



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 23, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the City, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and pursuant to RCW 42.30.110(1)(f), to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. 30 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:35 PM**
4. **PUBLIC COMMENT**
 - 4.A **(6:40 PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT- 6:55 PM**
6. **CONSENT AGENDA**
 - 6.A **(7:00 PM) Agenda Bill for Consent Agenda, 5 Minutes**

- 6.B **Accounts Payable and Payroll,**
AP Report to Council of Cash Disbursements 02-24-21.pdf
Payroll.pdf
- 6.C **City Council Study Session Minutes, February 2, 2021**
City Council Study Session Minutes, February 2, 2021.docx
- 6.D **City Council Regular Business Meeting Minutes, February 9, 2021**
City Council Business Meeting Minutes February 9, 2021.docx
- 6.E **Special City Council Meeting Minutes, February 10, 2021**
Special City Council Meeting Minutes, February 10, 2021.docx
- 6.F **Special City Council Meeting Minutes, February 11, 2021**
Special City Council Meeting Minutes February 11, 2021.docx
- 6.G **Police Vehicle Procurement - Public Works, 5 Minutes**
2021 Police Ford Interceptor Quote.pdf
2021 Police Ford Interceptor Upfit Quote.pdf
- 6.H **Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works, 5 Minutes**
Fire Code 2021 Slides_020921.pptx
UAC Fire Code Memo 050918.pdf
Ordinance No 2021-01 Updating City Fire Code.docx
- 6.I **Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works, 5 Minutes**
Ordinance No. 2021-02
- 6.J **Ordinance No. 2021-08, Amending the 2021 Budget to Carry Forward Funding for Work Funded in 2020 but to be Performed in 2021 - Finance, 5 Minutes**
2020 Budget Carry over into 2021 Transmittal Memo Final.docx
Ordinance No. 2021-08 Amending the 2021 Budget to Carry Forward 2020 Items - Final.docx
Attachment A to Ord 2021-08 - Carryover Request Final.pdf
- 6.K **Reappointment of Bainbridge Island Representative to Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee - Mayor Nassar, 5 Minutes**
2021 Public Access Citizen Bainbridge Island.pdf

7. FUTURE COUNCIL AGENDAS

- 7.A **(7:05 PM) Future Council Agendas, 10 Minutes**
March 2 City Council Study Session.pdf
March 9 City Council Regular Business Meeting.pdf
March 16 City Council Study Session.pdf
March 23 City Council Regular Business Meeting.pdf

April 6 City Council Study Session.pdf
2021 List of Proposed Future Council Topics for 02232021.docx

8. PRESENTATIONS

- 8.A (7:15 PM) Recommendation from Climate Change Advisory Committee and Utility Advisory Committee on Puget Sound Energy Franchise Agreement Process, CCAC and UAC, 5 Minutes**
CCAC and UAC Recommendations on PSE Franchise Agreement February 18th 2021.pdf
City Council February 23rd CCAC and UAC PSE Franchise Agreement Presentation.pptx

9. PUBLIC HEARING(S)

- 9.A (7:20 PM) Conduct Public Hearing on Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension - Planning, 15 Minutes**
Ordinance No. 2021-09 Extending Interim Zoning Control Related to Bonus Density (Public Hearing)
Memo City Council re Draft Ordinance Bonus FAR
BACKGROUND 20201008 PC Cover Letter to CC on Bonus FAR
BACKGROUND 20200924 PC Staff Memo from Jennifer Sutton
Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density Approved 082520.pdf
Background 20201117 City Council Mtg Minutes
DRAFT Ordinance No. 2021-10 formerly 2020-16.docx
Exhibit_A Ord. 2021-10.docx

10. UNFINISHED BUSINESS

- 10.A (7:35 PM) Economic Recovery Grants - Finance, 10 Minutes**
Slides for CC 022321.pptx
Resolution_No._2021-05_Establishing_Small_Business_Relief_Grant_Program_-_Final (4).docx
KEDA_-_City_of_Bainbridge_Economic_Recovery_Grant_Program_Contract_-_Draft_Final.docx
Web_and_Applicant_Text_for_Bainbridge_Grant_Program_-_Final (2).docx
Bainbridge Island Small Business Grant Application_Final.pdf
- 10.B (7:45 PM) Appointment to the Race Equity Advisory Committee - Mayor Nassar, 5 Minutes**
Martinez - Race Equity Advisory Committee - formerly Task Force (Redacted).pdf

11. NEW BUSINESS

- 11.A (7:50 PM) Race Equity Welcoming Sign Approval and Budget Amendment - Public Works, 10 Minutes**
City Council_2021-02-23.pdf
- 11.B (8:00 PM) Approval of Housing Proposal and Grant Application at Morales Property - Friends of the Farms, 10 Minutes**
FotF-ReHome Project Memo 2-17-21.pdf
ReHOME Flyer
ReHOME Site Plan

12. CITY COUNCIL DISCUSSION

12.A (8:10 PM) Hazard Pay for Grocery Workers - Councilmember Fantroy-Johnson, 20 Minutes

13. COMMITTEE REPORTS - 8:30 PM

14. FOR THE GOOD OF THE ORDER - 8:35 PM

15. ADJOURNMENT - 8:45 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the City, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and pursuant to RCW 42.30.110(1)(f), to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.

SUMMARY: Hold Executive Session.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:40 PM) Instructions for Providing Public Comment - City Clerk,

SUMMARY: The attached instructions explain how to provide public comment in a remote Zoom meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

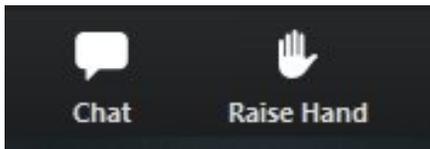
OFFICE OF THE CITY CLERK

SEPTEMBER, 2020

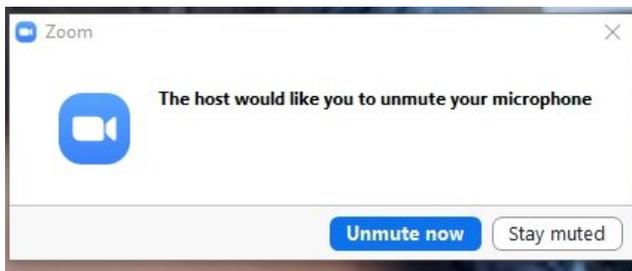
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen:



4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

6. Attendee provides their comment.
7. A timer on the screen will track your time.

8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:00 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Study Session Minutes, February 2, 2021
- D. City Council Regular Business Meeting Minutes, February 9, 2021
- E. Special City Council Meeting Minutes, February 10, 2021
- F. Special City Council Meeting Minutes, February 11, 2021
- G. Police Vehicle Procurement-Public Works
- H. Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code-Public Works
- I. Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrant & Water Mains-Public Works
- J. Ordinance No. 2021-08 Amending the 2021 Budget to Carry Forward Funding for Work Funded in 2020 but to be Performed in 2021-Finance
- K. Appointment of Bainbridge Island Representative to Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee - Mayor Nassar

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the Consent Agenda as presented.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll,

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 02-24-21.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 08, 2021 - February 22, 2021
 CITY COUNCIL: February 09, 2021 - February 23, 2021

Last check from previous run: 355601 dated 02/10/2021 issued to Zee Medical for \$358.85.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT - VOID	2/10/21	421	WA State DOR/Wrong date	N/A
ACH - VOID	2/10/21	422	COBI/Wrong date	N/A
ACH	1/29/21	423	WA State DOL/Firearm permits - January 2021	246.00
EFT	1/27/21	424	WA State DOR/Excise taxes - December 2020	7,680.10
ACH	1/25/21	425	COBI/Utility billing - January 2021	1,545.76
VOID	2/10/21	355602	US Bank/Print error	N/A
VOID	2/10/21	355603	US Bank/Print error	N/A
VOID	2/10/21	355604	US Bank/Print error	N/A
VOID	2/10/21	355605	US Bank/Print error	N/A
VOID	2/10/21	355606	US Bank/Print error	N/A
VOID	2/10/21	355607	US Bank/Print error	N/A
VOID	2/24/21	355623	PW/Air Management Systems/Invoice input error	N/A
Manual	2/10/21	355608	US Bank/Credit card purchases - January 2021	29,170.90
Manual	2/10/21	355609	Bainbridge Disposal/Citywide disposal services - January 2021	1,863.52
Manual	2/10/21	355610	BILA/LTAC - Q4 2020	11,115.66
Manual	2/10/21	355611	CenturyLink/Citywide telemetry & fax services	4,435.10
Manual	2/10/21	355612	POL/HID Global/Annual livescan maintenance	1,125.93
Manual	2/10/21	355613	Puget Sound Energy/Citywide electricity services - January 2021	32,234.67
Manual	2/10/21	355614	PCD/Toshiba/Copier lease	353.16
Manual	2/17/21	355615	CenturyLink/Citywide telemetry services - February 2021	686.28
Manual	2/17/21	355616	POL/FCI/Police vehicle upfits	71,818.47
Manual	2/17/21	355617	PW/Island Hands/Janitorial - January 2021	22,078.09
Manual	2/17/21	355618	KC Auditor/Voter registration costs - 2020	67,442.91
Manual	2/17/21	355619	Puget Sound Energy/Additional electricity services - January 2021	38.76
Manual	2/17/21	355620	Verizon Wireless/Citywide cellular services	5,653.55
Manual	2/17/21	355621	ENG/Seton Construction/Wyatt Way reconstruction	170,172.97
Manual	2/17/21	355720	PCD/Dude Solutions/Online permitting configuration	2,779.50
Manual	2/17/21	355721	ENG/S&B/Water & sewer telemetry SCADA updates	20,008.46

Total Manual Checks and Electronic Disbursements	450,203.79
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Regular Run	2/24/21	355622-355719	Total Regular Check Run	348,473.18
			Total Disbursements	798,676.97

Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Carrie Freitas, Senior Accounting Technician

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.


 Karl R. Shaw, Accounting Manager

2/17/2021

Date

EFT - VOID
2/10/2021



Paul R. Shaw

2/10/2021



02/10/2021 09:30
cfreitas

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

421	02/10/2021	VOID	124 WA ST	DEPT OF REVENU					.00
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Invoice:

CHECK 421 TOTAL: .00

VOID for reprint, incorrect check date

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** .00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	.00

*** GRAND TOTAL *** .00

Paul R. Shaw

ACH - VOID

2/10/2021



2/10/2021

02/10/2021 09:34
cfreitas

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

422	02/10/2021	VOID	103	CITY OF BAINBRIDGE I					.00
-----	------------	------	-----	----------------------	--	--	--	--	-----

Invoice:

CHECK	422	TOTAL:	.00
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VOID and reissue - incorrect check date

NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	.00
------------------	---	----------------------------	-----

	<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL VOIDED CHECKS	1	.00	

*** GRAND TOTAL ***	.00
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02/10/2021 09:34
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
423	01/29/2021	MANL	969 DEPARTMENT OF LICENS	245861	JAN21 FA		ACH-FA01	246.00
	Invoice: JAN21 FA			246.00	41654860 586000	JAN 2021 CPL GUN PERMIT OUT		
						CHECK	423 TOTAL:	246.00
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		246.00
						COUNT	AMOUNT	
				TOTAL MANUAL CHECKS		1	246.00	
							*** GRAND TOTAL ***	246.00

02/10/2021 09:34
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 2
apcshdsb

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	299									
APP	650-213000		01/29/2021	ACH-FA01	FA			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		246.00	
APP	635-111100		01/29/2021	ACH-FA01	FA			CASH AP CASH DISBURSEMENTS JOURNAL			246.00
GENERAL LEDGER TOTAL										246.00	246.00
APP	631-130000		01/29/2021	ACH-FA01	FA			DUE TO/FROM CLEARING		246.00	
APP	650-130000		01/29/2021	ACH-FA01	FA			DUE TO/FROM CLEARING			246.00
SYSTEM GENERATED ENTRIES TOTAL										246.00	246.00
JOURNAL 2021/01/299 TOTAL										492.00	492.00

02/10/2021 09:34
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2021 1	299	01/29/2021	DUE TO/FROM CLEARING CASH	246.00	246.00
				FUND TOTAL	246.00	246.00
650 AGENCY FUND 650-130000 650-213000	2021 1	299	01/29/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	246.00	246.00
				FUND TOTAL	246.00	246.00

02/10/2021 09:34
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 4
apcshdsb

FUND		DUE TO	DUE FROM
631	CLEARING FUND	246.00	
650	AGENCY FUND		246.00
	TOTAL	246.00	246.00

** END OF REPORT - Generated by Carrie L. Freitas **



02/10/2021 09:30
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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				
424	01/27/2021	MANL	124 WA ST DEPT OF REVENU	245854	DEC20		12/31/2020	EFT-1220	7,680.10	
	Invoice: DEC20									
				597.55	91411341	553000	DEC 2020 EXCISE			
				812.47	91421351	553000	FINANCE - WATER EXTRNL TAXES			
				4,310.45	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
				8.90	91411341	553000	FINANCE - SEWER - EXTRNL TAXES			
				255.24	91431383	553000	FINANCE - WATER EXTRNL TAXES			
				3,131.27	91411341	553000	FINANCE - SSWM - EXTRNL TAXES			
				-3,131.27	91411341	553000	FINANCE - WATER EXTRNL TAXES			
				441.87	91421351	553000	FINANCE - WATER EXTRNL TAXES			
				-441.87	91421351	553000	FINANCE - SEWER - EXTRNL TAXES			
				634.14	41011141	549900	FINANCE - SEWER - EXTRNL TAXES			
				1.79	11011116	531100	FIN -C/E-MISC EXP			
				.79	11011116	531100	COUNCIL - SUPPLIES			
				850.51	31011256	531100	COUNCIL - SUPPLIES			
				47.14	53011212	531100	EX-GF-EMERG PREP-SUPPLIES			
				7.20	61011581	531100	PD-C/E-PATROL SUPPLIES			
				3.15	63470586	544000	PCD - C/E ADMIN SUPPLIES			
				75.90	73421355	531100	CUR-DEV-ZONING-ADV			
				72.32	73421355	531100	WIN COLL-SUPPLIES			
				2.55	73637891	531100	WIN COLL-SUPPLIES			
							OFFICE SUPPLIES			
							CHECK	424 TOTAL:	7,680.10	
							NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	
									7,680.10	
							COUNT	AMOUNT		
							TOTAL MANUAL CHECKS	1	7,680.10	
									*** GRAND TOTAL ***	
									7,680.10	

