
 - How the agency determined that the item or service is only available from one source (market survey results, independent agency research, patented or proprietary system, etc.)
 - Explanation of need for contractor's expertise linked to the current project (knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
 - Any additional information that would support the case
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - When the contractual coverage is required by your department and why
 - Impact on project if deadline dates are not met
 - How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
 - Any additional information that would support the case
3. Competition is determined inadequate after solicitation of a number of sources.
 - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
 - Any additional information that would support the case
4. The COPS Office expressly authorizes noncompetitive proposals in response to a written request from the law enforcement entity when one or more of the above circumstances apply.

Section III – A declaration that this action or choice is in the best interest of the agency.

Upon receipt of the request for sole source authorization, the COPS Office will review to determine if competition is infeasible, and your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If the COPS Office determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 2 C.F.R. § 200.318 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your COPS Office Grant Program Specialist at 800-421-6770.

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 compliance—if applicable

If your agency is receiving COPS Office funding for equipment or technology that will be used to operate an interjurisdictional criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An interjurisdictional criminal intelligence system is generally defined as a system that receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems which protect individual privacy and constitutional rights.

If you are simply using the COPS Office funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this grant.

VII. Certification to mitigate possible adverse health, safety, and environmental impacts—if applicable

The National Environmental Policy Act (NEPA) of 1969, as amended (Pub. Law 91-190; 42 U.S.C. § 4321 et seq.), establishes a national goal of protecting the environment. NEPA's requirements apply to federal projects, decisions, or actions, including grants in aid that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office) are subject to NEPA. These projects are usually also subject to related environmental impact review and consultation provisions within the following environmental statutes and executive orders: Coastal Zone Management Act; Coastal Barrier Resources Act; Clean Air Act; Safe Drinking Water Act; Federal Water Pollution Control Act; Endangered Species Act; Wild and Scenic Rivers Act; National Historic Preservation Act; Farmland Protection Policy Act; and executive orders related to protection of wetlands, floodplain management, and environmental justice.

It is the COPS Office's policy to minimize harm to the environment, and we may reject proposals or encourage the modification of projects which have adverse environmental impacts. No grant funds may be awarded and/or expended for a specific construction proposal until an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS) has been completed and the COPS Office has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

VIII. Community Policing Self-Assessment Tool (CP-SAT)—not applicable under CPD

IX. System for Award Management (SAM) and Universal Identifier requirements

Unless you are exempted from this requirement under 2 C.F.R. § 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration and more frequently if required by changes in your information or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see appendix D.

X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation information

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at www.fsr.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on www.USASpending.gov, associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

To review the Reporting Subaward and Executive Compensation Award Term, please see appendix C.

XI. Contract provisions under federal award

All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Appendix II to part 200 (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

For the full text of 2 CFR Appendix II to Part 200, please refer to appendix F on page 57 of this application guide.

XII. Prior approval, planning, and reporting of conference/meetings/training costs—if applicable

If awarded funds, award recipients will be required to obtain written approval from the COPS Office prior to entering into any contract, agreement, or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. For more information on allowable costs, please visit www.ojp.gov/funding/confcost.htm.

XII. Curriculum development—if applicable

If awarded funds, award and developing training recipients will be required to follow the COPS Office curriculum standards, review, and approval guide and COPS Office instructor quality assurance guide if developing training curriculum or delivering training under this cooperative agreement. A copy of these guides will be supplied to you by your COPS Office Program Manager.

XIII. Internal confidentiality agreements

If awarded funds, recipients will be required to agree that they do not require their employees or contractors to sign internal confidentiality agreements or statements preventing them from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

XIV. Mandatory disclosure

If awarded funds, recipients and subrecipients will be required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.338 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

Application review information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. The financial review will be conducted by the COPS Office staff or in collaboration with the peer review process.

CPD applications for most program types (not Invitational) will be evaluated based on the following merit criteria, which the applicant addresses in their application, project description, budget narrative, budget worksheets, and other attachments:

- Topic and program outcome identification and justification
- Program goals
- Strategy to achieve program outcomes and goals
- Capacity and experience
- Management and implementation plan
- Evaluation plan/Effectiveness of program
- Budget

CPD applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers. In order to pass the basic minimum requirements review, an applicant must be an eligible organization as stated under the topic description; must respond to the solicitation description; must be at or below the maximum budget amount; and, if applicable, must address at least one or more task force recommendations. If an application fails to meet the basic minimum requirements, it will not advance to the consensus peer review phase.

Peer reviewers will be asked to review applications keeping in mind that the purpose of the CPD program is to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and promising practices. Reviewers will be asked to evaluate the following:

- The applicant's ability to identify specific goals that will be directly accomplished if funding is awarded and their strategies to achieve those outcomes and goals.
- The applicant's experience and capacity to accomplish their stated goals will be considered in the review. Depending on the CPD topic area and described project goals, the evaluation of the applicant's experience may include their ability to conduct a substantive programmatic meeting, produce practitioner friendly reports, facilitate meetings or forums of varying sizes with law enforcement professionals, and produce curriculum or deliver effective training on a specified topic.
- The applicant's demonstrated understanding of the principles of community policing and the needs of law enforcement practitioners.

- The applicant's plan and demonstrated capacity to effectively implement their proposed project and communicate their results.
- The applicant's budget worksheets and budget narrative to assess if the cost items are complete, allowable, cost effective, and justified based on the proposed project outcomes and goals.

Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the budget detail worksheet and narrative accurately supports and explains project costs. This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff.

Past performance on previous awards may be in an indicator in this review process. Financial and programmatic performance factors may be included in the past performance review.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, risk and available funding when making awards.

Review process for Community Policing Development—Invitational topic area

This topic area is closed and invitation only. The COPS Office reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the invitation to apply and any associated program(s).

The COPS Office reviews Community Police Development—Invitational applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include, but is not limited to, the following:

- Financial stability and fiscal integrity
- Quality of management systems and ability to meet the management standards prescribed in the financial guide
- History of performance
- Reports and findings from audits
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on nonfederal entities
- Proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

All final award decisions will be made by the Director of the COPS Office, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior COPS Office awards, and available funding when making awards.

Federal award administration information**Federal award notices**

Award notification will be sent electronically. To officially accept and begin your award, your agency must access www.cops.usdoj.gov and select the "Account Access" link in the upper right corner to log in, review, and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 90 days of the date shown on the award congratulatory letter, unless an extension is requested and granted.

Your agency will not be able to draw down award funds until the COPS Office receives your signed award document. For more information please contact the COPS Office Response Center at 800-421-6770.

The award document—sample text

The award document is the document indicating your official grant/cooperative agreement funding amount, the grant/cooperative agreement number, the terms and conditions, and the award start and end dates.

The award document is preprinted with your agency's law enforcement and government executives' names. If this information is incorrect or has changed, please update your "Agency Contacts" online at www.cops.usdoj.gov through the "Account Access" link. If the law enforcement or government official has changed since the time of application, please have the current law enforcement executive or government executive for your agency create an account through the "Account Access" link, log in, and sign the award document once your agency contacts have been updated online. Once you have reviewed your award document, please electronically sign it and make a copy of all pages of the document for your records, along with all award condition pages, within 90 days of the date shown on the award congratulatory letter.

The award start date indicated on the award document/cooperative agreement means that your agency may be reimbursed for any allowable costs incurred on or after this date. The duration of your Community Policing Development award is two years.

Your grant/cooperative agreement number is in the following format: 2015-CKWXK-0000 or 2015-CRWXK-0000 for grants/cooperative agreements awarded in FY 2015. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's grant/cooperative agreement number (or your agency's ORI number) readily available when corresponding with the COPS Office.

Your originating agency identifier (ORI) number begins with your state abbreviation followed by five numbers or letters (e.g., VA00000). This number is assigned by the Federal Bureau of Investigation (FBI) for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks programmatic grant information based upon this ORI number. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a nonofficial ORI code to use as an agency identifier (in such cases, the last two characters will be "ZZ"). If you have any questions regarding your grant, please refer to your grant number or your agency's ORI number when you contact the COPS Office.

The award conditions are listed on your agency's award document. By accepting this award, you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your agency will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions specific to your agency).

In limited circumstances, your award may be subject to special conditions that prevent your agency from drawing down or accessing grant funds until the special conditions are satisfied as determined by the COPS Office. Any special conditions will be included with your award.

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations which will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 15.

Reporting

If awarded, all award recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees who do not submit SF-425 reports by the due date will be unable to draw down funds.

In addition, if awarded funds, all award recipients will be required to electronically submit quarterly progress reports and a final progress report. The COPS Office will notify the award recipient when the progress report is due and provide instructions for submission.

Suspension or termination of funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS Office grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS Office funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

COPS Office Application Attachment to SF-424

What an application must include

Required application documents and sections for Community Policing Development

Listed below is a chart that shows the required documentation that must be completed and submitted for your CPD Program application to be considered complete. Failure to submit all required documentation at the time of the application may delay processing and/or result in the denial of your application. Unless otherwise noted, each section listed must be completed in its entirety. You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
Standard Form 424 (to be completed on Grants.gov)	Yes	☐
COPS Office Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	☐
Section 1. COPS Office Program Request	Yes	☐
Section 2. Agency Eligibility Information	Yes	☐
Section 3. General Agency Information	Yes	☐
Section 4. Executive Information	Yes	☐
Section 5. COPS Office Hiring Request Form	No	☐
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6A only)	☐
Section 7. Need for Federal Assistance	Yes (section A only)	☐
Section 8. Continuation of Project after Federal Funding Ends	Yes (section B only)	☐
Section 9. School Safety Assessment	No	☐
Section 10. Executive Summary	Yes	☐
Section 11. Project Description (Narrative)	No (submitted under section 13)	☐
Section 12. Official Partner(s) Contact Information	Possible	☐
Section 13. Application Attachments Project narrative (required) Key vitae/staff resumes (required) Budget narrative (required) Indirect cost rate agreement (if applicable) Sole source justification (if applicable) Consultant rate justification (if applicable)	Yes	☐
Section 14. Budget Detail Worksheets	Yes	☐
A. Part 1. Sworn officer positions	No	☐
Part 2. Sworn officer salary information	No	☐
Part 3. Federal/Local share costs (hiring)	No	☐
B. Civilian/Nonsworn personnel	Possible	☐

C. Equipment/Technology	Possible	☐
D. Supplies	Possible	☐
E. Travel/Training	Possible	☐
F. Contracts/Consultants	Possible	☐
G. Other costs	Possible	☐
H. Indirect costs	Possible	☐
Budget summary	Yes	☐
Section 15. Assurances and Certifications	Yes	☐
A. Assurances		
B. Certifications		
Section 16. Disclosure of Lobbying Activities	Possible	☐
Section 17. Reviews and Certifications	Yes	☐

Instructions: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The Instructions for the Application for Federal Assistance SF-424 on page 24 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

- Type of Submission** (required). Select one type of submission in accordance with agency instructions.
 - Pre-application
 - Application
 - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
- Type of Application** (required). Select one type of application in accordance with agency instructions.
 - New—An application that is being submitted to an agency for the first time.
 - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.

- Revision—Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If “other” is selected, please specify in text box provided.
 - Increase award
 - Decrease award
 - Increase duration
 - Decrease duration
 - Other (specify)
3. **Date Received.** Leave this field blank. This date will be assigned by the federal agency.
 4. **Applicant Identifier.** Enter the entity identifier assigned by the federal agency, if any, or the applicant’s control number if applicable.
 - 5a. **Federal Entity Identifier.** Enter the number assigned to your organization by the federal agency, if any.
 - 5b. **Federal Award Identifier.** For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/ corrected application, enter the federal identifier in accordance with agency instructions.
 6. **Date Received by State.** Leave this field blank. This date will be assigned by the state, if applicable.
 7. **State Application Identifier.** Leave this field blank. This identifier will be assigned by the state, if applicable.
 8. **Applicant Information.** Enter the following in accordance with agency instructions:
 - a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
 - b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
 - c. *Organizational DUNS* (required). Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
 - d. *Address.* Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
 - e. *Organizational Unit.* Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
 - f. *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation (if affiliated with an organization):* Enter the name (first and last name, then the application organization), telephone number (required), fax number, and e-mail address (required) of the person to contact on matters related to this application.

9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
- A. State government
 - B. County government
 - C. City or township government
 - D. District government
 - E. Organization
 - F. U.S. Territory or possession
 - G. Independent school district
 - H. Public/state controlled institution of higher education
 - I. Indian/Native American Tribal Government (federally recognized)
 - J. Indian/Native American Tribal Government (other than federally recognized)
 - K. Indian/Native American tribally designated organization
 - L. Public/Indian housing authority
 - M. Nonprofit
 - N. Nonprofit
 - O. Private institution of higher education
 - P. Individual
 - Q. For-profit organization (other than small business)
 - R. Small business
 - S. Hispanic-serving institution
 - T. Historically Black colleges and universities (HBCU)
 - U. Tribally controlled colleges and universities (TCCU)
 - V. Alaska Native and Native Hawaiian serving institutions
 - W. Nondomestic (non-U.S.) entity
 - X. Other (specify)
10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.
11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

- 14. Areas Affected by Project.** List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
- 15. Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
- 16. Congressional Districts Of** (required).
- 16a. Enter the applicant's congressional district, and
- 16b. Enter all district(s) affected by the program or project. Enter in the format:
- Two-character state abbreviation
Three-character district number
e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district
 - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
 - If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
 - If the program/project is outside the United States, enter 00-000.
- 17. Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project.
- 18. Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
- 19. Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.
- 20. Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.
- 21. Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and e-mail address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Section 1. COPS Office program request

Please ensure that the correct program name is displayed for the funding opportunity code for which you are applying; for example, Community Policing Enhancement (COPS-CPD-2015-1).

If you plan to apply under more than one topic area, you must submit a separate application for each proposal. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this application guide before finalizing your selections.

Your agency must maintain copies of the records used in this application submission for a minimum of three years following the date of the last official federal action taken on the grant/cooperative agreement for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Applicants for the CPD program must select one CPD topic area from the drop down menu: (1) Microgrant Initiative for Law Enforcement; (2) Critical Response Technical Assistance; (3) Community Policing Emerging Issues Forums; (4) President's Task Force on 21st Century Policing Field Initiated Projects; (5) Collaborative Reform Initiative Program Evaluation; or (6) Invitational Initiative.

If Community Policing Development is selected, there will be two additional questions that require you to check the appropriate box and provide the applicable information.

A. Invitational Initiative: Please select either yes or no depending if you have received an invitation to apply from the COPS Office with a code. If you have, please enter the code in A2 as instructed.

B. Research & Development (R&D): Please select "Yes" if any part of your project could be considered R&D or "No" if no portion of your award would support R&D as defined below:

R&D means all research activities, both basic and applied, and all development activities that are performed by nonfederal entities. The term *research* also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Section 2. Agency eligibility information

The CPD Program is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups, and faith-based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your law enforcement executive/agency executive information. This information will be prepopulated from the COPS Office Agency Portal in section 4 of this application, so please ensure its accuracy.

Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used, along with other data collected, to determine funding eligibility.

A. Applicant ORI number

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numeric System (DUNS) number

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds and provides consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at fedgov.dnb.com/webform. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide.

C. System for Award Management (SAM)

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal grant funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view/update your registration information at www.sam.gov. If your SAM registration is set to expire prior to September 30, 2015, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this application guide.

D. Geographic Names Information System (GNIS) identification number

The Geographic Names Information System (GNIS) Identification Number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please visit geonames.usgs.gov/domestic/index.html. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of this application guide.

E. Cognizant Federal Agency

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "U.S. Department of Justice" as the Cognizant Federal Agency.

F. Fiscal year

Enter the month, day, and year of the legal applicant's fiscal year.

G. Law enforcement agency sworn force information—not applicable**H. Civilian staffing—not applicable****I. U.S. Department of Justice and other federal funding**

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal grants that support the same or similar activities or services for which grant funding is being requested under this application.

Be advised that COPS Office grant funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive pro-grams or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application and/or an active grant with any other federal funding source (e.g., direct federal funding or indirect federal funding through State subawarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application. Using the check boxes provided in the application, check all that apply.

Section 4. Executive information***Applicant executive/agency executive information***

This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

A. For law enforcement agencies

Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., chief of police, sheriff, or equivalent).

B. For non-law enforcement agencies

Enter the highest ranking individual in the applicant agency (e.g., CEO, president, chairperson, director, or equivalent) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, the individual in this position will ultimately be responsible for the programmatic implementation of the award.

Government executive/Financial official information

This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

A. For government agencies

Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., mayor, city administrator, tribal chairman, or equivalent).

B. For non-government agencies

Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., treasurer). If the grant is awarded, the individual in this position will ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) is not acceptable.

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application or remove your application from consideration.

Application contact information

Enter the application contact name and contact information.

Section 5. COPS Officer hiring request form—not applicable**Section 6. Law enforcement and community policing strategy**

Please complete CP1 and CP2.

Section 7. Need for federal assistance***Section 7A. Explanation of need for federal assistance***

All applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 3,000 characters.

Section 7B. Service population—not applicable***Section 7C. Fiscal health—not applicable******Section 7D. Property crime/Violent crime—not applicable*****Section 8. Continuation of project after federal funding ends*****Section 8A. For COPS Office grants with a retention plan requirement—not applicable******Section 8B. For COPS Office grants with no retention plan requirement***

The questions in this section will be used for programs *without* a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding. Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support. Check all that apply.

Section 9. School safety assessment—not applicable**Section 10. Executive summary**

Applicants are required to complete section 10 of the COPS Office Application Attachment to the SF-424 Form. Briefly summarize (in 3,000 characters or less) how your agency intends to use this grant funding, if awarded, including how your proposed CPD project will address the topic area for which you are applying. This information may be used to keep Congress or other executive branch agencies informed about COPS Office CPD projects.

Section 11. Project description (narrative)

Agencies that seek funding under this program are required to submit a project description. To do so, please develop one narrative that addresses sections 1 through 6 below. Describe how the project will advance community policing as it pertains to the chosen topic area. The project narrative portion of the application is limited to 20 pages (maximum), double-spaced, 12-point font. For the Microgrants Initiatives, the project narrative portion of the application is limited to 10 pages (maximum), double-spaced, 12-point font. Submit this narrative as an attachment under section 13 of the application.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

Please format your narrative using the following sections. The total length of the narrative should not exceed 20 pages (or 10 pages for Microgrant).

Narrative sections

1. **Topic and program outcome identification and justification**
Select one application topic area described on pages 4–7. Briefly describe the program outcome(s) that will be addressed, the gap in existing knowledge and/or practice, why/how this project will meet that need, and the level of innovation and originality of the proposed work. If applicable, supply data to support the problem or gap and what has been done previously to address it. Explain how this project will build upon, expand, and/or incorporate the principles of community policing.
2. **Program goals**
Very briefly identify and describe the specific project goal(s), listed on page 3, that are to be accomplished with reference to one or more of the following: developing knowledge, increasing awareness, increasing skills/abilities, increasing practice, and/or institutionalizing practice. Applicants must identify those goals that will be directly accomplished if funding is awarded. It is not expected or anticipated that the proposed project accomplish more than one of the goals listed above.
3. **Strategy to achieve program outcomes and goals**
Applicants should provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants should specify how these proposed activities will achieve the identified program outcomes and goals.
4. **Capacity and experience**
Please detail the capacity of your organization to carry out the proposed plan and briefly explain your experience with other similar efforts.
5. **Management and implementation plan**
Applicants should describe the overall management and implementation plan for the project. This should include how you will ensure effective implementation of the project; a brief timeline with a list of key activities and milestones to take place within the award performance period (two years for all awards under this solicitation), grouped by month or quarter; a management/staffing plan detailing who will work on this project, what roles they will play, their education and experience in similar projects, and their understanding of community policing; identification of any key partnerships or stakeholders who will play a role in the implementation of this project; and, if applicable, a brief marketing plan for the deliverable(s) to ensure a broad dissemination of the product(s) to the target audience(s).

6. Evaluation plan/Effectiveness of program

Although a formal evaluation is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if award funding was effective in addressing the program outcomes and goals outlined above. Applicants should detail specifically how they will evaluate the effectiveness of activities implemented as a result of receiving this award, including the extent to which the deliverables would assist law enforcement in implementing or institutionalizing community policing. Applicants should identify if/how data and information will be collected and tracked, and how these measures are consistent with the COPS Office performance measure to advance the capacity of law enforcement to practice community policing.

Section 12. Official partner(s) contact information

If applicable, please submit a list of partnering agencies including contact person, organization name, address, phone number, and e-mail address.

Regardless of whether you submit any partnering agencies, you still need to check the box and list the name of the person submitting this application.

Applications that represent partnerships between law enforcement agencies and institutions of higher education and nonprofit institutions are strongly encouraged to apply. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

Section 13. Application attachments

Community Policing Development applicants should submit the required project description described in section 11 (maximum 20 pages, or 10 pages for Microgrants), up to three resumes/vitae, the budget narrative, indirect cost rate agreement (if applicable), sole source justification (if applicable), budget justification documentation (pay scales, travel policies, etc.), and documentation justifying consultant rates over \$550 per day if the consultant is hired through a noncompetitive bidding process (if applicable). Additional attachments are strongly discouraged.

Applicants should attach the vitae/resumes of up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project. **Vita and resumes of key project personnel attachments** do not count toward the page limit. All CPD applicants must attach a **budget narrative**. Your agency must create and attach a document that (1) describes each item requested or group of similar items requested and (2) links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the 20-page limit. See section 14, "Budget detail worksheets and budget narrative," for instructions and sample information.

The project narrative portion of the application is limited to 20 pages, double-spaced, 12-point font. Applicants should include a brief timeline with a list of key activities and milestones to take place within the award period, grouped by month or quarter. The only exception is the Microgrants Initiative, for which the page limit is 10 pages, double-spaced, 12-point font.

Please note the applicant may enter as much or as little text as needed to fully describe the project, as long as the total length of the project narrative portion does not exceed 20 pages (or 10 pages for Microgrants Initiative). Please note if the applicant exceeds the page limit, the peer reviewers will NOT review beyond the page limit requirement, so narratives should be as clear and concise as possible.

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes, etc.) for all attachments.

Please do not submit executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

Section 14. Budget detail worksheets and budget narrative attachments

Instructions for completing the budget

Applicants are required to provide a specific description for each item included in the budget detail worksheets and explain how it supports the project goals and objectives outlined in their application. This information is to be submitted within your electronic application in the narrative spaces provided.

If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

If indirect costs are applicable to your agency, please enter "1" for the computation (number of items). For computation (unit cost), include your total indirect costs for this project. Please explain only applicable indirect rates and amounts in your budget narrative. If the applicant does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant may submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. If a current indirect cost rate agreement is not provided at the time a grantee is awarded, those funds will be frozen until a provisional or final indirect cost rate agreement is provided. This applies to the fringe rate if the rate is based on the grantee's indirect cost rate agreement. Indirect cost requests will be eliminated from all applications that do not provide the required documentation.

All final calculations should be rounded to the nearest whole dollar. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Civilian base salary and fringe benefits

Civilian base salary

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

Completing the budget form:

Include name and position title of each individual working on the project as well as the description of the position. The description should outline the work to be completed by this individual on the project as well as annual salary information and percentage of time spent (projected FTE) on this project.

- If the salary increases from one budget year to another due to cost of living increases, be sure to detail these increases in the budget description.

Under the civilian base salary, the following items are generally unallowable:

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel to avoid possible duplication:
 - Administration (e.g., director or program head) (refer to CPD FAQs)

- Clerical (e.g., secretary or administrative assistant)
 - Accounting (e.g., controller or bookkeeper)
 - Procurement (e.g., purchasing director or stockroom clerk)
 - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)
- NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.

- Salaries and benefits of personnel that do not work directly on the project are not allowed.
- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would be funded in the absence of this COPS Office grant are also not allowed.

Fringe benefits

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker's Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Completing the budget form:

- Include the "percentage of base" (salary) for each fringe benefit (the SMS system will automatically calculate the requested amount for each benefit based on the number entered here). For example, for Social Security and Medicare, you can check the fixed rate boxes for easier calculation. If you do not have a fringe breakdown but rather a flat fringe rate, include the rate under the "Other" category titled "Flat Fringe," and attach your organization's fringe rate agreement in section 13 of the application.

Under the fringe category, the following items are generally unallowable:

- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project.

Below is a screenshot of the civilian/nonsworn personnel budget worksheet from the online application.

B. BASE SALARY AND FRINGE BENEFITS FOR CIVILIAN/NON-SWORN PERSONNEL

Instructions: Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information about allowable and unallowable fringe benefits for civilian/non-sworn personnel requested under the program to which your agency is applying.

B. CIVILIAN POSITIONS

A. Base Salary Information		Year 1 Salary	Year 2 Salary
Position Title		Enter the first year entry-level base salary for this civilian/non-sworn position. 	Enter the second year entry-level base salary for this civilian/non-sworn position.
Description		x 100.00 % of time on project 	x 100.00 % of time on project
		Please check this box if base salary includes vacation costs. ☒	Please check this box if base salary includes vacation costs. ☒
		Please check this box if the base salary includes sick leave costs. ☒	Please check this box if the base salary includes sick leave costs. ☒
B. Fringe Benefit costs should be calculated for each year of the grant term.			
FRINGE BENEFITS:		Year 1 Fringe Benefits	Year 2 Fringe Benefits
		COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2%	☐ Exempt ☒ 6.2% ☐ Fixed Rate	0 6.2	0 6.2
Medicare expenses cannot exceed 1.45%	☐ Exempt ☒ 1.45% ☐ Fixed Rate	0 1.45	0 1.45
Health Insurance		0 0	0 0
Life Insurance		0 0	0 0
Vacation	Number of Hours Annually:	0 0	0 0
Sick Leave	Number of Hours Annually:	0 0	0 0
Retirement		0 0	0 0
Worker's Compensation	☐ Exempt	0 0	0 0
Unemployment Insurance	☐ Exempt	0 0	0 0
Other	Select One	0 0	0 0
Other	Select One	0 0	0 0
Other	Select One	0 0	0 0
Benefits Sub-Total Per Year (1 Position)		0.00	0.00
C. Total Salary + Benefits Per Year (1 Position)		0.00	0.00
D. Total Salary and Benefits for Years 1 and 2 (1 Position):		0.00 x 1 # of Positions	0.00

Equipment/Technology

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

Completing the budget form:

- For each requested item, provide item type, description, and calculation.
- For description, please include justification for the need of each item relating to this project.

Your budget narrative should include the following:

- List of each equipment request and justification.
- If your agency is proposing to purchase equipment under this project, you must provide justification to the necessity of such purchases.
- Justification that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Under the equipment category, the following items are generally unallowable:

- Shared items between projects—if equipment is to be used for concurrent projects, then this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Bulletproof vests and accessories
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Electronic control weapons (ECWs)
- General police vehicles (including patrol cars and leased vehicles)
- Golf carts/Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Mobile data terminals (MDT)
- Radios
- Fitness equipment
- Tracked (armored) vehicles
- Weaponized aircraft, vessels, and vehicles of any kind
- Firearms
- Ammunition
- Grenade launchers
- Bayonets
- Manned aircraft
- Unmanned aerial vehicles (drones)
- Explosives
- Body armor
- Camouflage uniforms

Below is a screenshot of the equipment/technology budget worksheet from the online application.

C. EQUIPMENT/TECHNOLOGY

☐ No Equipment/Technology Requested

Instructions: List non-expendable items that are to be purchased. Provide a specific description for each item in the description boxes below and explain how the item supports the project goals and objectives as outlined in your application. Non-expendable equipment is tangible property (e.g., information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "SUPPLIES" or "OTHER" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "CONTRACTS / CONSULTANTS" category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Item Name

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total : 0.00		

Supplies

Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to a grant proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

Completing the budget form:

- For each requested item, provide item type, description, and calculation.
 - For description, please include justification for the need of each item relating to this project. For broad category requests (such as "Office Supplies"), explanation for project amounts should be provided and include calculations. Broad grouping of items under supplies are going to be limited to \$40 per month, otherwise items need to be individually captured and justified in the budget request.
- For example, calculations should be broken down to the lowest form; therefore, if you are requesting \$30 per month for office supplies, the calculation should be 12 x \$30 and not 1 x \$360.

Under the supply category, the following items are generally unallowable:

- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project).

Below is a screenshot of the supplies budget worksheet from the online application.

D. SUPPLIES

☐ No Supplies Requested

Instructions: List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; computing devices costing less than \$5,000; etc.). Provide a specific description for each item in the description boxes below and explain how it supports the project goals and objectives outlined in your application. Generally, supplies include any materials that are expendable or consumed during the course of the project, costing less than \$5,000.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Item Name

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total : 0.00		

Add Item

Travel/Training

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient's own travel policies. When charging travel costs to federal awards, grant recipients must adhere to their internal travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual's travel for the federal award; (2) are consistent with the recipient's documented travel policy for all entity travel; and (3) are only temporary during the travel period.

If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit www.gsa.gov/portal/content/104790.

Completing the budget form:

- Include each trip as an individual entry in the Travel/Training section. The name should reflect the name/title of the trip and should not be a group of trips.
 - Registration includes the amount for the registration of the training/conference attendance.
 - Lodging includes the amount for the hotel and any taxes/fees associated.
 - Per diem includes the amount for GSA-approved meals and incidentals.
 - Transportation includes all ground and air transportation as well as public transportation and parking fees.
- Include the detailed cost breakdown for each category in the description. For example, if the transportation is \$610, the description breakdown should include \$500/roundtrip flight + (3 days x \$20/day = \$60) for parking + \$30/taxi to airport + \$30/taxi from airport = \$610. If two people are traveling, then 2 should be reflected in the quantity rather than the full amount in the transportation section.

Your budget narrative should include:

- Purpose of trip
- Proposed destination
- Trip duration by day/night
- List of individuals travelling
- Cost and calculation breakdown (per person/per trip), including
 - mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
 - mileage allowances if private vehicle will be used;
 - per diem rates for the destination per day;
 - lodging costs per night;
 - transportation fees per day;
 - parking fees per day
 - Written travel policy attached, if applicable

Under the travel category, the following items are generally unallowable:

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Food and beverages at conferences, meetings, or trainings your organization is hosting (refer to CPD FAQs)
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates

Below is a screenshot of the travel/training budget worksheet from the online application.

E. TRAVEL/TRAINING

☐ No Travel/Training Requested

Instructions: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at <http://www.gsa.gov>) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

Event Title and Location

Name	Cost	Qty	Sub Total	Description	
	Registration: 0.00				
	Lodging: 0.00	1	0.00		Delete
	Per Diem: 0.00				
	Transportation: 0.00				
			Total: 0.00		

Add Item

Contracts/Consultants

Consultant expenses and contracts include goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer. Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day.

Completing the budget form:

- Include name of contract/consultant/travel/expense with a description of the scope of the work.
- Unless justification is provided, the daily rate for the consultant should not exceed \$550/day.
- Consultant travel should follow the same format as the travel section detailed in the section above.
- Similarly to supplies and equipment, consultant expenses should be broken out by item rather than one grouping.

Your budget narrative should include the following:

- List of consultants with justification, including
 - nature and scope of services rendered in relation to services required for the project;
 - necessity of contracting these services regarding the organizations capability;

- whether services can be performed more economically by direct employment;
- qualifications of individual and customary fees charged
- List of contracts with justification, including
 - nature and scope of goods purchased;
 - price proposals and length of contract
- List of consultant travel, including
 - purpose of trip;
 - proposed destination;
 - trip duration broken down by day/night;
 - list of individuals travelling;
- Cost and calculation breakdown (per person/per trip), including
 - mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day/night;
 - mileage allowances if private vehicle will be used;
 - per diem rates for the destination per day;
 - lodging costs per night;
 - transportation fees per day;
 - parking fees per day
- For consultant or contractor rates that exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process, and grantees must receive COPS Office approval of those rates before drawing down grant funds. Determinations of approval will be made on a case-by-case basis (refer to the consultant/contractor rate information fact sheet).
- Sole source justification for all proposed sole source procurements in excess of \$100,000 (refer to the sole source justification fact sheet)

Under the contract/consultant category, the following items are generally unallowable:

- Maintenance and/or service contracts that extend the life of the grant period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial grant period and must not exceed the grant period)

Below is a screenshot of the contracts and consultants budget worksheets from the online application.

F. CONTRACTS/CONSULTANTS

☐ No Contract Costs Requested

Instructions: See the <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

Contracts: Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$150,000 must be submitted to the COPS Office for prior approval. (See <http://www.cops.usdoj.gov/Default.asp?Item=46> for more information on the required submission.)

F1. Contract Costs

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total: 0.00		

[Add Item](#)

F2. Consultant Fees

Name	Cost	Qty	Sub Total	Description
	Base cost: 0.00	1	0.00	
			Total :0.00	

[Delete](#)

[Add Item](#)

☐ No Consultant Expenses Requested

Instructions: See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

Consultant Expenses: List all other expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

F4. Consultant Expenses: List all other consultant expenses to be paid from the award to the individual consultants, separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

Name	Cost	Qty	Sub Total	Description
	Base cost: 0.00	1	0.00	
			Total :0.00	

[Delete](#)

[Add Item](#)

Other costs

Items not included in the above categories but which have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office.

- For each requested item, provide item type, description, and calculation.
- For description, please include justification for the need of each item relating to this project.

Under the "other" category, the following items are generally unallowable:

- Office rental/lease space, except for costs proportionate to work conducted under the CPD award (if included within an indirect cost rate negotiated agreement)
- Publishing services—the COPS Office provides publishing services and printing for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis.

Below is a screenshot of the other costs budget worksheet from the online application.

G. OTHER COSTS

☐ No Other Costs Requested

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. Provide a specific description for each item in the description boxes below and explain how the item supports the project goals and objectives as outlined in your application.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Name	Cost	Qty	Sub Total	Description
	Base cost: 0.00	1	0.00	
			Total :0.00	

[Delete](#)

[Add Item](#)

Indirect costs

Indirect costs normally included in the indirect pool include the following:

- Personnel service—administration, clerical, accounting, procurement, housekeeping and maintenance, legal, library, public relations, automatic data processing
- Other costs—space rental, utilities, communication, taxes, insurance, materials and supplies, travel

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. **Note:** Ensure the indirect calculation is in

accordance with your agency's indirect cost rate agreement. If your organization has an expired indirect cost rate, the indirect cost category will be frozen until a current or provisional rate is provided (refer to CPD FAQs).

If your agency has never received a negotiated indirect cost (IDC) rate, then you may request up to a flat 10 percent de minimis indirect cost rate applied to the modified total direct costs (MTDC).

If your IDC rate has expired, either you must renegotiate the rate or you may request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

Applicants should pay particular attention to the two areas listed below to ensure that the application of their indirect cost rate is in compliance with the existing requirements of the government-wide grant rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$25,000 Subcontract/Subaward Limitation.** For educational institutions and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.)
- **Participant Support Costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix VI, B.2.c. to Part 200—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101: "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as contracts or subawards for \$25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.75 Participant support costs."

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit www.ojp.gov/funding/confcost.htm.

If you need additional information on an indirect cost rate negotiated agreement, go to www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf. If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization.

Completing the budget form:

- For each indirect rate related to this project, calculations should be entered as a percentage multiplied by the modified direct total base. For instance, if your rate is 25 percent and the base is \$100,000, your calculation should be $.25 \times 100,000$, and not $1 \times \$25,000$. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.
- A copy of the current, signed, federally approved indirect cost rate negotiated agreement must be uploaded to section 13 of this application.
- If your agency does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant's cognizant federal agency is reviewing the request.

Under the indirect costs category, the following items are generally unallowable:

- Participant travel costs are excluded from indirect cost calculations (refer to CPD FAQs)

All final calculations should be rounded to the nearest whole dollar. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Below is a screenshot of the indirect costs budget worksheet from the online application.

H. INDIRECT COSTS

☐ No Indirect Costs Requested

Instructions: Indirect costs are allowed under a very limited number of specialized COPS programs. Please see <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

If your organization is requesting indirect costs for this project, please include a copy of your current, signed federally approved Indirect Cost Rate Negotiated Agreement. If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization. Please limit your description to 1000 characters.

Indirect Cost Description

Indirect Cost Description	Budget Base Total (\$)	Indirect Rate (%)	Approved Indirect Cost	Description (Explain how this item supports the project goals and objectives)
	Base cost: 0.00	100.00	0.00	
			Total: 0.00	Delete

S. BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officer Positions	\$0.00	
B. Non-Sworn Personnel	\$0.00	
C. Equipment & Technology	\$0.00	
D. Supplies	\$0.00	
E. Travel & Training	\$0.00	
F. Contracts & Consultants	\$0.00	
G. Other Costs	\$0.00	
H. Indirect Costs	\$0.00	
Total Project Amount:	\$0.00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	\$0.00	100.000000%
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)	\$0.00	0.000000%

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:

John

Last Name:

Doe

Title:

0

Telephone Number:

1234567890

Fax:

Email Address:

Doe@JohnDoe.com

Section 15. Assurances and Certifications

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

Section 16. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Section 17. Reviews and certifications

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a U.S. Department of Justice grant review or audit.

Applicants must certify whether or not their agency will use COPS Office grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the law enforcement executive/agency executive, government executive/financial official, and the person submitting this application on the reviews and certifications represent to the COPS Office that

- the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office Application Guide, the COPS Office Grant Owner's Manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal grants, cooperative agreements, or contracts; and/or any other remedy available by law to the Federal Government;
- the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant;
- the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source;
- the applicant and any required or identified official partner(s) listed in section 12 are partners in this grant project and mutually agreed to this partnership prior to this grant application.

The signatures of the law enforcement executive/agency executive and the government executive/financial official in the application must be the same as those identified in section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Appendices

Appendix A. Glossary of COPS Office program terms

The following information is provided to assist you with the completion of your COPS Office program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact the Response Center at 800-421-6770.

allowable costs. Allowable costs are costs that will be paid for by this grant program.

authorized officials. The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed law enforcement executive (usually chief of police, sheriff, etc.) and the government executive (usually mayor, board president, etc.) are your agency's authorized officials.

authorized organizational representative (AOR). A person authorized by your e-business POC to submit applications to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in grant application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

automated booking system. An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or state-wide database.

automated fingerprint identification system (AFIS). An AFIS is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

award start date. This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant award document. Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

career law enforcement officer. The COPS Office statute defines a career law enforcement officer as a person hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA). The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a CFDA number, which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by state single points of contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS Office programs is 16.710.

closeout. The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency. The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

computing devices. Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information. See 2 C.F.R. § 200.20.

community oriented policing. Community oriented policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Computer Aided Dispatch (CAD) system. A CAD system is a computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

consortium. A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

cooperative agreement. A cooperative agreement is a funding instrument that provides for substantial involvement between the COPS Office and a nonfederal entity.

COPS Office. The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800-421-6770.

COPS Office finance staff. Members of the COPS Office Finance staff handle your agency’s financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office web site at www.cops.usdoj.gov.

DUNS number. DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866-705-5711 to receive one free of charge. You can also request your DUNS number online at www.dnb.com/us.

e-business point of contact (POC). Your e-business POC is the person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an e-Business POC.

EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database. The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites. For more information, please visit www.usdoj.gov/dea/programs/epic.htm or www.usdoj.gov/dea/seizures/index.html.

equipment. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

federally recognized tribe. Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only federally recognized tribes are eligible to apply for COPS Office tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

gas mask. A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

Global Positioning System (GPS). Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

grant number. If awarded, the grant number identifies your agency's specific grant, and can be found on your grant award document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

indirect costs. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective and that are not readily assignable.

institution of higher education. As defined at 20 U.S.C. 1001, an institution of higher education is an educational institution in any state that

- admits students who have a secondary education certificate;
- is legally authorized within the state to go beyond secondary education;
- provides at least a two-year educational program;
- is a public or other nonprofit institution;
- is accredited by a nationally recognized accrediting agency or association or has been granted preaccreditation status.

interoperable communications. Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

local budget cycle. Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

M-PIN. Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

matching funds. What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

mobile data computer/laptop. A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

National Incident-Based Reporting System (NIBRS). A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

obligation of funds. If this application is awarded, the COPS Office obligates federal funds when the grant award document is signed by the director or his or her designated official. For the grantee, grant funds are obligated when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term *encumbrance* is often used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP vendor number/EIN number. This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number.

If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) number. This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS Office grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

primary law enforcement authority. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

Public Safety Partnership and Community Policing Act of 1994. The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to

- increase the number of community policing officers on the beat;
- provide additional and more effective training to law enforcement officers to enhance their problem solving, service, and other skills needed in interacting with members of the community;
- encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime;
- encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

System for Award Management (SAM). Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov.

supplanting. COPS Office grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs (BIA) funds that would be made available in the absence of federal COPS Office grant funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the grant purposes, plus any additional state, local, or BIA funds budgeted for these purposes.

Appendix B. Intergovernmental review process, points of contact by state

Executive Order 12372 requires applicants from state and local units of government or other organizations or individuals providing service within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at www.whitehouse.gov/omb/grants/spoc.html. States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

Appendix C. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subawards and executive compensation award term

The following award term will be incorporated in all COPS Office awards made on or after October 1, 2010:

Reporting subawards and executive compensation

a. *Reporting of first-tier subawards.*

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e of this award term).
2. *Where and when to report.*
 - i. You must report each obligating action described in paragraph a.1 of this award term to www.fsrs.gov.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2013, the obligation must be reported by no later than December 31, 2013.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1 of this award term:
 - i. As part of your registration profile at www.sam.gov.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. *Reporting of Total Compensation of Subrecipient Executives.*
 1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
 2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. *Exemptions*
If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
 - i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. *Definitions.* For purposes of this award term:
 1. Entity means all of the following, as defined in 2 C.F.R. part 25:
 - i. A governmental organization, which is a state, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.

2. *Executive means officers*, managing partners, or any other employees in management positions.
3. *Subaward*:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. *Subrecipient* means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the federal funds provided by the subaward.
5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):
 - i. *Salary and bonus*.
 - ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. *Earnings for services under nonequity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.
 - v. *Above-market earnings on deferred compensation which is not tax-qualified*.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

Appendix D. System for Award Management and universal identifier award term

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

System for Award Management registration and universal identifier requirements

A. Requirement for System for Award Management (SAM) Registration

Unless you are exempted from this requirement under 2 C.F.R. Part 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

Steps for registering with Grants.gov www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).
2. *Data Universal Numbering System (DUNS)* number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, Subpart C:
 - a. A governmental organization, which is a state, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec.II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient means an entity that*:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the federal funds provided by the subaward.

Appendix E. Step-by-step instructions for two-part application submission process***FY 2015 COPS Office grant online application procedures***

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit www07.grants.gov/applicants/get_registered.jsp.

Step 1

Please click the link below for details on how to register with Grants.gov.

Step 2. Submitting a COPS Office grant application using Grants.gov

1. Log in to www.grants.gov.
2. Scroll to the center of the page and click the "Apply for Grants" link in the center of the page.
3. Click on the "Download a Grant Application Package" link.
4. Scroll down to the "Funding Opportunity Number" box and enter COPS-Community-Policing Development-2015. Then click on

Download Package

5. Click the "Download" link at the bottom right of the page under the "Instructions & Application" heading.
6. To view the SF-424 instructions, click the "Download Application Instructions" link.
7. To start the application, click "Download Application Package," which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the "Application File Name" text box, which is highlighted yellow with a red border.
9. In the "Mandatory Documents" field, do the following:
 - a. Select the "Application for Federal Assistance (SF-424)" document, then click on the

Move Form to Complete

button so that the form appears under the "Mandatory Documents for Submission" field.

- b. Select "COPS Short Application Attachment to SF-424,"

Move Form to Complete

button so that the form appears under the "Mandatory Documents for Submission" field.

3. Select "Application for Federal Assistance" and click on the "

Open Form

button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.

4. Click the **Save** button at the very top of the document.

5. In the "Save As" dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the  button to save the file to your selected location on your computer.

**** Note:** You will be required to save this document twice. You may either save it in the same location, which will overwrite the first one, or save it in a different location for redundancy.

3. Click on the  button at the top of the document.
 4. In the "Save As" dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the  button to save the file to your selected location on your computer.
 1. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.
 2. Wait until "Confirmation Page" appears to close the document.
Take note of the grant ID number provided by Grants.gov for your file.
 3. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov:
 - a. One e-mail thanking the applicant for submission
 - b. A second e-mail confirming Grants.gov validation
 - c. A third e-mail stating the application was received by the agency
 3. Within one business day, you will receive one of two e-mails from the COPS Office:
 - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.
- Or
- b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Correcting COPS Office validation errors

3. Open the application that was saved in step 12 above.
4. Edit fields that had errors.
5. Select the "Save & Submit" button.
6. In the "Save As" dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the "Save" button to save the file to your selected location on your computer.
Overwrite the existing application or save as a different file name on your computer.
7. Enter your username and password for the AOR account.

8. Wait until "Confirmation Page" appears to close the document.
Take note of the new grant ID number provided by Grants.gov for your file.
9. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov.
 - a. One e-mail thanking the applicant for submission.
 - b. A second e-mail confirming Grants.gov validation.
 - c. A third e-mail stating the application was received by the agency.
10. Within one business day, you will receive one of two e-mails from the COPS Office:
 - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Appendix F. 2 CFR Appendix II to Part 200: Contract provisions for nonfederal entity contracts under federal awards

In addition to other provisions required by the federal agency or nonfederal entity, all contracts made by the nonfederal entity under the federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the nonfederal entity, including the manner by which it will be effected and the basis for settlement.

(C) **Equal employment opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141–3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by nonfederal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The nonfederal entity must place a copy of the current prevailing wage determination issued by the U.S. Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance

of the wage determination. The nonfederal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by U.S. Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled. The nonfederal entity must report all suspected or reported violations to the federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).** Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704 as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

(G) **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the nonfederal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors that apply or bid for an award of \$150,000 or more must file the required certification. Each tier certifies to the tier above that it will not use and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the nonfederal award.

(K) See § 200.322 Procurement of recovered materials.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 04/30/2017.

About the COPS Office

The **Office of Community Oriented Policing Services (COPS Office)** is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

- Since 1994, the COPS Office has invested more than \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- To date, the COPS Office has funded approximately 125,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at www.cops.usdoj.gov. This easy-to-navigate website is also the grant application portal, providing access to online application forms.



COPS

Community Oriented Policing Services
U.S. Department of Justice

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

To obtain details on COPS programs, call the COPS Office Response Center at 800-421-6770.

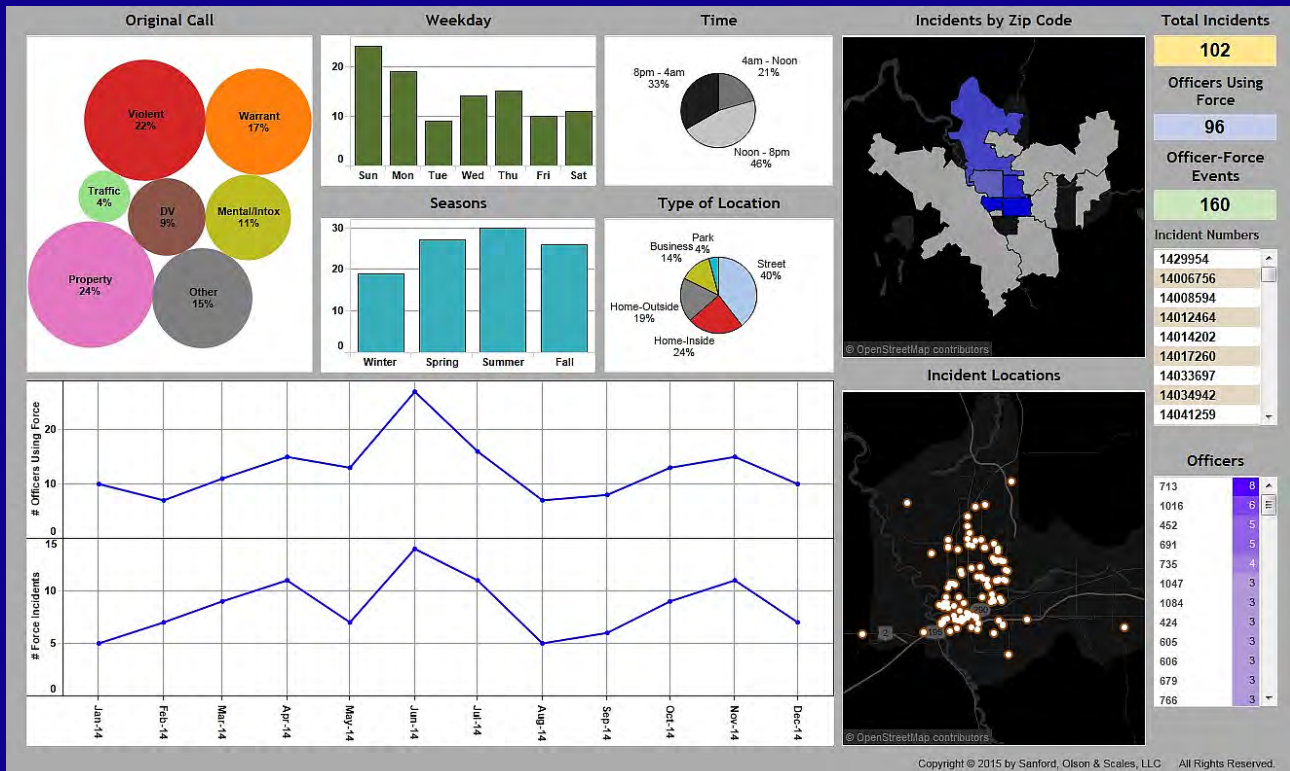
Visit the COPS Office online at [**www.cops.usdoj.gov**](http://www.cops.usdoj.gov).

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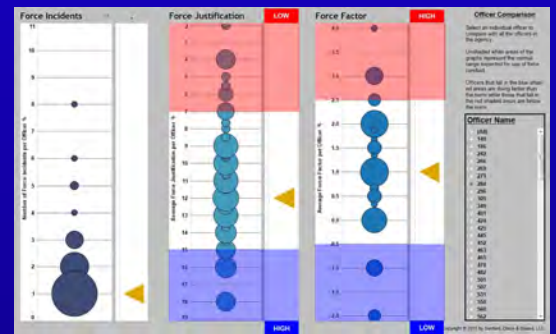


Data Driven Risk Management

The Force Analysis System™ (FAS) uses an agency's incident reports to determine whether each individual use of force was necessary and reasonable. FAS provides an on-going assessment of when, where, how and why force is being used. The data is provided to the agency in the form of interactive dashboards that can be used as a training tool, an early warning system and for risk management.

Promotes Transparency

FAS satisfies many of the recommendations from the President's Task Force on 21st Century Policing that call for a better use of data and technology to increase transparency, build community trust and support innovation. FAS is designed to identify potential problems and decrease inappropriate uses of force, increase internal accountability, and educate and engage the community about force issues.

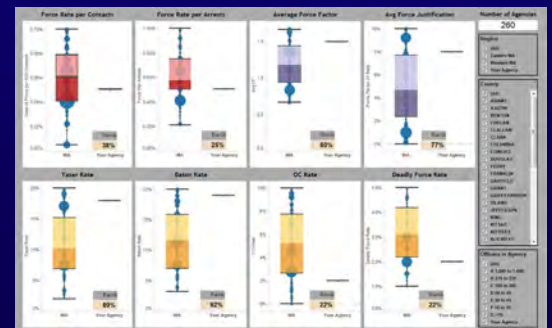


Supports Best Practices

FAS helps to identify an agency's strengths and areas that may need improvement. When an agency updates its policies, training programs or procedures, FAS can evaluate the impacts of those changes. Continuously tracking use of force data over time stimulates problem solving and encourages the development of evidence based models and best practices. FAS also provides statistics that allows an agency to compare itself with its peers.

Affordable and Cost Effective

For most law enforcement agencies the annual cost of the Force Analysis System™ will be between \$5,000 and \$60,000 depending on the size of the agency. FAS leverages powerful eDiscovery technology to extract data from existing records management systems. FAS can work with any type of data in any format including hard copies. Agencies do not need to invest in expensive IT systems or change existing records management practices.



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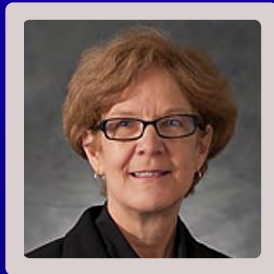
At Sanford, Olson & Scales, we have over 90 years of experience working within law enforcement agencies and all levels of government. We know first-hand the challenges that police officers, command staff and policy makers face today and we have a proven track record of developing effective strategies to address complex problems.

The key to our success is data. We help agencies find effective and economical ways to use their own data to develop evidence based strategies and solutions. By assisting police departments and local governments in the assessment and evaluation of current policies, training and practices, we can identify areas for improvement and then craft practical and affordable solutions that can be easily implemented. We have partnered with Seattle University to bring the highest level of scientific research into our projects.

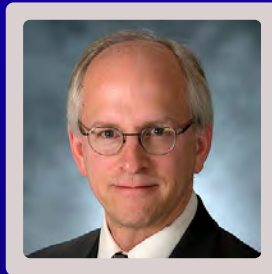
We provide our clients with diagnostic tools for identifying problems, a comprehensive plan of action to resolve those problems and the ongoing support needed to ensure continuing success.



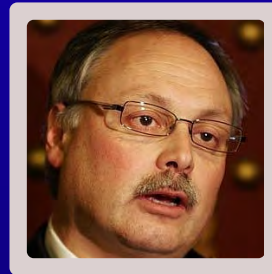
Mike Sanford



Kathryn Olson



Bob Scales



John Diaz
Senior Advisor



Matt Hickman
Director of Research

For more information about the Force Analysis System™ or to schedule an online demonstration, please call Bob Scales at (206) 915-8683 or email bob@policestrategies.com

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CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Short-Term Vacation Rental Regulations	Date: June 9, 2015
Agenda Item: New Business	Bill No.: 15-113
Proposed By: City Attorney Lisa Marshall	

BUDGET INFORMATION

Depart/Fund:		
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session:		Recommendation:	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☐ Yes ☐ No ☒ N/A	

DESCRIPTION/SUMMARY

Action Item:

None.

Background:

Please refer to attached staff memo.

RECOMMENDED ACTION

Information.



City of Bainbridge Island
EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Members of the City Council
Doug Schulze

FROM: Lisa Marshall, City Attorney

DATE: June 5, 2015

RE: Vacation Rentals within the City of Bainbridge Island

Over the past few years, websites like Airbnb.com and VRBO.com have become popular sites with which property owners may register their residences as short-term rentals (hereafter “STRs”). STRs are rentals for fewer than thirty consecutive days.¹ Consequently, many local jurisdictions across the country are struggling with the manner in which to insure that the property owners registered on these sites have obtained the required local and state licenses, and are paying the required local fees and taxes. This memo addresses alternatives for insuring that STRs in the City are properly registered and are paying the required fees and taxes.

City business licenses and state UBI Numbers are required.

As a preliminary matter, all individuals or entities doing business in the City of Bainbridge Island must obtain a City of Bainbridge Island business license. All individuals and entities doing business in the State of Washington must obtain a UBI (Unified Business Identifier) number, which links the business to the Department of Revenue, the Business Licensing Service, and the Office of the Secretary of State. In addition to the requirement that the business obtain a City business license, the business must remit City B&O taxes (if the business’s yearly gross sales are more than \$150,000) and remit excise taxes in the amount of 4% on lodging. BIMC 3.65. In addition to the requirement that the business register with the State of Washington, the business is required to pay lodging taxes in the amount of 2% pursuant to RCW 67.28.180(1). A portion of these state lodging taxes are returned to the City. Accordingly, the failure of Bainbridge Island STRs to obtain a City business license and state UBI number means the loss of revenue to which the City is legally entitled.

How are other cities regulating STRs?

In Portland Oregon, the city council adopted an ordinance to legalize one and two-bedroom STRs in privately owned homes (Ordinance No. 186736). A hosts must pay a two-year \$180 permit

¹ Property rentals for periods thirty days or more are presumed under Washington law to be licenses. RCW 82.04.050(2)(f). Licensees may be entitled to the rights of a tenant under the Residential Landlord Tenant Act. RCW 59.18.

fee, have his home inspected every six years, pay city lodging taxes (12.5%), and live on-site at least nine months out of the year. Homeowners may use a third party, such as a professional property manager or a family member, to run their in-home business. In addition to Portland, Austin, TX, Palm Desert, CA, Myrtle Beach, SC, and Madison, WI have passed ordinances regulating STRs in a similar fashion. Santa Monica California recently adopted an ordinance prohibiting property owners and residents from renting their places unless they stay in the unit with their guests. The city estimates this will ban about 1,400 — or 80 percent — of the listings on home-sharing on sites like Airbnb. The fine for violation of the Santa Monica ordinance is \$500, and the City believes it can issue the citation based solely on the listing of the STR on the site. Santa Monica also hired three FTEs to enforce the Ordinance.

What City of Bainbridge Island Staff is recommending.

The City has undertaken a manual investigation of each of the Bainbridge Island properties listed on Airbnb. Staff has been able to locate the STR owner through a process of cross-referencing names and locations of listed properties to other city records and by using internet search engines to fine-tune the information. While not an exact science, it has produced 42 fairly complete and reliable profiles of the STR owners. Through this process, staff has discovered that, among the 42 businesses evaluated to-date, 17 have business licenses for lodging, but 24 do not.² Eleven of these 42 evaluated businesses do not have state UBI numbers. Staff is undertaking the same evaluation of Bainbridge Island properties listed on VRBO, but this should not be as time-consuming a process because the VRBO list is, to a great degree, a duplicate of the Airbnb list of properties. Upon completion of the inventory of properties, the City Attorney proposes to draft a letter requesting that these properties achieve compliance by obtaining a City business license and a state UBI number. Finally, the City proposes a revision to Chapter 1.26, Code Enforcement. Currently, the Code Enforcement Officer has jurisdiction over violations of BIMC Chapter 15.04 (the Building Code), Titles 16 (Environment) 18 (Zoning) and some provisions within Title 20 (Fire Code). Expanding the Code Enforcement Officer's jurisdiction to enforcement Title 5 will allow him to issue citations and Notices and Orders for violation of that Title.

² Among the 24 business without business licenses for lodging, some have City business licenses, but for another non-lodging related business.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Consent Agenda Items	Date: June 9, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-110
Proposed By: Executive	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Study Session:	Recommendation:
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approval of Consent Agenda Items A through F:

- A. Accounts Payable Voucher and Payroll Approval
- B. Regular Business Meeting Minutes, 12, 2015
- C. Regular Study Session Minutes, May 19, 2015
- D. Regular Study Session Minutes, June 2, 2015
- E. Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee
- F. Ordinance No. 2015-13, Consolidating the Harbor Commission and Road Ends Committee

RECOMMENDED ACTION

Motion:

I move that the City Council approve Consent Agenda Items A through F as presented.

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 11, 2015 - May 25, 2015
CITY COUNCIL: May 12, 2015 - May 26, 2015

Last check from previous run: 338569 dated 5/13/15 issued to YWCA-Kitsap County in the amount of 6021.76

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		Ø
ACH	N/A	N/A		Ø
EFT	N/A	N/A		Ø
Manual	5/13/15	338548	Retainage Included with Vendor Payment	Void
Manual	5/13/15	338556	Wrong Address #	Void
Manual	5/13/15	338542	Wrong Address #	Void
Manual	5/13/15	337990	Lost in Mail - Reissue	Void
Manual	5/07/15	338570	FIN/Automatic Funds Transfer Svc/APR15 Web Payment Service	66.00
Manual	5/07/15	338571	COBI Retainage Account/Sound Excavation, Inc/Valley, Gertie, Logg, Johnson	741.69
Manual	5/07/15	338572	ENG/Sound Excavation, Inc/Valley, Gertie, Logg, Johnson	14,092.32
Manual	5/07/15	338573	FIN/US Bank/2015 LID #22 Bond Principle & Interest	52,721.34
Manual	5/07/15	338574	WA State Ferries/APR15 Wave2Go Charges	417.40
Manual	5/14/15	338575	PW/Ace Hardware/Misc Invoices	130.02
Manual	5/14/15	338576	FIN/AFTS/Statements & Bills - Print and Mail	766.59
Manual	5/14/15	338577	POL/Professional Law Enforcement Training/Registration-Ledbetter	189.00
Manual	5/15/15	338578	Puget Sound Energy	26,563.51
Manual	5/14/15	338579	US Bank Credit Card Purchases	24,361.94
Manual Checks, Electronic Disbursements				120,049.81

Regular Run	5/27/15	338580- 338691	Regular Check Run	1,255,550.41
Total Disbursements				1,375,600.22

Retainage Release	5/07/15	132	Mattila Painting/CH Paint and Wood Restoration	3,131.44
Travel Advance	5/11/15	70	POL/Michael Tovar/NTOA SWAT Training	200.00

Prepared and Reviewed by Linda Steinberg Linda Steinberg, Accounts Payable

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished,
the services rendered, or the labor performed as described herein and that the claim
is a just, due, and unpaid obligation against the City of Bainbridge Island,
and that I am authorized to authenticate and certify to said claim.

Jennifer Longfield
Jennifer Longfield, Budget Manager

5-20-15
Date

VOID

05/06/2015 13:22 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

338548 05/13/2015 VOID 7927 SOUND EXCAVATION, IN 198059 PAYREQ4-602 04/17/2015 21400125 -14,092.32
Invoice: PAYREQ4-602 VALLEY LOGGLGERTIE JHNSN PRJ

-8,381.31 72321953 66300000602 VALLEY RECONSTR-STREET-CONSTR
-5,711.01 72433438 66300000602 VALLEY RECONSTR-SSWM-CONSTR

198060 RETREQ4-602 04/17/2015 21400126 -741.69
Invoice: RETREQ4-602 VALLEY GERTIE LOGG-RET

-441.12 72321953 66300000602 VALLEY RECONSTR-STREET-CONSTR
-300.57 72433438 66300000602 VALLEY RECONSTR-SSWM-CONSTR

CHECK 338548 TOTAL: -14,834.01

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -14,834.01

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	14,834.01

*** GRAND TOTAL *** -14,834.01

05/06/2015 13:22 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 5 69										
APP 301-213000						ACCOUNTS PAYABLE				8,822.43
	05/13/2015	338548	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		8,822.43		
	05/13/2015	338548	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE				6,011.58
	05/13/2015	338548	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		6,011.58		
	05/13/2015	338548	VOID			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									14,834.01	14,834.01
APP 631-130000						DUE TO/FROM CLEARING				14,834.01
	05/13/2015	05/10/15	VOID							
APP 301-130000						DUE TO/FROM CLEARING		8,822.43		
	05/13/2015	05/10/15	VOID							
APP 403-130000						DUE TO/FROM CLEARING		6,011.58		
	05/13/2015	05/10/15	VOID							
SYSTEM GENERATED ENTRIES TOTAL									14,834.01	14,834.01
JOURNAL 2015/05/69 TOTAL									29,668.02	29,668.02

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
301 CAPITAL CONSTRUCTION FUND	2015	5	69	05/13/2015		
301-130000				DUE TO/FROM CLEARING	8,822.43	
301-213000				ACCOUNTS PAYABLE		8,822.43
				FUND TOTAL	8,822.43	8,822.43
403 STORM & SURFACE WATER FUND	2015	5	69	05/13/2015		
403-130000				DUE TO/FROM CLEARING	6,011.58	
403-213000				ACCOUNTS PAYABLE		6,011.58
				FUND TOTAL	6,011.58	6,011.58
631 CLEARING FUND	2015	5	69	05/13/2015		
631-130000				DUE TO/FROM CLEARING		14,834.01
635-111100				CASH	14,834.01	
				FUND TOTAL	14,834.01	14,834.01

05/06/2015 13:22
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301	CAPITAL CONSTRUCTION FUND		8,822.43
403	STORM & SURFACE WATER FUND		6,011.58
631	CLEARING FUND	14,834.01	
	TOTAL	14,834.01	14,834.01

** END OF REPORT - Generated by Linda Steinberg **

VOID

05/06/2015 12:00
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338556 05/13/2015 VOID 7522 US BANK NATIONAL ASS 198066 1510026386 04/26/2015 -52,721.34

Invoice: 1510026386 2015 LID #22 BOND PRINC & INT

-37,363.64 91221135 77300000325 GG-LID22 WW-PRIN REDEMPTION

-15,357.70 91221235 78300000325 GG-LID22 WW-INTEREST EXPENSE

CHECK 338556 TOTAL: -52,721.34

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -52,721.34

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	52,721.34

*** GRAND TOTAL *** -52,721.34

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT		
SRC	ACCOUNT		EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC		
2015	5	67											
APP	203-213000									ACCOUNTS PAYABLE		52,721.34	
	05/13/2015	338556	VOID								AP CASH DISBURSEMENTS JOURNAL		
APP	635-111100									CASH	52,721.34		
	05/13/2015	338556	VOID								AP CASH DISBURSEMENTS JOURNAL		
										GENERAL LEDGER TOTAL	52,721.34	52,721.34	
APP	631-130000									DUE TO/FROM CLEARING		52,721.34	
	05/13/2015	05/10/15	VOID										
APP	203-130000									DUE TO/FROM CLEARING	52,721.34		
	05/13/2015	05/10/15	VOID										
										SYSTEM GENERATED ENTRIES TOTAL	52,721.34	52,721.34	
										JOURNAL 2015/05/67	TOTAL	105,442.68	105,442.68

05/06/2015 12:00
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
203 LID BOND FUND	2015 5	67	05/13/2015			
203-130000				DUE TO/FROM CLEARING	52,721.34	
203-213000				ACCOUNTS PAYABLE		52,721.34
				FUND TOTAL	52,721.34	52,721.34
631 CLEARING FUND	2015 5	67	05/13/2015			
631-130000				DUE TO/FROM CLEARING		52,721.34
635-111100				CASH	52,721.34	
				FUND TOTAL	52,721.34	52,721.34

05/06/2015 12:00 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
203	LID BOND FUND		52,721.34
631	CLEARING FUND	52,721.34	
	TOTAL	52,721.34	52,721.34

** END OF REPORT - Generated by Linda Steinberg **

VOID

05/11/2015 14:00 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338542 05/13/2015 VOID 6939 CORPORATE OFFICE 198150 Q2554 05/04/2015 -189.00
Invoice: Q2554 POL/DETECTIVE TRAINING/826
-189.00 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 338542 TOTAL: -189.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -189.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	189.00

*** GRAND TOTAL *** -189.00

05/11/2015 14:00 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT					LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2015	5	142							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			189.00
	05/13/2015	338542	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		189.00	
	05/13/2015	338542	VOID			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		189.00	189.00
APP 631-130000						DUE TO/FROM CLEARING			189.00
	05/13/2015	05/10/15	VOID						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		189.00	
	05/13/2015	05/10/15	VOID						
						SYSTEM GENERATED ENTRIES TOTAL		189.00	189.00
						JOURNAL 2015/05/142	TOTAL	378.00	378.00

05/11/2015 14:00
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 5	142	05/13/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING	189.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		189.00
				FUND TOTAL	189.00	189.00
631 CLEARING FUND	2015 5	142	05/13/2015			
631-130000				DUE TO/FROM CLEARING		189.00
635-111100				CASH	189.00	
				FUND TOTAL	189.00	189.00

05/11/2015 14:00
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			189.00
631 CLEARING FUND		189.00	
	TOTAL	189.00	189.00

** END OF REPORT - Generated by Linda Steinberg **

Manual

05/07/2015 08:01 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcsbdb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338570 05/07/2015 PRD 4365 AUTOMATIC FUNDS TRAN 198188 BAIN1504983 04/30/2015 M050715 66.00

Invoice: BAIN1504983

APR15 WEB PAYMENT SVC

33.00 43411341 541100

FIN - WATER ADMIN PROF SERVICE

33.00 43421351 541100

FIN - SEWER ADMIN PROF SERVICE

CHECK 338570 TOTAL: 66.00

338571 05/07/2015 PRD 102 CITY OF BAINBRIDGE I 198186 RETREQ4-0602 04/17/2015 21400126 M050715 741.69

Invoice: RETREQ4-0602

VALLEY GERTIE LOGG-RET

441.12 72321953 66300000602

VALLEY RECONSTR-STREET-CONSTR

300.57 72433438 66300000602

VALLEY RECONSTR-SSWM-CONSTR

CHECK 338571 TOTAL: 741.69

338572 05/07/2015 PRD 7927 SOUND EXCAVATION, IN 198185 PAYREQ4-0602 04/17/2015 21400125 M050715 14,092.32

Invoice: PAYREQ4-0602

VALLEY LOGGLGERTIE JHNSN PRJ

8,381.31 72321953 66300000602

VALLEY RECONSTR-STREET-CONSTR

5,711.01 72433438 66300000602

VALLEY RECONSTR-SSWM-CONSTR

CHECK 338572 TOTAL: 14,092.32

338573 05/07/2015 PRD 7522 US BANK 198184 1510026386A 04/26/2015 M050715 52,721.34

Invoice: 1510026386A

2015 LID #22 BOND PRINC & INT

37,363.64 91221135 77300000325

GG-LID22 WW-PRIN REDEMPTION

15,357.70 91221235 78300000325

GG-LID22 WW-INTEREST EXPENSE

CHECK 338573 TOTAL: 52,721.34

338574 05/07/2015 PRD 4104 WA ST FERRIES 198187 RK248755 04/30/2015 M050715 417.40

Invoice: RK248755

APR2015 WAVE2GO FERRY CHGS

41.70 31011131 543100

EXEC-C/E-TRAVEL/MEALS/LODGING

27.80 21011125 543100

COURT - TRAVEL EXPENSE

252.30 51011211 543100

PD-C/E-ADM-TRAVEL/MEALS/LODGIN

40.00 61011581 543100

PCD - C/E ADMIN TRAVEL EXPENSE

55.60 73011189 543100

O&M-FAC-TRAVEL/MEALS/LODGING

CHECK 338574 TOTAL: 417.40

05/07/2015 08:01
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcsbdb

NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 68,038.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	68,038.75

*** GRAND TOTAL *** 68,038.75

05/07/2015 08:01 |CITY OF BAINBRIDGE ISLAND
 lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2015 5 92									
APP 401-213000						ACCOUNTS PAYABLE		33.00	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			68,038.75
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		33.00	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		8,822.43	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		6,011.58	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 203-213000						ACCOUNTS PAYABLE		52,721.34	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		417.40	
05/07/2015	M050715	050715				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								68,038.75	68,038.75
APP 631-130000						DUE TO/FROM CLEARING		68,038.75	
05/07/2015	M050715	050715							
APP 401-130000						DUE TO/FROM CLEARING			33.00
05/07/2015	M050715	050715							
APP 402-130000						DUE TO/FROM CLEARING			33.00
05/07/2015	M050715	050715							
APP 301-130000						DUE TO/FROM CLEARING			8,822.43
05/07/2015	M050715	050715							
APP 403-130000						DUE TO/FROM CLEARING			6,011.58
05/07/2015	M050715	050715							
APP 203-130000						DUE TO/FROM CLEARING			52,721.34
05/07/2015	M050715	050715							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			417.40
05/07/2015	M050715	050715							
SYSTEM GENERATED ENTRIES TOTAL								68,038.75	68,038.75
JOURNAL 2015/05/92 TOTAL								136,077.50	136,077.50

05/07/2015 08:01
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015 5	92	05/07/2015		
001-130000			GENERAL - DUE TO/FROM CLEARING		417.40
001-213000			GENERAL - ACCOUNTS PAYABLE	417.40	
			FUND TOTAL	417.40	417.40
203 LID BOND FUND	2015 5	92	05/07/2015		
203-130000			DUE TO/FROM CLEARING		52,721.34
203-213000			ACCOUNTS PAYABLE	52,721.34	
			FUND TOTAL	52,721.34	52,721.34
301 CAPITAL CONSTRUCTION FUND	2015 5	92	05/07/2015		
301-130000			DUE TO/FROM CLEARING		8,822.43
301-213000			ACCOUNTS PAYABLE	8,822.43	
			FUND TOTAL	8,822.43	8,822.43
401 WATER OPERATING FUND	2015 5	92	05/07/2015		
401-130000			DUE TO/FROM CLEARING		33.00
401-213000			ACCOUNTS PAYABLE	33.00	
			FUND TOTAL	33.00	33.00
402 SEWER OPERATING FUND	2015 5	92	05/07/2015		
402-130000			DUE TO/FROM CLEARING		33.00
402-213000			ACCOUNTS PAYABLE	33.00	
			FUND TOTAL	33.00	33.00
403 STORM & SURFACE WATER FUND	2015 5	92	05/07/2015		
403-130000			DUE TO/FROM CLEARING		6,011.58
403-213000			ACCOUNTS PAYABLE	6,011.58	
			FUND TOTAL	6,011.58	6,011.58
631 CLEARING FUND	2015 5	92	05/07/2015		
631-130000			DUE TO/FROM CLEARING	68,038.75	
635-111100			CASH		68,038.75
			FUND TOTAL	68,038.75	68,038.75

05/07/2015 08:01
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		417.40
203	LID BOND FUND		52,721.34
301	CAPITAL CONSTRUCTION FUND		8,822.43
401	WATER OPERATING FUND		33.00
402	SEWER OPERATING FUND		33.00
403	STORM & SURFACE WATER FUND		6,011.58
631	CLEARING FUND	68,038.75	
	TOTAL	68,038.75	68,038.75

** END OF REPORT - Generated by Linda Steinberg **

Manual

05/14/2015 07:55 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

338575 05/14/2015 PRD 5 ACE HARDWARE 198191 029648 01/14/2015 M051415 25.84
Invoice: 029648 PW/RATCHET/CM SOCKET/KNIFE
25.84 73421355 531100 WIN COLL-SUPPLIES

Invoice: 029776 198192 029776 04/29/2015 M051415 31.50
PW/VLVBALL 600 IPS
31.50 73425358 531100 O&M-WWTP-SUPPLIES

Invoice: 029793 198193 029793 01/30/2015 M051415 21.16
PW/CLEANER/PLUMNG SUPPLIES
21.16 73421355 531100 WIN COLL-SUPPLIES

Invoice: 029895 198194 029895 02/09/2015 M051415 21.14
PW/PAIL/LID/TOTE/BIN
21.14 73431835 531100 OFFICE SUPPLIES

Invoice: 030008 198195 030008 02/20/2015 M051415 30.38
PW/BULB/BATTERY-CH
30.38 73011183 531100 O&M-C/E-CH FAC-SUPPLIES

CHECK 338575 TOTAL: 130.02

338576 05/14/2015 PRD 4365 AUTOMATIC FUNDS TRAN 198197 79580-A 02/06/2015 M051415 760.82
Invoice: 79580-A FIN/STATEMENT PREP & MAIL
155.11 43411341 541100 FIN - WATER ADMIN PROF SERVICE
155.11 43421351 541100 FIN - SEWER ADMIN PROF SERVICE
225.30 91411891 542500 GG-WTR-FAC-POSTAGE
225.30 91421891 542500 GG-SWR-FAC-POSTAGE

Invoice: 79653-A 198198 79653-A 02/09/2015 M051415 5.77
FIN/FINAL BILL PRINT & MAIL
.96 43411341 541100 FIN - WATER ADMIN PROF SERVICE
.97 43421351 541100 FIN - SEWER ADMIN PROF SERVICE
1.92 91411891 542500 GG-WTR-FAC-POSTAGE
1.92 91421891 542500 GG-SWR-FAC-POSTAGE

CHECK 338576 TOTAL: 766.59

338577 05/14/2015 PRD 8175 PROFESSIONAL LAW ENF 198196 Q2554 05/04/2015 M051415 189.00
Invoice: Q2554 POL/DETECTIV TRAING-LEDBETTER
189.00 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 338577 TOTAL: 189.00

05/14/2015 07:55 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 1,085.61

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	1,085.61

*** GRAND TOTAL *** 1,085.61

CLERK: lsteinberg

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 5 179									
APP 402-213000					ACCOUNTS PAYABLE			461.80	
05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,085.61
05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			21.14	
05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			219.38	
05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			383.29	
05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								1,085.61	1,085.61
APP 631-130000					DUE TO/FROM CLEARING			1,085.61	
05/14/2015	M051415	051415							
APP 402-130000					DUE TO/FROM CLEARING				461.80
05/14/2015	M051415	051415							
APP 403-130000					DUE TO/FROM CLEARING				21.14
05/14/2015	M051415	051415							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				219.38
05/14/2015	M051415	051415							
APP 401-130000					DUE TO/FROM CLEARING				383.29
05/14/2015	M051415	051415							
SYSTEM GENERATED ENTRIES TOTAL								1,085.61	1,085.61
JOURNAL 2015/05/179 TOTAL								2,171.22	2,171.22

05/14/2015 07:55
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	5	179	05/14/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		219.38
001-213000				GENERAL - ACCOUNTS PAYABLE	219.38	
				FUND TOTAL	219.38	219.38
401 WATER OPERATING FUND	2015	5	179	05/14/2015		
401-130000				DUE TO/FROM CLEARING		383.29
401-213000				ACCOUNTS PAYABLE	383.29	
				FUND TOTAL	383.29	383.29
402 SEWER OPERATING FUND	2015	5	179	05/14/2015		
402-130000				DUE TO/FROM CLEARING		461.80
402-213000				ACCOUNTS PAYABLE	461.80	
				FUND TOTAL	461.80	461.80
403 STORM & SURFACE WATER FUND	2015	5	179	05/14/2015		
403-130000				DUE TO/FROM CLEARING		21.14
403-213000				ACCOUNTS PAYABLE	21.14	
				FUND TOTAL	21.14	21.14
631 CLEARING FUND	2015	5	179	05/14/2015		
631-130000				DUE TO/FROM CLEARING	1,085.61	
635-111100				CASH		1,085.61
				FUND TOTAL	1,085.61	1,085.61

FUND		DUE TO	DUE FROM
001	GENERAL FUND		219.38
401	WATER OPERATING FUND		383.29
402	SEWER OPERATING FUND		461.80
403	STORM & SURFACE WATER FUND		21.14
631	CLEARING FUND	1,085.61	
TOTAL		1,085.61	1,085.61

** END OF REPORT - Generated by Linda Steinberg **

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Manual

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338578	05/15/2015	PRTD	1205	PUGET SOUND ENERGY	198199	837MAY15	05/01/2015	M051515	3,057.53
Invoice: 837MAY15					2,807.53	91011189 547100	CITY HALL 200006410837		
					250.00	91011189 547101	GG-C/E-CITY HALL-ELECTRIC		
					ELECTRIC-GREEN POWER				
Invoice: 696APR15					198200	696APR15	05/01/2015	M051515	10.81
					10.81	91011768 547100	BJUNE/WFP BOOTH EL PANEL		
					GG-C/E-PARKS-ELECTRIC				
Invoice: 823APR15					198201	823APR15	05/01/2015	M051515	10.81
					10.81	91011768 547100	BRIEN DRIVE N/BOOTH EL PANEL		
					GG-C/E-PARKS-ELECTRIC				
Invoice: 640APR15					198202	640APR15	05/01/2015	M051515	25.10
					25.10	91011768 547100	BRIEN DRIVE S/BOOTH EL PANEL		
					GG-C/E-PARKS-ELECTRIC				
Invoice: 573APR15					198203	573APR15	05/01/2015	M051515	12.81
					12.81	91411345 547100	COMMODORE/HS RESERVOIR		
					GG-WTR-ELECTRIC				
Invoice: 093APR15					198204	093APR15	05/01/2015	M051515	1,887.12
					1,887.12	91411345 547100	FLETCHER BAY WELL FIELD		
					GG-WTR-ELECTRIC				
Invoice: 256APR15					198205	256APR15	05/01/2015	M051515	367.57
					367.57	91421355 547100	SLS-8 HWY 305/HARBORVIEW		
					GG-SWR-ELECTRIC				
Invoice: 291APR15					198206	291APR15	05/01/2015	M051515	14.17
					14.17	91411345 547100	HEAD OF THE BAY WELL FIELD		
					GG-WTR-ELECTRIC				
Invoice: 031APR15					198207	031APR15	05/01/2015	M051515	182.40
					182.40	91421355 547100	SLS-6 LOVELL LOWER		
					GG-SWR-ELECTRIC				
Invoice: 466APR15					198208	466APR15	05/01/2015	M051515	10.81
					10.81	91111264 547100	MADISON/HS RAINBRINGER		
					GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 893APR15					198209	893APR15	05/01/2015	M051515	3,283.85
					3,283.85	91111263 547100	MUNICIPAL STREET LIGHTING		
					GG-STRT-STREET LIGHTING-UTIL				
Invoice: 143APR15					198210	143APR15	05/01/2015	M051515	13.52
					13.52	91111264 547100	REITAIN ROAD/WELCOME TO BI		
					GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 735APR15					198211	735APR15	05/01/2015	M051515	57.90
					57.90	91011768 547100	SHANNON DRIVE/WFP DOCK		
					GG-C/E-PARKS-ELECTRIC				