02/10/2021 09:30
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	297									
APP	401-213000		01/27/2021	EFT-1220	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		606.45	
APP	635-111100		01/27/2021	EFT-1220	EXCISE			CASH AP CASH DISBURSEMENTS JOURNAL			7,680.10
APP	402-213000		01/27/2021	EFT-1220	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,271.14	
APP	403-213000		01/27/2021	EFT-1220	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		255.24	
APP	001-213000		01/27/2021	EFT-1220	EXCISE			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,541.57	
APP	407-213000		01/27/2021	EFT-1220	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3.15	
APP	631-213000		01/27/2021	EFT-1220	EXCISE			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2.55	
GENERAL LEDGER TOTAL										7,680.10	7,680.10
APP	631-130000		01/27/2021	EFT-1220	EXCISE			DUE TO/FROM CLEARING		7,677.55	
APP	401-130000		01/27/2021	EFT-1220	EXCISE			DUE TO/FROM CLEARING			606.45
APP	402-130000		01/27/2021	EFT-1220	EXCISE			DUE TO/FROM CLEARING			5,271.14
APP	403-130000		01/27/2021	EFT-1220	EXCISE			DUE TO/FROM CLEARING			255.24
APP	001-130000		01/27/2021	EFT-1220	EXCISE			GENERAL - DUE TO/FROM CLEARING			1,541.57
APP	407-130000		01/27/2021	EFT-1220	EXCISE			DUE TO/FROM CLEARING			3.15
SYSTEM GENERATED ENTRIES TOTAL										7,677.55	7,677.55
JOURNAL 2021/01/297 TOTAL										15,357.65	15,357.65

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 1	297	01/27/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,541.57	1,541.57
				FUND TOTAL	1,541.57	1,541.57
401 WATER OPERATING FUND 401-130000 401-213000	2021 1	297	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	606.45	606.45
				FUND TOTAL	606.45	606.45
402 SEWER OPERATING FUND 402-130000 402-213000	2021 1	297	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,271.14	5,271.14
				FUND TOTAL	5,271.14	5,271.14
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 1	297	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	255.24	255.24
				FUND TOTAL	255.24	255.24
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 1	297	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3.15	3.15
				FUND TOTAL	3.15	3.15
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 1	297	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	7,677.55 2.55	7,680.10
				FUND TOTAL	7,680.10	7,680.10

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,541.57
401	WATER OPERATING FUND		606.45
402	SEWER OPERATING FUND		5,271.14
403	STORM & SURFACE WATER FUND		255.24
407	BUILDING & DEVELOPMENT FUND		3.15
631	CLEARING FUND		
		7,677.55	
	TOTAL	7,677.55	7,677.55

** END OF REPORT - Generated by Carrie L. Freitas **



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
425	01/25/2021	MANL	103 CITY OF BAINBRIDGE I	245855	13005JAN21	01/01/2021	ACH-UB01	15.06
	Invoice: 13005JAN21			15.06	91011768 547500	309 SHANNON DR GG-C/E-PARKS-WTR/SWR		
	Invoice: 13006JAN21			245856	13006JAN21	01/01/2021	ACH-UB01	363.75
	Invoice: 10461JAN21			363.75	91011768 547500	309 SHANNON DR DOCK GG-C/E-PARKS-WTR/SWR		
	Invoice: 10463JAN21			245857	10461JAN21	01/01/2021	ACH-UB01	550.75
	Invoice: 10464JAN21			550.75	91011768 547500	289 SHANNON DR GG-C/E-PARKS-WTR/SWR		
	Invoice: 11573JAN21			245858	10463JAN21	01/01/2021	ACH-UB01	311.10
	Invoice: 10464JAN21			311.10	91011755 547500	370 BRIEN DR GG-C/E-COMMONS-WTR/SWR		
	Invoice: 10464JAN21			245859	10464JAN21	01/01/2021	ACH-UB01	290.04
	Invoice: 11573JAN21			290.04	91011755 547500	402 BRIEN DR GG-C/E-COMMONS-WTR/SWR		
	Invoice: 11573JAN21			245860	11573JAN21	01/01/2021	ACH-UB01	15.06
	Invoice: 11573JAN21			15.06	91011768 547500	5350 CREOSOTE PL NE GG-C/E-PARKS-WTR/SWR		
						CHECK	425 TOTAL:	1,545.76
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		1,545.76
						COUNT	AMOUNT	
				TOTAL MANUAL CHECKS		1	1,545.76	
						*** GRAND TOTAL ***		1,545.76

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	298									
APP	001-213000		01/25/2021	ACH-UB01	UB			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,545.76	
APP	635-111100		01/25/2021	ACH-UB01	UB			CASH AP CASH DISBURSEMENTS JOURNAL			1,545.76
GENERAL LEDGER TOTAL										1,545.76	1,545.76
APP	631-130000		01/25/2021	ACH-UB01	UB			DUE TO/FROM CLEARING		1,545.76	
APP	001-130000		01/25/2021	ACH-UB01	UB			GENERAL - DUE TO/FROM CLEARING			1,545.76
SYSTEM GENERATED ENTRIES TOTAL										1,545.76	1,545.76
JOURNAL 2021/01/298 TOTAL										3,091.52	3,091.52

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 1	298	01/25/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,545.76	1,545.76
				FUND TOTAL	1,545.76	1,545.76
631 CLEARING FUND 631-130000 635-111100	2021 1	298	01/25/2021	DUE TO/FROM CLEARING CASH	1,545.76	1,545.76
				FUND TOTAL	1,545.76	1,545.76

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,545.76
631	CLEARING FUND	1,545.76	
TOTAL		1,545.76	1,545.76

** END OF REPORT - Generated by Carrie L. Freitas **

From: [Carrie Freitas](#)
To: [Karl Shaw](#)
Subject: Void Cash Disb reports
Date: Wednesday, February 10, 2021 10:56:28 AM

It's been one of those days...

There are 3 cash disbursement reports [here](#) that need your signature. The ACH/EFT items are because I wasn't paying attention to the check date and dated them for 2/10 instead of in January.

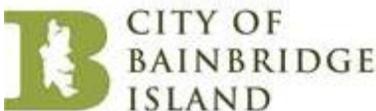
The 355602-355607 range was a Munis thing that seems to like to default to from time to time. When going in to assign check numbers and print checks there is an option for the maximum # of invoices to print per check. Ever so often it defaults to 20 and I don't catch it. The US Bank payment consequently printed as 6 different checks instead of 1. I tried to see if I could rerun the checks and consolidate but it would not let me so I voided the 6 checks (which were never printed on check stock) and went to rerun them but could not find the invoices to select for payment (they didn't appear in select items to be paid or when I went to just print checks). I ended up being able to get them printed by doing a "manual single" option which is how I print the ACH and EFT checks – it is more specific than just using a warrant # to select invoices, because you specify the vendor and the amount you want to pay, etc. Had that not worked I would likely have needed to call Munis for help so I am glad it ended up working out.

I am heading into the copy room to scan and then I will be headed home to WFH the remainder of the day.

Thanks,

CARRIE FREITAS

Senior Accounting Technician – Accounts Payable



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206.780.8602 (office)



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355608	02/10/2021	MANL	7314 US BANK	245862	01/14/21-CB	01/25/2021	USB0121	49.00
	Invoice: 01/14/21-CB			49.00	36011143 443410	EXCC/NAGARA/PUB REC TRAINING CLERK-GF-TRAINING		
	Invoice: 01/03/21-ZB			245863	01/03/21-ZB	01/25/2021	USB0121	64.37
				64.37	53011212 53110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-SUPPLIES		
	Invoice: 01/12/21-ZB			245864	01/12/21-ZB	01/25/2021	USB0121	27.24
				27.24	53011212 53110000962	POL/SIERRA TRADING/CRATE PAD TRACKING CANINE-SUPPLIES		
	Invoice: 12/29/20-BB			245865	12/29/20-BB	01/25/2021	USB0121	156.85
				156.85	51011191 531100	POL/AMAZON/TACTICAL FLASHLIGHT PD-C/E-PROP RM-SUPPLIES		
	Invoice: 01/05/21-BB			245866	01/05/21-BB	01/25/2021	USB0121	342.00
				342.00	53011212 545000	POL/RELIABLE STORAGE/JAN RENT POLICE - C/E PATROL RENTS		
	Invoice: 01/20/21-BB			245867	01/20/21-BB	01/25/2021	USB0121	79.90
				79.90	53011212 531100	POL/AMAZON/LITHIUM BATTERIES PD-C/E-PATROL SUPPLIES		
	Invoice: 01/13/21-BB			245868	01/13/21-BB	01/25/2021	USB0121	78.39
				78.39	53011252 53110001069	POL/AMAZON/DISP MASKS COVID19-SUPPLIES		
	Invoice: 01/20/21-BB-A			245869	01/20/21-BB-A	01/25/2021	USB0121	13.97
				13.97	53011212 531100	POL/AMAZON/DOOR PLATE PD-C/E-PATROL SUPPLIES		
	Invoice: 12/29/20-MD			245870	12/29/20-MD	01/25/2021	USB0121	-2,139.00
				-2,139.00	81011252 53510001069	IT/FIREWALLS.COM/FORTIANALYZER REFUND COVID19-SOFTWARE		
	Invoice: 12/29/20-MD-A			245871	12/29/20-MD-A	01/25/2021	USB0121	-38.10
				-38.10	81011881 531100	IT/AMAZON/CALNDAR RETURN IT - C/E SUPPLIES		
	Invoice: 12/29/20-MD-B			245872	12/29/20-MD-B	01/25/2021	USB0121	40.31
				40.31	81011881 531100	IT/AMAZON/POWER STRIPS IT - C/E SUPPLIES		
	Invoice: 12/29/20-MD-C			245873	12/29/20-MD-C	01/25/2021	USB0121	2,139.00
				2,139.00	81011252 53510001069	IT/FIREWALLS.COM/FORTIANALYZER COVID19-SOFTWARE		
	Invoice: 12/29/20-MD-D			245874	12/29/20-MD-D	01/25/2021	USB0121	930.00
				930.00	81011252 53510001069	IT/FIREWALLS.COM/FORTINET LICENSE COVID19-SOFTWARE		

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 12/30/20-MD				245875	12/30/20-MD	01/25/2021		USB0121	55.56
				55.56	81011881 535500	IT/AMAZON/HUBS, MICE IT - C/E COMPUTER PARTS & EQ			
Invoice: 01/01/21-MD				245876	01/01/21-MD	01/25/2021		USB0121	1,809.03
				1,809.03	81011252 53510001069	IT/ZOOM/WEBCONF SVCS COVID19-SOFTWARE			
Invoice: 01/05/21-MD				245877	01/05/21-MD	01/25/2021		USB0121	950.00
				950.00	81011252 53510001069	IT/FIREWALLS.COM/PREM STORAGE SUBX COVID19-SOFTWARE			
Invoice: 01/06/21-MD				245878	01/06/21-MD	01/25/2021		USB0121	436.00
				436.00	81011881 531100	IT/ESRI/GIS CREDITS IT - C/E SUPPLIES			
Invoice: 01/07/21-MD				245879	01/07/21-MD	01/25/2021		USB0121	1,035.00
				1,035.00	81011252 53510001069	IT/FIREWALLS.COM/STORAGE SUBX COVID19-SOFTWARE			
Invoice: 01/07/21-MD-A				245880	01/07/21-MD-A	01/25/2021		USB0121	103.50
				103.50	81011881 531100	IT/AMAZON/PHONE CASES IT - C/E SUPPLIES			
Invoice: 01/07/21-MD-B				245881	01/07/21-MD-B	01/25/2021		USB0121	860.01
				860.01	81011881 535500	IT/AMZON/IPAD IT - C/E COMPUTER PARTS & EQ			
Invoice: 01/07/21-MD-C				245882	01/07/21-MD-C	01/25/2021		USB0121	39.24
				39.24	81011881 535100	IT/LOGMEIN/PASSWORD STORAGE IT - C/E COMPUTER SOFTWARE			
Invoice: 01/08/21-MD				245883	01/08/21-MD	01/25/2021		USB0121	99.00
				99.00	81011881 443410	IT/NAGARA/WEBINAR IT - C/E TRAINING			
Invoice: 01/07/21-MD-D				245884	01/07/21-MD-D	01/25/2021		USB0121	197.27
				197.27	81011881 535500	IT/NEWEGG/DELL MONITOR: JL IT - C/E COMPUTER PARTS & EQ			
Invoice: 01/08/21-MD-A				245885	01/08/21-MD-A	01/25/2021		USB0121	219.07
				219.07	81011881 535500	IT/NEWEGG/POWER SUPPLY HD IT - C/E COMPUTER PARTS & EQ			
Invoice: 01/09/21-MD				245886	01/09/21-MD	01/25/2021		USB0121	19.50
				19.50	81011881 535500	IT/NEWEGG/EXTENSION CORD IT - C/E COMPUTER PARTS & EQ			
Invoice: 01/08/21-MD-B				245887	01/08/21-MD-B	01/25/2021		USB0121	185.29
				185.29	81011881 535500	IT/AMAZON/24" MONITOR IT - C/E COMPUTER PARTS & EQ			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				245888	01/09/21-MD-A			56.54
Invoice: 01/09/21-MD-A				56.54	81011881	535500	IT/AMAZON/HUBS, CALENDAR IT - C/E COMPUTER PARTS & EQ	
				245889	01/11/21-MD			17.68
Invoice: 01/11/21-MD				17.68	81011881	531100	IT/NEWEGG/CASE FOR HD IT - C/E SUPPLIES	
				245890	01/11/21-MD-A			42.49
Invoice: 01/11/21-MD-A				42.49	81011881	535500	IT/AMZON/CASES, SCREEN COVERS IT - C/E COMPUTER PARTS & EQ	
				245891	01/12/21-MD			126.46
Invoice: 01/12/21-MD				126.46	81011881	535500	IT/NEWEGG/MOUSE IT - C/E COMPUTER PARTS & EQ	
				245892	01/12/21-MD-A			195.00
Invoice: 01/12/21-MD-A				195.00	81011881	443410	IT/SHAREPOINT/WEBINAR IT - C/E TRAINING	
				245893	01/12/21-MD-B			81.17
Invoice: 01/12/21-MD-B				81.17	81011881	535500	IT/AMAZON/CONVERTERS IT - C/E COMPUTER PARTS & EQ	
				245894	01/13/21-MD			143.98
Invoice: 01/13/21-MD				143.98	81011881	535500	IT/AMAZON/APPLE PENCIL INPUT IT - C/E COMPUTER PARTS & EQ	
				245895	01/14/21-MD			-103.50
Invoice: 01/14/21-MD				-103.50	81011881	531100	IT/AMAZON/RETURN IT - C/E SUPPLIES	
				245896	01/14/21-MD-A			103.50
Invoice: 01/14/21-MD-A				103.50	81011881	531100	IT/AMAZON/PHONE CASES IT - C/E SUPPLIES	
				245897	01/14/21-MD-B			150.00
Invoice: 01/14/21-MD-B				150.00	81011881	535100	IT/AUTOENGINEITY/PW MECH SOFTWARE IT - C/E COMPUTER SOFTWARE	
				245898	01/17/21-MD			53.22
Invoice: 01/17/21-MD				53.22	81011881	535500	IT/AMAZON/ADAPTERS, CABLES IT - C/E COMPUTER PARTS & EQ	
				245899	01/18/21-MD			264.85
Invoice: 01/18/21-MD				264.85	81011881	535500	IT/AMAZON/MONITORS IT - C/E COMPUTER PARTS & EQ	
				245900	01/20/21-MD			3,000.00
Invoice: 01/20/21-MD				3,000.00	81011252	54850001069	IT/FIREWALLS.COM/FORTINALYZER COVID19-SOFTWARE MAINT	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 01/21/21-MD				245901	01/21/21-MD			
				-3,000.00	81011252	54850001069	IT/FIREWALLS.COM/FORTINALYZER COVID19-SOFTWARE MAINT	-3,000.00
Invoice: 01/22/21-MD				245902	01/22/21-MD			
				101.28	81011881	535500	IT/NEWEGG/KEYBOARD, BLUETOOTH IT - C/E COMPUTER PARTS & EQ	101.28
Invoice: 01/24/21-MD				245903	01/24/21-MD			
				26.14	81011881	531100	IT/AMAZON/PHONE CASES IT - C/E SUPPLIES	26.14
Invoice: 01/22/21-MD-A				245904	01/22/21-MD-A			
				3,000.00	81011252	54850001069	IT/FIREWALLS.COM/FORTINALYZER COVID19-SOFTWARE MAINT	3,000.00
Invoice: 01/08/21-KD				245905	01/08/21-KD			
				76.30	31011572	549100	EX/CONSTANT CONTACT/MONTHLY SUBX OUTREACH DUES, SUBS& MEMBER	76.30
Invoice: 01/12/21-KD				245906	01/12/21-KD			
				35.00	31011572	443410	EX/MRSC/ONLINE WORKSHOP EX-GF-OUTREACH-TRAINING	35.00
Invoice: 01/19/21-KD				245907	01/19/21-KD			
				1.00	31011572	53110001069	EX/CANVA/VACCINE GRAPHIC COVID19-SUPPLIES	1.00
Invoice: 01/15/21-JF				245908	01/15/21-JF			
				78.37	53011212	531100	POL/CHPWS/OPTICS PLATE PD-C/E-PATROL SUPPLIES	78.37
Invoice: 01/22/21-JF				245909	01/22/21-JF			
				326.27	53011212	531100	POL/PRIMARY ARMS/NIGHT SIGHTS X4 PD-C/E-PATROL SUPPLIES	326.27
Invoice: 01/11/21-DH				245910	01/11/21-DH			
				55.44	21011252	53110001069	CRT/COSTCO/SUPPLIES COVID19-SUPPLIES	55.44
Invoice: 01/03/21-CK				245911	01/03/21-CK			
				25.00	53011212	549100	POL/WILD APRICOT/CIT INTL MEMBERSHIP PD-C/E-PATROL-DUES/SUBCR/MEMBR	25.00
Invoice: 01/06/21-RL				245912	01/06/21-RL			
				34.50	11011116	531100	CC/NAMETAGCOUNTRY/RN, KH COUNCIL - SUPPLIES	34.50
Invoice: 01/14/21-RL				245913	01/14/21-RL			
				217.92	11011116	531100	CC/AMAZON/RROO X8 COUNCIL - SUPPLIES	217.92

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE DTL DESC				
Invoice: 01/06/21-AL				245914	01/06/21-AL			13.05
				13.05	31011229 53110001069	EX/ACE/BLUE PAPER TOWELS TESTING-COVID19-SUPPLIES	01/25/2021 USB0121	
Invoice: 01/07/21-AL				245915	01/07/21-AL			100.00
				100.00	31011256 549900	EX/BI ROTARY/QTRY DUES EX-GF-EMERG PREP-MISC	01/25/2021 USB0121	
Invoice: 01/11/21-AL				245916	01/11/21-AL			2,521.50
				2,521.50	31011229 54110001069	EX/CORT RENTALS/TEST SITE TENT COVID19 TESTING-PROF SVCS	01/25/2021 USB0121	
Invoice: 01/12/21-AL				245917	01/12/21-AL			354.80
				354.80	31011229 53110001069	EX/AMAZON/TEST SITE PPE TESTING-COVID19-SUPPLIES	01/25/2021 USB0121	
Invoice: 01/14/21-AL				245918	01/14/21-AL			4,063.41
				4,063.41	31011229 54110001069	EX/CORT RENTALS/TEST SITE TENT COVID19 TESTING-PROF SVCS	01/25/2021 USB0121	
Invoice: 01/14/21-AL-A				245919	01/14/21-AL-A			1,647.43
				1,647.43	31011256 531100	EX/SOUND REPRO/FLOTILLA FLAGS EX-GF-EMERG PREP-SUPPLIES	01/25/2021 USB0121	
Invoice: 01/25/21-AL				245920	01/25/21-AL			121.60
				121.60	31011229 53110001069	EX/FERRINOS/CLINIC STAFF LUNCH TESTING-COVID19-SUPPLIES	01/25/2021 USB0121	
Invoice: 12/28/20-JL				245921	12/28/20-JL			468.00
				468.00	32011152 549150	LEGAL/WSBA/BAR ASSOC LIC LGL-CERTIFICATIONS/LICENSES	01/25/2021 USB0121	
Invoice: 12/28/20-JL-A				245922	12/28/20-JL-A			11.70
				11.70	32011152 549150	LEGAL/WSBA/SVC FEE LGL-CERTIFICATIONS/LICENSES	01/25/2021 USB0121	
Invoice: 01/10/21-JL				245923	01/10/21-JL			30.00
				30.00	32011152 549150	LEGAL/WSAMA/MEMBERSHIP LGL-CERTIFICATIONS/LICENSES	01/25/2021 USB0121	
Invoice: 01/04/21-CL				245924	01/04/21-CL			26.49
				26.49	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICES CUR-DEV-ZONING-ADV	01/25/2021 USB0121	
Invoice: 01/18/21-CL				245925	01/18/21-CL			16.15
				16.15	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICES CUR-DEV-ZONING-ADV	01/25/2021 USB0121	
Invoice: 01/04/21-DM				245926	01/04/21-DM			195.00
				195.00	73431835 443410	PW/NWETC/CESCL TRAINING: DM O&M-SSWM MAINT-TRAVEL EXP	01/25/2021 USB0121	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 01/08/21-DM				245927	01/08/21-DM			30.51
				30.51	73011255	531100	PW/AMAZON/GLOVES O&M-C/E-COURT FAC-SUPPLIES	
Invoice: 01/07/21-EP				245928	01/07/21-EP			16.90
				16.90	52011212	531100	POL/SLUY'S/DONUTS POLICE - C/E INVEST SUPPLIES	
Invoice: 01/19/21-EP				245929	01/19/21-EP			2.72
				2.72	52011212	443410	POL/SHELL/FUEL POLICE - C/E INVEST TRAINING	
Invoice: 01/07/21-DP				245930	01/07/21-DP			205.00
				205.00	41011141	549100	FIN/ACFE/MEMBERSHIP: DP FIN-C/E-DUES, SUBS, MEMBERSHIPS	
Invoice: 01/21/21-DP				245931	01/21/21-DP			230.00
				230.00	41011141	549100	FIN/STATE CPA BOARD/LIC RENEWAL: DP FIN-C/E-DUES, SUBS, MEMBERSHIPS	
Invoice: 01/01/21-JR				245932	01/01/21-JR			900.00
				900.00	61470581	545000	PCD/STORAGE98110/ARCHIVES PCD - DEV ADMIN RENTS & LEASES	
Invoice: 01/21/20-JR				245933	01/21/20-JR			60.00
				60.00	65470597	549100	PCD/ICC/DUES: AP CODE - DEV DUES/SUBSCRIPTIONS	
Invoice: 12/31/20-MS				245934	12/31/20-MS			-92.64
				-92.64	61011252	53110001069	PCD/COSTCO/RETURN COVID19-SUPPLIES	
Invoice: 01/07/21-MS				245935	01/07/21-MS			166.11
				166.11	61011252	53110001069	PCD/AMAZON/OFFICE CHAIR COVID19-SUPPLIES	
Invoice: 01/08/21-MS				245936	01/08/21-MS			23.74
				23.74	61011252	53110001069	PCD/AMAZON/MONITOR STAND COVID19-SUPPLIES	
Invoice: 01/22/21-MS				245937	01/22/21-MS			64.74
				64.74	61011252	53110001069	PCD/AMAZON/ERGO KEYBOARD COVID19-SUPPLIES	
Invoice: 01/22/21-MS-A				245938	01/22/21-MS-A			26.27
				26.27	61470581	549100	PCD/KITSAP SUN/SUBX BALANCE PCD - DEV ADMIN DUES/SUBSCR	
Invoice: 01/22/21-MS-B				245939	01/22/21-MS-B			59.88
				59.88	61470581	549100	PCD/KITSAP SUN/1YR SUBX PCD - DEV ADMIN DUES/SUBSCR	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 01/22/21-MS-C				245940	01/22/21-MS-C	01/25/2021	USB0121	26.16
				26.16	61011252 53110001069	PCD/AMAZON/ERGO FOOT REST COVID19-SUPPLIES		
Invoice: 01/25/21-MS				245941	01/25/21-MS	01/25/2021	USB0121	24.50
				24.50	61011252 53110001069	PCD/AMAZON/SURGE PROTECTOR COVID19-SUPPLIES		
Invoice: 01/15/21-WS				245942	01/15/21-WS	01/25/2021	USB0121	493.87
				493.87	53011212 520000	POL/BLAUER/WATCH CAPS X3 POLICE - C/E PATROL BENEFITS		
Invoice: 01/22/21-MT				245943	01/22/21-MT	01/25/2021	USB0121	2,263.94
				2,263.94	53011212 531100	POL/AXON/TASER CARTRIDGES X50 PD-C/E-PATROL SUPPLIES		
Invoice: 01/21/21-TZ				245944	01/21/21-TZ	01/25/2021	USB0121	115.00
				115.00	53011212 549100	POL/FBINAA/NATL & CHAPTER DUES PD-C/E-PATROL-DUES/SUBCR/MEMBR		
Invoice: 01/05/21-KB				245945	01/05/21-KB	01/25/2021	USB0121	200.00
				200.00	33011161 544000	HR/AWC/JOB ADS (10 PACK) HR-C/E-ADVERTISING		
Invoice: 01/06/21-KB				245946	01/06/21-KB	01/25/2021	USB0121	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/AD: WWTP OPERATOR HR-C/E-ADVERTISING		
Invoice: 01/25/21-KB				245947	01/25/21-KB	01/25/2021	USB0121	22.00
				22.00	33011164 443410	HR/AWC/WEBINAR HR-C/E-TRAINING EXP		
Invoice: 01/06/21-KS				245948	01/06/21-KS	01/25/2021	USB0121	75.00
				75.00	41011141 549100	FIN/WFOA/MEMERSHIP: KS FIN-C/E-DUES, SUBS, MEMBERSHIPS		
Invoice: 01/05/21-KS				245949	01/05/21-KS	01/25/2021	USB0121	33.56
				33.56	41011252 53110001069	FIN/AMAZON/ERGO FOOT REST: CF COVID19-SUPPLIES		
Invoice: 01/19/21-KS				245950	01/19/21-KS	01/25/2021	USB0121	230.00
				230.00	41011141 549100	FIN/STATE CPA BOARD/CPA LIC: KS FIN-C/E-DUES, SUBS, MEMBERSHIPS		
Invoice: 12/31/20-KG				245951	12/31/20-KG	01/25/2021	USB0121	20.00
				20.00	72431832 549100	ENG/WWCPA/CERT RENEWAL DUES/SUBSCRIPTIONS		
Invoice: 01/06/21-KG				245952	01/06/21-KG	01/25/2021	USB0121	138.10
				138.10	72011322 531100	ENG/APWA/CONSTR INSP MANUAL ENG - C/E PLANS SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
Invoice: 01/06/21-KG-A				245953	01/06/21-KG-A				
				275.00	72011324	443410	01/25/2021	275.00	
							ENG/APWA/CLASS REG		
							ENG - C/E - TRAINING		
Invoice: 01/08/21-KG				245954	01/08/21-KG				
				17.78	71411341	531100	01/25/2021	17.78	
							ENG/AMAZON/CALENDAR		
							PW - SUPPLIES		
Invoice: 01/12/21-KG				245955	01/12/21-KG				
				35.00	72011324	443410	01/25/2021	35.00	
							ENG/MRSC/TRAINING REG		
							ENG - C/E - TRAINING		
Invoice: 01/12/21-KG-A				245956	01/12/21-KG-A				
				15.24	71411341	531100	01/25/2021	15.24	
							ENG/AMAZON/CALENDAR		
							PW - SUPPLIES		
Invoice: 01/01/21-CK				245957	01/01/21-CK				
				300.00	73011189	545000	01/25/2021	300.00	
							PW/STORAGE98110/E204		
							O&M - C/E FACIL RENTS & LEASES		
Invoice: 01/06/21-CK				245958	01/06/21-CK				
				468.65	73421355	531100	01/25/2021	468.65	
							PW/AMAZON/VEH 253 FILTER KIT		
							WIN COLL-SUPPLIES		
Invoice: 01/07/21-CK				245960	01/07/21-CK				
				16.34	73411345	549100	01/25/2021	16.34	
							PW/ADOBE/PRO SUBX		
							DUES/SUBSCRIPTIONS		
Invoice: 01/07/21-CK-A				245961	01/07/21-CK-A				
				49.04	73421355	531100	01/25/2021	49.04	
							PW/AMAZON/VEH 253RODENT REPELLANT		
							WIN COLL-SUPPLIES		
Invoice: 01/14/21-CK				245962	01/14/21-CK				
				16.34	73411345	549100	01/25/2021	16.34	
							PW/ADOBE/PRO SUBX		
							DUES/SUBSCRIPTIONS		
Invoice: 01/16/21-CK				245963	01/16/21-CK				
				167.01	73011256	531100	01/25/2021	167.01	
							PW/AMAZON/EOC TRAILER		
							O&M-C/E-DIS PREP-SUPPLIES		
							CHECK	355608 TOTAL:	29,170.90