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CASH ACCOUNT: 635			111100		CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: 736APR15				198212	736APR15	05/01/2015		M051515	54.38	
				54.38	91011768 547100	SHANNON DRIVE/WFP RESTRM GG-C/E-PARKS-ELECTRIC				
Invoice: 647APR15				198213	647APR15	05/01/2015		M051515	30.04	
				30.04	91111263 547100	STREET LIGHTS/TRAFFIC CONTR GG-STRT-STREET LIGHTING-UTIL				
Invoice: 021APR15				198214	021APR15	05/01/2015		M051515	100.91	
				100.91	91421355 547100	SLS-3 TREATMENT PLANT GG-SWR-ELECTRIC				
Invoice: 710APR15				198215	710APR15	05/01/2015		M051515	206.27	
				206.27	91421355 547100	SLS-2 VILLAGE CENTER GG-SWR-ELECTRIC				
Invoice: 168APR15				198216	168APR15	05/01/2015		M051515	73.60	
				73.60	91011768 547100	WATERFRONT PARK GG-C/E-PARKS-ELECTRIC				
Invoice: 717APR15				198217	717APR15	05/01/2015		M051515	255.87	
				255.87	91011215 547100	POLICE STATION-METER 1 (ORIGI) GG-C/E-PD-ELECTRIC				
Invoice: 111APR15				198218	111APR15	05/01/2015		M051515	340.56	
				340.56	91011215 547100	POLICE STATION-METER 2 GG-C/E-PD-ELECTRIC				
Invoice: 520-298APR15				198219	520-298APR15	05/01/2015		M051515	309.22	
				309.22	91421355 547100	SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC				
Invoice: 797APR15				198220	797APR15	05/01/2015		M051515	155.12	
				155.12	91011255 547100	MUNICIPAL COURT - METER E3 - 10255 NE Valley Road GG-C/E-COURT BLDG-ELECTRIC				
Invoice: 182APR15				198221	182APR15	05/01/2015		M051515	63.52	
				63.52	91011255 547100	MUNICIPAL COURT - METER E6 - 10255 NE Valley Road GG-C/E-COURT BLDG-ELECTRIC				
Invoice: 520-374APR15				198222	520-374APR15	05/01/2015		M051515	68.17	
				68.17	91111264 547100	SIGNAL AT 108 OLYMPIC DR SE GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 973APR15				198223	973APR15	05/01/2015		M051515	78.94	
				78.94	91415345 547100	OC RESERVOIR LID17 PHASE 2 - 1100 Old Creosote Rd GG-ROCKAWAY BCH-UTILITIES				
Invoice: 336APR15				198224	336APR15	05/01/2015		M051515	131.11	
				131.11	91421355 547100	SLS-9 ISLAND TERRACE-1174 Ferncliff Avenue NE GG-SWR-ELECTRIC				

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 461APR15				198225	461APR15	05/01/2015		M051515	5,903.18
				5,903.18	91425358 547100	WWTP - 1220 DONALD PLACE			
						GG-WWTP-ELECTRIC			
Invoice: 040-581APR15				198226	040-581APR15	05/01/2015		M051515	134.00
				134.00	91421355 547100	3900 HALLS HILL ROAD PUMP			
						GG-SWR-ELECTRIC			
Invoice: 446APR15				198227	446APR15	05/01/2015		M051515	10.81
				10.81	91011768 547100	WATERFRONT PARK BOOTH - 402 Brien Drive			
						GG-C/E-PARKS-ELECTRIC			
Invoice: 636APR15				198228	636APR15	05/01/2015		M051515	96.89
				96.89	91421355 547100	SLS-7 WING POINT WAY - 4296 Wing Point Way			
						GG-SWR-ELECTRIC			
Invoice: 206APR15				198229	206APR15	05/01/2015		M051515	404.82
				404.82	91421355 547100	4586 POINT WHITE DRIVE NE			
						GG-SWR-ELECTRIC			
Invoice: 040-751APR15				198230	040-751APR15	05/01/2015		M051515	11.12
				11.12	91411345 547100	520 ERICKSEN AVENUE PRV-wtr sys			
						GG-WTR-ELECTRIC			
Invoice: 828APR15				198231	828APR15	05/01/2015		M051515	124.45
				124.45	91415345 547100	TAYLOR WELLS LID17 PHASE 1 - 6300 Taylor Avenue			
						GG-ROCKAWAY BCH-UTILITIES			
Invoice: 247APR15				198232	247APR15	05/01/2015		M051515	13.02
				13.02	91435838 547100	SSWM/DECANT FACILITY-6400 Don Palmer Avenue NE			
						GG-DECANT-ELECTRIC			
Invoice: 884APR15				198233	884APR15	05/01/2015		M051515	84.40
				84.40	91421355 547100	SLS FERRY TERMINAL-692 Klickitat Place NE			
						GG-SWR-ELECTRIC			
Invoice: 520-136APR15				198234	520-136APR15	05/01/2015		M051515	1,346.15
				1,346.15	91411345 547100	HOB BOOSTER PUMP/WELL-7290 Wyatt Way			
						GG-WTR-ELECTRIC			
Invoice: 900APR15				198235	900APR15	05/01/2015		M051515	29.45
				29.45	91011897 547100	NE HIDDEN COVE - PASS THRU - 7315 Hidden Cove Road			
						GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 558APR15				198236	558APR15	05/01/2015		M051515	1,555.07
				1,555.07	91011897 547100	7315 NE HIDDEN COVE ROAD			
						GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 058APR15				198237	058APR15	05/01/2015		M051515	37.76
				37.76	91011897 547100	NE HIDDEN COVE-SHOP-7315 Hidden Cove Rd			
						GG-C/E-O&M YARD FAC-ELECTRIC			

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CASH ACCOUNT: 635 111100 CASH								
CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 040-714APR15			198238	040-714APR15	05/01/2015	M051515		10.81
					7573 FLETCHER BAY ROAD-OS property next to Johnson			
			10.81	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
Invoice: 831APR15			198240	831APR15	05/01/2015	M051515		3,053.55
					SANDS AVENUE NE WELL FIELD - 8499 Sands Avenue NE			
			3,053.55	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 983APR15			198241	983APR15	05/01/2015	M051515		11.67
					MILLER ROAD NE BEACON-8800 1/2 Miller Road			
			11.67	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 888APR15			198253	888APR15	05/01/2015	M051515		235.75
					NE HIGH SCHOOL ROAD PUMP-9330 NE HS Road			
			235.75	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 067APR15			198254	067APR15	05/01/2015	M051515		10.81
					MADISON PARKING LOT			
			10.81	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 658APR15			198255	658APR15	05/01/2015	M051515		71.44
					SLS-4 IRENE/LOWER HAWLEY			
			71.44	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 682-A-APR15			198256	682-A-APR15	05/01/2015	M051515		14.17
					MUNIC PARKNG LOT-MADISON/MADRONA			
			14.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 682-B-APR15			198257	682-B-APR15	05/01/2015	M051515		14.17
					MUNIC PARKNG LOT-MADISON/MADRONA			
			14.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL1APR15			198258	IL1APR15	05/01/2015	M051515		154.42
					ERCKSN/MDSN/WNSLW/KNCHTL			
			154.42	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL2APR15			198259	IL2APR15	05/01/2015	M051515		125.17
					FACILITIES DETAIL ON IL1			
			125.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL3APR15			198260	IL3APR15	05/01/2015	M051515		281.11
					ROUNDAABOUT HS/MADISON IMPR			
			281.11	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL4APR15			198261	IL4APR15	05/01/2015	M051515		94.93
					FACILITIES DETAIL ON IL3			
			94.93	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL5APR15			198262	IL5APR15	05/01/2015	M051515		98.73
					COMMODORE OFF HS @ OLYMPIC			
			98.73	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: IL6APR15	198263	IL6APR15	05/01/2015	M051515	82.55
	82.55	91111263 547100	MADISON PRJ HS TO WINSLOW GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL7APR15	198264	IL7APR15	05/01/2015	M051515	354.14
	354.14	91111263 547100	MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL8APR15	198265	IL8APR15	05/01/2015	M051515	25.53
	25.53	91111263 547100	FACILITIES DETAIL ON IL6 AND IL7 GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL9APR15	198266	IL9APR15	05/01/2015	M051515	60.12
	60.12	91111263 547100	MADISON AVENUE SOUTH GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL10APR15	198267	IL10APR15	05/01/2015	M051515	76.99
	76.99	91111263 547100	FACILITIES DETAIL ON IL9 GG-STRT-STREET LIGHTING-UTIL		
Invoice: 285APR15	198268	285APR15	05/01/2015	M051515	233.73
	233.73	91421355 547100	SPS NORTH TOWN/SPORTSMAN GG-SWR-ELECTRIC		
Invoice: IL11APR15	198269	IL11APR15	05/01/2015	M051515	113.18
	113.18	91111263 547100	STREET LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL12APR15	198270	IL12APR15	05/01/2015	M051515	49.36
	49.36	91111263 547100	STREET LIGHTS WW 305-FRNCLFF GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL13APR15	198271	IL13APR15	05/01/2015	M051515	45.05
	45.05	91111263 547100	FACILITIES DETAIL ON IL12 GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW&GROWAPR15	198272	WW&GROWAPR15	05/01/2015	M051515	16.68
	16.68	91111263 547100	WW & GROW STREET LIGHT GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW&305APR15	198273	WW&305APR15	05/01/2015	M051515	83.39
	83.39	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: WW&305APR15-A	198274	WW&305APR15-A	05/01/2015	M051515	95.95
	95.95	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: WW&305APR15-B	198275	WW&305APR15-B	05/01/2015	M051515	521.36
	521.36	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC							
Invoice: SPRINGAPR15		198276	SPRINGAPR15	05/01/2015	M051515	29.32	
		29.32	91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: SPRINGAPR15-A		198277	SPRINGAPR15-A	05/01/2015	M051515	35.39	
		35.39	91111263 547100	SPRINGRIDGE RD/HANSEN HILL-2			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330APR15		198278	520-330APR15	05/01/2015	M051515	10.81	
		10.81	91011768 547100	210 WINSLOW WAY E IRRIGATION			
				GG-C/E-PARKS-ELECTRIC			
				CHECK	338578 TOTAL:	26,563.51	
NUMBER OF CHECKS				1	*** CASH ACCOUNT TOTAL ***	26,563.51	
				COUNT	AMOUNT		
TOTAL PRINTED CHECKS				1	26,563.51		
				*** GRAND TOTAL ***			26,563.51

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT					LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2015	5	204							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		5,759.91	
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			26,563.51
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,764.06	
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,225.94	
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,800.58	
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		13.02	
	05/15/2015	M051515	051515			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								26,563.51	26,563.51
APP 631-130000						DUE TO/FROM CLEARING		26,563.51	
	05/15/2015	M051515	051515						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			5,759.91
	05/15/2015	M051515	051515						
APP 401-130000						DUE TO/FROM CLEARING			6,764.06
	05/15/2015	M051515	051515						
APP 402-130000						DUE TO/FROM CLEARING			8,225.94
	05/15/2015	M051515	051515						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,800.58
	05/15/2015	M051515	051515						
APP 403-130000						DUE TO/FROM CLEARING			13.02
	05/15/2015	M051515	051515						
SYSTEM GENERATED ENTRIES TOTAL								26,563.51	26,563.51
JOURNAL 2015/05/204 TOTAL								53,127.02	53,127.02

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	5	204	05/15/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		5,759.91
001-213000				GENERAL - ACCOUNTS PAYABLE	5,759.91	
				FUND TOTAL	5,759.91	5,759.91
101 STREET FUND	2015	5	204	05/15/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		5,800.58
101-213000				STREETS - ACCOUNTS PAYABLE	5,800.58	
				FUND TOTAL	5,800.58	5,800.58
401 WATER OPERATING FUND	2015	5	204	05/15/2015		
401-130000				DUE TO/FROM CLEARING		6,764.06
401-213000				ACCOUNTS PAYABLE	6,764.06	
				FUND TOTAL	6,764.06	6,764.06
402 SEWER OPERATING FUND	2015	5	204	05/15/2015		
402-130000				DUE TO/FROM CLEARING		8,225.94
402-213000				ACCOUNTS PAYABLE	8,225.94	
				FUND TOTAL	8,225.94	8,225.94
403 STORM & SURFACE WATER FUND	2015	5	204	05/15/2015		
403-130000				DUE TO/FROM CLEARING		13.02
403-213000				ACCOUNTS PAYABLE	13.02	
				FUND TOTAL	13.02	13.02
631 CLEARING FUND	2015	5	204	05/15/2015		
631-130000				DUE TO/FROM CLEARING	26,563.51	
635-111100				CASH		26,563.51
				FUND TOTAL	26,563.51	26,563.51

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,759.91
101	STREET FUND		5,800.58
401	WATER OPERATING FUND		6,764.06
402	SEWER OPERATING FUND		8,225.94
403	STORM & SURFACE WATER FUND		13.02
631	CLEARING FUND	26,563.51	
TOTAL		26,563.51	26,563.51

** END OF REPORT - Generated by Linda Steinberg **

Manual

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CASH ACCOUNT: 635			111100		CASH				
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
338579	05/14/2015	PRTD	7314 US BANK	198242	03/27/2015-BB	04/27/2015		M051415	392.41
Invoice: 03/27/2015-BB				392.41	51011211 531100	POL/BAYSIDE/AWARD/GIFTS-GALA			
						PD-C/E-ADM-SUPPLIES			
Invoice: 03/31/2015-BB				198243	03/31/2015-BB	04/27/2015		M051415	500.00
				500.00	51011214 443410	POL/IACP/TUITION-HAMNER			
						PD-C/E-ADMIN-TRAINING			
Invoice: 04/03/2015-BB				198244	04/03/2015-BB	04/27/2015		M051415	170.40
				170.40	53011212 531100	POL/HURDLER/MTN BIKE CLIPS			
						PD-C/E-PATROL SUPPLIES			
Invoice: 04/06/2015-BB				198245	04/06/2015-BB	04/27/2015		M051415	175.00
				70.00	51011214 443410	POL/MRSC/REG X 5			
				105.00	53011212 443410	PD-C/E-ADMIN-TRAINING			
						POLICE - C/E PATROL TRAINING			
Invoice: 04/08/2015-BB				198246	04/08/2015-BB	04/27/2015		M051415	165.00
				165.00	51011214 443410	POL/WAPRO/REG-TRAINING-KE			
						PD-C/E-ADMIN-TRAINING			
Invoice: 04/08/2015-BB-A				198247	04/08/2015-BB-A	04/27/2015		M051415	302.64
				302.64	53011212 531100	POL/AMAZON/FLASHLIGHT X 4			
						PD-C/E-PATROL SUPPLIES			
Invoice: 04/10/2015-BB				198248	04/10/2015-BB	04/27/2015		M051415	33.66
				33.66	51011211 541100	POL/SMUGMUG/PHOTOS-MH, JH			
						PD-C/E-ADM-PROF SVCS			
Invoice: 04/14/2015-BB				198249	04/14/2015-BB	04/27/2015		M051415	30.00
				9.00	51011214 443410	POL/WSDOT-GOOD 2 GO REPLENISH			
				16.50	53011212 443410	PD-C/E-ADMIN-TRAINING			
				4.50	53011212 543100	POLICE - C/E PATROL TRAINING			
						PATROL-TRAVEL/MEALS/LODGING			
Invoice: 04/18/2015-BB				198250	04/18/2015-BB	04/27/2015		M051415	1,227.38
				1,227.38	53011212 443410	POL/HILTON/LODG-MOTOCYC TRN			
						POLICE - C/E PATROL TRAINING			
Invoice: 04/14/2015-MH				198251	04/14/2015-MH	04/27/2015		M051415	12.02
				12.02	51011214 443410	POL/WENDY'S/EMERG TRAINING			
						PD-C/E-ADMIN-TRAINING			
Invoice: 04/20/2015-MH				198252	04/20/2015-MH	04/27/2015		M051415	151.00
				151.00	51011212 539100	POL/THAT SOM PIZ/ALL HANDS			
						PD-C/E-MARINE-WORKED MEALS			
Invoice: 04/08/2015-JH				198279	04/08/2015-JH	04/27/2015		M051415	2,145.95
				2,145.95	51011211 531100	POL/BIMA/FOOD/BEV/LEA GALA			
						PD-C/E-ADM-SUPPLIES			
				198280	04/24/2015-JH	04/27/2015		M051415	140.14

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 04/24/2015-JH

POL/US CUTTER/VINYL BANNERS

140.14 51011211 53110000589 PD-COMM OUTREACH-SUPPLIES

Invoice: 04/01/2015-AL

198281 04/01/2015-AL

04/27/2015

M051415

5.50

POL/BRIDGE TOLL-FORENSIC EXAM

5.50 52011212 543100

PD-INV-TRAVEL/MEALS/LODGING

Invoice: 04/02/2015-AL

198282 04/02/2015-AL

04/27/2015

M051415

22.06

AMAZON/MANNIQUIN HEADS X 2

22.06 52011212 531100

POLICE - C/E INVEST SUPPLIES

Invoice: 04/19/2015-SM

198283 04/19/2015-SM

04/27/2015

M051415

32.57

CRT/WIRELESS DOOR BELL-CRT

32.57 21011125 531100

COURT - SUPPLIES

Invoice: 04/02/2015-JR

198284 04/02/2015-JR

04/27/2015

M051415

49.06

PCD/AMAZON/MOISTURE METER

49.06 62471591 531100

BLDG - BLDG OFFICE SUPPLIES

Invoice: 04/21/2015-JR

198285 04/21/2015-JR

04/27/2015

M051415

30.00

PCD/SAFEWAY/COOKIES-APA WALK

30.00 61011581 531100

PCD - C/E ADMIN SUPPLIES

Invoice: 04/23/2015-JR

198286 04/23/2015-JR

04/27/2015

M051415

16.95

PCD/USPS/PRIORITY MAIL-GRANT

16.95 91470891 542500

GG-DEV-FAC-POSTAGE

Invoice: 04/01/2015-AR

198287 04/01/2015-AR

04/27/2015

M051415

191.01

EX/FLY BOYS/PLAST PROTECTORS

191.01 31011131 531100

EXEC - C/E SUPPLIES

Invoice: 04/10/2015-AR

198288 04/10/2015-AR

04/27/2015

M051415

80.56

EX/T&C/SUPP -VOLUNTEER CELEBRAT

80.56 31011131 542450

EX-COMMUNITY INFO & OUTREACH

Invoice: 04/10/2015-AR-A

198289 04/10/2015-AR-A

04/27/2015

M051415

38.32

EX/PAPER PROD/SUPPL-VOLUNT CELEB

38.32 31011131 542450

EX-COMMUNITY INFO & OUTREACH

Invoice: 04/15/2015-AR

198290 04/15/2015-AR

04/27/2015

M051415

8.79

EX/WINSL DRG/SUPPL-VOLUNT CELEB

8.79 31011131 542450

EX-COMMUNITY INFO & OUTREACH

Invoice: 04/15/2015-AR-A

198291 04/15/2015-AR-A

04/27/2015

M051415

12.03

EX/T&C/SUPPL-VOLUNTEER CELEBR

12.03 31011131 542450

EX-COMMUNITY INFO & OUTREACH

Invoice: 04/15/2015-AR-B

198292 04/15/2015-AR-B

04/27/2015

M051415

1,500.00

EX/AWC/CONF REG-AB,SB,MS,VT

1,500.00 11011116 549100

COUNCIL-C/E-DUES/SUBSCR/MEMBER

198293 04/17/2015-AR

04/27/2015

M051415

375.00

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 04/17/2015-AR

375.00 31011131 549100

EX/AWC/CONF REG-DOUG
EXEC-C/E-DUES/SUBCR/MEMBERSH

198294 04/04/2015-BS

04/27/2015

M051415

295.36

Invoice: 04/04/2015-BS

295.36 54025212 532000

POL/PT BROWNSVILLE/BOAT FUEL
MARINE - FUEL

198295 03/31/2015-BS

04/27/2015

M051415

-107.00

Invoice: 03/31/2015-BS

-107.00 54025212 531100

POL/MERC MARINE/CR DUPL PAY
MARINE - SUPPLIES

198296 03/29/2015-BS

04/27/2015

M051415

36.10

Invoice: 03/29/2015-BS

36.10 54025212 443410

POL/SHELL/GAS
MARINE - TRAINING

198298 04/01/2015-BS

04/27/2015

M051415

5.96

Invoice: 04/01/2015-BS

5.96 54025212 443410

POL/JACKNBX/MERC VERADO TRNG
MARINE - TRAINING

198299 03/29/2015-BS-A

04/27/2015

M051415

13.90

Invoice: 03/29/2015-BS-A

13.90 54025212 443410

POL/WSF/FARE-MERC VERADO TRNG
MARINE - TRAINING

198300 04/01/2015-BS-A

04/27/2015

M051415

13.90

Invoice: 04/01/2015-BS-A

13.90 54025212 443410

POL/WSF/FARE-MERC VERADO TRNG
MARINE - TRAINING

198301 04/02/2015-BS

04/27/2015

M051415

310.99

Invoice: 04/02/2015-BS

310.99 54025212 443410

POL/BEST WESTRN/LODG-TRAINING
MARINE - TRAINING

198302 03/26/2015-KS

04/27/2015

M051415

3.99

Invoice: 03/26/2015-KS

3.99 31011572 539100

EX/BAIN BAKR/MTG W/B AMDERSON
EXEC-C/E-OUTREACH-MEALS/EVENTS

198303 03/30/2015-KS

04/27/2015

M051415

29.02

Invoice: 03/30/2015-KS

29.02 31011572 443410

EX/FLYIN J/FUEL-TRAINING
EXEC-C/E-OUTREACH-TRAINING

198304 03/30/2015-KS-A

04/27/2015

M051415

18.05

Invoice: 03/30/2015-KS-A

18.05 31011572 443410

EX/BST WESTRN/DINNER-TRAINING
EXEC-C/E-OUTREACH-TRAINING

198305 03/31/2015-KS

04/27/2015

M051415

8.36

Invoice: 03/31/2015-KS

8.36 31011572 443410

EX/SUBWAY/LUNCH-TRAINING
EXEC-C/E-OUTREACH-TRAINING

198306 04/01/2015-KS

04/27/2015

M051415

23.61

Invoice: 04/01/2015-KS

23.61 31011572 443410

EX/EL RODEO/STARBCKS/MEALS-TRNG
EXEC-C/E-OUTREACH-TRAINING

198307 04/01/2015-KS-A

04/27/2015

M051415

20.90

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 04/01/2015-KS-A				20.90	31011572 443410	EX/ASTRO113/GAS/DINNER-TRNG EXEC-C/E-OUTREACH-TRAINING			
Invoice: 04/22/2015-KS				198308	04/22/2015-KS	04/27/2015	M051415		8.82
				8.82	31011572 531100	EX/ESTHER FABRIC/SUPPL-SOLAR EXEC-C/E-OUTREACH-SUPPLIES			
Invoice: 03/26/2015-KB				198309	03/26/2015-KB	04/27/2015	M051415		156.98
				156.98	46011161 53110000302	HR/ADV RENTAL/EMPL RECOGNITN EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 03/30/2015-KB				198310	03/30/2015-KB	04/27/2015	M051415		25.00
				25.00	33011161 544121	HR/CRAIGSLIST/JOB AD-JUD SPEC HR-ADV-EE RECRUIT-COURT			
Invoice: 03/30/2015-KB-A				198311	03/30/2015-KB-A	04/27/2015	M051415		25.00
				25.00	33011161 544173	HR/CRAIGSLIST/JOB AD-SEAS WRKR HR-ADV-EE RECRUIT-PW O&M			
Invoice: 03/30/2015-KB-B				198312	03/30/2015-KB-B	04/27/2015	M051415		3.25
				3.25	31011131 531100	HR/ACE HARDWR/POTTING SOIL EXEC - C/E SUPPLIES			
Invoice: 04/06/2015-KB				198313	04/06/2015-KB	04/27/2015	M051415		270.00
				270.00	33011164 443410	HR/AWC/REG-LABOR REL INST-KB HR-C/E-TRAINING EXP			
Invoice: 04/09/2015-KB				198314	04/09/2015-KB	04/27/2015	M051415		21.31
				21.31	33011161 531100	HR/AMAZON/BOOK-BLD THRIV CUL HR-C/E-SUPPLIES			
Invoice: 04/10/2015-KB				198315	04/10/2015-KB	04/27/2015	M051415		250.00
				250.00	51011214 443410	HR/AWC/REG-LABOR REL-MH, JH PD-C/E-ADMIN-TRAINING			
Invoice: 04/20/2015-KB				198316	04/20/2015-KB	04/27/2015	M051415		12.00
				12.00	31011131 531100	HR/T&C/CAKE-VOLUNTEER CELEBR EXEC - C/E SUPPLIES			
Invoice: 03/25/2015-SM				198317	03/25/2015-SM	04/27/2015	M051415		85.50
				85.50	81011881 535500	IT/AMAZON/PRINTR TONER-YELLW IT - C/E COMPUTER PARTS & EQ			
Invoice: 04/08/2015-SM				198318	04/08/2015-SM	04/27/2015	M051415		75.00
				75.00	81011881 549100	IT/ACCIS/2015 MEMBERSHIP IT - C/E MISCELLANEOUS			
Invoice: 04/14/2015-SM				198319	04/14/2015-SM	04/27/2015	M051415		720.60
				720.60	81011881 535500	IT/RAKUTEN/COMPUTER EQUIP IT - C/E COMPUTER PARTS & EQ			
				198320	04/22/2015-SM	04/27/2015	M051415		59.77

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 04/22/2015-SM

59.77 81011881 535500

IT/AMAZON/VIDEO/POWER ADAPTR
 IT - C/E COMPUTER PARTS & EQ

198321 04/01/2015-KJ

04/27/2015

M051415

67.45

Invoice: 04/01/2015-KJ

67.45 41011141 531100

FIN/AMAZON/INK CARTRIDEG
 FIN - C/E ADMIN SUPPLIES

198322 04/07/2015-KJ

04/27/2015

M051415

4,621.50

Invoice: 04/07/2015-KJ

4,621.50 44011143 545000

FIN/BE STORAGE/OFFSITE UNITS
 RECORDS MNGT - C/E - RENTS

198323 03/27/2015-DS

04/27/2015

M051415

5.42

Invoice: 03/27/2015-DS

5.42 31011131 531100

EX/MSFT/DRAW BOARD-DS
 EXEC - C/E SUPPLIES

198324 03/27/2015-DS-A

04/27/2015

M051415

8.31

Invoice: 03/27/2015-DS-A

8.31 31011134 443410

EX/BURGERVIL/MEAL/ICMA CONF
 EXEC - C/E TRAINING

198325 03/30/2015-DS

04/27/2015

M051415

22.00

Invoice: 03/30/2015-DS

22.00 31011134 443410

EX/JANTZEN B&G/MEAL-ICMA CONF
 EXEC - C/E TRAINING

198326 03/30/2015-DS-A

04/27/2015

M051415

339.74

Invoice: 03/30/2015-DS-A

339.74 31011134 443410

EX/RED LION/LODG-ICMA CONF
 EXEC - C/E TRAINING

198327 04/14/2015-DS

04/27/2015

M051415

21.75

Invoice: 04/14/2015-DS

21.75 31011131 542450

EX/CONSTANT CONTAC/EMAIL MKTG
 EX-COMMUNITY INFO & OUTREACH

198328 04/20/2015-DS-A

04/27/2015

M051415

217.39

Invoice: 04/20/2015-DS-A

217.39 31011131 531100

EX/MSFT/DOCKING STATION
 EXEC - C/E SUPPLIES

198329 04/20/2015-DS

04/27/2015

M051415

64.65

Invoice: 04/20/2015-DS

64.65 31011131 531100

EX/ARBOR DAY/TREE CITY HATS
 EXEC - C/E SUPPLIES

198330 03/26/2015-CK

04/27/2015

M051415

256.00

Invoice: 03/26/2015-CK

256.00 73111290 443410

PW/EVERGR SAF CNCL/FLAG CERT
 O&M-STREET-MAINT O/H-TRAINING

198331 03/27/2015-CK

04/27/2015

M051415

49.00

Invoice: 03/27/2015-CK

49.00 73111290 541100

PW/CASC HEALTH/CDL DRUG TEST
 O&M-STREET-MAINT O/H-PRO SVCS

198332 03/28/2015-CK-A

04/27/2015

M051415

500.00

Invoice: 03/28/2015-CK-A

500.00 73111290 443410

PW/COMM DRIV SCH/CDL TRAING
 O&M-STREET-MAINT O/H-TRAINING

198333 03/30/2015-CK

04/27/2015

M051415

2,000.00

CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 03/30/2015-CK				2,000.00	73111290 443410	PW/COMM DRIV SCH/CDL TRAINING O&M-STREET-MAINT O/H-TRAINING			
Invoice: 04/01/2015-CK				198334	04/01/2015-CK	04/27/2015	M051415		135.00
				135.00	73411345 443410	PW/PAYPAL/WATER CEU TRAIN-DF O&M-WTR MAINT-TRAINING EXP			
Invoice: 04/10/2015-CK				198335	04/10/2015-CK	04/27/2015	M051415		99.35
				99.35	73011189 531100	PW/SALMON BAY/SAND-ART SLIPPR O&M - C/E FACIL OFC SUPPLIES			
Invoice: 04/09/2015-CK				198336	04/09/2015-CK	04/27/2015	M051415		225.66
				225.66	73111290 443410	PW/EVERGR SAFET/FLAG HANDBKS O&M-STREET-MAINT O/H-TRAINING			
Invoice: 04/10/15-CK-A				198338	04/10/15-CK-A	04/27/2015	M051415		1,013.50
				1,013.50	53011421 66400000719	PW/WA DEP LIC/POLIC TITLE CHG PD MOTORCYCLE-EQ			
Invoice: 04/14/2015-CK				198339	04/14/2015-CK	04/27/2015	M051415		1,915.00
				1,915.00	73111290 443410	PW/COMM DRIV SCHOOL/CDL-KF O&M-STREET-MAINT O/H-TRAINING			
Invoice: 04/10/2015-CK-B				198340	04/10/2015-CK-B	04/27/2015	M051415		49.25
				49.25	73011483 549100	PW/WA DEP LIC/POL SEIZED VEH O&M-C/E-MECH SHOP-LIC/DUES			
Invoice: 04/21/2015-KG				198341	04/21/2015-KG	04/27/2015	M051415		141.55
				141.55	72111421 53110000222	ENG/BEN MEADOWS/MARKNG PAINT STREET-ROADS PRES-SUPPLIES			
Invoice: 04/03/2015-KG				198342	04/03/2015-KG	04/27/2015	M051415		116.00
				116.00	72011321 549100	ENG/WA PROF LIC/MUNTER ENG - C/E ADMIN MISCELLEANEOUS			
Invoice: 04/03/2015-KG-A				198343	04/03/2015-KG-A	04/27/2015	M051415		150.00
				150.00	72334953 64980000324	ENG/WDFW/HYDRAULIC PERMIT WING PT-NM-PERMITTS			
Invoice: 04/15/2015-KG				198344	04/15/2015-KG	04/27/2015	M051415		175.00
				175.00	72111436 443410	ENG/PAY PAL/CECL TRAING-BASS ENG - ACCESS TRANS TRAINING			
Invoice: 04/14/2015-KG				198345	04/14/2015-KG	04/27/2015	M051415		64.50
				21.50	72431831 531100	ENG/APWA/PW WEEK POSTERS ENG - SSWM ADM SUPPLIES			
				21.50	72421351 531100	ENG - SEWER ADMIN SUPPLIES			
				21.50	72411341 531100	ENG - WATER ADMIN SUPPLIES			
Invoice: 04/07/2015-KG				198346	04/07/2015-KG	04/27/2015	M051415		1,018.57
				1,018.57	72111436 443410	ENG/KNOWL ACAD/PMP EXAM ENG - ACCESS TRANS TRAINING			

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 lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH
 CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 04/13/2015-KG

198347	04/13/2015-KG	04/27/2015	M051415	555.00
		EMG/PMI/PMP EXAM		
277.50	72411341 443410	ENG - WATER TRAINING		
277.50	72421351 443410	ENG - SEWER TRAINING		

Invoice: 04/10/2015-KG-A

198348	04/10/2015-KG-A	04/27/2015	M051415	43.36
		ENG/AMAZON/ENG TAPE		
43.36	72011325 531100	ENG - C/E FACIL SUPPLIES		

Invoice: 04/10/2015-KG

198349	04/10/2015-KG	04/27/2015	M051415	21.96
		ENG/RAVELLI TRIPOD		
21.96	72011322 531100	ENG - C/E PLANS SUPPLIES		

Invoice: 04/23/2015-KG

198350	04/23/2015-KG	04/27/2015	M051415	105.00
		ENG/MRSC/PUBLIC GOOD FORUM		
105.00	71011321 443410	PW - C/E TRAINING		

Invoice: 04/22/2015-KG

198351	04/22/2015-KG	04/27/2015	M051415	105.00
		ENG/MRSC/PUBLIC GOOD FORUM		
105.00	73637891 443410	O&M-ALLOC ADM-TRAINING EXP		

Invoice: 03/31/2015-KG

198352	03/31/2015-KG	04/27/2015	M051415	61.21
		ENG/AMAZON/ANTIFATIGUE MAT		
61.21	72011325 531100	ENG - C/E FACIL SUPPLIES		

CHECK 338579 TOTAL: 24,361.94

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 24,361.94

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	24,361.94

*** GRAND TOTAL *** 24,361.94

CLERK: lsteinberg

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2015 5 228									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		17,005.65	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			24,361.94
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		66.01	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		6,280.78	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		434.00	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		150.00	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		21.50	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		299.00	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		105.00	
	05/14/2015	M051415	051415			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								24,361.94	24,361.94
APP 631-130000						DUE TO/FROM CLEARING		24,256.94	
	05/14/2015	M051415	051415						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			17,005.65
	05/14/2015	M051415	051415						
APP 407-130000						DUE TO/FROM CLEARING			66.01
	05/14/2015	M051415	051415						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			6,280.78
	05/14/2015	M051415	051415						
APP 401-130000						DUE TO/FROM CLEARING			434.00
	05/14/2015	M051415	051415						
APP 301-130000						DUE TO/FROM CLEARING			150.00
	05/14/2015	M051415	051415						
APP 403-130000						DUE TO/FROM CLEARING			21.50
	05/14/2015	M051415	051415						
APP 402-130000						DUE TO/FROM CLEARING			299.00
	05/14/2015	M051415	051415						
SYSTEM GENERATED ENTRIES TOTAL								24,256.94	24,256.94
JOURNAL 2015/05/228 TOTAL								48,618.88	48,618.88

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	5	228	05/14/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		17,005.65
001-213000				GENERAL - ACCOUNTS PAYABLE	17,005.65	
				FUND TOTAL	17,005.65	17,005.65
101 STREET FUND	2015	5	228	05/14/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		6,280.78
101-213000				STREETS - ACCOUNTS PAYABLE	6,280.78	
				FUND TOTAL	6,280.78	6,280.78
301 CAPITAL CONSTRUCTION FUND	2015	5	228	05/14/2015		
301-130000				DUE TO/FROM CLEARING		150.00
301-213000				ACCOUNTS PAYABLE	150.00	
				FUND TOTAL	150.00	150.00
401 WATER OPERATING FUND	2015	5	228	05/14/2015		
401-130000				DUE TO/FROM CLEARING		434.00
401-213000				ACCOUNTS PAYABLE	434.00	
				FUND TOTAL	434.00	434.00
402 SEWER OPERATING FUND	2015	5	228	05/14/2015		
402-130000				DUE TO/FROM CLEARING		299.00
402-213000				ACCOUNTS PAYABLE	299.00	
				FUND TOTAL	299.00	299.00
403 STORM & SURFACE WATER FUND	2015	5	228	05/14/2015		
403-130000				DUE TO/FROM CLEARING		21.50
403-213000				ACCOUNTS PAYABLE	21.50	
				FUND TOTAL	21.50	21.50
407 BUILDING & DEVELOPMENT FUND	2015	5	228	05/14/2015		
407-130000				DUE TO/FROM CLEARING		66.01
407-213000				ACCOUNTS PAYABLE	66.01	
				FUND TOTAL	66.01	66.01
631 CLEARING FUND	2015	5	228	05/14/2015		
631-130000				DUE TO/FROM CLEARING	24,256.94	
631-213000				ACCOUNTS PAYABLE	105.00	
635-111100				CASH		24,361.94
				FUND TOTAL	24,361.94	24,361.94

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		17,005.65
101	STREET FUND		6,280.78
301	CAPITAL CONSTRUCTION FUND		150.00
401	WATER OPERATING FUND		434.00
402	SEWER OPERATING FUND		299.00
403	STORM & SURFACE WATER FUND		21.50
407	BUILDING & DEVELOPMENT FUND		66.01
631	CLEARING FUND	24,256.94	
	TOTAL	24,256.94	24,256.94

** END OF REPORT - Generated by Linda Steinberg **

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338580	05/27/2015	PRTD	8056 A AND R SOLAR CORP	198354	PAYREQ1-703	02/06/2015	21400147	05/24/15	19,988.00
Invoice: PAYREQ1-703						SENIOR CENTER SOLAR PANELS			
19,988.00 73311473 66300000703						SEN CENTER SOLAR PANELS-CONSTR			
								CHECK	338580 TOTAL:
									19,988.00

338581	05/27/2015	PRTD	5 ACE HARDWARE	198440	30693	05/06/2015		05/24/15	56.50
Invoice: 30693						POL/BATTERIES			
56.50 53011212 531100						PD-C/E-PATROL SUPPLIES			
Invoice: 30783						83.11 73011897 531100			
						05/12/2015 05/24/15 83.11			
						PW/SPIRAL BULBS/EHC25 X 2			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 30785						39.65 73011897 531100			
						05/13/2015 05/24/15 39.65			
						PW/CFL BULBS X 2/EHC25 X 2			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 30787						-39.65 73011897 531100			
						05/13/2015 05/24/15 -39.65			
						PW/RETURN 2 BULBS			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 30788						-35.31 73011897 531100			
						05/13/2015 05/24/15 -35.31			
						PW/RETURN 2 BULBS			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 30798						8.29 73435838 531100			
						05/14/2015 05/24/15 8.29			
						PW/SINGLE CUT LEYS X 6/HARDWARE			
						O&M-DECANT-SUPPLIES			
Invoice: 30688						9.76 73415345 531100			
						05/06/2015 05/24/15 9.76			
						PW/SPRAY PAINT/CAULK			
						OFFICE SUPPLIES			
Invoice: 30741						42.36 73411345 531100			
						05/08/2015 05/24/15 42.36			
						PW/C,D,9V BATTERIES			
						OFFICE SUPPLIES			
								CHECK	338581 TOTAL:
									164.71

338582	05/27/2015	PRTD	8162 ACME CONSTRUCTION CO	198544	S2186256.001	04/15/2015		05/24/15	1,440.14
Invoice: S2186256.001						ENG/KNAACK CHEST X 2			
1,440.14 72431832 53110000664						ST DOE SSWM-SUPPLIES			
								CHECK	338582 TOTAL:
									1,440.14

338583	05/27/2015	PRTD	7726 AIR MANAGEMENT SOLUT	198447	0000114193	04/24/2015		05/24/15	247.30
Invoice: 0000114193						PW/HEAT PUMP FAN SWITCH			
247.30 73011183 548100						O&M-C/E-CH FAC-REPAIRS			

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	338583	TOTAL:	247.30
338584	05/27/2015	PRTD	7994 PENINSULA SERVICES	198446	70823	04/30/2015		05/24/15	64.00
Invoice: 70823				64.00	51011211 541100	POL/MOBILE SHREDDING			
				198480	70524	04/30/2015		05/24/15	32.00
Invoice: 70524				32.00	21011125 541100	CRT/ON-SITE SHREDDING SVC			
						COURT - PROFESSIONAL SERVICES			
						CHECK	338584	TOTAL:	96.00
338585	05/27/2015	PRTD	6393 AMERICAN DATA GUARD	198551	75414	04/30/2015		05/24/15	240.00
Invoice: 75414				240.00	44011143 541100	FIN/ON-SITE SHREDDING			
						RECORDS MNGT - C/E PROF SVCS			
						CHECK	338585	TOTAL:	240.00
338586	05/27/2015	PRTD	5907 SUPPLY WORKS	198498	336437066	05/05/2015		05/24/15	2,093.81
Invoice: 336437066				2,093.81	73637948 531100	PW/SOAP/LINERS/TOWELS			
						O&M ALLOC-CITY WIDE SUPPLIES			
						CHECK	338586	TOTAL:	2,093.81
338587	05/27/2015	PRTD	4710 ASSOCIATED PETROLEU	198502	0738812-IN	04/30/2015		05/24/15	2,275.36
Invoice: 0738812-IN				2,275.36	73638932 532000	PW/844 GAL REGULAR			
				198503	0738867-IN	04/30/2015		05/24/15	1,129.92
Invoice: 0738867-IN				1,129.92	73638893 532000	PW/450 GAL REGULAR			
				198504	0741122-IN	05/04/2015		05/24/15	449.21
Invoice: 0741122-IN				449.21	91011897 547200	PW/LG BULK PROPANE-533.1			
						GG-C/E-O&M YARD FAC-PROPANE			
						CHECK	338587	TOTAL:	3,854.49
338588	05/27/2015	PRTD	7821 AUS WEST LOCKBOX	198505	1988006495	05/07/2015		05/24/15	49.14
Invoice: 1988006495				49.14	73638893 589310	PW/LAUNDRY SERVICE			
						LAUNDRY SERVICES			
				198506	1988017867	05/14/2015		05/24/15	49.14
Invoice: 1988017867				49.14	73638893 589310	PW/LAUNDRY SERVICE			
						LAUNDRY SERVICES			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

CHECK 338588 TOTAL: 98.28

338589 05/27/2015 PRD 2138 ASPECT CONSULTING LL 198545 21870 05/13/2015 21500018 05/24/15 2,240.42
Invoice: 21870 GROUNDWATER ASSMNT & MODELING
2,240.42 72011391 54110000736 GROUNDWTR MODEL UTIL-PROF SVCS

CHECK 338589 TOTAL: 2,240.42

338590 05/27/2015 PRD 6420 AT&T MOBILITY 198358 0932APR15 04/21/2015 05/24/15 106.50
Invoice: 0932APR15 ENG/DATA CARD SURVEY EQ
106.50 91011189 542100 GG-C/E-CITY HALL-PHONE

CHECK 338590 TOTAL: 106.50

338591 05/27/2015 PRD 1235 AT&T ONENET SERVICE 198356 1261695606 05/01/2015 05/24/15 .68
Invoice: 1261695606 FIN/APR15 FAX LONG DISTANCE
.68 91011189 542100 GG-C/E-CITY HALL-PHONE

198357 1261685616 05/01/2015 05/24/15 18.18
Invoice: 1261685616 PCD/APR15 FAX LONG DISTANCE
18.18 91011189 542100 GG-C/E-CITY HALL-PHONE

CHECK 338591 TOTAL: 18.86

338592 05/27/2015 PRD 4365 AUTOMATIC FUNDS TRAN 198380 81314 05/06/2015 05/24/15 793.50
Invoice: 81314 FIN/STATEMENT PREP & MAIL
162.58 43411341 541100 FIN - WATER ADMIN PROF SERVICE
162.59 43421351 541100 FIN - SEWER ADMIN PROF SERVICE
234.17 91411891 542500 GG-WTR-FAC-POSTAGE
234.16 91421891 542500 GG-SWR-FAC-POSTAGE

198381 81366 05/08/2015 05/24/15 131.93
Invoice: 81366 FIN/PRINT DELINQUENT INVOICES
19.88 43411341 541100 FIN - WATER ADMIN PROF SERVICE
19.89 43421351 541100 FIN - SEWER ADMIN PROF SERVICE
46.08 91411891 542500 GG-WTR-FAC-POSTAGE
46.08 91421891 542500 GG-SWR-FAC-POSTAGE

198382 81406 05/08/2015 05/24/15 12.98
Invoice: 81406 FIN/FINAL BILL PREP & MAIL
2.17 43411341 541100 FIN - WATER ADMIN PROF SERVICE
2.17 43421351 541100 FIN - SEWER ADMIN PROF SERVICE
4.32 91411891 542500 GG-WTR-FAC-POSTAGE
4.32 91421891 542500 GG-SWR-FAC-POSTAGE

CHECK 338592 TOTAL: 938.41

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									

338593	05/27/2015	PRTD	8150 AUTOMATION PRODUCTS	198353	603730	04/28/2015		05/24/15	1,186.88
	Invoice: 603730					ENG/AUTOMATED MONITORING EQ			
				1,186.88	72433438	63110000665	MNTVIEW ROAD-SSWM-SUPPLIES		
						CHECK	338593	TOTAL:	1,186.88
338594	05/27/2015	PRTD	47 BAINBRIDGE DISPOSAL	198359	09521APR15	04/30/2015		05/24/15	105.57
	Invoice: 09521APR15					APR15 SENIOR CENTER/COMMONS			
				105.57	91011755	547900	GG-C/E-COMMONS-GARBAGE		
						CHECK	338594	TOTAL:	105.57
338595	05/27/2015	PRTD	54 BAINBRIDGE RENTAL IN	198451	176213	05/11/2015		05/24/15	386.14
	Invoice: 176213					PW/BLADES/KNIFE/GREASE			
				386.14	73431835	531100	OFFICE SUPPLIES		
				198452	176318	05/12/2015		05/24/15	28.47
	Invoice: 176318					PW/10" EDGER BLADE			
				28.47	73011215	531100	O&M-C/E-POLICE FAC-SUPPLIES		
				198507	176024	05/08/2015		05/24/15	57.07
	Invoice: 176024					PW/POLYCUT BLADES X 6			
				57.07	73411345	531100	OFFICE SUPPLIES		
						CHECK	338595	TOTAL:	471.68
338596	05/27/2015	PRTD	55 BAINBRIDGE ISLAND RE	198361	629754	05/01/2015		05/24/15	43.68
	Invoice: 629754					CLERK/LEGAL AD-ORD 2015-09			
				43.68	11011113	544000	COUNCIL - LEGAL NOTICES		
				198362	631164	05/08/2015		05/24/15	40.14
	Invoice: 631164					CLERK/LEGAL AD-CONTR 21400082			
				40.14	72011951	64400000602	VALLEY RECONSTR-STREET-ADV		
				198453	629570	05/01/2015		05/24/15	116.88
	Invoice: 629570					PCD/LEGAL AD-FRAME/JACOBELLIS			
				116.88	63470586	544000	CUR - DEV ZONING ADVERTISING		
				198454	629741	05/01/2015		05/24/15	121.60
	Invoice: 629741					PCD/LEGAL AD-NOA PLN50234			
				121.60	63470586	544000	CUR - DEV ZONING ADVERTISING		
				198455	631167	05/08/2015		05/24/15	81.46
	Invoice: 631167					PCD/LEGAL AD-NOA SEALS			
				81.46	63470586	544000	CUR - DEV ZONING ADVERTISING		
				198456	1299607	04/17/2015		05/24/15	141.57
	Invoice: 1299607					EX/DISPLAY AD-CITIZ ADVISORY			

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CASH ACCOUNT: 635			111100		CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
				141.57	11011113 544000	COUNCIL - LEGAL NOTICES				
Invoice: 1299607-A				198457	1299607-A	04/24/2015		05/24/15	141.57	
				141.57	11011113 544000	EX/DISPLAY AD-CITIZ ADVISORY COUNCIL - LEGAL NOTICES				
Invoice: 1307590				198546	1307590	04/30/2015		05/24/15	56.67	
				56.67	33011161 544173	HR/JOB AD-SEAS MAINT WRKR HR-ADV-EE RECRUIT-PW O&M				
Invoice: 1309018				198547	1309018	04/30/2015		05/24/15	71.67	
				71.67	33011161 544141	HR/JOB AD-SR ACCOUNTING TECH HR-ADV-EE RECRUIT-FINANCE				
							CHECK	338596 TOTAL:	815.24	
338597	05/27/2015	PRTD	8177 BAY CHALET LLC	198375	45808	05/14/2015		05/24/15	49.71	
Invoice: 45808				49.71	411 122100	UB 11578 9141 FLETCHER BAY ROAD NE WATER ACCOUNTS RECEIVABLE				
							CHECK	338597 TOTAL:	49.71	
338598	05/27/2015	PRTD	50 BAINBRIDGE ISLAND EL	198360	20150201	04/24/2015		05/24/15	586.98	
Invoice: 20150201				586.98	73011189 548100	PW/GENERATOR CORD-GEN146 O&M - C/E FACIL REPAIRS				
							CHECK	338598 TOTAL:	586.98	
338599	05/27/2015	PRTD	314 BAINBRIDGE ISLAND FI	198449	G 4-2015	05/01/2015		05/24/15	166.01	
Invoice: G 4-2015				46.61	52011212 532000	POL/74.3 GAL GASOLINE PD DET-C/E-FUEL				
				119.40	53011212 532000	PD-C/E-PATROL-FUEL				
Invoice: T 7-2015				198450	T 7-2015	05/06/2015		05/24/15	421.16	
				421.16	51011211 545000	POL/RADIO TRANSMITTER SUBLET PD-C/E-ADMIN RENTS/LEASE				
							CHECK	338599 TOTAL:	587.17	
338600	05/27/2015	PRTD	1 BAINBRIDGE ISLAND SC	198364	05/14/2015	05/14/2015		05/24/15	1,350.76	
Invoice: 05/14/2015				1,350.76	43134 343830	FIN/REFUND SSWM INTEREST STORM DRAINAGE FEES				
Invoice: 05/11/2015				198448	05/11/2015	05/11/2015		05/24/15	50.00	
				50.00	53011212 531100	2015 BHS YEARBOOK-POLICE DEP PD-C/E-PATROL SUPPLIES				

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK	338600 TOTAL:	1,400.76
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338601	05/27/2015	PRTD	7453 DAVID MILLER	198458	2411	12/02/2014	05/24/15	149.00
Invoice: 2411						POL/WHY TEENS KILL/827		
				149.00	53011212 443410	POLICE - C/E PATROL TRAINING		

CHECK	338601 TOTAL:	149.00
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338602	05/27/2015	PRTD	1341 BLUE SKY PRINTING	198521	104461	05/14/2015	05/24/15	151.64
Invoice: 104461						POL/BUSINESS CARDS X 7 SETS		
				151.64	53011212 531100	PD-C/E-PATROL SUPPLIES		

CHECK	338602 TOTAL:	151.64
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338603	05/27/2015	PRTD	69 BLUMENTHAL UNIFORMS	198459	130332	05/06/2015	05/24/15	323.93
Invoice: 130332						POL/COMMENDATION BARS		
				323.93	51011211 531100	PD-C/E-ADM-SUPPLIES		

				198522	134432	05/11/2015	05/24/15	123.86
Invoice: 134432						POL/DUTY JACKET/801		
				123.86	51011211 520000	PD-C/E ADMIN-BENEFITS		

CHECK	338603 TOTAL:	447.79
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338604	05/27/2015	PRTD	72 BRATWEAR	198460	14945	04/30/2015	05/24/15	424.47
Invoice: 14945						POL/DUTY JACKET/829		
				424.47	53011212 520000	POLICE - C/E PATROL BENEFITS		

				198523	15016	05/07/2015	05/24/15	860.36
Invoice: 15016						POL/UNIFORMS/828		
				860.36	53011212 520000	POLICE - C/E PATROL BENEFITS		

CHECK	338604 TOTAL:	1,284.83
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338605	05/27/2015	PRTD	5387 BRIM TRACTOR COMPANY	198365	IM79920	04/02/2015	05/24/15	385.25
Invoice: IM79920						PW/WHEEL DISC-EQ#19		
				385.25	73111427 531100	OFFICE SUPPLIES		

CHECK	338605 TOTAL:	385.25
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338606	05/27/2015	PRTD	7192 CAMPBELL SCIENTIFIC,	198366	200467	05/05/2015	05/24/15	5,674.19
Invoice: 200467						ENG/AUTOMATED MONITORING EQ		
				5,674.19	72433438 63110000665	MNTVIEW ROAD-SSWM-SUPPLIES		

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK	338606 TOTAL:	5,674.19
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338607	05/27/2015	PRTD	5118 CARDNO TEC INC	198367	90365-002	04/24/2015	21500012	05/24/15	1,251.41
Invoice: 90365-002									
RETROFIT WQFM STATIONS/ON-CALL									

1,251.41 72431832 54110000664 ST DOE SSWM-PROF SVCS

CHECK	338607 TOTAL:	1,251.41
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338608	05/27/2015	PRTD	853 KATHRYN M CARRUTHERS	198481	05/11/2015	05/11/2015		05/24/15	250.00
Invoice: 05/11/2015									
CRT/PRO-TEM 5 HRS									

250.00 21011125 541210 COURT - JUDGE PRO TEMPORE SVCS

CHECK	338608 TOTAL:	250.00
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338609	05/27/2015	PRTD	4586 CHS, INC.	198368	9292/2	05/04/2015		05/24/15	505.47
Invoice: 9292/2									
PW/50# BAGS SALT X 49									

505.47 73411345 531100 OFFICE SUPPLIES

198508	9423 /2	05/08/2015	05/24/15	649.88
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Invoice: 9423 /2 PW/50# BAGS SALT X 63

649.88 73411345 531100 OFFICE SUPPLIES

CHECK	338609 TOTAL:	1,155.35
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338610	05/27/2015	PRTD	551 CENTURYLINK	198383	0225MAY15	05/02/2015		05/24/15	83.05
Invoice: 0225MAY15									
O&M FIRE ALARM MONITORING									

83.05 91011897 542100 GG-C/E-O&M YARD FAC-PHONE

198384	0754MAY15	05/02/2015	05/24/15	71.94
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Invoice: 0754MAY15 FLETCHER BAY WELL TELEMETRY

71.94 91011891 542100 GG-C/E-FAC-PHONE

198385	1745MAY15	05/02/2015	05/24/15	40.06
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Invoice: 1745MAY15 CITY HALL ELEVATOR LINE

40.06 91011189 542100 GG-C/E-CITY HALL-PHONE

198386	3736MAY15	05/02/2015	05/24/15	83.05
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Invoice: 3736MAY15 CITY HALL FIRE ALARM

83.05 91011189 542100 GG-C/E-CITY HALL-PHONE

198387	5100MAY15	05/02/2015	05/24/15	-11.08
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Invoice: 5100MAY15 POLICE BACK DOOR LINE CREDIT

-11.08 91011215 542100 GG-C/E-PD-PHONE

198388	5211MAY15	05/02/2015	05/24/15	122.59
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Invoice: 5211MAY15 POLICE PHONE SERVICE

122.59 91011215 542100 GG-C/E-PD-PHONE

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CASH ACCOUNT: 635			111100	CASH																			
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET														
INVOICE DTL DESC																							
Invoice: 8731MAY15				198389	8731MAY15	05/02/2015		05/24/15	43.05														
				43.05	91011755 542100	COMMONS FIRE ALARM MONITOR GG-C/E-COMMONS-PHONE																	
Invoice: 9136MAY15				198390	9136MAY15	05/02/2015		05/24/15	90.15														
				90.15	91011189 542100	CITY HALL SECURITY ALARM GG-C/E-CITY HALL-PHONE																	
Invoice: 9791MAY15				198391	9791MAY15	05/02/2015		05/24/15	137.47														
				137.47	91011215 542100	POLICE T1-MANDUS TO CENCOM GG-C/E-PD-PHONE																	
Invoice: 9840MAY15				198392	9840MAY15	05/02/2015		05/24/15	50.35														
				50.35	91411891 542100	HEAD OF BAY WELL TELEMETRY GG-WTR-FAC-PHONE																	
Invoice: 9858MAY15				198393	9858MAY15	05/02/2015		05/24/15	50.35														
				50.35	91411891 542100	SANDS AVE WELL TELEMETRY GG-WTR-FAC-PHONE																	
																	CHECK	338610 TOTAL:	760.98				
338611	05/27/2015	PRTD	102 CITY OF BAINBRIDGE I	198355	RETREQ1-703	02/06/2015	21400148	05/24/15	1,052.00														
Invoice: RETREQ1-703						SENIOR CENTER SOLAR PANELS-RET																	
				1,052.00	73311473 66300000703	SEN CENTER SOLAR PANELS-CONSTR																	
																	CHECK	338611 TOTAL:	1,052.00				
338612	05/27/2015	PRTD	104 CITY OF BREMERTON	198372	BKAT000294	05/01/2015		05/24/15	2,585.70														
Invoice: BKAT000294						EX/MONTHLY BKAT SERVICES																	
				2,585.70	91011572 54242000297	GG-C/E-OUTREACH TELEVISED																	
																	CHECK	338612 TOTAL:	2,585.70				
338613	05/27/2015	PRTD	51 BAINBRIDGE ISLAND	198369	26798995	05/14/2015		05/24/15	75.00														
Invoice: 26798995						CRT/OUT COURT TICKET COURT NON-REVENUE																	
				75.00	63638 389000																		
Invoice: 520040941				198370	520040941	05/14/2015		05/24/15	124.00														
				124.00	63638 389000	CRT/OUT COURT TICKET COURT NON-REVENUE																	
Invoice: 509140-BENISH				198371	509140-BENISH	05/08/2015		05/24/15	216.00														
				216.00	63638 389000	CRT/OUT COURT TICKET COURT NON-REVENUE																	
																	CHECK	338613 TOTAL:	415.00				

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338614	05/27/2015	PRTD	8111 COMMUNITY SOLAR SOLU	198373	05/01/2015	05/01/2015		05/24/15	271.53
Invoice: 05/01/2015					EX/APR SOLAR NET METERING				
					271.53	91011189	54500000627	CH SOLAR-NET METERING PYMTS	

CHECK 338614 TOTAL: 271.53

338615	05/27/2015	PRTD	7509 CONSTRUCTION PARTS L	198462	13994	05/11/2015		05/24/15	1,288.10
Invoice: 13994					PW/POLY TUBE BROOM-EQ#24				
					1,288.10	73111423	531100	OFFICE SUPPLIES	

CHECK 338615 TOTAL: 1,288.10

338616	05/27/2015	PRTD	7166 AMERICAN MESSAGING	198394	W4104492PE	05/01/2015		05/24/15	79.87
Invoice: W4104492PE					PW/MAY15 MESSAGE SERVICE				
					79.87	73637891	542100	O&M - ALLOC FACIL TELEPHONE	

CHECK 338616 TOTAL: 79.87

338617	05/27/2015	PRTD	142 COPIERS NORTHWEST IN	198395	INV1198878	04/30/2015		05/24/15	228.18
Invoice: INV1198878					FIN/EX/IR6075 COPIER LEASE				
					114.09	31011131	545000	EXEC - C/E RENTS & LEASES	
					114.09	41011141	545000	FIN - C/E ADMIN RENTS & LEASES	

198396	INV1198879	04/30/2015	05/24/15	56.58
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Invoice: INV1198879					FIN/EX/IR6075 COPIER MAINT				
					28.29	31011131	548100	EXEC - C/E MAINT & REPAIRS	
					28.29	41011141	548100	FIN - C/E ADMIN REPAIRS/MAINT	

198482	INV205221	05/13/2015	05/24/15	133.97
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Invoice: INV205221					CRT/IR3235I COPIER LEASE				
					133.97	21011125	545000	COURT - RENTS & LEASES - OPER	

198483	INV1205222	05/13/2015	05/24/15	24.90
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Invoice: INV1205222					CRT/IR3235I COPIER MAINT				
					24.90	21011125	548100	COURT - REPAIRS	

CHECK 338617 TOTAL: 443.63

338618	05/27/2015	PRTD	7761 CULTURAL RESOURCES C	198397	2015-032	05/05/2015	21500022	05/24/15	2,256.89
Invoice: 2015-032					CULTURAL RESOURCES ASSESSMENT				
					2,256.89	72433438	64110000599	LYNWOOD OUTFALL-ENG/DESIGN	

CHECK 338618 TOTAL: 2,256.89

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CASH ACCOUNT: 635			111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											

338619	05/27/2015	PRTD	5060 DARREL EMEL'S TREE S	198509	5295	04/20/2015		05/24/15	1,032.65		
Invoice: 5295						PW/TAKE DOWN ALDER-VIEWCREST					
1,032.65 73111427 54810000354						TREE PRES & REMOVAL-ROADS					
CHECK 338619 TOTAL:									1,032.65		
338620	05/27/2015	PRTD	8176 DIANE GRAYSON	198374	45807	05/14/2015		05/24/15	27.93		
Invoice: 45807						UB 11440 5699 WILD CHERRY LANE					
27.93 411 122100						WATER ACCOUNTS RECEIVABLE					
CHECK 338620 TOTAL:									27.93		
338621	05/27/2015	PRTD	8181 DOW, MR & MRS	198379	45812	05/14/2015		05/24/15	5.99		
Invoice: 45812						UB 11315 897 ALDER AVENUE NE					
5.99 411 122100						WATER ACCOUNTS RECEIVABLE					
CHECK 338621 TOTAL:									5.99		
338622	05/27/2015	PRTD	7787 EAGLE EYE CONSULTING	198398	05/14/2015	05/14/2015		05/24/15	125.00		
Invoice: 05/14/2015						PCD/RES PLAN REVW CLS REG-JL					
125.00 62471594 443410						BLDG - BLDG TRAINING TRAVEL					
CHECK 338622 TOTAL:									125.00		
338623	05/27/2015	PRTD	212 FABRICARE 02 - PLANT	198463	05/01/2015	05/01/2015		05/24/15	236.50		
Invoice: 05/01/2015						POL/LAUNDRY SERVICE					
9.23 51011191 520000						PD-C/E-PROP RM-BENEFITS					
64.06 51011211 520000						PD-C/E ADMIN-BENEFITS					
29.90 53011212 520000						POLICE - C/E PATROL BENEFITS					
15.57 51011217 520000						PD-C/E-PARKING ENF-BEN					
117.74 52011212 520000						POLICE - C/E INVEST BENEFITS					
198464 05/01/2015-A						05/01/2015 05/24/15					
Invoice: 05/01/2015-A						POL/LAUNDRY SERVICE					
31.06 53011212 520000						POLICE - C/E PATROL BENEFITS					
CHECK 338623 TOTAL:									267.56		
338624	05/27/2015	PRTD	4262 GEMPLER'S	198484	S101515520	05/06/2015		05/24/15	1,278.20		
Invoice: S101515520						PCD/HARDHATS, SLOTTED X 44					
145.25 61011581 531100						PCD - C/E ADMIN SUPPLIES					
261.45 31011131 531100						EXEC - C/E SUPPLIES					
203.35 21011125 531100						COURT - SUPPLIES					
668.15 73637891 531100						OFFICE SUPPLIES					

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 338624 TOTAL: 1,278.20

338625 05/27/2015 PRD 4262 GEMPLER'S
Invoice: 1020608498

198485 1020608498

04/28/2015 05/24/15

493.85

PCD/HARD HATS, SLOTTED X 17

348.60 41011256 531100

FIN-C/E-DIS PREP-SUPPLIES

87.15 71011321 531100

PW - C/E SUPPLIES

29.05 72421351 531100

ENG - SEWER ADMIN SUPPLIES

29.05 72411341 531100

ENG - WATER ADMIN SUPPLIES

CHECK 338625 TOTAL: 493.85

338626 05/27/2015 PRD 1517 GUARDIAN SECURITY SY
Invoice: 580437

198465 580437

05/01/2015 05/24/15

42.00

POL/ALARM MONITORING

42.00 51011215 541100

POLICE - C/E FACIL PROF SVCS

CHECK 338626 TOTAL: 42.00

338627 05/27/2015 PRD 4850 HOME DEPOT CREDIT SE
Invoice: 3025055

198399 3025055

05/01/2015 05/24/15

47.46

PW/WINDOW SHADE/BKR DISH-CRT

47.46 73011255 531100

O&M-C/E-COURT FAC-SUPPLIES

CHECK 338627 TOTAL: 47.46

338628 05/27/2015 PRD 268 HOUSING RESOURCES BO
Invoice: 2015-209

198401 2015-209

03/31/2015 05/24/15

3,750.00

EX/Q1 2015 MOBILE HOME PARK

3,750.00 31180592 54130200297 IMHP MNGT FEES

198402 2015-362

03/31/2015 05/24/15

3,273.84

EX/Q1 2015 HOMESHARE

3,273.84 31180592 54130600297 HOMESHARE

198403 IL-1503

03/31/2015 05/24/15

7,519.32

EX/Q1 2015 INDEPENDENT LIVING

7,519.32 31180592 54130100297 INDEPENDENT LVG PRGM

CHECK 338628 TOTAL: 14,543.16

338629 05/27/2015 PRD 8174 INT'L FITNESS PROFES
Invoice: 216

198466 216

04/17/2015 05/24/15

843.00

POL/FIT FOR DUTY TRAINER

843.00 53011212 443410

POLICE - C/E PATROL TRAINING

CHECK 338629 TOTAL: 843.00

338630 05/27/2015 PRD 7102 IMSANW CERTIFICATION
Invoice: NW1505-201

198467 NW1505-201

05/03/2015 05/24/15

225.00

PW/SIGNS/MARKNG STUDY GUIDES

225.00 73111264 443410

O&M-STREET-TRAF CONTROL-TRAINI

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK 338630 TOTAL: 225.00

338631 05/27/2015 PRD 280 INTEGRA CHEMICAL COM 198510 0114804-IN 05/01/2015 05/24/15 669.53
Invoice: 0114804-IN PW/VITA-D-CHLOR
669.53 73411345 531100 OFFICE SUPPLIES

198511 0114885-IN 05/07/2015 05/24/15 2,755.73
Invoice: 0114885-IN PW/SODIUM FLUORIDE
2,755.73 73411345 531100 OFFICE SUPPLIES

CHECK 338631 TOTAL: 3,425.26

338632 05/27/2015 PRD 2012 INTELLIGENT PRODUCTS 198468 192794A 05/01/2015 05/24/15 741.72
Invoice: 192794A PW/7 CTN MUTT MITTS
593.38 73011768 531100 O&M-C/E-PARKS-SUPPLIES
148.34 73011189 531100 O&M - C/E FACIL OFC SUPPLIES

CHECK 338632 TOTAL: 741.72

338633 05/27/2015 PRD 318 KC ALCOHOLISM SPECIA 198405 0115 05/13/2015 05/24/15 1,443.96
Invoice: 0115 Q1 2015 ALCOHOLISM SERVICES
1,443.96 91011660 553000 EXEC - C/E DETOX

CHECK 338633 TOTAL: 1,443.96

338634 05/27/2015 PRD 333 KITSAP COUNTY AUDITO 198406 275913 04/27/2015 05/24/15 76.00
Invoice: 275913 CLERK/REC DOC-CAMPBELL
76.00 36470143 551000 CLERK-RECORDING AT CO AUDITOR

198407 275913-A 04/27/2015 05/24/15 77.00
Invoice: 275913-A CLERK/REC DOC-SCHLITZ RELEASE
77.00 36470143 551000 CLERK-RECORDING AT CO AUDITOR

198408 276271 04/29/2015 05/24/15 193.00
Invoice: 276271 CLERK/REC DOC-LID LIEN REL
193.00 36426143 551000 CLERK-SIS-RECORDING

CHECK 338634 TOTAL: 346.00

338635 05/27/2015 PRD 338 KITSAP COUNTY SHERIF 198469 JAIL HOUSING MAR15 05/14/2015 05/24/15 5,782.18
Invoice: JAIL HOUSING MAR15 POL/PRISONER BOARD
5,782.18 51011236 551000 POLICE - C/E PRISONER DETENT'N

198470 JAIL MEDICAL-MAR15 05/14/2015 05/24/15 17.50
Invoice: JAIL MEDICAL-MAR15 POL/PRISONER MEDS
17.50 51011236 551000 POLICE - C/E PRISONER DETENT'N

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

						CHECK	338635 TOTAL:	5,799.68	
338636	05/27/2015	PRTD	1505 KITSAP COUNTY TREASU	198410	05/08/2014	05/08/2015	05/24/15	102.78	
Invoice: 05/08/2014						OUT COURT REMIT			
						88.78 41612860 586000	CRIME VICTIMS-OUT		
						14.00 41613860 586000	COUNTY LAW LIB - DISB OUT		
						CHECK	338636 TOTAL:	102.78	
338637	05/27/2015	PRTD	1971 KELLEY IMAGING SYSTE	198404	16908088	04/29/2015	05/24/15	332.81	
Invoice: 16908088						PCD/4540C COPIER LEASE			
						332.81 61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
						CHECK	338637 TOTAL:	332.81	
338638	05/27/2015	PRTD	579 KITSAP SUN	198409	337887	03/31/2015	05/24/15	90.40	
Invoice: 337887						HR/JOB AD-SEAS WORKER			
						90.40 33011161 544173	HR-ADV-EE RECRUIT-PW O&M		
						198549 20146157	03/27/2015	05/24/15	90.40
Invoice: 20146157						HR/JOB AD-SEAS MAINT WORKER			
						90.40 33011161 544173	HR-ADV-EE RECRUIT-PW O&M		
						CHECK	338638 TOTAL:	180.80	
338639	05/27/2015	PRTD	309 KITSAP TIRE CENTER I	198471	194738	05/06/2015	05/24/15	78.75	
Invoice: 194738						PW/TPMS SENSOR			
						78.75 73421355 54810000721	LOVELL BEACH MAINS-REPAIRS		
						CHECK	338639 TOTAL:	78.75	
338640	05/27/2015	PRTD	6789 LAMB'S OFFICE SUPPLY	198411	0003173-001	05/05/2015	05/24/15	78.36	
Invoice: 0003173-001						FIN/EXPAND FILES/PENS			
						78.36 41011141 531100	FIN - C/E ADMIN SUPPLIES		
						198412 0003230-001	05/12/2015	05/24/15	1.95
Invoice: 0003230-001						FIN/ROUND PUNCH			
						1.95 41011141 531100	FIN - C/E ADMIN SUPPLIES		
						CHECK	338640 TOTAL:	80.31	
338641	05/27/2015	PRTD	5011 LEXISNEXIS RISK DATA	198472	1272084-20150430	04/30/2015	05/24/15	54.35	
Invoice: 1272084-20150430						POL/INFORMATION SERVICES			
						54.35 52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH		

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CASH ACCOUNT: 635			111100	CASH												
CHECK NO	CHK	DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET						
INVOICE DTL DESC																
										CHECK	338641	TOTAL:	54.35			
338642	05/27/2015	PRTD	8182	LONSETH, ANDREW	198486	5/14/15-BLD18187	05/14/2015		05/24/15	3,040.00						
Invoice: 5/14/15-BLD18187																
					3,040.00	62338	386000									
										CHECK	338642	TOTAL:	3,040.00			
338643	05/27/2015	PRTD	8178	MALONE & KIMBALL	198376	45809	05/14/2015		05/24/15	13.25						
Invoice: 45809																
					13.25	411	122100									
										CHECK	338643	TOTAL:	13.25			
338644	05/27/2015	PRTD	493	MODERN COLLISION REB	198413	19189	04/17/2015		05/24/15	304.36						
Invoice: 19189																
					304.36	73011581	548100									
										CHECK	338644	TOTAL:	304.36			
338645	05/27/2015	PRTD	8179	MOONEY, LOUISE	198377	45810	05/14/2015		05/24/15	157.18						
Invoice: 45810																
					157.18	421	122100									
										CHECK	338645	TOTAL:	157.18			
338646	05/27/2015	PRTD	8151	MOTORS AND CONTROLS	198414	025427	04/15/2015		05/24/15	351.39						
Invoice: 025427																
					351.39	72433438	63110000665									
										CHECK	338646	TOTAL:	351.39			
338647	05/27/2015	PRTD	4645	MPH INDUSTRIES INC	198473	664889	04/29/2015		05/24/15	205.75						
Invoice: 664889																
					205.75	53011212	548100									
										CHECK	338647	TOTAL:	205.75			
338648	05/27/2015	PRTD	8035	NEW SHINE QUARRY, LL	198474	0004508	04/13/2015		05/24/15	875.27						
Invoice: 0004508																
					875.27	73431832	53110000701									
					198475	0004523	04/14/2015		05/24/15	730.19						
Invoice: 0004523																
					730.19	73431832	53110000701									

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK 338648 TOTAL: 1,605.46

338649	05/27/2015	PRTD	7802 NORTHERN ASPHALT, LL	198415	05/13/2015	05/13/2015		05/24/15	7.50
			Invoice: 05/13/2015			ENG/OVERPAYMENT-ROW PERMIT			

7.50 11154 322400 ROW PERMITS-STANDARD

CHECK 338649 TOTAL: 7.50

338650	05/27/2015	PRTD	2430 OGDEN MURPHY WALLACE	198525	719493	05/11/2015		05/24/15	270.00
			Invoice: 719493			LEGAL/GERLACH			

270.00 32011152 54111100566 GERLACH BUOY APPEAL-LITIGATION

198526 719493A 05/11/2015 05/24/15 183.52

Invoice: 719493A LEGAL/CINGULAR WIRELESS CLAIM

183.52 32011152 54111100633 CINGULAR WIRELESS CLAIM-LITIGA

198527 719493B 05/11/2015 05/24/15 260.00

Invoice: 719493B LEGAL/LID FORECLOSURE

260.00 32426152 541110 LGL-SO ISL SWR-LEGAL ADVICE

198528 719493C 05/11/2015 05/24/15 90.45

Invoice: 719493C LEGAL/ALL CIVIL SERVICE COMM

90.45 32426152 541110 LGL-SO ISL SWR-LEGAL ADVICE

198529 719493D 05/11/2015 05/24/15 1,560.00

Invoice: 719493D LEGAL/BAINBRIDGE ALLIANCE

1,560.00 32470152 54111100711 SMP LITIGATION

198530 719493E 05/11/2015 05/24/15 1,050.00

Invoice: 719493E LEGAL/RESPONS SHORELINE MGMT

1,050.00 32470152 54111100711 SMP LITIGATION

198543 719493F 05/11/2015 05/24/15 3,990.00

Invoice: 719493F LEGAL/ALL CIVIL SVC COMM

3,990.00 91011211 541110 GG-C/E-CIVIL SVC-LEGAL ADVICE

CHECK 338650 TOTAL: 7,403.97

338651	05/27/2015	PRTD	4129 OWEN EQUIPMENT COMPA	198416	00075521	04/28/2015		05/24/15	574.53
			Invoice: 00075521			PW/LINEAR ACTUATOR-EQ#25			

574.53 73637945 531100 O&M ALLOC-SWEEPER-SUPPLIES

198417 00075522 04/28/2015 05/24/15 485.82

Invoice: 00075522 PW/LEADER HOSE-EQ#4

485.82 73637941 531100 VACTOR R&M-SUPPLIES

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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CHECK 338651 TOTAL: 1,060.35

338652 05/27/2015 PRD	2623 POWER PLAN - OIB	198476 9431101	04/30/2015	05/24/15	994.79
Invoice: 9431101			PW/GRADER EDGE X 6-EQ#30		
994.79 73111427 531100			OFFICE SUPPLIES		

CHECK 338652 TOTAL: 994.79

338653 05/27/2015 PRD	644 US POSTMASTER	198518 05/15/2015	05/15/2015	05/24/15	62.00
Invoice: 05/15/2015			CRT/PO BOX RENTAL		
62.00 91011255 542500			GG-C/E-COURT BLDG-POSTAGE		

CHECK 338653 TOTAL: 62.00

338654 05/27/2015 PRD	360 PROBUILD COMPANY LLC	198479 1565681	05/01/2015	05/24/15	84.73
Invoice: 1565681			PW/MISC SUPPLIES-ROAD ENDS		
84.73 73020769 531100			O&M-ROAD ENDS-SUPPLIES		

CHECK 338654 TOTAL: 84.73

338655 05/27/2015 PRD	7435 KANMAN INC	198487 2015-088	05/01/2015	05/24/15	180.00
Invoice: 2015-088			PW/UNIT RENTAL-SHOP/DECANT		
90.00 73435838 545000			O&M-DECANT-RENTS		
90.00 73011897 545000			O&M-C/E-PWYD FAC-RENTS		

198488 2015-089	05/01/2015	05/24/15	90.00
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Invoice: 2015-089	PW/UNIT RENTAL-PRTH PARK
90.00 73011768 545000	O&M-C/E-PARKS-OP LEASES

198489 2015-090	05/01/2015	05/24/15	156.13
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Invoice: 2015-090	PW/UNIT RENT WEAVER-APR/MAY
156.13 73011768 545000	O&M-C/E-PARKS-OP LEASES

CHECK 338655 TOTAL: 426.13

338656 05/27/2015 PRD	5431 RAY PETERSON	198490 545645	05/04/2015	05/24/15	97.83
Invoice: 545645			PW/9 YDS BRUSH DUMP FEE		
97.83 91011768 547900			GG-C/E-PARKS-GARBAGE		

CHECK 338656 TOTAL: 97.83

338657 05/27/2015 PRD	557 RELIABLE STORAGE BAI	198418 14327	05/02/2015	05/24/15	524.00
Invoice: 14327			PCD/JUNE 2015 RENT-M007,008		
524.00 61470581 545000			PCD - DEV ADMIN RENTS & LEASES		

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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CHECK	338657	TOTAL:	524.00
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338658	05/27/2015	PRTD	2409 RIVER OAKS COMMUNICA	198419	05/07/2015	05/07/2015	05/24/15	4,574.35
			Invoice: 05/07/2015			EX/COMCAST CONSULTING SVC		
			4,574.35	31011131	541100	EXEC - C/E PROF SERVICES		

CHECK	338658	TOTAL:	4,574.35
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338659	05/27/2015	PRTD	408 ROLLING BAY COMMERCIAL	198420	2015-06	05/01/2015	05/24/15	3,801.98
			Invoice: 2015-06			CRT/JUN15 LEASE		
			3,801.98	91011255	545000	GG-C/E-COURT BLDG-RENT		

CHECK	338659	TOTAL:	3,801.98
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338660	05/27/2015	PRTD	8180 ROSE PROPERTIES INC	198378	45811	05/14/2015	05/24/15	8.68
			Invoice: 45811			UB 10615 201 WYATT WAY NE		
			8.68	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK	338660	TOTAL:	8.68
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338661	05/27/2015	PRTD	617 S & B INC	198512	SB-23966	05/04/2015	05/24/15	853.30
			Invoice: SB-23966			PW/MEASURM SPEC LEVEL PROBE		
			853.30	73415345	531100	OFFICE SUPPLIES		

CHECK	338661	TOTAL:	853.30
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338662	05/27/2015	PRTD	618 SAFEWAY INC	198422	800278-041515-1252	04/15/2015	05/24/15	29.87
			Invoice: 800278-041515-1252			POL/BEVERAGE-ALL HANDS MTG		
			29.87	51011211	539100	PD-C/E-ADM-WORKED MEALS		

CHECK	338662	TOTAL:	29.87
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338663	05/27/2015	PRTD	618 SAFEWAY INC	198421	809902-041415-1252	04/14/2015	05/24/15	31.12
			Invoice: 809902-041415-1252			POL/BEV-CITIZ ACAD GRADUATION		
			31.12	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES		

CHECK	338663	TOTAL:	31.12
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338664	05/27/2015	PRTD	7385 CHARLES P. SHANE	198491	000944	05/01/2015	05/24/15	62.25
			Invoice: 000944			CRT/PUBLIC DEFENDER SVC		
			62.25	32011281	541113	LGL-C/E-PUBLIC DEF-OUTSIDE ATT		

CHECK	338664	TOTAL:	62.25
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338665 05/27/2015 PRD 4689 SITESTAR DONOBI INTE 198492 6590055 05/11/2015 05/24/15 2,055.00
Invoice: 6590055 IT/JUN15 WAN/ISP

2,055.00 81011881 545000 IT - C/E RENTS & LEASES

CHECK 338665 TOTAL: 2,055.00

338666 05/27/2015 PRD 8129 SMARSH INC 198493 INV00076517 04/30/2015 05/24/15 203.00
Invoice: INV00076517 IT/TEXT & SOC MEDIA ARCHIVE

203.00 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 338666 TOTAL: 203.00

338667 05/27/2015 PRD 7446 STAFFORD L. SMITH 198426 04/30/2015 04/30/2015 05/24/15 5,302.50
Invoice: 04/30/2015 HEX/WYATT HILL SUBDIVISION

5,302.50 34470586 541110 HEX - DEV HEARING EX & PRO TEM

CHECK 338667 TOTAL: 5,302.50

338668 05/27/2015 PRD 601 SOUND REPROGRAPHICS 198425 34681 05/05/2015 05/24/15 97.83
Invoice: 34681 ENG/GRAPHIC COLOR PLOTS-0454

97.83 72431832 53110000454 NPDES SSWM ADM-SUPPLIES

CHECK 338668 TOTAL: 97.83

338669 05/27/2015 PRD 8132 SPECTRA LABORTORIES- 198423 15-02561 04/24/2015 05/24/15 57.96
Invoice: 15-02561 PW/WINSLOW WTR TESTING

57.96 73411345 54110000391 LAB SVCS-WATER

198424 15-02766 05/01/2015 05/24/15 96.60

Invoice: 15-02766 PW/WINSLOW WTR TESTING

96.60 73411345 54110000391 LAB SVCS-WATER

198513 15-02953 05/07/2015 05/24/15 19.32

Invoice: 15-02953 PW/ROCKAWAY WTR TESTING

19.32 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

198514 15-02954 05/07/2015 05/24/15 19.32

Invoice: 15-02954 PW/O&M WTR TESTING

19.32 73011897 54110000391 LAB SVCS-PW YARD FAC

198550 15-02420 04/22/2015 05/24/15 490.00

Invoice: 15-02420 PW/LAB SVC SSWM TESTING

490.00 73431835 54110000391 LAB SVCS-SSWM

CHECK 338669 TOTAL: 683.20

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338670	05/27/2015	PRTD	5889 SPORTSMAN PARK LLC	198524	05/13/15-BLD20719	05/13/2015		05/24/15	85.31
	Invoice: 05/13/15-BLD20719								
				85.31	47148 322100				
								PCD/REFUND BLD20719GAF	
								BUILDINGS, STRUCT. & EQ	
								CHECK 338670 TOTAL:	85.31

338671	05/27/2015	PRTD	2467 STAPLES ADVANTAGE	198430	3265239266	05/02/2015		05/24/15	167.09
	Invoice: 3265239266								
				167.09	41011141 531100				
								FIN/BLACK TONER CARTR	
								FIN - C/E ADMIN SUPPLIES	
				198494	3265239329	05/02/2015		05/24/15	211.42
	Invoice: 3265239329								
				211.42	61011581 531100				
								PCD/BLACK TONER	
								PCD - C/E ADMIN SUPPLIES	
				198495	3265239330	05/02/2015		05/24/15	75.23
	Invoice: 3265239330								
				75.23	61011581 531100				
								PCD/MULTIUSE PAPER/SHARPIES	
								PCD - C/E ADMIN SUPPLIES	
				198496	3265239331	05/02/2015		05/24/15	93.27
	Invoice: 3265239331								
				93.27	61011581 531100				
								PCD/FLASHLIGHT/PAPER	
								PCD - C/E ADMIN SUPPLIES	
				198497	3265239333	05/02/2015		05/24/15	49.19
	Invoice: 3265239333								
				49.19	61011581 531100				
								PCD/PAPER/PENS/CLEANG PAD	
								PCD - C/E ADMIN SUPPLIES	
								CHECK 338671 TOTAL:	596.20

338672	05/27/2015	PRTD	4861 TASER INTERNATIONAL	198499	SI1398413	05/01/2015		05/24/15	3,488.08
	Invoice: SI1398413								
				3,488.08	53011212 531100				
								POL/TASERS X 2-NEW OFFICERS	
								PD-C/E-PATROL SUPPLIES	
								CHECK 338672 TOTAL:	3,488.08

338673	05/27/2015	PRTD	5129 TELEDYNE ISCO INC	198427	S020078519	04/24/2015		05/24/15	449.86
	Invoice: S020078519								
				449.86	72433438 63110000665				
								ENG/AUTOMATED MONITOR SUPPL	
								MNTVIEW ROAD-SSWM-SUPPLIES	
								CHECK 338673 TOTAL:	449.86

338674	05/27/2015	PRTD	4225 THE BROTHERS POWERSP	198461	9875949	05/01/2015		05/24/15	673.69
	Invoice: 9875949								
				673.69	53011212 548100				
								POL/FULL SERVICE, MOTROCYCLE	
								POLICE - C/E PATROL MAINTENANC	
								CHECK 338674 TOTAL:	673.69

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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338675	05/27/2015	PRTD	8010 TOVAR, JOSEPH	198515	1409-9	05/01/2015		05/24/15	2,975.00
			Invoice: 1409-9						
						PCD/COMP PLAN UPDATE			
				2,975.00	61011582 54110000700	COMP PLAN UPDATE-PROF SVCS			
								CHECK 338675 TOTAL:	2,975.00

338676	05/27/2015	PRTD	8010 TOVAR, JOSEPH	198516	1409-9-A	05/01/2015		05/24/15	54.60
			Invoice: 1409-9-A						
						PCD/COMP PLAN UPD EXPENSE			
				54.60	61011582 54110000700	COMP PLAN UPDATE-PROF SVCS			
								CHECK 338676 TOTAL:	54.60

338677	05/27/2015	PRTD	2425 THE UPS STORE #1265	198517	05/05/2015	05/05/2015		05/24/15	72.12
			Invoice: 05/05/2015						
						PW/GROUND SHIP-WWTP			
				72.12	91425358 542500	GG-WWTP-POSTAGE/SHIPPING			
								CHECK 338677 TOTAL:	72.12

338678	05/27/2015	PRTD	7687 US WATER SERVICES, I	198519	INV188545	04/30/2015		05/24/15	921.07
			Invoice: INV188545						
						PW/QUARTERLY SVC BILLING			
				921.07	73011183 541100	O&M-C/E-CH FAC-PROF SVCS			
								CHECK 338678 TOTAL:	921.07

338679	05/27/2015	PRTD	553 UTILITIES UNDERGROUN	198520	5040099	04/30/2015		05/24/15	122.55
			Invoice: 5040099						
						PW/EXCAVATION NOTICES X 95			
				122.55	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
								CHECK 338679 TOTAL:	122.55

338680	05/27/2015	PRTD	1485 VERIZON WIRELESS	198429	9744935211	05/01/2015		05/24/15	3,402.24
			Invoice: 9744935211						
						CITYWIDE CELL PHONE SVC			
				3,402.24	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK 338680 TOTAL:	3,402.24

338681	05/27/2015	PRTD	1162 WASHINGTON AUDIOLOGY	198431	45709	03/31/2015		05/24/15	20.00
			Invoice: 45709						
						HR/HEARING TEST-DF			
				20.00	73431835 541100	PROFESSIONAL SERVICES			
				198432	45791	03/31/2015		05/24/15	20.00
			Invoice: 45791						
						HR/HEARING TEST-JL			
				20.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

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CHECK 338681 TOTAL: 40.00

338682 05/27/2015 PRD 605 WA ST AUDITOR'S OFFI 198532 L108396 05/12/2015 05/24/15 815.12
Invoice: L108396

FIN/2015 AUDITOR SERVICE
FIN - C/E BUDGET STATE AUDITOR
GG-STRT-I/G PROF SVCS
FINANCE - WATER - I'GOVT SERV
FIN-SWR-AUDIT SVCS & OTHER I/G
GG-SWM-I/G PROF SVCS
FIN - BLDG AUDITING COSTS
FINANCE - BLDG - INTERGOV'T

CHECK 338682 TOTAL: 815.12

338683 05/27/2015 PRD 518 WA ST CRIMINAL JUSTI 198436 20115095 05/13/2015 05/24/15 3,063.00
Invoice: 20115095

POL/BLEA TRAINING/829
POLICE - C/E PATROL TRAINING

CHECK 338683 TOTAL: 3,063.00

338684 05/27/2015 PRD 167 WA ST DEPT OF ECOLOG 198435 2015-RS-WAR045503 04/09/2015 05/24/15 16,103.00
Invoice: 2015-RS-WAR045503

2015 SSWM NPDES PERMIT 1 OF 2
16,103.00 91431383 54980000278 NPDES PERMIT-SSWM

CHECK 338684 TOTAL: 16,103.00

338685 05/27/2015 PRD 7420 WA ST DEPT OF ENTERP 198433 7117928 05/08/2015 05/24/15 255.00
Invoice: 7117928

ENG/EXCELL CLASS-VW
ENG - C/E PLANS TRAINING

CHECK 338685 TOTAL: 255.00

338686 05/27/2015 PRD 124 WA ST DEPT OF REVENUE 198531 05/18/2015 05/18/2015 05/24/15 118.76
Invoice: 05/18/2015

FIN/LEASEHOLD TAX
CUR EXP - LEASEHOLD EXCISE TAX

CHECK 338686 TOTAL: 118.76

338687 05/27/2015 PRD 4500 DEPARTMENT OF COMMER 198533 PWFNT-279393 05/01/2015 05/24/15 184,586.59
Invoice: PWFNT-279393

FIN/EHBM CONSTRUCTION
BEACH MAIN REPL DES-PWTF PRIN
6,816.39 91422923 78300000471 BEACH MAIN REPL DES-PWTF INT

198534 PWTF-257450 05/18/2015 05/24/15 32,775.83

Invoice: PWTF-257450
LOAN PE08-951-075 DEC 07 STRM
23,664.86 91242142 778000 GG-2008PWTF-I/GPRIN-DEC07STORM

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

9,110.97 91242242 783000 GG-2008PWTF-INT-DEC07 STORMS

Invoice: PWTF-253923
198535 PWTF-253923 05/18/2015 05/24/15 21,745.22
LOAN PR08-951-104 EHBM DES
20,434.04 91422235 77800000471 BEACH MAIN REPL DES-PWTF PRIN
1,311.18 91422923 78300000471 BEACH MAIN REPL DES-PWTF INT

Invoice: PWTF-254986
198536 PWTF-254986 05/18/2015 05/24/15 311,135.42
LOAN PW-04-691-002 SIS
297,500.00 91422235 77800000279 LID20 MAINT/OPS-FIN-PWTF PRIN
13,635.42 91422923 78300000279 LID20 MAINT/OPS-FIN-PWTF INT

Invoice: PWTF-260390
198537 PWTF-260390 05/18/2015 05/24/15 9,982.53
LOAN PW-04-691-PRE-107 SSWM
9,545.05 91432238 77800000176 DECANT FAC-PRINCIPLE PWTF LOAN
437.48 91432923 78300000176 DECANT FAC-INTEREST-PWTF LOAN

Invoice: PWTF-257581
198538 PWTF-257581 05/18/2015 05/24/15 22,054.01
LOAN PW-04-691-PRE-108 WWTP
21,087.50 91422235 77800000036 PRIN PYMT PWTF-WWTP PE
966.51 91422923 78300000036 INTEREST EXP PWTF-WWTP PE

Invoice: PWTF-256712
198539 PWTF-256712 05/18/2015 05/24/15 43,232.94
LOAN PW-05-691-001 SSWM FAC
41,157.90 91432238 77800000176 DECANT FAC-PRINCIPLE PWTF LOAN
2,075.04 91432923 78300000176 DECANT FAC-INTEREST-PWTF LOAN

Invoice: PWTF-258417
198540 PWTF-258417 05/18/2015 05/24/15 221,242.20
LOAN PW-05-691-002 WWTP CONST
210,623.28 91422235 77800000086 WWTP CONSTR-PRIN-PWTF
10,618.92 91422923 78300000086 WWTP 2011 LTGO & 2PWTF INT EXP

Invoice: PWTF-259908
198541 PWTF-259908 05/18/2015 05/24/15 211,008.49
LOAN PW-06-962-004 WWTP 2
200,008.05 91422235 77800000086 WWTP CONSTR-PRIN-PWTF
11,000.44 91422923 78300000086 WWTP 2011 LTGO & 2PWTF INT EXP

Invoice: PWTF-258842
198542 PWTF-258842 05/18/2015 05/24/15 35,174.86
LOAN PW-5-95-7914-002 BJEUNE
34,855.35 91215141 778000 GG-1995 PWTF-PRIN REDEMPTION
319.51 91215241 783000 GG-1995PWTF-INT

CHECK 338687 TOTAL: 1,092,938.09

338688 05/27/2015 PRD 2251 WA ST TREASURER 198437 05/08/2015-SBC 05/08/2015 05/24/15 184.50
Invoice: 05/08/2015-SBC SBCC OUT COURT REMIT

184.50 41652860 586000 SBCC BLDG.-OUT

Invoice: 05/08/2015 198438 05/08/2015 05/08/2015 05/24/15 6,158.06
OUT COURT REMIT
2,667.48 41611860 586000 PSEA 60% OUT

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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1,371.06	41610860	586000	PSEA 30% OUT
44.21	41619860	586000	PSEA 3 - STATE DISB OUT
634.01	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT
1,105.02	41614860	586000	JUDICIAL INFO SYST.-OUT
2.78	41615860	586000	BREATH TEST-CUSTODIAL
333.50	41618860	586000	TRAUMA CARE-OUT

CHECK 338688 TOTAL: 6,342.56

338689 05/27/2015 PRD 5709 WEBCHECK INC
Invoice: 5148

198439	5148	
58.70	43411341	541100
58.70	43421351	541100

05/03/2015 05/24/15
APR15 WEBCHECK SERVICE
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE

117.40

CHECK 338689 TOTAL: 117.40

338690 05/27/2015 PRD 499 WESTBAY AUTO PARTS I
Invoice: 052140

198552	052140	
54.87	73638935	531100

04/16/2015 05/24/15
PW/ELECTRICAL TAPE
OFFICE SUPPLIES

54.87

Invoice: 055927

198553	055927	
78.91	990	141100

04/29/2015 05/24/15
PW/OIL/AIR/FUEL FILTERS
MERCHANDISE

78.91

Invoice: 056083

198554	056083	
8.38	990	141100

04/29/2015 05/24/15
PW/AIR FILTER
MERCHANDISE

8.38

Invoice: 057360

198555	057360	
5.85	73638935	531100
11.13	990	141100

05/04/2015 05/24/15
PW/OIL FILTERS/VINYL BUTT
OFFICE SUPPLIES
MERCHANDISE

16.98

Invoice: 058948

198556	058948	
54.92	73638935	531100

05/08/2015 05/24/15
PW/CLOTH UTILITY ROLL
OFFICE SUPPLIES

54.92

Invoice: 059685

198557	059685	
33.87	73111423	531100

05/11/2015 05/24/15
PW/CARBURATOR KIT
OFFICE SUPPLIES

33.87

Invoice: 059708

198558	059708	
25.98	73425358	531100

05/11/2015 05/24/15
PW/BALL BEARING
O&M-WWTP-SUPPLIES

25.98

CHECK 338690 TOTAL: 273.91

CASH ACCOUNT: 635111100CASH

CHECK NOCHK DATETYPE VENDOR NAMEVOUCHERINVOICEINV DATEPOCHECK RUNNET

INVOICE DTL DESC

338691	05/27/2015	PRTD	8152 YORK INDUSTRIES NW,	198548	1501562-IN	05/04/2015		05/24/15	448.79
Invoice: 1501562-IN					ENG/CABLES/CONNECTORS				
			448.79	72431832	53110000664	ST DOE SSWM-SUPPLIES			
								CHECK338691 TOTAL:	448.79

NUMBER OF CHECKS112

*** CASH ACCOUNT TOTAL ***

1,255,550.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	112	1,255,550.41

*** GRAND TOTAL ***

1,255,550.41

05/20/2015 09:26 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2015 5 287									
APP 301-213000						ACCOUNTS PAYABLE		21,040.00	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			1,255,550.41
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		54,449.47	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		86,488.19	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,506.93	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		8,058.93	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		973,377.71	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		9,505.16	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		4,046.41	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 108-213000						AFFORD HSG - ACCOUNTS PAYABLE		14,543.16	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		6,445.34	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000						ACCOUNTS PAYABLE		3,040.00	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 201-213000						ACCOUNTS PAYABLE		67,950.69	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000						ACCOUNTS PAYABLE		98.42	
	05/27/2015	05/24/15	052715			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								1,255,550.41	1,255,550.41
APP 631-130000						DUE TO/FROM CLEARING		1,247,491.48	
	05/27/2015	05/24/15	052715						
APP 301-130000						DUE TO/FROM CLEARING			21,040.00
	05/27/2015	05/24/15	052715						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			54,449.47
	05/27/2015	05/24/15	052715						
APP 403-130000						DUE TO/FROM CLEARING			86,488.19
	05/27/2015	05/24/15	052715						
APP 401-130000						DUE TO/FROM CLEARING			6,506.93
	05/27/2015	05/24/15	052715						
APP 402-130000						DUE TO/FROM CLEARING			973,377.71
	05/27/2015	05/24/15	052715						
APP 407-130000						DUE TO/FROM CLEARING			9,505.16
	05/27/2015	05/24/15	052715						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			4,046.41

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
05/27/2015	05/24/15	052715							
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			14,543.16
05/27/2015	05/24/15	052715							
APP 650-130000						DUE TO/FROM CLEARING			6,445.34
05/27/2015	05/24/15	052715							
APP 622-130000						DUE TO/FROM CLEARING			3,040.00
05/27/2015	05/24/15	052715							
APP 201-130000						DUE TO/FROM CLEARING			67,950.69
05/27/2015	05/24/15	052715							
APP 901-130000						DUE TO/FROM CLEARING			98.42
05/27/2015	05/24/15	052715							
SYSTEM GENERATED ENTRIES TOTAL								1,247,491.48	1,247,491.48
JOURNAL 2015/05/287 TOTAL								2,503,041.89	2,503,041.89

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015 5	287	05/27/2015		
001-130000			GENERAL - DUE TO/FROM CLEARING		54,449.47
001-213000			GENERAL - ACCOUNTS PAYABLE	54,449.47	
			FUND TOTAL	54,449.47	54,449.47
101 STREET FUND	2015 5	287	05/27/2015		
101-130000			STREETS - DUE TO/FROM CLEARING		4,046.41
101-213000			STREETS - ACCOUNTS PAYABLE	4,046.41	
			FUND TOTAL	4,046.41	4,046.41
108 AFFORDABLE HOUSING FUND	2015 5	287	05/27/2015		
108-130000			AFFORD HSG DUE TO/FROM CLEAR'G		14,543.16
108-213000			AFFORD HSG - ACCOUNTS PAYABLE	14,543.16	
			FUND TOTAL	14,543.16	14,543.16
201 GO BOND FUND	2015 5	287	05/27/2015		
201-130000			DUE TO/FROM CLEARING		67,950.69
201-213000			ACCOUNTS PAYABLE	67,950.69	
			FUND TOTAL	67,950.69	67,950.69
301 CAPITAL CONSTRUCTION FUND	2015 5	287	05/27/2015		
301-130000			DUE TO/FROM CLEARING		21,040.00
301-213000			ACCOUNTS PAYABLE	21,040.00	
			FUND TOTAL	21,040.00	21,040.00
401 WATER OPERATING FUND	2015 5	287	05/27/2015		
401-130000			DUE TO/FROM CLEARING		6,506.93
401-213000			ACCOUNTS PAYABLE	6,506.93	
			FUND TOTAL	6,506.93	6,506.93
402 SEWER OPERATING FUND	2015 5	287	05/27/2015		
402-130000			DUE TO/FROM CLEARING		973,377.71
402-213000			ACCOUNTS PAYABLE	973,377.71	
			FUND TOTAL	973,377.71	973,377.71
403 STORM & SURFACE WATER FUND	2015 5	287	05/27/2015		
403-130000			DUE TO/FROM CLEARING		86,488.19
403-213000			ACCOUNTS PAYABLE	86,488.19	
			FUND TOTAL	86,488.19	86,488.19
407 BUILDING & DEVELOPMENT FUND	2015 5	287	05/27/2015		

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
407-130000					DUE TO/FROM CLEARING		9,505.16
407-213000					ACCOUNTS PAYABLE	9,505.16	
					FUND TOTAL	9,505.16	9,505.16
622 EXPENDABLE TRUST FUND	2015	5	287	05/27/2015			
622-130000					DUE TO/FROM CLEARING		3,040.00
622-213000					ACCOUNTS PAYABLE	3,040.00	
					FUND TOTAL	3,040.00	3,040.00
631 CLEARING FUND	2015	5	287	05/27/2015			
631-130000					DUE TO/FROM CLEARING	1,247,491.48	
631-213000					ACCOUNTS PAYABLE	8,058.93	
635-111100					CASH		1,255,550.41
					FUND TOTAL	1,255,550.41	1,255,550.41
650 AGENCY FUND	2015	5	287	05/27/2015			
650-130000					DUE TO/FROM CLEARING		6,445.34
650-213000					ACCOUNTS PAYABLE	6,445.34	
					FUND TOTAL	6,445.34	6,445.34
901 CITY-WIDE REPORTING FUND	2015	5	287	05/27/2015			
901-130000					DUE TO/FROM CLEARING		98.42
901-213000					ACCOUNTS PAYABLE	98.42	
					FUND TOTAL	98.42	98.42

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		54,449.47
101	STREET FUND		4,046.41
108	AFFORDABLE HOUSING FUND		14,543.16
201	GO BOND FUND		67,950.69
301	CAPITAL CONSTRUCTION FUND		21,040.00
401	WATER OPERATING FUND		6,506.93
402	SEWER OPERATING FUND		973,377.71
403	STORM & SURFACE WATER FUND		86,488.19
407	BUILDING & DEVELOPMENT FUND		9,505.16
622	EXPENDABLE TRUST FUND		3,040.00
631	CLEARING FUND	1,247,491.48	
650	AGENCY FUND		6,445.34
901	CITY-WIDE REPORTING FUND		98.42
	TOTAL	1,247,491.48	1,247,491.48

** END OF REPORT - Generated by Linda Steinberg **

Ret Rel

05/07/2015 08:19 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

132 05/07/2015 PRD 8011 MATTILA PAINTING, IN 198189 RETREL-702 05/06/2015 RT050615 3,131.44
Invoice: RETREL-702 RET REL CH PAINT & WOOD RESTOR
3,131.44 41628860 586000 RETAINAGE RELEASE

CHECK 132 TOTAL: 3,131.44

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 3,131.44

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 3,131.44

*** GRAND TOTAL *** 3,131.44

05/07/2015 08:19 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL

SRC ACCOUNT	ACCOUNT DESC	T	OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC
2015 5 93					
APP 622-213000	ACCOUNTS PAYABLE			3,131.44	
05/07/2015 RT050615 050715	AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100	CASH-RETAINAGE				3,131.44
05/07/2015 RT050615 050715	AP CASH DISBURSEMENTS JOURNAL				
	JOURNAL 2015/05/93	TOTAL		3,131.44	3,131.44

05/07/2015 08:19
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
622 EXPENDABLE TRUST FUND	2015	5	93	05/07/2015			
622-213000					ACCOUNTS PAYABLE	3,131.44	
628-111100					CASH-RETAINAGE		3,131.44
					FUND TOTAL	3,131.44	3,131.44

** END OF REPORT - Generated by Linda Steinberg **

Trv Adv

05/11/2015 10:08 |CITY OF BAINBRIDGE ISLAND
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|apcshdsb

CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

70	05/11/2015	PRTD	7358 MICHAEL TOVAR	198190	TRVLMAY15-MT	01/23/2015		TA051115	200.00
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Invoice: TRVLMAY15-MT

POL/NTOA SWAT-TRNG-MT

200.00	013	122100	ADV TRAVEL ACCOUNTS RECEIVABLE
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CHECK	70 TOTAL:	200.00
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	200.00
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COUNT	AMOUNT
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TOTAL PRINTED CHECKS	1	200.00
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*** GRAND TOTAL ***	200.00
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05/11/2015 10:08 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2015 5 137									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		200.00	
05/11/2015	TA051115	051115				AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH			200.00
05/11/2015	TA051115	051115				AP CASH DISBURSEMENTS JOURNAL			
JOURNAL 2015/05/137 TOTAL								200.00	200.00

05/11/2015 10:08
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2015	5	137	05/11/2015			
001-213000					GENERAL - ACCOUNTS PAYABLE	200.00	
013-111100					ADV TRAVEL - CASH		200.00
					FUND TOTAL	200.00	200.00

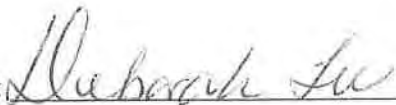
** END OF REPORT - Generated by Linda Steinberg **

PAYROLL

PAYROLL CHECK RUN: 5 - 20 - 2015

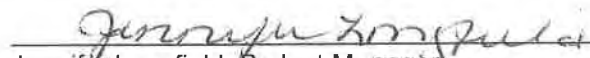
Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/20/2015	033118 - 033232	P/R check run - direct deposit	262,924.08
Normal	5/20/2015	107104 - 107110	P/R check run - regular	9,411.63
Vendor	5/20/2015	107111 - 107122	P/R vendor check run	83,819.66
EFTPS	5/20/2015		Federal Tax Electronic Transfer	108,874.26
			TOTAL:	465,029.63

Prepared and Reviewed by:


Deborah Lee

Date 5-18-15

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.


Jennifer Longfield, Budget Manager

Date 5-21-15

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 26, 2015 - June 8, 2015
CITY COUNCIL: May 26, 2015 - June 9, 2015

Last check from previous run: 338691 dated 5/27/15 issued to H.D. Campbell Co. in the amount of 448.79

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	5/27/15	182	COBI Utilities May Billing	1,392.92
ACH	5/27/15	183	Department of Licensing - Firearms/May CPL Transmittal	264.00
EFT	5/27/15	184	WA State Department of Revenue/April Excise Taxes	17,656.89
Manual	4/15/15	338302	Lost in Mail	Void
Manual	5/26/15	338692	PW/Air Management Solutions, LLC/City Hall HVAC Upgrade	35,317.11
Manual	5/26/15	338693	COBI Retainage Account/Air Management Solutions/D Square Energy, LLC	2,938.85
Manual	5/26/15	338694	PW/D Square Energy, LLC/Emergency Generator Plugs	25,634.64
Manual	5/29/15	338695	PW/Charge Northwest, LLC/Electric Car Charging Station	7,224.00
Manual	5/29/15	338696	POL/Chevron/Fuel	169.04
Manual	5/29/15	338697	PW/Otis Elevator Co/Q2 2015 Service Contract Charge	2,016.01
Manual Checks, Electronic Disbursements				92,613.46

Regular Run	6/10/15	338698- 338773	Regular Check Run	165,247.62
Total Disbursements				257,861.08

Retainage Release	N/A	N/A	No Retainage Release	Ø
Travel Advance	N/A	N/A	No Advance Travel	Ø

Prepared and Reviewed by Linda Steinberg Linda Steinberg, Accounts Payable

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished,
the services rendered, or the labor performed as described herein and that the claim
is a just, due, and unpaid obligation against the City of Bainbridge Island,
and that I am authorized to authenticate and certify to said claim.

Jennifer Longfield 6/2/15
Jennifer Longfield, Budget Manager Date

ACH UB

05/27/2015 09:55 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC									
182	05/27/2015	MANL	103 CITY OF BAINBRIDGE I	198564	10460MAY5	05/04/2015		ACHMAY15	31.89
Invoice: 10460MAY5				31.89	91011768 547500	WFP IRRIGATION			
						GG-C/E-PARKS-WTR/SWR			
198565	10461MAY15			05/04/2015		ACHMAY15			642.45
Invoice: 10461MAY15				642.45	91011768 547500	WFP RESTROOM			
						GG-C/E-PARKS-WTR/SWR			
198566	10463MAY15			05/04/2015		ACHMAY15			280.28
Invoice: 10463MAY15				280.28	91011755 547500	SENIOR CENTER			
						GG-C/E-COMMONS-WTR/SWR			
198567	10464MAY15			05/04/2015		ACHMAY15			306.41
Invoice: 10464MAY15				306.41	91011755 547500	COMMONS			
						GG-C/E-COMMONS-WTR/SWR			
198568	11573MAY15			05/04/2015		ACHMAY15			17.40
Invoice: 11573MAY15				17.40	91011768 547500	PRITCHARD PARK			
						GG-C/E-PARKS-WTR/SWR			
198569	12755MAY15			05/04/2015		ACHMAY15			114.49
Invoice: 12755MAY15				114.49	91011768 547500	STRAWBERRY PLANT PARK IRRIG			
						GG-C/E-PARKS-WTR/SWR			
CHECK 182 TOTAL:									1,392.92
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,392.92									
COUNT AMOUNT									
TOTAL MANUAL CHECKS 1 1,392.92									
*** GRAND TOTAL *** 1,392.92									

05/27/2015 09:55 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 5 366										
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			1,392.92	
	05/27/2015	ACHMAY15	ACH	UB		AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				1,392.92
	05/27/2015	ACHMAY15	ACH	UB		AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									1,392.92	1,392.92
APP 631-130000						DUE TO/FROM CLEARING			1,392.92	
	05/27/2015	ACHMAY15	ACH	UB						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				1,392.92
	05/27/2015	ACHMAY15	ACH	UB						
SYSTEM GENERATED ENTRIES TOTAL									1,392.92	1,392.92
JOURNAL 2015/05/366 TOTAL									2,785.84	2,785.84

05/27/2015 09:55
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2015	5	366	05/27/2015			
001-130000					GENERAL - DUE TO/FROM CLEARING		1,392.92
001-213000					GENERAL - ACCOUNTS PAYABLE	1,392.92	
					FUND TOTAL	1,392.92	1,392.92
631 CLEARING FUND	2015	5	366	05/27/2015			
631-130000					DUE TO/FROM CLEARING	1,392.92	
635-111100					CASH		1,392.92
					FUND TOTAL	1,392.92	1,392.92

05/27/2015 09:55
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,392.92
631 CLEARING FUND		1,392.92	
	TOTAL	1,392.92	1,392.92

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ACH CPL

05/27/2015 10:15
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635
CHECK NO

111100
CHK DATE

CASH
TYPE

VENDOR NAME

VOUCHER

INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC									
183	05/27/2015	MANL	969 WA ST DEPT OF LICENS	198570	MAY15CPL	05/22/2015	ACHMAYFA	264.00	
Invoice: MAY15CPL					CPL MAY15 TRANSMITTAL				
264.00 41654860 586000					GUN PERMIT OUT				
							CHECK	183 TOTAL:	264.00
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***									264.00
						COUNT	AMOUNT		
						-----	-----		
TOTAL MANUAL CHECKS						1	264.00		
*** GRAND TOTAL ***									264.00

05/27/2015 10:15 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2015 5 372									
APP 650-213000						ACCOUNTS PAYABLE		264.00	
05/27/2015	ACHMAYFA	ACHCPL				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			264.00
05/27/2015	ACHMAYFA	ACHCPL				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								264.00	264.00
APP 631-130000						DUE TO/FROM CLEARING		264.00	
05/27/2015	ACHMAYFA	ACHCPL							
APP 650-130000						DUE TO/FROM CLEARING			264.00
05/27/2015	ACHMAYFA	ACHCPL							
SYSTEM GENERATED ENTRIES TOTAL								264.00	264.00
JOURNAL 2015/05/372 TOTAL								528.00	528.00

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
631 CLEARING FUND	2015	5	372	05/27/2015			
631-130000					DUE TO/FROM CLEARING	264.00	
635-111100					CASH		264.00
					FUND TOTAL	264.00	264.00
650 AGENCY FUND	2015	5	372	05/27/2015			
650-130000					DUE TO/FROM CLEARING		264.00
650-213000					ACCOUNTS PAYABLE	264.00	
					FUND TOTAL	264.00	264.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	264.00	
650	AGENCY FUND		264.00
	TOTAL	264.00	264.00

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Exc TAX

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

184 05/27/2015 MANL 124 WA ST DEPT OF REVENU 198571 2015-05 05/27/2015 EFTMAY15 17,656.89
Invoice: 2015-05

EXCISE TAXES APRIL 2015

85.25	91411341	553000	FINANCE - WATER EXTRNL TAXES
142.43	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
3,423.30	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
28.67	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
6.45	91411341	553000	FINANCE - WATER EXTRNL TAXES
2.55	91411341	553000	FINANCE - WATER EXTRNL TAXES
10,630.19	91431383	553000	FINANCE - SSWM - EXTRNL TAXES
2,773.13	91411341	553000	FINANCE - WATER EXTRNL TAXES
409.42	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
110.93	73411345	548100	REPAIRS & MAINTENANCE
1.92	52011212	531100	POLICE - C/E INVEST SUPPLIES
16.62	31011131	531100	EXEC - C/E SUPPLIES
7.44	81011881	535500	IT - C/E COMPUTER PARTS & EQ
5.20	81011881	535500	IT - C/E COMPUTER PARTS & EQ
5.87	41011141	531100	FIN - C/E ADMIN SUPPLIES
5.62	31011131	531100	EXEC - C/E SUPPLIES
1.90	72011322	531100	ENG - C/E PLANS SUPPLIES

CHECK 184 TOTAL: 17,656.89

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 17,656.89

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 17,656.89

*** GRAND TOTAL *** 17,656.89

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2015 5 373									
APP 401-213000						ACCOUNTS PAYABLE		2,978.31	
05/27/2015	EFTMAY15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			17,656.89
05/27/2015	EFTMAY15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		4,003.82	
05/27/2015	EFTMAY15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		10,630.19	
05/27/2015	EFTMAY15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		44.57	
05/27/2015	EFTMAY15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								17,656.89	17,656.89
APP 631-130000						DUE TO/FROM CLEARING		17,656.89	
05/27/2015	EFTMAY15	EXC TX							
APP 401-130000						DUE TO/FROM CLEARING			2,978.31
05/27/2015	EFTMAY15	EXC TX							
APP 402-130000						DUE TO/FROM CLEARING			4,003.82
05/27/2015	EFTMAY15	EXC TX							
APP 403-130000						DUE TO/FROM CLEARING			10,630.19
05/27/2015	EFTMAY15	EXC TX							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			44.57
05/27/2015	EFTMAY15	EXC TX							
SYSTEM GENERATED ENTRIES TOTAL								17,656.89	17,656.89
JOURNAL 2015/05/373 TOTAL								35,313.78	35,313.78

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	5	373	05/27/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		44.57
001-213000				GENERAL - ACCOUNTS PAYABLE	44.57	
				FUND TOTAL	44.57	44.57
401 WATER OPERATING FUND	2015	5	373	05/27/2015		
401-130000				DUE TO/FROM CLEARING		2,978.31
401-213000				ACCOUNTS PAYABLE	2,978.31	
				FUND TOTAL	2,978.31	2,978.31
402 SEWER OPERATING FUND	2015	5	373	05/27/2015		
402-130000				DUE TO/FROM CLEARING		4,003.82
402-213000				ACCOUNTS PAYABLE	4,003.82	
				FUND TOTAL	4,003.82	4,003.82
403 STORM & SURFACE WATER FUND	2015	5	373	05/27/2015		
403-130000				DUE TO/FROM CLEARING		10,630.19
403-213000				ACCOUNTS PAYABLE	10,630.19	
				FUND TOTAL	10,630.19	10,630.19
631 CLEARING FUND	2015	5	373	05/27/2015		
631-130000				DUE TO/FROM CLEARING	17,656.89	
635-111100				CASH		17,656.89
				FUND TOTAL	17,656.89	17,656.89

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		44.57
401	WATER OPERATING FUND		2,978.31
402	SEWER OPERATING FUND		4,003.82
403	STORM & SURFACE WATER FUND		10,630.19
631	CLEARING FUND	17,656.89	
	TOTAL	17,656.89	17,656.89

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VOID

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338302 04/15/2015 VOID 1754 OTIS ELEVATOR COMPAN 197377 ST05151G415 03/20/2015 -2,016.01

Invoice: ST05151G415

PW/Q2 2015 SVC CONTRACT CHG

-2,016.01 73011183 548100

O&M-C/E-CH FAC-REPAIRS

CHECK 338302 TOTAL: -2,016.01

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -2,016.01

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 2,016.01

*** GRAND TOTAL *** -2,016.01

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2015 5 378									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			2,016.01
	05/28/2015	338302	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		2,016.01	
	05/28/2015	338302	VOID			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		2,016.01	2,016.01
APP 631-130000						DUE TO/FROM CLEARING			2,016.01
	05/28/2015	04/12/15	VOID						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		2,016.01	
	05/28/2015	04/12/15	VOID						
						SYSTEM GENERATED ENTRIES TOTAL		2,016.01	2,016.01
						JOURNAL 2015/05/378 TOTAL		4,032.02	4,032.02

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 5	378	05/28/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING	2,016.01	
001-213000				GENERAL - ACCOUNTS PAYABLE		2,016.01
				FUND TOTAL	2,016.01	2,016.01
631 CLEARING FUND	2015 5	378	05/28/2015			
631-130000				DUE TO/FROM CLEARING		2,016.01
635-111100				CASH	2,016.01	
				FUND TOTAL	2,016.01	2,016.01

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			2,016.01
631 CLEARING FUND		2,016.01	
	TOTAL	2,016.01	2,016.01

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338692 05/26/2015 PRD 7726 AIR MANAGEMENT SOLUT 198560 PAYREQ1-690 05/22/2015 21400151 M052615 35,317.11

Invoice: PAYREQ1-690

CH HVAC UPGRADE-2014

35,317.11 73011183 54810000690 CH HVAC UPGRADE

CHECK 338692 TOTAL: 35,317.11

338693 05/26/2015 PRD 102 CITY OF BAINBRIDGE I 198561 RETREQ1-690 05/22/2015 21400152 M052615 1,702.85

Invoice: RETREQ1-690

CH HVAC UPGRADE-2014-RET

1,702.85 73011183 54810000690 CH HVAC UPGRADE

198563 RETREQ1-674 05/20/2015 21400155 M052615 1,236.00

Invoice: RETREQ1-674

EMRG GENERATOR PLUGS-RET

326.05 73011418 66300000674 CH EM GEN PLUG-IN CONN-CONSTR

472.45 73424435 66300000704 GEN PLUG NT WOODS-CONSTR

437.50 73426943 66300000675 GEN PLUG LYNWOOD-CONSTR

CHECK 338693 TOTAL: 2,938.85

338694 05/26/2015 PRD 8093 D SQUARE ENERGY LLC 198562 PAYREQ1-674 05/20/2015 21400154 M052615 25,634.64

Invoice: PAYREQ1-674

EMERGENCY GENERATOR PLUGS

6,762.27 73011418 66300000674 CH EM GEN PLUG-IN CONN-CONSTR

9,798.62 73424435 66300000704 GEN PLUG NT WOODS-CONSTR

9,073.75 73426943 66300000675 GEN PLUG LYNWOOD-CONSTR

CHECK 338694 TOTAL: 25,634.64

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 63,890.60

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 63,890.60

*** GRAND TOTAL *** 63,890.60

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JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 5 363										
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		44,108.28		
	05/26/2015	M052615	052615			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				63,890.60
	05/26/2015	M052615	052615			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE		19,782.32		
	05/26/2015	M052615	052615			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									63,890.60	63,890.60
APP 631-130000						DUE TO/FROM CLEARING		63,890.60		
	05/26/2015	M052615	052615							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				44,108.28
	05/26/2015	M052615	052615							
APP 402-130000						DUE TO/FROM CLEARING				19,782.32
	05/26/2015	M052615	052615							
SYSTEM GENERATED ENTRIES TOTAL									63,890.60	63,890.60
JOURNAL 2015/05/363 TOTAL									127,781.20	127,781.20

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	5	363	05/26/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		44,108.28
001-213000				GENERAL - ACCOUNTS PAYABLE	44,108.28	
				FUND TOTAL	44,108.28	44,108.28
402 SEWER OPERATING FUND	2015	5	363	05/26/2015		
402-130000				DUE TO/FROM CLEARING		19,782.32
402-213000				ACCOUNTS PAYABLE	19,782.32	
				FUND TOTAL	19,782.32	19,782.32
631 CLEARING FUND	2015	5	363	05/26/2015		
631-130000				DUE TO/FROM CLEARING	63,890.60	
635-111100				CASH		63,890.60
				FUND TOTAL	63,890.60	63,890.60

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		44,108.28
402	SEWER OPERATING FUND		19,782.32
631	CLEARING FUND	63,890.60	
	TOTAL	63,890.60	63,890.60

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|A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635
CHECK NO

111100
CHK DATE

CASH
TYPE

VENDOR NAME

VOUCHER

INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

338695 05/29/2015 PRD 8137 CHARGE NORTHWEST LLC 198636 1576 04/15/2015 21500020 M052915 7,224.00
Invoice: 1576 ELECTRIC CAR CHARGING STATION
1,280.00 73011318 54860000735 CAR CHARGING STATION-MAINT AGR
5,944.00 73011454 66400000735 ELECTRIC CAR CHARGING STATION
CHECK 338695 TOTAL: 7,224.00

338696 05/29/2015 PRD 96 CHEVRON & TEXACO CAR 198637 620451 04/22/2015 M052915 169.04
Invoice: 620451 POL/FUEL
169.04 53011212 443410 POLICE - C/E PATROL TRAINING
CHECK 338696 TOTAL: 169.04

338697 05/29/2015 PRD 1754 OTIS ELEVATOR COMPAN 198639 ST05151G415A 03/20/2015 M052915 2,016.01
Invoice: ST05151G415A PW/Q2 2015 SVC CONTRACT CHG
2,016.01 73011183 548100 O&M-C/E-CH FAC-REPAIRS
CHECK 338697 TOTAL: 2,016.01

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 9,409.05

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	9,409.05

*** GRAND TOTAL *** 9,409.05

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JOURNAL ENTRIES TO BE CREATED

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YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT					LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2015	5	414							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		9,409.05	
	05/29/2015	M052915	052915			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			9,409.05
	05/29/2015	M052915	052915			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		9,409.05	9,409.05
APP 631-130000						DUE TO/FROM CLEARING		9,409.05	
	05/29/2015	M052915	052915						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			9,409.05
	05/29/2015	M052915	052915						
						SYSTEM GENERATED ENTRIES TOTAL		9,409.05	9,409.05
						JOURNAL 2015/05/414 TOTAL		18,818.10	18,818.10

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 5	414	05/29/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING		9,409.05
001-213000				GENERAL - ACCOUNTS PAYABLE	9,409.05	
				FUND TOTAL	9,409.05	9,409.05
631 CLEARING FUND	2015 5	414	05/29/2015			
631-130000				DUE TO/FROM CLEARING	9,409.05	
635-111100				CASH		9,409.05
				FUND TOTAL	9,409.05	9,409.05

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			9,409.05
631 CLEARING FUND		9,409.05	
	TOTAL	9,409.05	9,409.05

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Isteinberg |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
338698	06/10/2015	PRTD	5 ACE HARDWARE	198572	30661	05/04/2015		06/07/15			1.51	
Invoice: 30661				1.51	73111423 531100	PW/DOUBLE CUT KEY-VEH#16		OFFICE SUPPLIES				
Invoice: 30796				198573	30796	05/13/2015		06/07/15			347.63	
				347.63	73431835 531100	PW/GLOVES/KNIFE/PEAT MOSS		OFFICE SUPPLIES				
Invoice: 30799				198574	30799	05/14/2015		06/07/15			-234.66	
				-234.66	73431835 531100	PW/RETURN PEAT MOSS		OFFICE SUPPLIES				
Invoice: 30805				198575	30805	05/14/2015		06/07/15			37.34	
				37.34	73011768 531100	PW/GLUE/SCRAPER/RIVET-WFP		O&M-C/E-PARKS-SUPPLIES				
Invoice: 30808				198576	30808	05/14/2015		06/07/15			7.60	
				7.60	73011183 531100	PW/GOOF OFF SPRAY		O&M-C/E-CH FAC-SUPPLIES				
Invoice: 30813				198577	30813	05/15/2015		06/07/15			7.60	
				7.60	73421355 531100	PW/5 PINT RED SCOOP		WIN COLL-SUPPLIES				
Invoice: 30814				198578	30814	05/15/2015		06/07/15			19.00	
				19.00	73011183 531100	PW/PAINT SCRAPER/GLOVES		O&M-C/E-CH FAC-SUPPLIES				
Invoice: 30815				198579	30815	05/15/2015		06/07/15			34.76	
				34.76	73011183 531100	PW/ADJ STEEL RAKE		O&M-C/E-CH FAC-SUPPLIES				
Invoice: 30819				198580	30819	05/15/2015		06/07/15			53.35	
				53.35	73111264 531100	PW/WASHERS/FASTENERS/ANCHOR		O&M-STREET-TRAF CONTROL-SUPPLY				
Invoice: 30826				198581	30826	05/16/2015		06/07/15			130.14	
				130.14	73011215 531100	PW/MISC PAINT EQUIP-POLICE		O&M-C/E-POLICE FAC-SUPPLIES				
Invoice: 30849				198582	30849	05/19/2015		06/07/15			10.44	
				10.44	73011215 531100	PW/FASTENERS		O&M-C/E-POLICE FAC-SUPPLIES				
Invoice: 30874				198583	30874	05/21/2015		06/07/15			54.87	
				54.87	73111264 531100	PW/FLAT WASHERS/LAGS		O&M-STREET-TRAF CONTROL-SUPPLY				
Invoice: 30766				198594	30766	05/11/2015		06/07/15			46.77	
				46.77	73425358 531100	PW/PLUMBING SUPPLIES-WWTP		O&M-WWTP-SUPPLIES				

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 30769		198595	30769	05/12/2015	06/07/15	-3.03
				PW/RETURN FURN CASTR SOCKET		
		-3.03	73425358 531100	O&M-WWTP-SUPPLIES		
Invoice: 30770		198596	30770	05/12/2015	06/07/15	3.14
				PW/FURN CASTER SOCKET		
		3.14	73425358 531100	O&M-WWTP-SUPPLIES		
Invoice: 30832		198597	30832	05/18/2015	06/07/15	16.25
				PW/RUBBING ALCOHOL		
		16.25	73411345 531100	OFFICE SUPPLIES		
Invoice: 30906		198701	30906	05/26/2015	06/07/15	27.26
				PW/FASTENERS-FOR SIGNS		
		27.26	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY		
Invoice: 30918		198702	30918	05/27/2015	06/07/15	17.65
				PW/BRADS/S HOOKS		
		17.65	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES		
Invoice: 30932		198703	30932	05/27/2015	06/07/15	19.50
				PW/MED S HOOKS X 6		
		19.50	73111427 531100	OFFICE SUPPLIES		
Invoice: 30935		198704	30935	05/28/2015	06/07/15	44.56
				PW/POLY TARP FOR BARK		
		44.56	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
Invoice: 30943		198705	30943	05/28/2015	06/07/15	58.58
				PW/MISC PLUMBG SUPPLIES		
		58.58	73111427 531100	OFFICE SUPPLIES		
Invoice: 30948		198706	30948	05/29/2015	06/07/15	46.70
				PW/PAINT/CEMENT/TOOLS		
		46.70	73421355 531100	WIN COLL-SUPPLIES		
					CHECK 338698 TOTAL:	746.96
338699	06/10/2015	PRTD	2201 ACTION COMMUNICATION	198660	1505207	05/21/2015 06/07/15 299.63
Invoice: 1505207						POL/PROGRAM MOTORCYCL RADIOS
		299.63	53011212 54810000719	PD MOTORCYCLE-REPAIRS		
					CHECK 338699 TOTAL:	299.63
338700	06/10/2015	PRTD	8015 AECOM TECHNICAL SERV	198614	37528250	05/01/2015 21400153 06/07/15 16,926.93
Invoice: 37528250						FLETCHER LANDING ROADEND DESIG
		16,926.93	72020476 64110000698	FLETCHER LANDING RD END-DESIGN		

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CASH ACCOUNT: 635			111100		CASH											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN							NET	
INVOICE DTL DESC																
										CHECK	338700	TOTAL:	16,926.93			
338701	06/10/2015	PRTD	863 INTERSTATE BATTERIES	198584	21077440	05/07/2015		06/07/15					466.61			
Invoice: 21077440					PW/BATTERIES-POL VEHIC/EQ#9											
					95.76	73111423	531100	OFFICE SUPPLIES								
					123.61	53011212	531100	PD-C/E-PATROL SUPPLIES								
					123.61	53011212	531100	PD-C/E-PATROL SUPPLIES								
					123.63	53011212	531100	PD-C/E-PATROL SUPPLIES								
										CHECK	338701	TOTAL:	466.61			
338702	06/10/2015	PRTD	7603 AMERICAN FLEET MAINT	198661	4968AU	04/15/2015		06/07/15					611.44			
Invoice: 4968AU					POL/VEHICLE DECALS X 10											
					611.44	53011421	66400000684	PD VEH REPL-CAP EQ								
										CHECK	338702	TOTAL:	611.44			
338703	06/10/2015	PRTD	4710 ASSOCIATED PETROLEU	198598	0744236-IN	05/13/2015		06/07/15					2,449.76			
Invoice: 0744236-IN					PW/900 GAL REGULAR											
					2,449.76	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS								
					198599	0744238-IN		05/13/2015		06/07/15	1,334.02					
Invoice: 0744238-IN					PW/475 GAL DIESEL											
					1,334.02	73638893	532000	O&M-FUEL USE-ALLOCATION								
										CHECK	338703	TOTAL:	3,783.78			
338704	06/10/2015	PRTD	7821 AUS WEST LOCKBOX	198600	1987970237	04/16/2015		06/07/15					74.84			
Invoice: 1987970237					PW/LAUNDRY SERVICE											
					74.84	73638893	589310	LAUNDRY SERVICES								
										CHECK	338704	TOTAL:	74.84			
338705	06/10/2015	PRTD	1159 AUTOGLASS PLUS INC	198707	B0034117	05/20/2015		06/07/15					211.97			
Invoice: B0034117					PW/BACK WINDOW-VEH#3											
					211.97	73011189	548100	O&M - C/E FACIL REPAIRS								
										CHECK	338705	TOTAL:	211.97			
338706	06/10/2015	PRTD	54 BAINBRIDGE RENTAL IN	198721	177130	05/26/2015		06/07/15					179.18			
Invoice: 177130					PW/POLYCUT BLADES-RD END											
					179.18	73020769	531100	O&M-ROAD ENDS-SUPPLIES								
										CHECK	338706	TOTAL:	179.18			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

338707 06/10/2015 PRD 55 BAINBRIDGE ISLAND RE 198587 632721 05/12/2015 06/07/15 54.31
Invoice: 632721 CLERK/LEGL AD-ORD 2015-11,12

54.31 41011141 544000 FIN - C/E ADMIN ADVERTISING

Invoice: 632714 198589 632714 05/15/2015 06/07/15 67.29
PCD/LEGAL AD-ORD 2015-10,5

67.29 64011582 544000 LONG - C/E ADVERTISING

CHECK 338707 TOTAL: 121.60

338708 06/10/2015 PRD 57 BAY HAY & FEED 198590 1072962 05/13/2015 06/07/15 107.45
Invoice: 1072962 PW/HAY STRAW/RYEGRASS

107.45 73431835 531100 OFFICE SUPPLIES

CHECK 338708 TOTAL: 107.45

338709 06/10/2015 PRD 5412 BENEFIT ADMINISTRATI 198585 1505516 05/22/2015 06/07/15 158.00
Invoice: 1505516 2015 FLEX PLAN ADMIN

17.38 21011125 520000 COURT - BENEFITS
23.70 31011131 520000 EXEC - C/E BENEFITS
17.38 41011141 520000 FIN - C/E ADMIN BENEFITS
30.02 51011211 520000 PD-C/E ADMIN-BENEFITS
11.06 61011581 520000 PCD - C/E ADMIN BENEFITS
47.40 71011321 520000 PW - C/E BENEFITS
11.06 81011881 520000 IT - C/E ADMIN BENEFITS

CHECK 338709 TOTAL: 158.00

338710 06/10/2015 PRD 50 BAINBRIDGE ISLAND EL 198586 20150208 05/12/2015 06/07/15 751.05
Invoice: 20150208 PW/CITY HALL PRKG LOT BALLAST

751.05 73011183 548100 O&M-C/E-CH FAC-REPAIRS

CHECK 338710 TOTAL: 751.05

338711 06/10/2015 PRD 64 BAINBRIDGE ISLAND AR 198601 1339 05/07/2015 06/07/15 525.00
Invoice: 1339 EX/PUBL ART SOFTWARE LIC FEES

525.00 31024759 54110000297 A&H-PUBLIC ART-PRGM MNGT

Invoice: 1337 198641 1337 05/07/2015 06/07/15 182.52
EX/PUBLIC ART REIMBURSEMENT

182.52 31024479 66400000749 WAYPOINT PARK ART PROJECT

CHECK 338711 TOTAL: 707.52

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CASH ACCOUNT: 635			111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN				NET	
INVOICE DTL DESC													

338712	06/10/2015	PRTD	72 BRATWEAR	198662	15104	05/15/2015		06/07/15				416.10	
Invoice: 15104						POL/UNIFORMS/810							
				416.10	53011212 520000	POLICE - C/E PATROL BENEFITS							
								CHECK	338712 TOTAL:			416.10	
338713	06/10/2015	PRTD	78 BROWNE WHEELER ENGIN	198663	7704	05/11/2015	21300189	06/07/15				945.00	
Invoice: 7704						DRAINAGE IMROVEMENTS - YEOMALT							
				945.00	72433438 64110000663	YEOMALT RECONSTR-DESIGN							
								CHECK	338713 TOTAL:			945.00	
338714	06/10/2015	PRTD	8097 CHATHAM COVE HOA	198602	05/27/2015	05/27/2015		06/07/15				474.25	
Invoice: 05/27/2015						FIN/REFUND WTR/SEWER PENALTY							
				474.25	42142 343500	SEWER SERVICE CHARGES							
								CHECK	338714 TOTAL:			474.25	
338715	06/10/2015	PRTD	460 CITY OF BI - PETTY C	198708	44963	05/06/2015		06/07/15				10.88	
Invoice: 44963						FIN/ENG-PSSH OUTREACH							
				10.88	72431832 531100	ENG - SSWM PLAN SUPPLIES							
				198709	44964	05/29/2015		06/07/15				.57	
Invoice: 44964						FIN/USPS POSTAGE DUE							
				.57	91011189 542500	GG-C/E-CITY HALL-POSTAGE							
				198710	05/29/2015	05/29/2015		06/07/15				.46	
Invoice: 05/29/2015						FIN/CASH SHORT							
				.46	01136 369810	CASHIER'S OVERAGES & SHORTAGES							
								CHECK	338715 TOTAL:			11.91	
338716	06/10/2015	PRTD	11 CITY OF BAINBRIDGE I	198603	TRVLMAY15-MS	05/15/2015		06/07/15				51.81	
Invoice: TRVLMAY15-MS						POL/SPOKANE JOB FAIR							
				51.81	53011212 443410	POLICE - C/E PATROL TRAINING							
								CHECK	338716 TOTAL:			51.81	
338717	06/10/2015	PRTD	51 BAINBRIDGE ISLAND	198591	26799591	05/11/2015		06/07/15				50.00	
Invoice: 26799591						OUT COURT TICKET-PRISSEL							
				50.00	63638 389000	COURT NON-REVENUE							
				198592	5Z0458057	05/03/2015		06/07/15				113.00	
Invoice: 5Z0458057						OUT COURT TICKET-STANFIELD							
				113.00	63638 389000	COURT NON-REVENUE							

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
Invoice: 5Z0364050				198593	5Z0364050	05/19/2015		06/07/15			25.00	
				25.00	63638	389000	OUT COURT TICKET-ADAMS					
				COURT NON-REVENUE								
				CHECK						338717	TOTAL:	188.00
338718	06/10/2015	PRTD	112 CODE PUBLISHING COMP	198604	49894	05/20/2015		06/07/15			922.83	
Invoice: 49894						CLERK/BI MUNI CODE ELECTR UPD						
				922.83	36011143	541100	CLERK-C/E-PROF SVCS					
				CHECK						338718	TOTAL:	922.83
338719	06/10/2015	PRTD	7166 AMERICAN MESSAGING	198722	W4104492PF	06/01/2015		06/07/15			79.87	
Invoice: W4104492PF						PW/JUNE15 MESSAGE SERVICE						
				79.87	73637891	542100	O&M - ALLOC FACIL TELEPHONE					
				CHECK						338719	TOTAL:	79.87
338720	06/10/2015	PRTD	7016 CUSTOM PRINTING	198605	4630	01/14/2015		06/07/15			84.24	
Invoice: 4630						PW/BUSINESS CARDS-CLAIBORNE						
				84.24	73637891	531100	OFFICE SUPPLIES					
Invoice: 4918				198606	4918	05/08/2015		06/07/15			142.27	
						PW/FLIPNG SWITCH-SOLAR SIGN						
				142.27	73311473	66300000703	SEN CENTER SOLAR PANELS-CONSTR					
Invoice: 4957				198607	4957	05/26/2015		06/07/15			182.70	
						FIN/WINDOW ENVELOPES-A/P						
				182.70	41011141	531100	FIN - C/E ADMIN SUPPLIES					
				CHECK						338720	TOTAL:	409.21
338721	06/10/2015	PRTD	5060 DARREL EMEL'S TREE S	198608	5529	05/13/2015		06/07/15			4,212.13	
Invoice: 5529						PW/TAKE DOWN 3 ALDERS-DAY RD						
				4,212.13	73111427	54810000354	TREE PRES & REMOVAL-ROADS					
				CHECK						338721	TOTAL:	4,212.13
338722	06/10/2015	PRTD	5773 DATEC INC	198609	32085	05/11/2015		06/07/15			201.10	
Invoice: 32085						PW/CHG GRD TIMER-POL VEH#195						
				201.10	53011212	531100	PD-C/E-PATROL SUPPLIES					
				CHECK						338722	TOTAL:	201.10

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
338723	06/10/2015	PRTD	1198 THE DOCTORS CLINIC	198711	OMP3 APR15	05/15/2015		06/07/15	158.00
	Invoice: OMP3 APR15					POL/EXERCIS STRES TEST-LEWIS			
				158.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
						CHECK	338723	TOTAL:	158.00
338724	06/10/2015	PRTD	1625 EMP INDUSTRIES, INC	198610	12116	05/13/2015		06/07/15	158.00
	Invoice: 12116					PW/NOZZLE ASSEMBLY-WFP			
				158.00	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
						CHECK	338724	TOTAL:	158.00
338725	06/10/2015	PRTD	1953 FERGUSON ENTERPRISES	198611	0464836	05/15/2015		06/07/15	128.35
	Invoice: 0464836					PW/CNCRT VALVE BX X 2			
				128.35	73421355 531100	WIN COLL-SUPPLIES			
						CHECK	338725	TOTAL:	128.35
338726	06/10/2015	PRTD	231 GALLS, AN ARAMARK CO	198664	003491658	05/06/2015		06/07/15	66.24
	Invoice: 003491658					POL/NAME BARS X 4			
				66.24	53011212 520000	POLICE - C/E PATROL BENEFITS			
						CHECK	338726	TOTAL:	66.24
338727	06/10/2015	PRTD	513 GRAINGER	198612	9737177569	05/08/2015		06/07/15	79.84
	Invoice: 9737177569					PW/SLV BEARNG/FMP SHAFT SEAL			
				79.84	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	338727	TOTAL:	79.84
338728	06/10/2015	PRTD	253 HACH COMPANY	198613	9376182	05/14/2015		06/07/15	444.13
	Invoice: 9376182					ENG/WTR MONITORNG CHEMICALS			
				444.13	72431835 53110000451	MONITORING-SUPPLIES			
						CHECK	338728	TOTAL:	444.13
338729	06/10/2015	PRTD	8183 JOHN A. GREEN	198656	05/13/2015	05/13/2015		06/07/15	413.06
	Invoice: 05/13/2015					POL/CREATE,APPL MOTRCY DECAL			
				413.06	53011212 53110000719	PD MOTORCYCLE-SUPPLIES/PARTS			
						CHECK	338729	TOTAL:	413.06

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CASH ACCOUNT: 635			111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN				NET	
INVOICE DTL DESC													

338730	06/10/2015	PRTD	7961 KATY BIGELOW, ARBORI	198615	3656	05/04/2015		06/07/15				93.75	
Invoice: 3656			PW/ASSESS WILLOW TREE-ERICSEN										
			93.75 73111427 54110000354 TREE PRES/REMOVAL-CH-PROF SVCS										
			CHECK 338730 TOTAL:								93.75		
338731	06/10/2015	PRTD	2306 KITSAP COUNTY PROSEC	198724	06/01/2015	06/01/2015		06/07/15				8,167.58	
Invoice: 06/01/2015			LEGAL/JUN15 PROS ATTORNEY										
			8,167.58 32011521 541112 LGL-CRIMINA-OUTSIDE PROSECUTOR										
			CHECK 338731 TOTAL:								8,167.58		
338732	06/10/2015	PRTD	315 KITSAP HUMANE SOCIET	198617	1013	05/01/2015		06/07/15				5,122.50	
Invoice: 1013			EX/2015 ANIMAL CONTROL SVC										
			5,122.50 91011393 541100 FIN - C/E ANIMAL CONTROL FEES										
			CHECK 338732 TOTAL:								5,122.50		
338733	06/10/2015	PRTD	2421 KITSAP COUNTY NOXIOU	198616	1201.1	05/15/2015		06/07/15				10,000.00	
Invoice: 1201.1			PCD/2015 INTEGR VEGETAT MGMT										
			10,000.00 61011316 551000 WEED CONTROL-KC NOX WEED BOARD										
			CHECK 338733 TOTAL:								10,000.00		
338734	06/10/2015	PRTD	5408 CRC UNIFORMS & EQUIP	198665	26096	04/29/2015		06/07/15				110.83	
Invoice: 26096			POL/POLO SHIRTS X 3/801										
			110.83 51011211 520000 PD-C/E ADMIN-BENEFITS										
			CHECK 338734 TOTAL:								110.83		
338735	06/10/2015	PRTD	6789 LAMB'S OFFICE SUPPLY	198666	0003353-001	05/27/2015		06/07/15				5.02	
Invoice: 0003353-001			POL/BUSINESS CARD HOLDER										
			5.02 51011211 531100 PD-C/E-ADM-SUPPLIES										
			198680 0002902-001 03/29/2015 06/07/15 88.41										
Invoice: 0002902-001			FIN/LEGAL PAPER/COR TAPE										
			88.41 41011141 531100 FIN - C/E ADMIN SUPPLIES										
			198681 0003370-001 06/01/2015 06/07/15 221.42										
Invoice: 0003370-001			EX/FIN/COPY PAPER										
			110.71 31011131 531100 EXEC - C/E SUPPLIES										
			110.71 41011141 531100 FIN - C/E ADMIN SUPPLIES										
			CHECK 338735 TOTAL:								314.85		

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

338736 06/10/2015 PRD 7849 LAW OFFICE OF THOMAS 198725 06/01/2015 06/01/2015 06/07/15 4,291.67
Invoice: 06/01/2015
4,291.67 32011281 541113
LEGAL/PUBLIC DEFENDER SVC
LGL-C/E-PUBLIC DEF-OUTSIDE ATT
CHECK 338736 TOTAL: 4,291.67

338737 06/10/2015 PRD 7987 LEGACY TELECOMMUNICA 198618 16545 05/19/2015 06/07/15 400.02
Invoice: 16545
400.02 73421355 54810000319 O&M-SWR-GEN LOAD TEST-R&M
198619 16546 05/19/2015 06/07/15 400.02
Invoice: 16546
400.02 73421355 54810000319 O&M-SWR-GEN LOAD TEST-R&M
198620 16547 05/19/2015 06/07/15 400.02
Invoice: 16547
400.02 73421355 548100 WIN COLL-R&M
198621 16548 05/19/2015 06/07/15 706.55
Invoice: 16548
706.55 73425358 54810000319 O&M-WWTP-GEN LOAD TEST-R&M
198622 16549 05/19/2015 06/07/15 400.02
Invoice: 16549
400.02 73421355 54810000319 O&M-SWR-GEN LOAD TEST-R&M
198623 16550 05/19/2015 06/07/15 400.02
Invoice: 16550
400.02 73421355 54810000319 O&M-SWR-GEN LOAD TEST-R&M
198624 16551 05/19/2015 06/07/15 441.32
Invoice: 16551
441.32 73011897 54810000319 O&M-PWY-GEN LOAD TEST-R&M
CHECK 338737 TOTAL: 3,147.97

338738 06/10/2015 PRD 8135 MIDWEST MOTOR SUPPLY 198723 4237208 05/27/2015 06/07/15 161.62
Invoice: 4237208
161.62 73638935 531100
PW/NYLON CABLE/GLASS CLEANER
OFFICE SUPPLIES
CHECK 338738 TOTAL: 161.62

338739 06/10/2015 PRD 493 MODERN COLLISION REB 198726 19417 05/26/2015 06/07/15 326.10
Invoice: 19417
326.10 73011581 548100
PW/SUPREME DETAIL PKG VEH#45
O&M-C/E-PCD VEH WORK-REPAIRS
198727 19437 05/26/2015 06/07/15 326.10
Invoice: 19437
PW/SUPREME DETAIL PKG-VEH#72

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

326.10 73011321 548100

O&M-C/E-ENG VEH WORK-R&M

CHECK 338739 TOTAL: 652.20

338740 06/10/2015 PRD 7723 MODERN MACHINERY, IN 198728 2091245 PS

05/26/2015 06/07/15

201.45

Invoice: 2091245 PS

PW/SEAL KIT-EQ#24

201.45 73111423 531100

OFFICE SUPPLIES

CHECK 338740 TOTAL: 201.45

338741 06/10/2015 PRD 2574 NATIONAL BARRICADE C 198625 258522

04/30/2015 06/07/15

336.97

Invoice: 258522

PW/WH, BLUE,GR MARKING PAINT

336.97 73637891 531100

OFFICE SUPPLIES

CHECK 338741 TOTAL: 336.97

338742 06/10/2015 PRD 8035 NEW SHINE QUARRY, LL 198626 0004524

04/14/2015 06/07/15

190.26

Invoice: 0004524

PW/34.91 TONS 1/4" MINUS-TRAILS

190.26 73021182 531100

OFFICE SUPPLIES

CHECK 338742 TOTAL: 190.26

338743 06/10/2015 PRD 677 NORTH COAST ELECTRIC 198627 S6481439.001

05/05/2015 06/07/15

514.02

Invoice: S6481439.001

PW/ELECTRICAL PARTS X 114

514.02 73011189 531100

O&M - C/E FACIL OFC SUPPLIES

198628 S6481439.002

05/05/2015 06/07/15

77.50

Invoice: S6481439.002

PW/SYL CF26DT ECO DULUX X 10

77.50 73011189 531100

O&M - C/E FACIL OFC SUPPLIES

CHECK 338743 TOTAL: 591.52

338744 06/10/2015 PRD 5597 PARKTRAK INC 198667 3009

05/27/2015 06/07/15

54.40

Invoice: 3009

POL/REVISION TO ENVELOP ORDR

54.40 51011217 531100

PD-C/E-PARKING ENF-SUPPLIES

CHECK 338744 TOTAL: 54.40

338745 06/10/2015 PRD 360 PROBUID COMPANY LLC 198629 1567130

05/13/2015 06/07/15

41.02

Invoice: 1567130

PW/2X4 FIR/HARDWR CLOTH-CRT

41.02 73011255 531100

O&M-C/E-COURT FAC-SUPPLIES

198668 1567137

05/13/2015 06/07/15

157.56

Invoice: 1567137

POL/MOTORCYCLE UPFIT SUPPLIES

157.56 53011212 531100

PD-C/E-PATROL SUPPLIES

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK	338745	TOTAL:	198.58	
338746	06/10/2015	PRTD	360 PROBUILD COMPANY LLC	198729	1568103	05/20/2015		06/07/15	-31.51	
Invoice: 1568103						PW/RETURN OC SUPREME				
			-31.51	73011897	531100	O&M-C/E-PWYD FAC-SUPPLIES				
			198730	1568334		05/22/2015		06/07/15	3,353.68	
Invoice: 1568334						PW/4X4 12' WRC STD				
			3,353.68	990	141100	MERCHANDISE				
						CHECK	338746	TOTAL:	3,322.17	
338747	06/10/2015	PRTD	4698 PUBLIC SAFETY CENTER	198669	5597873	05/06/2015		06/07/15	134.89	
Invoice: 5597873						POL/NICAD BATTERIES X 6				
			134.89	53011212	531100	PD-C/E-PATROL SUPPLIES				
						CHECK	338747	TOTAL:	134.89	
338748	06/10/2015	PRTD	5431 RAY PETERSON	198731	875710	05/26/2015		06/07/15	32.61	
Invoice: 875710						PW/3 YDS BRUSH DUMP FEE				
			32.61	91020769	547900	GG-ROAD ENDS-DISPOSAL/GARBAGE				
						CHECK	338748	TOTAL:	32.61	
338749	06/10/2015	PRTD	557 RELIABLE STORAGE BAI	198682	14399	06/01/2015		06/07/15	524.00	
Invoice: 14399						PCD/JUL15 RENT-UNIT M007,008				
			524.00	61470581	545000	PCD - DEV ADMIN RENTS & LEASES				
						CHECK	338749	TOTAL:	524.00	
338750	06/10/2015	PRTD	8058 RWC INTERNATIONAL GR	198732	19159M	05/27/2015		06/07/15	319.73	
Invoice: 19159M						PW/VALVE-VEH#12				
			159.87	73111423	531100	OFFICE SUPPLIES				
			159.86	73111427	531100	OFFICE SUPPLIES				
						CHECK	338750	TOTAL:	319.73	
338751	06/10/2015	PRTD	5890 SEALEVEL BULKHEAD BU	198631	PAYREQ1-701	05/20/2015	21500037	06/07/15	19,110.89	
Invoice: PAYREQ1-701						CONSTRUCT PIT FOR SPOIL USEAGE				
			19,110.89	72431832	54810000701	LOVGREN PIT RECLAIM-REPAIRS				
						CHECK	338751	TOTAL:	19,110.89	

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338752	06/10/2015	PRTD	5897 SETINA MANUFACTURING	198670	100036	05/14/2015		06/07/15	3,973.56
			Invoice: 100036				POL/CARGO BOX-NEW VEHIC X 3		
				3,973.56	53011421	66400000684	PD VEH REPL-CAP EQ		
			CHECK 338752 TOTAL:						3,973.56

338753	06/10/2015	PRTD	3114 SIMPLEX GRINNELL LP	198733	77815432	05/21/2015		06/07/15	116.74
			Invoice: 77815432				PW/ALARM SYST MONITOR-O&M		
				116.74	73011897	541100	O&M-C/E-PWYD FAC-PROF SVCS		
			CHECK 338753 TOTAL:						466.41
338754	06/10/2015	PRTD	8040 SOLENIS LLC	198642	130965600	05/14/2015		06/07/15	3,883.20
			Invoice: 130965600				PW/PRAESTOL K 279 FLX-WWTP		
				3,883.20	73425358	531100	O&M-WWTP-SUPPLIES		
			CHECK 338754 TOTAL:						3,883.20

338755	06/10/2015	PRTD	8132 SPECTRA LABORTORIES-	198632	15-03050	05/13/2015	21500015	06/07/15	816.00
			Invoice: 15-03050				TECHNICAL SUPPORT		
				816.00	72431832	54110000445	NPDES PERMIT-PRO SVCS		
			CHECK 338755 TOTAL:						1,030.36
338756	06/10/2015	PRTD	2467 STAPLES ADVANTAGE	198643	3265239288	05/02/2015		06/07/15	22.37
			Invoice: 3265239288				ENG/SCISSORS X 2		
				22.37	72011321	531100	ENG - C/E ADMIN SUPPLIES		

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 3265239290				198644	3265239290	05/02/2015		06/07/15	9.01
						ENG/STEREO HEADPHONES			
				9.01	72011321 531100	ENG - C/E ADMIN SUPPLIES			
Invoice: 3265239296				198645	3265239296	05/02/2015		06/07/15	69.39
						ENG/BINDERS/PAD/LEGAL FOLDR			
				69.39	72011321 531100	ENG - C/E ADMIN SUPPLIES			
Invoice: 3265239320				198646	3265239320	05/02/2015		06/07/15	-84.00
						PW/RETURN OFFICE SUPPLIES			
				-84.00	73637891 531100	OFFICE SUPPLIES			
Invoice: 3265239321				198647	3265239321	05/02/2015		06/07/15	211.18
						PW/MISC OFFICE SUPPLIES			
				211.18	73637891 531100	OFFICE SUPPLIES			
Invoice: 3265239322				198648	3265239322	05/02/2015		06/07/15	9.75
						PW/BUSINESS CARD HOLDER			
				9.75	73637891 531100	OFFICE SUPPLIES			
Invoice: 3262297523				198649	3262297523	04/04/2015		06/07/15	196.82
						PW/FLEX FILE/PAPER/STENO BK			
				196.82	73637891 531100	OFFICE SUPPLIES			
Invoice: 3262297525				198650	3262297525	04/04/2015		06/07/15	84.00
						PW/MISC OFFICE SUPPLIES			
				84.00	73637891 531100	OFFICE SUPPLIES			
Invoice: 3262297527				198651	3262297527	04/04/2015		06/07/15	84.00
						PW/MISC OFFICE SUPPLIES			
				84.00	73637891 531100	OFFICE SUPPLIES			
Invoice: 3262297455				198713	3262297455	04/04/2015		06/07/15	165.28
						EX/CYAN TONER			
				165.28	31011131 531100	EXEC - C/E SUPPLIES			
Invoice: 3262297456				198714	3262297456	04/04/2015		06/07/15	33.70
						HR/MATTE JACKETS-EMPL RECOG			
				33.70	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 3262297458				198715	3262297458	04/04/2015		06/07/15	15.42
						HR/BLUE CERTIFIC-EMPL RECOG			
				15.42	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 3262297460				198716	3262297460	04/04/2015		06/07/15	165.28
						EX/YELLOW TONER			
				165.28	31011131 531100	EXEC - C/E SUPPLIES			
CHECK 338756 TOTAL:									982.20

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338757	06/10/2015	PRTD	2467 STAPLES CREDIT PLAN	198671	1310265251	04/25/2015		06/07/15	210.59
Invoice: 1310265251						POL/OFFICE SUPPLIES			
				210.59	51011211 531100	PD-C/E-ADM-SUPPLIES			
								CHECK	338757 TOTAL:
									210.59

338758	06/10/2015	PRTD	5730 SUMMIT LAW GROUP	198652	73685	05/18/2015		06/07/15	532.00
Invoice: 73685						LEGAL/GENERAL			
				532.00	32011152 541110	LGL-C/E-CIVIL-GEN'L OUTSIDE AT			
Invoice: 73686						LEGAL/BARGAINING			
				198653	73686	05/18/2015		06/07/15	448.00
				448.00	32011152 54111000274	LABOR NEGOTIATION SVCS			
								CHECK	338758 TOTAL:
									980.00

338759	06/10/2015	PRTD	5044 SVR DESIGN COMPANY	198672	0011878	04/23/2015	21500011	06/07/15	3,231.00
Invoice: 0011878						OLYMPIC DR WATER IMP			
				3,231.00	72413434 64110000336	WTR MAINS ANN UPG-ENG CAP DESIGN			
Invoice: 0011877						OLYMPIC DRIVE NM IMP/ DESIGN			
				198712	0011877	04/23/2015	21400138	06/07/15	37,153.35
				37,153.35	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN			
								CHECK	338759 TOTAL:
									40,384.35

338760	06/10/2015	PRTD	4225 THE BROTHERS POWERSP	198673	9878664	05/28/2015		06/07/15	879.20
Invoice: 9878664						POL/FULL SVC MOTORCYCLE/814			
				879.20	53011212 54810000719	PD MOTORCYCLE-REPAIRS			
								CHECK	338760 TOTAL:
									879.20

338761	06/10/2015	PRTD	6714 TOSHIBA FINANCIAL SE	198655	16978465	05/15/2015		06/07/15	424.70
Invoice: 16978465						PCD/6550C COPIER LEASE			
				424.70	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
								CHECK	338761 TOTAL:
									424.70

338762	06/10/2015	PRTD	2190 UNITED PARCEL SERVIC	198674	000028Y3Y1205	05/16/2015		06/07/15	24.51
Invoice: 000028Y3Y1205						POL/SHIPPING			
				24.51	91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK	338762 TOTAL:
									24.51

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

338763	06/10/2015	PRTD	2425 THE UPS STORE #1265	198657	05/26/2015	05/26/2015		06/07/15	84.80
			Invoice: 05/26/2015						

84.80 91425358 542500 PW/SHIPPING-WWTP GG-WWTP-POSTAGE/SHIPPING

CHECK 338763 TOTAL: 84.80

338764	06/10/2015	PRTD	1152 USA BLUE BOOK	198658	644492	05/13/2015		06/07/15	116.30
			Invoice: 644492						

116.30 73425358 531100 PW/CHEMICALS-WWTP O&M-WWTP-SUPPLIES

198659 644611 05/13/2015 06/07/15 19.01

Invoice: 644611

19.01 73425358 531100 PW/LATEX GLOVES-WWTP O&M-WWTP-SUPPLIES

CHECK 338764 TOTAL: 135.31

338765	06/10/2015	PRTD	1162 WASHINGTON AUDIOLOGY	198717	46048	04/30/2015		06/07/15	40.00
			Invoice: 46048						

20.00 73431835 541100 HR/HEARING TEST RESULTS PROFESSIONAL SERVICES
 20.00 53011212 541100 POLICE - C/E PATROL PROF SVCS

CHECK 338765 TOTAL: 40.00

338766	06/10/2015	PRTD	4594 HABITAT PROGRAM	198678	05/05/2015	05/07/2015		06/07/15	150.00
			Invoice: 05/05/2015						

150.00 73111427 54980000693 PW/HYDRAULIC PROJ APPLICATION TOE JAM HILL SLIDE R&M-PERMITS

CHECK 338766 TOTAL: 150.00

338767	06/10/2015	PRTD	7185 WA ST SMILE PARTNERS	198679	03/31/2015-Q1	03/31/2015		06/07/15	1,106.48
			Invoice: 03/31/2015-Q1						

1,106.48 31017555 54110000297 Q1 2015 DENTAL SVC-SENIORS EX-ELDER DAY SVCS/INTERFAITH S

CHECK 338767 TOTAL: 1,106.48

338768	06/10/2015	PRTD	5271 WASHINGTON WATER SER	198677	0131710MAY15	05/21/2015		06/07/15	123.25
			Invoice: 0131710MAY15						

123.25 91435838 547500 MAY15 WATER/DECANT FACILITY GG-DECANT-WATER/SEWER

CHECK 338768 TOTAL: 123.25

338769	06/10/2015	PRTD	512 WABO - WASHINGTON AS	198676	30372	05/18/2015		06/07/15	95.00
			Invoice: 30372						

95.00 62471594 443410 PCD/ANNL BUSINESS MTG-BENNON BLDG - BLDG TRAINING TRAVEL

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK	338769	TOTAL:	95.00
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338770	06/10/2015	PRTD	8125 WALKER MACY, LLC	198675	P3119.01-2	04/25/2015	21500014	06/07/15	16,149.65
Invoice: P3119.01-2									
						DESIGN FOR WATERFRONT PARK PH1			
16,149.65						72311476	64110000637	WFP CAP-PROF SVCS/DESIGN	

CHECK	338770	TOTAL:	16,149.65
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338771	06/10/2015	PRTD	499 WESTBAY AUTO PARTS I	198686	058330	05/07/2015		06/07/15	499.01
Invoice: 058330									
						PW/BRAKE ROTORS-POL VEH#183			
499.01						53011212	531100	PD-C/E-PATROL SUPPLIES	

Invoice: 060224									
						05/13/2015		06/07/15	34.27
						POL/5 PIN RLY-MOTORCYCLES			
34.27						53011212	53110000719	PD MOTORCYCLE-SUPPLIES/PARTS	

Invoice: 060225									
						05/13/2015		06/07/15	43.73
						POL/BATTER/5 PIN RLY-MOTORCYC			
43.73						53011212	53110000719	PD MOTORCYCLE-SUPPLIES/PARTS	

Invoice: 062399									
						05/20/2015		06/07/15	11.02
						PW/CL ROLL X 2			
11.02						73425358	531100	O&M-WWTP-SUPPLIES	

Invoice: 047240									
						03/31/2015		06/07/15	69.65
						PW/BATTERY-MOTORCYCLE			
69.65						53011212	531100	PD-C/E-PATROL SUPPLIES	

Invoice: 062014									
						05/19/2015		06/07/15	6.51
						PW/HANDLE-VEH#71			
6.51						73011768	531100	O&M-C/E-PARKS-SUPPLIES	

Invoice: 0620706									
						05/19/2015		06/07/15	34.33
						PW/TAILLIGHT CIRC BD-VEH#71			
34.33						73011768	531100	O&M-C/E-PARKS-SUPPLIES	

Invoice: 062167									
						05/19/2015		06/07/15	26.07
						PW/TAILGATE SUPP CABL VEH#71			
26.07						73011768	531100	O&M-C/E-PARKS-SUPPLIES	

Invoice: 062232									
						05/19/2015		06/07/15	24.50
						PW/ROD END X 2-VEH#25			
24.50						73637945	531100	O&M ALLOC-SWEEPER-SUPPLIES	

Invoice: 062841									
						05/21/2015		06/07/15	29.94
						PW/PLATINUM PRO X 6			
29.94						73011321	531100	O&M-C/E-ENG VEH WORK-SUPPLIES	

Invoice: 062898									
						05/21/2015		06/07/15	3.25
						PW/TESTER			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

3.25 73638935 531100 OFFICE SUPPLIES

Invoice: 064345

198697 064345 05/27/2015 06/07/15 56.86

PW/DRIVE BELT ASSY-VEH#72

56.86 73011321 531100 O&M-C/E-ENG VEH WORK-SUPPLIES

Invoice: 064698

198698 064698 05/28/2015 06/07/15 53.61

PW/BRAKE PADS/RADIATOR CAP

45.81 73011581 531100 O&M-C/E-PCD VEH WORK-SUPPLIES

7.80 73011321 531100 O&M-C/E-ENG VEH WORK-SUPPLIES

Invoice: 065121

198699 065121 05/29/2015 06/07/15 91.30

PW/PUMP 2GM

91.30 73638935 531100 OFFICE SUPPLIES

Invoice: 065326

198700 065326 05/29/2015 06/07/15 12.52

PW/VX9 SAFETY GLASSES X 2

12.52 73638935 531100 OFFICE SUPPLIES

CHECK 338771 TOTAL: 996.57

338772 06/10/2015 PRD 522 WA ST DEPT OF TRANSP 198684 RE-313-ATB50513145 05/13/2015 21500045 06/07/15 982.59

Invoice: RE-313-ATB50513145

WING PT WAY - WSDOT ADMIN SVCS

982.59 72321953 66300000324 WING PT WAY STREET-CONSTR

Invoice: RE-313-ATB50513156

198685 RE-313-ATB50513156 05/13/2015 21500043 06/07/15 195.88

OLYMPIC DR. WSDOT ADMIN SVCS

195.88 72334953 66300000596 SR305-OLYMPIC NM-CONSTR

CHECK 338772 TOTAL: 1,178.47

338773 06/10/2015 PRD 2607 ZEE MEDICAL SERVICE 198718 68287027 05/27/2015 06/07/15 217.26

Invoice: 68287027

PW/O&M SHOP 1ST AID RESTOCK

217.26 73637891 531100 OFFICE SUPPLIES

Invoice: 68287030

198719 68287030 05/27/2015 06/07/15 71.77

POL/1ST AID RESTOCK

71.77 51011215 531100 POLICE - C/E FACIL SUPPLIES

Invoice: 68287031

198720 68287031 05/27/2015 06/07/15 72.75

CITY HALL 1ST AID RESTOCK

72.75 41011189 531100 FIN - C/E CNTL SV SUPPLIES

CHECK 338773 TOTAL: 361.78

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NUMBER OF CHECKS 76 *** CASH ACCOUNT TOTAL *** 165,247.62

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	76	165,247.62

*** GRAND TOTAL *** 165,247.62

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 6 11									
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,287.89	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				165,247.62
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			21,690.57	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			62,621.93	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			7,604.60	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			3,461.61	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			5,559.90	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			54,623.74	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			3,353.68	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			1,043.70	
06/10/2015 06/07/15	061015				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								165,247.62	165,247.62
APP 631-130000					DUE TO/FROM CLEARING			159,687.72	
06/10/2015 06/07/15	061015								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,287.89
06/10/2015 06/07/15	061015								
APP 403-130000					DUE TO/FROM CLEARING				21,690.57
06/10/2015 06/07/15	061015								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				62,621.93
06/10/2015 06/07/15	061015								
APP 402-130000					DUE TO/FROM CLEARING				7,604.60
06/10/2015 06/07/15	061015								
APP 401-130000					DUE TO/FROM CLEARING				3,461.61
06/10/2015 06/07/15	061015								
APP 301-130000					DUE TO/FROM CLEARING				54,623.74
06/10/2015 06/07/15	061015								
APP 901-130000					DUE TO/FROM CLEARING				3,353.68
06/10/2015 06/07/15	061015								
APP 407-130000					DUE TO/FROM CLEARING				1,043.70
06/10/2015 06/07/15	061015								
SYSTEM GENERATED ENTRIES TOTAL								159,687.72	159,687.72
JOURNAL 2015/06/11 TOTAL								324,935.34	324,935.34

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015 6	11	06/10/2015		
001-130000			GENERAL - DUE TO/FROM CLEARING		62,621.93
001-213000			GENERAL - ACCOUNTS PAYABLE	62,621.93	
			FUND TOTAL	62,621.93	62,621.93
101 STREET FUND	2015 6	11	06/10/2015		
101-130000			STREETS - DUE TO/FROM CLEARING		5,287.89
101-213000			STREETS - ACCOUNTS PAYABLE	5,287.89	
			FUND TOTAL	5,287.89	5,287.89
301 CAPITAL CONSTRUCTION FUND	2015 6	11	06/10/2015		
301-130000			DUE TO/FROM CLEARING		54,623.74
301-213000			ACCOUNTS PAYABLE	54,623.74	
			FUND TOTAL	54,623.74	54,623.74
401 WATER OPERATING FUND	2015 6	11	06/10/2015		
401-130000			DUE TO/FROM CLEARING		3,461.61
401-213000			ACCOUNTS PAYABLE	3,461.61	
			FUND TOTAL	3,461.61	3,461.61
402 SEWER OPERATING FUND	2015 6	11	06/10/2015		
402-130000			DUE TO/FROM CLEARING		7,604.60
402-213000			ACCOUNTS PAYABLE	7,604.60	
			FUND TOTAL	7,604.60	7,604.60
403 STORM & SURFACE WATER FUND	2015 6	11	06/10/2015		
403-130000			DUE TO/FROM CLEARING		21,690.57
403-213000			ACCOUNTS PAYABLE	21,690.57	
			FUND TOTAL	21,690.57	21,690.57
407 BUILDING & DEVELOPMENT FUND	2015 6	11	06/10/2015		
407-130000			DUE TO/FROM CLEARING		1,043.70
407-213000			ACCOUNTS PAYABLE	1,043.70	
			FUND TOTAL	1,043.70	1,043.70
631 CLEARING FUND	2015 6	11	06/10/2015		
631-130000			DUE TO/FROM CLEARING	159,687.72	
631-213000			ACCOUNTS PAYABLE	5,559.90	
635-111100			CASH		165,247.62
			FUND TOTAL	165,247.62	165,247.62

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
901 CITY-WIDE REPORTING FUND	2015 6	11	06/10/2015			
901-130000				DUE TO/FROM CLEARING		3,353.68
901-213000				ACCOUNTS PAYABLE	3,353.68	
				FUND TOTAL	3,353.68	3,353.68

06/02/2015 08:21
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 22
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		62,621.93
101	STREET FUND		5,287.89
301	CAPITAL CONSTRUCTION FUND		54,623.74
401	WATER OPERATING FUND		3,461.61
402	SEWER OPERATING FUND		7,604.60
403	STORM & SURFACE WATER FUND		21,690.57
407	BUILDING & DEVELOPMENT FUND		1,043.70
631	CLEARING FUND	159,687.72	
901	CITY-WIDE REPORTING FUND		3,353.68
	TOTAL	159,687.72	159,687.72

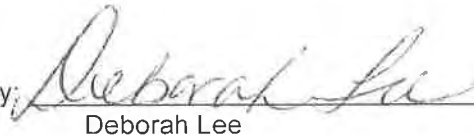
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PAYROLL

PAYROLL CHECK RUN: 6 - 5 - 2015

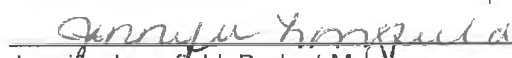
Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/5/2015	033233 - 033349	P/R check run - direct deposit	251,177.42
Normal	6/5/2015	107123 - 107129	P/R check run - regular	8,655.77
Vendor	6/5/2015	107130 - 107142	P/R vendor check run	252,509.59
EFTPS	6/5/2015		Federal Tax Electronic Transfer	102,427.51
			TOTAL:	614,770.29

Prepared and Reviewed by:


Deborah Lee

Date 6-3-15

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.