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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	29,170.90
		COUNT	AMOUNT
		-----	-----
TOTAL MANUAL CHECKS	1		29,170.90
		*** GRAND TOTAL ***	29,170.90

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	2	131									
APP	001-213000		02/10/2021	USB0121	USBCC			GENERAL - ACCOUNTS PAYABLE		27,283.72	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		02/10/2021	USB0121	USBCC			CASH			29,170.90
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		02/10/2021	USB0121	USBCC			ACCOUNTS PAYABLE		1,088.79	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		02/10/2021	USB0121	USBCC			ACCOUNTS PAYABLE		215.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		02/10/2021	USB0121	USBCC			ACCOUNTS PAYABLE		65.70	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		02/10/2021	USB0121	USBCC			ACCOUNTS PAYABLE		517.69	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										29,170.90	29,170.90
APP	631-130000		02/10/2021	USB0121	USBCC			DUE TO/FROM CLEARING		29,170.90	
APP	001-130000		02/10/2021	USB0121	USBCC			GENERAL - DUE TO/FROM CLEARING			27,283.72
APP	407-130000		02/10/2021	USB0121	USBCC			DUE TO/FROM CLEARING			1,088.79
APP	403-130000		02/10/2021	USB0121	USBCC			DUE TO/FROM CLEARING			215.00
APP	401-130000		02/10/2021	USB0121	USBCC			DUE TO/FROM CLEARING			65.70
APP	402-130000		02/10/2021	USB0121	USBCC			DUE TO/FROM CLEARING			517.69
SYSTEM GENERATED ENTRIES TOTAL										29,170.90	29,170.90
JOURNAL 2021/02/131 TOTAL										58,341.80	58,341.80

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 2	131	02/10/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	27,283.72	27,283.72
				FUND TOTAL	27,283.72	27,283.72
401 WATER OPERATING FUND 401-130000 401-213000	2021 2	131	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	65.70	65.70
				FUND TOTAL	65.70	65.70
402 SEWER OPERATING FUND 402-130000 402-213000	2021 2	131	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	517.69	517.69
				FUND TOTAL	517.69	517.69
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 2	131	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	215.00	215.00
				FUND TOTAL	215.00	215.00
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 2	131	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,088.79	1,088.79
				FUND TOTAL	1,088.79	1,088.79
631 CLEARING FUND 631-130000 635-111100	2021 2	131	02/10/2021	DUE TO/FROM CLEARING CASH	29,170.90	29,170.90
				FUND TOTAL	29,170.90	29,170.90

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		27,283.72
401	WATER OPERATING FUND		65.70
402	SEWER OPERATING FUND		517.69
403	STORM & SURFACE WATER FUND		215.00
407	BUILDING & DEVELOPMENT FUND		1,088.79
631	CLEARING FUND		
		29,170.90	
	TOTAL	29,170.90	29,170.90

** END OF REPORT - Generated by Carrie L. Freitas **



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355609	02/10/2021	PRTD	47 BAINBRIDGE DISPOSAL	245968	0001053839	01/31/2021	M021021	169.89
			Invoice: 0001053839	169.89	91011755 547900	SS/COMMONS DISP SVCS GG-C/E-COMMONS-GARBAGE		
			Invoice: 0001053875	245969	0001053875	01/31/2021	M021021	1,267.71
				143.70	91011215 547900	CITYWIDE DISP SVCS GG-C/E-PD-GARBAGE		
				40.00	91111427 547900	GG-STREET-ROADSIDE-GARBAGE		
				445.32	91011768 547900	GG-C/E-PARKS-GARBAGE		
				433.74	91425358 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)		
				184.99	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE		
				19.96	91111427 547900	GG-STREET-ROADSIDE-GARBAGE		
			Invoice: 0001054066	245970	0001054066	01/31/2021	M021021	346.96
				346.96	91011189 547900	CITY HALL DISP SVCS GG-C/E-CITY HALL-GARBAGE		
			Invoice: 0001054125	245971	0001054125	01/31/2021	M021021	78.96
				78.96	91011189 547903	BIG BELLY DISP SVCS BIG BELLY SOLAR GARBAGE CANS		
						CHECK	355609 TOTAL:	1,863.52
355610	02/10/2021	PRTD	2265 BAINBRIDGE ISLAND LO	246062	COBI-0030	12/31/2020	M021021	11,115.66
			Invoice: COBI-0030	11,115.66	91140573 541100	2020 LTAC (DESTINATION BAINBRI GG-TOUR-PROF SERVICES		
						CHECK	355610 TOTAL:	11,115.66
355611	02/10/2021	PRTD	551 CENTURYLINK	245972	0255FEB21	02/02/2021	M021021	134.99
			Invoice: 0255FEB21	134.99	91011897 542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE		
			Invoice: 0399JAN21	245973	0399JAN21	02/02/2021	M021021	3,005.18
				1,565.67	91425358 542100	CITYWIDE TELEMETRY & FAX SVCS GG-WWTP-TELEPHONE/FAX		
				800.95	91411891 542100	GG-WTR-FAC-PHONE		
				80.27	91011755 542100	GG-C/E-COMMONS-PHONE		
				164.80	91011189 542100	GG-C/E-CITY HALL-PHONE		
				249.15	91011897 542100	GG-C/E-O&M YARD FAC-PHONE		
				77.95	91011255 542100	GG-C/E-COURT BLDG-PHONE		
				66.39	91011215 542100	GG-C/E-PD-PHONE		
			Invoice: 0456FEB21	245974	0456FEB21	02/02/2021	M021021	79.99
				79.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE		
			Invoice: 0754FEB21	245975	0754FEB21	02/02/2021	M021021	64.94
				64.94	91411891 542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE		

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 1745FEB21				245976	1745FEB21	02/02/2021		M021021	63.80
				63.80	91011189 542100	CH ELEVATOR SVC LINE			
						GG-C/E-CITY HALL-PHONE			
Invoice: 3736FEB21				245977	3736FEB21	02/02/2021		M021021	134.99
				134.99	91011189 542100	CH FIRE ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
Invoice: 8731FEB21				245978	8731FEB21	02/02/2021		M021021	69.56
				69.56	91011755 542100	COMMONS FIRE ALARM MONIT			
						GG-C/E-COMMONS-PHONE			
Invoice: 9136FEB21				245979	9136FEB21	02/02/2021		M021021	172.11
				172.11	91011189 542100	CH SECURITY ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
Invoice: 9791FEB21				245980	9791FEB21	02/02/2021		M021021	137.80
				137.80	91011215 542100	POL TI MANDUS			
						GG-C/E-PD-PHONE			
Invoice: 9840FEB21				245981	9840FEB21	02/02/2021		M021021	521.39
				521.39	91411891 542100	HEAD OF BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
Invoice: 9858FEB21				245982	9858FEB21	02/02/2021		M021021	50.35
				50.35	91411891 542100	SANDS AVE WELL TELEM			
						GG-WTR-FAC-PHONE			
						CHECK	355611	TOTAL:	4,435.10
355612	02/10/2021	PRTD	9652 HID GLOBAL CORPORATI	245983	13402002897	01/29/2021		M021021	1,125.93
						POL/ANNUAL LIVESCAN MX			
Invoice: 13402002897				1,125.93	51011215 548500	POLICE - C/E FACIL COMP MAINT			
						CHECK	355612	TOTAL:	1,125.93
355613	02/10/2021	PRTD	1205 PUGET SOUND ENERGY	245986	828JAN21	02/01/2021		M021021	192.27
						TAYLOR WELLS LID17 PH1			
Invoice: 828JAN21				192.27	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: IL3JAN21				245987	IL3JAN21	02/01/2021		M021021	24.92
				24.92	91111263 547100	ROUNDAABOUT HS/MADISON IMPR			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 647JAN21				245988	647JAN21	02/01/2021		M021021	50.00
				50.00	91111263 547100	ST LIGHTS/TRAFFIC CONTR			
						GG-STRT-STREET LIGHTING-UTIL			
				245989	IL9JAN21	02/01/2021		M021021	77.36

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: IL9JAN21				77.36 91111263 547100		MADISON AVE S GG-STRT-STREET LIGHTING-UTIL		
Invoice: 285JAN21				245990 285JAN21 268.13 91421355 547100	02/01/2021	SPS NORTHTOWN/SPORTSMAN GG-SWR-ELECTRIC	M021021	268.13
Invoice: 735JAN21				245991 735JAN21 77.91 91011768 547100	02/01/2021	SHANNON DR/WFP DOCK GG-C/E-PARKS-ELECTRIC	M021021	77.91
Invoice: 182JAN21				245992 182JAN21 54.78 91011255 547100	02/01/2021	MUNI COURT METER E6 GG-C/E-COURT BLDG-ELECTRIC	M021021	54.78
Invoice: 058JAN21				245993 058JAN21 59.28 91011897 547100	02/01/2021	NE HIDDEN COVE - SHOP GG-C/E-O&M YARD FAC-ELECTRIC	M021021	59.28
Invoice: 973JAN21				245994 973JAN21 24.95 91415345 547100	02/01/2021	OC RESERVOIR LID17 PH2 GG-ROCKAWAY BCH-UTILITIES	M021021	24.95
Invoice: 558JAN21				245995 558JAN21 2,923.84 91011897 547100	02/01/2021	7315 NE HIDDEN COVE RD GG-C/E-O&M YARD FAC-ELECTRIC	M021021	2,923.84
Invoice: 336JAN21				245996 336JAN21 144.11 91421355 547100	02/01/2021	SLS-9 ISLAND TERRACE GG-SWR-ELECTRIC	M021021	144.11
Invoice: IL11JAN21				245998 IL11JAN21 21.45 91111263 547100	02/01/2021	ST LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL	M021021	21.45
Invoice: 520-330JAN21				245999 520-330JAN21 57.90 91011768 547100	02/01/2021	210 WINSLOW WAY E IRRIG GG-C/E-PARKS-ELECTRIC	M021021	57.90
Invoice: 823JAN21				246000 823JAN21 11.05 91011768 547100	02/01/2021	BRIEN DR N/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC	M021021	11.05
Invoice: 682-B-JAN21				246001 682-B-JAN21 31.32 91111263 547100	02/01/2021	MUNI PARKING LOT - MAD/MAD GG-STRT-STREET LIGHTING-UTIL	M021021	31.32
Invoice: 736JAN21				246002 736JAN21 87.81 91011768 547100	02/01/2021	SHANNON DR/WFP RESTROOM GG-C/E-PARKS-ELECTRIC	M021021	87.81
				246003 040-581JAN21	02/01/2021		M021021	184.82

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 040-581	JAN21			184.82 91421355 547100	3900	HALLS HILL RD PUMP GG-SWR-ELECTRIC		
Invoice: 884	JAN21			246004 884JAN21		02/01/2021	M021021	129.99
				129.99 91421355 547100	SLS	FERRY TERMINAL GG-SWR-ELECTRIC		
Invoice: 111	JAN21			246005 111JAN21		02/01/2021	M021021	499.84
				499.84 91011215 547100	POL	STATION METER 2 GG-C/E-PD-ELECTRIC		
Invoice: 717	JAN21			246006 717JAN21		02/01/2021	M021021	344.01
				344.01 91011215 547100	POL	STATION METER 1 GG-C/E-PD-ELECTRIC		
Invoice: 520-374	JAN21			246007 520-374JAN21		02/01/2021	M021021	71.34
				71.34 91111264 547100	SIGNAL @ 108	OLY DR GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 520-136	JAN21			246008 520-136JAN21		02/01/2021	M021021	1,867.41
				1,867.41 91411345 547100	HOB	BOOSTER PUMP/WELL GG-WTR-ELECTRIC		
Invoice: IL5	JAN21			246009 IL5JAN21		02/01/2021	M021021	109.18
				109.18 91111263 547100	COMMODORE OFF HS @ OLYMPIC	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 291	JAN21			246010 291JAN21		02/01/2021	M021021	15.62
				15.62 91411345 547100	HEAD OF BAY WELL FIELD	GG-WTR-ELECTRIC		
Invoice: 031	JAN21			246011 031JAN21		02/01/2021	M021021	177.39
				177.39 91421355 547100	SLS-6	LOVELL LOWER GG-SWR-ELECTRIC		
Invoice: IL12	JAN21			246012 IL12JAN21		02/01/2021	M021021	55.21
				55.21 91111263 547100	ST LTS WW 305-FERNCLIFF	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 573	JAN21			246013 573JAN21		02/01/2021	M021021	13.28
				13.28 91411345 547100	COMMODORE/HS RESERVOIR	GG-WTR-ELECTRIC		
Invoice: 040-714	JAN21			246014 040-714JAN21		02/01/2021	M021021	11.05
				11.05 91021182 547100	47095	NE TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC		
Invoice: 206	JAN21			246015 206JAN21		02/01/2021	M021021	477.05
				477.05 91421355 547100	4586	PT WHITE DR NE GG-SWR-ELECTRIC		
				246016 256JAN21		02/01/2021	M021021	504.31

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 256JAN21				504.31 91421355 547100	SLS-8 HWY 305/HARBORVIEW			
					GG-SWR-ELECTRIC			
Invoice: 636JAN21				246017 636JAN21	02/01/2021		M021021	114.86
				114.86 91421355 547100	SLS-7 WING PT WAY			
					GG-SWR-ELECTRIC			
Invoice: 888JAN21				246018 888JAN21	02/01/2021		M021021	222.53
				222.53 91411345 547100	NE HS RD PUMP			
					GG-WTR-ELECTRIC			
Invoice: 658JAN21				246019 658JAN21	02/01/2021		M021021	79.70
				79.70 91421355 547100	SLS-4 IRENE/LOWER HAWLEY			
					GG-SWR-ELECTRIC			
Invoice: 520-298JAN21				246020 520-298JAN21	02/01/2021		M021021	409.31
				409.31 91421355 547100	SLS-5 WW/SUNDAY COVE			
					GG-SWR-ELECTRIC			
Invoice: 640JAN21				246021 640JAN21	02/01/2021		M021021	16.83
				16.83 91011768 547100	BRIEN DRIVE S/BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 983JAN21				246022 983JAN21	02/01/2021		M021021	12.20
				12.20 91111264 547100	MILLER RD NE BEACON			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067JAN21				246023 067JAN21	02/01/2021		M021021	11.05
				11.05 91111263 547100	MADISON PARKING LOT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7JAN21				246024 IL7JAN21	02/01/2021		M021021	66.81
				66.81 91111263 547100	MADISON PRJ HS TO WINSLOW II			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 466JAN21				246025 466JAN21	02/01/2021		M021021	11.16
				11.16 91111264 547100	MADISON/HS RAINBRINGER			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093JAN21				246026 093JAN21	02/01/2021		M021021	2,745.62
				2,745.62 91411345 547100	FLETCHER BAY WELL FIELD			
					GG-WTR-ELECTRIC			
Invoice: 444JAN21				246027 444JAN21	02/01/2021		M021021	669.61
				669.61 91011755 547100	BI COMMONS			
					GG-C/E-COMMONS-ELECTRIC			
Invoice: 461JAN21				246028 461JAN21	02/01/2021		M021021	6,946.20
				6,946.20 91425358 547100	WWTP			
					GG-WWTP-ELECTRIC			
				246029 WW&305JAN21	02/01/2021		M021021	338.13

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: WW&305JAN21				338.13 91111264 547100	WINSLOW WAY & 305			
					GG-STREET-TRAF	CONTROL-UTILITY		
Invoice: 831JAN21				246030 831JAN21	02/01/2021		M021021	3,039.92
				3,039.92 91411345 547100	SANDS AVE NE WELL FIELD			
					GG-WTR-ELECTRIC			
Invoice: 797JAN21				246031 797JAN21	02/01/2021		M021021	215.86
				215.86 91011255 547100	MUNI COURT METER E3			
					GG-C/E-COURT	BLDG-ELECTRIC		
Invoice: 247JAN21				246032 247JAN21	02/01/2021		M021021	32.62
				32.62 91435838 547100	SSWM/DECANT FACILITY			
					GG-DECANT-ELECTRIC			
Invoice: 143JAN21				246033 143JAN21	02/01/2021		M021021	11.05
				11.05 91111264 547100	REITAN RD/WELCOME TO BI			
					GG-STREET-TRAF	CONTROL-UTILITY		
Invoice: IL1JAN21				246034 IL1JAN21	02/01/2021		M021021	165.69
				165.69 91111263 547100	ERCKSN/MDSN/WNSLW/KNTCHL			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 710JAN21				246035 710JAN21	02/01/2021		M021021	274.60
				274.60 91421355 547100	SLS-2 VILLAGE CENTER			
					GG-SWR-ELECTRIC			
Invoice: 893JAN21				246036 893JAN21	02/01/2021		M021021	750.04
				750.04 91111263 547100	MUNI STREET LIGHTING			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 040-751JAN21				246037 040-751JAN21	02/01/2021		M021021	13.28
				13.28 91411345 547100	520 ERICKSEN AVE PRV			
					GG-WTR-ELECTRIC			
Invoice: SPRINGJAN21				246038 SPRINGJAN21	02/01/2021		M021021	37.15
				37.15 91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: LYNCTRJAN21				246039 LYNCTRJAN21	02/01/2021		M021021	58.00
				58.00 91111263 547100	4238 LYNWOOD CENTER RD			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: BKLYN&MADJAN21				246041 BKLYN&MADJAN21	02/01/2021		M021021	14.95
				14.95 91111263 547100	NEW BROOKLYN & MAD AVE ST LT			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 2360-MADJAN21				246042 2360-MADJAN21	02/01/2021		M021021	14.95
				14.95 91111263 547100	2360 MAD AVE N, ORDWAY CROSS ST			
					GG-STRT-STREET	LIGHTING-UTIL		
				246043 MAD&ORDJAN21	02/01/2021		M021021	14.95

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: MAD&ORDJAN21				14.95 91111263 547100		MADISON AVE N, ORDWAY CROSS ST LT GG-STRT-STREET LIGHTING-UTIL		
Invoice: BKLYN&NTOWNJAN21				246044 BKLYN&NTOWNJAN21 14.95 91111263 547100	02/01/2021	M021021 NEW BROOKLYN & N.TOWN ST LT GG-STRT-STREET LIGHTING-UTIL	14.95	
Invoice: WING&AZALEAJAN21				246045 WING&AZALEAJAN21 12.37 91111263 547100	02/01/2021	M021021 WING PT & AZALEA AVE NE ST LT GG-STRT-STREET LIGHTING-UTIL	12.37	
Invoice: W.OFMAD-PH1JAN21				246046 W.OFMAD-PH1JAN21 1,002.25 91111263 547100	02/01/2021	M021021 W. OF MADISON-BAINBRIDGE CO PH1 GG-STRT-STREET LIGHTING-UTIL	1,002.25	
Invoice: E.OFMAD-PH2JAN21				246047 E.OFMAD-PH2JAN21 1,989.28 91111263 547100	02/01/2021	M021021 E. OF MADISON-BAINBRIDGE CO PH2 GG-STRT-STREET LIGHTING-UTIL	1,989.28	
Invoice: MAD&H.S.JAN21				246048 MAD&H.S.JAN21 45.72 91111263 547100	02/01/2021	M021021 MADISON AVE/H.S. AVE ST LT GG-STRT-STREET LIGHTING-UTIL	45.72	
Invoice: 2665JAN21				246049 2665JAN21 340.27 91011768 547100	02/01/2021	M021021 301 SHANNON DR SE - WFP GG-C/E-PARKS-ELECTRIC	340.27	
Invoice: 2681JAN21				246050 2681JAN21 11.05 91011768 547100	02/01/2021	M021021 BJUNE WFP BOOTH EL PANEL #4 GG-C/E-PARKS-ELECTRIC	11.05	
Invoice: 2996JAN21				246051 2996JAN21 22.50 91411345 547100	02/01/2021	M021021 965 WEAVER RD NW GG-WTR-ELECTRIC	22.50	
Invoice: 3010JAN21				246052 3010JAN21 11.05 91011768 547100	02/01/2021	M021021 BJUNE WFP BOOTH EL PANEL #3 GG-C/E-PARKS-ELECTRIC	11.05	
Invoice: 3028JAN21				246053 3028JAN21 12.51 91011768 547100	02/01/2021	M021021 BJUNE WFP BOOTH EL PANEL #2 GG-C/E-PARKS-ELECTRIC	12.51	
Invoice: 3044JAN21				246054 3044JAN21 11.05 91011739 547100	02/01/2021	M021021 278 WINSLOW WAY E KIOSK COMM EVENTS-ELECTRICITY	11.05	
Invoice: 3051JAN21				246055 3051JAN21 11.05 91011768 547100	02/01/2021	M021021 BJUNE WFP BOOTH EL PANEL #1 GG-C/E-PARKS-ELECTRIC	11.05	
				246056 5760JAN21	02/01/2021	M021021	117.52	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 5760	JAN21			117.52 91421355 547100	TREATMENT PLANT LS #3			
					GG-SWR-ELECTRIC			
Invoice: 0909	JAN21			246057 0909JAN21	02/01/2021	M021021		3,761.25
				3,761.25 71011183 54710000724	8804 N MADISON			
					PD/COURT BLDG NON CAP-ELECTRIC			
Invoice: 0120	JAN21			246058 0120JAN21	02/01/2021	M021021		17.20
				17.20 91111263 547100	220 OLY DR SE - LIGHTS			
					GG-STRT-STREET LIGHTING-UTIL			
					CHECK	355613	TOTAL:	32,234.67
355614 02/10/2021 PRTD		6714	TOSHIBA FINANCIAL SE	245985 28668876	02/01/2021	M021021		353.16
Invoice: 28668876				353.16 61470581 545000	PCD/COPIER LEASE			
					PCD - DEV ADMIN RENTS & LEASES			
					CHECK	355614	TOTAL:	353.16
				NUMBER OF CHECKS	6	*** CASH ACCOUNT TOTAL ***		51,128.04
					COUNT	AMOUNT		
				TOTAL PRINTED CHECKS	6	51,128.04		
						*** GRAND TOTAL ***		51,128.04

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	2	132									
APP	001-213000		02/10/2021	M021021	021021			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		13,035.56	
APP	635-111100		02/10/2021	M021021	021021			CASH AP CASH DISBURSEMENTS JOURNAL			51,128.04
APP	101-213000		02/10/2021	M021021	021021			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,088.64	
APP	402-213000		02/10/2021	M021021	021021			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,907.39	
APP	104-213000		02/10/2021	M021021	021021			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,115.66	
APP	401-213000		02/10/2021	M021021	021021			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		9,595.01	
APP	403-213000		02/10/2021	M021021	021021			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		32.62	
APP	407-213000		02/10/2021	M021021	021021			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		353.16	
GENERAL LEDGER TOTAL										51,128.04	51,128.04
APP	631-130000		02/10/2021	M021021	021021			DUE TO/FROM CLEARING		51,128.04	
APP	001-130000		02/10/2021	M021021	021021			GENERAL - DUE TO/FROM CLEARING			13,035.56
APP	101-130000		02/10/2021	M021021	021021			STREETS - DUE TO/FROM CLEARING			5,088.64
APP	402-130000		02/10/2021	M021021	021021			DUE TO/FROM CLEARING			11,907.39
APP	104-130000		02/10/2021	M021021	021021			CIVIC IMPR DUE TO/FROM CLEAR'G			11,115.66
APP	401-130000		02/10/2021	M021021	021021			DUE TO/FROM CLEARING			9,595.01
APP	403-130000		02/10/2021	M021021	021021			DUE TO/FROM CLEARING			32.62
APP	407-130000		02/10/2021	M021021	021021			DUE TO/FROM CLEARING			353.16
SYSTEM GENERATED ENTRIES TOTAL										51,128.04	51,128.04
JOURNAL 2021/02/132 TOTAL										102,256.08	102,256.08