Jennifer Longfield, Budget Manager

Date 6-3-15

ISSUES DISCUSSED

1. EXECUTIVE SESSION: PENDING AND POTENTIAL LITIGATION (RCW 42.30.110(1)i))
2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
6. PRESENTATIONS
 - A. HISTORIC PRESERVATION COMMISSION ANNUAL BLAKELY AWARDS, AB 15-102
 - B. PROCLAMATION DECLARING MAY 17-25, 2015 AS NATIONAL PUBLIC WORKS WEEK, AB 15-103
7. UNFINISHED BUSINESS
 - A. GENERAL SEWER PLAN, AB 12-108
 - B. RESOLUTION NO. 2015-08, OFF-LEASH DOGS AT PRITCHARD PARK, AB 15-100
8. CONSENT AGENDA
 - A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - B. REGULAR BUSINESS MEETING MINUTES, APRIL 28, 2015
 - C. MEMORANDUM OF UNDERSTANDING WITH PIERCE COUNTY TO ASSIST WITH POLICE SECURITY AT US OPEN EVENT, AB 15-095
 - D. SOUND TO OLYMPICS TRAIL (STO) PROJECT PHASE 2 CAPITAL IMPROVEMENT PLAN (CIP) AMENDMENT, AB 14-096
 - E. ORDINANCE NO. 2015-12, 2014 CARRYOVERS INTO 2015 BUDGET, AB 15-091
 - F. ORDINANCE NO. 2015-11, RELATING TO Q1 2015 BUDGET AMENDMENTS, AB 15-087
9. COMMITTEE REPORTS
 - A. WARD MEETING UPDATES
10. REVIEW UPCOMING COUNCIL MEETING AGENDAS
11. FOR THE GOOD OF THE ORDER
12. ADJOURNMENT

1. EXECUTIVE SESSION: PENDING AND POTENTIAL LITIGATION (RCW 42.30.110(1)(i)) 6:31 PM

Mayor Blair called an executive session to order at 6:30 p.m. with Councilmembers Blossom, Bonkowski, Roth, Scott, Tollefson, Townsend and City Attorney Marshall to discuss Potential Litigation (RCW 42.30.110(1)(I)) in the Planning Conference Room. The recording system was turned off and a notice was posted on the door of the Council Chamber. The executive session adjourned at 7:16 p.m. No formal action was taken.

2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE 7:17 PM

Mayor Blair called the meeting to order at 7:17 p.m. with Councilmembers Blossom, Bonkowski, Roth, Scott, Tollefson, and Townsend in attendance. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:18 PM

Item 8 E removed from Consent Agenda to Unfinished Business Item 7 C.

7:18 PM

MOTION: I move we accept the agenda as modified.

BONKOWSKI/TOWNSEND: The motion carried 7-0.

4. PUBLIC COMMENT 7:19 PM

Teresa Hatten, Belle Hill Road commented on the parking situation at the Senior Center. In competition with the rowing and sailing clubs for a space.

Anne Brown, Harborview Drive, stated it has been hard for some community members to get to the senior center because of diminished parking at the Senior Center.

Paul See, Finch Road, stated parking has been impossible at the Senior Center. Guests (on and off island) have forfeited lunch due to lack of parking.

Steve Johnson, Lytle Road, commented on whether public power is right for Bainbridge; should the island look at an alternative energy provider that is non-profit?

Robert Dashiell, Tolo Road, commented on the financial portion of the general sewer plan.

5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:29 PM

City Manager Schulze's report included information on:

- The parking issue at the Senior Center. Most of the downtown area has a parking shortage. The remodel at T & C has an impact right now but the parking problem won't be solved by the construction ending.
- Tourism: go to Outside Magazine on line to vote for Bainbridge!
- The deadline to file for a city council seat is Friday, May 15.
- It is National Police Week as signified by blue ribbons on lapels.

6. PRESENTATIONS 7:37 PM

A. HISTORIC PRESERVATION COMMISSION ANNUAL BLAKELY AWARDS, AB 15-102

The Historic Preservation Commission established the Blakely Awards in 2010 to recognize significant contributions towards historic preservation in our community made by individuals and organizations.

During the month of March, Island residents were encouraged to nominate those individuals and/or projects they thought have made a real difference in preserving our community's historic structures and sites. Nominations could be made in two categories:

This year the Commission is awarding five Preservation Leaders of the Fort Ward Youth Advisory Committee for their efforts on preserving the Fort Ward Bakery and one Project of Excellence award for the restoration of a 150-year-old cabin. This year's recipients are:

Erik Appleberry, Aila Ikuse, Kate Merifield, Mark Dettman & Sarah Lee, Preservation Leaders, for their efforts to restore and repurpose the 1910 Fort Ward Bakery Building for use as a community hall, neighborhood gathering place and KCSD7 Office.

Joe & Beth Claseman, Project of Excellence, for their efforts in restoring the 1865 McRedmond Cabin.

B. PROCLAMATION DECLARING MAY 17-25, 2015 AS NATIONAL PUBLIC WORKS WEEK, AB 15-103 7:45 PM

This year's theme "Community Begins Here" speaks to the essential nature of Public Works services in support of everyday quality of life. National Public Works Week (NPWW) is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as "Public Works."

7:47 PM

MOTION: I move that the City Council authorize Mayor Blair to sign the proclamation declaring May 17 through May 23, 2015 as "National Public Works Week."

BONKOWSKI/SCOTT: The motion carried 7-0.

7. UNFINISHED BUSINESS 7:48 PM

A. GENERAL SEWER PLAN, AB 12-108

Public Works Director Loveless explained the purpose of the City's General Sewer Plan (GSP) is to develop a policy and planning guide for the sewer utility over the next twenty years. The Plan presents an evaluation of the existing system and recommends improvements needed to correct existing deficiencies and to accommodate projected growth.

The Draft GSP was presented to the Utilities Advisory Committee (UAC) in December 2014 and was subsequently reviewed and discussed over several UAC meetings. The UAC-approved review comments were incorporated into the Plan. On March 24, 2015, City staff and Carollo Engineers' presented the Final Draft GSP to the City Council for the City owned Winslow and South Island Sewer Systems. There were several questions and desired revisions received from City Council, and those have been addressed in the updated sections of Chapter 6 and 10.

Following acceptance of the plan, staff can proceed with SEPA and the Final Draft plan will be submitted to the Department of Ecology (DOE) for concurrence and review. Following completion of the SEPA process and DOE concurrence, the plan will be brought back to City Council for adoption.

8:06 PM

MOTION: I move that the City Council accept the General Sewer Plan prepared by Carollo Engineers dated March 2015 with revisions presented.

TOLLEFSON/BONKOWSKI: The motion carried 7-0.

B. RESOLUTION NO. 2015-08, OFF-LEASH DOGS AT PRITCHARD PARK, AB 15-100 8:07 PM

During Council discussion that led to the adoption of amendments to COBI's leash law, there was some support for the idea that during the time remaining before transferring its ownership of Pritchard Park to BIMPRD, COBI might establish off-leash hours (and perhaps rules) for that Park, with the goal of allowing off-leash advocates the opportunity to demonstrate that such use could exist without unduly depriving other Park users of reasonable and safe access.

At the Study Session on May 5, Council moved to adopt such a Resolution without consideration of the fact that BIMPRD is a co-owner of a portion of Pritchard Park. If Council agrees to amend its unanimous action from that Study Session, the Resolution would allow Council to achieve the same end, contingent on approval by BIMPRD as a co-owner.

8:08 PM

MOTION: To reconsider the motion approved at the May 5 Study Session (that the City adopt a resolution establishing off leash dog hours for dogs under voice command all day Tuesdays, all day Thursdays and on Saturdays till noon as soon as signs can be installed and until July 15) carried 6-1.

TOLLEFSON/BONKOWSKI: The motion carried 6-1 (Townsend)

8:09 PM

MOTION: I move that the City Council approve Resolution No. 2015-08, regarding off-leash dogs at Pritchard Park.

TOLLEFSON/BONKOWSKI: The motion carried 7-0.

C. SOUND TO OLYMPICS TRAIL (STO) PROJECT PHASE 2 CAPITAL IMPROVEMENT PLAN (CIP) AMENDMENT, AB 14-096

8:16 PM

MOTION: I move to approve the Sound to Olympics Trail Phase 2 CIP Amendment in the amount of \$85,000.00 with the funds coming from deferring the 2015 Core 40 Spot project and 2015 Sound to Olympics Trail Phase 3 in the CIP, increasing the spending authority for this project.

TOLLEFSON/BONKOWSKI: The motion carried 7-0.

8. CONSENT AGENDA 8:16 PM

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable ACH Check Number 179-180, EFT Check Number 181, Void Manual Check Numbers 338435, 338454 and 338455, Manual Check Number 338466 and Regular Run Check Numbers 338467-338569 for a total of \$312,764.65. Retainage Release Check Number 131 in the amount of \$1,866.91 and Travel Advance Check Number 69 for a total of \$100.00. Payroll Direct Deposit Check Numbers 033004-033117, Regular Run Check Numbers 107083-107090, Vendor Check Numbers 107091-107103 and Federal Tax Electronic Transfer for a total of \$609,484.64.

B. REGULAR BUSINESS MEETING MINUTES, APRIL 28, 2015

C. REGULAR STUDY SESSION MINUTES, MAY 5, 2015

D. MEMORANDUM OF UNDERSTANDING WITH PIERCE COUNTY TO ASSIST WITH POLICE SECURITY AT US OPEN EVENT, AB 15-095

E. ~~SOUND TO OLYMPICS TRAIL (STO) PROJECT PHASE 2 CAPITAL IMPROVEMENT PLAN (CIP) AMENDMENT, AB 14-096~~ Moved to Unfinished Business Item 7C

F. ORDINANCE NO. 2015-12, 2014 CARRYOVERS INTO 2015 BUDGET, AB 15-091

G. ORDINANCE NO. 2015-11, RELATING TO Q1 2015 BUDGET AMENDMENTS, AB 15-087

MOTION: I move that the City Council approve Consent Agenda Items A through D and Items F and G as presented.

BONKOWSKI/TOWNSEND: The motion carried 7-0.

9. COMMITTEE REPORTS 8:17 PM

A. WARD MEETING UPDATES

10. REVIEW UPCOMING COUNCIL MEETING AGENDAS 8:17 PM

May 19

Public Safety Facility Site Selection
Ordinance No. 2015-07, Traffic Impact Fees - 1st Reading
Kitsap Economic Development Alliance (Presentation)
Proposed Revisions to Ericksen Avenue Design Guidelines
Transfer of Pritchard Park to BIMPRD
Resolution No. 2015-05 Establishing Traffic Impact Fees
Election of Deputy Mayor for June-December, 2015

11. FOR THE GOOD OF THE ORDER 8:26 PM

- Council discussed a summer schedule; two meetings each in July and August.
- City Council candidates will be invited to an open forum once the filing period has ended.
- Scott McFarlane of Avalara was recognized as businessman of the year.
- The closure of the Agate Pass Bridge for repairs will *not* occur the weekend of May 15; the repairs will be completed the last weekend in May.

12. ADJOURNMENT 8:31 PM

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

ITEMS DISCUSSED

1. EXECUTIVE SESSION: PROPERTY ACQUISITION (RCW 42.30.110(b))
2. CALL TO ORDER / ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
5. PRESENTATION
 - A. KITSAP ECONOMIC DEVELOPMENT ALLIANCE, Q1, 2015 REPORT
6. STAFF INTENSIVE
 - A. PUBLIC SAFETY FACILITY DISCUSSION, AB 14-008
 - B. PROPOSED REVISIONS TO ERICKSEN AVENUE DESIGN GUIDELINES, AB 15-107
 - C. RESOLUTION NO. 2015-09, ESTABLISHING ELECTRIC VEHICLE CHARGING STATION FEE, AB 15-105
 - D. TRANSFER OF PRITCHARD PARK TO THE BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT (BIMPRD), AB 15-048
 - E. PROPOSED RELOCATION OF MADISON TOT LOT DRIVEWAY EASEMENT AND RECORDING OF CONSERVATION EASEMENT MADISON TOT LOT PROPOSED EASEMENT RELOCATION, AB 15-078
 - F. SETTLEMENT AGREEMENT FOR NEW CINGULAR WIRELESS V. CITY OF BAINBRIDGE ISLAND, ET AL, AB 15-106
7. COUNCIL DISCUSSION
 - A. SUZUKI PROPERTY, AB 14-119
 - B. ELECTION OF DEPUTY MAYOR FOR JUNE THROUGH DECEMBER 2015
8. COMMITTEE REPORTS
 - A. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE NOTES, MAY 13, 2015 (ROTH)
 - B. UTILITY ADVISORY COMMITTEE NOTES, MAY 14, 2015 (TOLLEFSON)
 - C. COUNCIL LIAISON REPORT – (MAYOR BLAIR)
9. REVIEW UPCOMING COUNCIL MEETING AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

1. EXECUTIVE SESSION: PROPERTY ACQUISITION (RCW 42.30.110(b)) 6:30 PM

Deputy Mayor Townsend called an executive session to order at 6:30 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, Tollefson, and City Attorney Marshall to discuss Property Acquisition (RCW 42.30.110(B)). The recording system was turned off and a notice was posted on the door of the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL 7:00 PM

Deputy Mayor Townsend called the meeting to order at 7:00 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, and Tollefson present. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

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

Councilmember Scott disclosed a conflict of interest with agenda Item 6F.

MOTION: *I move we accept the agenda as presented.*

BONKOWSKI/ROTH: *The motion carried 7-0.*

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:05 PM

City Manager Schulze's report included topics on:

- Community Branding Workshops Tuesday June 9 thru Thursday June 11. Consultants Arnett and Muldrow will work with community members to distill and express the identity of Bainbridge Island.
- Water Resource Workshop on June 18.

5. PRESENTATION 7:09 PM

A. KITSAP ECONOMIC DEVELOPMENT ALLIANCE, Q1, 2015 REPORT

John Power, KEDA Executive Director addressed Council with a brief overview of the 1st Quarter Report included in the agenda packet.

6. STAFF INTENSIVE

A. PUBLIC SAFETY FACILITY DISCUSSION, AB 14-008 7:28 PM

City Council established a goal to complete the site selection process by June 2015. This agenda item provides information to Council related to site options for the new public safety facility. City Manager Schulze led a discussion on the advantages and disadvantages of each potential site for the police facility.

Public Comment

Andy Maron, Sands Road, offered comment on the Suzuki property as a potential site for the facility as well as the other sites up for consideration.

8:02 PM

MOTION: I move City Council direct staff to explore the development opportunities (a) North of City Hall as presented and (b) the Sakai property.

ROTH/BONKOWSKI: The motion carried 7-0.

B. PROPOSED REVISIONS TO ERICKSEN AVENUE DESIGN GUIDELINES, AB 15-107 8:02 PM

Mayor Blair has requested that staff brief the Council on this issue and ask whether the full Council supports amending the Department's work plan to include reviewing Guideline SD3.

The City Council approved Ordinance 2013-07 on April 10, 2013, adopting revisions to the Design Guidelines for the Ericksen Avenue Overlay District. Recently, several property owners who have researched the legislative history of the adoption process have come forward stating that the way the adopted guidelines were codified does not match the intent of the Council's adopting motion.

Planning Director Cook addressed Council on the agenda item.

Public Comment

Piper Thornburg, Euclid Ave, owns property on Ericksen Avenue; she stated that at the April 10, 2013 meeting, no property owners were present.

Linna Callaham, stated the idea that Council or DRB could tell homeowners on Ericksen that they could not build is egregious. She opposes the 30% setback.

Jim Laughlin stated a design guideline should not include the word "shall" in it.

Sandra Talcott, Ericksen Avenue, felt the guideline is punishing the small homeowner.

Maradel Gale, Winslow, stated we have zoning laws for a reason. "Shall" is a requirement. Feels this should be part of the Comprehensive Plan Update.

8:37 PM

MOTION: I move Council ask staff to administratively correct the clerical error that was inadvertently made and return it to the intent explicitly stated.

On the east side of Ericksen Avenue from Winslow Way to 200 feet north of Wyatt Way (where the Winslow Ravine leaves Ericksen to cross under highway 305), the total of both side yard setbacks shall be at least 30% of the width of the frontage on Ericksen. Driveways may be in the setbacks, but the open-air view from the street through to the Winslow Ravine ~~shall~~ should remain unobstructed by buildings or fences.

BLAIR/TOLLEFSON: The motion carried 6-1. (Bonkowski)

C. RESOLUTION NO. 2015-09, ESTABLISHING ELECTRIC VEHICLE CHARGING STATION FEE, AB 15-105

8:43 PM

The City installed a new electric vehicle charging station on Winslow Way in 2015. The City owns this charging station and pays for the electricity used by vehicles that use the station.

8:43 PM

MOTION: I move that the City Council forward Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee to the June 9, 2015 consent agenda.

BLAIR/BONKOWSKI: The motion carried 7-0.

D. TRANSFER OF PRITCHARD PARK TO THE BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION DISTRICT (BIMPRD), AB 15-048 8:44 PM

Council received a status update on transfer to BIMPRD of property at Pritchard Park that is currently jointly owned by the City and BIMPRD. City Manager Schulze will continue to discuss transfer of Pritchard Park parcel-by-parcel with BIMPRD.

E. PROPOSED RELOCATION OF MADISON TOT LOT DRIVEWAY EASEMENT AND RECORDING OF CONSERVATION EASEMENT MADISON TOT LOT PROPOSED EASEMENT RELOCATION, AB 15-078 8:51 PM

The property upon which the Madison Tot Lot is located was conveyed in 2009 by the City to the Bainbridge Island Metropolitan Park District (the "District"). That conveyance included a Conservation Easement, which was attached to the materials recorded but not executed by the parties. On April 14, 2015, the City Council directed the City Attorney to have recorded the Conservation Easement, which provides for monitoring and enforcement of activities on the Tot Lot property to ensure that the conservation values (that it remain a park and contain no sport courts or other structures) are preserved.

Blue North Development, the owner of the property surrounding the Tot Lot, wishes to relocate the existing driveway easement. A drawing of the proposed relocated easement is included in the agenda packet. Should the City record the Conservation Easement, relocation of the driveway easement will not be allowed, because paragraph 4.2 of the Conservation Easement prevents surface alteration, including grading. Both the District as owner of the Tot Lot and Blue North Development as owner of the property to the South of the Tot Lot wish to relocate the easement as the relocation will provide access to the Tot Lot from the South and from the East. The City has been asked not to record the Conservation Easement until Blue North and the District have executed Declaration of Covenant and Reciprocal Easement to replace the 1997 easement and relocate the easement.

Staff has been asked to bring this matter to the Council for additional discussion regarding whether the Council wishes to record the Conservation Easement immediately, thereby preventing relocation of the driveway easement, or whether Council wishes to delay recording of the Conservation Easement until after the relocation of the driveway easement has been completed.

Public Comment

Jim Laughlin, developer of the Tot Lot property, offered comment on the recording of the 1997 covenant, which he believes is the primary item to be completed. Regarding the tree in the driveway, he said the removal of tree could be done.

John Parsons, Madison Avenue, stated he is not against the project and would like to correct the notion that the park is at present time underused; it is very active.

Steve Gall, Madison Avenue, does not want to see the driveway paved.

Katherine Pierce, Madison Avenue, spoke to the usage of the Tot Lot and how the activity there has tripled in the past year.

Olaf Ribiero is pleased the tree may be saved.

Margaret Celestino, Knechtel Way, had a question about the cherry tree remaining; she wanted clarification on how the path would be jogged.

Next Steps:

Council reached consensus that relocation is a matter to be resolved between the two owners (BIMPRD and Jim Laughlin) and to delay recording of the conservation easement until the 1997 conveyance is revised.

F. SETTLEMENT AGREEMENT FOR NEW CINGULAR WIRELESS V. CITY OF BAINBRIDGE ISLAND, ET AL, AB 15-106 9:14 PM

New Cingular Wireless sued the City of Bainbridge Island and numerous other cities claiming that it incorrectly paid utility taxes to the City on internet services. The case between the wireless provider and the City of Bothell resulted in a Division One Court of Appeals decision that limited the amount the carrier could recover under the applicable statute of limitations. Thus, all the cities' exposures were significantly reduced by this decision. The defendant cities and New Cingular Wireless reached a global settlement agreement under which the cities will pay collectively \$1.2m, or approximately 18% of the original claimed amount. For the City of Bainbridge Island, the original claimed amount was \$124,993.82, and the settlement amount is \$23,048.78.

The settlement negotiations also resulted in two options for paying the settlement amount. The first is to submit a check in the Settlement amount to New Cingular. The second is to provide New Cingular a credit against future local utility user surcharges up to the amount of the settlement. It is staff's preference to provide the carrier a credit against future surcharges.

9:16 PM

MOTION: I move that the City Council approve the settlement agreement in *New Cingular Wireless v. City of Bainbridge Island* as shown on the attached and provide New Cingular a credit in the amount of \$23,048.78 against future local utility user surcharges.

BONKOWSKI/ROTH: The motion carried 6-1. (Scott)

7. **COUNCIL DISCUSSION** 9:17 PM

A. SUZUKI PROPERTY, AB 14-119

On November 3, 2014, the City hosted a community workshop on the City-owned Suzuki property. The purpose of the workshop was to solicit community input on whether and how the property should be sold, and what use should be made of the property. The workshop included presentations of conceptual development proposals by ArcStudio, Cutler Anderson, Housing Kitsap and Housing Resources Board.

Workshop participants urged the City Council to use the property for community benefit. Ideas included turning the property over to the School District, preserving it as open space, or using it for affordable housing. Concerns that were expressed included overdevelopment, traffic impacts and loss of open space/wildlife habitat. Participants also advised the City to be deliberative, and asked that the decision-making timeline be extended.

The City Council discussed the results of the workshop on January 6, 2015. Upon conclusion of the discussion, the Council agreed that the Suzuki subcommittee should meet to discuss how to move forward with the Suzuki property.

The purpose of the May 19 discussion is to update the Council on subcommittee discussions and seek direction on whether there has been adequate public outreach as to the use of the property, and the feasibility of using a development consultant to assist the City in determining the most effective way to surplus the property.

Public Comment

Greg Millard, Whited Place, proposed a concept that was developed that would follow the existing zoning, provide for substantial buffers where there are existing wetlands and maintain the harmony of the neighborhood.

Herb Heathcote, Commodore Lane, referenced the report of the task force.

Bill Davis, Commodore Lane, is concerned about the water issue if the property is developed. There is an environmental impact that has not been addressed.

Roberto Gurza stated he is very supportive of affordable housing that contributes to the health of the community.

Leslie Marshall, Commodore Lane, stated this is just one parcel that should be considered when there is any development. Need to keep preserving the land; how can we keep every drop of rain.

Marshall _____, Susan Place, referenced the 2008 task force report.

Martin _____, Capstan Drive, does not think it's fair to use an 8-year old report that did not include the participation of the newer residents.

Leslie Rice, Commodore Lane, agreed with Martin's comments. Feels the island is becoming less and less recognizable.

Derrick Reeves, referenced a study he did on Shanti Lane to get an idea of the density with 28 houses.

Susan Lorenz, Coral Court, commented on the traffic impacts. A traffic study needs to be completed.

Andre Lorenz, Coral Court, is concerned about the increased density and the appearance of upzoning. Mr. Lorenz believes the consultant recommend by HRB should be disqualified.

Joseph Tran, Capstan Drive, pointed out when talking about traffic, he hears about congestion but not about the increased load on schools and crimes.

Mark Blatter, HRB director, stated HRB has not hired any consultants; no grants have been received. They have received an award from a foundation to support planning work for the Suzuki property.

Sophie Frieda, Capstan Drive, is worried about the traffic and any increase that will occur.

Jennifer Pells, Commodore Lane, is also worried about the increase in traffic.

James Shepard, North Town Woods, stated his concerns about the increased traffic load.

Next Steps:

The Council will review the Statement of Qualifications; the agenda item will be brought back to another study session for discussion.

B. ELECTION OF DEPUTY MAYOR FOR JUNE THROUGH DECEMBER 2015 10:13 PM

Upon nomination, Councilmember Scott was elected to serve as Deputy Mayor for the remainder of the year.

8. COMMITTEE REPORTS 10:14 PM

A. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE NOTES, MAY 13, 2015 (ROTH)

B. UTILITY ADVISORY COMMITTEE NOTES, MAY 14, 2015 (TOLLEFSON)

C. COUNCIL LIAISON REPORT – (MAYOR BLAIR)

9. REVIEW UPCOMING COUNCIL MEETING AGENDAS 10:20 PM

June 2

Waterfront Park 100% Design Update (Info.)

Funding Model for Public Art Program (Info.)

Ordinance No. 2015-07, Traffic Impact Fees - 1st Reading (Info.)

Ordinance No. 2015-13, Consolidating the Harbor Commission and Road Ends Committee - 1st Reading (Info.)

Ordinance 2015-10, Tent City Regulations - 1st Reading (Info.)

Manitou Beach Road Parking Project Update (Info.)

City Dock Boating Infrastructure Grant (BIG Authorizing Resolution (Info.)

10. FOR THE GOOD OF THE ORDER 10:25 PM

11. ADJOURNMENT 10:28 PM

The meeting was adjourned at 10:28 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

ITEMS DISCUSSED

1. EXECUTIVE SESSION: CURRENT LITIGATION (RCW 42.30.110(1)(i)); REVIEW PERFORMANCE OF AN EMPLOYEE (RCW 42.30.110(1)(g))
2. CALL TO ORDER / ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
5. STAFF INTENSIVE
 - A. RESOLUTION NO. 2015-11, CITY DOCK BOATING INFRASTRUCTURE GRANT, AB 15-072
 - B. CONSIDER APPROVAL OF WATERFRONT PARK 100% DESIGN, AB 13-025
 - C. FUNDING MODEL FOR PUBLIC ART PROGRAM, AB 15-008
 - D. CONSIDER APPROVAL OF MANITOU BEACH DRIVE PARKING PROJECT DESIGN, AB 14-194
 - E. ORDINANCE NO. 2015-10, TENT CITIES AS AN ALLOWED TEMPORARY USE REGULATIONS, AB 15-109
 - F. ORDINANCE NO. 2015-13, PROPOSAL TO CONSOLIDATE HARBOR COMMISSION AND ROAD ENDS COMMITTEE, AB 15-112
6. COMMITTEE REPORTS
 - A. UTILITY ADVISORY COMMITTEE NOTES, MAY 21, 2015
 - B. CITY OF BREMERTON'S WITHDRAWAL FROM KITSAP REGIONAL COORDINATING COUNCIL
7. REVIEW UPCOMING COUNCIL MEETING AGENDAS
8. FOR THE GOOD OF THE ORDER
9. ADJOURNMENT

1. EXECUTIVE SESSION: CURRENT LITIGATION (RCW 42.30.110(1)(i)); REVIEW PERFORMANCE OF AN EMPLOYEE (RCW 42.30.110(1)(g)) 6:30 PM

Deputy Mayor Scott called an executive session to order at 6:30 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, Tollefson, Townsend and City Attorney Marshall to discuss Current Litigation (RCW 42.30.110(1)(i)); and Review Performance of an Employee (RCW 42.30.110(1)(g)). The recording system was turned off and a notice was posted on the door of the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL 7:00 PM

Deputy Mayor Scott called the meeting to order at 7:00 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, Tollefson and Townsend present. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:01 PM

7:01 PM

***MOTION:** I move we accept the agenda as presented.*

***BONKOWSKI/BLAIR:** The motion carried 7-0.*

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:02 PM

- Branding Roundtable discussions
- Road Ends Committee Spring Fling
- Boaters Fair

5. STAFF INTENSIVE 7:03 PM

A. RESOLUTION NO. 2015-11, CITY DOCK BOATING INFRASTRUCTURE GRANT, AB 15-072

Public Works Director Loveless briefed Council explaining that at the April 28, 2015 City Council meeting, the Council approved finalizing the design and awarding the contract to PND Engineers.

The City applied for a Washington Recreation and Conservation Office (RCO) Boating Facilities Program (BFP) grant in 2014 for the portion of the replacement dock designed to support trailerable boats (less than 26 feet). The City requested BFP grant funding of \$835,461 and is awaiting final determination of the grant status.

It is recommended that the City pursue additional grant funding through the Federal Boating Infrastructure Grant (BIG) program for the portion of the replacement dock designed to accommodate larger boats (greater than 26 feet). The City can request grant funding of \$243,000 for this portion of the project, which requires a City match of \$82,000. The BIG program requires the governing body to pass an authorizing resolution for the eligibility of receiving grant funds, if the application is successful.

7:06 PM

MOTION: *I move that the City Council approve Resolution No.2015-11 authorizing city matching funds of \$82,000 for the Boating Infrastructure Grant if the grant application is successful.*
BLAIR/BONKOWSKI: *The motion carried 7-0.*

B. CONSIDER APPROVAL OF WATERFRONT PARK 100% DESIGN, AB 13-025 7:07 PM

Engineering Project Manager Epstein addressed Council. The Waterfront Park improvements are included in the Winslow Master Plan and part of the City's Comprehensive Plan. In 2013, the City undertook an extensive public outreach effort that culminated a 30% design for the Park. At the February 10, 2015 meeting, City Council approved the Waterfront Park Phase 1 design with Walker Macy in the amount of \$83,978.

Public Comment

Sandy Fischer, Salmon Run Lane, stated the plan presented is much improved and encouraged Council to approve the plan and move it forward.

Olaf Riberio, Manitou Beach Drive, thanked Mr. Epstein for his time.

Debbi Lester, Ericksen Avenue, had a prepared slide show to share with Council.

Peggy Mulvern, asked Council to consider the big trees; don't replace with store bought.

7:48 PM

MOTION: *I move that the City Council approve the Waterfront Park Phase 1 final design.*
TOLLFESON/BONKOWSKI: *The motion carried 7-0.*

C. FUNDING MODEL FOR PUBLIC ART PROGRAM, AB 15-008 7:48 PM

Deputy City Manager Smith and City Attorney Marshall both addressed Council on the agenda item.

The City's Municipal Code establishes a Public Art Program and designates BIAHC as the agency to oversee this program. The Code establishes a Public Art Committee (PAC) which is structured such that the Chair of the PAC is a member of the BIAHC Board of Directors (see BIMC 3.80.010, 3.80.020, and 3.80.040). In 2010, the funding mechanism for the Public Art Program was suspended by City Council motion. Funding can be reinstated at any time by motion of the City Council.

At the City Council Study Session on Feb. 3, 2015 the City Council considered options to provide revenues for the Public Art Program and received information from the Public Art Committee. The Council directed staff to prepare a draft of potential changes to BIMC 3.80 and to develop information on how the City might resume funding for the Public Art Program. The following materials provide detail on options for a funding mechanism, estimates of funds required/generated, and implementation issues.

The City Attorney and Deputy City Manager met with the PAC in early May to review the proposed changes, discuss initial funding estimates, and answer questions.

Public Comment

Barbara Sacerdote, executive director of BIAHC, prefers a lump sum funding model.

Dominique Cantwell, Garibaldi Loop, thanked Council for their time and consideration.

Sandy Fischer, Salmon Run Lane, provided general comment on art in public places.

Jenny Coates, Lynwood Center Road, expressed the allocating of expenses after the project is completed.

Debbi Lester, Ericksen Avenue, served on the PAC for nine years. Stated we should be prepared for art work in Waterfront Park.

Doug Nathan, New Sweden, thanked Council. Is concerned about a flat fee; 2% is a more stable model.

Recommended Action:

Council supports 2% of eligible costs attached to a capital project event. Council requested language regarding a case-by-case review of facilities projects for potential additional public art investment.

D. CONSIDER APPROVAL OF MANITOU BEACH DRIVE PARKING PROJECT DESIGN, AB 14-194 8:32 PM

The goal of the new parking area is to facilitate public access to the site and also the adjacent 200' wide City-owned tideland property. Both properties were purchased using funds from the Open Space Bond Initiative and offer unique opportunities for public enjoyment of marine views, access to Puget Sound, native vegetation, and wildlife.

At a City Council Study Session on April 21, 2014, Council discussed options and expressed support for a plan to provide parking on the upland parcel to improve public access opportunities at the site, and directed staff to further investigate the feasibility of providing a limited parking area at the upland site.

At the City Council Study Session on December 2, 2014, staff presented information on the existing site conditions, the permitting and environmental considerations, and plans illustrating potential preliminary layouts for a parking area for three cars, four cars, and six cars respectively. Council continued to express support for the project and directed staff to gather input from the community and return to Council with a recommendation.

A community meeting was held on March 25, 2015 to discuss the Manitou Beach Drive public access general design including parking size and location and other amenities. At that meeting, a number of issues were discussed and suggestions made to move the parking as close to the road as possible, provide a boardwalk to the tidelands parcel, native plantings, a bench, and bike racks. Other suggestions related to traffic calming, other site furnishings, and signs. These are not a part of this plan for capital improvements.

Public Comment

Karen Polinsky, NE Beachcrest, thanked city for listening to their concerns. Likes the handicap portion, spoke in favor of two cars, two bikes.

Linda Sohlberg, Manitou Beach Drive, thanked Mark Epstein for taking the time to visiting the site. She also provided a graphic with a four-car stall.

Charles Schimd, stated the fundamental goal is to provide access to the water. Agrees with the two parking stalls. Need a dawn to dusk sign. Thanked Mark Epstein and Morgan Smith for a very successful meeting.

Elise Wright, Bill Point, is pleased to see the project going forward.

Doug McKinty, Manitou Beach Drive, asked if there has been any no-net loss conversation regarding the parking lot.

Tim Swanson, lives in the house that sits behind the parcel and would like to see a set of restrictions and management practices with regarding to the parking spaces.

Kirk Robinson, BIMPRD, stated that the district was asked by Mark Epstein to take a look at the parking stalls. Advises to not put single pole bike racks.

Jean Swanson, has concerns about the access road.

Mark Williamson, Manitou Beach Drive, is concerned about the traffic impacts of the parking spaces.

9:14 PM

MOTION: I move that the City Council: (1) approve final design for the Manitou Beach Drive Parking project; (2) add the project to the 2015 Capital Improvement Plan; and (3) approve a budget amendment in the amount of \$45,00 from the General Fund increasing the spending authority for this project.

BLAIR/ROTH: The motion carried 7-0.

E. ORDINANCE NO. 2015-10, TENT CITIES AS AN ALLOWED TEMPORARY USE REGULATIONS, AB 15-109

9:14 PM

On June 2, 2015, the City Council will conduct first reading on draft Ordinance 2015-10, which makes provisions for "tent cities," or homeless encampments, as an allowed temporary use on church properties. The City is processing this ordinance to satisfy its insurer, Washington Cities Insurance Authority (WCIA). As a risk management policy, WCIA has required its member cities to enact ordinances providing for temporary use permits for homeless encampments such as Tent City/SHARE.

No homeless encampment has applied for a temporary use permit, nor is the City aware of any plans for a homeless encampment to locate within the City or on church property located within the City. However, if in the future, a church within the City limits hosts a homeless encampment, this ordinance provides the City with tools to ensure the health and safety of the residents of the City. The Planning Commission conducted two study sessions on Ordinance 2015-10 on April 23 and May 14, 2015.

9:24 PM

MOTION: *I move the City Council schedule a public hearing on Ordinance 2015-10 for June 9, 2015.*

TOLLEFSON/TOWNSEND: *The motion carried 7-0.*

F. ORDINANCE NO. 2015-13, PROPOSAL TO CONSOLIDATE HARBOR COMMISSION AND ROAD ENDS COMMITTEE, AB 15-112 9:25 PM

At the May 5, 2015 Study Session, the City Council discussed a proposal to create a new citizen advisory committee to consolidate The efforts of two existing groups: the Road Ends Committee and the Harbor Commission. Both groups have a long history of service to the City and share a focus on opportunities for public access to, and engagement with, our community's extensive and unique shoreline.

The City Attorney has prepared a draft ordinance to create a new Public Water Access Committee. The draft ordinance includes a proposed process to transition the current membership of the two groups (seven positions for the Harbor Commission and seven for the Road Ends Committee) to an eventual standard committee size of seven. As proposed, this membership transition would be made over more than one year but would allow the continued participation of all current members who are eligible for reappointment. An illustration of the proposed membership transition is provided for review.

9:34 PM

MOTION: *I move the City Council schedule approval of Ordinance 2015-13, to consolidate the Road Ends Committee and the Harbor Commission into a new Public Water Access Committee, for the consent agenda on June 9, 2015.*

TOWNSEND/BLAIR: *The motion carried 7-0.*

6. COMMITTEE REPORTS 9:34 PM

A. UTILITY ADVISORY COMMITTEE NOTES, MAY 21, 2015

B. CITY OF BREMERTON'S WITHDRAWAL FROM KITSAP REGIONAL COORDINATING COUNCIL

7. REVIEW UPCOMING COUNCIL MEETING AGENDAS 9:39 PM

June 9

Executive Session - Property Acquisition

Public Safety Facility Site Selection (Consider Action)

Ordinance 2015-10 Tent Cities as an Allowed Temporary Use Public Hearing (Consider Action)

Discussion of Home Sharing Regulations - AirBNB (Info.)

Approve Professional Services Agreements Associated with SMP Monitoring Program with University of Washington for LIDAR Monitoring

Approve 2015 City Manager Goals - added

Force Analysis System™ and COPS Grant Opportunity - added

Ordinance No. 2015-13 Consolidating the Harbor Commission and Road Ends Committee (Consider Action)

Resolution No. 2015-09 Establishing Electric Vehicle Charging Station Fees (Consider Action)

Work Session: Storm and Surface Water Management Utility Overview and Utility Advisory Committee Recommendations

Transportation Benefit District Regular Meeting: Approve Spending Plan

8. FOR THE GOOD OF THE ORDER 9:46 PM

9. ADJOURNMENT 9:50 PM

The meeting was adjourned at 9:50 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee	Date: June 9, 2015
Agenda Item: Consent Agenda	Bill No.: 15-105
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Study Session: May 19, 2015	Recommendation: Forward to June 9, 2015 consent agenda
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A
	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approval of Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee to the June 9, 2015 consent agenda.

History:

The City installed a new electric vehicle charging station on Winslow Way in 2015. The City owns this charging station and pays for the electricity used by vehicles which use the station.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Resolution No. 2015-09, Establishing Electric Vehicle Charging Station Fee.

RESOLUTION NO. 2015-09

A RESOLUTION of the City of Bainbridge Island, Washington, relating to the charge for electricity at the City's vehicle charging station; and amending Section 9 of the City's Fee Schedule.

WHEREAS, the City has a charging station for electric vehicles on Winslow Way; and

WHEREAS, the rate for electricity at the charging station has been set; and

WHEREAS, the City's Fee Schedule needs to be updated to add the rate; now, therefore,

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

Section 1. Section 12 of the City's Fee Schedule, Miscellaneous Fees, is hereby amended to add the following section:

VEHICLE CHARGING STATION \$0.49 kw/hr

PASSED by the City Council this ____ day of _____, 2015.

APPROVED by the Mayor this ____ day of _____, 2015

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: May 14, 2015
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 2015- 09

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2015-13, Consolidating Harbor Commission and Road Ends Committee	Date: June 9, 2015
Agenda Item: Consent Agenda	Bill No.: 15-112
Proposed By: Executive	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req: none	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: June 2, 2015	Recommendation: Forward to June 9, 2015 consent agenda
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A
Finance ☐ Yes ☐ No ☒ N/A	

DESCRIPTION/SUMMARY

Action Item:

Consider approval of Ordinance No. 2015-13.

Background:

At the May 5, 2015 Study Session, the City Council discussed a proposal to create a new citizen advisory committee to consolidate the efforts of two existing groups: the Road Ends Committee and the Harbor Commission. Both groups have a long history of service to the City and share a focus on opportunities for public access to, and engagement with, our community's extensive and unique shoreline.

The City Attorney has prepared a draft ordinance to create a new Public Water Access Committee. The draft ordinance includes a proposed process to transition the current membership of the two groups (seven positions for the Harbor Commission and seven for the Road Ends Committee) to an eventual standard committee size of seven. As proposed, this membership transition would be made over more than one year but would allow the continued participation of all current members who are eligible for reappointment. An illustration of the proposed membership transition is provided for review.

RECOMMENDED ACTION:

I move the City Council approve Ordinance 2015-13.

ORDINANCE NO. 2015-13

AN ORDINANCE of the City of Bainbridge Island, Washington, repealing Bainbridge Island Municipal Code Chapter 2.34, Road Ends Committee, repealing Bainbridge Island Municipal Code Chapter 2.46, Harbor Commission, and adopting a Bainbridge Island Municipal Code Chapter 2.35, Public Water Access Committee

WHEREAS, the Road Ends Committee was created in 1992 in order to develop annual work plans to implement recommendations for the appropriate utilization of the City's road ends, thereby assuring the public's access to certain areas of the city's extensive and unique shorelines; and

WHEREAS the Harbor Commission was created in 1998 in order to act on all matters pertaining to the harbors and waters of the city consistent with the provisions of the Bainbridge Island Municipal Code and direction of the city council;

WHEREAS, the appointment of new members to the city's committees and commissions is to be completed by July 1st of each year, and

WHEREAS, the City desires to consolidate the Road Ends Committee and the Harbor Commission because both groups also have a mission that shares focus on opportunities for public access to, and engagement with, our community's extensive and unique shoreline.

WHEREAS, the City Council of the City of Bainbridge Island finds that a valuable benefit related to public access – both to and from the water – will be gained by joining the work of these two groups;

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

Section 1. Bainbridge Island Municipal Code Chapter 2.34, Road Ends Committee, is hereby repealed in its entirety.

Section 2. Bainbridge Island Municipal Code Chapter 2.46, Harbor Commission, is hereby repealed in its entirety.

Section 3. A new Chapter 2.35 of the Bainbridge Island Municipal Code, Public Water Access Committee, is hereby adopted to read as follows:

Chapter 2.35

Public Water Access Committee

Sections:

- 2.35.010 Created – Membership, appointment, term and compensation.
- 2.35.020 Vacancies – Removal.
- 2.35.030 Duties and responsibilities.
- 2.35.040 Meetings, officers, records and quorum.

2.34.010 Created – Membership, appointment, term and compensation.

A. There is created a public water access committee for the city, hereinafter called the committee. The committee shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council.

B. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.

C. To establish the committee, initial committee appointments will include all current members of the Road Ends Committee with unexpired terms and all current members of the Harbor Commission with unexpired terms. This may create a Public Water Access Committee that is temporarily larger than the permanent committee membership of seven. During this transition period, all appointed members will be voting members. If the committee membership during this transition period is greater than seven, a quorum will be a majority of the currently appointed, voting members. Initially, committee members will be appointed for terms for which the expiration date matches the expiration date of the member's current position on either the Road Ends Committee or Harbor Commission. In addition, current members of either the Road Ends Committee or the Harbor Commission who hold position terms that expire on June 30, 2015 and who are eligible for reappointment will be offered an initial appointment to the new committee for a two-year term that expires on June 30, 2017. In subsequent years, the number of committee vacancies will be adjusted as needed to achieve the standard committee size of seven with staggered terms as described in BIMC 2.35.010(D).

D. Members of the committee shall serve for a period of three years, commencing on July 1st and ending on June 30th three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed, and shall hold office until his or her successor has been appointed and has qualified. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

E. Members shall serve without compensation.

2.34.020 Vacancies – Removal.

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal.

2.34.030 Duties and responsibilities. The public water access committee, working in collaboration with the city, shall implement recommendations for the appropriate provision of public access to water. The public water access committee shall:

- A. Work to support awareness, management, and enhancement of public access to and from the island's waters and water dependent activities;
- B. Actively seek opportunities for public engagement and public outreach to increase awareness of public water access sites of all type (water access, water view, etc.);
- C. Promote and coordinate opportunities to develop island-wide public water access sites, especially road ends, as appropriate circumstances occur;
- D. Develop and recommend new road end and harbor management policies as needed, for island-wide water access sites;

- E. Coordinate with appropriate City staff to implement the public water access policies and goals of the council through measures which include, but are not limited to, recommendation of ordinances, regulations, and other means;
- F. Initiate, manage, encourage, and support a program for community stewardship of individual water access and road end sites throughout the community;
- G. Actively seek to leverage city resources by identifying donation and grant opportunities and assessing for alignment with City goals and priorities;
- H. Enlist volunteers, neighborhood members, and community organizations to assist with the implementation of approved plans and/or projects adopted by the city council;
- I. Develop an annual work plan in collaboration with appropriate city staff, and submit the proposed work plan to city council for review and approval each year, along with a report on results of the prior year workplan;
- J. Such other duties and responsibilities as may be assigned by the City Council

2.34.040 Meetings, officers, records and quorum.

- A. The committee shall meet at least monthly. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).
- B. The committee shall select from among its members a chairperson for a one-year term at the first regular meeting of each year.
- C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on the committee shall constitute a quorum.

Section 4. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of ____, 2015.

APPROVED BY THE MAYOR this ____ day of ____, 2015.

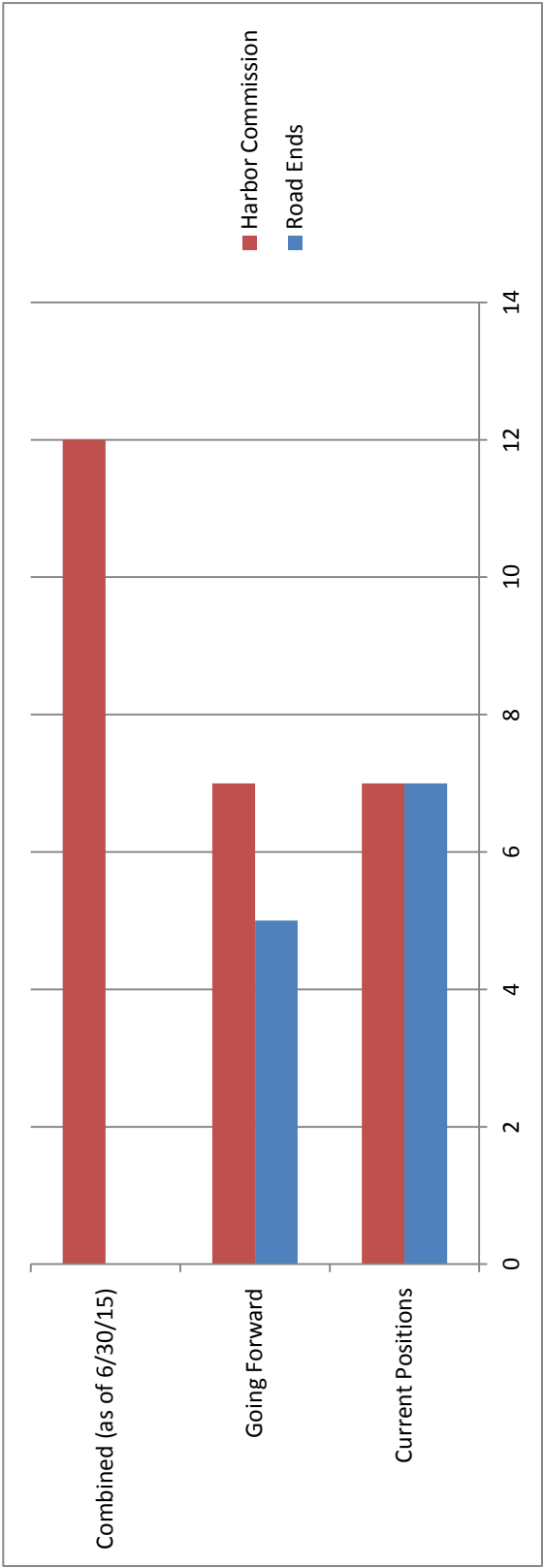
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: May 28, 2015
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2015-13

Public Water Access Committee - Initial Appointments



Public Water Access Committee - Membership Transition

	June 2015	June 2016	June 2017
Positions that expire in June 2016	6	0	
Positions that expire in June 2017	6	6	
Positions that expire in June 2018	0	1	2
Positions that expire in June 2019			2
Positions that expire in June 2020			3
Total Members	12	7	7

TO: City Council
RE: Non-Motorized Transportation Advisory Committee

June 3, 2015 Committee Meeting Notes

Present: Alyse Nelson, Chair, Demi Allen, Christian Ford, Lief Horwitz, Patty Lyman, and Don Willott. Absent: Marsha Cutting. Also attending were COBI Liaison Wayne Roth, Park District Liaison Kirk Robinson, and City Engineer Chris Hammer.

Guests: Maradel Gale, John Grinter, Peter Harris, Ross Hunter.

Alyse called the meeting to order at 7:05pm. Minutes from prior meetings were approved.

Hawley Cove Park Trail

BIPRD's Shoreline Substantial Development Permit (SSDP) application was distributed at the meeting. After a discussion about trail route options, Alyse asked the Committee to provide comments, if any, to COBI. Maradel noted that impacts on shoreline should be minimized.

City Engineer's Report

- Wing Point construction start delayed to spring '16.
- STO working through environmental mitigation (stormwater). May take several months.
- Olympic Drive – State process moving but rights-of-way and other issues still to be resolved. The goal is to award a contract by the end of the year.
- The Hyla School still wants a crosswalk to the Legion parking lot but is no longer supportive of easement/trail on its property. Project on hold.
- Chris is making progress on a traffic model.

The committee and guests had a lengthy, wide-ranging discussion about defining standards (e.g., shoulder widening vs. separated paths) in C40 projects. The Connectivity Map and timetables for the 2016 CIP budget update and transportation element of the comp plan were also discussed but no actions were taken.

The meeting ended at 9:30pm.

Respectfully submitted

Wayne Roth
NMTAC Liaison

2015 PROPOSED COUNCIL CALENDAR ITEMS

Study Session 7 pm				Business Meeting 7 pm			
Absences	Clerk	Department	Timing (min)	Absences	Clerk	Department	Timing (min)
	Kelly		25	Morgan Lisa	Roz		25
			16-Jun				23-Jun
			Executive Session - Review Qualifications of an Applicant for City Employment (30 minutes)			EXEC	30
		EXEC	30			CC	15
		EXEC	20			PCD	CA
		CC	20			PCD	CA
		PCD	15			PD	CA
		EXEC	15				70
		PD	10				
		EXEC	10				
		EXEC	10				
			Approve 2015 City Manager Goals - moved from 6/9 Ordinance No. 2015-15, Amending BIMC 3.80 Related to Public Art Program, 2nd Reading/Unfinished Business (Consider Action) - added				Work Session
		PCD	5			CC	30
			160				
			30-Jun				
			5th Tuesday - no meeting				

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences		Clerk	Department	Timing (min)	Study Session 7 pm
Ellen	Kelly			25	7-Jul
			EXEC	30	Ordinance Related to Public Safety Facility - 1st Reading (Info.)
			EXEC		Franchise Fee Options (Info.) - moved to 8/11
			PW	20	Ordinance No. 2015-07 Traffic Impact Fees - 1st Reading (Info.)
			PCD	15	Ordinance No. 2015-14 ADU Regulations - 1st Reading (Schedule public hearing 7/21)
			EXEC	15	Public Art Project at Waypoint: Project Update (Info.) - moved from 6/9
			PCD	10	Comprehensive Plan Update (Info.)
			PW	10	Construction Administrative Services PSA - blanks (Info.)
			PW	10	Resolution No. 2015-10, General Sewer Plan Acceptance (Unfinished Business) - added
			PW	10	Islandwide Chip Seal Construction Award- blanks (Info.) - added
			FIN		Budget Calendar and Financial Policies (Info.) -- moved to 7/21
				145	

Business Meeting
7 pm

14-Jul

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences		Clerk	Department	Timing (min)	Study Session 7 pm						Absences	Clerk	Department	Timing (min)	Business Meeting 7 pm
		Kelly		25	21-Jul									28-Jul	
			EXEC	30	Ordinance Related to Public Safety Facility, 2nd Reading (Consider Action)										
			PW	30	Ordinance 2015-__ Update to SSWM Code BIMC 13.24, 1st Reading (Consider Forwarding to 8/11 Unfinished Business)										
			PCD	15	Ordinance No. 2015-14 ADU Regulations Public Hearing (Consider Action)										
			PCD	15	Ordinance No. 2015-04 (Formerly 2014-07) Landscaping and Tree Ordinance - 1st Reading (Info.)										
			PW	10	Ordinance No. 2015-07 Traffic Impact Fees - 2nd Reading/Consent Agenda or Unfinished Business (Consider Action)										
			FIN	10	Budget Calendar and Financial Policies (Info.) - moved from 7/7										
			PW	10	Wing Point Chip Seal Construction Award - blanks (Info.) - added										
			PW	5	Islandwide Chip Seal Construction Award - Unfinished Business (Consider Action) - added										
			PW	5	Islandwide Chip Seal Construction Award - Unfinished Business (Consider Action) - added										
			PW	5	Construction Administrative Services PSA - Unfinished Business (Consider Action)										
				160											

2015 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

2015 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

2015 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Storm & Surface Water Management Utility Review and
Utility Advisory Committee (UAC) Recommendations

Date: June 9, 2015

Agenda Item: Work Session

Bill No.: AB: 14-030

Proposed By: Public Works Director Barry Loveless

BUDGET INFORMATION

Depart/Fund: N/A

Expenditure Req: \$ N/A

Budgeted? ☐ Yes ☐ No

Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session:

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☐ Yes ☐ No ☒ N/A

Finance ☐ Yes ☐ No ☒ N/A

Action Item:

The Utility Advisory Committee (UAC) and City staff to update the City Council on the Storm & Surface Water Management (SSWM) Utility Review and UAC Recommendations.

Attachment 1 is the summary of UAC's tentative recommendations regarding SSWM rates. The committee will be reviewing and updating this at their meeting on June 8, so the attachment may be revised before the City Council meeting.

Attachment 2 is the staff's proposed timeline for the SSWM Review through December 2015.

Attachment 3 is the updated SSWM Review Report prepared by the Public Works Department and updated for input received to date from the UAC.

RECOMMENDED ACTION

Motion:

I move that the City Council accept the UAC recommendations on the SSWM Utility and direct staff to proceed with preparing an ordinance to revise the Bainbridge Island Municipal Code and begin auditing individual properties.

UAC SSWM Rate Recommendation

Properties	Current Code	UAC Consensus
Undeveloped Property (Native)	No SSWM fee	No SSWM fee
Single Family (SFR)	1 ERU (Includes duplex)	1 ERU
-Accessory Dwelling Units (ADU)	N/A	N/A
Condominium	1 ERU/unit	1 ERU/unit

UAC SSWM Rate Recommendation

Properties	Current Code	UAC Consensus
Apartments	1 ERU/3,000 sf	1 ERU/3,000 sf
Other Developed Property	Commercial/ Multiple 1 ERU/3,000sf	All other than residential 1 ERU/3,000sf
Includes	Property zoned or used for multifamily, commercial or retail uses.	<u>All</u> developed property except residential (e.g., farms, parks, schools, churches, etc.)
Impervious Surfaces		
Rate Charge per Surface	“Hard” (100%) Gravel (80%) Packed Dirt (50%) Cleared (40%)	“Hard” (100%) Gravel (75%) - Vehicle-bearing gravel surfaces only

UAC SSWM Rate Recommendation

Fee Component	Current Code	UAC Consensus
Discounts	Low-income	Low-income
	N/A	Very Low Intensity -70% for <15% impervious - Not applicable to residential
	Qual. Features (LID) – 50%	Qual. Features (LID) – 50% - Not applicable to residential
Added Charges		SFR - Additional ERU for any individual building separate from main residence >3,000 sf impervious

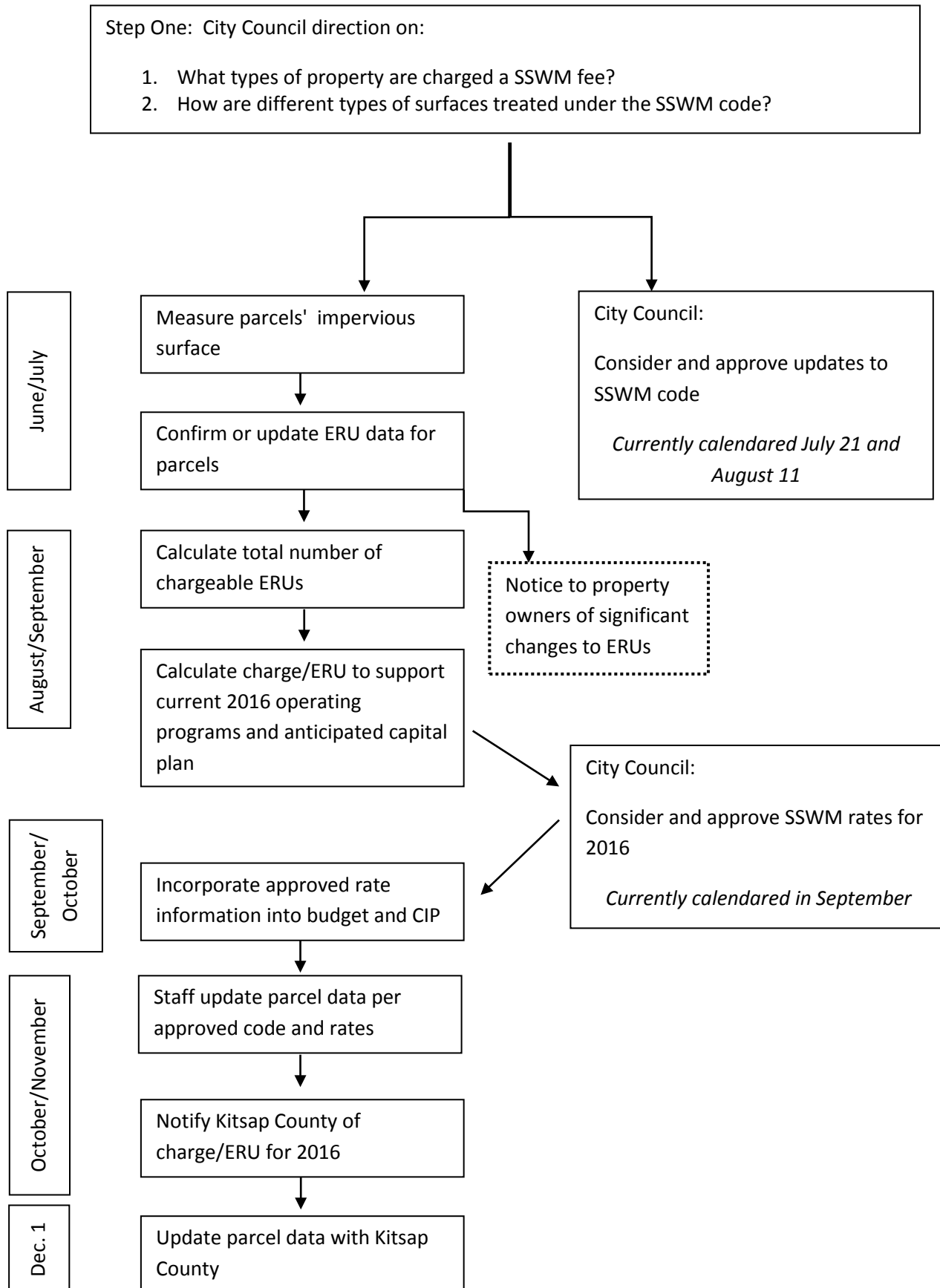
UAC SSWM Farms Recommendation

Property	Current Code	UAC Consensus
Farms	SFR - 1 ERU <u>or</u> Commercial/ Multiple -1 ERU/3,000 sf	SFR - 1 ERU <u>or</u> Commercial Farms -1 ERU/3,000 sf

Proposal: Business License requirement provides differentiation between SFR or Commercial.

- Low intensity discount would apply for Commercial Farms

SSWM Review and Update – June to December 2015



SSWM Review – June to December 2015

Decision points

What programs and services to include – operating budget

System assessment – project list – capital budget

What types of property should be defined for purposed of billing – rate classes

How should surfaces be measured – definition of impervious surface

Council action to support decisions

Consider and approve code updates related to new measurement approach and/or rate classes

Consider and approve change to charge per ERU

Staff action to support decisions

Measurement of property according to new definition(s)

Determine rate/ERU based on revenue requirement

City staff update parcel ERU data in County system

Send information to County for billing – deadline is December 15; should send in by Dec. 1

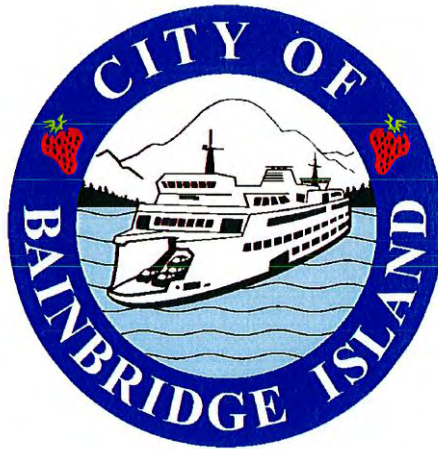
Timeline

- June 9 – presentation to Council of UAC and staff recommendations
- June/July - Measurement of property per updated definition
- June/July – Council discussion and/or community input on definitions and rate classes
- July 21 – SSWM code ordinance first reading
- August 11 – SSWM code ordinance second reading
- August – update revenue estimates based on new ERUs and/or rate classes
- September 1 – SSWM rate ordinance first reading
- September 8 – SSWM rate ordinance second reading
- October 6 – CIP ordinance first reading
- October 6 – Presentation of 2016 budget modifications to Council
- October 27 – Budget modification ordinance first reading
- November 10 – Approval of budget ordinance
- December 1 – Updated SSWM billing information to Kitsap County (target date)
- December 15 – Deadline to notify Kitsap County of charge per ERU, and parcel measurements

Other considerations

- Measurement of property – should allow 4 to 6 weeks for this, once definition is clear.
- Missing the December 15 deadline may result in changes to SSWM 2016 operating or capital budgets to maintain adequate funding in the SSWM Fund.

**CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PUBLIC WORKS**



**SURFACE AND STORMWATER MANAGEMENT PROGRAM
Review and Analysis**

September 26, 2014 – ***Draft***

(Update June 2015)

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(Updated June 2015)

I. Introduction

Stormwater runoff from streets, parking lots, construction sites, industrial properties, farms, and residential areas is recognized as one of the leading sources of pollution to our streams, wetlands, and Puget Sound. To address stormwater pollution, the City of Bainbridge Island (City) established a Storm and Surface Water Utility in 1986, and since the onset of the utility, has been developing and refining its Stormwater Management Program (SWMP).

While the City has been actively managing stormwater for decades, the City was officially designated in 2007 by the Environmental Protection Agency and the Washington State Department of Ecology as one of thousands of municipalities in the United States requiring a special stormwater permit: the Western Washington Phase II Municipal Stormwater Permit (Permit) under the National Pollutant Discharge Elimination System (NPDES). The City has expanded its stormwater program to meet the terms and conditions of this permit and will continue to do so as a new 5-year permit became effective in August of 2013 with requirements extending through 2018. The Phase II Permit allows municipalities to discharge stormwater from municipal systems into “waters of the state” such as streams, lakes and Puget Sound, as long as there are programs in place to reduce pollutants in stormwater to the “maximum extent practicable”.

While the NPDES Permit is a significant factor in the Stormwater Utility Program requirements and costs, as will be demonstrated in the report, neither the permit nor the program contain all the elements of each other. In other words, not everything required by the permit is managed or paid for by the Stormwater Utility, and not everything currently included in the Stormwater Utility is required by the permit.

Stormwater runoff from the City of Bainbridge Island discharges to streams, wetlands, and the Puget Sound. Protecting the water resources of the island is one of the Five Overriding Principles of the City Comprehensive Plan. Bainbridge Island, as a quasi-enclosed environment, must protect its water resources to ensure that future generations will have a sufficient quantity of high quality water to support life and natural habitat on the Island. To address management of the Island water resources, a separate Water Resources Element was developed as part of the Comprehensive Plan.

Precipitation is the sole source of water for the groundwater and surface water (streams, springs and wetlands) on Bainbridge Island. All public and private water systems are dependent on groundwater (wells) as a source of domestic potable water. Aquatic life is dependent on the surface waters of the Island. For this reason it is important to protect these water resources. Adequate protection of this important resource requires an understanding of what can affect the quality and quantity. Also of great importance is the management of the resource by guarding against potential impacts and monitoring the resource to ensure that water quality and quantity is in fact maintained to the high standards expected by the citizens of Bainbridge Island.

II. SSWM Utility Scope and Legal Authority

Revised Code of Washington 35.67.010 defines a "System of sewerage," "public utility":

A "system of sewerage" means and may include any or all of the following:

(1) Sanitary sewage collection, treatment, and/or disposal facilities and services, on-site or off-site sanitary sewerage facilities, inspection services and maintenance services for public or private on-site systems, or any other means of sewage treatment and disposal approved by the city;

(2) Combined sanitary sewage disposal and storm or surface water sewers;

(3) Storm or surface water sewers;

(4) Outfalls for storm drainage or sanitary sewage and works, plants, and facilities for storm drainage or sanitary sewage treatment and disposal, and rights and interests in property relating to the system;

(5) Combined water and sewerage systems;

(6) Point and nonpoint water pollution monitoring programs that are directly related to the sewerage facilities and programs operated by a city or town;

(7) Public restroom and sanitary facilities; and

(8) Any combination of or part of any or all of such facilities.

The words "public utility" when used in this chapter has the same meaning as the words "system of sewerage."

Revised Code of Washington 35.92.020: Authority to acquire and operate sewerage and solid waste handling systems, plants, sites, or facilities — Classification of services and facilities for rates — Assistance for low-income persons.

(1) A city or town may construct, condemn and purchase, purchase, acquire, add to, alter, maintain, and operate systems, plants, sites, or other facilities of sewerage as defined in RCW 35.67.010, or solid waste handling as defined by RCW 70.95.030. A city or town shall have full authority to manage, regulate, operate, control, and, except as provided in subsection (3) of this section, to fix the price of service and facilities of those systems, plants, sites, or other facilities within and without the limits of the city or town.

RCW 90.03.500: Storm water control facilities — Imposition of rates and charges —
Legislative findings.

The legislature finds that increasing the surface water or storm water accumulation on or flow over real property, beyond that which naturally occurs on the real property, may cause severe damage to the real property and limit the gainful use or enjoyment of the real property, resulting in a tort, nuisance, or taking. The damage can arise from activities increasing the point or nonpoint flow of surface water or storm water over the real property, or altering or interrupting the natural drainage from the real property. The legislature finds that it is in the public interest to permit the construction and operation of public improvements to lessen the damage. The legislature further finds that it is in the public interest to provide for the equitable imposition of special assessments, rates, and charges to fund such improvements. This shall include the imposition of special assessments, rates, and charges on real property to fund that reasonable portion of the public improvements that alleviate the damage arising from activities that are the proximate cause of the damage on other real property...

The City of Bainbridge Island established the “Storm and Surface Water” utility in 1986 with the intent to “provide a means for regulating and controlling storm water runoff” and “to incorporate into the proposed stormwater utility all surface water courses, title or easements to which are held by the City.” (Ord. 86-27) The City further ordained in 1991 that “the City shall have jurisdiction over all storm and surface water facilities within the City.” (Ord. 91-49)

Bainbridge Island Municipal Code (BIMC) Storm and Surface Water Regulations Chapter 13.24.020, defines the system or plan of the storm and surface water utility to include “all natural and man-made drainage conveyance systems from the point of the first contact of rainfall with the land to Puget Sound.” (Ord. 91-49 § 2, 1991; Ord. 86-27 § 1, 1986)

The City’s SSWM Program operates primarily through chapters: 15.20 – *Surface and Stormwater Management*, 15.21 – *Storm Water Facilities Maintenance Program*, and 15.22 – *Illicit Discharge Detection and Elimination* of the Bainbridge Island Municipal Code (BIMC). Ordinance 2005-10, passed in December 2005 amended BIMC 15.20, primarily to adopt the guidelines from the Department of Ecology’s *Stormwater Management Manual for Western Washington*, dated February 2005.

III. SSWM Legal Requirements

This chapter will analyze the City's stormwater program with respect to compliance with federal, state, and local surface water related requirements. In the area of surface and stormwater water management (SSWM), the City is currently subject to the following requirements:

- National Pollution Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit
- The Dyes/Sinclair Inlets Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan

This chapter outlines the requirements of each of these stormwater related obligations of the City. The information in this chapter will be used as a building block to conduct an existing program analysis and a stormwater regulatory gap analysis, comparing the City's existing stormwater activities with the various activities required by the above listed regulations and plans.

This portion of the analysis of the City's stormwater regulatory requirements focuses on activities needed to meet existing surface water management obligations, including compliance with applicable regulations. A detailed breakdown of the required activities and implementation dates is attached to this memorandum in a spreadsheet entitled *Stormwater Management Program Regulatory Requirements and Milestone Dates*.

NPDES Permit Authority

Although many regulations affect the practice of stormwater management, the primary driver is the federal Clean Water Act (CWA). The purpose of the CWA is to "...restore and maintain the chemical, physical, and biological integrity of the Nation's waters." The CWA uses the NPDES permit as the primary instrument to control urban stormwater. The state of Washington was delegated authority by the U.S. Environmental Protection Agency (EPA) to implement the NPDES permit program. The state Department of Ecology combined CWA federal requirements with the requirements of the Washington State Waste Discharge Act and initiated the first stormwater NPDES permit program in 1995 for jurisdictions having populations greater than 100,000 and the Washington State Department of Transportation. In 2007, Ecology first issued the Phase II permits to jurisdictions that owned or operated municipal separated storm sewer systems (MS4s).

MS4s are defined in 40 CFR 122.26 (b) (8):

"Municipal separate storm sewer means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

- (i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or

similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;

(ii) Designed or used for collecting or conveying storm water;

(iii) Which is not a combined sewer; and

(iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2. “

The City has been identified by the Washington State Department of Ecology (Ecology) as a NPDES Phase II community. As such, the City needs to comply with the requirements of its *National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington*, hereafter referred to as the Phase II Permit. The Phase II Permit outlines stormwater program activities and implementation milestones that the City must follow for the period August 2013 through July 2018 in order to comply with federal law. All Phase II communities are expected to develop a stormwater program that includes all the required activities, implement those activities within the required timeframes over the five year permit cycle (i.e., 2013–2018), and submit annual reports to Ecology to document progress toward complete program implementation.

Permit Coverage

The Phase II Permit applies to cities with populations less than 100,000, located within, or partially within an urbanized area, and that are operating a municipal separate storm sewer system (MS4) which discharges to a water of Washington State. As a Phase II community, the requirements of the Phase II Permit apply throughout the entire incorporated area of the City.

Permit Timeline

Bainbridge Island’s second Phase II permit was issued by Ecology on August 1, 2012 and became effective on August 1, 2013. The permit covers a five-year period that expires on July 31, 2018.

Permit Requirements

Summaries of the major program elements are included below.

➤ Major Program Elements

To aid in tracking NPDES permit requirements, activities have been grouped into major surface water management program (SWMP) elements. These elements coincide with the nine Special Conditions and their sub-elements plus the TMDL for Sinclair and Dyes Inlets:

- SWMP Element #1—Public Education and Outreach, Special Condition S5.C.1

- The SWMP shall include an education and outreach program designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate in stewardship activities. The education program may be developed and implemented locally or regionally.
- SWMP Element #2—Public Involvement and Participation, Special Condition S5.C.2
 - Permittees shall provide ongoing opportunities for public involvement and participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures or other similar activities. Each Permittee shall comply with applicable state and local public notice requirements when developing elements of the SWMP.
- SWMP Element #3—Illicit Discharge Detection and Elimination (IDDE), Special Condition S5.C.3
 - The SWMP shall include an ongoing program designed to prevent, detect, characterize, trace and eliminate illicit connections and illicit discharges into the MS4.
- SWMP Element #4—Controlling Runoff from New Development, Redevelopment, and Construction Sites, Special Condition S5.C.4
 - Each Permittee shall implement and enforce a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities. The program shall apply to private and public development, including roads.
- SWMP Element #5—Municipal Operations and Maintenance, Special Condition S5.C.5
 - Each Permittee shall implement an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
- SWMP Element #6—Total Maximum Daily Load Allocations, Special Condition S7
- SWMP Element #7—Monitoring, Special Condition S8
 - All Permittees shall provide, in each annual report, a description of any stormwater monitoring or stormwater-related studies conducted by the Permittee during the reporting period. If other stormwater monitoring or stormwater-related studies were conducted on behalf of the Permittee during the reporting period, or if stormwater-related investigations conducted by other entities were reported to the Permittee during the reporting period, a brief description of the type of information gathered or received shall be included in the annual report. Permittees are not required to provide descriptions of any monitoring, studies, or analyses conducted as part of the Regional Stormwater Management Program (RSMP) in annual reports.

- SWMP Element #8—Reporting, Special Condition S9
 - No later than March 31 of each year beginning in 2015, each Permittee shall submit an annual report. The reporting period for the first annual report will be from January 1, 2014 through December 31, 2014. The reporting period for all subsequent annual reports will be the previous calendar year unless otherwise specified.
- Implementation Schedule
 - The 2013-2018 Permit includes specific tasks and required completion dates in order to remain in compliance with the permit. Appendix 1 summarizes the required completion dates.
- **Consequences for Non-Compliance**

Non-compliance with the Phase II Permit, including TMDLs, puts the City in violation of the Federal Clean Water Act. Based on the type of violation (administrative, criminal or civil) the City could be subject to fines ranging from \$2,500 to \$27,000 per day. Criminal penalties can also include jail time. Not meeting the requirements of the Phase II permit puts the City at risk for a third party lawsuit challenging the City's role in protecting and maintaining clean water. One additional consequence is that federal and state grants and loans could be withheld until compliance is achieved.

General Condition G12 of the Phase II Permit allows Ecology to terminate coverage under the permit if the City is in violation of the terms and conditions. Ecology requires that permittees notify the agency within 30 days, if they become aware that they are not in compliance with the permit terms and conditions. Such notification does not immediately result in revocation of the permit, but it does allow Ecology to make a decision as to whether the permit should be modified, revoked, or reissued. Notification must occur immediately if "...the Permittee becomes aware of a discharge from the MS4 which may cause or contribute to an imminent threat to human health or the environment."

IV. Stormwater Management Program

This portion of the report outlines the City's existing program activities as they relate to the regulatory requirements and stormwater related activities of the City. This information will be used as a building block to conduct a stormwater gap analysis, comparing the City's existing stormwater activities with the various activities required by the regulations and plans reviewed in the earlier portion of this report.

The objective of this review is to document existing activities, services, staffing, and levels of service in light of regulatory requirements and existing programs. This analysis will allow the City to evaluate existing activities that meet the Phase II permit requirements, evaluate current activities that exceed Phase II permit requirements, and identify areas where new or enhanced activities are desired. The analysis is based on data and documents prepared by the City, and the criteria presented in the City's Phase II NPDES Permit.

Overview

The City of Bainbridge Island owns and operates a municipal separate storm sewer system (MS4) which conveys, controls, and treats stormwater runoff to prevent sediment and pollutants from being discharged to streams, lakes, and shorelines. In order to function properly these systems require regular inspection, maintenance, and repair. The City's MS4 is regulated by the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Permit) issued by the State of Washington Department of Ecology which identifies acceptable maintenance standards for the MS4.