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 2	132	02/10/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	13,035.56	13,035.56
				FUND TOTAL	13,035.56	13,035.56
101 STREET FUND 101-130000 101-213000	2021 2	132	02/10/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,088.64	5,088.64
				FUND TOTAL	5,088.64	5,088.64
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2021 2	132	02/10/2021	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	11,115.66	11,115.66
				FUND TOTAL	11,115.66	11,115.66
401 WATER OPERATING FUND 401-130000 401-213000	2021 2	132	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,595.01	9,595.01
				FUND TOTAL	9,595.01	9,595.01
402 SEWER OPERATING FUND 402-130000 402-213000	2021 2	132	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,907.39	11,907.39
				FUND TOTAL	11,907.39	11,907.39
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 2	132	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32.62	32.62
				FUND TOTAL	32.62	32.62
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 2	132	02/10/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	353.16	353.16
				FUND TOTAL	353.16	353.16
631 CLEARING FUND 631-130000 635-111100	2021 2	132	02/10/2021	DUE TO/FROM CLEARING CASH	51,128.04	51,128.04
				FUND TOTAL	51,128.04	51,128.04

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		13,035.56
101	STREET FUND		5,088.64
104	CIVIC IMPROVEMENT FUND		11,115.66
401	WATER OPERATING FUND		9,595.01
402	SEWER OPERATING FUND		11,907.39
403	STORM & SURFACE WATER FUND		32.62
407	BUILDING & DEVELOPMENT FUND		353.16
631	CLEARING FUND		
		51,128.04	
	TOTAL	51,128.04	51,128.04

** END OF REPORT - Generated by Carrie L. Freitas **



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355615	02/17/2021	PRTD	551 CENTURYLINK	246106	5211FEB21	02/02/2021	M021721	225.21
	Invoice: 5211FEB21			225.21	91011215	542100 POL PHN SVCS GG-C/E-PD-PHONE		
	Invoice: 8832FEB21			246107	8832FEB21	02/04/2021	M021721	69.99
				69.99	91411891	542100 259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE		
	Invoice: 4953FEB21			246235	4953FEB21	02/07/2021	M021721	75.32
				75.32	91421891	542100 310 MADISON AVE SLS TELEM GG-SWR-FAC-PHONE		
	Invoice: 5127FEB21			246236	5127FEB21	02/07/2021	M021721	214.40
				214.40	71011183	54210000724 8804 MADISON AVE PD/COURT BLDG NON CAP-PHONE		
	Invoice: 5996FEB21			246237	5996FEB21	02/07/2021	M021721	101.36
				101.36	91011757	542100 E-PHONE @ WPF DOCK GG-GF-WFP DOCK-PHONE		
						CHECK	355615 TOTAL:	686.28
355616	02/17/2021	PRTD	2646 FINANCIAL CONSULTANT	246108	17080	01/11/2021	M021721	23,939.49
	Invoice: 17080			23,939.49	53011421	66400000970 POLICE VEHICLE UPFIT PD-2019 VEH REPLACEMENT		
	Invoice: 17095			246109	17095	01/25/2021	M021721	23,939.49
				23,939.49	53011421	66400000970 POLICE VEHICLE UPFIT PD-2019 VEH REPLACEMENT		
	Invoice: 17096			246110	17096	01/25/2021	M021721	23,939.49
				23,939.49	53011421	66400000970 POLICE VEHICLE UPFIT PD-2019 VEH REPLACEMENT		
						CHECK	355616 TOTAL:	71,818.47
355617	02/17/2021	PRTD	8646 ISLAND HANDS	246112	2101	01/27/2021	M021721	13,870.09
	Invoice: 2101			13,453.99	73011183	54110000269 2020-2023 JANITORIAL CONTRACT JANITORIAL CONTRACT-PRO SVCS		
				416.10	73425358	54110000269 JANITORIAL CONTRACT-PRO SVCS		
	Invoice: 2101-COVID			246113	2101-COVID	01/27/2021	M021721	8,208.00
				7,961.76	73011183	54810101069 EMERGENCY JANITORIAL- COVID-19 COVID19-EXTRA JANITORIAL		
				246.24	73425358	54810101069 COVID19-SWR-EXTRA JANITORIAL		
						CHECK	355617 TOTAL:	22,078.09

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC	
	EFF	DATE								
2021	2	208								
APP	001-213000	02/17/2021	M021721		021721			GENERAL - ACCOUNTS PAYABLE	166,882.70	
								AP CASH DISBURSEMENTS JOURNAL		
APP	635-111100	02/17/2021	M021721		021721			CASH		337,891.03
								AP CASH DISBURSEMENTS JOURNAL		
APP	401-213000	02/17/2021	M021721		021721			ACCOUNTS PAYABLE	97.70	
								AP CASH DISBURSEMENTS JOURNAL		
APP	402-213000	02/17/2021	M021721		021721			ACCOUNTS PAYABLE	737.66	
								AP CASH DISBURSEMENTS JOURNAL		
APP	301-213000	02/17/2021	M021721		021721			ACCOUNTS PAYABLE	170,172.97	
								AP CASH DISBURSEMENTS JOURNAL		
								GENERAL LEDGER TOTAL	337,891.03	337,891.03
APP	631-130000	02/17/2021	M021721		021721			DUE TO/FROM CLEARING	337,891.03	
APP	001-130000	02/17/2021	M021721		021721			GENERAL - DUE TO/FROM CLEARING		166,882.70
APP	401-130000	02/17/2021	M021721		021721			DUE TO/FROM CLEARING		97.70
APP	402-130000	02/17/2021	M021721		021721			DUE TO/FROM CLEARING		737.66
APP	301-130000	02/17/2021	M021721		021721			DUE TO/FROM CLEARING		170,172.97
								SYSTEM GENERATED ENTRIES TOTAL	337,891.03	337,891.03
								JOURNAL 2021/02/208 TOTAL	675,782.06	675,782.06

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 2	208	02/17/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	166,882.70	166,882.70
				FUND TOTAL	166,882.70	166,882.70
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 2	208	02/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	170,172.97	170,172.97
				FUND TOTAL	170,172.97	170,172.97
401 WATER OPERATING FUND 401-130000 401-213000	2021 2	208	02/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	97.70	97.70
				FUND TOTAL	97.70	97.70
402 SEWER OPERATING FUND 402-130000 402-213000	2021 2	208	02/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	737.66	737.66
				FUND TOTAL	737.66	737.66
631 CLEARING FUND 631-130000 635-111100	2021 2	208	02/17/2021	DUE TO/FROM CLEARING CASH	337,891.03	337,891.03
				FUND TOTAL	337,891.03	337,891.03

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		166,882.70
301 CAPITAL CONSTRUCTION FUND		170,172.97
401 WATER OPERATING FUND		97.70
402 SEWER OPERATING FUND		737.66
631 CLEARING FUND	337,891.03	
	337,891.03	337,891.03
	TOTAL	

** END OF REPORT - Generated by Carrie L. Freitas **

Paul R. Shaw

REGULAR
2/17/2021



2/17/2021

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355622	02/24/2021	PRTD	5 ACE HARDWARE	246073	48119/1	02/01/2021	02/21/21	58.79
	Invoice: 48119/1			58.79	73411345	531100	PW/MURIATIC ACID, FILTER OFFICE SUPPLIES	
	Invoice: 48126/1			246074	48126/1	02/02/2021	02/21/21	51.52
				51.52	73425358	531100	PW/MARKING WAND, TOTE, FASTENERS O&M-WWTP-SUPPLIES	
	Invoice: 48131/1			246075	48131/1	02/03/2021	02/21/21	14.69
				14.69	73011319	53110000827	PW/KEYS, HARDWARE FARM MAINT PROJECTS TBD-SUPPLY	
	Invoice: 48143/1			246076	48143/1	02/04/2021	02/21/21	10.01
				10.01	73011768	531100	PW/FASTENERS O&M-C/E-PARKS-SUPPLIES	
	Invoice: 48146/1			246077	48146/1	02/04/2021	02/21/21	26.15
				26.15	73431835	531100	PW/TIE DOWN OFFICE SUPPLIES	
	Invoice: 48153/1			246078	48153/1	02/04/2021	02/21/21	27.24
				27.24	73421355	531100	PW/CLOTHS WIN COLL-SUPPLIES	
							CHECK 355622 TOTAL:	188.40
355623	02/24/2021	VOID	7726 AIR MANAGEMENT SOLUT					.00
	Invoice:						CHECK 355623 TOTAL:	.00
1 of 3 invoices input for wrong amt - void check, corrected invoice and reprinted.								
355624	02/24/2021	PRTD	9653 DEAN ALEXANDER	246079	01/27/21	01/27/2021	02/21/21	232.51
	Invoice: 01/27/21			232.51	31011229	53110001069	EX/MILEAGE & TOLL REIMB TESTING-COVID19-SUPPLIES	
							CHECK 355624 TOTAL:	232.51
355625	02/24/2021	PRTD	1990 JEANETTE ALEXANDER	246118	5794	02/12/2021	02/21/21	90.00
	Invoice: 5794			90.00	33011161	54413100296	HR/GRAPHICS: CM SEARCH CITY MNGR SEARCH-ADV	
							CHECK 355625 TOTAL:	90.00
355626	02/24/2021	PRTD	7166 AMERICAN MESSAGING	246080	W4104492VB	02/01/2021	02/21/21	94.68
	Invoice: W4104492VB			94.68	73637891	542100	PW/MESSAGING SVCS O&M - ALLOC FACIL TELEPHONE	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
							CHECK	355626 TOTAL:	94.68
355627	02/24/2021	PRTD	4710 ASSOCIATED	PETROLEU	246082	0293468-IN	01/26/2021	02/21/21	467.69
			Invoice: 0293468-IN		467.69	73638893 532000	PW/182 GAL DIESEL		
							O&M-FUEL USE-ALLOCATION		
			Invoice: 0293469-IN		246083	0293469-IN	01/26/2021	02/21/21	532.21
					532.21	73638932 532000	PW/238 GAL UNLEADED		
							O&M-FUEL ALLOC TO OTH DEPTS		
			Invoice: 0294285-IN		246084	0294285-IN	01/28/2021	02/21/21	417.30
					417.30	73638893 532000	PW/156.9 GAL DIESEL		
							O&M-FUEL USE-ALLOCATION		
			Invoice: 0294286-IN		246085	0294286-IN	01/28/2021	02/21/21	959.83
					959.83	73638932 532000	PW/425 GAL UNLEADED		
							O&M-FUEL ALLOC TO OTH DEPTS		
			Invoice: 0296097-IN		246086	0296097-IN	02/02/2021	02/21/21	571.24
					571.24	73638893 532000	PW/222 GAL DIESEL		
							O&M-FUEL USE-ALLOCATION		
			Invoice: 0296098-IN		246087	0296098-IN	02/02/2021	02/21/21	795.41
					795.41	73638932 532000	PW/345 GAL UNLEADED		
							O&M-FUEL ALLOC TO OTH DEPTS		
							CHECK	355627 TOTAL:	3,743.68
355628	02/24/2021	PRTD	7821 AUS WEST LOCKBOX		246088	1992094315	01/23/2021	02/21/21	60.59
			Invoice: 1992094315		60.59	73638893 589310	PW/LAUNDRY SERVICE		
							LAUNDRY SERVICES		
			Invoice: 1992103430		246089	1992103430	02/04/2021	02/21/21	60.58
					60.58	73638893 589310	PW/LAUNDRY SERVICE		
							LAUNDRY SERVICES		
							CHECK	355628 TOTAL:	121.17
355629	02/24/2021	PRTD	2138 ASPECT CONSULTING LL		246121	39907	02/10/2021	02/21/21	8,130.00
			Invoice: 39907		8,130.00	73411345 54110000868	WATER RIGHTS STUDY		
							WATER RIGHTS-PROF SVCS		
							CHECK	355629 TOTAL:	8,130.00
355630	02/24/2021	PRTD	1235 AT&T ONENET SERVICE		246090	1273205110	02/01/2021	02/21/21	19.67
			Invoice: 1273205110		19.67	91011189 542100	FIN/FAX LONG DIST		
							GG-C/E-CITY HALL-PHONE		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 1273213272				246091 1273213272	02/01/2021		02/21/21	.70
				.70 91011189 542100	PCD/FAX LONG DIST	GG-C/E-CITY HALL-PHONE		
					CHECK	355630	TOTAL:	20.37
355631 02/24/2021 PRTD		4365	AUTOMATIC FUNDS TRAN	246092 120064	01/12/2021		02/21/21	3,395.34
Invoice: 120064				1,894.16 41011141 541100	FIN/2020 B&O RETURN MAILING			
				1,501.18 41011141 542500	FIN - C/E ADMIN PROF SERVICES	FIN-C/E-ADM-POSTAGE/SHIPPING		
Invoice: BAIN2101983				246093 BAIN2101983	01/31/2021		02/21/21	392.00
				196.00 43411341 541100	FIN/WEB PMT SVCS			
				196.00 43421351 541100	FIN - WATER ADMIN PROF SERVICE	FIN - SEWER ADMIN PROF SERVICE		
					CHECK	355631	TOTAL:	3,787.34
355632 02/24/2021 PRTD		762	ASSOCIATION OF WASHI	246123 88837	02/03/2021		02/21/21	26,400.00
Invoice: 88837				26,400.00 81011881 541100	2021 GIS CONSORTIUM TIER 4	IT - C/E PROF SERVICES		
					CHECK	355632	TOTAL:	26,400.00
355633 02/24/2021 PRTD		762	ASSOCIATION OF WASHI	246122 87266	12/23/2020		02/21/21	9,135.58
Invoice: 87266				5,244.81 91011176 520000	2021 WC RETRO PRGRM MEMBERSHIP			
				819.10 91111176 520000	GG-C/E-WORKERS COMP SVC-ADMIN	GG-STRT-WORKERS COMP SVC-ADMIN		
				416.36 91411176 520000	GG-WTR-WORKERS COMP SVC-ADMIN	GG-SWR-WORKERS COMP SVC-ADMIN		
				719.44 91421176 520000	GG-SSWM-WORKERS COMP SVC-ADMIN	GG-DEV-WORKERS COMP SVC-ADMIN		
				544.99 91431176 520000	GG-DEV-WORKERS COMP SVC-ADMIN	GG-BLDG-WORKERS COMP SVC-ADMIN		
				840.70 91470176 520000				
				550.18 91471176 520000				
					CHECK	355633	TOTAL:	9,135.58
355634 02/24/2021 PRTD		54	BAINBRIDGE RENTAL IN	246094 CON#71260	02/01/2021		02/21/21	58.83
Invoice: CON#71260				58.83 73011768 531100	PW/RAKE, HOE	O&M-C/E-PARKS-SUPPLIES		
Invoice: CON#71289				246095 CON#71289	02/02/2021		02/21/21	119.89
				119.89 73111290 531100	PW/APRON CHAPS	O&M-STREET-MAINT O/H-SUPPLIES		
					CHECK	355634	TOTAL:	178.72