The City's SSWM Program activities are shared between several City departments. The personnel charged to the utility are evaluated every year through the budget process and usually are adjusted according to several factors. The following discussion applies to the 2014 budget.

Primary responsibility falls within the Public Works Department through either Water Resources (1.78 FTE) or Operations and Maintenance (O&M) Divisions (4.4 FTE). There is also a currently vacant technician position in the Water Resource group (0.7 FTE). The Engineering Capital Projects group focuses primarily on planning and implementing the City's Capital Facilities plan, approximately 25 percent of which relates to stormwater projects. The capital group's annual contribution to stormwater related activities totals 1.17 FTE. The survey group within the Engineering department uses approximately 0.27 FTE to support stormwater projects. The Public Works Administration Division supports the SSWM program with 0.84 FTE. Within Public Works stormwater related activities currently involve a total of **8.51 FTE** including the Public Works Director and not including the vacant position.

Additional SSWM Program services are provided by the Executive Department, Finance and Administrative Services (0.68 FTE), Planning and Community Development (PCD) (0.24 FTE), and the Information Technology Department (0.35 FTE). Appendix 2 shows the current staffing levels of the departments involved with SSWM Program activities and a description of the task that are performed in support of the program. A City-wide total of **9.8 FTE** support the

SSWM program. Staff full time equivalents (FTE) is based on 1,710 productive work hours in a given year.

Public Works Operations and Maintenance Division

The Surface and Stormwater Management Maintenance (SSWMM) work unit was formed as part of the Public Works Department Operations and Maintenance Division in May 2007. The work unit was created to improve the focus on the maintenance of the MS4 infrastructure in order to comply with Permit Special Condition S5.C.5 Municipal Operations and Maintenance requirements. The SSWMM work unit includes a field crew leader and three field technicians. The unit receives supervisory, administrative, and fleet maintenance support and is budgeted for 4.40 FTEs. SSWMM is responsible to operate and maintain stormwater facilities located throughout the 32 square miles of the City including:

- 17.9 miles of closed conveyance stormwater pipelines
- 1214 catch basins
- 849 cross culverts
- 13 water quality vaults
- 17 detention tanks
- 8 bioswales
- 42 detention/retention storm ponds
- Over 100 miles of roadway open conveyance ditches and drainage systems

SSWMM work activities involve roadways, traffic control, confined spaces, and equipment operations. Typical equipment used and activities performed by SSWMM include:

- Vector trucks to remove sediment from catch basins and vaults
- High velocity cleaners to remove sediment from stormwater pipes and culverts
- Backhoes to remove excess soils from stormwater ponds and ditches
- Street sweepers to remove polluted grit from roadways
- Loaders and dump trucks to load and haul sediment for disposal
- Video camera equipment to inspect culverts, pipelines, and outfalls
- Roadside mowers to control stormwater pond vegetation
- Fall protection gear and gas detectors to facilitate confined space entry

As per Permit Special Condition S5.C.5.a SSWMM work activities are conducted in accordance with the standards set forth in the *2012 Stormwater Management Manual for Western Washington*. These activities include ongoing, seasonal, and as-required tasks that are organized into an annual work plan intended to satisfy the maintenance requirements of the Permit. Each year the work plan evolves to improve efficiency and effectiveness and to incorporate new responsibilities and regulatory requirements. The annual SSWMM work plan summary is shown in Appendix 3.

➤ SSWM Work Activities

The annual SSWMM work activities and the distribution of labor spent on them in 2013 are summarized below. The work activities are described in the following sections and each section includes a reference to the related Permit requirement (Appendix 3).

- Management – 5%
- Administrative Support – 3%
- Fleet and Equipment Support – 5%
- Training and Meetings – 5%
- Street Sweeping – 11%
- Decant Facility Operations – 3%
- Spoils Hauling – 8%
- Culvert/Ditch Line M&R – 22%
- Catch Basin M&R – 7%
- Tank/Vault M&R – 2%
- Pond/Bioswale M&R – 17%
- Outfall M&R – 1%
- Storm Response/Recovery – 6%
- IDDE/Spill Response – 1%
- Construction Support – 4%

✓ Management and Administrative Support (Permit Special Condition S5.C.5.i)

Management activities include oversight of operational planning, scheduling, and reporting and coordination to insure work plan delivery, regulatory compliance, and budget management. In 2014 efforts continue to work toward maintaining the right balance between regulatory compliance, infrastructure needs, and budgeted resources. Administrative support activities include front desk general customer service and crew dispatch; work order, purchase order, invoice, and timesheet processing; records management and reporting.

✓ Fleet and Equipment Support

Recurring fleet and equipment support activities include maintenance and repair of SSWMM equipment including backhoes, loaders, dump trucks, vacuum trucks, mowers, and street sweepers. 2014 procurement activities include specification, bidding, procurement, and outfitting of one medium duty and one heavy duty truck designated for SSWMM use.

✓ Training, Meetings, and Certifications (Permit Special Condition S5.C.5.g)

Personnel assigned to the SSWMM work unit regularly attend a wide variety of citywide organizational training and meetings as well as closely related vocational training courses. All SSWMM personnel hold the following core licenses and certifications Certified Erosion and Sediment Control Lead, Commercial Driver License, Wastewater Collection Specialist, First Aid/CPR, and Traffic Control Flagger. In addition, all SSWMM personnel attend and document an average of four stormwater specific training sessions annually. This training addresses the importance of protecting water quality, the requirements of the Permit, operation and maintenance standards, inspection procedures, selecting appropriate BMPs, ways to perform job

activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns, including potential illicit discharges.

- Street Sweeping (Permit Special Condition S5.C.5.f)

Street sweeping activities are conducted to prevent pollutants from entering the storm drainage system and debris from blocking structures. Performed mainly in the urban areas street sweeping activities help to minimize catch basin maintenance by preventing debris from entering the structures. Ongoing street sweeping activities include regular downtown area sweeping, fall leaf removal sweeping, winter sand removal sweeping, and periodic construction track out control sweeping. On average over 320 cubic yards of material is removed from the storm drainage system annually through this ongoing activity.

- Stormwater Pollution Prevention Plan (Permit Special Condition S5.C.5.h)

In order to reduce or eliminate the release of pollutants from maintenance facilities to the storm drainage system and/or surface waters a Stormwater Pollution Prevention Plan (SWPPP) has been developed and implemented for the City's Public Works Facility and Stormwater Materials Management Decant Facility. The SSWMM unit is responsible for ongoing SWPPP activities including periodic facility monitoring, recurring records management, semiannual inspections, and annual catch basin cleaning.

- Decant Facility Operations (Permit General Condition G10)

Street waste and stormwater spoils generated during SSWMM activities are regulated as solid wastes and processed through the City of Bainbridge Island Stormwater Materials Management Decant Facility. The facility is operated in accordance with the *Decant Facility Operations Manual* and the annual Solid Waste Handling Permit issued by the Kitsap Public Health District. At the facility incoming spoils are separated into two waste profiles and dewatered. Waste Profile No. 23525CV includes ditching, potholes, shoulders, and slide spoils. Waste Profile No. includes stormwater catch basins, structures, and street sweeping spoils. Spoils are kept on site for a maximum of 90 days. After dewatering the spoils are transferred to Olympic View transfer station in Port Orchard.

Alternative spoils disposal methods are currently under review. Appendix 4 is an analysis of the potential use of Lovgreen Pit for this disposal. If successful this change could provide significant operations cost savings.

From 2006 through 2013 decanted water from SSWMM activities was treated by the onsite oil/water separator and sand filter, then tested, and released to the downstream bioswale and stormwater detention pond. In 2014, in order to eliminate decant water testing costs, the procedure was changed from treating the decanted water on site to transporting it to the sanitary sewer for disposal. This change is expected to save \$500 - \$2000 annually.

Ongoing work activities associated with the facility include spoils sampling and testing; spoils hauling and disposal; facility inspection and cleaning; records management and regulatory reporting. As shown in Table 1, on average, over 2500 tons of spoils are processed through the decant facility each year.

Table 1

City of Bainbridge Island Decant Facility 6-yr Spoils Summary

	Profile # 23525CV Commingled Class IV Street and Road Maintenance					Profile # 0715CU Street Sweeping and Storm Drain			
Year	Ditching	Potholing	Shoulders	Slides	Total Outgoing (Tons)	Storm water Incoming (cu yd)	Sweeping Incoming (cu yd)	Total Outgoing (Tons)	Combined Outgoing (Tons)
	Incoming (cu yd)	Incoming (cu yd)	Incoming (cu yd)	Incoming (cu yd)					
2007	558.1	5.5	910.0	241.0	156	66.5	399.0	551.8	2116.1
2008	1147.5	97.0	1747.5	8.0	331	695.0	421.0	1372.1	4688.1
2009	762.3	38.5	112.0	0.0	122	250.0	321.8	498.4	1728.2
2010	647.5	104.5	411.0	5.0	149	19.0	262.0	266.4	1764.9
2011	360.0	7.5	1272.0	88.0	229	22.0	258.0	330.5	2624.3
2012	133.0	112.0	1317.0	1.0	211	420.0	349.3	352.2	2464.0
2013	552.0	56.0	1804.0	0.0	253	57.0	237.0	204.1	2742.8
6-yr	594.3	60.1	1081.9	49.0	207	218.5	321.2	510.8	2589.8

Roadway Culvert and Ditch Line Maintenance (Permit Special Condition S5.C.5.f)

Roadway culvert and ditch line maintenance is performed to maintain and restore infrastructure capacity to convey stormwater flows. This activity is performed from January through April each year. This work covers 849 cross culverts, 1757 driveway culverts, and over 100 miles of roadway ditches and drainage systems throughout the island. The work is done on a 4-year cycle based on maintenance zones so that approximately 25% of the culverts, ditch lines, and drainage systems are maintained annually. Work activities include culvert pavement marking, high velocity culvert cleaning, and ditch line sediment removal.

During this work the infrastructure is first inspected and then maintenance and repair tasks are scheduled and completed in order of priority. Major work required beyond the time

allotted for culvert and ditch line maintenance is scheduled as a major maintenance or capital project.

- Catch Basin and Pipeline Maintenance (Permit Special Condition S5.C.5.d)

Catch basin and pipeline inspection and cleaning are performed to remove contaminated sediment that may pollute the waterways and reduce or block the conveyance system capacity. To satisfy the 2007 Permit a complete inspection and cleaning of the infrastructure covering 1214 catch basins and 17.9 miles of closed conveyance pipeline was performed between August 2007 and February 2008. To satisfy the 2013 Permit and smooth out the annual workload, the current schedule calls for 25% of the catch basins to be inspected and cleaned as required between April and May of each year. An additional annual inspection and cleaning of known catch basin trouble spots occurs in October.

- Water Quality Vault and Detention Tank Maintenance (Permit Special Condition S5.C.5.b)

Water quality vault and detention tank maintenance is performed to insure stormwater flow control and water quality treatment. This annual maintenance is performed in May and June on 13 water quality vaults and 17 detention tanks. Work activities include inspection and control structure cleaning. Major work activities such as detention tank sediment removal and vault reconstruction are scheduled as major maintenance or capital projects.

- Storm Pond and Bioswale Maintenance (Permit Special Condition S5.C.5.b)

Storm pond, bioswale maintenance is performed to insure stormwater flow control and water quality treatment. This annual maintenance is performed in June and July on 42 storm ponds and 8 bioswales. Regular work activities include routine inspection and maintenance with the emphasis on structure cleaning and vegetation control. Major work activities such as sediment removal, large scale vegetation removal, and grounds reconstruction are scheduled as major maintenance or capital projects.

- Major Maintenance and Repair Projects (Permit Special Condition S5.C.5.a.ii)

From August through November major maintenance and repair projects are completed. These are priority projects that are beyond the scope of regularly scheduled maintenance. These work activities focus on projects that can be completed by maintenance personnel in four days or less with a crew size of four or less. Priority projects beyond this level are moved for consideration as capital projects. Typical activities include culvert replacements, catch basin installation, pond sediment removal, structure repairs, and large scale roadway ditch line maintenance activities.

- Storm Preparation, Response, and Recovery (Permit Special Condition S5.C.5.c)

Storm preparation, response, and recovery operations are performed to insure the proper functioning of stormwater treatment and conveyance systems to protect infrastructure from damage during heavy rainfall events. These activities usually occur between November and March and are triggered when rainfall is expected to exceed 2 inches in 24 hours or has exceeded 1 inch per day for five consecutive days. Responsibilities include spot inspection of known

trouble areas including catch basins, culverts, detention tanks, water quality vaults, storm ponds, and slopes of concern.

Storm preparation activities include replenishing and staging sand bags and spot checks prior to major rainfall events. During major storm response events SSWMM personnel are augmented with staff from throughout the City and personnel are deployed throughout the City to inspect the stormwater infrastructure, clear blockages, and barricade flooded roadways as required.

Post storm recovery activities include correction and repair of infrastructure deficiencies noted during the storm event. All stormwater facilities are inspected following a major storm event. Major work required beyond the time allotted for storm recovery is scheduled as a major maintenance or capital project. As a result of the proactive approach taken toward storm preparation, response, and recovery, improved maintenance provided by SSWMM, and stepped up stormwater capital replacement program major rainfall events have become less destructive to the infrastructure and environment.

- Illicit Discharge Detection and Elimination (Permit General Condition G3 and Permit Condition S5.C.3.d)

Illicit Discharge Detection and Elimination (IDDE) and spill response work activities are performed to characterize, trace, contain, eliminate, and clean up spills and illicit discharges. The work may include spill response containment and clean up; sample collection and testing; pipeline video inspection, investigation, and repairs. This work is performed in coordination with City Water Resources, Kitsap Public Health District, and Washington State Department of Ecology personnel.

- Construction/Customer Support

Periodic construction/customer support activities are performed to provide support for customer, development, and capital projects. Activities include locating underground stormwater utilities, investigating drainage problems, utility video inspections, and general construction inspections.

- Landfill Monitoring

The Decant Facility is constructed on the site of the former Vincent Road landfill. This closed landfill requires annual dry weather and wet weather monitoring well and surface water testing. In 2014 in order to reduce professional service costs, landfill monitoring sample collection will be performed by SSWMM personnel. To facilitate this two Operations and Maintenance personnel are receiving 40-hour Hazwoper training. In addition to supporting this testing the training will improve IDDE and spill response capabilities. This change is expected to save \$1000 - \$2500 annually.

Public Works Water Resources Division

The Surface and Stormwater Management Water Resources Division work unit is part of the Public Works Department. The work unit was created to improve the focus on overall

management of the Stormwater Management Program (SWMP) and to ensure compliance with the conditions of the NPDES Permit. The Water Resources Division includes an Engineer 1, a Water Resource Specialist, and a part-time Intern. In addition, there is a Water Resources Technician position that has been vacant for several years. The unit receives supervisory, administrative, and financial support from the department and is budgeted for 1.78 FTEs plus the Intern.

The Water Quality and Flow Monitoring Program within the Water Resources Division accounts for 0.88 FTE. This program is discussed further in Chapter V of this report.

NPDES Permit Requirements:

- **Public Education and Outreach** (*reference Permit Condition S5.C.1*)

1.1 Bainbridge Island NPDES Compliance Staff Training Plan

A training plan outlines the necessary training and education for staff including review staff, planners, maintenance crews and inspectors. Internal training sessions are conducted by City Staff to share knowledge or provide updates to previous training sessions. Internal training sessions include short presentations at staff meetings, round table discussions, and scheduled sessions for individual departments. These are a cost effective way to meet most of the training requirements. Out-of-house training is utilized when in-house resources are unavailable or required training requires licensed or certified instructors.

The City provides additional stormwater training topics that are critical to the operation of the utility. (I.e. Hazwoper, Decant Operations). These are areas in which City Staff need to acquire additional knowledge or skills in order to implement the City's SSWM Program appropriately and protect water quality.

The *City of Bainbridge Island Staff Training Plan Checklist* incorporated in the training plan serves as a guide for implementing the overall training program. The checklist can be used as a tool to track training attendance to help ensure compliance with Permit requirements.

1.2 Educational Surveys

The City evaluated the public's understanding of water quality issues with a survey conducted by Elway Research in December 2008. The information obtained was used to evaluate community awareness and to focus earlier education efforts. A follow on survey was completed in 2011 by Cunningham Environmental Consulting to evaluate changes in behaviors since the prior survey. The 2011 survey is being used to select and focus current education needs.

1.3 IDDE Education and Outreach Program

The City conducts outreach activities to educate the public and business community on water quality protection in accordance with this plan. The City has identified target audiences and tailored education for identified groups. To date, the City has conducted outreach activities

aimed at educating local residents about illicit discharges, required storm pond maintenance, car washing, handling of dog waste and individual citizen impact on the natural environment. These programs have been successful and well received by the general public.

Outreach to the local business community, in the form of Business Technical Assistance, focuses on identifying and eliminating illicit connections and illegal discharges to the City's stormwater infrastructure. This outreach is also an important step in the City's overall Illicit Discharge Detection and Elimination (IDDE) Program.

1.4 Interlocal Agreements (ILA)

The City renewed a three year ILA with Kitsap County Public Works to join and take advantage of the education and outreach programs designed and implemented under the West Sound Stormwater Outreach Group (WSSOG). Joining this group effort allows the City to utilize County staff whose primary focus is on education and allows for a more comprehensive and cost effective outreach program

The city has an ILA with the Kitsap Conservation District (KCD). The KCD provides expertise to farmers, animal hobbyists, and other agricultural entities in BMPs for soil management, animal waste handling and storage, pasture management, and irrigation with the overreaching goal of helping to preserve water quality. This service provides an educational component, outreach component, and also supports the IDDE program. This program is discussed further in Chapter V of this report.

1.5 Mutt Mitt Program

The city partners with Kitsap County Public Works as a part of the WSSOG to promote and participate in a Mutt Mitt program. This program allows individuals, neighborhood groups and businesses to sponsor stations and maintain the dispensers for dog waste pick up bags for their properties or their neighborhood. The city provides the necessary start up materials and the sponsors operate and maintain them.

1.6 Miscellaneous Education

Education is also a large part of the City's website. Different information or issues are posted to inform the public of their impacts on water quality. Press releases are also posted for dissemination of information for subjects such as illicit discharges, IDDE activities, business visits and various other activities. Water Resources also uses a Listserv to transmit information to the community.

1.7 Volunteer Stewardship and Monitoring

Volunteers assist with the Water Quality and Flow Monitoring Program in monthly stream and stormwater effluent monitoring, annual stream macro invertebrate monitoring, and routine stream flow measurement.

The Bainbridge Island Watershed Council (all volunteer) conduct annual returning salmon counts in several Islands streams, conduct informal habitat assessment stream walks, and

successfully planted salmon in a local stream. The Watershed Council also conducts regular watershed activities such as staffing local educational festivals and hosting annual events such as “Bike Your Watershed” and “Walk Your Watershed.”

In 2013, the City kicked off a multi-agency/community partnership to address nutrient and bacteria loading in the Murden Cove Watershed Nutrient and Bacteria Reduction Project. Much of the community partnership is volunteer-based such as the Bainbridge Island Watershed Council and the Sakai Intermediate School.

- **Public Involvement and Participation (*reference Permit Condition S5.C.2*)**

The city provides opportunities for the public to become involved in the Water Resources Program or to assist the City in protecting water quality. The Annual Report and the SWMP documents, along with supporting attachments are posted each year to the City’s website. Comments on the program or its activities are solicited annually. The City’s website and press releases provide an avenue to reach out to the citizens and to become involved in program elements. These include public hearings, Council meetings/presentations, Water Resources Open House, and volunteer opportunities.

- **IDDE Program (*reference Permit Condition S5.C.3*)**

The City Illicit Discharge Detection and Elimination (IDDE) Program Manual comprehensively addresses the procedures implemented by the city to meet the conditions of S5.C.3 of the Phase II Permit. The manual is intended to assist City Staff in implementing the IDDE program. It is used as a guidance document for staff in their day-to-day activities related to IDDE. The document is also used as a training tool to ensure that all staff are following the same procedures in responding to illicit discharge concerns.

- **Water Quality and Flow Monitoring Program (*reference Permit Condition S8*)**

The City has opted-in to the Regional Stormwater Management Program (RSMP) monitoring program as described in the permit. The City will be charged \$5,709 per year for RSMP small streams and marine nearshore status and trends monitoring in Puget Sound, **\$9,512** per year for Effectiveness monitoring, and **\$882** per year for Source identification and diagnostic monitoring.

The City Water Quality and Flow Monitoring Program (WQFMP) - independently from the RSMP - measures status and trends, water quality and flow monitoring to support implementation of permit requirements and to assist in directing and informing on pollutant source identification efforts outlined in the IDDE program. The existing monitoring program can also be used as a portion of the required field screening in the new permit. Other features of the program include:

- Identifies water quality and water flow problems in freshwater and marine nearshore environments.
- Characterize the water quality (chemical, physical, and biological) conditions in Bainbridge Island streams, lakes, wetlands, and nearshore areas.

- Identifies short-term changes or long-term trends in water quality conditions.
- Utilizes the trend data to inform changes in the SWMP's Best Management Practices.
- Collects water quality data related to surface and stormwater regulatory requirements (e.g. NPDES Phase II).
- Determines if water quality program goals are being met and whether streams and nearshores on and around the Island meet State standards.
- Determines if water quality program goals are being met and whether streams and nearshores on and around the Island meet State standards.
- Provides opportunities for public outreach and water quality data to support public education program.
- Supports reporting of water quality conditions to the general public, including shellfish harvest restrictions, recreational beach closures, and drinking water advisories.

The WQFMP Program accomplishes the above by:

- Continuous, monthly, long-term water quality status and trends monitoring in 15 streams and 1 stormwater discharge.
- Continuous flow and rainfall gauging on 3 streams and 1 stormwater discharge.
- Collecting freshwater macroinvertebrates from 2 local streams to assess biological diversity and watershed health.
- Sampling 7 streams, 7 nearshore marine areas, and 1 stormwater discharge over the course of targeted qualifying storm events. This sampling captures stormwater runoff impacts in all of the Island's larger streams and more critical nearshore areas, particularly those most critical for fish and shellfish habitat.
- Managing 9 separate data streams - logging status, verifying quality, entering into spreadsheets, uploading to databases, and conducting assessments of over 1,400,000 pieces of data per year. (5-year sediment and targeted storm event monitoring add an additional 2,300 pieces of data).
- Continuous coordination of a multi-agency and community volunteer project to address nutrient and bacteria pollution in the Murden Cove Watershed Nutrient and Bacteria Reduction Project, leveraging over \$280,000 outside agency dollars.
- Engaging the public through over 200 volunteer hours per year. Volunteers assist in water quality and freshwater macroinvertebrate sampling; collection of stream flow measurements; and measurement of in-situ stream physiochemistry.

- **Reporting (*reference Permit Condition S9*)**

No later than March 31 of each year, the City must submit an annual report.

Each annual report must include the following:

1. A copy of the Permittee's current SWMP Plan.
2. Submittal of the annual report form describing the status of implementation of the requirements of the permit during the reporting period.
3. Attachments to the annual report form including summaries, descriptions, reports, and other information as required, or as applicable, to meet the requirements of the permit during the reporting period.
4. A notification of any annexations, incorporations or jurisdictional boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period.

- **2014 Planned and Continuing Activities**

The following are activities planned as a part of the Stormwater Management Program, as well as, continuing activities developed during earlier years of the Permit that are continuing to be refined and implemented.

- Conduct Business Technical Assistance Visits as an outreach activity to educate the business community on water quality protection. Outreach to the local business community will focus on identifying and eliminating illicit connections and illegal discharges to the City's stormwater infrastructure. In order to take advantage of current capacity, Business TAs will include a complete inspection of the site's storm water facilities.
- The City will continue with their involvement and take advantage of the education and outreach program services outlined in the current Inter Local Agreement with Kitsap County Public Works West Sound Stormwater Outreach Group (WSSOG).
- Continue coordination and maintain the cooperative effort with the Kitsap Conservation District (KCD) that provides expertise to farmers, animal hobbyists, and other agricultural entities in BMPs for soil management, animal waste handling and storage, pasture management, and irrigation with the overarching goal of helping preserve water quality.
- City will continue its partnership with Kitsap County Public Works to promote and participate in the Mutt Mitt program.
- Continue to utilize the city website and listserv as an educational component and disseminate information on subjects such as IDDE activities, business visits, permit reissuance, TMDL status and various work group activities.

- Continue utilization of the City's website and press releases to provide an avenue to reach out to the citizens to become involved in program elements.
- Provide additional update and outlying area mapping of the MS4.
- Continue documentation and investigations of illicit discharges and pollutant sources.
- Update standard procedures for inspection and data inputs to the tracking databases.
- Improve the reporting of water quality incidents through the reporting hotline/phone number.
- Continue with Business Technical Assistance Visits with the inclusion of inspection of storm water facilities and utilize the Business BMP Manual for education on recommended Best Management Practices to prevent or eliminate illicit discharges caused from poor housekeeping or business practices.
- Review and inspect development redevelopment and construction sites in accordance with the City's Stormwater Permit and Department of Ecology's Stormwater Management Manual for Western Washington.
- Insure that all constructed private facilities record a Declaration of Covenant to assure the facilities are operated and maintained appropriately in perpetuity.
- Continue inspection of permitted water quality and flow control facilities.
- Create an acceptance process for conveying newly constructed dedicated stormwater facilities to Public Works, Operations and Maintenance for long term maintenance.
- Operate road maintenance activities with the goal of protecting water quality by using established Best Management Practices.
- Conduct biannual inspection at the Public Works Facility and Decant Facility in accordance with the Stormwater Pollution Prevention Plan (SWPPP). Refine or reestablish necessary goals and objectives for protecting water quality and Best Management Practices.
- Gather information for use in developing pollution prevention measures or water quality treatment best management practices (BMPs).
- Determine the effectiveness of pollution prevention measures and water quality treatment BMP.
- Respond to and/or provide support for emergency situations such as oil spills, chemical leaks, sewage spills, and flooding events.

- Assist Kitsap County Public Health in conducting surveys of the shorelines on the island to allow the further evaluation of water quality and for protection of beneficial uses.
- Pursue the identification and elimination of bacterial discharges to water bodies and the subsequent re-opening of closed shellfish harvesting areas.

SSWM Program Gap Analysis

Appendix 5 is an updated Water Resource Division Work Plan and Permit Gap Analysis that shows future permit requirements and other work plan elements, as well as an estimate of staff resources required to ensure program compliance. For each program element, the required staff time required was estimated along with the mandate and funding source.

Overall, the work plan gap analysis justifies the hiring of the vacant Water Resource Technician position to bring the long-term SSWM Program staffing to 2.78 FTE in the Water Resources Division. Staff added will be focused primarily on the field work required to support compliance with NPDES Permit requirements, as well as Water Quality and Groundwater Monitoring support. Without the recommended technician for field support, the City will risk non-compliance with permit requirements during the current permit term (2013-2018).

V. MANDATORY VERSUS DISCRETIONARY PROGRAMS

The City's stormwater management program must meet a variety of federal and state laws. In addition, the City's policies and programs have been developed over the years since the establishment of the utility in accordance with goals established by the City Comprehensive Plan. As part of the review of the SSWM program, an analysis was performed to identify what programs are mandatory and discretionary. The analysis consisted of two parts:

- Assess progress made by the SSWM Program in implementing the recommendations contained in the 2006 Otak, Inc. report titled Surface and Stormwater Management Program Analysis, and
- Explain which program elements are mandated by State and Federal laws or rules, and which are discretionary.

Mandatory Program

NPDES Phase II Stormwater Program

Congress changed the Clean Water Act to regulate stormwater in 1987. Under these revisions, NPDES (National Pollutant Discharge Elimination System) permits are required for municipal stormwater discharges to surface waters. The Environmental Protection Agency (EPA) developed rules to implement the new stormwater requirements in two phases:

- Phase I - In 1990, EPA issued NPDES Phase I rules for cities and counties with populations greater than 100,000. In Washington, the Phase I requirements apply to Snohomish, King, Pierce and Clark counties, as well as the cities of Seattle and Tacoma, and WSDOT facilities within those jurisdictions, and
- Phase II - In 1997, the EPA issued NPDES Phase II rules regulating municipally-owned separate storm sewer systems within census-defined urban areas. Washington DOE issued the first Western Washington NPDES Phase II permit in 2007 and issued a new permit in 2013. The City is covered by the Phase II requirements.

Both Phase I and Phase II rules require publicly-owned stormwater systems located within census-defined urbanized areas to obtain NPDES permits for their stormwater discharges. The EPA rules also require operators of municipal separate storm sewer systems (MS4s) to develop and implement a Stormwater Management Program (SWMP) that:

- Reduces the discharge of pollutants to the "maximum extent practicable",
- Protects water quality, and
- Satisfies appropriate requirements of the Clean Water Act.

City of Bainbridge Island Stormwater Management Program

As required by the NPDES permit, the City is required to prepare an annual report on the activities of the Stormwater Management Program (SWMP). This program document summarizes the developing program's progress on meeting the required components of the Phase

II NPDES permit (sometimes referred to as the Municipal Stormwater Discharge Permit). The ordinances, guidance manuals and stormwater BMPs (Best Management Practices) contained and referred to in this program document are intended to direct City staff in permit compliance, as well as, provide technical assistance to the City's business community and general citizenry.

The following eight measures are identified by the permit as minimum requirements for the SWMP:

- Public education and outreach
- Public participation/involvement
- Illicit discharge detection and elimination
- Controlling Runoff from New Development, Redevelopment, and Construction Sites
- Pollution Prevention and Operation and Maintenance for Municipal Operations
- Program Implementation
- Total Maximum Daily Load Allocations
- Monitoring

The SWMP must include the components and minimum performance measures listed in the permit. To the extent allowable under state or federal law, all components are mandatory for city, town or county Permittees covered under the permit. As detailed in the most recent SWMP report, the city is in compliance with the minimum performance measures required.

The Permit is a dynamic document that requires increasing minimum performance measures throughout the permit period, therefore the city has continued to maintain and update the Work Plan requirements first developed under the Otak study. Appendix 5 is the latest update to the Gap Analysis as the result of Work Plan analysis prepared by city staff.

Discretionary Programs

Monitoring -Water Quality and Flow Monitoring Program

The 2004 City Comprehensive Plan is guided by Five Overriding Principles one of which is to "protect the water resources of the island". One of the fifteen Goals of the plan is to "protect the water resources of the Island, which are of primary importance to its residents." The Water Resource Element of the plan states that "a key component of the water resource protection strategy contained in the Element is establishment of an adequate monitoring system." As a result of the priorities established in the plan, the City successfully pursued a Department of Ecology Centennial Clean Water Fund Grant to establish a Water Quality and Flow Monitoring Program (WQFMP).

The City's Water Quality and Flow Monitoring Program helps implement permit monitoring requirements and directs and informs pollutant source identification efforts outlined in the IDDE program. The reissuance of the NPDES Phase II permit included the option for jurisdictions to opt-in to a Regional Stormwater Management Program (RSMP) in order to comply with the permit monitoring requirements. The city has decided to opt-in to this program, so the minimum permit monitoring requirements will be met by that program.

The primary goal of the WQFMP is to develop and implement a long term comprehensive monitoring program that will identify water quality and water flow problems in freshwater and marine nearshore environments. The WQFMP also defines thresholds for initiation of management responses in support of the City's efforts to protect and restore beneficial uses associated with water quality on Bainbridge Island.

The WQFMP was developed and piloted through a 2008 Centennial Clean Water Fund grant and is a WA Department of Ecology-approved program that consists of three components: a site evaluation report (SER), a sampling and analysis plan (SAP), and a Quality Assurance Project Plan (QAPP). Collectively, its components are designed to meet the following objectives:

- Characterize the water quality (chemical, physical, and biological) conditions in Bainbridge Island streams, lakes, wetlands, and nearshore areas, and stormwater effluent.
- Identify short-term changes or long-term trends in water quality conditions.
- Collect water quality data related to surface and stormwater regulatory requirements (e.g. NPDES Phase II).
- Gather information for use in developing pollution prevention measures or water quality treatment best management practices (BMPs).
- Determine if water quality program goals are being met and whether streams and nearshores on and around the Island meet State standards.
- Provide opportunities for public outreach and water quality data to support public education program.
- Support reporting of water quality conditions to the general public, including shellfish harvest restrictions, recreational beach closures, and drinking water advisories.
- Determine the effectiveness of pollution prevention measures and water quality treatment BMP.
- Respond to emergency situations such as oil spills, chemical leaks, sewage spills, and flooding events.
- Support field screening of the MS4 as required by the NPDES Permit
- Monthly status and trends monitoring, annual macro invertebrate monitoring, and continuous flow monitoring fulfill field screening requirements.

Although a discretionary program, the program supports and enhances the City's ability to comply with the requirements of the NPDES permit. Appendix 6 shows the WQFMP activities and how they support permit requirements.

Appendix 7 shows the detailed breakdown of Public Works expenditures and staffing that have been incurred to operate this program since 2005. The Public Works budgeted program costs for the 2015-2016 biennial budget are:

Item	2015	2016
Labor	\$75,979	\$75,979
Benefits	\$31,911	\$31,911
Professional Services	\$57,000	\$37,000
Other Costs	\$5,000	\$5,000
Total Costs	\$169,890	\$149,890
Note: Table revised March 2015		

Kitsap Conservation District Farm Assistance

The City currently has over 1400 acres of agricultural lands. Many of these farms are required to establish and implement farms plans in accordance with provisions in the City's Municipal Code. The City and the Kitsap Conservation District (the District) share a common goal to promote Best Management Practices to protect water quality, provide education to landowners on agricultural impacts and support the use of Low Impact Development practices. Well-designed conservation practices increase farm productivity while protecting water quality and reducing soil erosion. The District has the expertise and experience to provide Farm Plans to meet the requirements of Bainbridge Island Municipal Code Section 18.09.030 and provide assistance on land management activities and their impacts on natural resources. In providing these services, the District assists with compliance of the City's Municipal Permit, including assistance with the Illicit Discharge Detection Elimination Program and education/outreach.

The City and the District entered into an agreement in 2009 (Appendix 8) and continue to work collaboratively in providing information and services to property owners. The scope of work of the agreement requires the District to partner with the City to develop and accomplish the following tasks:

Task 1—Respond to referrals

- Objective: Respond to and address water quality and fish and wildlife related referrals from the City and Kitsap Health District (KHD).

• Task 2—Education and outreach

- Objective: Promote public knowledge of local natural resources and fish habitat issues. Maintain a Conservation District agricultural and natural resource educational program.
- Task 3—Develop resource management plans (farm plan)
 - Objective: Protect surface water bodies from potential sources of contamination caused by agricultural-related land use. Provide technical services to landowners. Promote cooperative solutions. Facilitate federal, state and local incentive programs.
- Task 4—BMP Design
 - Objective: Provide agronomic and engineering design services that support natural resource protection in City watersheds. Provide designs for Best Management Practices (BMPs) that meet USDA Natural Resources Conservation Service standards and specifications. Develop alternative cost-effective BMPs that are suitable for a specific site's needs and landowner's financial needs. Provide landowners with rain garden designs.
- Task 5—BMP installation
 - Objective: Improve water quality and fish and wildlife habitat in Bainbridge Island watersheds by facilitating and assisting with the implementation of BMPs. Provide technical services to cooperators for implementation of farm management practices and habitat enhancement efforts. Offer contracted and/or volunteer labor forces for installation of BMPs. Coordinate joint installation. Provide technical support for rain garden installation.
- Task 6—BMP inspection and maintenance
 - Objective: Determine the operational effectiveness of BMPs on water quality and habitat within the City. Monitor the operation and maintenance of installed BMPs. Demonstrate BMPs.
- Task 7—Inventory
 - Objective: Address non-point pollution caused by inadequate agricultural management practices. Identify, prioritize and map agriculturally related property within the City.
- Task 8—Administration and reporting
 - Objective: To provide project management, including communication, submitting billing invoices, and submitting annual and progress reports.

The value of the annual contract with the KHD has been approximately \$40,000, and an annual analysis of program tasks by city staff has determined that approximately 75% of the

activities under the program tasks support water quality benefits. Therefore in past years, the SSWM utility has paid approximately 75% of the KHD billing under this agreement.

Methodology for Street and Road Charges

Appendix 9 gives a complete history of the City Council decision process regarding assessment of stormwater fees for the City and State-owned streets and highway network on the island. Current City Code exempts city streets and roads, as well as State highways and privately-owned roads from the fees.

The primary rationale for not charging City streets is that they are a part of the MS4 and have contributed significant capital improvements to the MS4 over the years. Past City capital project programming policy has been that for streets projects (motorized and non-motorized), if there was a stormwater component required in conjunction with the improvements, then the SSWM Utility would fund these parts of the projects.

In order to maintain consistency with the fee policy, it might be more consistent to require stormwater components of streets projects to be funded by streets funding sources rather than SSWM Utility. In this way, streets projects would continue to contribute capital to stormwater improvements and therefore maintain consistency with the policy. The SSWM utility would continue to fund capital projects that are not part of a street improvement project.

Street Sweeping and Road Maintenance Spoils

City charging practices for roads-related maintenance and spoils disposal has evolved and changed over the years and may warrant some level of review and adjustment to achieve the desired consistency with City Council direction on street and road SSWM fees. The following table shows the standing work order charging practice for Public Works O&M labor:

Spoils Related Work Order Charges

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

The data in the table indicate that the SSWM utility pays for 100% of City labor for spoils hauling and ditching, as well as 80% for street sweeping. The General Fund pays for the labor for shoulder maintenance and bike lane sweeping, as well as 20% for street sweeping. The labor charging practices are a subjective decision by the City that could be adjusted. The justification has been given that street sweeping aids in the maintenance of the stormwater collection system, as well, so can appropriately be charged to the SSWM utility. The decision could just as easily be made that the costs should be charged to Streets, particularly in light of the decision not to assess Streets any SSWM fees.

The disposal costs for all of the spoils generated from the above activities is currently charged 100% to the SSWM Utility, as well as all the labor and other costs associated with operating the decant facility where the spoils are dewatered prior to shipping for disposal. A more consistent practice would be to appropriately charge spoils disposal costs to match the labor activities that generated the spoils.

The below table shows the expense history for the various sources of waste:

CITY OF BAINBRIDGE ISLAND SSWMM DECANT FACILITY 7-YEAR ANNUAL SPOILS SUMMARY

Note: Incoming spoils are shown in estimated cubic yards, outgoing spoils are shown in actual tonnage. Costs shown are based on 2014 tipping fees.

Profile # 23525CV Commingled Class IV Street and Road Maintenance								Profile # 0715CU Commingled Street Sweeping and Storm Drainage Debris					
Year	Ditching	Potholing	Shoulders	Slides	Total Incoming (cu yd)	Total Outgoing (tons)	Costs based on 2014 fee of \$4124 / ton	Storm water	Street Sweeping	Total Incoming (cu yd)	Total Outgoing (tons)	Costs based on 2014 fee of \$3487 / ton	Total Combined Spoils Costs
	Incoming	Incoming	Incoming	Incoming				Incoming	Incoming				
2007	558.1	5.5	910.0	241.0	1714.6	1564.3	\$ 64,511	66.5	399.0	465.5	551.8	\$ 19,242	\$ 83,753
2008	1147.5	97.0	1747.5	8.0	3000.0	3316.0	\$ 136,751	695.0	421.0	1116.0	1372.1	\$ 47,845	\$ 184,597
2009	762.3	38.5	112.0	0.0	912.8	1229.8	\$ 50,718	250.0	321.8	571.8	498.4	\$ 17,379	\$ 68,096
2010	647.5	104.5	411.0	5.0	1168.0	1498.5	\$ 61,799	19.0	262.0	281.0	266.4	\$ 9,289	\$ 71,087
2011	360.0	7.5	1272.0	88.0	1727.5	2293.8	\$ 94,595	22.0	258.0	280.0	330.5	\$ 11,524	\$ 106,119
2012	133.0	112.0	1317.0	1.0	1563.0	2111.8	\$ 87,092	420.0	349.3	769.3	352.2	\$ 12,281	\$ 99,373
2013	552.0	56.0	1804.0	0.0	2412.0	2538.8	\$ 104,698	57.0	237.0	294.0	204.1	\$ 7,116	\$ 111,814

7-yr Ave	594.3	60.1	1081.9	49.0	1785.4	2079.0	\$ 85,738	218.5	321.1	539.6	510.8	\$ 17,811	\$ 103,548
	26%	3%	47%	2%				9%	14%				

If charging practices for spoils disposal were adjusted to match labor charging practices, the average savings to the SSWM Utility would have been:

	Profile # 23525CV Commingled Class IV Street and Road Maintenance							Profile # 0715CU Commingled Street Sweeping and Storm Drainage Debris					
Year	Ditching	Potholing	Shoulders	Slides	Total Incoming (cu yd)	Total Outgoing (tons)	Costs based on 2014 fee of \$4124 / ton	Storm water	Street Sweeping	Total Incoming (cu yd)	Total Outgoing (tons)	Costs based on 2014 fee of \$34.87 / ton	Total Combined Spoils Costs
	Incoming	Incoming	Incoming	Incoming				Incoming	Incoming				
7-yr Ave	594.3	60.1	1081.9	49.0	1785.4	2079.0	\$ 85,738	218.5	321.1	539.6	510.8	\$ 17,811	\$ 103,548
	26%	3%	47%	2%				9%	14%				
Potential SSWM Savings	0	60.1	1081.9	49.0	1191.1	1386.9	\$ 57,197	0	64.2	64.2	60.8	\$ 2,120	\$ 59,316
							Costs based on Ave. of \$25.07 / ton					Costs based on Ave. of \$25.27 / ton	
Total Hauling Costs						2079.0	\$ 52,121				510.8	\$ 12,907	\$ 65,028
Potential SSWM Savings						1386.9	\$ 34,770				60.8	\$ 1,536	\$ 36,307
Total Potential SSWM Savings													\$ 95,623

Since the original distribution of this analysis, the City has moved forward with opening the City-owned Lovgreen property for disposal of Comingled Class IV Street and Road Maintenance Waste. The SSWM Utility will save an estimated **\$85,738** per year in disposal fees utilizing the 7-year average of spoils generated.

If charging practices for spoils hauling and disposal for Comingled Street Sweeping and Storm Drainage Debris were adjusted to distribute costs to Streets in accordance with labor charging practices, as discussed earlier, additional savings would be realized by the SSWM Utility. Estimated Savings to the SSWM Program would be **\$3,656** per year.

Below is a breakdown all spoils generated by the City:

Year	Ditching	Potholing	Shoulders	Slides	Total Incoming (cu ft)	Storm water	Street Sweeping	Total Incoming (cu ft)
	Incoming	Incoming	Incoming	Incoming		Incoming	Incoming	
2007	26%	0%	42%	11%	79%	3%	18%	21%
2008	28%	2%	42%	0%	73%	17%	10%	27%
2009	51%	3%	8%	0%	61%	17%	22%	39%
2010	45%	7%	28%	0%	81%	1%	18%	19%
2011	18%	0%	63%	4%	86%	1%	13%	14%
2012	6%	5%	56%	0%	67%	18%	15%	33%
2013	20%	2%	67%	0%	89%	2%	9%	11%
6-yr Ave	28%	3%	44%	2%	77%	8%	15%	23%

It is recommended that these discretionary programs be presented in detail and studied by the Utilities Advisory Committee (UAC), so the committee may formulate a recommendation to the City Council on maintaining, expanding, or reducing the scope of the programs, as well as a recommendation on the appropriate source of city funding.

Legal Analysis of the SSWM Discretionary Programs (Updated April 2015)

At the request of the UAC, the City Attorney was asked to give an opinion on the legality of charging the costs of programs considered discretionary to the SSWM Utility. The opinion memo was added to this review report as Appendix 15.

VI. SSWM Infrastructure Condition

Background:

Starting in January of 2011 the Public Works Department undertook a new initiative to create an annual report to document:

- Summary of inspections and investigations performed on SSWM infrastructure.
- Prioritize SSWM infrastructure projects each year.

This information is recorded each year in the Annual Stormwater Needs Assessment report which is finalized following the winter storm season each year by the end of the Second Quarter of the year.

Investigations by Public Works Staff:

New information is gathered each year regarding drainage problems and condition deficiencies of the storm drainage system serving the City's roadway network. Public Works Operations and Maintenance staff routinely perform the following work:

- Log communications with citizens in the MUNIS work order system
- Monitor known drainage problems with potential safety or property impacts when precipitation thresholds are met.
- Inspect all culverts on a 4- year cycle and annually at deficient culverts.
- Inspect City owned and operated detention ponds and structures

The following reference information was utilized to prepare this memorandum:

- 2014 Culvert Inspection Report by O&M (Appendix 10)
- MUNIS Work Order query by sector of reported drainage problems.

Engineering staff updates the SSWM Program Project List (Appendix 11), documents observations, and updates this report each year.

As of the drafting of this report the City had not experienced a major storm event that resulted in significant damage in the winter of 2013/ 2014. The following investigations were performed that are not associated with a major storm event:

Island-wide deep culvert field observations

The city has several culverts in deep fill sections. Many of these culverts were installed in the 1960's and 1970's. Culverts of this era were typically constructed with concrete pipe or corrugated metal pipe. The City has experienced separation failures of concrete pipe and failures due to bottoms of corrugated metal pipe rusting out. In 2007 the City sustained a catastrophic failure of a corrugated metal culvert resulting in embankment failures closing the roadway. In 2011 a metal culvert failure at Sunrise Drive resulted in a culvert and embankment repair project. These culverts are inspected by O&M every four years and more frequently due to defects or other factors as needed. These inspections are limited to what can be reviewed at the inlet and outfall of the culverts. This year public works identified and conducted field investigations for

the purpose of developing a project to provide for more in depth inspections and repair recommendations where needed.

Crystal Springs Slide Downstream Improvements

During the 2008 Storm event, Crystal Springs Road failed resulting in closure for 3 weeks. Road and drainage repairs were completed in three weeks. The drainage system was improved to include a settling basin located on private property that connected into a private system. During recent storm events (2" in 24 Hrs.) the downstream drainage system has become overwhelmed causing damage to the residents landscaping. The two affected property owners feel the City has an obligation to improve the system or make other improvements to protect their property and existing water features.

Staff was asked to evaluate the existing downstream system, make recommendations for improvements and do a cost analysis. The downstream improvements would tie in the existing city maintained system to a new outfall while keeping the existing landscape water features intact.

Area residences were informed of what would be involved and easements granted to the city to move forward with the project. Conceptual design discussed but nothing formal at this time.

Ravenswood / Timberbrook

Staff was asked to review drainage system for platted properties "Ravenswood" and "Timberbrook". A downstream property owner of the developments on Spring Ridge Road NE has experienced stormwater issues in the past and was concerned about the potential for future problems due to development.

Staff researched the drainage systems for subject plats and also made site visits. It was determined the systems that were installed met the standards of the time (2001) and appear to be functioning well. The systems are maintained by City O&M staff.

2039 Viewcrest Place NE

Staff received a call from the property owner that water from a micro-burst storm event was pouring down their driveway from Viewcrest Place NE. Staff assembled available historical information, maps and met with the owner.

As a result of the investigation and meeting it appeared that water from the streets above was not getting into the system, and maintenance of the roadside ditch system was in order. O&M had recently completed upstream maintenance. Engineering Staff met with O&M, explained the situation, and recommended further improvements. It was recommended that a new catch basin and associated drain pipe be installed to connect to the existing system.

Staff delivered a dozen sand bags at the owner's request. Staff advised the homeowner of precautionary measures they could take to avoid future problems such as maintaining their drainage system or making their own improvements to ensure their property, in a low area below the roadway, was protected.

202 Knetchel Way NE

Area property owners and Council requested improvements to the road and drainage system in this area.

Staff conducted research of the local developments, interviewed knowledgeable staff members, reviewed land use conditions, conducted site visits and researched historical mapping. It appeared that the storm-water pond and structures had not been maintained. The property frontage as it exists today lacks sidewalk and curb and gutter improvements. The unimproved area was observed to not adequately drain.

Staff provided a comprehensive report to the Director of Public Works to submit Council.

Rockaway Beach @ 4452, Sink Hole

The City was contacted by the property owner, Mr. Richard Thomas that a sink hole was developing in his driveway. O&M crew were dispatched to the address and determined that the cause of the sink hole was a broken storm line, outside of the City's right-of-way, that crosses Mr. Thomas's driveway.

Mr. Thomas was insistent the City was responsible for the pipe and thus repairing the damage to his driveway. Staff was requested to investigate the situation and provide recommendation to the Public Works Director.

Background: The inlet of the pipe originates at the bottom of the westerly fill section. Flow travels east beneath Rockaway Beach Drive, then enters a 12" private system that bends in a dog-leg fashion in a northerly direction beneath the Thomas driveway then bends east, following the east west property line, then discharging thru a bulkhead into Puget Sound.

Staff members had contracted work upstream of the pipe within the right of way in approximately 2001. The concrete cross culvert beneath the roadway was crushed not far down from the inlet. A contractor opened the roadway and removed the damaged pipe.

Mr. Thomas alleged that the work upstream and uphill development have caused additional water to be directed into the system, therefore the City was responsible.

Staff prepared a white paper, which in part makes the following observations:

- Water from upstream development is collected, treated and discharged from a Single Family residence that was recently built with improvements consistent with current standards.
- The repair work performed by the City did not add capacity to the system.
- The drainage system on private property was constructed when the property was developed. The roadway was improved and the roadway culvert installed prior to the construction of the residence.
- The construction of the private system was substandard in that the transitions of pipe in size, material or direction should be done thru a catch basin.

Conclusion: the drainage system on the Thomas property is private and the responsibility of the homeowner to operate and maintain.

11665 Sunset Ave. NE

Mr. Jason Anderson contemplated improvements within the right of way to close in a ditch system fronting his property.

Staff made a site visit, meeting the property owner and discussed the project. Staff returned to the office, developed a brief report and letter to Mr. Anderson advised him of right of way permit requirements and the need to have his project designed by a Professional Engineer.

6639 NE Bayview Blvd

Operations and Maintenance asked for assistance with a drainage problem at the above address. It was reported that during period's prolonged rains, the system is overwhelmed and adjacent properties are affected.

Staff met with O&M staff to review the situation, researched available mapping, historical development in the area and made a written recommendation to O&M staff for interim and possible long term remedy of the situation.

Hidden Cove / 13807 Silven Ave NE, Depue-Zapt Property Drainage

Recent rain events and major storms in the past have caused damage to a residence at the above address. Engineering Staff was requested to evaluate the regional drainage facilities and possibility of redirecting a basin to discharge at another location.

Engineering Staff had visited this site shortly after the 2008 storm. At that time, staff recommended that O&M maintain the ditch and cross culvert system, upstream of the private conveyance and outfall system. Staff also reviewed the downstream drainage system that is operated and maintained by the adjacent property owner. Staff advised owner/operator of that system that if the system was to be brought up to current standards, the city would take over responsibility of operation and maintenance of the entire system. The homeowner declined.

At this request, Staff conducted a basin analysis that concluded that redirecting flows was not feasible due topographic limitations and associated high cost. The Depue-Zapt property has been affected by flooding and high ground water due to poor maintenance of the private system that accepts water from a contributing basin and right-of-way. Staff presented a report and recommendation to the property owner in letter form.

Drainage, Rose Ave NE/ Fir Street – Longview Builders

Engineering Staff was requested to meet with O&M Staff and Longview Builders concerning installation of a pipe system in the right of way.

Staff reviewed the subdivision and engineered plans for the project. Staff concluded after reviewing the plans that installation of the drainage improvements was the responsibility of the developer/builder.

4292 Rockaway Beach

A very small landside occurred on March 5, 2014. Engineering Staff observed the slide and O&M Staff shut off water to the fire hydrant that was partially buried by the slide. A work

request was submitted for removing the slide later this summer once the embankment had sufficient time to dry out. This area was later observed on March 27th by Aspect Engineering. Refer to the Aspect Report dated March 28th, 2014.

4672 Rockaway Beach

A landslide occurred on or before March 21, 2014 on the embankment above the roadway on private property. The embankment at this location is over 50 feet from the improved roadway. Due to the concern of the stability of the embankment and stability of trees below the slide the City tasked it's on-call geotechnical consultant to observe the embankments and the trees below the slide. Refer to the Aspect Report dated March 28th, 2014. Trees had been cut higher up on the embankment without a permit and the City's code enforcement is working with the Property owner to restore vegetation and address potential danger trees. The City removed one danger tree closest to the right-of-way.

5300 Rockaway Beach

The drain pipe below the culvert has been blocked resulting in overflow onto the property during storm events at this address. Engineering Staff has been working with the neighboring property owners to try and resolve this problem for several years. Operations and Maintenance Crews were tasked with attempting to locate the blockage from the outfall side of the drainpipe. A Engineering Staff member noticed that there had been some scarfing high up on the steep embankment above the roadway and sandy seeps at the toe of the embankment. Due to concern that there may be an increased potential for a surface slide on March 26th, the City implemented a 3-ton weight restriction and local access only on Rockaway and tasked the City's on-call geotechnical consultant with observing the embankments above Rockaway Beach Road and evaluating areas of concern. Refer to the Aspect Report dated March 28th, 2014.

VII. SSWM Capital Needs Assessment

The intent of this section of the report is to maintain a list of stormwater system deficiencies and prioritize projects to address them. Refer to the attached 2014 Stormwater Program Project List. (Appendix 11)

Proposed Projects for the 2014 Annual Culvert Replacement Program

The following projects have been identified as top priorities for the 2014 Annual Culvert Replacement Program:

Blakely Falls Creek Culvert at Halls Hill –The City has taken several steps to improve stormwater conveyance in the vicinity of Halls Hill road due to residence concerns of the stability of the hillside north of Blakely Harbor. A raised edge and ditch improvements were provided on Halls Hill Road to convey road run off. With the completion of the repairs and installation of a new larger diameter culvert at Seaborne, other work along Blakely creek may now proceed. The existing corrugated metal culvert has rusted out. Replacing this culvert may reduce channel erosion by providing for reduced flow concentrations over a shallower slope. Design was completed in 2013. This is an “on the shelf” project ready for construction as soon as funding can be made available.

Dripping Water Creek Culvert at Sunrise Drive - This culvert is identified as a fish barrier. COBI has had the culvert on the list for replacement for many years. The top of the pipe is crushed. The road has been overtopped during the 2007 and 2010 storms damaging the roadway shoulders. This project is programmed for construction in 2014.

Cambridge Crest Drainage Repairs – An existing drainage structure was not adequately constructed resulting in flooding in the vicinity of a detention pond located at the cul-de-sac. The design and construction of this repair is scheduled for 2014.

Lynwood Center Outfall - The existing culvert system and outfall is tidally influenced and frequently is plugged by beach sediment and is inhabited by wildlife resulting in septic conditions. A grant was received in 2012. The design was completed in 2013. Construction is programmed for 2014 pending successful procurement of permits and easements.

Mountain View road reconstruction and drainage improvements – A number of areas lacking conveyances were identified in the 2001 Surface Water Management Plan. The City retained the services of Browne Wheeler engineers to study and complete preliminary designs for high priority locations in 2012. Completion of design and permitting for Mountain View Drive drainage is planned in 2014, and road construction is planned for 2015.

Valley road reconstruction and drainage improvements - A number of areas lacking conveyances were identified in the 2001 Surface Water Management Plan. The City retained the services of Browne Wheeler engineers to study and complete preliminary designs for high priority locations in 2012. This project is being accelerated to facilitate private drainage above Gertie Johnson Road. Design and construction is planned for 2014.

UAC DRAFT -

Wardwell Road Reconstruction and Drainage – The City received DOE funding for design at the end of 2013 and was able to move forward with the design. Construction funding will be pursued in the 2014 DOE grant cycle.

Yeomalt Area Drainage - The City received DOE funding for design at the end of 2013 and was able to move forward with the design. Construction funding will be pursued in the 2014 DOE grant cycle.

Seaborne Creek Mitigation – As mitigation for the Seaborne project the city is obligated to restore 175 feet of similar creek frontage. The City is currently pursuing grant funding for a project to restore a section of Springbrook Creek that is currently ditched along-side a roadway

Other priority projects on the list will be addressed if further resources can be made available.

Proposed projects for inclusion in the Capital Facilities Plan (CFP):

Refer to the attached Ranked Project List (Appendix 10) for identified projects and project details.

Proposed projects for inclusion in the 6-year Capital Improvement Plan (CIP):

Projects proposed for the CIP require funding in excess of what can be provided for in the Annual Stormwater Preservation Program (R&M) or require greater funding or grant funding, extensive permitting, easements, use of consultants for engineering study or design, or other complexities.

The following is the proposed 6-year CIP for the period 2015-2020: (Revised per UAC discussions April 2015):

UAC DRAFT -

Project	Grant Eligible Grant Awarded	Grant Funds	General Comp Strts Component	Wtr Component	Swr Component	SSWM Comp	2015	2016	2017	2018	2019	2020	Notes:
STORMWATER PROJECTS - 6-YEAR CIP													
2015-20 Annual Stormwater Preservation						Y	100	100	291	297	303	309	
Wardwell Rd Reconstruction and Drainage Imp.	X	548	Y	Y							730		
Mtn. View Dr. Reconstruction and Drainage Imp.			Y	Y	12	41							
Yeomalt Area Drainage Improvements	X	326		Y						435			
Blakely Falls Creek Culvert (Halls Hill)				Y					150				
Waterfront Park Outfall Reconstruction	X			Y					45	125			
Deep Culvert Preservation Assessment				Y		75							
Deep Culvert Preservation Program				Y				50	200	250	200	250	
Eagle Hrbr Dr. McDonald Creek Culvert Repair				Y						*	*		
Eagle Hrbr Dr. Culvert Repairs at Creosote Creek				Y							*	*	
Rockaway Beach Rd. Outfall				Y	50	150							
CountryClub Rd. Reconstruction & Drainage Impr.			Y	Y					75				
Blakely Avenue Area Drainage Improvements				Y						45	30	250	
Springbrook Creek Restoration and Culvert Replace	X	450		Y					600				
TOTALS							237	341	1361	1152	1263	809	
Grant Totals							0	0	450	326	548	0	6 yr Ave.
City Funding							237	341	911	826	715	809	815.25
Notes: Removed from SSWM CIP to General Fund													
C40 Eagle Harbor Dr. Ph. 1 (Cooper Creek Culvert Repl)			Y	Y					60	25	8	440	

VIII. Financial Analysis

Stormwater utilities, supported by ongoing rates, are the largest local funding source for stormwater control in Washington State.

The Utility Concept

A stormwater utility is a stand-alone entity, usually set up as an enterprise fund, within the governmental structure. It is defined as being financially and organizationally self-sufficient, and can be designed to furnish a limited or comprehensive set of services related to stormwater quantity and quality management. A city utility operates under the purview of the city legislative authority.

A stormwater utility provides a reliable, dedicated source of revenue and an organizational structure that is dedicated to stormwater concerns. As a utility, a stormwater management program can be carried out as a "stand alone" operation, with its own budget, implementation plan, and employees dedicated solely to stormwater system operation, maintenance, administration, and education. A utility has the added benefit of reducing the burden on tax dollar revenue from the city's general fund that might be used for stormwater concerns.

Legal Authorization

Revised Code of Washington (RCW) section 35.67.020 authorizes cities "to fix, alter, regulate, and control the rates and charges for their" systems of sewerage, defined in RCW 35.67.010 to include stormwater management. Other important RCW sections include 35.67.025, which specifies that all public property "shall be subject to rates and charges for storm water control facilities to the same extent private persons and private property are subject to such rates and charges," and 90.03.525, which limits the imposition of stormwater rates and charges on state highways.

Stormwater Utility Rates

Most stormwater utility rates are based on impervious surface area. Impervious surface area is widely accepted as an appropriate measure of a property's contribution of runoff, providing a clear relationship, or "rational nexus," to service received from a stormwater program. Washington State courts have upheld stormwater utility rates whose rate schedules bear a reasonable relation ("nexus") to the contribution of each lot to surface runoff. Municipalities are not required to measure each residential lot to ascertain the exact amount of impervious surface on each one. Absolute uniformity in rates is not required. The rates for each class must be internally uniform, but different classes may be charged different rates. Further, only a practical basis for the rates is required, not mathematical precision.

Under such a structure in the City, single family residences are charged for one ERU (Equivalent Residential Unit), and other developed property is charged for its measured

impervious surface area – expressed as the number of ERUs. The City defines an ERU as 3,000 square feet of impervious surface.

During the last City Comprehensive Stormwater Review conducted in 2006 (Otak) it was noted that the City's current method of stormwater program (Stormwater Utility and General Fund) provided adequate funding, but did not guarantee that the funding would be available year after year. Continuing that funding mechanism, over half of the SSWM Program funding would have had to come from the City's General Fund. That would have required the SSWM Program to compete with other City programs for limited resources. In years when public safety or major road projects require a significant funding increase, it was possible that the SSWM Program would lose all or some of the General Fund transfer. It was recommended the City develop a long term stable and dedicated funding source for the SSWM Program. The ERU rate in 2006 was \$7/month or \$84/year. Since that time the rate has increased to \$12.23/month or \$146.76/year in 2014. This increase in SSWM rates has allowed for the utility income to fund nearly all the program activities.

Since 2008, the annual fee per equivalent residential unit (ERU) has been:

- 2008 – \$149.64/ERU
- 2009 – \$154.68/ERU
- 2010 – \$158.52/ERU
- 2011 – \$146.76/ERU
- 2012 – \$146.76/ERU
- 2013 – \$146.76/ERU
- 2014 – \$146.76/ERU

The current City rates are detailed in BIMC 13.24. The current features of these rates include:

- Apply to owners of all real property in the city which contributes drainage water to and/or which benefits from the city's storm water utility;
- The monthly service fee for each single-family and duplex residential dwelling shall be \$12.23;
- If the ratio of impervious to pervious surface of the single-family or duplex residential lot shall not exceed 50 percent. If the ratio of impervious to pervious surfaces exceeds 50 percent, the commercial/multiple shall apply;
- The monthly fee for all commercial/multiple property shall be calculated according to the following formula: $(\text{Impervious area} \div 3,000 \text{ sq. ft.}) \times \text{single-family and duplex rate} = \text{rate}$;
- The City currently charges for approximately 14,100 ERU;
- The monthly service fee for each condominium unit shall be the rate charged for single-family dwellings;

- For any property other than a single-family residence or a duplex residential dwelling:
 - The storm and surface water service monthly fee charged for the property for impervious areas consisting of gravel shall be 80 percent of the rate for impervious areas;
 - The storm and surface water service monthly fee charged for the property for impervious areas consisting of packed dirt shall be 50 percent of the rate for impervious areas; and
 - The storm and surface water service monthly fee charged for the property for impervious areas which are cleared but not compacted shall be 40 percent of the rate for impervious areas;
 - The rate reduction authorized shall not reduce the fee to less than 50 percent of the monthly fee required;
- Appendix 12 shows the current number of SSWM accounts, and number of ERU's per account, sorted by Property Class.

Some cities and counties in the state charge their own streets for stormwater service. The streets, while providing stormwater conveyance, are large contributors of stormwater runoff that must be managed – requiring funding from the street / road fund or, in the absence of charges to that fund, other stormwater ratepayers. Streets and road capital projects typically contribute significant improvements to the stormwater system beyond just that required to convey the runoff from the street or road surfaces. In 2012 (Ordinance 21012-16) City Council took action to exempt all city, state and private roads from the assessment of stormwater rates.

Application of the current rates to properties that include fields, pastures, open spaces, meadows and other areas of cleared land has proven to be difficult due to wording in the City Code that appears to introduce some subjectivity in applying the rates. Simplification and clarified wording in the code is needed to ensure rates are applied fairly and objectively across all cleared and/or developed land.

Comparable City Rates

Although most cities have slightly different methods of applying rates and discounts to the rate, most use the single-family ERU of 3,000 sf of impervious surface as the basis for their rate design. A recent survey of comparable city monthly unit rates shown as an annual total is below:

<u>City</u>	<u>Population</u>	<u>Annual Single Family ERU</u>	<u>Approved Future Increased</u>
		<u>Fee</u>	<u>Fee</u>
Bainbridge Island	23,380	\$ 146.76	\$ 146.76
Bremerton	39,190	\$ 133.32	\$ 133.32
Burien	46,022	\$ 151.00	\$ 151.00
Des Moines	29,290	\$ 128.76	\$ 241.68
DuPont	7,930	\$ 87.00	\$ 87.00
Edmonds	40,900	\$ 116.28	\$ 116.28
Gig Harbor	7,520	\$ 155.10	\$ 232.74
Lake Forest Park	12,680	\$ 170.76	\$ 191.76
Mercer Island	22,890	\$ 188.82	\$ 188.82
Mukilteo	20,150	\$ 94.20	\$ 94.20
Newcastle	10,640	\$ 159.36	\$ 159.36
Normandy Park	6,540	\$ 192.00	\$ 192.00
Oak Harbor	23,420	\$ 137.40	\$ 137.40
Olympia	45,500	\$ 137.40	\$ 137.40
Port Angeles	19,380	\$ 144.00	\$ 144.00
Port Orchard	10,910	\$ 84.00	\$ 168.00
Poulsbo	8,955	\$ 128.64	\$ 194.64
Shoreline	54,580	\$ 141.00	\$ 141.00
Snohomish	9,220	\$ 150.60	\$ 172.44
Snoqualmie	10,670	\$ 133.20	\$ 232.32
Steilacoom	6,300	\$ 174.96	\$ 174.96
University Place	31,550	\$ 191.15	\$ 191.15
Kitsap County	<u>168,865</u>	<u>\$ 82.00</u>	<u>\$ 96.00</u>
Average		\$ 140.34	\$ 161.92
Median		\$ 141.00	\$ 159.36

Note: Table Revised April 2015

There is limited information on whether cities may be considering or have already approved future rate increase.

Other Rate Proposals

2011 UAC Subcommittee

In 2011 the City Utilities Advisory Committee (UAC) recommended that the City Council amend and restate BIMC chapter 13.24 to restructure, revise and clarify the fees chargeable by the Storm and SSWM utility (Appendix 13).

The UAC recommended the following changes:

1. Undeveloped parcels and parcels with less than 500 square feet of "Hard Impervious Surface" should be exempt from SSWM fees.
2. The term "Hard Impervious Surface" shall replace the term "Impervious Surface", and shall mean a hard surface (such as a building or structure, roof, or hard-surface paving material, etc.) that is impervious to water, but the

definition will expressly exclude partially-pervious surfaces such as gravel, pervious pavers, pervious concrete, pervious blacktop, lawns, turfs, or compressed soils.

3. An "Equivalent Residential Unit" factor ("ERU Factor") shall, as before, be 3,000 sq. feet.
4. The City Council shall determine for each calendar year a "SSWM ERU Rate", which shall be expressed as a fee per annum per ERU.
5. In general, the SSWM fee for each parcel other than a single-family residential parcel shall be determined as follows:
 - Square feet of Hard Impervious Surface
 - Divided by the ERU Factor
 - Times the SSWM ERU Rate for the year
 - Times 30%, if the parcel is Low Intensity (Le. less than 15% Hard Impervious Surface)
 - Times 50%, if an applicable SSWM discount applies.
6. Applicable discounts include:
 - Certain 50% discounts available to parcels other than Single-Family Residences: e.g., for practices of storm water management, low impact development and the like, or for properties governed by a NPDES permit, which therefore exhibit features that the City seeks to encourage.
 - Certain 50% discounts on residential properties for certain low-income owners, or for rental accommodation created to assist income-qualified tenants.

There was no financial analysis done at the time to determine whether the proposal would increase or decrease utility revenue. This analysis would have to start with re-measuring many of the developed island parcels to evaluate the rate factors recommended, so the accurate resulting number of ERU's is known. Once ERU's are known, then the unit rate (\$/ERU) can be calculated for any rate scenario, in order to fully fund program costs, or to identify program costs that must be cut to allow the utility to operate within the unit rate approved by City Council.

Public Works Director Proposal (April 2015)

Appendix 16 is a rate proposal provided to the UAC in April 2015 by the Public Works Director. The proposal concurred with the 2011 UAC Subcommittee proposal on many key point (indicated by check marks). The UAC used the two proposals and the existing City Code to develop a recommendation for City Council in June 2015.

Appendix 14 shows a listing of island parcels that currently do not have any SSWM fees being charged to them. While several property classes would not be expected to have impervious surfaces (e.g., Undeveloped Land), there are other classes that would be expected to have impervious surfaces, and therefore would be subject to application of SSWM fees. These parcels should be researched similarly to the re-measuring as discussed above.

Financial Performance

The following table summarizes the annual financial performance of the enterprise over the past five years. The table indicates annual cash flow performance not including any reserve fund transactions or balances.

STORM WATER		2010	2011	2012	2013	2014
Revenues		Year End	Year End	Year End	Year End	Budget
	Storm Water Rate Revenue	\$ 2,363,138	\$ 2,353,616	\$ 1,967,934	\$ 2,004,581	\$ 2,083,279
	Grants	\$ 50,481	\$ 43,507	\$ 52,019	\$ 129,978	\$ 343,000
	Other Operating Revenue	\$ 8,611	\$ 750	\$ 7,903	\$ (5,633)	\$ -
	Operating Reserve Interest	\$ 4,973	\$ 5,988	\$ 3,334	\$ 5,681	\$ 3,060
Total		\$ 2,427,203	\$ 2,403,861	\$ 2,031,190	\$ 2,134,608	\$ 2,429,339
Expenses						
	Labor	\$ 1,049,820	\$ 924,417	\$ 1,136,196	\$ 973,613	\$ 1,051,820
	Operating Expenses	\$ 180,479	\$ 228,609	\$ 223,737	\$ 256,965	\$ 249,217
	Taxes, Insurance, IF Charges	\$ 351,508	\$ 310,624	\$ 286,982	\$ 298,473	\$ 288,452
	Professional Services	\$ 290,833	\$ 238,000	\$ 336,919	\$ 251,535	\$ 224,261
SubTotal		\$ 1,872,640	\$ 1,701,650	\$ 1,983,834	\$ 1,780,586	\$ 1,813,751
Capital Expenses						
	Debt Service and Interest	\$ 54,711	\$ 54,458	\$ 54,204	\$ 59,531	\$ 53,697
	Equipment	\$ 6,203	\$ 9,723	\$ 9,583	\$ -	\$ 88,000
	Capital Labor and Other	\$ 22,569	\$ 99,561	\$ 50,626	\$ 37,808	\$ 38,625
	Project Expenses	\$ 142,363	\$ 129,529	\$ 74,564	\$ 287,632	\$ 815,427
SubTotal		\$ 225,847	\$ 293,270	\$ 188,977	\$ 384,971	\$ 995,748
Total Expenses		\$ 2,098,487	\$ 1,994,921	\$ 2,172,811	\$ 2,165,557	\$ 2,809,499
Cash Flow Surplus (Deficit)		\$ 328,716	\$ 408,940	\$ (141,621)	\$ (30,949)	\$ (380,160)

Significant points to be made from analysis of the overall financial trends and performance over the past five years include:

- Rate revenue declined beginning in 2012 by over \$300K/year reflecting the decision to no longer assess City streets;
 - This caused negative cash flows and the need to draw from Reserve funds in 2012/13
- A significant increase in Capital Project expenses in 2014 (\$815K) caused the negative cash flow to increase significantly (\$380K);
 - DOE grants helped partially offset these higher Capital project costs (\$343K);
- Labor costs (which includes benefits) have remained flat over this period;
- Other Operating Expenses have risen 38% over the five years (approximately 8.3%/year);
- Professional services in 2014 are approximately 20% below the prior 4-year average (\$279K/yr);
- At current rate revenue and current cost structure, the Utility could support approximately \$125K per year in Capital project costs;

- Grant funding could help leverage these funds by using the Utility funds for any required match.

Projected Financial Performance

The below table projects the current budget year forward for a total period of five years. Inflation factors have been included to accelerate some costs:

- Labor costs 2.5% per year
- Revenue 2% per year
- Other Expenses 1% per year
- Taxes, Insurance, IF Charges, Professional Services 3.5% per year

Capital equipment and project costs have been included to reflect the results of the most recent Stormwater Needs Assessment and update to the Capital Improvement Plan (CIP) in Chapter VII. Grant revenues are projected based on intent to apply for grant funding on projects indicated in the CIP.

The UAC spent several meetings in March through May 2015 reviewing financials for the SSWM utility. The below reflects the latest version of the 6-year financial program. The projection includes:

- Decreased operating expenses for spoils disposal due to the anticipated use of the Lovgreen site
- Decreased professional services expenses due to the automation efficiencies being implemented in the WQFMP
- The updated CIP program included in Chapter VII

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STORM WATER		2014	2015	2016	2017	2018	2019	2020
Revenues		Unaudited	Budgeted	Budgeted	Projected	Projected	Projected	Projected
Storm Water Rate Revenue	\$	1,957,674	\$2,025,000	\$2,025,000	\$2,065,500	\$ 2,106,810	\$ 2,148,946	\$ 2,191,925
Grants*	\$	93,506				\$ -	\$ -	\$ -
Other Operating Revenue	\$	14,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Reserve Interest	\$	4,771	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$	2,070,836	\$2,030,000	\$2,026,000	\$2,066,500	\$ 2,107,810	\$ 2,149,946	\$ 2,192,925
Expenses								
Labor	\$	1,056,150	\$1,145,674	\$1,179,209	\$1,208,689	\$ 1,238,906	\$ 1,269,879	\$ 1,301,626
Operating Expenses	\$	160,265	\$ 257,144	\$ 177,862	\$ 179,641	\$ 181,437	\$ 183,251	\$ 185,084
Taxes, Insurance, IF Charges	\$	270,356	\$ 300,933	\$ 304,481	\$ 315,138	\$ 326,168	\$ 337,584	\$ 349,399
Professional Services	\$	181,097	\$ 128,703	\$ 70,906	\$ 73,388	\$ 75,956	\$ 78,615	\$ 81,366
SubTotal	\$	1,667,869	\$1,832,454	\$1,732,458	\$1,776,855	\$ 1,822,467	\$ 1,869,329	\$ 1,917,475
Capital Expenses								
Debt Service and Interest	\$	53,697	\$ 53,448	\$ 53,190	\$ 53,190	\$ 53,190	\$ 53,190	\$ 53,190
Equipment	\$	68,616	\$ 29,000	\$ 10,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000
Project Expenses	\$	455,604	\$ 237,000	\$ 341,000	\$ 911,000	\$ 826,000	\$ 715,000	\$ 809,000
SubTotal	\$	577,917	\$ 319,448	\$ 404,190	\$ 995,190	\$ 910,190	\$ 799,190	\$ 893,190
Total Expenses	\$	2,245,786	\$2,151,902	\$2,136,648	\$2,772,045	\$ 2,732,657	\$ 2,668,519	\$ 2,810,665
Cash Flow Surplus (Deficit)	\$	(174,950)	\$ (121,902)	\$ (110,648)	\$ (705,545)	\$ (624,847)	\$ (518,573)	\$ (617,740)
Storm Water Rate Adjustments								
Max Revenue Deficit	\$	(174,950)	\$ (121,902)	\$ (110,648)	\$ (705,545)	\$ (624,847)	\$ (518,573)	\$ (617,740)
Net Revenue from Prior Adjustments	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment for Incremental Taxes	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Revenue Adjustment Requirement	\$	(174,950)	\$ (121,902)	\$ (110,648)	\$ (705,545)	\$ (624,847)	\$ (518,573)	\$ (617,740)
Rate Revenue Requirement	\$	2,132,624	\$2,146,902	\$2,068,322	\$2,730,545	\$ 2,649,847	\$ 2,584,073	\$ 2,724,550
Annual Rate Adjustment Required		9%	6%	5%	34%	30%	24%	28%
Monthly Rate					\$ 16.41	\$ 15.86	\$ 15.18	\$ 15.68
Annual Rate Adjustment					\$ 50.13	\$ 43.53	\$ 35.42	\$ 41.36

The analysis shows that with the current program level of service, the results of the capital Needs Assessment, and assumed growth projections the Stormwater Utility has a projected rate revenue deficit every year in this period ranging from 5% to 34%. Applied to current ERU rate (\$146.76/year) the required annual rate would be a minimum of \$154.10 (\$7.34/year increase) to a maximum of \$196.66 (\$49.90/year increase).

Other Stormwater Funding Sources

Other, secondary, funding sources include:

- Street / Road Fund
- General Fund
- Grants
- Conventional Debt Instruments (bonds, loans, etc.)
- Special Assessments / Local Improvement Districts

- Special Fees
- Capital Facilities Charges

The vast majority of the stormwater programs costs are recovered through stormwater utility rates. There are other, secondary, funding sources available, with varying degrees of applicability, for stormwater management.

- Street / road fund. In the absence of stormwater utilities, city street funds could be used for stormwater purposes on the basis that portions of many drainage systems have been built by street and road projects and maintenance in the right of way is provided by the same the department, Public Works.
- General fund. Property tax revenues is the primary source of general fund resources in the city, and use of general fund money is mostly unrestricted, and thus could be to fund stormwater management in the absence of a stormwater utility. General fund resources are subject to many competing demands, and may not be considered a reliable source for ongoing funding.
- Conventional debt instruments. The most commonly used long-term debt instruments are revenue and general obligation bonds. These sources are available for capital funding only, not operations. Revenue bonds are the most common source of funds for construction of major utility improvements.
- Special grants and loans. Some state and federally administered grant and loan opportunities are available. Most are provided for capital funding only, but the Washington DOE has issued “capacity” grants in the first years of the NPDES Permit issuance in order to help jurisdictions “stand-up” their programs.
- Public Works Trust Fund –Water, sewer, storm, roads, bridges and solid waste/recycling are eligible and funds may be used for repair, replacement, rehabilitation, reconstruction and including reasonable growth (generally the 20-year growth projection in the comprehensive plan). PWTF loans are usually available at interest rates of 0.5%, 1% and 2% with the lower interest rates given to applicants who pay a larger share of the total project costs, although the program has been experiencing changes in recent years.
- Special assessments / local improvement districts. Most commonly structured as local improvement districts (LIDs), these funding mechanisms assess individual properties benefited or served by a specific capital improvement for a share of the cost of that facility. Special benefit must be demonstrated by an increase in assessed valuation due to the improvement, often a difficult linkage to demonstrate for stormwater improvements. These have not been used for stormwater projects in the city.
- Special fees. Direct charges / fees may be used to recover the direct costs for services performed for a customer or class of customers not generally related to the overall service charge – such as development inspections.
- Capital facilities charges. Capital, or general, facilities charges are authorized for cities under RCW 35.92.025. Capital facilities charges are one-time charges imposed as a condition of development, and are designed to recover from growth an equitable share of the cost of capital investment incurred by the utility. Revenues from such charges are dependent on growth and are available for capital purposes only. These have not been used in the city.