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355635	02/24/2021	PRTD	55 SOUND PUBLISHING, IN	246096	8006987-2536088	11/30/2020	02/21/21	250.00
			Invoice: 8006987-2536088			EX/COMCAST MEETING		
				250.00	31011572	54245001082	COMCAST FRANCHISE RENEWAL	
			Invoice: 8010493-2541310					
				246097	8010493-2541310	12/31/2020	02/21/21	250.00
						EX/COMCAST MEETING		
				250.00	31011572	54245001082	COMCAST FRANCHISE RENEWAL	
						CHECK	355635 TOTAL:	500.00
355636	02/24/2021	PRTD	55 SOUND PUBLISHING, IN	246098	BIR918330	01/29/2021	02/21/21	147.60
			Invoice: BIR918330			PCD/ORD 2021-07 SEPA		
				147.60	63470586	544000	CUR-DEV-ZONING-ADV	
						CHECK	355636 TOTAL:	147.60
355637	02/24/2021	PRTD	3390 BAINBRIDGE SELF STOR	246124	9008 LATE FEE	02/10/2021	02/21/21	15.00
			Invoice: 9008 LATE FEE			UNIT 9008 - JAN RENT LF		
				15.00	36011143	545000	CLERK-RENTS	
			Invoice: 9009 LATE FEE					
				246125	9009 LATE FEE	02/10/2021	02/21/21	15.00
						UNIT 9009 JAN RENT LF		
				15.00	36011143	545000	CLERK-RENTS	
						CHECK	355637 TOTAL:	30.00
355638	02/24/2021	PRTD	7179 BAINBRIDGE YOUTH SER	246059	Q4 2020	01/14/2021	02/21/21	12,811.00
			Invoice: Q4 2020			2019-20 COMMUNITY SERVICES FUN		
				12,811.00	31017526	54110000297	EX-BYS-YOUTH COUNS & JOB OPP	
						CHECK	355638 TOTAL:	12,811.00
355639	02/24/2021	PRTD	5412 BENEFIT ADMINISTRATI	246099	2101509	01/25/2021	02/21/21	482.10
			Invoice: 2101509			HSA/FSA CARD SVCS JAN 2021		
				45.91	21011125	520000	COURT - BENEFITS	
				68.87	31011131	520000	EX-GF-BEN	
				68.87	41011141	520000	FIN - C/E ADMIN BENEFITS	
				45.91	51011211	520000	PD-C/E ADMIN-BENEFITS	
				68.87	61011581	520000	PCD - C/E ADMIN BENEFITS	
				160.70	71011321	520000	PW - C/E BENEFITS	
				22.97	81011881	520000	IT - C/E ADMIN BENEFITS	
						CHECK	355639 TOTAL:	482.10

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355640	02/24/2021	PRTD	50 BAINBRIDGE ISLAND	EL 246068	20200097			
	Invoice: 20200097					12/21/2020	02/21/21	152.60
				152.60	73421355	548100	PW/N.TOWN WOODS HEATER RPR WIN COLL-R&M	
						CHECK	355640 TOTAL:	152.60
355641	02/24/2021	PRTD	3775 BAINBRIDGE ISLAND	SP 246100	1308			
	Invoice: 1308					01/29/2021	02/21/21	2,300.00
				200.00	51011211	549100	POL/ANNUAL DUES X23	
				200.00	52011212	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
				1,900.00	53011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH PD-C/E-PATROL-DUES/SUBCR/MEMBR	
						CHECK	355641 TOTAL:	2,300.00
355642	02/24/2021	PRTD	5202 BAINBRIDGE ARTS & CR	246060	Q2-Q4 2020			
	Invoice: Q2-Q4 2020					02/01/2021	02/21/21	3,522.56
				3,522.56	91140573	541100	2020 LTAC (OFF-ISLAND ADVERTIS GG-TOUR-PROF SERVICES	
						CHECK	355642 TOTAL:	3,522.56
355643	02/24/2021	PRTD	64 BAINBRIDGE ISLAND	AR 246064	2029			
	Invoice: 2029					01/04/2021	02/21/21	3,000.00
				3,000.00	31024759	54110200297	2018-2020 PAC ADMIN SUPPORT PUBLIC ART-MNGT SVCS	
				246065	1995		06/19/2020	02/21/21
	Invoice: 1995			5,000.00	31024759	54110001011	EX/Q2 2020 PUB ART REIMB SOMETHING NEW PH2-PROF SVCS	5,000.00
						CHECK	355643 TOTAL:	8,000.00
355644	02/24/2021	PRTD	567 BAINBRIDGE ISLAND	DO 246066	1970			
	Invoice: 1970					02/05/2021	02/21/21	12,836.01
				12,836.01	31011573	54110001069	EX/SOS JUL-DEC 2020 COVID19-TOURISM-PROF SVCS-SOS	
				246067	Q2-Q4 2020		12/11/2020	02/21/21
	Invoice: Q2-Q4 2020			12,885.51	91140573	541100	2020 LTAC (MULTI-MEDIA DESTINA GG-TOUR-PROF SERVICES	12,885.51
						CHECK	355644 TOTAL:	25,721.52
355645	02/24/2021	PRTD	8595 BRUCE TITUS FORD,	IN 246101	67105643			
	Invoice: 67105643					01/12/2021	02/21/21	2,090.42
				2,090.42	73421355	548100	PW/VEH#253 MP INSP WIN COLL-R&M	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	355645	TOTAL:	2,090.42
355646	02/24/2021	PRTD	460 PETTY CASH	246127	POL-2021-01	01/31/2021	02/21/21	2.90
			Invoice: POL-2021-01	2.90	91011215	542500	POL/POSTAGE GG-C/E-PD-POSTAGE	
					CHECK	355646	TOTAL:	2.90
355647	02/24/2021	PRTD	104 CITY OF BREMERTON	246102	BKAT000585	02/01/2021	02/21/21	2,932.24
			Invoice: BKAT000585	2,932.24	81011881	542420	IT/BKAT BROADCAST: CITY MEETINGS IT-C/E-TELEVISTED COUNCIL MEET	
					CHECK	355647	TOTAL:	2,932.24
355648	02/24/2021	PRTD	6639 CITY OF FORKS	246128	1866	02/02/2021	02/21/21	416.96
			Invoice: 1866	416.96	51011236	551000	POL/PRISONER BOARD POLICE - C/E PRISONER DETENT'N	
					CHECK	355648	TOTAL:	416.96
355649	02/24/2021	PRTD	6920 COMCAST	246129	FEB21	01/20/2021	02/21/21	11.23
			Invoice: FEB21	11.23	51011211	545000	POL/HD CONVERTER BOX PD-C/E-ADMIN RENTS/LEASE	
					CHECK	355649	TOTAL:	11.23
355650	02/24/2021	PRTD	9274 DOUGLAS CRIST	246130	2.12.21	02/12/2021	02/21/21	100.00
			Invoice: 2.12.21	100.00	31011283	54245001069	EX/VACCINE CLINIC PHOTOS COVID19-IMMUNIZATION-OUTREACH	
					CHECK	355650	TOTAL:	100.00
355651	02/24/2021	PRTD	5132 CRYSTAL SPRINGS	246131	5228674 021021	02/10/2021	02/21/21	10.85
			Invoice: 5228674 021021	10.85	21011125	531100	CRT/WATER SERVICE & SUPPLY COURT - SUPPLIES	
					CHECK	355651	TOTAL:	10.85
355652	02/24/2021	PRTD	8134 EVERBRIDGE, INC	246213	M59572	01/31/2021	02/21/21	6,746.30
			Invoice: M59572	6,746.30	81011881	548500	IT/NIXLE ANNUAL MX IT - C/E COMPUTER SUPPORT	
					CHECK	355652	TOTAL:	6,746.30