☐ Effective & Expiration Dates of Permit ☒ Ongoing Requirement ☐ Permit Deadline

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COUNCIL MEMBER	Council	-	0	1	No SSWM allocation	N/A
COURT ADMISTRATOR	Court	-	0	1	No SSWM allocation	N/A
COURT CLERK	Court	-	0	0.8	No SSWM allocation	N/A
COURT CLERK	Court	-	0	0.8	No SSWM allocation	N/A
COURT SECURITY	Court	-	0	0.75	No SSWM allocation	N/A
JUDGE	Court	-	0	0.5	No SSWM allocation	N/A
SENIOR COURT CLERK	Court	-	0	1	No SSWM allocation	N/A
CITY MANAGER	Executive	0.04	0.044	1.00	FTE, Community Support, Executive Support	Council and community communication and support, general oversight, capital projects oversight, budget development
DEPUTY CITY MANAGER	Executive	0.03	0.038	0.75	FTE, Budgeted Operating Expenses, Community Support	Capital project planning, strategic planning, community communication
EXECUTIVE ASST/SR HR	Executive	0.05	0	1.00	No SSWM allocation	N/A
CITY ATTORNEY	Executive	0.07	0.070	1.00	Litigation Exp, Risk Mgmt, City Manager Allocation	Legal advice and consultation, legal representation
PARALEGAL	Executive	0.03	0.030	1.00	Council Support, Contract Mgmt, Real Property, Public Records	Contract review, public records requests
HR MANAGER	Executive		0.051	1.00	FTE	HR tasks (hiring, performance management, safety committee), external communications, scheduling
CITY CLERK	Executive	0.03	0.030	1.00	Council Support by Fund, Public Records	Council agenda and minutes, filings, public records requests
ACCOUNTING MANAGER	Finance	0.06	0.060	1.00	Budgeted Operating Exp, JE's, Grants, Long-Term Debt, Acct Mgmt FTE	Required financial reporting, grant reporting, invoice payment, payroll processing
ACCTG TECH	Finance	-			No SSWM allocation	N/A
ADMIN SECRETARY DEPT	Finance	0.02	0.021	1.00	Records Mgmt, Public Records Request, General Admin, Council Agenda Items, Utility Advisory	Public records requests, records management/retention, UAC meeting support
BUDGET MANAGER	Finance	0.08	0.088	1.00	FTE, Budgeted Operating Expenses	Budget preparation, budget monitoring, HR tasks and support
DIRECTOR FINANCE	Finance	0.04	0.040	0.80	Budgeted Op Exp, QTR Reporting, Capital, Projects, Legal Issues/Risk Mgmt, Cash Mgmt, Council and Committee Support, Staff Mgmt, HR, Public Records	Financial reporting oversight, budget development, ongoing monitoring, quarterly reporting to Council and community, public records request response, HR oversight

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
FISCAL SPECIALIST 1	Finance	0.07	0.086	1.00	Budgeted Operating Exp, FTE	Payroll processing; budget data entry, budget adjustment data entry.
FISCAL SPECIALIST 1	Finance	0.05	0	-		
SR ACCTG TECHNICIAN	Finance	0.03	0.030	1.00	AP, Front Desk	Invoice processing
SR ACCTG TECHNICIAN	Finance	-			No SSWM allocation	N/A
SR FINANCIAL ANALYST	Finance	0.07	0.080	1.00	Budgeted Operating Exp, Cost Allocation, QTR reporting, Capital, Cash Mgmt	Quarterly monitoring/forecasting, monthly cash flow reporting, financial statement preparation, budget development, revenue forecasting
CHIEF OF POLICE	Police	-			No SSWM allocation	N/A
EVIDENCE TECHNICIAN	Police	-			No SSWM allocation	N/A
PARKING ENFORCEMENT	Police	-			No SSWM allocation	N/A
PARKING ENFORCEMENT	Police	-			No SSWM allocation	N/A
POLICE COMMANDER	Police	-			No SSWM allocation	N/A
PS ADMIN COORDINATOR	Police	-			No SSWM allocation	N/A
SR POLICE CLERK	Police	-			No SSWM allocation	N/A
SR POLICE CLERK	Police	-			No SSWM allocation	N/A
DETECTIVE	Police	-			No SSWM allocation	N/A
DETECTIVE	Police	-			No SSWM allocation	N/A
LIEUTENANT	Police	-			No SSWM allocation	N/A
LIEUTENANT	Police	-			No SSWM allocation	N/A
LIEUTENANT	Police	-			No SSWM allocation	N/A
LIEUTENANT	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
OFFICER	Police	-			No SSWM allocation	N/A
HARBORMASTER	Police	0.04	0.038	1.00	Allocation represents time related to water quality review	
ADMIN SECRETARY DEPT	PCD	-			No SSWM allocation	N/A
ADMIN SECRETARY DIV	PCD	-			No SSWM allocation	N/A
COMM DEV ADMINSTRATR	PCD	0.05	0	-	Allocation is representative of the staff this position oversees	Plan review, code interpretation, staff oversight.

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
DEVELOPMENT ENGINEER	PCD	0.05	0	-	Allocation reflects the time associated with the review and inspection of privately constructed public facilities associated with short plats,	Review plans, coordinate with private design engineers, coordinate site inspections with Public Works.
DEVELOPMENT ENGINEER	PCD	0.05	0.050	1.00	Allocation reflects the time associated with the review and inspection of privately constructed public facilities associated with short plats,	Review plans, coordinate with private design engineers, coordinate site inspections with Public Works.
DIRECTOR PCD	PCD	-			No SSWM allocation	N/A
SPECIAL PROJ PLANNER	PCD	-			No SSWM allocation	N/A
BUILDING INSPECTOR	PCD	0.01	0.010	1.00	Allocation represents time spent inspecting and observing on-site construction stormwater issues.	Required site inspections.
BUILDING INSPECTOR	PCD	0.01	0.010	1.00	Allocation represents time spent inspecting and observing on-site construction stormwater issues.	Required site inspections.
BUILDING INSPECTOR	PCD		0.010	1.00	Allocation represents time spent inspecting and observing on-site construction stormwater issues.	Required site inspections.
BUILDING OFFICIAL	PCD	0.01	0.010	1.00	Allocation represents time managing processes associated with building and planning permit reviews that involve connections to the SSWM	Required site inspections.
PERMIT SPECIALIST	PCD	0.01	0.010	1.00	Time spent accepting, processing and coordinating building and planning permits that involve connections to the City's SSWM system	Permit processing related to connections to the City's SSWM system.
SR PLAN CHECK ENG	PCD	-	-		No SSWM allocation	N/A
ADMIN SECRETARY DIV	PCD	-	-		No SSWM allocation	N/A
PERMIT SPECIALIST	PCD		0.010	1.00	Time spent accepting, processing and coordinating building and planning permits that involve connections to the City's SSWM system.	Permit processing related to connections to the City's SSWM system.

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
ASSOC PLANNER Current	PCD	0.01	0.010	1.00	Allocation based on NPDES permit requirement that planners perform a site visit of any newly development property with an active permit prior to construction.	Site visit and review
Assoc PLANNER CURRENT	PCD	0.01	0.010	1.00	Allocation based on NPDES permit requirement that	Site visit and review
ASSOC PLANNER CURRNT	PCD	0.01	0.01	1.00	Allocation based on NPDES permit requirement that	Site visit and review
CURRENT PLANNING MGR	PCD	0.01	0.01	1.00	Allocation is representative of the staff this position oversees	Staff oversight
PLANNER CURRENT	PCD	0.01	0.01	1.00	Allocation based on NPDES permit requirement that	Site visit and review
ASSOC PLANNER LNG RN	PCD	-	-		No SSWM allocation	N/A
ASSOC PLANNER LNG RN	PCD	-	-		No SSWM allocation	N/A
LONG RG PLANNING MGR	PCD	-	-		No SSWM allocation	N/A
PLANNER CURRENT	PCD	-	-		No SSWM allocation	N/A
CODE ENFORCEMENT OFF	PCD	0.03	0.030	1.00	Allocation based on follow up on construction stormwater issues, and responding to stormwater-related code complaints.	Site visit, code enforcement actions, customer contact and outreach, complaint resolution
ADMIN SECRETARY DEPT	PW	0.05	0.050	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Capital project bid management, Council material support and agenda bills, grant paperwork
DIRECTOR PUBLIC WORKS	PW	0.10	0.100	1.00	Allocation is based on historic level of effort by task provided by the employees in this department	Oversight of operations and capital projects, Council and community communications, strategic planning, communication w/state agencies, budget development and monitoring
ADMIN SECRETARY DIV	PW	0.23	0.230	1.00	Allocation is based on historic level of effort by task provided by the employee	Capital project bid management, invoice processing, grant paperwork support, budget adjustment preparation

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
ADMIN SECRETARY DIV	PW	0.23	0.230	1.00	Allocation is based on historic level of effort by task provided by the employee	Public records requests, coordinate inspections for right of way permits, capital project bid management
CAPITAL PROJ COORD	PW	0.62	0.620	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Project design and management
CONSTRUCTION INSPECT	PW	0.10	0.100	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Inspection of construction sites, both public and private
ENGINEER 1	PW	0.90	0.900	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Program management, site inspections, regulatory compliance
ENGINEER 2	PW	0.15	0.150	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Capital planning, project management, plan review for public projects
ENGINEERING MANAGER	PW	0.25	0.250	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Capital planning, project management, plan review for public projects, staff supervision
ENGNRNG SPEC-WTR RES	PW	0.88	0.880	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Ground water monitoring and reporting
PROJECT MANAGER 2	PW	0.05	0.050	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Capital planning, project management

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
PW ADMIN COORDINATOR	PW	0.20	0.200	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Capital project invoice coordination, grant management, staff supervision
SURV, SSW TECHNICIAN	PW	0.70	0	-	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Survey of utility assets and project sites, capital design support
SURVEY PROGRAM MGR	PW	0.27	0.270	1.00	Allocation is based on historic level of effort by task provided by the employee and supervisor and project direct charging	Survey of utility assets and project sites, capital design support, public records requests, recording legal documents
ADMIN SECRETARY DIV	PW	0.13	0.130	1.00	Allocation is based on historic level of effort by task provided by the employee	Work order management, staff support
MAINTENANCE TECH II	PW	0.90	0.900	1.00	Work order based	Repair, maintenance, response to storm events
MAINTENANCE TECH II	PW	0.90	0.900	1.00	Work order based	Repair, maintenance, response to storm events
MAINTENANCE TECH II	PW	0.90	0.900	1.00	Work order based	Repair, maintenance, response to storm events
MAINTENANCE TECH II	PW	0.15	0.150	1.00	Work order based	Repair, maintenance, response to storm events
MAINTENANCE TECH II	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH II	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH II	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH II	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH II	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH III	PW	0.90	0.900	1.00	Work order based	Repair, maintenance, response to storm events
MAINTENANCE TECH III	PW	-	-		No SSWM allocation	N/A
MAINTENANCE TECH III	PW	-	-		No SSWM allocation	N/A
MECHANIC II	PW	0.17	0.170	1.00	Work order based	Vehicle and equipment repair and maintenance
MECHANIC III	PW	0.17	0.170	1.00	Work order based	Vehicle and equipment repair and maintenance
PUBLIC WORKS MANAGER	PW	0.13	0.130	1.00	Allocation is based on historic level of effort by task provided by employees and supervisor	Oversight of utility infrastructure, asset management, prioritizing capital projects, coordinating w/management entity

Position Title	Dept	2013 SSWM FTE	2014 SSWM FTE	2014 total FTE	2014 Allocation Factors for each position	2014 Tasks performed
PW SUPERVISOR	PW	0.12	0.120	1.00	Allocation is based on historic level of effort by task provided by employees and supervisor	Supervision, work load scheduling, oversight
SIGNS & MARK SPEC II	PW	-	-		No SSWM allocation	N/A
TREAT PLANT OPER II	PW	-	-		No SSWM allocation	N/A
TREAT PLANT OPER II	PW	-	-		No SSWM allocation	N/A
TREAT PLANT OPER III	PW	-	-		No SSWM allocation	N/A
UTIL STR PROJ COORD	PW	0.06	0.060	1.00	Work order based	Equipment planning and purchase, water backflow testing program, plan review, coordination with Planning
CAD/GIS SPECIALIST	IT	0.05	0.050	1.00	Map requests, zoning updates, culvert program, infrastructure update, various specific projects	Maintain and update GIS records, projects as assigned
IT MANAGER	IT	0.09	0.090	1.00	Average between determined allocations supporting programs/functions/divisions within department	Coordinating network access for telemetry, support technology upgrades, staff oversight
SENIOR IT SPECIALIST	IT	0.11	0.110	1.00	Based on FTE support provided for computers, phones, other technical support	Coordinating network access for telemetry, support technology upgrades
SENIOR IT SPECIALIST	IT	0.06	0.055	0.50	Based on FTE support provided, number of MUNIS users, Work Order Maintenance, Laserfische Connections, Bid Mgmt	Support technology upgrades, web information, staff support
SYSTEMS ADMINISTRATOR	IT	0.05	0.045	0.50	Based on FTE support provided, number of MUNIS users, Work Order Maintenance, Laserfische Connections, Bid Mgmt	MUNIS structure, capital expense maintenance
		10.59	9.8055			

Appendix 3 – O&M Work Plan

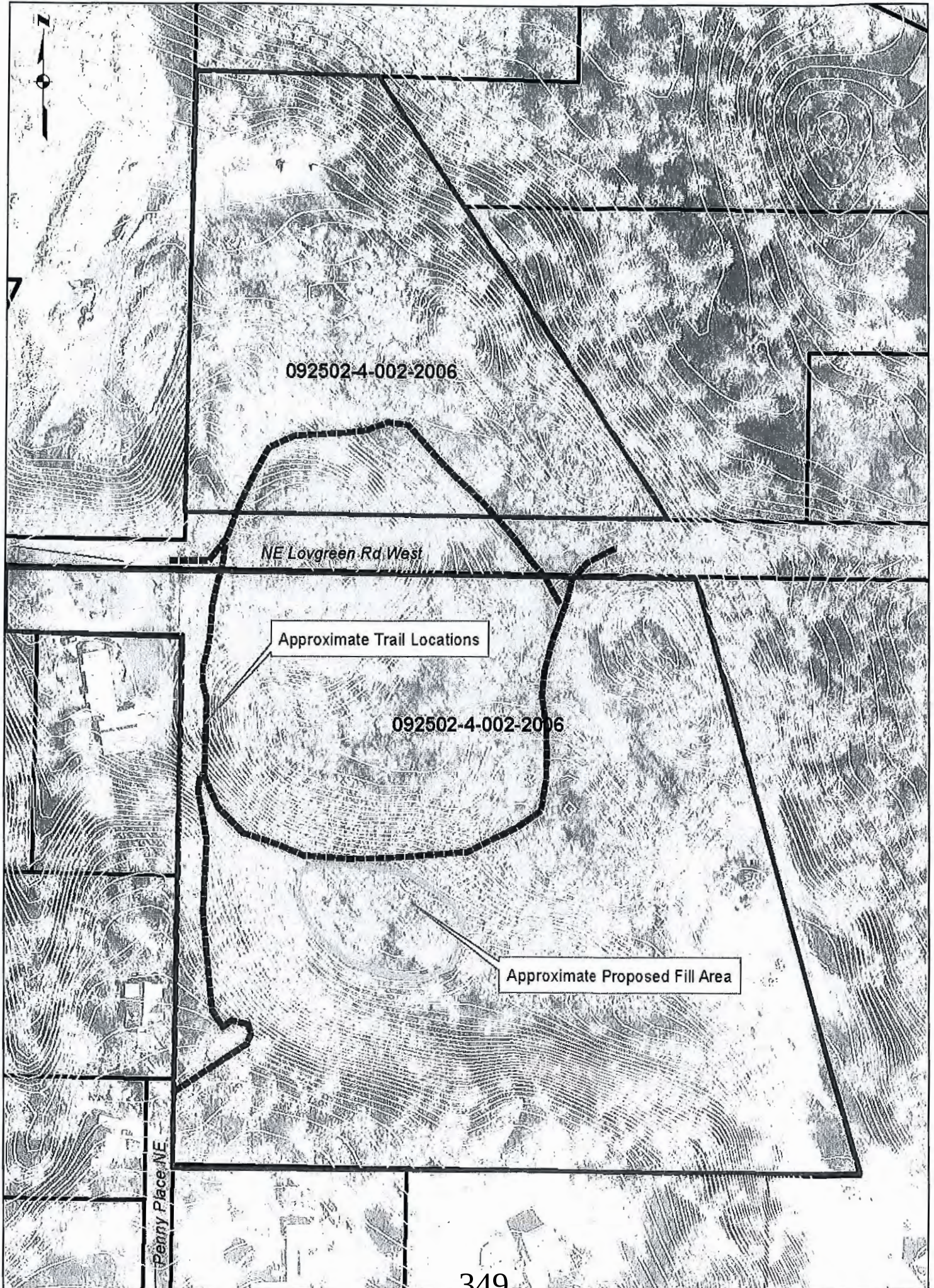
City of Bainbridge Island Public Works Operations and Maintenance Division
Surface and Stormwater Management Maintenance Work Unit 2014 Annual Work Plan

Activity	Permit Reference	Schedule	Description	Measures
Management	SS.C.5.i	Ongoing	Operational planning, coordination, and reporting.	- Deliver 2014 work plan - Manage expenses within budget
Administrative Support		Ongoing	Customer, crew, and staff support.	- Work order, purchase order creation, tracking, and reporting - Timesheet tracking and reporting
Fleet and Equipment Support		Ongoing	Equipment procurement, maintenance, and repair.	- Maintain and repair SSWM vehicles and equipment - Procure one medium duty and one heavy duty truck
Training, Meetings, and Certifications	SS.C.5.g	Ongoing	Organizational meetings, general vocational training, and targeted stormwater training.	- Maintain required certifications and training - Conduct and document 4 stormwater specific training sessions
Spoils Disposal Alternatives Review		Jan - Dec	Provide sampling and testing records, develop standard operating procedures.	Permitted reclamation site in service
Hazwoper Training		March	Attend 40-hr Hazwoper training, required to take over landfill well monitoring responsibilities. Will provide improved IDDE and spill response capabilities.	- Two O&M personnel trained - Certificates of training received
Stormwater Pollution Prevention Plan (SWPPP) Inspection and Maintenance	SS.C.5.h	Ongoing	Periodic facility monitoring, biannual inspections, and annual catch basin cleaning.	- Periodic monitoring performed - Dry weather and wet weather inspection complete - Annual catch basin cleaning complete
Decant Facility Operations	G10	Ongoing	Spoils sampling, testing, records management and regulatory compliance. On average 2500 are processed through the facility each year.	- Records up to date - Satisfactory annual KPHD inspection
Spoils Hauling		Ongoing	Spoils hauling, disposal, and records management.	- Records up to date - Spoils transferred within 90 days
Street Sweeping	SS.C.5.f	Periodic	Sweeping activities for downtown area, fall leaf removal, winter sand removal, and periodic construction track out control.	- Street sweeping completed - Street sweeping tracking records updated
Illicit Discharge Detection and Elimination (IDDE) and Spill Response	G3 SS.C.3.d	Periodic	Illicit discharge and spill response sampling, testing, clean up, and mitigation activities in coordination with internal and external personnel.	Illicit discharges and spills controlled and cleaned up
Annual Roadway Culvert and Ditch Line Maintenance	SS.C.5.f	Jan - Apr	Inspect 25% of all culverts and open conveyance and clean as required.	- Inspections completed - Culverts cleaned - Ditches and open conveyance cleaned
Annual Catch Basin and Pipe Line Maintenance	SS.C.5.d	Apr - May	Inspect 25% of all catch basins and clean as required.	- Inspections completed - Catch basins cleaned - Closed conveyance cleaned
Annual Water Quality Vault and Detention Tank Maintenance (17 tanks, 13 vaults)	SS.C.5.b	May - June	Annual inspection and control structure cleaning.	- Inspections completed - Structures cleaned
Vincent Road Landfill Monitoring		June and December	Collect, test, and record landfill well monitoring samples.	- June sampling, testing, and records keeping completed - December sampling, testing, and records keeping completed
Annual Storm Pond and Bioswale Maintenance (42 ponds, 8 bioswales)	SS.C.5.b	June - July	Annual inspection, control structure cleaning, and vegetation control.	- Inspections completed - Structures cleaned - Vegetation removed
Major Maintenance and Repair Projects	SS.C.5.a.ii	Aug - Nov	Perform Zone 4 ditching and culvert replacements and clean sediment from LedgeStone Loop stormwater pond.	- Zone 4 ditching and culvert work complete - LedgeStone Loop pond debris removed
Catch Basin Trouble Spot Inspection	SS.C.5.c	Oct	Inspect and clean trouble spots prior to rainy season.	Inspection and cleaning complete
Storm Response and Recovery	SS.C.5.c	Nov - Mar	Spot inspection of all stormwater facilities and a thorough inspection of trouble areas including catch basins, culverts, detention tanks, water quality vaults, and storm ponds.	- Conveyance and treatment systems clear and operational - No flood damage - Storm check list completed
Construction/Customer Support		Periodic	Storm infrastructure utility locates, investigation, and inspection.	No stormwater infrastructure broken or damaged by construction

LOVGREEN ROAD PIT

Background information





3. **Lovgreen Pit (Parcel No. 092502-4-002-2006)**

- a. Description of the location and size of the property: This is a 14.39 acre parcel at the end of NE Lovgreen Road.
- b. Description of the circumstances under which the property was obtained: The property was acquired under a real estate contract with Kitsap County dated August 13, 2001 that included two other parcels. The City paid \$300,000 for the three properties over a ten-year period. The City made the final payment for the properties and received title on December 22, 2010.
- c. Description of the funds used to acquire the property: General Fund.
- d. Recommendation as to which fund the proceeds from its sale should be credited: While no monetary compensation would be paid by the Park District, the City would avoid substantial operations, maintenance, legal and liability expenses by transferring the property to the Park District.
- e. 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: The property is currently not used. The Lovgreen Pit site was historically used to mine gravel for road construction purposes. Active mining operations ceased in approximately 1992. The site is burdened by easements in favor of the KPUD (as successor to North Bainbridge Water Company) for several wellheads, as well as for placement and maintenance of a water main. The site was the subject of a Level III environmental assessment performed by Golder and Associates of Seattle which resulted in the issuance to Kitsap County of a "No Further Action Letter." In 2004, the Washington State Department of Natural Resources terminated the Surface Mine Reclamation Permit and confirmed that the reclamation was satisfactory and met the needs of the amended reclamation plan and the requirements of Chapter 78.44 RCW. The parcel's use was declared as "Park – Open Space." In 2005, the City requested cancellation of the Sand and Gravel General Permit with Department of Ecology for the site. At the time the permits were terminated, the City was working with the Park District on a long-term lease allowing the Park District to develop, use and maintain the site. A Park District committee recommended in a March 17, 2000 report that the Park District acquire the site, but the City acquired it instead as part of a multi-parcel transaction. The sublease with the Park District was put on hold pending settlement of the reclamation issues and not picked up again afterwards as Public Works considered using the property for clean road spoils. In 2011, City Council included the property in a surplus resolution and authorized its transfer to the Park District pursuant to Resolution No. 2011-16.
- f. The date of any and each prior appraisal of the property, and the value determined by each such appraisal: There was no appraisal of the property prior to its purchase.
- g. Estimation of value (pre-appraisal) of the property: The assessed land value of the parcel is \$378,050.

- h. Whether an appraisal is recommended and the type of appraisal: An appraisal is not necessary in connection with a transfer of park/open space to the Park District.
- i. Whether the property is usable by abutting owners or is of general marketability. Not applicable.
- j. Whether special consideration ought to be given to some other public agency that has a use for the property: City Council approved the transfer or lease of the parcel to the Park District on May 14, 2003 and authorized its transfer in a surplus resolution on August 10, 2011.
- k. Whether the property should be sold at auction, by sealed bid, by request for proposal (RFP) or by negotiation: Not applicable.
- l. Whether the property should be designated for consideration as Open Space or considered for transfer to the Park District: Yes.
- m. Recommendation as to whether any special covenants or restrictions should be imposed in conjunction with the sale of the property: The standard transfer documents from the City in favor of the Park District include provisions that specify that the land is to be used for park purposes only. A conservation easement may be required at the time the property is transferred or at a future date at the request of the City. Prior to offering, on any terms, any portion of the property, or any interest therein, to any third party, the Park District must first notify the City in writing of the District's intent to transfer any portion of the property and shall offer to re-convey the property to the City, without monetary remuneration or additional consideration.
- n. 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: Not applicable.

LOVEGREEN PIT SPOILS RECLAMATION SITE
DRAFT PRELIMINARY SUMMARY 040414

Summary

- 1 Initial proposal includes reclamation of shoulder and ditching spoils only
- 2 Potential lifecycle 10 plus years - requires survey for accurate estimate
- 3 Potential to use the site jointly with Parks District
- 4 Concept potentially feasible, some regulatory requirements to be determined

Major Concerns

- 1 KPUD wellhead protection
- 2 Connectivity between spoils, retention pond, springs, and creek
- 3 Joint use of site with Parks District

Work In-progress

- 1 Review available records - done
- 2 Review county reclamation plans, history, and sites - done
- 3 Compile spoils records - done
- 4 Compile preliminary costs/savings - done
- 5 Confirm there are no DNR reclamation requirements - initial conversations indicated no DNR requirements
- 6 Determine KPUD well head protection requirements - onsite meeting set for week of April 14, 2014
- 7 Determine connectivity with site, springs, and stream - potential road block
- 8 Obtain long term City grade and fill permit - initial conversation done
- 9 SEPA process
- 10 Develop reclamation plan
- 11 Review spoils records and plan with KCHD
- 12 Develop site SWPPP

Appendix 4

<u>Site Preparation - One time costs</u>		<u>Description</u>	<u>Units</u>	<u>Amount</u>	<u>Unit price</u>	<u>Total Cost</u>
1	Gravel Lovgreen approach road from Miller Road	450' long X 25' wide X 0.25'	Yds	104	10	1,040
2	Add 4 X 6 rock to pit entrance		Tons	35	35	1,225
3	Gravel on site pit access road	350' long X 15' wide X 0.25'	Yds	97	10	970
4	Install signage		Each	5	100	500
5	Clear and prepare disposal area for fill material	Remove trees, brush, etc.	Acre	2	5,000	10,000
6	Install fence on lower pit 1:2 south slope		Ft	40	40	1,600
7	Grade and gravel new disposal site and access road		Acre	2	5,000	10,000
8	Create sedimentation pond	20' X 30' X 3' w/3:1 side slope	Lump sum			4,000
9	Install BMPs	Hay bales, silt fence, etc.	Lump sum			500
10	Develop SWPPP		Lump sum			500
						<u>30,335</u>

LOVEGREEN PIT SPOILS RECLAMATION SITE
DRAFT PRELIMINARY SUMMARY 040414

Operating Costs/Savings 4/4/14

<u>Ongoing - Annual operating costs</u>		<u>Description</u>	<u>Units</u>	<u>Amount</u>	<u>Unit price</u>	<u>Total Cost</u>
1	Grade spoils material	Ongoing as required	Labor hrs	64	45	2,880
2	Annual testing	As agreed to with KCHD	Labor hrs	4	45	180
3	Annual testing	Lab costs - 6 times / year	Set	6	600	3,600
4	Records	Ongoing	Labor hrs	48	45	2,160
5	SWPPP inspections (dry and wet weather)	Twice yearly	Labor hrs	8	45	360
6	BMP maintenance	Ongoing as required	Labor hrs	24	45	1,080
7	Revegetation	Every three years	Labor hrs	24	45	1,080
						<u>11,340</u>

Annual Savings

Base information

Average round trip to Olympic Transfer Station = 38 mi X 2 = 76 mi
 Average fuel economy = 4.4 mi/gal
 Average 2012 cost per gallon of diesel = \$3.67/gal
 Average transferred per trip = 36 tons
 Average labor per trip = 8 hrs
 Average 7-yr Spoils Profile 23525CV disposal quantity = 2079 tons
 Average 115.5 trips per year
 Average 2014 spoils tipping fee = 41.24/ton

<u>Description</u>	<u>Units</u>	<u>Amount</u>	<u>Unit price</u>	<u>Total Cost</u>
Personnel labor costs	Labor hrs	924	45	41,580
Vehicle fuel costs	Gal	1,995	3.67	7,322
Vehicle depreciation and insurance	Lump sum	10,000	2	20,000
Vehicle maintenance and repair	Lump sum			10,000
Spoils tipping fees	Tons	2,079	41	85,738
				<u>164,640</u>

Total Annual Savings

Annual Savings
 Less Ongoing - Annual operating costs
 Total Annual Savings

<u>Description</u>	<u>Total Cost</u>
Personnel labor; vehicle fuel, maintenance, depreciation; and tipping	164,640
Site operations, testing, records keeping, and maintenance	<u>11,340</u>
	<u>153,300</u>

Water Resources Program-2015 Workplan			2015 Hours						Mandate/Legal Driver	Funded By
	Cycle	Start-End Date	Page 1	Page 2	Page 3	Volunteer	Consultant			
General Elements										
Program Administration & Program Planning (Reporting, Budgets, workplans, etc.)	Ongoing		400	80	40					Allocation
Contract Administration (RFP, negotiation, invoicing, contractor meetings, reporting, etc.)	Ongoing		80	80						Allocation
Regional Interagency Collaboration (SWG, LRA, KPHB, etc.)	Ongoing		360	40	8					Allocation
City-wide Technical Support (includes Comprehensive Plan Update)	Ongoing		450	40						Allocation
Website Management	Ongoing		10	10	20					Allocation
Public Records Info Requests	Ongoing		40	20	20					Allocation
WR Specialist Handbook SOP Development	Ongoing			20						Allocation
Quarterly Reporting (BAA, grants, volunteer hours, etc.)	Ongoing		24	1	16					Allocation
6.6 file share/procedures/index archive	Quarterly			4	16					Allocation
Professional Development Training	Annual		40	80	40					Allocation
Groundwater Management Program (GMP) Elements										Water
Title 33 USC 1412-1454 (Safe Drinking Water Act) Title 33 USC 1251-1261 (Clean Water Act)										
Administration										
Groundwater Program History Development	One Time	2015		20						-
Staff Training (New Tech)	One Time	2015		16	40					-
Projects										
Hydrogeological Assessment & Model Assessment, Improvement & Implementation	3-5 years	2015		20			500			-
Groundwater Monitoring										
Water Level Monitoring	Monthly	2nd or 3rd week								-
Water Level Monitoring	Annual	Sept								-
Data Management										
Database Development and Management (includes data entry and uploads)	Ongoing			10	24		20			-
Data Assessment										
Water Level Fluctuation and Chloride Concentration Assessment	Annual	4th Quarter		40	8					-
Reporting										
Water Level and Seawater Intrusion Reports	Annual	4th Quarter		20	8					-
Water Quality and Flow Monitoring Program (WQFMP) Elements										SSWM
Title 33 USC 1251-1261 (Clean Water Act) WAC 173-220 (NPDES Stormwater Discharge Permit)										
Administration										
Final Monitoring Plan Review and Update (ETAC Program Review)	5 Years	2015		24						-
Field Operations Manual - SOP Updates	Ongoing			8						-
Staff Training (New Tech)	One Time	2015		40	40					-
Projects										
Automation Retrofit, Telemetry, and Solar Power	One Time	2015		20	8		300			-
Automated Flow Meter, Analytic (Long County)	One Time	2015		20	8		100			-
Surface and Streamwater Monitoring										
Streamwater Monitoring	Monthly	1st or 2nd week		3			240			-
Streamwater Monitoring	Annual	Aug		8			72			-
Freshwater Marine Water Targeted Storm Event Monitoring	5 Years	2018-2019								-
Freshwater Marine Water Sediment Sampling	5 Years	2018								-
Wardens Station Maintenance	Monthly					88	24			-
Wardens Station Development	Quarterly						24			-
Manual Junction Flow (clogged stream for pollution load calculations)?	Monthly	2015?		8	8	100				-
Data Management										
WQFMP and Hlinklink Database Upload & Management	Ongoing			10	16		40			-
Data Assessment										
Physical, Chemical & Biological Assessment	Ongoing			800	40					-
Reporting										
State of the Island's Waters	5 Years	2017								-
Annual Report Card	Annual			4	80	24				-
Public Education and Outreach										
Public Education and Outreach	Annual	Each Week?		4	8	8	8			-
Public Education and Outreach	Annual	Mar								-
Public Involvement and Participation										
Volunteer Training and Coordination	Ongoing			16						-
Stormwater Management Program (SWMP) Elements										SSWM
Title 33 USC 1251-1261 (Clean Water Act) WAC 173-220 (NPDES Stormwater Discharge Permit)										
Administration										
SSWM Utility Rates/Utility Ads Committee	Ongoing	2015?		150	60					-
NPDES Public Education and Outreach										
Pet Waste Management (Multi-Agri Stations)	Ongoing			10	1	16				-
Public Works Week	Annual	May								-
Public Education and Outreach	Ongoing			25		10	180			-
(See WQFMP above for additional items)										-
NPDES Public Involvement and Participation										
Respond to Public Input on SWMP (Survey Monkey on web-site)	Ongoing			1						-
(See WQFMP above for additional items)										-
NPDES Storm Discharge Detection and Elimination										
Ag Tech Assistance Farm Plans (Conservation Districts)	Ongoing			25			200			-
Storm Sewer System Mapping	Ongoing			10		25				-
Block Detection and Elimination Infiltration	Ongoing			150	12	160				-
Commercial Business Inspection Program	Ongoing			25		100				-
BMP Manual Publication Distribution	?					80				-
Staff Training	?			40						-
LEIR & Commercial Database Development and Management	Ongoing			30		80	50			-
Field Screening	Ongoing			25		40				-
(See WQFMP above for additional items)										-
NPDES Controlling Runoff from New Development, Redevelopment, and Construction Sites										
Private Facility Maintenance Inspection Enforcement	Ongoing			25		100				-
Establish procedures for inspect & enforce of maintenance of privately owned facilities	?			40		25				-
NPDES Reporting										
Annual and Quarterly Reports	Annual/Quar			100	8					-
Process Tracking Records Maintenance	Ongoing			50		60				-
Special Projects										
Markon Cove Watershed Nonpoint and Bacteria Reduction Project										SSWM
2013-2015										
Administration										
Project Partner Collaboration Meetings, etc.	Ongoing			16						-
Staff Training (New Tech)	One Time	2015		16	16					-
Surface Water Monitoring										
Freshwater Surface Water Sampling & In-Situ Flow	Monthly	3rd or 4th Week				24	96			-
Streamwater Monitoring	Annual	Aug					6			-
(See WQFMP above for additional items)										-
Data Management										
Database Entry, Upload & Management	Ongoing			4	12					-
Data Assessment										
Physical, Chemical & Biological Assessment	Ongoing			200	16					-
Reporting										
Partner Data Sharing	Ongoing			24	8					-
Project Reports	Annual	4th Quarter		40	8					-
Public Involvement and Participation										
Volunteer Training and Coordination	Ongoing			12	16					-
Springbrook Creek Watershed Project										
2015 - ?										
Administration										
Project Partner Collaboration Meetings, etc.	Ongoing			30						-
Surface Water Monitoring										
Streamwater Monitoring	Monthly	3rd or 4th Week				24				-
Streamwater Monitoring	10 Weeks						10			-
(See WQFMP above for additional items)										-
Data Management										
Database Entry, Upload & Management	Ongoing					24				-
Data Assessment										
Physical, Chemical & Biological Assessment	Ongoing			20	20					-
Reporting										
Partner Data Sharing	Ongoing									-
Project Reports	Ongoing									-
Public Involvement and Participation										
Volunteer Training and Coordination	Ongoing									-
Field Time Off (Sick, Vacation)										
				200	56	0	0			-
TOTAL				2099	3108	1935	879	1438		-
CRITICAL TASKS AT RISK WITHOUT FULLTIME WATER RESOURCES TECH										
FRESHWATER MONITORING, SURFACE WATER MONITORING, STREAMWATER MONITORING, DATA MANAGEMENT, DATA ASSESSMENT, REPORTING, PUBLIC INVOLVEMENT AND PARTICIPATION										

Appendix 5

WQFMP Support of NPDES Stormwater Permit Requirements (8/1/13 - 7/31/18)

Permit Section	WQFMP Component/Task/Activity	Requirement
S4 - Compliance with Standards		
S4.A	<u>Identifies exceedances of standards from stormwater impacts</u> -- Stormwater/Freshwater/Marine bio/chem sampling (Status & Trends) -- Freshwater macroinvertebrate sampling (Status & Trends) -- Stream/Nearshore Targeted Storm Event Sampling -- Stream/Nearshore Sediment Sampling -- Flow Station Maintenance and Downloads -- Weather Station Maintenance and Downloads -- Data Analysis and Reporting -- WQFMP and Flowlink Database Upload & Management -- Field Operations Manual - SOP Updates -- Manual Instream Flow (ungaged wq-monitored streams for load calculations)	<i>In accordance with RCW 90.48.520, the discharge of toxicants to waters of the state of Washington which would violate any water quality standard, including toxicant standards, sediment criteria, and dilution zone criteria is prohibited. The required response to such discharges is defined in section S4.F...</i>
S4.C	-- (see S4.A above)	<i>The Permittee shall reduce the discharge of pollutants to the maximum extent practicable (MEP).</i>
S4.D	-- (see S4.A above)	<i>The Permittee shall use all known, available, and reasonable methods of prevention, control and treatment (AKART) to prevent and control pollution of waters of the state of Washington.</i>
S4.F - Notification of Noncompliance		<i>A Permittee remains in compliance with S4 despite any discharges prohibited by S4.A or S4.B, when the Permittee undertakes the following response toward longterm water quality improvement:</i>
S4.F.1	-- (see S4.A above)	<i>A Permittee shall notify Ecology in writing within 30 days of becoming aware, based on credible site-specific information, that a discharge from the MS4 owned or operated by the Permittee is causing or contributing to a known or likely violation of Water Quality Standards in the receiving water. Written notification provided under this subsection shall, at a minimum, identify the source of the site-specific information, describe the nature and extent of the known or likely violation in the receiving water, and explain the reasons why the MS4 discharge is believed to be causing or contributing to the problem. For ongoing or continuing violations, a single written notification to Ecology will fulfill this requirement.</i>
S4.F.2	-- (see S4.A above)	<i>In the event that Ecology determines, based on a notification provided under S4.F.1. or through any other means, that a discharge from a MS4 owned or operated by the Permittee is causing or contributing to a violation of Water Quality Standards in a receiving water, Ecology will notify the Permittee in writing that an adaptive management response outlined in S4.F.3. below is required...</i>
S4.F.3.a - Adaptive Management Response		<i>Within 60 days of receiving a notification under S4.F.2., or by an alternative date established by Ecology, the Permittee shall review its Stormwater Management Program (SWMP) and submit a report to Ecology. The report shall include:</i>
S4.F.3.a.iii.	<u>Designs/implements BMP effectiveness monitoring</u> -- Final Monitoring Plan Review & Update: Site Evaluation Report, Sampling and Analysis Plan, Quality Assurance Project Plan	<i>A description of the potential monitoring and other assessment and evaluation efforts that will or may be implemented to monitor, assess, or evaluate the effectiveness of the additional BMPs.</i>

WQFMP Support of NPDES Stormwater Permit Requirements (8/1/13 - 7/31/18)		
Permit Section	WQFMP Component/Task/Activity	Requirement
S5 - Stormwater Management Program for Cities, Towns, and Counties		
S5.A.5.b. - Interdepartmental Coordination	<u>Provides qualifying rain event alerts to Engineering and O&M</u> -- Weather Station Maintenance and Downloads <u>Provides data to obtain grant funding for water quality-based capital improvement</u> -- (see S4.A above)	<i>The SWMP shall include coordination mechanisms among departments within each jurisdiction to eliminate barriers to compliance with the terms of this permit.</i>
S5.C.1 - Public Education and Outreach	-- Data Analysis and Reporting (<i>State of the Island's Waters</i>) -- Water Quality Monitoring Demo Day -- Public Works Week	<i>The [Stormwater Management Program] shall include an education and outreach program designed to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts and encourage the public to participate in stewardship activities.</i>
S5.C.1.b	-- Volunteer Training and Coordination (includes Bainbridge Island Watershed Council, Bainbridge Schools, etc.) -- Use of volunteers to support stream monitoring and data assessment	<i>Each permittee shall create stewardship opportunities and/or partner with existing organizations to encourage residents to participate in activities such as stream teams, storm drain marking, volunteer monitoring, riparian plantings and education activities.</i>
S5.C.3 - Illicit Discharge Detection and Elimination	<u>Identifies illicit discharges and connections</u> -- (see S4.A above)	<i>The [Stormwater Management Program] shall include an ongoing program designed to prevent, detect, characterize, trace and eliminate illicit connections and illicit discharges into the MS4.</i>
S5.C.3.c.	-- (see S4.A above)	<i>Each Permittee shall implement an ongoing program designed to detect and identify non-stormwater discharges and illicit connections into the Permittee's MS4. The program shall include...</i>
S5.C.3.c.i	-- (see S4.A above)	<i>All Permittees.... shall complete field screening for at least 40% of the MS4 no later than December 31, 2017, and on average 12% each year thereafter.</i>
S5.C.3.d.i.	-- (see S4.A above)	<i>Procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee.</i>
S5.C.3.d.i.i.	-- (see S4.A above)	<i>Procedures for tracing the source of an illicit discharge...</i>
S5.C.3.f - Record Keeping	-- WQFMP and Flowlink Database Upload & Management	<i>Recordkeeping: Permittees shall track and maintain records of the activities conducted to meet the requirements of this section.</i>
S5.C.5 - Pollution Prevention and Operation and Maintenance for Municipal Operations		
S5.C.5.c - O&M Stormwater Facility Inspections	<u>Provides qualifying rain event alerts</u> -- Weather Station Maintenance and Downloads	<i>Spot checks of potentially damaged permanent stormwater treatment and flow control BMPs/facilities after major storm events (24 hour storm event with a 10 year or greater recurrence interval).</i>

WQFMP Support of NPDES Stormwater Permit Requirements

(8/1/13 - 7/31/18)

Permit Section	WQFMP Component/Task/Activity	Requirement
S7 - Compliance with Total Maximum Daily Load Requirements		
S7.A.	-- Final Monitoring Plan Review & Update: Site Evaluation Report, Sampling and Analysis Plan, Quality Assurance Project Plan -- WQFMP and Flowlink Database Upload & Management	<i>For applicable TMDLs listed in Appendix 2, affected Permittees shall comply with the specific requirements identified in Appendix 2. Each Permittee shall keep records of all actions required by this Permit that are relevant to applicable TMDLs within their jurisdiction. The status of the TMDL implementation shall be included as part of the annual report submitted to Ecology. Each annual report shall include a summary of relevant SWMP and Appendix 2 activities conducted in the TMDL area to address the applicable TMDL parameter(s).</i>
S7.C.	<u>Conducts any required monitoring and informs TMDL development</u> -- (see S4.A above)	<i>For TMDLs that are approved by EPA after this Permit is issued, Ecology may establish TMDL related permit requirements through future permit modification if Ecology determines implementation of actions, monitoring or reporting necessary to demonstrate reasonable further progress toward achieving TMDL waste load allocations, and other targets, are not occurring and shall be implemented during the term of this Permit or when this Permit is reissued. Permittees are encouraged to participate in development of TMDLs within their jurisdiction and to begin implementation.</i>
S8 - Monitoring and Assessment		
	<u>Conducts any required monitoring</u> -- (see S4.A above)	Regional Stormwater Monitoring Program (RSMP) - NOTE: Pay in option selected by Council November 6, 2013, in lieu of meeting this requirement through in-house monitoring.
S9 - Reporting Requirements		
S9.A	<u>Reports on required monitoring or studies</u> -- Data Analysis and Reporting	<i>No later than March 31 of each year beginning in 2015, each Permittee shall submit an annual report.</i>
G9 - Monitoring		
G9.A. - Representative Sampling	-- Final Monitoring Plan Review & Update: Site Evaluation Report, Sampling and Analysis Plan, Quality Assurance Project Plan	<i>Samples and measurements taken to meet the requirements of this Permit shall be representative of the volume and nature of the monitored discharge, including representative sampling of any unusual discharge or discharge condition, including bypasses, upsets, and maintenance-related conditions affecting effluent quality.</i>
G9.B. - Records Retention	-- WQFMP and Flowlink Database Upload & Management -- Field Operations Manual - SOP Updates -- Equipment Inventory/Maintenance	<i>The Permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original recordings for continuous monitoring instrumentation, copies of all reports required by this Permit, and records of all data used to complete the application for this permit...</i>

Appendix 7: Figure 1. Water Quality and Flow Monitoring Program
Staffing (FTE)

Programmatic Activities	Program Development and Pilot Study				Program Implementation						
	<u>Targeted Storm Event Sampling</u>					<u>Targeted Storm Event Sampling</u>					
			<u>Sediment Sampling</u>		<u>Weather Station Install</u>		<u>O&M Rain Gage Install</u>		<u>Sediment Sampling</u>		
	<u>Auto Station Setup</u>		<u>Auto Station Demob</u>		<u>Auto Station Remob and Improvements</u>						
	<u>Status and Trends Monitoring</u>				<u>Status and Trends Monitoring</u>						
Program Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 (Budget)	
Program Manager ¹	0.50	0.50	0.50	0.50	0.74	0.65	0.69	0.83	0.79	0.88	
Engineering Tech ¹	---	---	---	0.55	0.25	0.05 ²	0.05 ²	0.02 ²	---	---	
Interns (Summer months only) ¹	---	---	0.15	0.15	---	---	---	---	0.01	0.01 ²	
Volunteers (since August, 2011)	---	---	---	---	---	---	0.05	0.05	0.19	0.19	
Consultants ³	<u>0.15</u>	<u>0.30</u>	<u>0.50</u>	<u>0.80</u>	<u>0.10</u>	<u>0.21</u>	<u>0.37</u>	<u>0.23</u>	<u>0.28</u>	<u>0.33</u>	
Total	0.65	0.80	1.15	2.00	1.09	0.86	1.11	1.11	1.27	1.40	
Staff	0.50	0.50	0.65	1.20	0.99	0.65	0.69	0.83	0.80	0.88	

NOTES:

1. Staff Hours - Staff hours are not tracked to the program level. Therefore, FTE's are estimated based upon yearly workplans and average time taken to complete tasks.

2. Staff Hours - Grant-funded; not a program expense.

3. Consultant Hours - Years 2005 - 2009 consultant hours estimated based upon hours per task as bid and negotiated under PSA; years 2010-2013 consultant hours calculated from actual hours invoiced; 2014 hours estimated based upon proposed workplans.

Appendix 7: Figure 2. Water Quality and Flow Monitoring Program Funding Sources (not including staffing)											
Programmatic Activities	Program Development and Pilot Study			Program Implementation							
	<u>Targeted Storm Event Sampling</u>			<u>Weather Station Install</u>				<u>O&M Rain Gage Install</u>	<u>Targeted Storm Event Sampling</u>		
	<u>Sediment Sampling</u>			<u>Auto Station Remob and Improvements</u>					<u>Sediment Sampling</u>		
	<u>Auto Station Setup</u>	<u>Auto Station Demob</u>		<u>Status and Trends (Grab Sampling) Monitoring</u>							
	<u>Status and Trends (Grab Sampling) Monitoring</u>			<u>Status and Trends (Grab Sampling) Monitoring</u>							
	<u>Routine Auto Station Maintenance and Downloads</u>										
Fund	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 (Estimated)	Total
Water	----	----	41,012.06	181,508.90	25,135.73	1,868.88	----	----	----	----	249,525.57
SSWM	14,544.47	-6,026.55	62,083.16	-48,541.67	----	68,064.03	116,821.68	89,460.00	119,560.44	138,059.56	554,025.12
Total	14,544.47	-6,026.55	103,095.22	132,967.23	25,135.73	69,932.91	116,821.68	89,460.00	119,560.44	138,059.56	
NOTES: 1. Negative numbers represent grant revenue and/or years where grant revenue exceeded expenditure. 2. This table does not include other finance and accounting revenue or expenses such as taxes. Please consult the City's Finance Department for those particulars. 3. Year 2014 is estimated based upon anticipated tasks or budgets set under current professional services agreements.											

AFTER RECORDING, PLEASE RETURN TO:

City of Bainbridge Island
Attn: City Administrator
280 Madison Avenue North
Bainbridge Island, Washington 98110

BAINBRIDGE ISLAND CITY OF 200907010141
Agreement Rec Fee: \$ 65.00
07/01/2009 01:45 PM
Walter Washington, Kitsap Co Auditor
Page: 1 of 14



2009 INTERLOCAL AGREEMENT

Between City of Bainbridge Island and Kitsap Conservation District

AN INTERLOCAL AGREEMENT (THIS "AGREEMENT") BETWEEN THE CITY OF BAINBRIDGE ISLAND (HEREINAFTER REFERRED TO AS THE "CITY") AND THE KITSAP CONSERVATION DISTRICT (HEREINAFTER REFERRED TO AS THE "DISTRICT")

WHEREAS, the City Council budgeted funds in 2009 for services from the District to agricultural and other private landowners;

WHEREAS, the District has the expertise to provide assistance to agricultural and non-agricultural property owners on land management activities and their impacts on water quality;

WHEREAS, the City and the District desire to enter into an agreement to provide for the information and services to property owners that will protect water quality; and

WHEREAS, the Interlocal Cooperation Act, RCW 39.34, further authorizes the parties hereto to enter into this agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the District agree as follows:

1. SERVICES BY DISTRICT

The District shall perform such duties and services as are listed on the Scope of Work – Exhibit A, attached hereto, and made a part hereof by reference. Said services shall be performed in accordance with the approved scope of work and budget specified in Exhibit A. All services funded under this Agreement shall be provided exclusively within the boundaries of incorporated City of Bainbridge Island. The District shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

The City shall reimburse the District only for actual incurred costs upon presentation of a properly executed invoice in a form approved by the City. Costs shall be charged and funds reimbursed based upon appropriate program elements combined and cost categories as defined in Exhibit A. The sum of the District's reimbursement requests during the duration of this Agreement shall not exceed \$40,000 (the budget for all program elements combined, as identified in Exhibit A). The District may exceed line item amounts, as established in Exhibit A, within individual program elements in order to respond to the nature and number of requests received within a quarter. The anticipated (budgeted) and actual distribution of funds will be reported by the District quarterly and monitored by the City. Reimbursement requests shall not be made more frequently than once a month. The City reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this Agreement. The City shall reimburse the District within sixty (60) days of receipt of a properly executed District invoice.

3. GENERAL ADMINISTRATION AND MANAGEMENT

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

The Chair of the Board of Supervisors for the Kitsap Conservation District, or his/her designee, shall represent the District in all matters pertaining to the services and materials to be rendered under this agreement; all requirements of the City pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the District's representative.

4. PERMIT REPORTING

The District shall produce quarterly and year-end reports summarizing the work performed and evaluating the performance and results of the work performed pertaining to this Agreement.

Progress reports shall include, but are not limited to, the following information:

- a. A description of work performed during the period and progress made to date, including monitoring data or performance indicators that reflect effectiveness of the program elements as set forth in Exhibit A -- Scope of Services.
- b. Status of annual work plan
- c. Description of any adverse conditions that have affected the program objectives and/or time scheduled, and actions taken to resolve these issues. Progress reports shall be submitted as follows: *Quarterly reports* are due the closest workday to July 15, and October 15; *Year-end Report* due January 15, 2009.

The Year-end Report shall contain a summary of major accomplishments realized during the year. This report shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the report.

5. PERFORMANCE ANALYSIS

The City shall complete an annual performance analysis evaluating the services provided under the Agreement for effectiveness and compliance with the program elements set forth in the scope of work. This analysis will be submitted to the District Board of Supervisors and the City Council.

6. INSPECTION AND AUDIT

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

7. INDEPENDENT CONTRACTOR

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

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

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

8. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The District agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national

origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

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

C. Violation of this Section 10 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

9. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2009, unless sooner terminated by either party as provided below.

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

10. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

D. The City's inspection or acceptance of any of the District's work when completed shall not be grounds to avoid any of these covenants of indemnification.

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

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

11. INSURANCE

The District shall maintain insurance as follows:

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

The District shall comply with the provisions of RCW Title 51, Industrial Insurance. For the duration of this Agreement, the District shall provide or purchase industrial insurance coverage for its employees, as may be required of an "employer" as defined in RCW Title 51, and shall maintain full compliance with RCW Title 51.

12. SUBLETTING OR ASSIGNING CONTRACT

The District shall not assign or subcontract any portion of the services provided within the terms of this Agreement without obtaining prior written approval from the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the District as stated herein.

13. EXTENT OF AGREEMENT/MODIFICATION

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

14. SEVERABILITY

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

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

15. FAIR MEANING

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

16. NON-WAIVER

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

17. NOTICES

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

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: Planning Director
 Phone: 206-842-2552

To the District: Kitsap Conservation District
 PO Box 2472
 Silverdale, WA 98383
 Attention: Chair of the Board of Supervisors
 Phone: (360) 337-7171
 Fax: (360) 337-7172

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.

18. 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.

19. GOVERNING LAW

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

20. VENUE

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

21. 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.

22. FILING WITH COUNTY AUDITOR

A copy of this Agreement shall be filed with the Kitsap County Auditor's Office pursuant to RCW 39.34.040.

EXECUTED THIS 17 DAY OF April, 2009.

KITSAP CONSERVATION DISTRICT

CITY OF BAINBRIDGE ISLAND

Sharon N. Call
Chair, Board of Supervisors

Darlene Kordonowy
Darlene Kordonowy, Mayor

Date: 4-30-09

Date: April 27, 2009

ATTEST:

Rosalind D. Lassoff
Rosalind D. Lassoff, CMC
City Clerk

EXHIBIT A
SCOPE OF WORK
SEE ATTACHMENT

ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the District, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

Before commencing work and services, the District shall provide to the person identified in Section 17 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the District. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the District, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

Attachment A

KITSAP CONSERVATION DISTRICT
2009 City of Bainbridge Island
SCOPE OF WORK

I. REFERRAL RESPONSE ELEMENT

Goal:

- Respond to and address water quality and fish & wildlife related referrals from the City, state and local agencies.

Objectives and Tasks:

Objective 1: Respond to referrals.

Task 1. Respond to referrals from the City of Bainbridge Island. These requests may be generated from conditional use permits and building permit processes that require farm plans and/or livestock waste management plans because the sites may impact sensitive land areas or from grading permits associated with farming activity or storm water issues for fish passage and barrier problems on private land.

Task 2. Respond to referrals from the Planning Division to assist with reviews of Retail Plans under the category Agricultural Activity when 1) livestock are raised and/or maintained on the property, 2) livestock waste is being utilized on property as a soil amendment, and 3) additional assurance for surface water protection are necessary for year round agricultural activities.

Task 3. Respond to water quality and solid waste complaints referred to the District by the Kitsap County Health District. These may come to the District as water quality complaints or as a solid waste enforcement action associated with agricultural activity.

II. EDUCATION ELEMENT

Goal:

- Promote public knowledge of local natural resource and fish habitat issues.

Objectives and Task:

Objective 1: Maintain a Conservation District public relations program.

Task 1. Maintain effective working relationships with local media and community groups on Bainbridge Island. Submit articles to Island media involving local conservation issues and actions being taken by the District. Participate in selected Bainbridge Island public events

Task 2. Maintain a mailing list of Bainbridge landowners interested in agriculture, natural resource conservation practices and fish & wildlife habitat. Publish and distribute the District's newsletters to Island residents that are on the mailing list.

Objective 2: Maintain a Conservation District agricultural and natural resource educational program.

Task 1. The Kitsap Conservation District will maintain a program offering District speakers, sponsoring special interest events and accepting invitations to make community presentations. The District will coordinate the development and maintenance of this program with the City of Bainbridge Island, KCHD, WSU Cooperative Extension and other existing educational programs.

III. INVENTORY ELEMENT

Goal:

- Address non-point pollution caused by inadequate agricultural management practices.

Objectives and Tasks:

Objective 1: Identify, prioritize and map agriculturally related property within the City of Bainbridge Island.

Task 1. Update the existing inventory of agricultural properties annually.

Task 2. As part of the inventory process, Conservation District staff prioritizes inventoried sites based on their potential to pollute. Criteria include livestock proximity to surface water, livestock waste management, pasture condition and other visual assessments. The Conservation District will follow up with technical assistance services based on the prioritization. The District's priority list will be re-evaluated annually.

Task 3. Inventoried and prioritized properties will be entered into a GIS database related to the parcel's tax identification number. The data base entries will be updated annually. The District will produce a GIS map, updated as necessary.

Task 4. The District will provide an overlay of agricultural properties as well as fish barrier sites on a habitat refugia map based on the Kitsap County Fish Habitat Refugia Study.

IV. RESOURCE MANAGEMENT PLAN DEVELOPMENT

Goals:

- Protect surface water bodies from potential sources of contamination caused by agricultural-related land use.
- Promote cooperative solutions with landowners.

Objectives and Tasks:

Objective 1: Provide technical services to landowners within the City of Bainbridge Island.

Task 1. Offer farm-planning services that inventory existing conditions, evaluate resource needs and recommend alternative farm management practices that protect the quality of soil, water, animals, plants and air.

Task 2. Encourage and offer assistance with the preservation and enhancement of fish and wildlife habitat as part of the District's technical services. The District will stay apprised of Clean Water Act and Endangered Species Act regulations, threats and associated action recommendations that may affect Island residents.

Task 3. Provide nutrient management plans for crop farms when 1) livestock waste is utilized for nutrient application purposes, 2) livestock waste is generated or transported to a crop farm and will be stored and/or composted on site for later land application, and 3) an opportunity to demonstrate or model to the public for education purposes the storage and utilization of livestock waste as a component of sustainable agricultural land use.

Objective 2: Facilitate federal, state and local incentive programs.

Task 1. As directed by the Clean Water Act, Endangered Species Act and Farm Bill, the District will facilitate all programs and coordinate efforts with the Farm Services Agency (FSA), the Natural Resources Conservation Service (NRCS) and the US Fish & Wildlife Service; state agencies including the Conservation Commission, Department of Ecology, Department of Fish & Wildlife and the Puget Sound Action Team.

Task 2. The District will assist landowners with the application process for eligible incentive and cost-share programs. These programs may include land that is in agricultural use or land that emphasizes fish and wildlife habitat issues.

V. DESIGN ELEMENT

Goal:

- Provide agronomic and engineering design services that support natural resource protection in City watersheds.

Objectives and Tasks:

Objective 1: Provide designs for Best Management Practices (BMPs) that meet USDA Natural Resources Conservation Service standards and specifications.

Task 1. Deliver a completed design package to landowners with appropriate construction and material specifications included. Staff will maintain a direct presence with construction, project coordination and implementation.

Objective 2: Seek out or develop alternative cost-effective BMPs that are suitable to a specific site's needs and landowner's financial needs.

Task 1. When existing NRCS standards and specifications are beyond the scope of a particular project site, staff will seek and/or develop alternative designs. On a site-specific basis, the District will utilize alternative design providers and coordinate design efforts with City and local consulting engineers.

VI. BMP INSTALLATION ELEMENT

Goal:

- Improve water quality and fish & wildlife habitat in Bainbridge Island watersheds by facilitating and assisting with the implementation of BMPs.

Objectives and Tasks:

Objective 1: Provide technical services to cooperators for implementation of farm management practices and habitat enhancement efforts.

Task 1. Assist cooperating landowners with supplies and materials lists for implementation of practices and provide on-site project management to oversee installation.

Task 2. Process cost-share reimbursement or other incentive program components.

Objective 2: Offer contracted and/or volunteer labor forces for implementation of BMPs.

Task 1. Whenever funding is available, contract annually for work crews with the Department of Ecology's Washington Conservation Corp (WCC) for City of Bainbridge Island. Offer WCC crews to District and partner agency project sites on Bainbridge Island.

Task 2. Coordinate volunteer labor for the implementation of planting projects with the City of Bainbridge Island's Stream Team, local schools, and community groups.

Objective 3: Coordinate with other agencies for joint implementation efforts.

Task 1. Seek partnerships with Washington Department of Fish & Wildlife (WDFW), Regional Fisheries Enhancement groups, local tribes, and other local agencies and community groups to combine efforts for project implementation.

VII. AGRICULTURAL BMP INSPECTION & MAINTENANCE

Goal:

- Determine the operational effectiveness of BMPs on water quality and habitat within the City Of Bainbridge Island.

Objectives and Tasks:

Objective 1: Monitor the operation and maintenance of BMPs installed.

Task 1. Evaluate individual farm and habitat BMPs for operation efficiency and ease of maintenance. Provide follow-up assistance to landowners. Encourage landowners to maintain and monitor farm and habitat BMPs for maximum efficiency and meet landowner needs for solutions to maintenance problems.

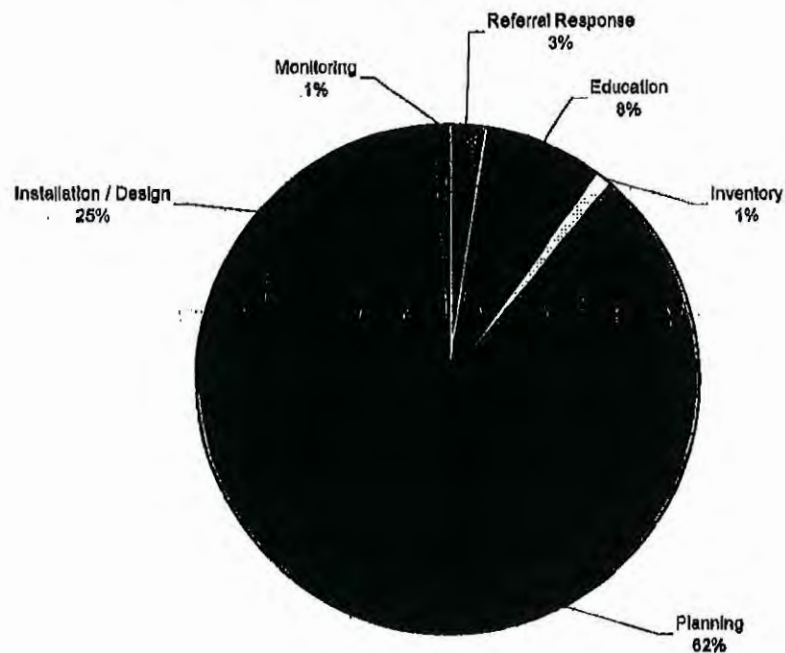
Objective 2: Demonstrate BMPs to other agencies, groups or individuals.

Task 1. Use projects as demonstration sites for other potential cooperators or agencies.

Kitsap Conservation District
2009 Scope of Work and Budget
for City of Bainbridge Island

Program Element	Proposed Budget	Percent of Budget
Total	\$ 40,000.00	100%
Referral Response	\$ 1000.00	2.5%
Education	\$ 3000.00	7.5%
Inventory	\$ 400.00	1.0%
Planning	\$ 25,300.00	63.25%
Installation / Design	\$ 9,900.00	24.75%
Monitoring	\$ 400.00	1.0%
	\$ 40,000.00	100%

2009 Bainbridge Island ILA Budget Distribution



ORDINANCE NO. 2012-16

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to storm and surface water management; amending Sections 13.24.089 and 13.24.090; and adding two new sections to Chapter 13.24 of the Bainbridge Island Municipal Code (BIMC), adopting storm and surface water management fees for city streets and roads, state highway right-of-way, and private roads, and providing for an effective date in conformance with the Kitsap County Superior Court Order of February 29, 2012 in *Bainbridge Ratepayers Alliance v. City of Bainbridge Island*, Kitsap County Superior Court Cause No. 10-2-00638-1.

WHEREAS, Chapter 35.67 RCW provides that cities are authorized to establish storm water (“storm sewer”) utilities; and

WHEREAS, the City of Bainbridge Island (“City”) has had a Storm and Surface Water Management (formerly “Storm Drain”) utility since 1987; and

WHEREAS, in 2007, the City Council adopted Ordinance No. 2007-39 which amended BIMC 13.24.089 to change the fee charged to City-owned right-of-way from 30% to 100% of the fee provided in BIMC 13.24.080, effective January 1, 2008; and

WHEREAS, in 2010, the City Council determined that the fee structure amendment to BIMC 13.24.089 adopted in Ordinance No. 2007-39 was based on erroneous financial information; and

WHEREAS, in response to that determination, the City Council adopted Ordinance No. 2010-34 which changed back the fee charged to City-owned right-of-way in BIMC 13.24.089 from 100% to 30% both prospectively and retroactively; and

WHEREAS, Ordinance No. 2010-34 referenced RCW 90.03.525 as providing that the storm and surface water utility fee charged by the City to state highway right-of-way shall be 30% of the general City rate; and

WHEREAS, Ordinance No. 2010-34 further found that the City, prior to the effective date of Ordinance No. 2007-39, charged the same 30% storm and surface water utility rate to the City roads as to the state highway right-of-way; and

WHEREAS, Ordinance No. 2010-34 also found that both the City roads and the state highways provide infrastructure to convey storm water such that reduced rates are warranted; and

WHEREAS, on March 9, 2011, the Bainbridge Ratepayers Alliance (“Ratepayers Alliance”) filed its first amended complaint in Kitsap County Superior Court, alleging in its twelfth cause of action that in adopting Ordinance No. 2010-34, the City had retroactively enacted storm and surface water management rates for city roads without any supporting

documentation thereby unfairly burdening other rate payers. *Bainbridge Ratepayers Alliance v. City of Bainbridge Island*, Kitsap County Superior Court No. 10-2-00683-1; and

WHEREAS, both the Ratepayers Alliance and the City moved for summary judgment on the issue of the validity of the storm and surface water management rates established by Ordinance No. 2010-34; and

WHEREAS, Presiding Judge Russell Hartmann of Kitsap County Superior Court heard oral argument on cross motions for summary judgment on the issue of storm and surface water management rates on May 27, 2011; and

WHEREAS, the Court issued its oral ruling on July 22, 2011, granting the Ratepayers Alliance motion for summary judgment on the twelfth cause of action, ruling that the retroactive adoption of storm and surface water management rates of 30% in Ordinance No. 2010-34 was arbitrary and capricious because it was based on a statute (RCW 90.03.525) related only to state roads; there was no equivalent evidence reflecting the City's investment in its roads; and

WHEREAS, the Court entered an order formally granting summary judgment to the Ratepayers Alliance on the issue of storm and surface water management fees on September 1, 2011, following which the Ratepayers Alliance filed an additional motion asking the Court to establish a remedy and to order payment of attorney fees to the Ratepayers Alliance; and

WHEREAS, the Court first heard argument on the issue of a remedy and attorney fees on December 9, 2011, after which the Court directed further briefing, and then heard additional argument on February 24, 2012; and

WHEREAS, immediately following oral argument on February 24, 2012, the Court issued its oral ruling that the City has the authority to enact a ordinance setting storm and surface water management fees to City roads retroactive to the effective date of the storm and surface water rates established by Ordinance No. 2007-39, and that the Ratepayers Alliance is not entitled to attorney fees; and

WHEREAS, the Court entered its formal order establishing a remedy, denying attorney fees and entering a partial final judgment on February 29, 2012, in which the City was granted a period of nine months from that date for the City's legislative authority to enact new storm and surface water fees applicable to City right-of-way, retroactive to the January 1, 2008 effective date of the storm and surface water rates established by Ordinance No. 2007-39; and

WHEREAS, the Court on its own initiative reversed its earlier determination and ordered that its February 29, 2012 order on the storm and surface water issue was a final determination, subject to immediate appeal pursuant to Civil Rule 54(b); and

WHEREAS, neither the Ratepayers Alliance nor the City appealed the Court's order within the 30-day appeal period, so that the Court's February 29, 2012 order became a final determination no longer subject to appeal; and

WHEREAS, following expiration of the 30-day appeal period of the Court's February 29 order, the City on April 3, 2012 issued a request for proposals to provide the City with a study by experts in the field of surface water utilities, utility rates and road design of the relationship between the City street system and its storm and surface water management (SSWM) utility with the objective of developing alternative rate approaches that equitably account for any offsetting contributions of the street system to the SSWM utility; and

WHEREAS, on May 9, 2012, the City Council authorized a contract with FCS Group, in association with Parametrix, to provide the City with consulting services on the issue of appropriate stormwater fees to be charged to City streets and roads; and

WHEREAS, FCS Group had just provided consulting services to the Washington State Legislature's Joint Transportation Commission on the issue of stormwater cost recovery, and was experienced in providing consulting services to a numerous communities in Washington for stormwater utility formation and rate studies, and the associated engineering consulting firm, Parametrix, has had long experience in road design and stormwater engineering; and

WHEREAS, in preparing its storm and surface water management street rate analysis for the City, FCS Group structured its study to encompass three-fold objectives as follows:

1. Assess the relationship between the City's street system and Storm and Surface Water Utility. Analyze value to the SSWM Program of the City's street system and other in-kind services that may reduce the cost of managing stormwater from private and public property.
2. Develop equitable rate alternatives for City streets that reflect the value of the street system's contributions to the SSWM Program. Each alternative is evaluated against the requirements that it be accurate, fair, clear, and supported by a legitimate rationale. The depths of each analysis depended on the availability, accuracy and level of detail of information available from the City.
3. Survey the approaches of other jurisdictions in Western Washington to the same issue. The survey contains results for approximately seventy-five Phase I and Phase II NPDES permit holders. The survey documents the approach each city takes in administering a stormwater charge on their streets.

and;

WHEREAS, FCS Group presented a summary of its conclusions to a joint workshop of the City Council and the City's Utility Advisory Committee in the Special/Regular Meeting of the City Council on Wednesday, August 8, 2012, during which both Council members and Committee members were provided the opportunity to discuss those conclusions and ask questions of the FCS Group and Parametrix study team; and

WHEREAS, FCS Group submitted its written report entitled "City of Bainbridge Island Storm and Surface Water Management Street Rate Policy Analysis Report of Findings" to the City on August 24, 2012; and

WHEREAS, the FCS Group study looked at six alternatives for adopting SSWM rates for the City's roads and the rationale for each, summarized as follows:

1. Alternative: Charge City streets full rate for all impervious surfaces. Rationale: Streets are an impervious surface and should be charged as such.
2. Alternative: Exempt City streets from the stormwater rate because they are a part of the stormwater system. Rationale: Streets are an integral part of the stormwater conveyance system and should be exempt.
3. Alternative: Reduce or exempt City streets from stormwater rate because of past capital investment. Rationale: Street fund capital investment in stormwater infrastructure and facilities may offset some or all SSWM charges to the Street Fund.
4. Alternative: Charge City streets a rate based on proportion of runoff managed from other property. Rationale: Streets provide stormwater conveyance for both streets and other developed properties.
5. Alternative: Charge City streets a rate based on the unallocated value of stormwater maintenance provided by the Street Fund. Rationale: Stormwater system maintenance provided by Street Fund may offset some or all SSWM charges to the Street Fund.
6. Alternative: Consider redefining the chargeable area of City Streets. Rationale: The equivalent residential unit (ERU) value could theoretically be defined to include a portion of the fronting residential street.

and;

WHEREAS, the FCS Group study did not recommend Alternative 5 as a valid rate method because the City already appropriately allocates the cost of stormwater system maintenance provided through the Street Fund to the SSWM utility and follows the state budget and reporting system (BARS) in which all labor, equipment, and materials charges are recorded against their respective fund and activity account; nor did it recommend Alternative 6 as a valid rate method because the City's ERU definition does not include a portion of the fronting street and the City's data does not allow a ready analysis of this alternative; and

WHEREAS, the FCS Group study concluded that Alternative 1 (charging the streets 100% of the impervious surface rate) was a valid rate method because streets, like rooftops or parking lots, affect the runoff pattern that existed prior to development, and charging the streets would be consistent with charges to other developed property; yet the FCS Group study identifies this alternative as the least applicable for the City, because City streets clearly provide an offsetting benefit to the SSWM fund as part of the conveyance system and for the capital investment in the system; and the study also concluded that Alternative 4 (charging streets based on the proportion of the associated drainage infrastructure serving the road itself (31%) versus the proportion serving developed property (69%)) would be a valid rate method because it would

credit streets for the conveyance capacity over and above that which they need for the streets, yet the FCS Group did not recommend this alternative; and

WHEREAS, the FCS Group study, while concluding that Alternatives 1 and 4 were both valid, instead recommended that the City exempt the City streets from the stormwater fee for either of two reasons set forth in Alternative 2 (streets owned or operated by the City are defined by the federal National Pollution Discharge Elimination System (NPDES) permit enforced by the Washington State Department of Ecology to be part of the City's Municipal Separate Storm Sewer System (MS4)), or in Alternative 3 (the City is responsible for at least \$27 million in associated stormwater infrastructure in the streets serving developed property over and above what would be needed for just street run off – valued at the City's undepreciated stormwater assets); and

WHEREAS, the FCS Group study concluded with the recommendation: “. . . Based on the finding that City streets could be exempted from the stormwater rate for either of two reasons in the City of Bainbridge Island – the fact that they are part of the conveyance system and the initial analysis showing that their investment in stormwater facilities in the right-of-way could outweigh their SSWM charges for a significant period of time – we are most comfortable advising the City to exempt its City streets from stormwater rates. This recommendation is further supported by the finding that eighty-five percent of our survey respondents exempt city streets . . .;” and

WHEREAS, FCS Group answered additional written questions dated August 28, 2012 from the Utility Advisory Committee in a follow-up memorandum from FCS Group dated August 31, 2012; and

WHEREAS, at the request of the Utility Advisory Committee, FCS Group and Parametrix representatives made themselves available for a conference call with the Committee in the afternoon of Tuesday, September 4, 2012, and responded to questions and comments from Committee members; and

WHEREAS, the Utility Advisory Committee following that conference call compiled a report of comments on both the FCS Group study and the City process that was submitted to the City Council on September 4, 2012; and

WHEREAS, the chair of the Utility Advisory Committee presented that report and provided additional comments regarding the FCS Group study and the issue of SSWM fees charged to City roads to the City Council at its Regular City Council Study Session meeting of Wednesday, September 5, 2012; and

WHEREAS, other members of the Utility Advisory Committee and members of the public also provided comments to the City Council regarding the FCS Group study and the issue of SSWM fees charged to City roads at the September 5, 2012 Study Session; and

WHEREAS, in response to the FCS Group study report that 85% of the cities surveyed exempted their streets from stormwater charges, the City Council asked that FCS Group be

requested to provide a follow-up survey those jurisdictions to determine, if possible, the rationale employed by each of them to reach that result; and

WHEREAS, counsel for the Ratepayers Alliance wrote to the City Council on September 10, 2012, stating that the Ratepayers Alliance favors Alternative 1 (charging 100% of the impervious rate) of the alternatives identified by FCS Group; and

WHEREAS, on September 12, 2012, FCS Group submitted a follow-up survey of the rationale relied on by those 85% of jurisdictions that exempt city streets from stormwater charges, to the extent that that could be determined by FCS Group; and

WHEREAS, FCS Group reported that some of the jurisdictions, including Arlington, Burlington, Kirkland, and Mill Creek, reported informally that they exempted their streets from stormwater charges because those streets are a part of their respective stormwater systems; and

WHEREAS, FCS Group also determined that a number of jurisdictions had set forth the rationale for exempting city streets in their municipal codes, including, for example, the City of Battle Ground Municipal Code, Section 13.125.050, which provides in part: “The following special categories of property are exempt from service charges and system development charges: City street rights-of-way, all of which are a part of the system pursuant to the plan;” and

WHEREAS, the City of Burien Municipal Code, Section 13.10.340(9), provides: “The city roads and state highway programs provide substantial annual programs for the construction and maintenance of drainage facilities, and the road systems and their associated drainage facilities serve as an integral part of the surface and storm water management system. City and state road drainage systems, unlike the drainage systems on other properties, are continually being upgraded to increase both conveyance capacity and control. City roads and state highways shall not be charged a rate in recognition of the benefit to the surface and storm water management services provided by the drainage facilities associated with the city roads and state highway programs; provided, that those drainage facilities are constructed, operated, and maintained in accordance with this chapter.”; and

WHEREAS, the City of Covington Municipal Code, Section 13.30.050(9), which exempts city streets, provides in part: “The City roads and State highway programs provided substantial annual programs for the construction and maintenance of drainage facilities, and the roads systems and their associated drainage facilities serve as an integral part of the surface and stormwater management system.”; and

WHEREAS, the City of Federal Way Municipal Code, Section 11.40.100, which exempts city streets, provides in part: “. . . the city and county roads and state highway programs provide substantial annual programs for the construction and maintenance of storm drainage control facilities, and the roads systems and their associated storm drainage facilities serve as an integral part of the surface and stormwater management system. . . .”; and

WHEREAS, the City of Kenmore Municipal Code, Section 13.40.050(J), provides in part: “. . . both the city streets and state highway programs provide substantial annual programs

for the construction and maintenance of drainage facilities, and the streets systems and their associated drainage facilities serve as an integral part of the surface and stormwater management system. . . .”; and

WHEREAS, the City of Lake Forest Park Municipal Code Section 13.16.050(J) states in part: “. . . the city and county roads and state highway programs provide substantial annual programs for the construction and maintenance of storm drainage control facilities, and the roads systems and their associated storm drainage facilities serve as an integral part of the surface and stormwater management system. . . .”; and

WHEREAS, the follow-up survey from FCS Group was transmitted to the City Council and to the Utility Advisory Committee that day in advance of the discussion of SSWM fees to City roads scheduled for the Regular City Council Business Meeting of September 12, 2012; and

WHEREAS, during the Regular City Council Business Meeting of September 12, 2012, at which FCS Group and Parametrix representatives were present to answer any additional questions, the City Council discussed and debated the issue of the appropriate SSWM charges to be charged to City roads in accord with the Kitsap County Superior Court order of February 29, 2012; and

WHEREAS, the Council considered that FCS Group in its Report of Findings concluded that any one of four of the six rate alternatives identified (Alternatives 1-4) could be adopted as accurate, fair, clear, and supported by a legitimate rationale; and

WHEREAS, the Council also considered that FCS Group in its Report of Findings concluded with a recommendation that the City exempt City roads from stormwater charges based on either the rationale of Alternative 2 (streets are defined to be part of the stormwater system) or Alternative 3 (the City has made a substantial capital investment in the stormwater system serving property development over and above the runoff from the City streets themselves); and

WHEREAS, the Council considered that, in the one other case apart from *Bainbridge Ratepayers Alliance v. City of Bainbridge Island*, where plaintiffs had challenged a city’s stormwater rates to city roads, the Superior Court and the Court of Appeals had upheld the validity of the City of Tacoma Municipal Code Section (TMC 12.08.530) that exempts city streets from stormwater charges based on a combination of the rationale that city streets are part of Tacoma’s stormwater system and that Tacoma had made substantial capital investments in the stormwater infrastructure serving developed property. *Post v. City of Tacoma*, (unpublished opinion) 139 Wn. App. 1074 (2007); and

WHEREAS, the Council considered that where plaintiffs in a parallel challenge to a city’s inclusion of capital investment in its water system for purposes of calculating a water user’s equitable share of system costs – where the city had obtained at least part of that infrastructure through federal or state grants or from infrastructure investment of developers – the Washington Supreme Court held that the inclusion of outside funding in its asset base was

valid, as the Legislature had not explicitly prohibited such inclusion for cities. *Landmark Development, Inc. v. City of Roy*, 138 Wn.2d 561 (1999); and

WHEREAS, the Council further considered that the emphasis by the Kitsap County Superior Court's oral ruling of July 22, 2011 and by the letter sent on behalf of the Ratepayers Alliance of September 10, 2012, on the equal treatment of stormwater charges for the equivalent category of private and public property required by RCW 35.67.025 and RCW 35.92.021 compels a renewed review of the City's Municipal Code to determine if private roads are being charged the same stormwater rates as City and state roads; and

WHEREAS, it appears that at least from the January 1, 2008 effective date of storm and surface water rates established by Ordinance No. 2007-39, the numerous private roads serving various groups of properties on Bainbridge Island have been exempt from any stormwater charges, as there is no subsection in the code establishing any SSWM fees for private roads, much less fees equivalent to BIMC 13.24.089 setting stormwater fees for city-owned right-of-way or BIMC 13.24.090 setting stormwater fees for state highway right-of-way; and

WHEREAS, on the other hand, either a publicly or privately owned road that is an adjunct to a commercial development is charged an equal commercial stormwater fee under BIMC 13.24.080, as such a road is considered to be the equivalent of a driveway into the commercial development; and

WHEREAS, an example of such a publicly owned road that is an adjunct to a public commercial development and charged a commercial stormwater fee under BIMC 13.24.080 is NE Henshaw Place adjacent to the Bainbridge Island City Hall development, and an example of such a privately owned road that is an adjunct to a private commercial development and charged a commercial stormwater fee under BIMC 13.24.080 is Madrone Lane associated with the Roberts LLC development on Winslow Way; and

WHEREAS, while BIMC 13.24.090 purports to require charges to state highway right-of-way at a rate of 30% of the fee provided in BIMC 13.24.080, the City has never collected any such stormwater charges from the state due to the statutory barriers to collection embedded in RCW 90.03.525(2); and

WHEREAS, the Council also considered that private roads, since at least 1997, have been required to conform to the same design requirements as public streets (Section 7.01 of the City of Bainbridge Island Design and Construction Standards and Specifications, adopted by Ordinance No. 1997-23), and therefore in effect, private roads now provide the same complement of stormwater benefits as City roads; and

WHEREAS, at the end of the City Council discussion and debate regarding the appropriate SSWM rates to charge City roads the Council voted 4-1 (2 members having excused absences) to adopt the recommendations of the FCS Group study and the rationale of Alternative 2 and Alternative 3 in that study and exempt City roads from stormwater charges retroactive to the January 1, 2008 effective date of Ordinance No. 2007-39, in conformance with the Kitsap

County Superior Court Order of February 29, 2012 in *Bainbridge Ratepayers Alliance v. City of Bainbridge Island*; and

WHEREAS, being cognizant of the requirement in RCW 35.67.025 and RCW 35.92.021 for the same stormwater charges to be charged to the same category of both private and public property, the City Council also voted to apply the same exemption to private roads;

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

Section 1. The above recitals shall be considered to be adopted by and included as part of this Ordinance.

Section 2. A new section is added to the Bainbridge Island Municipal Code to read as follows:

13.24.088 Methodology for street and road charges

- A. City roads and municipal streets are defined by the city's NPDES Phase II permit to be a part of the city's Municipal Separate Storm Sewer System and, in addition, the city is responsible for at least \$27 million in undepreciated stormwater infrastructure in the city streets serving developed property over and above what would be needed for just street runoff. City streets and roads therefore should be exempt from stormwater fees.
- B. RCW 90.03.525 prohibits a city from charging a state highway right-of-way more than 30 percent of the comparable property rate, but also prohibits a city from charging more than the fees the city charges to its own city streets. Accordingly, since city streets are exempt from stormwater fees, RCW 90.03.525 requires that the same exemption apply to state highway right-of-way.
- C. RCW 35.67.025 and RCW 35.92.021 both require that a city charge the same stormwater fee to public property as the rates charged to private property of the same category. Accordingly, since city streets are exempt from stormwater fees, RCW 35.67.025 and RCW 35.92.021 both require that the same exemption apply to private roads.

Section 3. Section 13.24.089 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

13.24.089 City Streets and roads charge.

~~The monthly fee for city-owned right-of-way shall be 30 percent of the fee provided in BIMC 13.24.080.~~ City-owned right-of-way shall be exempt from stormwater fees.

This exemption, however, does not apply to a city-owned road that is an adjunct to a city commercial/multi development, such as NE Henshaw Place adjacent to City Hall, and which is therefore charged a stormwater fee pursuant to BIMC 13.24.080 as part of a commercial/multi development.

Section 4. Section 13.24.090 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

13.24.090 State highway charge.

~~Pursuant to RCW 90.03.525 the monthly fee for state highway right-of-way shall be 30 percent of the fee provided in BIMC 13.24.080, unless the city and state agree to a different rate, or unless a court of competent jurisdiction holds otherwise.~~ State highway right-of-way shall be exempt from stormwater fees.

Section 5. A new section is added to the Bainbridge Island Municipal Code to read as follows:

13.24.091 Private roads charge.

Private roads (a private “Way-of-travel,” as defined in BIMC 12.16.020(P), that is owned by either private persons or public entities) shall be exempt from stormwater fees.

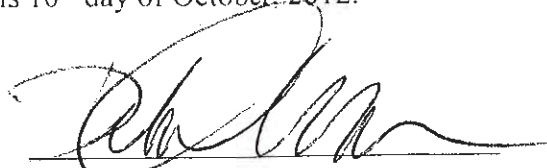
This exemption, however, does not apply to a private road that is an adjunct to a commercial/multi development, such as Madrone Lane adjacent to the Roberts LLC property on Winslow Way, and which is therefore charged a stormwater fee pursuant to BIMC 13.24.080 as part of a commercial/multi development.

Section 6. In conformance with the Kitsap County Superior Court Order of February 29, 2012 in *Bainbridge Ratepayers Alliance v. City of Bainbridge Island*, Kitsap County Superior Court Cause No. 10-2-00638-1, the charges established by this ordinance, amending BIMC 13.24.089 and BIMC 13.24.090 and adding a new section BIMC 13.24.091 related to private roads, shall be retroactive to January 1, 2008 – the effective date of storm and surface water charges established by Ordinance No. 2007-39.

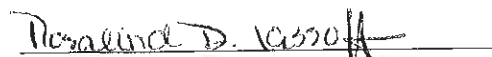
Section 7. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this 10th day of October, 2012.

APPROVED BY THE MAYOR this 10th day of October, 2012.


Debbi Lester, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	September 21, 2012
PASSED BY THE CITY COUNCIL:	October 10, 2012
PUBLISHED:	October 12, 2012
EFFECTIVE DATE:	October 17, 2012
ORDINANCE NUMBER:	2012-16

General Information									Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments												
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	
Agate Pass Road	Start @ Stop Sign	1																			
Agate Pass Road	40' N of Dolphin	1	18	89'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					Relocate Marks
Agate Pass Road	16500	1	16	1979'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Agate Pass Road	Sanwick Place	1	13	2589'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					
Agate Point Road	Sign	1																			
Agate Point Road	16412	1	12	1349'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					
Agate Street	Start @ Stop Sign	1																			
Agate Street	17090	1	8	612'	12"	Conc	YES	OK	12/26/13	PM/RG	No		No			Yes					
Agate Street	17183	1	7	1038'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					Extend Outfall 5'
Agate Street	17329 - end of street	1	6	1627'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					Several separations
Agatewood Road	Start @ Stop Sign	1																			
Agatewood Road	Dolphin Drive-300' S of	1	24	1265'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			No					
Agatewood Road	Dolphin Drive	1	23	1606'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					
Alma	Start @ Stop sign	1																			
Alma	Seabold; 30' north of	1	45	30'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
County Park Road	Street Sign	1																			
County Park Road	Trail Head Parking	1	29	308'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			No					REPLACE
Dolphin Drive	Starts @ Street Sign	1																			
Dolphin Drive	Agatewood	1	22	20'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					
Dolphin Drive	7003	1	21	173'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Dolphin Drive	7200	1	20	1433'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Dolphin Drive	Bloedel Reserve	1	19	2568'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Gordon Street	Start @ Stop Sign	1																			
Gordon Street	8459	1	28	268'	12"	Conc	YES	OK	12/26/13	PM/RG	No		No			Yes					Under Water
Gordon Street	8533	1	27	640'	12"	CPEP	NO	OK	12/26/13	PM/RG	No		No			Yes					
Grotle Street	Start @ Stop Sign	1																			
Grotle Street	15455	1	26	153'	12"	CPEP	NO	OK	12/26/13	PM/RG	No		No			Yes					
Grotle Street	15400	1	25	542'	18"	Conc	NO	S	12/26/13	PM/RG	No		No			Yes					Separated
Harvey Road	Start @ Stop Sign	1																			
Harvey Road	15289	1	46	251'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					Not City Maintained
Henderson Road	Seabold/Henderson ST	1																			
Henderson Road	15137	1	49	170'	12"	Conc	NO	OK	12/27/13	PM/RG	No		No			No					
Henderson Road	15115	1	50	507'	18"	Conc	NO	S	12/27/13	PM/RG	No		No			No					Separated at Road edge
Komedal Road	Start @ Stop Sign	1																			
Komedal Road	15006	1	48	3133'	12"	Conc	NO	OK	12/27/13	PM/RG	No		Yes			Yes					
Komedal Road	15117	1	47	3626'	12"	Conc	NO	OK	12/27/13	PM/RG	Yes		No			Yes					Fence Obstructing outfall
Manual Road	Start @ Stop Sign	1																			
Manual Road	end of road	1	57	674'	12"	Conc	YES	OK	12/27/13	PM/RG	Yes		No			No					Catch Basin

Appendix 10

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General Information									Inspection / Maintenance Information											Inspection Comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
North Street	Start @ Stop Sign	1																			
North Street	100' from Agate Point W	1	11	360'	24"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
North Street	Agate PT/Kinnear	1	10	522'	18"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
North Street	End of Road	1	9	1060'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			Yes					Reset Inlet Separated
Ralston Road	Start @ Stop Sign	1																			
Ralston Road	6729	1	53	242'	12"	Conc	NO	OK	12/26/13	PM/RG	Yes		No			No					
Ralston Road	Silven	1	51	1260'	12"	Conc	YES	OK	12/27/13	PM/RG	Yes		No			Yes					
Reitan Road	Start @ Stop Sign	1																			
Reitan Road	16270	1	5	262'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Reitan Road	16362	1	4	682'	12"	Conc	YES	Cr	12/26/13	PM/RG	No		No			Yes					
Reitan Road	under bridge	1	3	1502'	12"	Conc	YES	OK	12/26/13	PM/RG	Yes		No			Yes					Clean Basin
Reitan Road	16243	1	2	2196'	18"	Mix	YES	OK	12/26/13	PM/RG	No		No			Yes					
Reitan Road	16233	1	1	2254'	12"	CAP	YES	OK	12/26/13	PM/RG	No		No			Yes					
Sanwick Place	Start @ Agate St. CL	1																			
Sanwick Place	Agate Pass Road	1	14	7'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			Yes					Reset Inlet Separated
Sanwick Place	Bottom of Hill	1	15	786'	12"	Conc	YES	OK	12/26/13	PM/RG	No		No			Yes					
Sievertson Road	Start @ WPM CL	1																			
Sievertson Road	277' from W Port Madison	1	40	277'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			No					
Sievertson Road	14930	1	39	1118'	12"	CAP	NO	OK	12/26/13	PM/RG	No		No			Yes					
Sievertson Road	100' past 14930	1	38	1321'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Sievertson Road	14796	1	37	1737'	12"	CGP	NO	OK	12/26/13	PM/RG	Yes		No			Yes					
Sievertson Road	147966, 150' South of	1	36	1953'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					
Sievertson Road	14660	1	35	2234'	12"	Conc	YES	OK	12/26/13	PM/RG	Yes		No			No					Catch Basin & Inlet
Silven Avenue	(west end)	1																			
Silven Avenue	14324	1	52	231'	12"	Conc	NO	OK	12/27/13	PM/RG	No		No			No					
Skogen Lane	Start @ Stop Sign	1																			
Skogen Lane	15166	1	32	967'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			Yes					Separated at outfall
Skogen Lane	15151	1	31	1132'	12"	Conc	NO	OK	12/26/13	PM/RG	No		Yes			Yes					Under water
Skogen Lane	14900	1	30	1717'	8"	CPEP	YES	OK	12/26/13	PM/RG	Yes		No			Yes					Clean by hand
Stranne Road	Start @ Stop Sign	1																			
Stranne Road	Hidden Cove	1	56	24'	12"	Conc	NO	OK	12/27/13	PM/RG	No		No			Yes					Outfall end broken eroding bank
Stranne Road	end of road (asphalt)	1	55	574'	12"	Conc	NO	OK	12/27/13	PM/RG	No		No			No					
Stranne Road	end of road (driveway)	1	54	608'	12"	Conc	NO	S	12/27/13	PM/RG	No		No			No					
W Port Madison Road	Start @ Stop Sign	1																			
W Port Madison Road	702' East of 305	1	44	702'	18"	CPEP	NO	OK	12/26/13	PM/RG	No		No			Yes					
W Port Madison Road	7590	1	43	2334'	12"	Conc	NO	S	12/26/13	PM/RG	No		No			Yes					Small Separations
W Port Madison Road	7758	1	42	2744'	12"-18"	Mix	NO	OK	12/26/13	PM/RG	No		No			Yes					
W Port Madison Road	8008	1	41	3586'	12"	Conc	NO	OK	12/26/13	PM/RG	No		No			Yes					

General Information									Inspection / Maintenance Information											Inspection Comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
W Port Madison Road	Sievertson	1	34	3799'	12"	CPEP	NO	OK	12/26/13	PM/RG	No		No			Yes					
W Port Madison Road	Skogen Lane	1	33	4578'	12"	CPEP	NO	OK	12/26/13	PM/RG	No		No			Yes					
Cambridge Crest	Start @ Stop Sign	2																			
Cambridge Crest	Phelps	2	58	0'	12"	CPEP	YES	OK	1/2/14	PM/RG	No		No			Yes					
Cambridge Crest	Phelps	2	59	26'	12"	CPEP	YES	OK	1/2/14	PM/RG	No		No			No					
Cambridge Crest	13463	2	60	1536'	12"	CPEP	NO	OK	1/2/14	PM/RG	No		No			No					
Cambridge Crest	13439	2	61	1654'	12"	CPEP	YES	OK	1/2/14	PM/RG	No		No			No					
Cascade Street	Start @ Stop Sign	2																			
Cascade Street	John Street	2	52	316'	18"	CGP	NO	R	1/6/14	PM/CD	No		No			No					REPLACE
Charti		2																			
Charti	13516	2	62	232'	12"	CPEP	YES	OK	1/2/14	PM/RG	No		No			Yes					
Day Road East	Street Sign	2																			
Day Road East	8755	2	57	1203'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			Yes					Under Water
Day Road East	8960	2	56	2384'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			Yes					Under Water
Day Road East	9470	2	55	3999'	12"	Conc	NO	OK	1/6/14	PM/CD	Yes		Yes			Yes					Catch Basin Full of asphalt
Day Road East	N.Madison	2	79	4235'	12"	Conc	NO	OK	1/6/14	PM/CD	Yes		Yes			Yes					Ditch outfall
Day Road East	9883	2	54	5822'	18"	Conc	NO	OK	1/6/14	PM/CD	Yes		Yes			No					Handwork
Day Road East	Sunrise	2	70	6830'	18"	Conc	YES	OK	1/6/14	PM/CD	Yes		No			Yes					Catch Basin
Ellingsen Road	Start @ Stop Sign	2																			
Ellingsen Road	13909	2	24	1397'	12"	Conc	NO	OK	1/2/14	PM/RG	No		No			No					
Ellingsen Road	13665	2	25	2112'	12"	Conc	NO	OK	1/2/14	PM/RG	No		Yes			No					Ditch inlet
Euclid Avenue	Euclid/Washington St Sign	2																			
Euclid Avenue	15830	2	6	443'	12"	CGP	YES	OK	1/6/14	PM/CD	Yes		No			Yes					Catch Basin & pipe
Euclid Avenue	15660	2	7	1349'	18"	Mix	YES	S	1/6/14	PM/CD	Yes		No			Yes					Catch Basin
Euclid Avenue	15632	2	8	1800'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			Yes					
Euclid Avenue East	Starts @ Stop Sign	2																			
Euclid Avenue East	Lafayette	2	15	73'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					
Euclid Avenue East	15318	2	16	671'	18"	CGP	NO	OK	1/6/14	PM/CD	No		No			No					
Euclid Avenue East	15124	2	17	1111'	18"	CGP	NO	OK	1/6/14	PM/CD	No		No			No					
Euclid Avenue East	200 yds N of Phelps Rd	2	18	1615'	18"	Mix	NO	OK	1/6/14	PM/CD	No		No			No					
Euclid Avenue East	Phelps	2	19	2168'	12"	Conc	NO	OK	1/6/14	PM/CD	No		Yes			No					
Euclid Avenue West	Starts @ Stop Sign	2																			
Euclid Avenue West	16554	2	13	349'	12"	Conc	YES	OK	1/3/14	PM/RG	No		No			Yes					
Euclid Avenue West	16307	2			12"	Mix	YES	OK	1/3/14	PM/RG	Yes		No			Yes					
Euclid Avenue West	16304	2	12	1479'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			No					
Euclid Avenue West	16211	2	11	1794'	12"	Conc	YES	OK	1/3/14	PM/RG	No		No			No					
Euclid Avenue West	16005	2	10	2294'	12"	Conc	YES	OK	1/3/14	PM/RG	Yes		No			No					Catch Basin & pipe
Euclid Avenue West	Lafayette Avenue	2	9	2345'	12"	Conc	YES	OK	1/3/14	PM/RG	Yes		No			Yes					Catch Basin X2

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Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	S - Separated, R - Rusted out, Cr - Cracked, Mix- see comments
Fairfield	Teem Loop	2																			
Fairfield	13257	2	63	53'	12"	CPEP	YES	OK	1/3/14	PM/RG	No		No			No					
Hidden Cove Road East	Start @ Stop Sign	2																			
Hidden Cove Road East	9198	2	34	160'	18"	Conc	NO	OK	1/2/14	PM/RG	No		No			No					Inlet sand bagged friend of Mayor
Hidden Cove Road East	9000	2	35	405'	18"	Conc	NO	OK	1/2/14	PM/RG	No		No			No					Hand dig outfall
Hidden Cove Road East	8205	2	36	2587'	80"	CAP	NO	OK	1/2/14	PM/RG	No		No			No					
Hidden Cove Road East	8075	2	37	4231'	12"	Conc	YES	OK	1/2/14	PM/RG	No		No			No					
Hidden Cove Road East	8024	2	38	4696'	12"	Conc	YES	S	1/2/14	PM/RG	No		No			Yes					Reset first & last section
Hidden Cove Road East	7996	2	39	5046'	12"	Conc	YES	OK	1/2/14	PM/RG	No		Yes			No					CB on Private property
Hidden Cove Road East	7995	2	40	5396'	12"	Mix	YES	S	1/2/14	PM/RG	Yes		Yes			No					
Hidden Cove Road East	7892	2	41	5884'	12"	Conc	NO	OK	1/2/14	PM/RG	No		No			No					
Hidden Cove Road East	7750	2	42	6319'	24"	Conc	NO	OK	1/2/14	PM/RG	No		No			No					
Hidden Cove Road East	7599	2	43	7014'	12"	Mix	NO	OK	1/2/14	PM/RG	No		No			Yes					
Knight Rd	Sunrise	2																			
Knight Rd	Sunrise	2	71	0'	12"	CPEP	YES	OK	1/6/14	PM/CD	Yes		No			Yes					Catch Basin
Lafayette Avenue	Euclid Ave W	2																			
Lafayette Avenue	9304	2			12"	DI	Yes	Ok	1/6/14	PM/CD	Yes		No			No					Catch Basin X 2
Lafayette Avenue	Euclid, bus stop	2	5	962'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			Yes					
Lafayette Avenue	9832	2	4	1190'	18"-24"	Mix	NO	OK	1/6/14	PM/CD	No		No			Yes					
Lafayette Avenue	10035	2	3	1891'	12"	Conc	NO	Cr	1/6/14	PM/CD	No		No			Yes					Under water
Meigs RD	W Euclid	2																			
Meigs RD	W Euclid	2	72	0'	12"	Conc	NO	OK	1/3/14	PM/RG	Yes		No			No					
Millstone	Start @ Mailbox 13235	2																			
Millstone	13229	2	64	49'	12"	CPEP	YES	OK	1/3/14	PM/RG	No		No			Yes					
Misty Vale	Start @ Stop Sign	2																			
Misty Vale	Sunrise	2	73	0'	12"	CGP	YES	OK	1/6/14	PM/CD	No		No			Yes					Heavily Rusted with holes
Misty Vale	14537	2	50	239'	18"	CGP	NO	OK	1/6/14	PM/CD	Yes		No			Yes					Clean & video
North Madison	Start @ Stop Sign	2																			
North Madison	14229	2	44	999'	18"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					Reset inlet
North Madison	13645	2	53	2914'	24"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					
Phelps Road	Start @ Stop Sign	2																			
Phelps Road	Day Road East	2	30	0'	18"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	13249	2	29	1416'	18"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	13452	2	28	2934'	18"	Conc	YES	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	13502	2	27	3259'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	13527	2	26	4214'	18"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					Inlet separated
Phelps Road	Ellingson Road	2	23	5912'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	14432	2	22	6489'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					

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General Information									Inspection / Maintenance Information											Inspection Comments	
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Phelps Road	Frog Rock	2	21	7254'	18"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Phelps Road	14607	2	20	7481'	12"	Conc	NO	OK	1/3/14	PM/RG	Yes		No			Yes					
Point Monroe Drive	Start @ Sunrise CL	2																			
Point Monroe Drive	Sunrise - 252' East of	2	1	252'	18"	HDPE	NO	OK	1/6/14	PM/CD	No		No			Yes					
Spargur Loop Road	Start @ Stop Sign	2																			
Spargur Loop Road	Hidden Cove	2	74	0'	12"	Conc	NO	OK	1/3/14	PM/RG	Yes		No			Yes					
Spargur Loop Road	8802	2			12"	CPEP	NO	OK	1/3/14	PM/RG	No		No			Yes					
Spargur Loop Road	8774	2	33	1050'	12"	Conc	YES	OK	1/3/14	PM/RG	No		No			Yes					Fence over CB
Spargur Loop Road	8830	2	32	1352'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			Yes					
Spargur Loop Road	9010	2	31	1989'	12"	Conc	YES	OK	1/3/14	PM/RG	Yes		No			Yes					Catch Basin
Spargur Loop Road	9019	2	30	2255'	12"	Conc	NO	OK	1/3/14	PM/RG	No		No			No					
Selfors	Hidden Cove	2																			
Selfors	Hidden Cove	2	75	0'	12"	Conc	NO	S	1/2/14	PM/RG	No		No			Yes					
Sumanee		2																			
Sumanee	8384	2	76	970'	12"	CPEP	YES	OK	1/3/14	PM/RG	No		No			Yes					
Sumanee	8342	2	65	2142'	12"	CPEP	YES	OK	1/3/14	PM/RG	No		No			Yes					
Sunrise Drive	Intake	2																			
Sunrise Drive	Pt. Monroe	2	2	0'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					
Sunrise Drive	15551	2	48	232'	18"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					
Sunrise Drive	14950	2	49	1446'	12"	CPEP	NO	OK	1/6/14	PM/CD	No		No			No					
Sunrise Drive	14250	2	51	4230'	12"	Conc	YES	OK	1/6/14	PM/CD	No		No			No					
Sunrise Drive	Dripping Water Creek	2	40	6507'	24"	Conc	NO	S, Cr	1/6/14	PM/CD	No		No			Yes					
Sunrose	Sunrise	2																			
Sunrose	Sunrise	2	78	0'	12"	CPEP	NO	OK	1/6/14	PM/CD	No		No			Yes					
Teem Loop	Start @ Stop Sign	2																			
Teem Loop	13209	2	66	48'	12"	CPEP	YES	OK	1/3/14	PM/RG	Yes		No			Yes					
Teem Loop	13221	2	67	1179'	12"	CPEP	YES	OK	1/3/14	PM/RG	No		No			Yes					
Teem Loop	Sumanee Pl	2	68	1755'	12"	CPEP	YES	OK	1/3/14	PM/RG	Yes		No			Yes					
Torvanger Road	Start @ Stop Sign	2																			
Torvanger Road	Sunrise Dr.	2	47	37'	18"	CGP	NO	R	1/6/14	PM/CD	No		No			No					Some Rust Holes
Torvanger Road	10029	2	46	1258'	18"	CGP	NO	R	1/6/14	PM/CD	No		No			No					REPLACE Large rust holes
Torvanger Road	9856	2	45	1813'	18"	CGP	NO	R	1/6/14	PM/CD	No		No			No					Some Rust Holes
Trail Heights	Hgts/Cambridge St Sign	2																			
Trail Heights	13000	2	69	311'	12"	CPEP	YES	OK	1/2/14	PM/RG	Yes		No			No					CB
Washington Avenue	Start @ Stop Sign	2																			
Washington Avenue	15011	2	14	579'	12"	Conc	NO	OK	1/6/14	PM/CD	No		No			No					
Abies	Beginning @ Stop Sign	3																			
Abies	Koura	3	49	0'	15"	CGP	NO	OK	12/30/13	PM/RG	No		No			No					

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Abies	7206	3	40	195'	12"	CGP	NO	OK	12/30/13	PM/RG	No		No			Yes					
Abies	7408	3	41	786'	12"	CGP	NO	OK	12/30/13	PM/RG	No		Yes			Yes					Vector ditch outfall Marks way off
Abies	Pinyon	3	50	1331'	12"	CGP	NO	R	12/30/13	PM/RG	No		No			Yes					
Astor Court	Start @ Stop Sign	3																			
Astor Court	11513 Astor Court	3	32	180'	12"	CAP	YES	OK	12/30/13	PM/RG	Yes		No			No					
Bay Hill Road	Start @ Stop Sign	3																			
Bay Hill Road	7480	3	21	1226'	18"	Conc	YES	OK	12/30/13	PM/RG	No		No			No					
Chadwick		3																			
Chadwick	11520	3			12"		Yes	OK	2/13/14	PM/RG	Yes		No			No					
Bayview Boulevard	Start @ Stop Sign	3																			
Bayview Boulevard	6687	3	42	202'	18"	Conc	NO	OK	12/30/13	PM/RG	No		No			No					
Bayview Boulevard	6639	3	51	513'	12"	CPEP	YES	S	12/30/13	PM/RG	Yes		No			No					CB
Bergman Road	Start @ Stop Sign	3																			
Bergman Road	7601	3	16	205'	18"	Mix	NO	S	12/30/13	PM/RG	Yes		No			No					Fix in middle
Bergman Road	7750	3			18"	Conc	NO	OK	2/13/14	PM/RG	No		No			No					
Bergman Road	Peterson Hill Road	3	15	1525'	78"	CGP	NO	OK	12/30/13	PM/RG	No		No			No					
Brigham	Olympic Terrace	3																			
Brigham	Olympic Terrace	3	52	0'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			No					
Brigham	Blue Heron	3			12"	CPEP	Yes	OK	12/30/13	PM/RG	Yes		Yes			Yes					
Williams	Olympic Terrace	3			12"	Conc	No	OK	12/30/13	PM/RG	Yes		No			No					
Day Road West	Start @ Stop Sign	3																			
Day Road West	Manzanita, 200' East of	3	11	206'	18"	Conc	NO	OK	1/2/14	PM/RG	Yes		No			Yes					
Day Road West	300' East of 6969	3	10	1439'	24"	Conc	NO	OK	1/2/14	PM/RG	No		No			Yes					
Day Road West	Watson's Factory	3	9	4325'	12"	Conc	YES	OK	1/2/14	PM/RG	No		No			No					
Fieldstone		3																			
Fieldstone	Koura	3	53	0'	12"	CGP	NO	OK	12/30/13	PM/RG	No		No			No					
Hidden Cove Road West	Start @ Stop Sign	3																			
Hidden Cove Road West	Stranne Road	3	1	325'	18"	Conc	NO	OK	12/27/13	PM/RG	No		No			No					
Hidden Cove Road West	Henderson Road -200' E of	3	2	1937'	18"	CPEP	NO	OK	12/27/13	PM/RG	No		No			Yes					
Hidden Cove Road West	6318 -end of road, west	3	3	3137'	12"	DIP	YES	OK	12/27/13	PM/RG	No		Yes			No					Open inlet
Hidden Cove Lane	Start @ Stop Sign	3																			
Hidden Cove Lane	13392	3	6	302'	12"	CGP	NO	OK	12/27/13	PM/RG	No		No			Yes					
Koura Farm	Start @ Stop Sign	3																			
Koura Farm	Fieldstone	3	54	0'	12"	CPEP	NO	OK	12/30/13	PM/RG	Yes		No			No					
Koura Farm	Cul de sac	3	55	459'	12"	CPEP	NO	OK	12/30/13	PM/RG	Yes		No			No					Culvert
Koura Farm	Cul de sac	3			12"	CPEP	Yes	OK	12/30/13	PM/RG	Yes		No			No					CB & Culvert
Koura Road		3																			
Koura Road	6750	3	47	458'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			No					

General Information									Inspection / Maintenance Information											Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority		
Koura Road	Williams	3	48	991'	12"	DIP	YES	OK	12/30/13	PM/RG	Yes		No			Yes					
Larix		3																			
Larix	Abies	3	56	0'	12"	CGP	NO	OK	12/30/13	PM/RG	No		No			Yes					
Lovgren Road West	Start @ Stop Sign	3																			
Lovgren Road West	8295 -200' east of	3	26	1098'	18"	CAP	NO	OK	1/2/14	PM/RG	No		No			No					
Lovgren Road West	8000 -400' east of	3	27	2096'	18"	CPEP	NO	OK	1/2/14	PM/RG	No		No			No					
Lovgreen Road West	7984	3	28	2677'	24"	CAP	NO	OK	1/2/14	PM/RG	No		No			Yes					
Lovgreen Road West	7984	3	29	2926'	36"	CGP	NO	OK	1/2/14	PM/RG	No		No			Yes					
Manzanita	Start @ Bergman St Sign	3																			
Manzanita	12520	3	8	352'	12"	Conc	NO	S,Cr	12/30/13	PM/RG	No		No			No					Outfall on beach
Manzanita	12662	3	7	1135'	12"	Conc	NO	S,Cr	12/30/13	PM/RG	Yes		No			No					
Manzanita LN		3																			
Manzanita LN	Peterson Hill Road	3	57	0'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			Yes					
Matsu PI	Start @ Stop Sign	3																			
Matsu PI	Bayhill	3	58	21'	18"	CGP	YES	R	12/30/13	PM/RG	No		No			Yes					
Meadowmeer Circle	Start @ Stop Sign	3																			
Meadowmeer Circle	11225	3	34	154'	18"	CAP	NO	OK	12/30/13	PM/RG	Yes		Yes			No					Outfall / talk to home owner
Meadowmeer Circle	Barthrup Court	3	33	854'	12"	CAP	NO	R	12/30/13	PM/RG	No		No			No					Rock outfall
Meadowmeer Circle	11550	3	31	2067'	12"	CAP	YES	OK	12/30/13	PM/RG	Yes		No			Yes					Clean basin 1
Meadowmeer Circle	11621	3	30	2562'	12"	CAP	YES	R	12/30/13	PM/RG	Yes		No			Yes					Clean basin & replace pipe
Meadowmeer Road	Circle CENTERLINE	3																			
Meadowmeer Road	Peggy - intersection	3	35	0'	18"	CAP	YES	OK	12/30/13	PM/RG	No		Yes			Yes					Ditch outfall
Meadowmeer Road	Medway - intersection	3	36	0'	12"	CAP	NO	OK	12/30/13	PM/RG	No		No			Yes					
Meadowmeer Road	Katy - intersection	3	37	0'	12"	CAP	NO	OK	12/30/13	PM/RG	No		No			Yes					
Meadowmeer Road	Renney - intersection	3	38	0'	12"	CAP	YES	OK	12/30/13	PM/RG	Yes		Yes			Yes					Wires ditch with vactor
Miller Road	Start @ Y on Miller	3																			
Miller Road	Day Road West	3	12	116'	18"	Conc	NO	Cr	1/2/14	PM/RG	No		No			Yes					Last section of outfall broken / tree removal
Miller Road	12714 -100' S of	3	13	694'	18"	Conc	NO	S	1/2/14	PM/RG	Yes		No			Yes					Last section of inlet separated
Miller Road	Bergman - 50' North of	3	14	1925'	18"	Conc	NO	S	1/2/14	PM/RG	No		No			Yes					
Miller Road	12305 -100' south of	3	17	2631'	36"	Conc	NO	OK	1/2/14	PM/RG	No		No			Yes					
Miller Road	11431 -40' south of	3	22	5931'	18"	CPEP	YES	OK	1/2/14	PM/RG	No		No			Yes					
Monte Vista	Start @ Stop Sign	3																			
Monte Vista	Olympic Terrace	3	59	0'	12"	Conc	YES	OK	12/30/13	PM/RG	No		Yes			No					Extend out fall 10'
Monte Vista	6513	3	24	713'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			No					
Monte Vista	6506	3	25	1221'	12"	Conc	YES	Cr	12/30/13	PM/RG	No		No			No					
Olympic Terrace	Start @ Stop Sign	3																			
Olympic Terrace	Monte Vista -north of	3	23	2508'	18"	Conc	NO	OK	12/30/13	PM/RG	Yes		No			No					
Peterson Hill Road	Start @ Stop Sign	3																			

General Information									Inspection / Maintenance Information												Inspection Comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments	
Peterson Hill Road	12034	3	18	1408'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			No						
Peterson Hill Road	12248	3	19	1675'	12"	Conc	NO	OK	12/30/13	PM/RG	No		No			No						
Peterson Hill Road	Bergman 100 yars East of	3	20	1980'	135"	CGP	NO	OK	12/30/13	PM/RG	No		No			No						
Public Works Yard	Start @ Gate	3																				
Public Works Yard	342' S of Hidden Cove	3	43	342'	12"	CPEP	YES	OK	1/2/14	PM/RG	No		No			Yes						
Public Works Yard	427' S of Hidden Cove	3	44	427'	12"	CPEP	YES	OK	1/2/14	PM/RG	Yes		No			Yes						
Public Works Yard	948' S of Hidden Cove	3	45	948'	12"	CAP	NO	OK	1/2/14	PM/RG	No		No			Yes						
Public Works Yard	956' S of Hidden Cove	3	46	956'	12"	CAP	YES	OK	1/2/14	PM/RG	No		No			Yes						
Silven Avenue	Start @ Stop Sign	3																				
Silven Avenue	Hidden Cove West	3	4	0'	12"	CGP	NO	OK	12/27/13	PM/RG	No		Yes			No					5' of inlet	
Silven Avenue	Hidden Cove West	3	62	10'	12"	CMP	NO	R	12/27/13	PM/RG	No		Yes			No					REPLACE / 10' of inlet ditch	
Silven Avenue	14315 -end of road	3	5	590'	12"	Mix	NO	OK	12/27/13	PM/RG	No		No			No						
Sunset Loop		3																				
Sunset Loop	Bayhill	3	61	0'	18"	CGP	NO	R	12/30/13	PM/RG	Yes		No			Yes					REPLACE	
Tyler Place	Start @ Stop Sign	3																				
Tyler Place	11518	3	39	143'	12"	CPEP	NO	OK	12/30/13	PM/RG	Yes		No			No						

Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Baker Hill Road East	8112 -x- Blakely Ave	9	108	1183'	12"	CPEP	NO	OK	1/29/13	RN/DO	NO		YES	#50		YES				
Baker Hill Road East	7724	9	109	2285'	18"	CPEP	NO	OK	1/29/13	RN/DO	NO		NO			NO				
Baker Hill Road East	Lynwood Center	9	113	2377'	12"	Conc	NO	OK	1/29/13	RN/DO	YES		YES	#50		YES				
Baker Hill Road West	150' W of Lynwood Cntr Rd	9	14	2577'	36"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	7456	9	15	340'	48"	CGP	NO	R	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	7204	9	15	3986'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	7019	9	17	4836'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	6520	9	18	5606'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	6480	9	19	6144'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	6460	9	20	6423'	18"	CGP	NO	OK	1/29/13	RN/DO	YES		YES			YES				
Baker Hill Road West	6424	9	22	6955'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	Between Palamino & Lariat Loop	9	26	8270'	24"	CGP	YES	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	Lariat Loop -x- Sorrel int	9	27	8473'	18"	CGP	NO	OK	1/29/13	RN/DO	YES		YES	#50		YES				
Baker Hill Road West	200' W of 5815	9	31	9755'	24"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	400' W of 5815	9	32	9996'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	500' W of 5815	9	33	10152'	12"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Baker Hill Road West	700' W of 5815	9	34	10363'	18"	CGP	NO	R	1/29/13	RN/DO	NO		NO			YES				
Beck Road	W. Blakely	9	126	0'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Beck Road	8424	9	87	221'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Beck Road	8363	9	86	543'	12"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Beck Road	Lytle Rd	9	127	1226'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Beck Road	8185	9	85	1318'	12"	Conc	YES	OK	1/24/13	RN/CD	YES		NO			YES				
Beck Road	8075	9	128	1722'	8"	CPEP	YES	OK	1/24/13	RN/CD	YES		NO			YES				
Beck Road	Pleasant Beach	9	129	2250'	12"	Conc	NO	OK	1/24/13	RN/CD	YES		NO			NO				
Blakely Avenue	4525	9	110	6251'	12"	CPEP	NO	OK	1/30/13	PM/CD	YES		NO			YES				
Blakely Avenue	4216	9	111	7022'	18"	CPEP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Blakely Avenue	4195	9	112	7477'	18"	CPEP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Blakely CT East	Blakely HTS Dr	9	115	0'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		YES	#50		NO				
Blakely Heights CT	Blakely Heights	9	116	0'	12"	CAP	NO	OK	1/29/13	RN/DO	YES		YES	#50		NO				
Blakely Heights Drive	Baker Hill East	9	117	0'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			NO		O&M		
Blakely Heights Drive	8210	9	103	983'	12"	CAP	NO	Cr	1/29/13	RN/DO	YES		YES			YES		O&M		
Blakely Heights Drive	8169	9	106	1340'	18"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Blakely Heights Drive	Stop Sign	9	107	2389'	18"	CAP	NO	Cr	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	100' south of Dead End	9	35	124'	18"	CGP	NO	R	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	6071	9	36	467'	18"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5869 -50' N of	9	37	970'	18"	CGP	YES	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5816	9	38	1453'	18"	CPEP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5609	9	39	1868'	18"	CGP	NO	R	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5590	9	40	2102'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5425	9	41	2542'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5368	9	42	3051'	18"	Conc	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	Sullivan Road	9	43	3553'	18"	Conc	YES	OK	1/29/13	RN/DO	NO		NO			NO				
Crystal Springs Road	Baker Hill Road Intersection	9	44	3723'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				

Appendix 10

Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Fail
Crystal Springs Road	5004 -100' south of	9	45	4335'	18"	Conc	NO	S	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	5004 - 150' South of	9	46	4482'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES		O&M		
Crystal Springs Road	rd sign/ rd narrows sign	9	47	4774'	18"	CGP	NO	R	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	4720	9	48	5035'	8"	CGP	YES	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4674	9	49	5222'	8"	CGP	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4640	9	50	5466'	8"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	4574 -50' North of	9	51	5578'	8"	CAP	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4574	9	52	5706'	8"	CAP	NO	OK	1/29/13	RN/DO	YES		NO			YES		O&M		
Crystal Springs Road	4550	9	53	5893'	8"	CGP	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4360	9	54	6440'	24"	CGP	YES	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4162	9	55	6792'	18"	CPEP	YES	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	4132	9	56	6873'	12"	CGP	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	parking lot/ west of dock	9	57	7355'	12"	Conc	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	50' from dock	9	58	7473'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	Crystal (private lane)	9	59	7796'	18"	Conc	NO	Ci	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	3750	9	60	8220'	8"	Conc	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	3722	9	61	8406'					1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	3692	9	62	8578'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	3500	9	63	9176'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	3390	9	64	9566'	18"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Crystal Springs Road	3250	9	65	10060'	18"	Conc	YES	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	3150	9	66	10576'	12"	Conc	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Crystal Springs Road	3090	9	67	10862'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Dapple Court	6450	9	25	236'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		YES	#50		YES				
Diamond Street	Emerald Way	9	118	0'	12"	CPEP	NO	OK	1/29/13	RN/DO	NO		NO			NO				
Diamond Street	5400	9	6	931'	12"	Conc	NO	OK	1/29/13	RN/DO	YES		NO			YES				
Island	End if road	9	21	683'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Don Palmer	Vincent	9	119	0'	8"	DIP	YES	OK	1/29/13	RN/DO	YES		NO			NO				
Don Palmer	75' West of Vincent	9	120	119'	12"	CGP	NO	R	1/29/13	RN/DO	NO		YES	#50		YES				
Emerald Way	Lynwood Center	9	121	0'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		YES	#50		NO				
Lariat Loop	Baker Hill West	9	122	0'	18"	CGP	NO	OK	1/29/13	RN/DO	NO		YES	#50		NO				
Lariat Loop	6186	9	23	1079'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Lynwood Center Road	Bucklin Hill Road	9	1	133'	12"	Conc	NO	OK	1/30/13	RN/DO	YES		NO			YES		O&M		
Lynwood Center Road	Fletcher Bay	9	2	1005'	12"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Lynwood Center Road	Fletcher Bay	9	3	1141'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	5486	9	4	3503'	18"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES		O&M		
Lynwood Center Road	5232	9	7	4318'	36"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	5155	9	8	4424'	18"	CPEP	NO	OK	1/30/13	RN/DO	YES		NO			YES				
Lynwood Center Road	5045	9	9	4667'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	4959	9	10	5358'	18"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	Baker Hill Road, 40' North of	9	11	5856'	18"	Conc	NO	OK	1/30/13	RN/DO	NO		YES	#50		YES				
Lynwood Center Road	Baker Hill Road, 40' South of	9	12	6006'	24"	CGP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	4760, 85' South of	9	130	6215'	36"	CGP	YES	OK	1/30/13	RN/DO	NO		NO			YES				

Appendix 10

Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Lynwood Center Road	4760, 111' South of	9	131	6234'	12"	CPEP	YES	OK	1/30/13	RN/DO	NO		NO			YES				
Lynwood Center Road	Stop Ahead Sign	9	13	6542'	12"	CPEP	YES	OK	1/30/13	RN/DO	NO		NO			YES		O&M		
Lytle Road	Pleasant Beach	9	132	0'	12"	CGP	YES	OK	1/30/13	RN/DO	YES		NO			NO				
Lytle Road	Beck Road	9	88	351'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Palomino Drive	4450	9	24	318'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Pearl	Diamond	9	133	0'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		YES	#50		YES		O&M		
Pinto	Baker Hill West	9	123	0'	12"	CGP	NO	OK	1/29/13	RN/DO	NO		YES	#23		YES				
Pleasant Beach Drive	4175	9	83	1344'	12"	Conc	YES	S	1/30/13	RN/DO	YES		YES	#23		YES				
Pleasant Beach Drive	Beck	9	84	1897'	12"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Pleasant Beach Drive	3885	9	89	2243'	15"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Pleasant Beach Drive	3827	9	90	3055'	18"	CGP	NO	R	1/30/13	RN/DO	NO		NO			YES				
Pleasant Beach Drive	Lytle	9	91	3360'	18"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Pleasant Beach Drive	3687	9	92	3920'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Pleasant Beach Drive	3601	9	93	4510'	18"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	3187	9	68	978'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	3220	9	69	1434'	12"	Conc	YES	S	1/30/13	RN/DO	YES		NO			YES				
Point White Drive	3378	9	70	2137'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	3375	9	71	2363'	12"	Conc	YES	OK	1/30/13	RN/DO	YES		YES	#50		YES				
Point White Drive	3609	9	134	3152'	18"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	3628	9	72	3176'	12"	Conc	YES	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	3804	9	73	3746'	12"	CGP	YES	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	4070	9	74	4551'	12"	Conc	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	4224	9	75	5160'	12"	CPEP	YES	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	4308	9	76	5382'	12"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Point White Drive	4344	9	77	5525'	12"	Conc	YES	OK	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	4449 -S of	9	78	6776'	12"	Conc	NO	?	1/30/13	RN/DO	NO		NO			YES				
Point White Drive	4449 -N of	9	79	7003'		Conc			1/30/13	RN/DO	NO					YES				
Point White Drive	4529	9	80	7311'	12"	Conc	NO	OK	1/30/13	RN/DO	YES		NO			YES				
Point White Drive	4552	9	81	7517'	12"	Conc	NO	OK	1/30/13	RN/DO	YES		NO			YES				
Point White Drive	4569 -300' past Lynnwood Ct	9	82	7686'	36"	Conc	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Rhodes End	Sorrell	9	135	0'	18"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Rhodes End	4325	9	28	1136'	12"	CAP	YES	OK	1/29/13	RN/DO	NO		NO			YES				
Ruby Place	Diamond	9	124	0'	12"	Conc	YES	OK	1/29/13	RN/DO	NO		NO			YES				
Ruby Place	5344 -Ruby Street	9	5	33'	12"	Conc	YES	OK	1/29/13	RN/DO	YES		NO			YES				
Sorrel Way	Rhodes, 30' South of	9	29	801'	12"	CAP	NO	Cr	1/29/13	RN/DO	NO		NO			YES				
Sorrel Way	Rhodes, 100' South of	9	30	1044'	12"	CAP	NO	Cr	1/29/13	RN/DO	NO		NO			YES				
Sullivan	Crystal Springs	9	125	0'	12"	Conc	NO	OK	1/29/13	RN/DO	NO		NO			YES				
W Blakely	3700 - 100' S of	9	98	395'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES				
W Blakely	3700	9	99	549'	12"	CGP	NO	R	1/24/13	RN/CD	NO		NO			YES				
W Blakely	3715	9	100	776'	24"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES				
W Blakely	3962	9	101	1297'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES				
W Blakely	Beck Road	9	102	1530'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
West Blakley Ct	8211	9	104	210'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				

Appendix 10

Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
W Blakely Ct	8181	9	105	74'	12"	CAP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
Alpena CT	Barkentine	10	105	0'	12"	CPEP	NO	OK	1/29/13	RN/DO	NO		NO			YES				
3T's Road	20' from Stop Sign	10	62	25'	18"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
3T's Road	Seaborn	10	61	693'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
3T's Road	Blakely Ave	10	60	896'	18"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Barkentine	225' West of Rockaway Bluff	10	114	192'	36"	CGP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	10468	10	113	743'	12"	CPEP	NO	OK	1/30/13	RN/DO	YES		NO			YES				
Barkentine	160' West of Alpena CT	10	112	1141'	12"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	320' East of 10326	10	111	1358'	18"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	290' East of 10326	10	110	1386'	18"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	260' East of 10326	10	109	1416'	18"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	240' East of 10326	10	108	1441'	18"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	10285	10	107	1852'	12"	CPEP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Barkentine	Blakely Hill	10	106	2407'	12"	CPEP	YES	OK	1/30/13	RN/DO	YES		NO			YES				
Bill Point CT	Bill Point Drive	10	128	0'	12"	CAP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Bill Point Crest	Bill Point Drive	10	129	0'	12"	CAP	NO	OK	1/30/13	RN/DO	NO		NO			YES				
Bill Point Drive	Old Creosote	10	130	0'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Bill Point Drive	10792	10	83	684'	12"	CPEP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Bill Point Drive	Bill Point Circle	10	82	992'	8"	PVC	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Bill Point Drive	Old Creosote	10	131	1600'	12"	Conc	NO	OK	1/29/13	PM/CD	YES		YES	#23		YES				
Bill Point Hill	Bill Point Bluff Intersection	10	85	380'	12"	CAP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Bill Point View	Bill Point Hill, 10795	10	84	214'	12"	CAP	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	West Blakely -100' S of	10	49	205'	12"	CGP	YES	R	1/29/13	PM/CD	NO		YES	#50		YES				
Blakely Avenue	4130	10	50	572'	18"	CPEP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Birkland -300' E of	10	51	1193'	12"	CPEP	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Oddfellow -100' W of	10	52	2045'	18"	CGP	NO	R	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Tani Creek	10	53	2501'	18"	CGP	NO	R	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Tani Creek - 300' E of	10	54	3119'	24"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Country Club -300' W -	10	55	3887'	48"	CGP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Country Club	10	56	4305'	12"	CGP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	Country Club Road -500' E of	10	57	4824'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	3T's	10	58	5359'	12"	Conc	NO	Cr	1/29/13	PM/CD	NO		NO			YES				
Blakely Avenue	3T's -300' E of	10	59	5694'	18"	Conc	NO	OK	1/29/13	PM/CD	YES		YES	#50		YES				
Blakely Hill Road	100' N of fire hydrant	10	67	1103'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Blakely Hill Road	top of hill	10	66	1552'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Boulder	Rockaway Bluff	10	116	0'	12"	CPEP	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Boulder	11011	10	117	34'	12"	CPEP	YES	OK	1/29/13	PM/CD	NO		NO			NO				
Birkland	Blakely	10	132	0'	12"	Conc	NO	OK	1/29/13	PM/CD	YES		NO			NO				
Eagle Harbor Drive	Taylor -600' E of	10	79	1119'	18"	Conc	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	Ravine	10	78	1495'	24"	CGP	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	Taylor Avenue -E side @ stop	10	77	2526'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	Taylor Avenue -W side	10	76	2622'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	Ravine	10	47	3189'	36"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				

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Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Eagle Harbor Drive	Ward Street-200' East of	10	46	3312'	18"	Conc	NO	OK	1/29/13	PM/CD	YES		NO			YES				
Eagle Harbor Drive	4889	10	45	4800'	12"	CGP	YES	R	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	4931 -50' East of	10	44	4960'	12"	Conc	NO	OK	1/29/13	PM/CD	YES		YES	#50		YES				
Eagle Harbor Drive	5173-next to school bus sign	10	42	5604'	12"	CGP	NO	R,Cr	1/29/13	PM/CD	YES		NO			YES				
Eagle Harbor Drive	Rose & McDonald	10	36	6507'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES		O&M		
Eagle Harbor Drive	5530	10	17	7023'	24"	Conc	NO	Cr	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	Wimsey Lane	10	16	7751'	18"	CAP	YES	OK	1/29/13	PM/CD	YES		NO			YES		O&M		
Eagle Harbor Drive	6020	10	15	8563'	18"	CPEP	NO	OK	1/29/13	PM/CD	YES		NO			YES				
Eagle Harbor Drive	6148	10	14	8820'	12"	CAP	NO	OK	1/29/13	PM/CD	YES		NO			YES				
Eagle Harbor Drive	6148	10	13	8963'	18"	Conc	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6234	10	12	9390'	12"	CAP	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6246	10	11	9589'	12"	CAP	YES	OK	1/29/13	PM/CD	NO		NO			YES		O&M		
Eagle Harbor Drive	100' W of Place 18	10	10	10323'	24"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6382 -800' South of Place 18	10	9	10622'	24"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6431	10	8	11046'	12"	Conc	YES	OK	1/29/13	PM/CD	YES		NO			YES				
Eagle Harbor Drive	6533	10	7	11422'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6605	10	5	11753'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	300' North of 6605	10	4	11966'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6825	10	3	12198'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6863	10	1	12673'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Eagle Harbor Drive	6825 -300' South past	10	2	12426'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			YES				
Ewing Street	Ward Street	10	4	0'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Halls Hill Road	100' W of fire hydrant	10	103	1257'	12"	Conc	NO	?	1/29/13	PM/CD	YES		NO			YES		O&M		
Halls Hill Road	300' W of Rockaway Bluff	10	102	1694'	18"	Conc	NO	S	1/29/13	PM/CD	NO		NO			YES				
Halls Hill Road	200' E of Rockaway Bluff	10	101	2381'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		YES	#50		YES				
Halls Hill Road	75' West of 11113	10	137	2881'	12"	CPEP	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Halls Hill Road	11113	10	100	2956'	12"	Conc	NO	OK	1/29/13	PM/CD	YES		NO			YES				
Harborcrest	Eagle Harbor Drive	10	133	0'	12"	CGP	NO	OK	1/30/13	PM/CD	YES		NO			YES				
Harborcrest	6165	10	134	894'	12"	CAP	YES	Cr	1/30/13	PM/CD	YES		NO			YES				
McDonald Avenue	5066	10	22	1781'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
McDonald Avenue	Old Mill Road	10	23	2338'	18"	CPEP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Mill Heights	4462	10	118	298'	12"	CPEP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
New Sweden Avenue	Eagle Harbor Drive	10	135	0'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
New Sweden Avenue	5062	10	35	1765'	12"	Conc	NO	OK	1/30/13	PM/CD	YES		NO			YES				
New Sweden Avenue	Pine Street	10	34	2372'	18"	CPEP	NO	OK	1/30/13	PM/CD	NO		NO			NO				
New Sweden Avenue	4710	10	32	2896'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
New Sweden Avenue	4616	10	31	3351'	18"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
New Sweden Avenue	4575	10	30	3552'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
New Sweden Avenue	Old Mill Road	10	127	3945'	12"	CPEP	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Old Creosote Hill Road	Bill Point	10	81	2874'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		YES	#50		YES				
Old Creosote Hill Road	Eagle Harbor Drive	10	80	3645'	18"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Old Mill Road	Taylor -200' W of end Old Mill	10	29	216'	18"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Old Mill Road	4400 -40' W of	10	28	1964'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				

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Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Old Mill Road	4498	10	26	2502'	12"	CPEP	YES	OK	1/30/13	PM/CD	NO		NO			YES				
Old Mill Road	McDonald Avenue -500' S of	10	25	3216'	18"	CGP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Old Mill Road	McDonald Avenue -400' S of	10	24	3476'	18"	CGP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Old Mill Road	McDonald Avenue -300' N of	10	21	4376'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Old Mill Road	5960 -200' from, bottom of hill	10	20	8425'	18"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Old Mill Road	5960 -50' S of	10	19	8621'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		YES	#50		NO				
Old Mill Road	6232	10	18	9899'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Pine Street	9850	10	33	236'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Pine Street	end of road	10	104	674'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Pine Way	Taylor	10	136	0'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Pine Way	10373	10	74	454'	12"	CGP	NO	OK	1/30/13	PM/CD	NO		NO			YES				
Rockaway Beach Road	4008	10	99	178'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Beach Road	4042	10	98	403'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Beach Road	4284	10	97	1116'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Beach Road	4300	10	96	1286'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NC			NO				
Rockaway Beach Road	4448	10	95	1697'	8"-12"	Conc	YES	Cr	1/30/13	PM/CD	NO		NO			NO				
Rockaway Beach Road	4490	10	94	2002'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Beach Road	4716	10	93	2617'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Rockaway Beach Road	4912	10	92	3080'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		YES	#50		NO		O&M		
Rockaway Beach Road	5020	10	91	3361'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Rockaway Beach Road	5066	10	90	3717'	12"	CPEP	YES	OK	1/30/13	PM/CD	NO		NO			NO		O&M		
Rockaway Beach Road	5128	10	89	3949'	12"	CPEP	YES	Cr	1/30/13	PM/CD	YES		NO			YES		O&M		
Rockaway Beach Road	5300	10	88	4663'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Rockaway Beach Road	5492	10	87	5455'	18"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			YES				
Rockaway Bluff	180' North of Halls Hill	10	123	184'	24"	CPEP	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Bluff	280' S of Wacky Nut	10	122	692'	18"	CGP	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rockaway Bluff	50' North of Wacky Nut	10	121	1066'	18"	CGP	YES	OK	1/30/13	PM/CD	NO		NO			NO		O&M		
Rockaway Bluff	100' North of Boulder	10	120	1553'	12"	CGP	YES	OK	1/30/13	PM/CD	NO		NO			NO		O&M		
Rockaway Bluff	145' S of Barkentine	10	119	2083'	18"	CGP	YES	Cr	1/30/13	PM/CD	NO		NO			NO				
Rose Avenue	5393	10	43	64'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rose Loop	Btm of hill - 90 degree turn	10	37	974'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Rose Loop	5839	10	38	1307'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Rose Loop	5905	10	39	1506'	12"	Conc	YES	OK	1/30/13	PM/CD	NO		NO			NO				
Rose Loop	Ravine	10	40	1873'	12"	Conc	NO	OK	1/30/13	PM/CD	NO		NO			NO				
Rose Loop	5119 @ 90 degree turn	10	41	2260'	12"	Conc	YES	OK	1/30/13	PM/CD	YES		NO			NO		O&M		
Seaborn Road	10401	10	63	712'	12"	CGP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Seaborn Road	10745	10	64	1569'	24"	CGP	NO	R	1/24/13	RN/CD	NO		NO			YES				
Seaborn Road	10897	10	65	2128'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Taylor Avenue	Eagle Harbor Drive	10	75	143'	18"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Taylor Avenue	5083	10	74	1861'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Taylor Avenue	5033	10	73	2117'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Taylor Avenue	5017	10	72	2771'	36"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Taylor Avenue	4894	10	71	3066'	24"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				

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General Information									Inspection / Maintenance Information											
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Taylor Avenue	4685	10	70	4001'	12"	Conc	NO	Cr	1/29/13	PM/CD	NO		NO			NO				
Taylor Avenue	4620	10	69	4250'	12"	Conc	NO	OK	1/29/13	PM/CD	YES		NO			NO		O&M		
Taylor Avenue	Old Mill Road	10	68	4846'	12"	CGP	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Wacky Nut	Rockaway Bluff	10	124	0'	12"	CPEP	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Wacky Nut	25' East of Rockaway Bluff	10	125	35'	12"	CPEP	NO	OK	1/29/13	PM/CD	YES		NO			NO		O&M		
Wacky Nut	10821	10	126	711'	12"	CPEP	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Ward Ave	Ewing	10			12"	Conc	YES	OK	1/30/13	PM/CD	YES									
Welfare Ave	5419	10	86	829'	12"	CPEP	YES	OK	1/29/13	PM/CD	YES		NO			NO		O&M		
Beans Bight Road	2310	11	80	20'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO		O&M		
Beans Bight Road	2124	11	81	532'	12"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			YES		O&M		
Beans Bight Road	2030	11	82	699'	12"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Beans Bight Road	2080	11	83	1157'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Belfair	Hilltop - 100' N of	11	26	130'	18"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Country Club Road	Blakely Avenue -50' S of	11	9	76'	36"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	Fort Ward Hill Rd -300' @ sign	11	10	709'	18"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	Fort Ward Hill Road	11	59	1064'	12"	Conc	NO	S	1/24/13	RN/CD	YES		YES	#50		YES				
Country Club Road	10254 (100' West) 3	11	60	1472'	18"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Country Club Road	10254	11	61	1626'	12"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	10398	11	62	2489'	24"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	10560	11	63	3314'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Country Club Road	300' W of 10584	11	64	3439'	18"	CGP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	10584	11	65	3803'	18"	CGP	NO	Cr	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	Toe Jam Hill Road	11	66	4069'	12"	CGP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			NO		O&M		
Country Club Road	10730	11	67	4174'	18"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	10768	11	68	4323'	12"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	11162 - 20'E of	11	69	5589'	12"	Conc	NO	S	1/24/13	RN/CD	YES		NO			NO		O&M		
Country Club Road	next to fire hydrant	11	70	5792'	12"	Conc	NO	OK	1/24/13	RN/CD	YES		NO			NO		O&M		
Country Club Road	100' E of hydrant	11	71	5951'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	300' E of hydrant	11	72	6161'	18"	Mix	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	400' E of hydrant (4th culvert) near another	11	73	6420'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	500' E of hydrant	11	74	6619'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	600' from hyd (6th culvert)	11	75	6902'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	700' E of hydrant	11	76	7290'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	800' E of hyd, last 1 to U. Frms	11	77	7695'	8"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Country Club Road	S of Upper Farms; toward gate	11	78	8246'	12"	Conc	NO	S	1/24/13	RN/CD	NO		NO			YES				
Devenny	Evergreen Avenue	11	88	0'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Douglas	Hilltop	11	23	0'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES				
Douglas	9771	11	22	1055'	18"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Douglas	2407	11	21	1442'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Evergreen Avenue	9705	11	38	295'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Fort Ward Hill Road	South of Bolero	11	11	1232'	18"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Fort Ward Hill Road	Sewer treatment plant, next to	11	12	2442'	12"	Mix	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Fort Ward Hill Road	2486	11	13	3571'	18"	CPEP	NO	OK	1/24/13	RN/CD	YES		NO			NO				

Appendix 10

General Information									Inspection / Maintenance Information											
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vector	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure
Fort Ward Hill Road	2100	11	14	4927'	18"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Hilltop Drive	Belfair	11	25	198'	18"	CGP	YES	OK	1/24/13	RN/CD	NO		NO			NO				
Hilltop Drive	Virginia Ct.	11	24	341'	15"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Hilltop Drive	9725	11	84	387'	18"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Hilltop Drive	9767	11	104	665'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Kitsap Street	9700	11	15	94'	12"	CGP	YES	R	1/24/13	RN/CD	NO		NO			NO				
Kitsap Street	200' E of Soundview	11	16	810'	36"	CGP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
Kono	Tani Creek	11	98	0'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES		NO			YES				
Kono	Storm Pond	11	99	1019'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Oddfellows Road	8750	11	5	1309'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		YES	#50		NO				
Oddfellows Road	8784	11	6	1778'	12"	Conc	NO	OK	1/24/13	RN/CD	YES		YES	#50		NO				
Oddfellows Road	8792	11	7	2113'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Oddfellows Road	Blakely Ave	11	8	2763'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Parade Ground	Evergreen Avenue	11	87	0'	18"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Parade Ground	155' S of Parkview	11	90	716'	18"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES				
Parkview Drive	1939	11	28	72'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1941	11	29	154'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	Hilltop Drive	11	30	387'	18"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1912	11	31	511'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1766	11	32	812'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1730	11	33	923'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	Evergreen Avenue	11	35	1219'	18"	Conc	NO	OK	1/24/13	RN/CD	YES		YES	#50		YES				
Parkview Drive	Evergreen Avenue	11	34	1269'	12"	Conc	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1632	11	85	1444'	4"	Conc	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	1574; next to Prkvw Apts	11	36	1705'	8"	Conc	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Parkview Drive	dead-end	11	37	2078'	8"	Conc	YES	OK	1/24/13	RN/CD	YES	2/8/13	NO			YES				
Pleasant Beach Drive	Campbell	11	1	10'	12"	Mix	YES	OK	1/29/13	PM/CD	NO		NO			NO				
Pleasant Beach Drive	3403	11	2	175'	12"	Conc	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Pleasant Beach Drive	Wharf St	11	3	894'	12"	Conc	NO	OK	1/29/13	PM/CD	NO		NO			NO				
Pleasant Beach Drive	3010	11	4	1700'	10"	Conc	YES	S	1/29/13	PM/CD	NO		NO			YES				
Radio School	9771 - Douglas	11	20	198'	18"	Conc	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			NO				
Radio School	Belfair	11	27	529'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			NO				
Robertson	50' from 2363	11	86	394'	18"	CGP	YES	OK	1/29/13	PM/CD	NO		NO			YES				
Robertson	2363	11	19	432'	12"	CPEP	YES	OK	1/29/13	PM/CD	NO		NO			NO				
Sound View Drive	2506	11	17	59'	18"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
Sound View Drive	2479	11	18	683'	18"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			YES				
South Beach Drive	10701 -bottom of Toe Jam Hill	11	51	26'	24"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
South Beach Drive	10596 -100' W of mailbox	11	50	421'	12"	CAP	YES	OK	1/24/13	RN/CD	NO		NO			NO				
South Beach Drive	10472 - 30' E of	11	49	730'	8" X 2	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			YES				
South Beach Drive	10426	11	48	901'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO				
South Beach Drive	10412 -20' East of	11	46	976'	10"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			NO				
South Beach Drive	10412 -20' West of	11	47	1075'	12"	HDPE	YES	OK	1/24/13	RN/CD	NO		NO			NO				
South Beach Drive	10376	11	45	1227'	12"	CPEP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES				

Appendix 10

General Information									Inspection														
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Last Inspection	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure			
South Beach Drive	10119	11	44	1957'	18"	CGP	YES	R	1/24/13	RN/CD	NO		NO			NO							
South Beach Drive	10043	11	43	2313'	18"	CGP	YES	R	1/24/13	RN/CD	YES	2/13/13	NO			YES							
South Beach Drive	10013	11	42	2485'	18"	Conc	YES	OK	1/24/13	RN/CD	NO		NO			YES							
South Beach Drive	9723	11	105	3498'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES							
South Beach Drive	9737	11	106	3600'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES							
South Beach Drive	9709	11	91	3651'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			YES							
South Beach Drive	9519	11	41	3880'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO							
South Beach Drive	9519 - 250' W of	11	40	4032'	24"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO							
South Beach Drive	Fort Ward Hill	11	39	4511'	12"	Conc	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			NO							
South Beach Drive	132' North of 9340	11	92	4809'	12"	CGP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES							
South Beach Drive	415' North of 9341	11	93	5059'	12"	CGP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES							
South Beach Drive	645' North of 9371	11	94	5303'	12"	CGP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES							
South Beach Drive	745' North of 9301	11	95	5394'	12"	CGP	YES	OK	1/24/13	RN/CD	YES	2/13/13	NO			YES							
Sunny Hill Circle	Fort Ward Hill	11	107	20'	12"	CPEP	NO	OK	1/24/13	PM/CD	NO		NO			YES							
Sunny Hill Circle	At Y	11	108	247'	12"	CPEP	YES	OK	1/24/13	PM/CD	NO		NO			YES							
Sunny Hill Circle	At Fire Hydrant	11	109	315'	12"	CPEP	YES	OK	1/24/13	PM/CD	NO		NO			YES							
Tani Creek	Blakely Avenue	11	96	0'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Tani Creek	200' S of Blakley	11	100	238'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO							
Tani Creek	300' S of Kono	11	101	1675'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO							
Tani Creek	350' S of Kono	11	102	1816'	12"	CPEP	YES	OK	1/24/13	RN/CD	NO		NO			NO							
Tani Creek	9255	11	103	2507'	12"	CPEP	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	Country Club	11	97	0'	18"	CGP	NO	R	1/24/13	RN/CD	YES		NO			YES							
Toe Jam Hill Road	Country Club Rd -20' S of stop	11	58	70'	18"	Conc	NO	OK	1/24/13	RN/CD	YES		NO			NO							
Toe Jam Hill Road	2805 -100' N of	11	57	1184'	12"	Conc	NO	S	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	2452 -500' S of	11	56	3450'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	2452 -750' S of	11	55	3798'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	2452 -1000' S of	11	54	4097'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	next to speed limit sign 25 mph	11	53	4770'	12"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			NO							
Toe Jam Hill Road	Darden St (pvt) -100' S of 1524	11	52	5342'	18"	Conc	NO	OK	1/24/13	RN/CD	NO		NO			YES							
Upper Farms Road	2685 -100' S at stop sign	11	79	200'	10"	DIP	NO	OK	1/24/13	RN/CD	NO		NO			NO							

General Information									Inspection / Maintenance Information												Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	
Berganio	Fletcher Bay	7																			
Berganio	Fletcher Bay	7	68		18"	CPEP	NO	OK	2/17/12	PM	YES	3/9/12	YES	23		YES					
Bligh Court	Start @ Bligh CT ST Sign	7																			
Bligh Court	8994	7	4	116'	12"	CGP	YES	OK	2/3/12	RG	NO		NO			NO		IH	3	C	Possible Liner Canadaite
Bucklin Hill Road	Start @ Stop Sign	7																			
Bucklin Hill Road	American Legion Hall	7	40	1422'	12"	Conc	YES	OK	2/16/12	RG	NO		NO			NO					CBX2
Cove Landing		7																			
Cove Landing	Hansen	7	65		12"	Conc	NO	OK	2/9/12	RG	NO		NO			NO					
Eagle Harbor Drive	Wyatt/EagleHarbor Sign	7																			
Eagle Harbor Drive	Ray's	7	42	332'	24"	Conc	NO	S	2/16/12	RG	NO		NO			NO					
Eagle Harbor Drive	Ray's -100' South past	7	41	690'	24"	Conc	NO	S	2/16/12	RG	NO		NO			NO					
Fletcher Bay Road	Starts @ Stop Sign	7																			
Fletcher Bay Road	New Brooklyn	7	54	0'	12"	Conc	YES	OK	2/17/12	PM	NO		YES	50		YES					
Fletcher Bay Road	Jiffy Mart	7	8	181'	12"	Conc	YES	?	2/17/12	PM	?	3/9/12	YES	50		YES					
Fletcher Bay Road	8489	7	10	973'	12"	Conc	NO	?	2/17/12	PM	?	3/9/12	YES	50		YES					
Fletcher Bay Road	8152	7	11	2349'	18"	CGP	NO	OK	2/21/12	PM/RG	NO		NO			NO					
Fletcher Bay Road	8152	7	12	2421'	18"	CPEP	NO	OK	2/21/12	PM/RG	NO		NO			NO					
Fletcher Bay Road	8152	7	13	2556'	18"	CPEP	NO	OK	2/21/12	PM/RG	NO		YES	50		NO					
Fletcher Bay Road	High School Road	7	14	2919'	36"	CGP	NO	R	2/21/12	PM/RG	NO		NO			YES		CIP	2	B	Video inspected Oct. 2008
Fletcher Bay Road	7863	7	27	3685'	18"	CPEP	NO	OK	2/21/12	PM/RG	NO		YES	50		YES					
Fletcher Bay Road	7703	7	28	4135'	24"	CPEP	NO	OK	2/21/12	PM/RG	NO		NO			YES					
Fletcher Bay Road	Johnsonville Rd	7	29	5075'	12"	CGP	NO	OK	2/21/12	PM/RG	NO		NO			YES					
Fletcher Bay Road	Island Center Road	7	35	5573'	18"	Conc	NO	OK	2/21/12	PM/RG	NO		NO			YES					
Fletcher Bay Road	7075	7	36	6589'	18"	Conc	NO	OK	2/21/12	PM/RG	NO		YES	50		NO					
Fletcher Bay Road	7044	7	37	6797'	12"	Conc	NO	OK	2/21/12	PM/RG	YES	4/6/12	YES	50		NO					
Fletcher Bay Road	6895	7	38	7951'	18"	Conc	NO	OK	2/21/12	PM/RG	NO		NO			YES					
Fletcher Bay Road	Bucklin Hill Rd	7	39	9220'	18"	CGP	NO	OK	2/21/12	PM/RG	NO		NO			NO					
Fletcher Bay Road	Starts @ Stop Sign	7																			
Fletcher Bay Road	Springridge	7	1	687'	60"	Conc	NO	OK	2/13/12	RG	NO		NO			NO					
Fletcher Bay Road	Woodbank	7	55	2045'	18"	Conc	NO	OK	2/10/12	RG	YES	4/5/12	NO			NO					
Foster Road	Start @ Stop Sign	7																			
Foster Road	Fletcher Bay	7	48	0'	12"	Conc	NO	OK	2/9/12	RG	NO		NO			NO					
Foster Road	5629	7	45	1224'	24"	Conc	NO	S	2/9/12	RG	NO		NO			NO		CIP	3	B	Possible candidate for liner
Foster Road	Hansen	7	49	1982'	12"	Conc	NO	OK	2/9/12	RG	NO		NO			NO					
Haley Loop	Start @ One Way Sign	7																			
Haley Loop	One Way Sign	7	56	0'	12"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
Haley Loop	Pond Entrance	7	57	1472'	12"	PVC	YES	OK	2/16/12	RG	NO		NO			NO					
Hansen Road	Start @ Stop Sign	7																			

General Information									Inspection / Maintenance												
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Hansen Road	Fletcher Landing	7	50	0'	12"	Conc	NO	OK	2/9/12	RG	NO		NO			NO					
Hansen Road	7763	7	6	4077	12"	Conc	NO	OK	2/9/12	RG	NO		NO			NO					
Hansen Road	Springridge	7	51	5083'	12"	Conc	NO	S	2/3/12	RG	NO		NO			NO		IH	3	C	Repair last four sections
High School Road	Start @ Stop Sign	7																			
High School Road	Sands Road -100' E of	7	21	1730'	18"	Conc	NO	S	2/16/12	RG	NO		NO			YES					
High School Road	Sands Road -100' W of	7	22	2034'	12"	Conc	NO	OK	2/16/12	RG	NO		YES	50		YES					
High School Road	Westerly (private)	7	23	2392'	18"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
High School Road	7224 - just E of	7	24	4327"	12"	Conc	NO	OK	2/16/12	RG	NO		NO			NO					
High School Road	Fletcher Bay Rd, 600" E of	7	25	5394'	36"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
High School Road	Fletcher Bay Rd, 100" E of	7	26	5854'	18"	CGP	NO	R	2/16/12	RG	NO		NO			NO		IH	2	B	
Island Center Road	Start @ Stop Sign	7																			
Island Center Road	Fletcher Bay	7	46	0'	12"	CGP	NO	R	2/15/12	RG	YES	4/4/12	YES	50		NO		IH	2	C	Need to replace.
Island Center Road	sign.	7	30	209'	12"	CGP	NO	OK	2/15/12	RG	NO		YES	50		NO					
Island Center Road	6900	7	31	3290'	12"	Conc	NO	OK	2/15/12	RG	NO		YES	50		NO					
Marshall Road	Start @ Stop Sign	7																			
Marshall Road	Island Center Road	7	32	95'	12"	Conc	NO	OK	2/15/12	RG	NO		YES	50		YES					
Marshall Road	6550	7	33	911'	12"	Conc	NO	OK	2/15/12	RG	YES	4/4/12	YES	50		YES					
New Holland	Start @ Stop Sign	7																			
New Holland	Finch	7	62	0'	12"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
New Holland	8389	7	63	433'	12"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
Pitcairn		7																			
Pitcairn	Fletcher Bay	7	66		18"	CGP	NO	OK	2/3/12	RG	NO		NO			NO					
Potlatch		7																			
Potlatch	Fletcher Bay	7	67		12"	Conc	NO	OK	2/10/12	RG	NO		NO			NO					
Ridge Ln	Start @ Stop Sign	7																			
Ridge Ln	Bucklin Hill	7	58	0'	12"	CGP	NO	OK	2/16/12	RG	NO		NO			NO					
Ridge Ln	S. of Ledgestone Loop	7	59	1479'	12"	CPEP	YES	OK	2/16/12	RG	YES	4/3/12	YES	50		YES					Culverts and ditches block by landscaping.
Ridge Ln	N. of Ledgestone Loop	7	60	1569'	12"	CPEP	YES	OK	2/16/12	RG	YES	4/3/12	YES	50		YES					Culverts and ditches block by landscaping.
Sportsman Club Road	Start @ Stop Sign	7																			
Sportsman Club Road	retention pond	7	15	763'	12"	DI	NO	OK	2/17/12	PM	NO		NO			YES					
Sportsman Club Road	Sportsmans' Club	7	16	1734'	12"	Conc	NO	S	2/17/12	PM	NO		NO			NO		IH	2	B	
Sportsman Club Road	next to the Sportsman Club	7	17	2157"	12"	Conc	NO	OK	2/17/12	PM	NO		NO			NO					
Sportsman Club Road	8071	7	18	2567"	12"	Conc	NO	S	2/17/12	PM	YES	4/3/12	YES	50		NO		IH	2	B	
Sportsman Club Road	High School (North of)	7	19	2840'	12"	Conc	NO	OK	2/17/12	PM	NO		NO			YES					
Sportsman Club Road	High School (South of)	7	20	3040'	12"	Conc	YES	OK	2/17/12	PM	NO		NO			YES					
Sportsman Club Road	Finch	7	61	4360'	12"	Conc	NO	OK	2/17/12	PM	NO		NO			YES					
Springridge Road	Start @ Round Basin	7																			
Springridge Road	Bligh CT	7	7	0'	12"	CGP	YES	OK	2/3/12	RG	NO		NO			NO					

General Information									Inspection / Maintenance Information												Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	
Springridge Road	Fletcher Bay North	7	52	710'	12"	CGP	YES	OK	2/3/12	RG	NO		YES	23		NO					
Springridge Road	Fletcher Bay South	7	53	755'	12"	Conc	NO	OK	2/3/12	RG	NO		YES	23		NO					
Springridge Road	8625	7	64		12"	Conc	YES	S	2/15/12	RG	NO		NO			NO					
Woodbank Drive	Culvert	7																			
Woodbank Drive	8741	7	2	0'	12"	CPEP	NO	OK	2/9/12	RG	NO		NO			NO					
Woodbank Drive	8980	7	3	1021'	18"	Conc	NO	OK	2/9/12	RG	YES	4/4/12	NO			NO					
Vincent	Start @ Stop Sign	7																			
Vincent	Fletcher Bay	7	47	0'	12"	CGP	NO	OK	2/15/12	RG	NO		NO			NO					
Vincent	50' From Fletcher Bay Rd	7	34	61'	12"	HDPE	YES	OK	2/15/12	RG	NO		NO			NO					CBX2
Byron Drive	Start @ Stop Sign	8																			
Byron Drive	10571	8	24	675'	12"	Conc	NO	OK	2/3/12	PM	NO		NO			YES					
Byron Drive	Ferncliff Avenue	8	72	1251'	8"	Mix	NO	OK	2/3/12	PM	YES	2/23/12	NO			YES					
Cherry Avenue	Start @ Stop Sign	8																			
Cherry Avenue	Dingley Road	8	25	1321'	12"	CPEP	YES	OK	2/3/12	PM	NO		NO			YES					
Dingley Road		8																			
Dingley Road	1835	8	26	137'	12"	CPEP	YES	OK	2/9/12	PM	NO		NO			YES					
Fairview Avenue	Sign	8																			
Fairview Avenue	841	8	29	136'	12"	Conc	NO	OK	2/13/12	DO	NO		NO			YES					
Fenton Road	Start @ Stop Sign	8																			
Fenton Road	10432	8	47	178'	18"	Conc	NO	OK	2/3/12	PM	NO		NO			YES					
Ferncliff Avenue	sign	8																			
Ferncliff Avenue	Yaquina - North side	8	15	1136'	12"	Conc	NO	OK	2/9/12	PM	NO		NO			NO					Need to install a CB.
Ferncliff Avenue	Yaquina - South side	8	16	1167'	12"	Conc	NO	OK	2/9/12	PM	NO		NO			NO					Need to install a CB.
Ferncliff Avenue	Grand Avenue	8	17	2226'	15"	CGP	NO	OK	2/9/12	PM	NO		NO			YES					
Ferncliff Avenue	8641	8	18	3047'	12"	Conc	NO	OK	2/9/12	PM	NO		NO			YES					
Ferncliff Avenue	8480	8	19	3266'	12"	Conc	YES	OK	2/9/12	PM	NO		NO			YES					
Ferncliff Avenue	H.S.	8	20	4467'	18"	CPEP	NO	OK	2/9/12	PM	NO		NO			YES					
Fir Acres	Start @ Stop Sign	8																			
Fir Acres North	Grow	8	62	0'	12"	Conc	NO	OK	2/10/12	PM	NO		NO			NO					
Fir Acres South	Grow	8	61	825'	12"	Conc	NO	OK	2/10/12	PM	NO		NO			NO					
Gideon		8																			
Gideon	Grow	8	63	0'	12"	Conc	NO	OK	2/10/12	PM	NO		NO			NO					
Gowen	Start @ Stop Sign	8																			
Gowen	Wyatt	8	73	0'	12"	CPEP	NO	OK	2/10/12	PM	NO		NO			NO					
Gowen	lot	8	52	356'	12"	Conc	YES	OK	2/10/12	PM	NO		NO			NO					
Gowen	end of street, next to pond	8	53	731'	36"	CGP	NO	OK	2/10/12	PM	YES	4/3/12	YES	50		NO					
Grand Avenue	Start @ Stop Sign	8																			
Grand Avenue	Ferncliff Avenue	8	21	47'	15"	CGP	NO	OK	2/3/12	PM	NO		NO			NO					Possible Liner Candidate.

General Information									Inspection / Maintenance Information															Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure					
Grand Avenue	8575	8	22	882'	18"	Conc	NO	OK	2/3/12	PM	NO		NO			NO									
Grand Avenue	Yeomalt	8	23	4667'	18"	Conc	NO	OK	2/9/12	PM	NO		NO			NO									
Green Spot Lane	Start @ Stop Sign	8																							
Green Spot Lane	9482	8	9	353'	6"	CAP	NO	OK	2/9/12	PM	NO		NO			NO		IH	2	C	Need to replace culvert.				
Green Spot Lane	9596	8	10	671'	12"	Conc	YES	OK	2/9/12	PM	NO		NO			NO									
Grow		8																							
Grow	Wyatt	8	64	0'	12"	Conc	NO	OK	2/10/12	PM	NO		NO			NO					Need to reset first 3 sections.				
High School Road	Start @ Stop Sign	8																							
High School Road	Sportsman -200' E of	8	50	228'	36"	CPEP	NO	OK	2/10/12	PM	NO		NO			NO									
High School Road	Hwy 305, 100' W. of	8	46	4430'	48"	CGP	NO	OK	2/13/12	PM	NO		NO			YES									
Ihland		8																							
Ihland	Lovell	8	65	0'	12"	Conc	YES	OK	2/13/12	PM	NO		NO			YES									
Lofgren Road	Start @ Arrow Sign	8																							
Lofgren Road	Moran	8	5	118'	18"	Conc	NO	OK	2/10/12	PM	NO		NO			YES									
Lofgren Road	9645	8	6	281'	12"	Conc	NO	OK	2/10/12	PM	YES	3/1/12	YES	50		YES									
Lofgren Road	9694	8	7	481'	12"	Conc	NO	OK	2/10/12	PM	YES	3/1/12	YES	50		YES									
Lofgren Road	250" E of 9705	8	8	932'	18"	Mix	NO	CR	2/9/12	PM	NO		NO			YES		CIP	2	C					
Lovell	Start @Stop Sign	8																							
Lovell	842	8	74	1550'	12"	CGP	YES	OK	2/13/12	PM	NO		NO			YES									
Lovell	Wyatt	8	66	2593'	18"	CGP	YES	OK	2/13/12	PM	NO		NO			YES									
Lower Lovell	Start @ Stop Sign	8																							
Lower Lovell	155-185	8	59	528'	12"	Conc	YES	OK	2/10/12	PM	NO		NO			YES									
Lower Lovell	300 Lower Lovell	8	60	797'	12"	CGP	NO	OK	2/10/12	PM	NO		NO			YES									
Madison Avenue	Start @ HS Cross Walk	8																							
Madison Avenue	Church of St Cecelia	8	45	266'	12"	Conc	YES	OK	2/13/12	PM	NO		NO			YES									
Madison Avenue	15' N of fire hydrant	8	44	634'	18"	Conc	YES	OK	2/13/12	PM	NO		NO			YES									
Madison Avenue	End of School Zone Sign	8	43	1941'	12"	Conc	YES	OK	2/13/12	PM	NO		NO			YES									
Madison Avenue	of	8	42	2369'	18"	Conc	NO	OK	2/13/12	PM	NO		NO			YES									
Madrona		8																							
Madrona	Yeomalt	8	75	0'	12"	Conc	NO	CR	2/13/12	PM	NO		NO			YES		IH	2	B					
Moran Road	Traffic Light Pole	8																							
Moran Road	from Hwy	8	1	135'	36"-24"	Mix	YES	S	2/14/12	PM	NO		NO			NO					Outfall separated / erosion under pipe,CPEP - Conc.				
Moran Road	North of 9725	8	2	421'	12"	CPEP	YES	OK	2/14/12	PM	NO		NO			NO									
Moran Road	9600	8	3	1300'	12"	Conc	NO	S	2/14/12	PM	YES		YES			NO		IH	1	C	Need to Install Basin, Extend Pipe and place sock.				
Moran Road	Lofgren	8	4	1884'	12"	Conc	NO	OK	2/10/12	PM	NO		NO			YES									
Moran Road	9387	8	11	2009'	18"	Conc	NO	OK	2/14/12	PM	NO		NO			NO									
New Brooklyn	Start @ Stop Sign	8																							
New Brooklyn	Madison	8	67	0'	12"	Conc	YES	OK	2/10/12	PM	NO		NO			YES									

Appendix 10

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General Information									Inspection / Maintenance Information											Inspection Comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
New Brooklyn	Storage entrance	8	41	436'	24"	CPEP	NO	OK	2/14/12	PM	NO		NO			NO					
New Brooklyn	Sportsman	8	68	1984'	12"	Conc	YES	OK	2/14/12	PM	NO		NO			NO					
New London		8																			
New London	Finch	8	82	0"	12"	CGP	NO	OK	2/13/12	PM	NO		NO			YES					
Nicholson Place	Start @ Stop Sign	8																			
Nicholson Place	end of street	8	58	511'	12"	CPEP	YES	OK	2/10/12	PM	NO		NO			YES					
Pariffitt		8																			
Pariffitt	Lower Lovell	8	76	0'	12"	DIP	NO	OK	2/10/12	PM	NO		NO			YES					
Pleasant Lane		8																			
Pleasant Lane	310' North of Grand	8	48	310'	12"	CPEP	YES	OK	2/3/12	DO	NO		NO			NO					
Pleasant Lane	7896	8	49	440'	12"	CPEP	YES	OK	2/3/12	DO	NO		NO			NO					CB x 2
Robinwood Drive	Strat @ Stop Sign	8																			
Robinwood Drive	450	8	37	199'	12"	Conc	YES	OK	2/3/12	DO	NO		NO			NO					Need to install a new CB.
Robinwood Drive	453	8	36	272'	12"	Conc	YES	OK	2/3/12	DO	YES	2/23/12	NO			NO					
Shepard Ave	Sign	8																			
Shepard Ave	Weaver Avenue 132' E of	8	56	132'	24"-48"	CGP	YES	OK	2/3/12	DO	NO		NO			NO					
Sunday Cove	Start @ Stop Sign	8																			
Sunday Cove	Lower Lovell	8	77	144'	12"	Mix	YES	OK	2/3/12	DO	NO		NO			NO					CPEP - CGP
Sunday Cove	Lift Station	8	78	600'	12"	CPEP	YES	OK	2/3/12	DO	NO		NO			NO					
Tiffany Meadows	Strat @ Stop Sign	8																			
Tiffany Meadows	736	8	69	225'	18"	CPEP	YES	OK	2/3/12	DO	NO		NO			NO					
Wallace		8																			
Wallace	Grow	8	70	0'	12"	CGP	YES	OK	2/3/12	DO	NO		NO			NO					
Wallace	Lovell	8	71	0'	12"	CGP	YES	OK	2/3/12	DO	NO		NO			NO					
Weaver Avenue North		8																			
Weaver Avenue North	Wyatt	8	79	0'	18"	CPEP	YES	OK	2/3/12	DO	NO		NO			NO					Need to install a new lid.
Weaver Avenue South	Start @ Stop Sign	8																			
Weaver Avenue South	313	8	57	611'	12"	CPEP	NO	OK	2/3/12	DO	NO		NO			NO					
Willow		8																			
Willow	Park	8	80	0'	12'	Conc	NO	OK	2/8/12	DO	NO		NO			NO					
Wing Point Road	Start @ Stop Sign	8																			
Wing Point Road	6760	8	39	1166'	12"	Conc	YES	OK	2/8/12	DO	NO		NO			NO					
Wing Point Way	Start @ Stop Sign	8																			
Wing Point Way	Robinwood Drive W	8	36	210'	12"	CGP	YES	OK	2/8/12	DO	NO		NO			NO					
Wing Point Way	1240	8	34	1166'	36"	CGP	NO	OK	2/8/12	DO	NO		NO			NO					
Wing Point Way	sign 25	8	33	1464'	36"	Conc	NO	OK	2/8/12	DO	NO		NO			NO					
Wing Point Way	11021	8	32	1929'	18"	Conc	NO	OK	2/8/12	DO	NO		NO			NO					
Wing Point Way	1700	8	31	2831'	18"	CGP	NO	R	2/8/12	DO	NO		NO			NO	CIP	3	B		Completely rusted out.

General Information									Inspection / Maintenance Information												Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	
Wing Point Way	1860	8	30	3286'	12"	Conc	YES	OK	2/8/12	DO	NO		NO			NO					
Winslow Way		8																			
Winslow Way	Eagle	8	40	0'	12"	Conc	YES	OK	2/3/12	DO	NO		NO			NO					
Wyatt Way	Start @ Erickson CL	8																			
Wyatt Way	Weaver Avenue	8	55	1469'	36"	CGP	YES	OK	2/3/12	DO	NO		NO			NO					
Wyatt Way	Weaver Avenue	8	54	1469'	24"	Conc	YES	OK	2/3/12	DO	NO		NO			NO					
Wyatt Way	Gowen	8	51	2390'	36"	Conc	NO	OK	2/3/12	DO	NO		NO			NO					
Yaquina Street	Start @ Moran sign post	8																			
Yaquina Street	9870 Yaquina	8	12	1055'	12"	Conc	NO	OK	2/8/12	DO	NO		NO			NO					
Yaquina Street	10478 Yaquina	8	13	3007'	18"	CPEP	NO	OK	2/8/12	DO	NO		NO			NO					
Yaquina Street	10478 Yaquina	8	14	3074'	15"	Mix	NO	OK	2/8/12	DO	NO		NO			NO					CGP - CAP
Yeomalt	Start @ Stop Sign	8																			
Yeomalt	Grand Avenue	8	81	0'	12"	Conc	NO	OK	2/8/12	DO	NO		NO			NO					
Yeomalt	11778	8	28	1629'	12"	Conc	YES	OK	2/8/12	DO	NO		NO			NO					CB x 2
Yeomalt Place	Start @ Stop Sign	8																			
Yeomalt Place	7740 -dead end road	8	27	135'	12"	Conc	NO	CR	2/8/12	DO	NO		NO			NO		IH	2	C	Needs to be replaced.

General Information									Inspection / Maintenance Information													Inspection Comments	
Street	Cross Street Address	Sector	Culvert #	Distance	Size	Pipe Type	Catch Basin	Pipe Condition	Inspection Date	Initials	Needs Vactor	Date Completed	Needs Ditch Cleaning	Equipment Needed #50 or #23	Date Completed	Needs Marking	Date Completed	O&M / CIP / IH	Priority	Effect of Failure	Codes S - Separated, R - Rusted out, Cr - Crushed, Mix- see comments		
Johnson Road	10551	4	29	292'	15"	HDPE	YES	OK	2/9/11	RG	NO		NO			NO							
Johnson Road	end of road (10688?)	4	30	885'	12"	Conc	YES	OK	2/9/11	RG	YES		NO			NO	2/25/11	O&M					
Manitou Beach Drive	9811	4	40	1601'	18"	Conc	YES	OK	2/9/11	RG	NO		NO			NO							
Manitou Beach Drive	10205	4	36	3522'	12"	Conc	YES	S	2/9/11	RG	NO		NO			NO							
Manitou Beach Drive	Falk Road	4	35	3809'	12"	Conc	YES	OK	2/9/11	RG	NO		NO			NO							
Manitou Beach Drive	10307	4	34	4134'	12"	Conc	YES	OK	2/9/11	RG	NO		NO			NO							
Manitou Park Boulevard	10707	4	33	970'	12"	Conc	YES	OK	2/9/11	RG	NO		NO			NO							
Murden Cove Drive	9805	4	42	1284'	12"	CAP	YES	OK	2/9/11	RG	NO		NO			NO							
Murden Cove Drive	Manitou Beach Dr	4	62	1862'	12"	CGP	YES	R	2/9/11	RG	YES		NO			NO	2/25/11	O&M					
Parkhill	Valley	4	63	0'	12"	Conc	YES	OK	2/1/11	RG	NO		NO			NO	2/25/11	O&M					
Roberts Road	10200	4	19	731'	12"	Conc	YES	OK	2/5/11	RG	YES		YES	50		NO	2/25/11	O&M					
Roberts Road	9955	4	21	1633'	12"	Conc	YES	S	2/5/11	RG	YES		YES	23		NO		O&M					
Sunrise	12662	4	22	672'	12"	Conc	YES	OK	2/5/11	RG	NO		NO			NO							
Sunrise	11844	4	26	3189'	12"	Conc	YES	OK	2/5/11	RG	YES		NO			NO		O&M					
Viewcrest PL	Lovgreen Road	4	4	0'	18"	CPEP	YES	OK	2/9/11	RG	NO		NO			NO							
Westwind Court	Windsong	4	14	109'	12"	CGP	YES	OK	2/1/11	RG	NO		NO			NO							
Winther Road	Sunrise	4	60	2593'	12"	Conc	YES	OK	2/5/11	RG	NO		YES	23		NO		O&M					
Arrow Point Drive	10994	5	8	5029'	12"	CGP	YES	OK	2/14/11	PM	NO		NO			NO	2/28/11	O&M					
Arrow Point Drive	10770	5	9	5172'	12"	Conc	YES	OK	2/14/11	PM	NO		NO			NO	2/28/11	O&M					
Battle Point Drive	11626	5	14	11177'	12"	Conc	YES	OK	2/15/11	DO	NO		NO			NO							
Justin Court	6498	5	13	1114'	12"	CGP	YES	OK	2/14/11	DO	NO		NO			NO	2/28/11	O&M					
Olallie Lane	11160	5	25	311	18"	CPEP	YES	OK	2/14/11	DO	NO		NO			NO					CBX2		
Olympus Beach Road	9678	5	24	1422'	12"	Conc	YES	OK	2/15/11	DO	NO		NO			NO					CBX2		
Tolo Road West	4929	5	21	5278'	8"	Conc	YES	OK	2/14/11	DO	NO		NO			NO	2/28/11	IH	3	C	Needs to be upgraded to a 12" culvert.		
North Tolo Road	4480	5	17	1208'	12"	CPEP	YES	OK	2/14/11	DO	YES		NO			NO	2/28/11	O&M					
Venice Loop	11795	5	4	113'	12"	Conc	YES	OK	2/14/11	PM	YES		YES	50		NO	2/28/11	O&M					
Venice Loop	11999	5	3	1126'	12"	Conc	YES	OK	2/14/11	PM	NO		NO			NO	2/28/11	O&M					
Forest Lane	11190	6	40	176'	15"	CAP	YES	OK	2/8/11	CA	NO		NO			NO	2/28/11	O&M					
Forest Lane	11001	6	9	582'	15"	CAP	YES	OK	2/8/11	CA	NO		NO			NO	2/28/11	O&M					
Koura Road	Pinyon	6	4	5306'	18"	CAP	YES	OK	2/8/11	CA	NO		NO			NO							
Maiden Lane	10893	6	8	496'	12"	Conc	YES	OK	2/8/11	CA	NO		NO			NO	3/4/11	O&M					
Mandus Olsen Road	Meadowmeer Lane	6	5	818'	12"	Conc	YES	OK	2/8/11	CA	NO		NO			NO	2/28/11	O&M					
Meadowmeer Ln	Mandus Olsen	6	6	38'	12"	Conc	YES	OK	2/8/2011	CA	NO		NO			NO	2/28/11	O&M					
Miller Road	9415 -B. Gardens drive	6	16	5931'	12"	Conc	YES	OK	2/1/11	CA	YES		NO			NO	3/4/11	O&M			CB x 2		
Miller Road	9171	6	18	6833'	24"	CGP	YES	OK	2/1/11	CA	NO		NO			NO							
Miller Road	8927	6	19	7529'	18"	Conc	YES	OK	2/1/11	CA	NO		NO			NO							
Miller Road	New Brooklyn -N side of	6	20	8272'	12"	Conc	YES	OK	2/1/11	CA	YES		NO			NO	3/4/11	O&M					

Appendix 11- Stormwater Conveyance System
2014 Ranked Project List

Priority	ID	Location	Deficiency Description/ Justification	Proposed Project Description/ Estimate Basis	Project Type	Estimate
Agate Passage Drainage Basin (AP)						
N/A	AP-003	Reitan Road	Lack of Conveyance System, Easement needed but neighboring property owner not willing	Project Cancelled, not practical to obtain easements needed	CAPITAL	
Port Madison Drainage Basin (PM)						
N/A	PM-001	Phelps Road at 14519	Roadway drainge across private property was altered by property owner. No easement. Gets Blocked.	Recommend assisting property owner. Not financially feasible or likely permitable due to wetland impacts to re-route conveyance. Refer to Brown Wheeler Report.	CAPITAL	
3	PM-005	7996 Hidden Cove Road	12" Concrete separated and broken	Repair	ACRP-?	
3	PM-006	8024 Hidden Cove Road	12" concrete separated		ACRP-?	
3	PM-NA	County Park Road and Park Parking Lot	12" Conc. Broken		ACRP-O&M	
4	PM-NA	Manuel Lane	12", Water overtopping low volume local access roadway at bottom of hill.	Upsize the culvert	ACRP-O&M	
3	PM-NA	Hidden Cove Estates Pond Retrofit	Pond overtops in strom events flooding properties	Modify control structure, consider upgarding outfall	ACRP-O&M?	
4	PM-NA	Euclid Avenue at wetlands	12" corrugated metal with rusted out bottom. Located between two wetlands.	Monitor and replace if signs of roadway settlement. Provide 24" eliptical culvert for improved flow characteristics between wetlands. Potential opportunity for grant funding.		
Sunrise Drainage Basin (SR)						
3	S-003	Sunrise Drive from north of rolling bay to south of Torvanger	Roadways lack sufficient conveyance and outfalls.	Recomndation; impliment area drainage study to develop alternatives.	CAPITAL	
4	S-004	NE Day East (SR305 to Sunrise)	Insufficient conveyances. Similar to S-003	Ditches, culverts???	CAPITAL, 2014 DES	
2	S-005	NE Mountain View	Repair outfall inlet deficency. Lack of conveyacnes. Potential to reduce stormwater run off for adjacent bluff properties.	Inlet at embankment pipe modifications. Roadway reconstruction and drainage improvements.		
4	S-007	Lafayette/ Heron Creek	Culvert under capacity, Fish Passage	Replace with fish passage culvert, remove down stream obstruction to fish passage	CAPITAL	177K
1	S-008	Dripping Water Creek, Sunrise Drive	36" Concrete separated and crushed. Significant water leaching into culvert.		CAPITAL, 2014CN	
3	S-NA	10029 Torvanger	18" Metal culvert rusted out	Address prior to or in conjunction with Valley roadway reconstruction. Provide ditch and inlet improvements at intersection and on Logg Road between Gerte and Valley.	ACRP-O&M	
3	S-NA	Logg Road from Gerte Johnson to Valley and Valley Road from Sunrise to Falk	Gerte Johnson drainage and outfall improvements addressed in prior capital project. 2012 Brown Wheeler Study recomends conveyance improvements at Logg and Gerte intersection.		CAPITAL	
4	S-NA	Fay Bainbridge Park/ Sunny Hill Creek	Errosion issues and flooding above Point Monroe Drive culvert crossing.	Potential opportunity for grant funding for "Point Monroe/ Faye Bainbridge Stormwater Outfall Improvement Project. Refer to LIO documents and Shoreline Master Program 2014 update.	CAPITAL	
Manzanita Bay Drainage Basin (MB)						
3	MB-001	Jay Street Flooding	Lack of conveyances. Neighborhood floods.	Ditch and culvert improvements.	CAPITAL	
3	MB-003	Venice Loop	Lack of conveyances.	Ditch and culvert improvements.		
3	MB-005	Bergman	Lack of conveyances. Roadway floods.			

Appendix 11- Stormwater Conveyance System

2014 Ranked Project List

3	MB-006	Dock Street	Degraded outfall pipe. This area lacks conveyances and it is suspected that historical drainages have been blocked. The property on the south side of the roadway floods during storm events.	A drainage study was conducted in 1997 outlining the issues in this area. Recommend Repair pipe and install tidal action projection for pipe. This project should be undertaken in advance of or combined with MB-019	ACRP-?	
4	MB-007	Miller Road at Manzanita Creek	36" Conc. Inadequate for fish passage. Culvert in OK condition as to 1-2-14	Recommendation; upgrade for fish passage Estimate from 2001 SWMP.	CAPITAL	463K
3	MB-018	Battle Point Dr. and Skinner Ln.	Lack of conveyances. Roadway and Neighborhood floods.	Recommend improving ditches, culverts, etc.	CAPITAL	
3	MB-NA	Mazanita Drive Conveyance Improvements (from Dock Steet to Day Road)	Lack of conveyances on Manzanita Drive from Dock to Day. Adjacent properties on the East side of the road near Day Road flood durring storm events.	Recommend conveyance improvemnts along Manzanita Drive from dock street to day road. This project could be combined with MB-006.		
1	MB-NA	12520 Manzanita Drive Culvert Replacement	12" Conc. Culvert w/ separation.	Replace and upsize culvert.	ACRP	
2	MB-NA	12662 Manzanita Drive	12" Conc. Culvert, Partly seperated	Recommend replacement.	CAPITAL	
3	MB-NA	Arrow Point Drive	Ponding water on roadway. Conveyances needed.	Install catch basin at low point and cross culvert outfalling to parks property with existing swale	O&M?	
Murden Cove Drainage Basin (MC)						
3	MC-007	Biscut	Water overtopping roadway at culvert?	Culvert and ditch work? Combine with Wardwell work near Bucksit intersection?		
3	MC-NA	Wardwell from Tripple Crown to McRedmond and Wardwell east of Biscut	Lack of conveyances, water on roadway.	Provide conveyance improvements.	CAPITAL	
4	MC-010	8530 Koura at Meigs Creek	24" Conc. OK condition 2007.	Recommend upgrade for fish Passage Culvert. Consider if lower reaches upgarded.		
3	MC-NA	Wardwell from Tripple Crown to McRedmond and Wardwell east of Biscut	Water does not adequately drain along roadside. Gravel from adjacent roads at intersection washes onto roadway and into storm conveyances. Roadway surfacing in poor condition.	Recommended; conveyance and water quality improvements, extending pavement at Bucksit approach. Combine with roadway repair/ reconstruction. Project under design in 2014.		
2	MC-NA	Wardwell at Woodward Creek	Culvert backs up during storm events and roadway overtops. Creek identified for fish.	Recommend replacing existing culvert with fish passage culvert. Project under design in 2014.		
4	MC-NA	7654 New Brooklyn	18" Metal Culvert w/ bottom rusted out. Wetland on both sides of the road.	Recommendation; monitor and replace if signs of roadway settlement.	CAPITAL	
2	MC-NA	9482 Green Spot Lane	12" Metal culvert that is rusted out.	Replace culvert	ACRP-O&M	
4	MC-NA	North Madison and SR305 at Murden Creek	Planning and coordination with WSDOT needed to address long term preservation needs. This is one of the Islands largest fish bearing creeks	Recommend replacing existing culverts with fish passage culverts.		
4	MC-NA	Salt Marsh and Creek Restoration	Restore function of salt marsh and creek altered by man to improve water quality.	Replace tidal control gate and outfall with large culvert. Restore manitou creek to the N Madison roadway embankment	CAPITAL	
Fletcher Bay Drainage Basin (FB)						
3	FB-001	10288 Battle Point Drive, near N. Tolo and Skinner	Flooding over roadway.			
3	FB-003	SpringRidge	Flooding over road in three placed. Road lacks ditches and culverts			

Appendix 11- Stormwater Conveyance System
2014 Ranked Project List

3	FB-005	Miller Road at Issei Creek	Undersized culverts.	Replace culvert. Upgrade size for capacity and fish passage. Estimate from 2001 SWMP.	CAPITAL	201K
2	FB-006	High School Road at Springbrook Creek	36" Culvert w/ bottom rusting out. Should be upsized for future capacity.	Replace culvert. Upgrade size for capacity and fish passage.	CAPITAL	\$100k
2	FB-007	Fletcher Bay Road at upper Springbrook Creek	24" metal culvert w/ bottom rusted out. Undersized culvert backs up during storm events.	Replace culvert. Upgrade size for capacity and fish passage.	CAPITAL	\$100k
4	FB-NA	High School Road near Fletcher Road at Springbrook Creek	Existing creek is ditched along High School Road.	Consider creek enhancement of ditched area at time when fish passage culverts are upgraded	CAPITAL	
3	FB-NA	4929 Tolo Road	6" Conc. Undersized	Replace/ Upgrade	ACRP-O&M	
4	FB-NA	Fletcher Bay Road at lower Springbrook Creek	Long term culvert preservation	Consider trenchless repairs/ maintenance	CAPITAL	
Eagle Harbor Drainage Basin (EH)						
3	EH-010	Wyatt Detention	Roadway overtops, downstream flooding	Improvements needed ranging from upgrading conveyances to detention. Further study needed.		
3	EH-011	Park Avenue near Wing Point Golf Club.	Lack of conveyances.	Refer to 2012 Area Drainage Study by Brown Wheeler. Recommend conveyance improvements to Dingly, Park, Alder, Cherry.		
3	EH-020	Yeomalt South Outfall	South Outfall - Outfall backs up at high tides flooding the easement area and adjoining property yards. This outfall drains significant upland areas.	Recommend upgrading outfall to allow for overdrainage of backed up pipe along seaward areas of the easement and or discharging to the intertidal zone and installing a check valve.	CAPITAL	
3	EH-20b	Yeomalt North Outfall	North Outfall backs up at high tide and floods low areas along roadway conveyance. Also it plugs up with sands & silts and is a maintenance problem.	Recommend upgrading outfall to discharge below intertidal zone and installing check valve. This conveyance is too low to tie into the southern outfall and thus additional easements are needed. Recommend resolution of long term easements for maintenance and upgrading. Potential opportunity for grant funding.	CAPITAL	
3	EH-021	Fairview/ Madrona	Lack of conveyances. Standing water along roadways and ponding on Madrona.	Refer to 2012 Area Drainage Study by Brown and Wheeler. Recommend conveyance improvements to Yeomalt, Dingley, and Madrona.		
4	EH-023	Gowen Creek	Fish passage blockage from old dam on private property.			
2	EH-034	Ferncliff/ Grand	15" CMP culvert rusted out & crushed.	Replace culvert.	ACRP	
3	EH-039	Lovell	Conveyance improvements needed.	Repair ditches and culverts, Provide new storm piping and catch basins as needed.		
4	EH-040	Wing Point Road	Old storm piping needs replacement	Included in scope for Wing Point Way NM Improvement Project.	CAPTIAL	
?	EH-NA	Wing Point Way at Small Ravine	Existing 36" metal culvert rusted out.	Outfall repaired. Slip lining? Included in scope for Wing Point Way NM Improvement Project.	CAPTIAL	
3	EH-NA	1700 Wing Point Way	Existing 18" metal culvert with bottom rusted out.	Replace culvert.	ACRP	
2	EH-NA	Waterfront Park Outfall	Existing 12" concrete outfall to deep water is located in tidelands. DNR has not renewed lease and required reconfiguration of the outfall.	Reconstruction outfall. Provide water quality improvements. Potential opportunity for grant funding with "Waterfront Park Bulkhead Removal and Conveyance Retrofit Project"	CAPTIAL	\$125K
3	EH-NA	7740 Yeomalt Place	12" Concrete	Replace culvert.	ACRP-O&M	

Appendix 11- Stormwater Conveyance System
2014 Ranked Project List

4	EH-NA	Foot of Madison	Significant oil sheens observed at outfall. IDDE has resulted in clean up efforts. This urban area lacks water quality improvements.	Provide water quality structure. Potential Grant Opportunity.	CAPTIAL	
4	EH-NA	East Winslow Way	This urbanized area lacks water quality improvements.	Consider retrofits for outfalls in areas East of the Winslow Ravine to Ferncliff. Potential Grant Opportunity.	CAPTIAL	
2	EH-NA	Eagle Harbor Drive at Cooper Creek, Head of the Bay	Existing culverts overtop during storm events at high tides. Also adjacent Ray's Automotive floods.	Provide fish passage culvert or bridge. Raise roadway? May be incorporated into a larger restoration project for shorelines and habitat	CAPITAL	
4	EH-NA	Winslow Way at Ravine Creek	Long term culvert preservation	Consider trenchless repairs/ maintenance		
4	EH-NA	Wyatt at Sportsman's Club Creek	Long term culvert preservation	Consider trenchless repairs/ maintenance		
Gazzam Lake Drainage Basin (GL)						
3	GL-001	Hansen Road	Lacks conveyances. Shoulder flooding and erosion. Driveway and property flooding. Sunset is a gravel roadway and material washes onto paved areas on Hansen.	Recommend conveyance improvements nad roadway shoulder repairs		
3	GL-003	Upper Crystal Spring Drive	Lack of conveyances. Road runoff causing erosion of private property.			
1	GL-NA	4574 Crystal Springs	8" Aluminum Culvert undersized	Replace/ Upsize	ACRP - Contr.	8.5K
3	GL-NA	4674 Crystal Springs	8" Conc. Culvert undersized	Replace/ Upsize to 12"	ACRP - O&M	
Pleasant Beach Drainage Basin (PB)						
2	PB-001	Lynwood Center	Coveyance improvements and tidal gate needed.	CIP#00065. Design completed.	CAPTIAL, 2014	
3	PB-005	Oddfellows Rd.	Blocked culvert on private property. Floods road.		ACRP-O&M	
3	PB-NA	5344 Ruby Place	12" Conc.	Replace	CAPTIAL	
3	PB-NA	3601 Pleasant Beach Drive south of Oddfellows intersection at un-named creek	Road settling. Condition OK per TV inspection in 2013.	Work deferred until easements can be secured from proprety owner to upsize downstream conveyances. Recommend Temporary repairiong roadway with CDF backfill to cap culvert.		
Eagledale Drainage Basin (ED)						
2	ED-003	New Sweeden Av.	12" dia. Conc. Culvert undersized. Flooding of roadway. Outfall purchd and creek insized.	Replace with new upsized culvert. 0% Estimate is assumed number for non fish passage replacement.		\$50K
3	ED-004	Taylor Av. at S-turn	Upper - Double culvert undersized. Flooding of roadway. Lower - 36" Concrete culvert has lost section due to erosion. Upsize culverts for fish passage.			
1	ED-NA	5530 Eagle Harbor Drive at McDonnald Creek	24" Concrete Culvert deteriorated and seperated rusulting in water leaking out into embankments. Roadway embankment material is being washed out and cracks have developed in the roadway shoulder. Pipe section at outfall has seperated and dropped.	Consider trenchless repairs/ maintenance. 0% Estimate assumes culvert can be repaired using trenchless methods.	CAPITAL	\$100K
3	ED-NA	Rose Loop at Ravine	Roadway embankment erosion	CIP#00041	CAPITAL	
4	ED-NA	Rose Loop, NE corner to Eagledale Park.	2600 ft abandoned sewer line needs to be filled	Study, Collaborate with Parks Department		

Appendix 11- Stormwater Conveyance System
2014 Ranked Project List

1	ED-NA	10373 Pine Way	12" metal with bottom rusted out	Replace culvert	ACRP - O&M	
4	ED-NA	Eagle Harbor Drive at Wisky Creek	Long term culvert preservation	Consider trenchless repairs/ maintenance	CAPITAL	
2	ED-NA	Eagle Harbor Drive at Creasote Creek	Long term culvert preservation, Outfall damaged by land slide.	Inspect culvert, downsteem vault, and outfall structure. Develop repair recommendations for outfall and consider trenchless repairs/ maintenance.		
Blakely Harbor Drainage Basin (BH)						
4	BH-004	Seaborn Rd. and 3T's Rd culverts.	Culverts in poor condition and undersized.	Consider combining this project with Blakely Hill reconstruction and drainage repairs.	CAPITAL	
4	BH-NA	Intersection drainage at Blakely Hill Rd. & Halls Hill Rd.	The ditch and culvert become inindated with sediment and back up resulting in sheet flow across the intersection.	O&M completed ditch and inlet maintenance in 2012. Recommend providing a more robust conveyance and inlet. Consider combining this project with repairs to Blakely Hill Road.		
2	BH-NA	Halls Hill at Blakely Falls Creek.	Bottom of culvert rusted out. Designated for fish passage. Undersized per engineering report produced for developer that constructed detention pond upstream. May proceed now that culvert at Seaborne has been addressed.	Design completed in 2013 and construction pending funding.	CAPITAL	
4	BH-007	Country Club Road at Mac's Dam Creek	Headwall undercut. Seperations. Salmon observed at head of culvert. Debris - Bolders, Timbers.	Replace existing old large diamter concrete culvert with fish passage culvert.	CAPITAL	
4	BH-NA	Mac's Dam Creek from Country Club to Blakely Avenue	Macs Dam Creek gradient likely suitable for fish spawning. Creek insized.	Study creek restoration and water quantity/quality. Creek restoration. Potential mitigation site for Seaborne.	CAPITAL	
4	BH-010	Blakely Avenue at upper Macs Dam Creek	Fish Passage improvements needed. Addressing outfall conditions may improve fish passage.	Recommend completing lower reach fish passage improvements prior.	CAPITAL	
4	BH-011	10566 Country Club Rd. at Crane Creek	12" & 15" diameter concrete pipe. Appears curved. 2.5' perch at outfall.	Recommend moniotiring and planning for repair in longer term.	CAPITAL	
3	BH-012	Blakely Avenue, East of Country Club Rd.	12" diamter culvert under capacity.			
4	BH-013	Halls Hill Road and intersection at bottom of hill re-allignment and improvements	A raised pavement edge and uphill ditch convey water off the hill. A reconsructed roadway may include tight line drianage to improve stromwater drainage.	Proposed improvement project would re-align Halls Hill road and the intersection with Blakely Avenue, Blakely Hill, Seaborn, and 3T's road.		
3	BH-NA	Blakely Hill Rd. Stabilatation and Reconstruction	Crane Lake Creek erroding Blakely Hill Road embankments. Low traffic volume Blakely Hill restricted to one lane for two way traffic. Drainage of Halls Hill Road important to remove water from potentially unstable hillside.	Raised pavement edge provided at Halls Hill to address roadway drainage. CIP# 00045-Halls Hill/ Blakely Hill Intersection and uphill roadway sections, roadway and stormwater improvements.	CAPITAL	
2	BH-NA	Blakley Avenue and 3T's area drainage. (Also refer to BH-013)	This area is flat and does not drain well. Blakely avenue overtops durring storm events. The ditches are inadquate at the base of Blakely Hill and water sheetflows through the intersection.	Address drainage in the vicinity of the base of Blakely Hill, Halls Hill, and Blakely Avenue, and 3T's roads. This work should be icluded in BH-013. If funding cannot be made avialable for BH-13 then this work should be addressed sooner. Potential grant opportunity for "Blakely Hill Road Drainage and Outfall Improvement Project".	CAPITAL	

Appendix 11- Stormwater Conveyance System
2014 Ranked Project List

2	BH-NA	Country Club Road from East of Toe Jam to revetment.	Existing ditches not adequately sloped to drain. Stormwater overtops roadway and two fronting properties are often flooded during storm events.	Reconstruct roadway and drainage. Raise roadway at time of reconstruction and reprofile ditch system for positive drainage.	CAPITAL	
South Beach Drainage Basin (SB)						
3	SB-NA	10039 South Beach Drive	Water falls off embankment and overflows drainage course flooding two properties across the roadway	Operation and Maintenance provided rock barrier to direct flows to ditch. Consider additional channeling and upsizing conveyances to north.	CAPITAL	
3	SB-NA	Toe Jam Hill Road at Southbeach Creek	Erosion at toe of roadway embankments. O&M repaired with rip rap a few years ago. Erosion continues.	Monitor and repair as needed. Recommend project to restore insizing of creek to address erosion and provide for creek habit restoration.	CAPITAL	
1	SB-NA	Deveny Avenue at culd-i-sac	Road and drainage improvements not completed by developer. Erosion problems have been reported.	Recommendation; impliment a interim project to address drainage and maintain access until fronting properties are developed.	O&M?	

Appendix 12 - SSWM ERU

<u>Property Class (Value - Description)</u>	<u>Accounts</u>	<u>ERU's</u>
111 - Single Family Residence	7780	8572
118 - MH - Leased Land	3	3
119 - MH - Real Property	172	182
121 - Duplex	32	50
122 - Triplex	6	7
123 - Four Units	9	15
131 - 5-9 Units	5	18
132 - 10-14 Units	1	5
133 - 15-19 Units	2	37
134 - 20-29 Units		
135 - 30-39 Units	6	88
136 - 40-49 Units	2	81
137 - 50+ Units	4	96
138 - Retirement Apts.		
141 - Condo, Residential	1121	1125
150 - MH Community	1	65
160 - Hotels and Motels	6	41
161 - Bed and Breakfast Lodging		
170 - Institutional Lodging		
180 - Other Residential	3	3
183 - Sheds and Garages	119	157
198 - Cabins	25	28
210 - Food Product Manf.		
230 - Apparel/Fabric Manf.		
240 - Wood Products Manf.		
250 - Furn. & Fixtures Manf.		
270 - Printing & Publishing		
320 - Clay & Glass Products		
340 - Fabricated Mtl Prod.		
390 - Misc. Manf.	1	76
410 - Railroads		
420 - Motor Vehicle Transport		
430 - Aircraft Transport		
440 - Marine Transport	1	57
459 - Totally Esmt Encumbered		
460 - Parking	8	125
470 - Communications	1	1
480 - Utilities	5	30
483 - Water Systems	8	8
485 - Sanitary Landfills	1	12
486 - Stormwater Retention		
489 - State Assessed Utilities	5	39
490 - Other Utilities		
500 - Commercial Condo or Slip		
510 - Wholesale Trade		
520 - Retail Bldg Materials		
530 - Retail, General		

Appendix 12 - SSWM ERU

<u>Property Class (Value - Description)</u>	<u>Accounts</u>	<u>ERU's</u>
540 - Retail, Food		
541 - Conv. Store w/Gas Pumps	3	44
543 - Conv. Store w/o Gas Pumps		
545 - Chain Type Groceries		
550 - Retail, Automotive		
551 - MH Home Sales Lot		
559 - Auto Wrecking Yard		
560 - Retail, Apparel		
570 - Retail, Home Furn.		
580 - Restaurants	6	30
581 - Fast Food	1	24
582 - Tavern		
590 - Other Retail Trade	71	238
591 - Neighborhood Center	7	67
592 - Community Center	6	174
593 - Regional Center		
610 - Finance, Insurance, etc.		
611 - Banks	8	83
620 - Personal Servicex		
624 - Cemeteries	1	0
630 - Business Services		
637 - General Warehouse	25	178
638 - Mini-Warehouse	7	114
640 - Repair Services	10	80
641 - Service Stations		
650 - Professional Services	1	10
651 - Medical/Dental Offices	8	46
653 - Hospitals		
656 - Convelescent Centers	4	49
660 - Construction Services		
670 - Governmental Services	9	112
680 - Educational Services	9	566
690 - Misc. Services	138	421
691 - Churches	15	151
710 - Cultural Activities	1	14
720 - Public Assembly	4	15
730 - Amusements		
740 - Recreational	5	64
744 - Marina	6	18
750 - Resorts/Group Camps		
760 - Parks	15	242
790 - Other Recreation		
810 - Agricultural (not O.S.)		
820 - Agricultural Related		
822 - Veterinarian Services	1	4
830 - CU Agriculture	22	26
840 - Fishing & Related Services		

Appendix 12 - SSWM ERU

<u>Property Class (Value - Description)</u>	<u>Accounts</u>	<u>ERU's</u>
850 - Mining & Related Services		
880 - Forest Land	6	2
890 - Resource Production		
910 - Undeveloped Land	205	241
911 - Common Area	2	24
920 - Non-Commercial Forest		
930 - Water Areas		
939 - Tidelands	2	7
940 - CU Open Space	59	96
950 - CU Timber	10	12
999 - Other Undev. Land	<u>1</u>	<u>1</u>
Totals	9995	14074



**Utility Advisory Committee (UAC) Recommendation
To the Bainbridge Island City Council
To Restructure SSWM Utility Fee Policy**

SUBJECT

The Utility Advisory Committee (UAC) recommends that the City Council amend and restate Bainbridge Island Municipal Code (BIMC) chapter 13.24 to restructure, revise and clarify the fees chargeable by the Storm and Surface Water Management (SSWM) utility, as described in this recommendation and its attachments.

KEY ASSUMPTIONS

The fee structure would take effect in January 2013. The delayed effective date would allow the City Administration adequate time in 2012 to: (1) re-measure parcels according to new definitions, (2) recalculate discounts according to new criteria, and (3) reinvent the data tracking, calculation and fee-collection data system with the County Treasurer. The recommendation sets a rate structure policy. The City Council would retain the authority and responsibility annually to set the actual SSWM ERU Rate for the next year.

FACTUAL BACKGROUND

In 2010, the City Council was presented by the Administration with proposals to clarify BIMC 13.24, but the Council expressed a preference to identify the underlying policies of the rate structure and proceed with a more orderly rewriting of those provisions of the Code. In Spring 2011, the City Manager invited the UAC to review policies of other municipalities and recommend policies for COBI's SSWM rate structure. The UAC then promptly formed a subcommittee consisting of UAC member Sarah Lee (chair), citizen Robert Dashiell, and Council / UAC liaison Barry Peters. The subcommittee met on more than a dozen occasions over 6 months, reviewed City policies and practices, analyzed the codes of more than a dozen other municipalities, and, after conferring with the COBI Finance Director, presented recommendations to the UAC, initially in September 2011. The UAC voted on elements of the recommendations on October 11, 2011, and unanimously voted on November 1, 2011 to recommend the rate structure proposal described herein.

TERMS OF RECOMMENDED RATE STRUCTURE

The UAC recommends acting in 2011 to amend and restate BIMC Chapter 13.24 as follows, and as further illustrated in the slides attached to this memorandum and the attached proposed revised ordinance:

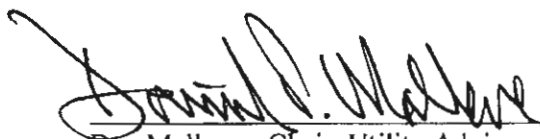
1. The amended and restated BIMC Chapter 13.24 would be effective January 1, 2013. Council adoption of such amendments would create a firm and final roadmap for the Administration to implement. The effective date would allow time during calendar year 2012 for the Administration to implement the new rate structure, definitions and discounts, as mentioned above.

2. The SSWM fee structure of Ch. 13.24 shall, as before, apply to all parcels of real property on Bainbridge Island, however, undeveloped parcels and parcels with less than 500 square feet of "Hard Impervious Surface" shall be exempt from SSWM fees.
3. The term "Hard Impervious Surface" shall replace the term "Impervious Surface", and shall mean a hard surface (such as a building or structure, roof, or hard-surface paving material, etc.) that is impervious to water, but the definition will expressly exclude partially-pervious surfaces such as gravel, pervious pavers, pervious concrete, pervious blacktop, lawns, turfs, or compressed soils.
4. An "Equivalent Residential Unit" factor ("ERU Factor") shall, as before, be 3,000 sq. feet.
5. The City Council shall determine for each calendar year a "SSWM ERU Rate", which shall be expressed as a fee per annum per ERU (e.g. \$146.76 per annum in 2011).
6. In general, the SSWM fee for each parcel other than a single-family residential parcel shall be determined as follows:
 - Square feet of Hard Impervious Surface
 - Divided by the ERU Factor
 - Times the SSWM ERU Rate for the year
 - Times 30%, if the parcel is Low Intensity (i.e. less than 15% Hard Impervious Surface)
 - Times 50%, if an applicable SSWM discount applies.
7. Applicable discounts include:
 - Certain 50% discounts available to parcels other than Single-Family Residences: e.g., for practices of stormwater management, low impact development and the like, or for properties governed by a NPDES permit, which therefore exhibit features that the City seeks to encourage.
 - Certain 50% discounts on residential properties for certain low-income owners, or for rental accommodation created to assist income-qualified tenants.
8. Other details of the recommendation are as depicted on the slides attached to this memorandum, and in attached proposed revised ordinance for review and revision by the City Attorney as appropriate.

CONCLUSION

The Utility Advisory Committee recommends the adoption of a clarified and refined SSWM fee structure as described herein and on the attached slides and proposed revised ordinance.

Adopted by the Utility Advisory Committee on November 1, 2011.



Dan Mallove, Chair, Utility Advisory Committee

Dated: November 2, 2011

Attachments: (1) Illustrative Slides; (2) Proposed Revised Ordinance

SSWM Rate Structure

Storm and Surface Water Management (SSWM) Utility

UAC Subcommittee:

Sarah Lee, chair / Robert Dashiell / Barry Peters

November 1, 2011 Recommendation to Council

By Utility Advisory Committee

Scope of Proposal

Included	NOT Included
SSWM rate structure	Scope of SSWM activities, SSWM mission or expenses.
What factors should affect fees? How should fees be computed? What discounts should apply? What incentives are desirable?	How much revenue does SSWM need? What should the SSWM budget be?
COBI Code Chapter 13.24: Storm and Surface Waters	Three other COBI Code chapters: 15.20: SSWM Management 15.21: SSWM Facilities Maintenance 15.22: Illicit Discharge Elimination

SSWM classes of customers

- Utility is island-wide
- ALL types of properties

<u>Single-Family Residential ("SFR")</u> Single-family detached homes	≈ 9,000
All other <u>residential</u> : duplex; multi-family; condos; apartment buildings	≈ 650
All <u>Non-Residential</u> parcels: (e.g. commercial, schools, parks, churches, undeveloped, etc.)	≈ 1,000

1

Policy Goals

- **Simplicity:**
 - Understandable to general public
 - Minimize administrative costs for ratepayers
- **Logical Nexus for Fee:**
 - Single-family home: One basic fee (ERU) per home
 - All other parcels: Fee based on impervious sq. footage
- **Fairness:**
 - Same sq foot method for multi-family rental/own
 - Low-income discount whether owning or renting
 - Lower fee if sparsely-developed (e.g. parks)

Proposed SSWM Fee Structure

Single Family Residence	All Other Parcels / Uses
Fee Per Dwelling (ERU)	Fee Per Hard Impervious Sq Ft
Single Family Residence: 1 ERU	Multi-unit residential: condo unit / apmt bldg
Home & free-standing ADU: 1.5	All other parcels
50% discount for low-income	Discounts for low-income
	Very low intensity discount
Home & 3000+ sqft buildings: Use impervious sq ft method	Discount for qualifying features
	Discount for public roads

Proposed Fees: Non-Residential

- ERU: 3,000 sq ft ERU rate: \$147/year in 2011
- “Hard Impervious Surface”
 - “raindrop” roof footprint plus impenetrable surfaces
 - exclude gravel and pervious pavements
- Rate formula for parcels other than SFR
 - Impervious Surface (in square feet)
 - Divided by ERU sq ft (3,000)
 - Times the ERU Rate (e.g., \$147)
- 70% discount for Very Low Intensity site (<15%)
- 50% discount for qualifying features

Incentive Goals

- Committee proposals provide financial incentives for desired mitigation features
- Discounts (and Definition of Impervious) encourage:
 - Use of: gravel / pervious paving materials / turf
 - Low Impact Development (LID) to recharge aquifers
 - Mechanisms for retaining stormwater on site
 - Maintaining a NPDES permit and NPDES compliance
- Lower fees for low-intensity (i.e. <15% Impervious)
 - e.g. parks; farms (with minimal buildings); sports fields
- Exemptions: cemeteries & parcels <500 sq ft imperv.

Special Cases

- Auxiliary Dwelling Units (ADUs)
 - If not at ground level, not counted
 - If ground level: SFR + ADU = 1.5 ERUs
- SFR plus Extensive Outbuildings
 - If Outbuildings > 3,000 sq ft of coverage
 - Compute SSWM fee for entire parcel counting all Hard Impervious sq. footage

Public Roads

Percent of ERU rate applied to roads

- Poulsbo (0%)
- Bremerton (0%)
- Port Orchard (0%)
- Mercer Island (0%)
- Shelton (0%)
- Sumner (0%)
- Port Angeles (0%)
- Montlake Terrace (0%)
- Bainbridge Island (30%; same as State rate in RCW 90.03.525)
- Redmond (50%)
- Kitsap County (100%)
- Bellevue (100%, divided into two discounted categories)

9

Compare Current to Proposed

Current	Proposed
4 types of impervious surfaces	1 type (exclude gravel & pervious materials)
ambiguous discounts	clear discounts
all intensities pay same rate	low intensity pays lower rate
rounded to whole ERUs	more precise (tenths of ERUs)
renters/owners treated differently	rental apt buildings & condos: same method
Fees collected by County	Same
Low-income discount like Prop. Tax	Same + subsidized housing disc.

10

Implementation

- Council to approve amended BIMC 13.24:
Fourth quarter 2011
- Administrative implementation of new structure
and new definitions:
During 2012
- Effective date for new restated Code:
January 1, 2013

11

Chapter 13.24 STORM AND SURFACE WATERS

*UAC Subcommittee Proposed 2011 Revision of COBI Code to be Effective 1/1/2013
As a Suggested Initial Draft for Review and Refinement by City Attorney*

Marked to show changes from current COBI Code to proposed Code.

13.24.010 Utility established.

There is created and established a storm and surface water utility (referred to herein as "SSWM Utility"). The utility shall be administered under direction of the city manager or designee.

13.24.015 Jurisdiction.

The city shall have jurisdiction over all storm and surface water facilities within the city. No modifications or additions shall be made to the city's storm and surface water facilities without the prior approval of the city.

13.24.020 Plan adopted.

~~The City Council adopts the storm and surface water utility plan as set forth in the Surface Water Management Plan, December 2001, prepared by Kato & Warren, Inc., which is incorporated by reference as if set forth in full, system or plan of the storm and surface water utility shall be (1) as set forth on Figures 1 and 6 of the Plan prepared by Gardner Engineers, Inc., and Warren Consultants, Inc., dated July 22, 1985 and adopted by the city council on August 15, 1985, which figures and plan are incorporated by this reference as if set forth in full, and (2) for all land within the city's boundaries which is not covered by Figures 1 and 6, all natural and man-made drainage conveyance systems from the point of the first contact of rainfall with the land to Puget Sound.~~

13.24.030 Council Findings of Fact and Basis for SSWM Rates.

The City Council finds as follows:

(a) That all real property in the city contributes runoff or poses contaminant risk to the receiving waters, and that all real property in the city benefits from the various infrastructure services and event-response services of the SSWM Utility.

(b) Subject to certain additional factors as identified in this Chapter and that are eligible to be treated as discounts or factors of computation, that the intensity of development on all parcels of real property other than single family residential parcels, as measured by the square footage of Hard chargeable Impervious Surface area, is an appropriate basis for allocating SSWM Utility Fees to an individual parcel.

(c) That, in general, because it would be unnecessarily costly to ratepayers and impractical for the SSWM Utility to determine precisely the Hard Impervious Surface square footage of the improvements on each single family residential parcel, each such

parcel shall, unless an exception applies, be assessed a set annual fee as periodically determined by the City Council. Additional charges are appropriate for some single family residential parcels having large accessory buildings.

(d) That the SSWM Annual Fees imposed by this Chapter are deemed to be reasonable and necessary to fund construction, repair, replacement, operation, maintenance, inspection and improvement of all storm drainage and surface water management facilities, and to perform the SSWM Utility functions identified in 13.24.035, for purposes of providing SSWM Utility services.

13.24.035 Funding and Accounting; Exclusive Utility Purpose of Fees

The SSWM Utility shall be accounted for as a separate enterprise fund of the City (Fund 403), and all SSWM Annual Fees shall be used solely for SSWM Utility purposes, as those purposes are determined from time to time by the City Manager, including, by way of example, compliance with requirements of the City's NPDES II municipal stormwater permit, carrying out of applicable portions of the City's storm and surface water management plan, and oversight and administration of certain functions and requirements described in BIMC chapters 15.20, 15.21 and 15.22. SSWM aAnnual fFees shall not be applied for general governmental or other purposes. The City Council shall set the SSWM ERU Rate at a level sufficient to fund the capital projects, accumulation of reserves, infrastructure maintenance, debt service, operating expenses and taxes applicable to the SSWM Utility.

13.24.030 Transfer of property.

All properties, property rights and interests of every kind or nature owned or held by the city, however acquired, insofar as they relate to or concern storm or surface water sewage are transferred to the storm and surface water utility, including by way of examples and not limitation, all properties, rights and interests acquired by adverse possession or by prescription in and to the drainage and storage of storm or surface waters over and under lands, watercourses, streams, ponds and sloughs to the full extent of inundation caused by the largest storm or flood condition.

13.24.040 Cost.

Since the city now owns all the facilities, rights and interests set forth in BIMC 13.24.020 and 13.24.030, there is no estimated cost.

13.24.050 Definitions.

The following definitions shall apply to this chapter:

A. "Commercial/multiple property" means and includes all property zoned or used for multifamily, commercial or retail uses.

B. "Impervious area" means any part of any parcel of land that has been modified by the action of persons to reduce the land's natural ability to absorb and hold rainfall. This includes areas which have been cleared, graded, paved or compacted. Excluded, however,

are all lawns, agricultural areas, and landscaped area. (Ord. 86-28 § 1, 1986)

A. “ADU” shall mean an ancillary dwelling unit, which is an auxiliary residential unit that shares a tax parcel with a Single Family Residence.

B. “Condominium Unit” shall mean a tax parcel the ownership of which is held as a condominium property interest. A Condominium Unit may be either a “Residential Condominium Unit” if its principal purpose is for occupancy by an owner or renter as a residence, or it may be a “Commercial Condominium Unit” if it has any other principal purpose.

C. “Excluded Property” shall mean a tax parcel of a type or purpose that is excluded from the obligation to pay any SSWM aAnnual fFee. Excluded Property shall include the following type(s) of tax parcels:

(1) An Uundeveloped Pparcel.

(2) A parcel with less than 500 square feet of Hard Impervious Surfacechargeables.

(3) A cemetery.

D. “ERU” means equivalent residential unit.

E. “ERU Factor” means 3,000 square feet.

F. “Hard Impervious Surface” means an impervious surface area which, in normal circumstances, entirely prevents the entry of water directly into the soil mantle. The most common forms of Hard Impervious Surfaces include, but are not limited to: roof tops; concrete, asphalt or other surfaces such as walkways, patios, driveways, parking lots and paved storage areas when constructed of impenetrable materials; provided, however, that neither gravel, pervious concrete, pervious blacktop, pervious pavers, natural or artificial turf, nor over-water structures, shall be treated as Hard Impervious Surface; provided, further, that an open, uncovered retention or detention facility, or the contained surface area of an open, uncovered tank or containment structure that processes wastewater, shall not be considered as a Hard Impervious Surface for purposes of this Chapter.

G. “LID System” shall mean a stormwater management system on a tax parcel that is constructed and is operated in a manner that conforms with the Low Impact Development provisions of the City’s stormwater and surface water management code, as incorporated by reference at BIMC 15.20.050.C.

H. “Low-Intensity Factor” shall mean 30%, and that factor shall be applicable to a parcel that is subject to I3.24.060(4), where the ratio of the Impervious Surface to the total square footage of the parcel is less than 15%.

I. “Non-Residential Property” means a tax parcel of any kind other than a Residential Property. A tax parcel that is primarily used for transient accommodation, such as a

parcel that includes a hotel, motel, or inn made available for occupancy on a daily or weekly basis, shall be treated for purposes of this Chapter as a Non-Residential Property.

J. "Parcel Owner" shall mean an owner of any tax parcel located within the city limits of the City of Bainbridge Island, as the said owner is identified in the real estate property tax records maintained by Kitsap County, whether or not the parcel has an obligation to pay a SSWM Annual Fee.

K. "Residential Property" means a tax parcel that is developed with a Single Family Residence or with a multi-family residential structure (for example, a duplex, apartment or condominium complex) the principal purpose of which is to provide a primary or secondary residence for the owner, or a residence for a renter on a monthly or longer basis. A Residential Property may include accessory structures and non-commercial uses (such as ancillary non-commercial agricultural uses). A Residential Property may include an ADU which may be occupied on a paying or non-paying basis.

L. "Single Family Residence" means a residential property that consists of a detached single-family dwelling and any one or more accessory structures, such as carports, garages, sheds, and ADUs on the same tax parcel as the primary residential unit.

M. "SSWM Annual Fee" shall mean the annual amount of the fee payable by a Parcel Owner, determined according to this Chapter.

N. "SSWM ERU Rate" shall mean the annual rate of SSWM Utility services fee established by resolution of the City Council for the applicable calendar year. The fee shall be expressed as an amount per annum.

O. "SSWM Utility" means the storm and surface water management utility of the City.

P. "Undeveloped Parcel" means a parcel with no Impervious Surface.

13.24.55 Invoicing and Collection

The SSWM Annual Fee for a parcel shall be payable to the SSWM Utility and shall be invoiced to and collected from the Parcel Owner by the Treasurer of Kitsap County on the same regular periodic basis as the Parcel Owner's property taxes are collected. Any such fees shall be delinquent if not paid by the due date. All delinquent accounts billed pursuant to this paragraph will be subject to a monthly penalty charge of one percent of the amount that is delinquent.

13.24.060 ~~Fee imposed~~ SSWM Annual Fee for Residential and Non-Residential Properties.

Except for any Excluded Property, and subject to any applicable discount under 13.24.070 to 13.24.085, a Parcel Owner of a Residential or Non-Residential Property shall have an obligation to pay a SSWM Annual Fee determined as provided in this Section. The owners of all real property in the city which contributes drainage water to

and/or which benefits from the city's storm water utility shall pay a monthly fee as set forth in this chapter.

(1) Single Family Residence: Except as provided in (2) or (5) below, the SSWM Annual Fee for a Single Family Residence shall be equal to the ERU Rate.

(2) Single Family Residence with Detached ADU: For a Single Family Residence with an ADU that is a detached ground-level structure, the SSWM Annual Fee shall be equal to 1.5 times the SSWM ERU Rate.

(3) Residential Properties Other Than Single Family Residence:

(a) Subject to paragraphs (b) and (c) below, for a Residential Property other than a Single Family Residence, regardless whether dwelling units are rented or are owned in fee or in condominium interests, the SSWM Annual Fee shall be calculated according to the rules under paragraph "(4)" below.

(b) For a parcel consisting of a residential or commercial condominium unit, the SSWM Annual Fee for the unit owner shall be equal to the SSWM Annual Fee that would be chargeable to the condominium complex of which the unit is a part (the parent tax parcel), and then divided by the number of condominium units in that complex.

(c) For mixed use residential and commercial properties, the Annual SSWM Fee shall be calculated on the Hard Impervious Surface area of the parent tax parcel. Additionally, each commercial unit shall be charged not less than 1.0 ERU.

(d) For a tax parcel consisting of a condominium association (as distinct from a residential or commercial unit that is a member of such association), there shall be no additional SSWM Annual Fee other than the fees charged to the residential and/or commercial units that are the members of that association.

(4) Properties Other Than Single Family Residences:

Subject to paragraphs 3(b) and 3(c) above, the SSWM Annual Fee for a parcel other than a Single Family Residence shall be equal to:

- the square feet of Hard Impervious Surface,
- divided by the ERU Factor,
- times the SSWM ERU Rate,
- times, if applicable, the Low-Intensity Factor;

provided, however, that in no event shall the SSWM Annual Fee for a property that is primarily used for commercial purposes be less than 1.0 times the SSWM ERU Rate.

(5) Single-Family Residence with Large Accessory Buildings:

If a parcel includes both:

(a) a Single Family Residence, and

(b) one or more separate structures, where the sum of the coverage footprints of the accessory structures other than a detached garage is greater than 3,000 square feet,

then the SSWM Annual Fee for the parcel shall be calculated under paragraph (4) above, based on the Hard Impervious Surface of the entire parcel.

13.24.065 Automatic annual fee adjustment.

The fees described in BIMC 13.24.070, as now existing and as subsequently amended, shall be adjusted on an annual basis beginning January 1st of each year, unless the city council determines by December 31st of any year that the adjustment shall be another amount or shall not occur for the next year. The adjustment shall be equal to the annual rate of increase in the Seattle Area Consumer Price Index. (Ord. 2009-38 § 1, 2009; Ord. 2000-48 § 1, 2000; Ord. 99-50 § 1, 1999)

13.24.070 Single-family and duplex residential fees.

The monthly service fee for each single-family and duplex residential dwelling from January 1, 2010, through December 31, 2010, shall be \$13.21; provided, that the ratio of impervious to pervious surface of the lot shall not exceed 50 percent. If the ratio of impervious to pervious surfaces exceeds 50 percent, the rate established in BIMC 13.24.080 shall apply. (Ord. 2009-38 § 2, 2009; Ord. 2007-39 § 1, 2007; Ord. 2006-26 § 1, 2006; Ord. 2005-34 § 1, 2005; Ord. 2003-50 § 1, 2003; Ord. 2000-48 § 2, 2000; Ord. 99-50 § 2, 1999; Ord. 86-28 § 3, 1986)

13.24.080 Commercial/multiple fees.

The monthly fee for all commercial/multiple property shall be calculated according to the following formula:

(Impervious area ÷ 3,000 sq. ft.) × single-family and duplex rate = rate.

(Ord. 86-28 § 4, 1986)

13.24.081 Condominium unit fees.

The monthly service fee for each condominium unit shall be the rate charged for single-family dwellings under BIMC 13.24.070. (Ord. 2004-01 § 1, 2004; Ord. 2003-50 § 2, 2003)

13.24.082 Impervious surface area rate reductions.

For any property other than a single-family residence or a duplex residential dwelling:

A. The storm and surface water service monthly fee charged for the property for impervious areas consisting of gravel shall be 80 percent of the rate for impervious areas

set forth in BIMC 13.24.080;

~~B. The storm and surface water service monthly fee charged for the property for impervious areas consisting of packed dirt shall be 50 percent of the rate for impervious areas set forth in BIMC 13.24.080; and~~

~~C. The storm and surface water service monthly fee charged for the property for impervious areas which are cleared but not compacted shall be 40 percent of the rate for impervious areas set forth in BIMC 13.24.080.~~

~~The rate reduction authorized by this section shall not reduce the total storm and surface water service monthly fee to less than 50 percent of the monthly fee required pursuant to BIMC 13.24.080, and shall not be used in conjunction with any other rate reduction authorized by this title. (Ord. 92-26 § 7, 1992)~~

13.24.70 Discounts for Certain Owners and Occupants

(a) Low-Income Senior or Disabled Owners:

For a Parcel Owner of a Single Family Residence who qualifies for a discount in a given tax year under the property tax discount program administered by Kitsap County for low-income senior citizens or low-income disabled individuals, the Parcel Owner shall receive a discount of 50% on the SSWM Annual Fee otherwise payable for that year.

(b) Financially-Assisted Housing for Income-Qualified Occupants:

There shall be a 50% discount on the SSWM Annual Fee for a property of either of the two following kinds, subject to the Parcel Owner submitting proof of eligibility to the City not later than November 1 of the calendar year prior to the year in which the SSWM Annual Fee is payable:

(i) A property that is exempt from property taxes under any exemption applicable to low-income housing (including, but not limited to, housing owned by nonprofit organizations that provide rental housing to very low income households; low-income housing tax credit properties; a property owned by a public housing authority; a property owned by a limited partnership formed for the purpose of financing low-income properties where a public housing authority or non-profit agency is a general partner; nonprofit homes for the aging; etc.); or

(ii) A property containing rental accommodation that was either constructed with, or operates with, public financial assistance or tax credits for the purpose of providing rental housing to qualifying low-income persons.

13.24.80 Public Roads

The SSWM Annual Fee for public roads maintained by the City shall be equal to 30% times the Impervious Surface divided by the ERU Factor times the ERU Rate. State

roadways are exempt from an annual SSWM fee because the City has determined the burden of administering the program authorized by RCW 90.03.525 is not cost effective.

13.24.85 Discounts for Certain Types of Facilities or Mitigation

(a) Properties Conforming to Low Impact Development Code: The SSWM Annual Fee for a tax parcel that is either (a) a Residential Property other than a Single Family Residence, or (b) a Non-Residential Property, shall be subject to a 50% discount if the parcel was developed in accordance with the City's Low Impact Development code, and the Low Impact Development features continue to function at a level that complies with any applicable performance requirements. The burden for demonstrating the percentage of stormwater retention shall be on the Parcel Owner. This discount may not be combined with the Low Intensity Factor or with any other discount under 13.24.85.

(b) City-Approved Stormwater Mitigation System: The SSWM Annual Fee for a tax parcel other than a Single Family Residence shall be subject to a 50% discount if the parcel either: (1) complied with a county or City-mandated on-site stormwater mitigation set of requirements as a condition of development, or (2) installed on-site mitigation features that were built voluntarily and met county or City standards when built and, in either case, which continue to meet BIMC 15.21 in the applicable year. The burden for demonstrating the percentage of stormwater retention shall be on the Parcel Owner. This discount may not be combined with the Low Intensity Factor or with any other discount under 13.24.85.

(c) Properties Subject to an NPDES Permit: The SSWM Annual Fee for a tax parcel that is subject to an NPDES stormwater permit, where the Parcel Owner is in substantial compliance with its duties under the NPDES permit for the applicable year, shall be subject to a discount of 50%. This discount may not be combined with the Low Intensity Factor or with any other discount under 13.24.85.

13.24.084 On-site mitigation rate reduction.

For any property other than a single-family residence or duplex residential dwelling, if the property owner (1) has been required by either the city or Kitsap County since January 1, 1985, to construct an on-site stormwater mitigation facility as a condition of the property's development or (2) has constructed voluntarily since January 1, 1985, an on-site stormwater mitigation facility serving the property and exceeding city standards at the time of construction, the city may at its sole discretion reduce by up to 50 percent the storm and surface water service monthly fee charged for the property pursuant to BIMC 13.24.080. The rate reduction authorized by this section shall not be used in conjunction with any other rate reduction authorized by this title.

13.24.085 Rate for disconnection of property with disconnected roof drains.

For any property where the property owner, at any time prior to a notice of corrective work, or within the time period provided by a notice of corrective work issued to the property owner pursuant to BIMC 13.14.060, disconnects all roof drains located on the

property from the city's sanitary sewer system and permanently seals the ingress point(s) of the drain(s), the city shall waive the annual storm and surface water service fee otherwise assessed against the property pursuant to this chapter for a period of three years from the date of the disconnection. Upon the expiration of the three-year waiver provided in this section, the property shall again be assessed at the applicable rate, as provided by this chapter.

13.24.086 Application for rate reductions – Appeal.

A. In order to qualify for the rate reductions set forth in BIMC ~~13.24.082~~, ~~13.24.070(b)84~~ and ~~13.24.085~~, the property owner must file an application with the director of finance by November 15th of the year prior to the year in which the rate reduction is to be effective.

B. Any person aggrieved by any decision of the director of finance relating to an application for the rate reductions authorized by BIMC ~~13.24.082~~, ~~13.24.070(b)84~~ and ~~13.24.085~~ may appeal the director's decision by filing a writ of review with the superior court of the county within 30 days of the date of the director's decision.

13.24.089 Streets and roads charge.

The monthly fee for city-owned right-of-way shall be 100 percent of the fee provided in BIMC ~~13.24.080~~.

13.24.090 State highway charge.

Pursuant to RCW 90.03.525 the monthly fee for state highway right-of-way shall be 30 percent of the fee provided in BIMC ~~13.24.080~~, unless the city and state agree to a different rate, or unless a court of competent jurisdiction holds otherwise.

13.24.100 Billing and payment.

A. Except as otherwise provided in subsection B of this section, storm and surface water utility fees shall be billed annually by Kitsap County on behalf of the city in conjunction with the county's property tax bill. Storm and surface water utility fees billed pursuant to this paragraph shall be due and payable semiannually on the same dates each year that the county's property tax bill is due and payable, and shall be delinquent if not paid by the due date. All delinquent accounts billed pursuant to this paragraph will be subject to a monthly penalty charge of one percent of the amount that is delinquent.

B. During the calendar year 1994, the city shall bill storm and surface water utility service accounts which the city billed on a monthly basis in 1993, and such other accounts as deemed appropriate by the director of finance, on a monthly basis. Storm and surface water utility fees billed pursuant to this paragraph shall be due and payable during the 20-day period following the billing date, and shall be delinquent if not paid by the due date. All delinquent accounts billed pursuant to this paragraph will be subject to a monthly penalty charge of 10 percent of the amount that is delinquent.

13.24.110 Remedies – Termination of water service.

The city manager or designee is authorized to terminate water service to any customer who fails to pay the storm water utility fees imposed by this chapter in the same manner

~~as delinquent water bills. Termination of such water service shall not limit other remedies available to the city.~~

13.24.120 Lien for service – Interest.

Pursuant to RCW 35.67.200 et seq., the city shall have a lien for delinquent and unpaid storm water sewer charges. A sewer lien shall be effective for a total not to exceed one year's delinquent service charges without the necessity of any writing or recording of the lien with the county auditor. Enforcement and foreclosure of any sewer lien shall be in the manner provided by state law. Interest on the unpaid balance shall be eight percent per annum or higher rate as authorized by law.

13.24.130 Inspections – Right of entry – Emergency.

The engineer or other city officials or employees of the city may enter any building or property to perform duties imposed by this chapter in accordance with Chapter 1.16 BIMC.

~~13.24.200 Severability.~~

~~Repealed by Ord. 2003-24. (Ord. 86-27 § 1, 1986)~~

Appendix 14 - Parcels W/O ERU

<u>Property Class (Value - Description)</u>	<u>Accounts</u>
111 - Single Family Residence	76
118 - MH - Leased Land	52
119 - MH - Real Property	8
121 - Duplex	
122 - Triplex	
123 - Four Units	
131 - 5-9 Units	
132 - 10-14 Units	
133 - 15-19 Units	
134 - 20-29 Units	
135 - 30-39 Units	
136 - 40-49 Units	
137 - 50+ Units	
138 - Retirement Apts.	
141 - Condo, Residential	5
150 - MH Community	1
160 - Hotels and Motels	
161 - Bed and Breakfast Lodging	
170 - Institutional Lodging	
180 - Other Residential	
183 - Sheds and Garages	39
198 - Cabins	
210 - Food Product Manf.	
230 - Apparel/Fabric Manf.	
240 - Wood Products Manf.	
250 - Furn. & Fixtures Manf.	
270 - Printing & Publishing	
320 - Clay & Glass Products	
340 - Fabricated Mtl Prod.	
390 - Misc. Manf.	
410 - Railroads	
420 - Motor Vehicle Transport	
430 - Aircraft Transport	
440 - Marine Transport	
459 - Totally Esmt Encumbered	63
460 - Parking	58
470 - Communications	
480 - Utilities	1
483 - Water Systems	31
485 - Sanitary Landfills	1
486 - Stormwater Retention	12
489 - State Assessed Utilities	7
490 - Other Utilities	
500 - Commercial Condo or Slip	377
510 - Wholesale Trade	
520 - Retail Bldg Materials	
530 - Retail, General	

Appendix 14 - Parcels W/O ERU

890 - Resource Production	
910 - Undeveloped Land	1527
911 - Common Area	297
920 - Non-Commercial Forest	
930 - Water Areas	
939 - Tidelands	89
940 - CU Open Space	28
950 - CU Timber	8
999 - Other Undev. Land	<u>1</u>
Totals	2768



City of Bainbridge Island
EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Members of the City Council
and to: Members of the Utility Advisory Committee (UAC)

FROM: Lisa Marshall, City Attorney

DATE: May 14, 2015

RE: Legal Authority to Collect and Use Storm and Surface Water Management (SSWM) Funds

This memorandum addresses whether the City may properly use fees collected by its stormwater utility to pay expenses not directly associated with the construction, repair, and operation of its sewer infrastructure. In particular, this memorandum addresses two specific categories of expenditures of storm and surface water management ("SSWM") funds that have been called into question: (1) payments made to the Kitsap Conservation District under an Interlocal Agreement with the City; and (2) expenditures for water-quality testing of the "receiving waters" beyond the outfall of the City's sewer infrastructure.

As further analyzed below, both categories of expenditures are appropriate uses of SSWM funds and, indeed, are expressly allowed by applicable law.

A. Statutory and Municipal Code Provisions Governing the Stormwater Sewer System.

Washington law authorizes cities to "construct, condemn, purchase, acquire, add to, maintain, conduct, and operate systems of sewerage," and gives cities "full jurisdiction and authority to manage, regulate, and control them." RCW 35.67.020. A "system of sewerage" is expressly defined by statute to include "storm or surface water sewers." RCW 35.67.010(3). The statutory definition is not limited to only the infrastructure itself, however, and also includes "water pollution monitoring programs that are directly related to the sewerage facilities and programs operated by a city." RCW 35.67.010(6).

Similarly, a city's authority to "maintain" its storm water utility extends beyond the physical infrastructure to include participation in "cooperative watershed management" activities with other governmental agencies. *See* RCW 35.67.380. The applicable Washington statute explicitly permits cities to expend public funds on such cooperative activities:

In addition to the authority provided in RCW 35.67.020, a city may, as part of maintaining a system [of] sewerage, participate in and

expend revenue on cooperative watershed management actions, including watershed management partnerships under RCW 39.34.210 and other intergovernmental agreements, for purposes of water supply, water quality, and water resource and habitat protection and management.

RCW 35.67.380.

The City of Bainbridge Island created and established its storm and surface water utility pursuant to Bainbridge Island Municipal Code (“BIMC”) Chapter 13.24. BIMC 3.44.010 requires the City to maintain a separate fund for each city-owned utility. Funds collected from users of the City’s stormwater utility are kept and accounted for in a separate “storm and surface water management fund.” *Id.* These “SSWM funds” are used by the City to pay for operations of the utility and other expenses associated with provision of these essential services to Bainbridge Island residents.

The City has also adopted a Storm Water Management Program (“SWMP”), which seeks to minimize the negative effects of development and pollution, while maximizing environmental protection and conservation. This SWMP assists the City in complying with its National Pollutant Discharge Elimination System (“NPDES”) permit, including stormwater violation response plans, regulation development, and day-to-day stormwater operations management.

B. The City May Use SSWM Funds to Pay for Kitsap Conservation District Services and Water-Quality Testing of Stormwater Sewer Receiving Waters.

The City has heard that, with perhaps a few minor exceptions, SSWM funds may be applied only to the construction, maintenance, and repair of the City’s MS4 (Municipal Separate Storm Sewer System) infrastructure -- *i.e.*, streets, ditches, culverts, sidewalks, etc. Questions have accordingly arisen whether the City may use SSWM funds to pay for (1) Kitsap Conservation District (“KCD”) services provided under contract to the City, under which KCD assists with developing farm plans to minimize contamination and improve water quality downstream of agricultural property; and (2) water-quality testing of “receiving waters” outside the physical parameters of the City’s MS4 infrastructure.

A review of applicable legal authorities demonstrates that these expenditures are entirely appropriate uses of SSWM funds.

1. Kitsap Conservation District Payments.

Bainbridge Island includes over 1400 acres of agricultural land. BIMC 18.09.030(A) regulates agricultural uses of land on the Island and contains various restrictions intended to minimize impacts of agricultural activities on downstream water quality and neighboring lands. For example, variations from the livestock limits and agricultural management standards set forth in the Code require a landowner to follow a farm management plan approved by the City or qualified third party. To assist residents in complying with this Code requirement, the City has contracted with KCD to, among other things, develop approved farm management plans

incorporating Best Management Practices (“BMPs”) to ensure that storm water runoff from farms does not contaminate downstream properties, streams, ponds, and other waters of the Island.

The City’s current arrangement with KCD is established by the 2014 Interlocal Agreement Between City of Bainbridge Island and the Kitsap Conservation District Regarding Agricultural Assistance Support and Conservation (“Interlocal Agreement”). The Interlocal Agreement was executed in January 2014 pursuant to statutory authority granted under RCW 39.34 (the Interlocal Cooperation Act). By its terms, the Interlocal Agreement reflects the City’s commitment to “preventing stormwater runoff pollution,” and specifically acknowledges KCD’s expertise and experience in providing “Farm Plans to meet the requirements of Bainbridge Island Municipal Code 18.09.030” to manage agricultural impacts on water quality.

The Interlocal Agreement states the shared goal of KCD and the City to “promote Best Management Practices to protect water quality,” and a desire to “work collaboratively [to] protect water quality.” Attachment A to the Interlocal Agreement describes KCD’s services to the City as a set of specific “Tasks.” These tasks include development of Farm Plans (Task 3) and the design, implementation, inspection, and maintenance of BMPs for agricultural lands that meet federal, state, and local standards (Tasks 4 - 6) — the objective being to “[p]rotect surface water bodies from potential sources of contamination caused by agricultural-related land use.”

The City pays KCD for services provided under the Interlocal Agreement. KCD is paid under an approved budget specified in Attachment A to the Interlocal Agreement, and the City pays for these services out of its SSWM funds collected from users of its storm and surface water utility. This particular funding practice has been called into question.

The City’s authority to pay for these KCD services using SSWM funds is firmly rooted in the statutes authorizing cities to “maintain, conduct, and operate systems of sewerage.” RCW 35.67.020. Cities are specifically authorized by statute to “fix[] rates and charges for the furnishing of service” to sewer-system users. RCW 35.67.190, 35.67.020(1). Those SSWM funds are then used by the City to operate and maintain the stormwater sewer system. Indeed, furnishing a functioning stormwater sewer system necessarily requires expenditure of funds for its maintenance.

Importantly, any argument that the City may not use SSWM funds to pay for KCD’s services is foreclosed by the statutory definition of “maintain.” The City’s authority to “maintain” storm and surface water sewers expressly includes the power to “participate in and expend revenue on cooperative watershed management actions, including . . . partnerships under RCW 39.34 . . . for purposes of water supply, water quality, and water resource and habitat protection and management.” RCW 35.67.380. The Interlocal Agreement with KCD is exactly the sort of “cooperative watershed management . . . partnership under RCW 39.34” contemplated by RCW 35.67.380. Accordingly, paying KCD with SSWM funds for services provided under the Interlocal Agreement is wholly supported by the applicable statute.

2. Water-Quality Testing Outside the City’s MS4 Infrastructure.

Many of the same statutory provisions analyzed above also establish the City’s authority to use SSWM funds to test water quality in the receiving streams and waters beyond the outfall of its MS4 infrastructure. For example, RCW 35.67.010(6) expands the definition of “system of

sewerage” beyond the physical parameters of the sewer facilities to include “[p]oint and nonpoint water pollution monitoring programs that are directly related to the sewerage facilities and programs operated by a city.” Thus, so long as the water-quality testing is “directly related” to storm and surface water facilities and pollution-monitoring programs, use of SSWM funds to conduct such testing is allowed.

The City has adopted a SWMP, which seeks to minimize the negative effects of development and pollution while maximizing environmental protection and conservation. This SWMP assists the City in complying with its National Pollutant Discharge Elimination System (“NPDES”) permit, including stormwater violation response plans, regulation development, and day-to-day stormwater operations management.¹ Testing the receiving waters for pollution levels -- and thereby determining the effectiveness of the City’s pollution control efforts -- would seem to be a quintessential component of “conduct[ing] and operat[ing] systems of sewerage” under RCW 35.67.020. As described above, “conduct[ing] and operat[ing] systems of sewerage” is a function for which the City is expressly permitted to charge sewer-system users. See RCW 35.67.190. Accordingly, testing for pollutants in receiving waters downstream of the City’s MS4 infrastructure may properly be paid for with SSWM funds.

Importantly, an exhaustive review of reported case decisions in Washington produced only 4 published opinions discussing SSWM fees;² none of these cases invalidate, diminish, nor call into question the City’s broad grant of authority under RCW 35.67 because the legislature was clear and unequivocal regarding the permissible use of SSWM charges.

C. Conclusion.

Washington statutes and relevant Bainbridge Island Municipal Code provisions demonstrate that SSWM funds may be used to cover expenses beyond merely the construction,

¹ The Department of Ecology’s NPDES permit regulates stormwater discharges from the City’s MS4 infrastructure for the following requirements:

- Controlling runoff from development and construction sites;
- Illicit discharge detection and elimination program;
- Monitoring;
- Pollution prevention and operation and maintenance for municipal operations;
- Public education and outreach;
- Public involvement and participation;
- Reporting; and
- Total maximum daily load allocations (TMDL).

² See, *Tapps Brewing, Inc. v. City of Sumner* 106 Wash.App. 79 (2001), (holding that statute requiring that city’s sewer and drainage system charges be proportionate to cost of system attributable to property being charged did not apply to charges authorized by prior statute authorizing city to construct “systems of sewerage” and to “fix, alter, regulate, and control the rates and charges for their use.”); *Tukwila School Dist. No. 406 v. City of Tukwila* 140 Wash.App. 735 (2007) (holding that City’s storm and surface water utility charge was a fee, not a tax) *Morse v. Wise* 37 Wash.2d 806 (1951) (holding that theory of assessments according to special benefits conferred is not involved under this Chapter); *Teter v. Clark County* (1985) (holding rate schedule of charges imposed on property owners by city and county for costs of maintaining and operating storm water control facilities bore reasonable relation to contribution of each lot to surface runoff).

repair, and operation of MS4 storm and surface water infrastructure. Although concerns have been raised regarding use of SSWM funds to pay for certain KCD agricultural-management services and water-quality testing, those concerns appear to be unfounded based in large part on the plain terms of applicable state law and city code. The activities in question fall squarely within the conduct and maintenance of a stormwater utility as expressly defined and contemplated by applicable law. Accordingly, SSWM fees collected from users of the City's stormwater sewer system may lawfully be used for the expenses in question.



SSWM RATE STRUCTURE RECOMMENDATION FOR UAC

Barry Loveless
Public Works Director
April 27, 2015

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Comparison of Policy Goals with UAC Proposal from 2011

- **Simplicity**
 - Understandable to general public ✓
 - Minimize administrative costs to taxpayer ✓
- **Logical Nexus for Fee**
 - Single-family home: One basic fee (ERU) per home ✓
 - All other parcel: Fee based on impervious sq. footage ✓
- **Fairness**
 - Same sq. foot method for multi-family rental/own ~ Possible
 - Low income discount whether owning or renting – Not recommended, property owners pay fee, not renters
 - Lower fee if sparsely-developed (e.g., parks) – Not recommended, only actual impervious charged, so logical nexus

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UAC Incentive Goals and Special Cases



- Not recommended
 - Contrary to UAC Policy Goals
 - Would create more confusion to general public
 - Very complex and higher cost to administer
 - Will require significant data collection and ongoing data maintenance effort
 - Simplified definition of impervious surfaces eliminates need for incentives
 - LID will be required in future, so all new properties would receive incentive discount for required elements
- Recommend continuing current incentive program for non-SFR that “exceed” the current standard

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Comparison with UAC Proposed Fees: Non-Residential



- ISU: 3,000 sq ft - ✓ ISU rate: TBD
- “Hard Impervious Surface”
 - “raindrop” roof footprint plus impenetrable surfaces - ✓
 - exclude gravel and pervious pavements - ✓
- Rate formula for parcels other than SFR
 - Impervious Surface (in square feet) - ✓
 - Divided by ISU sq ft (3,000) - ✓
 - Times the ISU Rate (TBD) - ✓
- Discounts - Not Recommended, except for low-income

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Exempted Properties



- City Streets
- State Right-of-Way
- Private Streets that meet the following definition:
 - Have been named in accordance with BIMC 12.16.050(A), including:
 - Ways-of-travel that serve two or more properties other than the tract of which it is a portion, and;
 - Ways-of-travel for which an easement has been granted by recorded deed.
- "Way of Travel" means a roadway of whatever sort, including but not limited to, avenues, boulevards, circles, courts, drives, lanes, loops, places, tracts and ways, which is capable of carrying vehicular traffic. (BIMC 12.16.020)

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Why Exempt City Streets and Not All Private Rights-of-Way?



- The primary criteria included in the past decision to exempt city streets was the concept of "contributed capital"
 - City streets are part of the MS4
 - Past city streets projects constructed the MS4
- Private Streets that are named, serve more than one lot, and are dedicated in an easement likely also included stormwater infrastructure
- Other private ways of travel are primarily driveways that access or provide travel within those lots only and do not contribute stormwater infrastructure
- State ROW is exempt by law if City ROW is exempt

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Proposed Definitions



- "Impervious ground cover" shall mean those hard surfaces which either prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions preexistent to development, or which cause water to run off the surface in greater quantities or at an increased rate of flow than that present under natural conditions preexistent to development, including, without limitation, such surfaces as rooftops, greenhouses or other covered cultivation, asphalt or concrete sidewalks, paving, unnamed ways-of-travel, driveways and parking lots, walkways, artificial turf playing fields, patio areas, storage areas, and gravel, oiled macadam or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development. Excluded, however, are all lawns, pastures, uncovered agricultural areas, and landscaped areas, including golf courses, ball fields, and playgrounds with soft ground cover. Also excluded are any permeable pavement areas that have been designed to completely infiltrate water applied to the surface as documented in a drainage report submitted and approved for the developed property.

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Proposed Definitions



- "Landscaped Areas" shall mean those areas of any property type that are planted with trees, shrubs, or other plantings, including the soil or bedding material areas associated with the plantings.
- "Non-residential property" shall mean all property developed for municipal, commercial, retail, industrial, manufacturing, maintenance, utility, recreation, agriculture, park, school, religious, convalescent center, or any other private or public purposes.

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Definition: Farms versus SFR



- Single family residential (SFR) properties that include agriculture, animal husbandry, equestrian, or other development that supports commercial operations are required by City Code to obtain a business license from the City, and therefore will be assessed SSWM service charges in accordance with non-residential property
 - $\text{Impervious surface area} / 3,000 = \text{ISU}$

Graphic Template WaterMark 2020

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Proposed Definitions

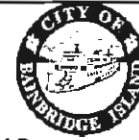


- "Way of Travel" means a roadway of whatever sort, including but not limited to, avenues, boulevards, circles, courts, drives, lanes, loops, places, tracts and ways, which is capable of carrying vehicular traffic.
- "Private Streets" meet all the requirements and have been named in accordance with BIMC 12.16.050(A), including:
 - Ways-of-travel that serve two or more properties other than the tract of which it is a portion, and;
 - Ways-of-travel for which an easement has been granted by recorded deed.

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Recommended Actions



- Present UAC recommendations to City Council May 12
 - Obtain concurrence to move forward with ordinance development
- Complete audit/measurements of non-SFR properties
 - Complete Business License research for farms/agriculture/equestrian properties
 - Complete measurements for those not considered SFR
- Compute the updated number of ISUs city-wide
- Finalize utility revenue requirement
- Calculate new SSWM Fee
- Notify property owners and allow period for appeal
- Notify KC of new SSWM billing by November 2015

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QUESTIONS?



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