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CASH ACCOUNT: 635		111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME			INVOICE DTL	DESC		
355653	02/24/2021	PRTD	7510 EXPERIAN	246132	CD2110001746	01/29/2021		02/21/21	92.65
	Invoice: CD2110001746								
				92.65	52011212 549100		POL/INFORMATION SERVICES		
							PD-C/E-INV-DUES/SUBSCR/MEMBRSH		
							CHECK	355653 TOTAL:	92.65
355654	02/24/2021	PRTD	212 FABRICARE 02 - PLANT	246133	01/31/21	01/31/2021		02/21/21	69.69
	Invoice: 01/31/21								
				49.51	51011211 520000		POL/LAUNDRY SERVICE		
				20.18	53011212 520000		PD-C/E ADMIN-BENEFITS		
							POLICE - C/E PATROL BENEFITS		
							CHECK	355654 TOTAL:	69.69
355655	02/24/2021	PRTD	3097 FBINAA	246135	37882-2021	02/03/2021		02/21/21	115.00
	Invoice: 37882-2021								
				115.00	51011211 549100		POL/ANNUAL DUES: CLARK		
							PD-C/E-ADM-DUES/SUBCR/MEMBRSH		
							CHECK	355655 TOTAL:	115.00
355656	02/24/2021	PRTD	705 FCS GROUP	246136	3153-22101091	01/22/2021		02/21/21	1,000.00
	Invoice: 3153-22101091								
				1,000.00	61470581 541100		100% FEE COST RECOVERY STUDY		
							PCD - DEV ADMIN PROF SERVICES		
							CHECK	355656 TOTAL:	1,000.00
355657	02/24/2021	PRTD	1953 FERGUSON ENTERPRISES	246137	SC49509	01/31/2021		02/21/21	96.46
	Invoice: SC49509								
				96.46	73411345 549900		SERVICE CHARGE - JAN		
							O&M-WTR MAINT-MISC		
				7.92	73411345 549900		SERVICE CHARGE - JAN 2021		
							O&M-WTR MAINT-MISC		
							CHECK	355657 TOTAL:	104.38
355658	02/24/2021	PRTD	1517 GUARDIAN SECURITY SY	246139	1100552	02/01/2021		02/21/21	47.96
	Invoice: 1100552								
				47.96	51011215 541100		POL/ALARM MONITORING		
							POLICE - C/E FACIL PROF SVCS		
							CHECK	355658 TOTAL:	47.96
355659	02/24/2021	PRTD	253 HACH COMPANY	246140	12301791	01/28/2021		02/21/21	296.43
	Invoice: 12301791								
				296.43	73411345 531100		PW/FLOURIDE KIT		
							OFFICE SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
							CHECK 355659 TOTAL:	296.43
355660	02/24/2021	PRTD	8514 HERITAGE-CRYSTAL CLE	246141 16624068	01/14/2021		02/21/21	907.83
			Invoice: 16624068					
				459.56 73011483 531100				
				448.27 73111423 531100				
							CHECK 355660 TOTAL:	907.83
355661	02/24/2021	PRTD	4850 HOME DEPOT CREDIT SE	246142 1030188	01/21/2021		02/21/21	49.64
			Invoice: 1030188					
				49.64 73111264 531100				
				246143 5024114				
			Invoice: 5024114					
				119.46 73111264 531100				
							CHECK 355661 TOTAL:	169.10
355662	02/24/2021	PRTD	268 HOUSING RESOURCES BO	246144 8156	02/01/2021		02/21/21	700.00
			Invoice: 8156					
				700.00 31180592 54130400297				
							CHECK 355662 TOTAL:	700.00
355663	02/24/2021	PRTD	5481 IACP	246145 0148729	01/08/2021		02/21/21	190.00
			Invoice: 0148729					
				190.00 51011211 549100				
							CHECK 355663 TOTAL:	190.00
355664	02/24/2021	PRTD	9507 INSIGHT PUBLIC SECTO	246146 1100808022	02/04/2021		02/21/21	45,813.96
			Invoice: 1100808022					
				45,813.96 81011881 535100				
							CHECK 355664 TOTAL:	45,813.96
355665	02/24/2021	PRTD	9412 INSTRUMENT TECHNOLOG	246147 W210129	02/04/2021		02/21/21	130.00
			Invoice: W210129					
				130.00 73425358 548100				
							CHECK 355665 TOTAL:	130.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355666	02/24/2021	PRTD	863 INTERSTATE BATTERIES	246148	22065551	02/04/2021	02/21/21	142.74
	Invoice: 22065551			142.74	73011151	531100	PW/BATTERY O&M-C/E-PD FLEET-SUPPLIES	
							CHECK 355666 TOTAL:	142.74
355667	02/24/2021	PRTD	333 KITSAP COUNTY AUDITO	246072	521135	10/26/2020	02/21/21	107.50
	Invoice: 521135			107.50	36011143	551000	EXCC/SMITH SETTLEMENT AGMNT CLERK-GF-RECORD @ CO AUDITOR	
							CHECK 355667 TOTAL:	107.50
355668	02/24/2021	PRTD	2306 KITSAP COUNTY PROSEC	246149	JAN21	01/11/2021	02/21/21	9,346.77
	Invoice: JAN21			9,346.77	32011521	541112	LEGAL/PROSEC. SVCS JAN 2021 LGL-OUTSIDE PROSECUTOR	
							CHECK 355668 TOTAL:	9,346.77
355669	02/24/2021	PRTD	1505 KITSAP COUNTY TREASU	246151	JAN21	01/31/2021	02/21/21	31.81
	Invoice: JAN21			24.81	41612860	586000	JAN 2021 OUT COURT REMIT CRIME VICTIMS-OUT	
				7.00	41613860	586000	COUNTY LAW LIB - DISB OUT	
							CHECK 355669 TOTAL:	31.81
355670	02/24/2021	PRTD	199 KITSAP ECONOMIC DEVE	246061	BO 4Q-20	12/11/2020	02/21/21	2,500.00
	Invoice: BO 4Q-20			2,500.00	31011586	54110000297	ECONOMIC DEVEL SVCS Q4 2020 EX-GF-ECON DEV PLANNING	
							CHECK 355670 TOTAL:	2,500.00
355671	02/24/2021	PRTD	9565 KATHERINE L KIRKLAND	246152	006	02/04/2021	02/21/21	760.00
	Invoice: 006			760.00	31011572	54110001015	EX/COBI CONNECTS NEWSLETTER-PROF SVCS	
				246153	007			260.00
	Invoice: 007			260.00	31011572	541100	EX/ENGAGE BAINBRIDGE EX-GF-OUTREACH-PROF SVCS	
							CHECK 355671 TOTAL:	1,020.00
355672	02/24/2021	PRTD	6531 SURE SERVICES, INC.	246154	8325	01/28/2021	02/21/21	60.00
	Invoice: 8325			60.00	73425358	541100	PW/WATER SAMPLES O&M-WWTP-PROF SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 8336				246155 8336	02/04/2021		02/21/21	60.00
				60.00 73425358 541100	PW/WATER SAMPLES	O&M-WWTP-PROF SVCS		
					CHECK		355672 TOTAL:	120.00
355673	02/24/2021	PRTD	1802 KITSAP CONSERVATION	245964 2020-4	12/31/2020		02/21/21	20,636.90
	Invoice: 2020-4				FARMLAND SSWM PLANNING			
				10,318.45 72011593 55100000871	FARMLAND SSWM PLANNING-KCDONLY			
				10,318.45 72431835 55100000871	FARMLAND SSWM PLANNING-KCDONLY			
					CHECK		355673 TOTAL:	20,636.90
355674	02/24/2021	PRTD	315 KITSAP HUMANE SOCIET	246157 168	01/01/2021		02/21/21	6,233.33
	Invoice: 168				ANIMAL CONTROL (2021-2023)			
				6,233.33 91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
				246158 1979	02/01/2021		02/21/21	6,233.33
	Invoice: 1979				ANIMAL CONTROL (2021-2023)			
				6,233.33 91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
					CHECK		355674 TOTAL:	12,466.66
355675	02/24/2021	PRTD	2421 KITSAP COUNTY COMMIS	245967 KNWB_2020 #002	01/05/2021		02/21/21	40,000.00
	Invoice: KNWB_2020 #002				KC NOXIOUS WEED CONTROL			
				40,000.00 72011316 541100	ENG-GF-NOXIOUS WEED CONTROL			
					CHECK		355675 TOTAL:	40,000.00
355676	02/24/2021	PRTD	579 KITSAP SUN	246159 0003666404	01/31/2021		02/21/21	469.90
	Invoice: 0003666404				HR/WWTP JOB ADS			
				469.90 33011161 544000	HR-C/E-ADVERTISING			
					CHECK		355676 TOTAL:	469.90
355677	02/24/2021	PRTD	5011 LEXISNEXIS RISK SOLU	246160 1272084-20210131	01/31/2021		02/21/21	163.50
	Invoice: 1272084-20210131				POL/INFO SVCS			
				163.50 52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
					CHECK		355677 TOTAL:	163.50
355678	02/24/2021	PRTD	7038 MOON SECURITY SERVIC	246161 1069711	01/31/2021		02/21/21	814.00
	Invoice: 1069711				CRT/HOUSE MONIT SVCS			
				814.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	355678	TOTAL:	814.00
355679	02/24/2021	PRTD	8642 MULTICARE CENTERS OF	246162 144385	02/01/2021		02/21/21	110.00
	Invoice: 144385			110.00 73425358 541100	PW/OCC HEALTH SVCS			
					O&M-WWTP-PROF SVCS			
					CHECK	355679	TOTAL:	110.00
355680	02/24/2021	PRTD	2574 NATIONAL BARRICADE C	246164 290010	02/01/2021	20210002	02/21/21	4,951.33
	Invoice: 290010			4,951.33 73111264 531100	DELINEATOR POST 42" ARROW-TOP			
					O&M-STREET-TRAF CONTROL-SUPPLY			
					CHECK	355680	TOTAL:	4,951.33
355681	02/24/2021	PRTD	2013 NORTHSTAR CHEMICAL,	246165 186825	01/15/2021		02/21/21	1,308.00
	Invoice: 186825			1,308.00 73425358 531100	PW/ALUMINUM CHLOROHYDRATE			
					O&M-WWTP-SUPPLIES			
					CHECK	355681	TOTAL:	1,308.00
355682	02/24/2021	PRTD	4111 OLYMPIC SPRINGS INC	246166 335890	01/31/2021		02/21/21	106.17
	Invoice: 335890			106.17 51011215 531100	POL/PURIFIED WATER			
					POLICE - C/E FACIL SUPPLIES			
	Invoice: 335891			246167 335891	01/31/2021		02/21/21	17.33
				17.33 73425358 531100	PW/PURIFIED WATER			
					O&M-WWTP-SUPPLIES			
					CHECK	355682	TOTAL:	123.50
355683	02/24/2021	PRTD	7925 OMNIPARK, INC	246168 122602	02/01/2021		02/21/21	379.32
	Invoice: 122602			379.32 51011217 548500	POL/PARKING SYST SUPPORT			
					PD-C/E-PARKING ENF-COMP SUPPOR			
					CHECK	355683	TOTAL:	379.32
355684	02/24/2021	PRTD	8286 SUPERINTENDENT OF P	246169 16402	02/04/2021		02/21/21	90.50
	Invoice: 16402			90.50 65438 386110	POL/FINGERPRINTING			
					AGENCY-FINGERPRINT REV TO SPI			
	Invoice: 16408			246170 16408	02/09/2021		02/21/21	1,357.50
				1,357.50 65438 386110	POL/FINGERPRINTING			
					AGENCY-FINGERPRINT REV TO SPI			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		355684 TOTAL:	1,448.00
355685	02/24/2021	PRTD	6333 PETROCARD INC.	246171 0402151-IN	01/29/2021		02/21/21	994.30
	Invoice: 0402151-IN			994.30 73638935 531100	PW/OIL, LUBRICANTS			
					O&M-STD ALLOCATION-SUPPLIES			
					CHECK		355685 TOTAL:	994.30
355686	02/24/2021	PRTD	8922 REXEL USA INC.	246172 1G34271	02/04/2021		02/21/21	813.38
	Invoice: 1G34271			813.38 73425358 531100	PW/WWTP MX SUPPLIES			
					O&M-WWTP-SUPPLIES			
					CHECK		355686 TOTAL:	813.38
355687	02/24/2021	PRTD	1864 PUGET SOUND CLEAN AI	246173 21-013-A	01/11/2021		02/21/21	744.00
	Invoice: 21-013-A			744.00 91011317 553000	INV 21-013 SHORT PMT			
					EXEC - C/E POLLUTION CONTROL			
					CHECK		355687 TOTAL:	744.00
355688	02/24/2021	PRTD	9440 QBSI-XEROX	246174 IN2513088	01/27/2021		02/21/21	61.95
	Invoice: IN2513088			61.95 21011125 545000	CRT/COPIER LEASE			
					COURT - RENTS & LEASES - OPER			
					CHECK		355688 TOTAL:	61.95
355689	02/24/2021	PRTD	7435 RANDY KAN PORTABLE R	246175 1922165	01/28/2021		02/21/21	180.00
	Invoice: 1922165			180.00 73011768 545000	PW/EAGLE HARBOR CANS			
					O&M-C/E-PARKS-OP LEASES			
					CHECK		355689 TOTAL:	450.00
	Invoice: 1922166			246176 1922166	01/28/2021		02/21/21	90.00
				90.00 73011768 545000	PW/CREOSOTE CAN			
					O&M-C/E-PARKS-OP LEASES			
	Invoice: 1922167			246177 1922167	01/28/2021		02/21/21	90.00
				90.00 73435838 545000	PW/VINCENT RD CAN			
					O&M-DECANT-RENTS			
	Invoice: 1922168			246178 1922168	01/28/2021		02/21/21	90.00
				90.00 73011897 545000	PW/HIDDEN COVE CAN			
					O&M-C/E-PWYD FAC-RENTS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355690	02/24/2021	PRTD	5612 RH2 ENGINEERING INC	246179	80984	02/11/2021	02/21/21	3,753.67
	Invoice: 80984					CHLORINE GENERATOR UPGRADES		
				3,753.67	73414434	66300000987	CHLORINE GEN UPGRADE-CONSTR	
						CHECK	355690 TOTAL:	3,753.67
355691	02/24/2021	PRTD	617 S & B INC	246180	25249M	01/31/2021	02/21/21	1,732.50
	Invoice: 25249M					WATER/SEWER TELEMETRY SCADA UP		
				1,102.50	72423434	64110000821	SCADA UPGRADES SWR PROF SVC	
				630.00	72413434	64110000818	SCADA UPGRADES WTR PRF SVC	
	Invoice: 25636C			246181	25636C	01/31/2021	02/21/21	1,828.13
				1,828.13	72423434	64110000821	WATER/SEWER TELEMETRY SCADA UP SCADA UPGRADES SWR PROF SVC	
	Invoice: 25745A			246182	25745A	01/31/2021	02/21/21	158.04
				158.04	73411345	548100	PW/HOB FAN REPLCMT REPAIRS & MAINTENANCE	
						CHECK	355691 TOTAL:	3,718.67
355692	02/24/2021	PRTD	6180 SCE INC	246183	2208	02/02/2021	02/21/21	5,147.03
	Invoice: 2208					HIGH SCHOOL RD SAFETY IMPROVEM		
				5,147.03	72321953	64110000966	HS ROAD SAFETY IMPR-PROF SVCS	
						CHECK	355692 TOTAL:	5,147.03
355693	02/24/2021	PRTD	9654 SILVER STATE CONSULT	246184	21-00055	02/04/2021	02/21/21	115.00
	Invoice: 21-00055					POL/DESCALATION TRAINING: MD		
				115.00	53011212	443410	POLICE - C/E PATROL TRAINING	
						CHECK	355693 TOTAL:	115.00
355694	02/24/2021	PRTD	8129 SMARSH INC	246185	INV00642352	01/31/2021	02/21/21	8,454.17
	Invoice: INV00642352					IT/TEXT ARCHIVING FOR CELLS		
				8,454.17	81011881	548500	IT - C/E COMPUTER SUPPORT	
						CHECK	355694 TOTAL:	8,454.17
355695	02/24/2021	PRTD	8040 SOLENIS LLC	246186	131750984	01/21/2021	02/21/21	4,468.02
	Invoice: 131750984					PW/PRAESTOL		
				4,468.02	73425358	531100	O&M-WWTP-SUPPLIES	
						CHECK	355695 TOTAL:	4,468.02

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355696	02/24/2021	PRTD	8855 SOUND LAW CENTER	246187	2531	02/08/2021	02/21/21	4,270.00
	Invoice: 2531					LEGAL/HEX SVCS		
				2,520.00	34470586	54111001153	HEX-REHDER RUEX (SLC)	
				1,050.00	34470586	54111001154	HEX-MANITOU RUEX & VAR (SLC)	
				700.00	32011152	541110	LGL-GF-LEGAL ADVICE	
						CHECK	355696 TOTAL:	4,270.00
355697	02/24/2021	PRTD	8738 SPEAKWRITE, LLC	246188	16240568	02/01/2021	02/21/21	120.00
	Invoice: 16240568					POL/TRANSCRIPTION		
				120.00	52011212	541100	POLICE - C/E INVEST PROF SVCS	
						CHECK	355697 TOTAL:	120.00
355698	02/24/2021	PRTD	8132 SPECTRA LABORATORIES	246189	21-00654	01/29/2021	02/21/21	85.56
	Invoice: 21-00654					PW/CASEY ST WATER TESTING		
				85.56	73411345	54110000391	LAB SVCS-WATER	
	Invoice: 21-00766					02/03/2021	02/21/21	114.00
						PW/BOD TESTING		
				114.00	73425358	54110000391	LAB & TESTING SVCS-WWTP	
	Invoice: 21-00778					02/04/2021	02/21/21	114.00
						PW/BOD TESTING		
				114.00	73425358	54110000391	LAB & TESTING SVCS-WWTP	
	Invoice: 21-00832					02/05/2021	02/21/21	211.60
						PW/ECOLI TESTING		
				211.60	73411345	54110000391	LAB SVCS-WATER	
	Invoice: 21-00833					02/05/2021	02/21/21	21.16
						PW/ECOLI		
				21.16	73011897	54110000391	LAB SVCS-PWY FAC	
	Invoice: 21-00834					02/05/2021	02/21/21	21.16
						PW/ECOLI TESTING		
				21.16	73415345	54110000391	LAB SVCS-WATER ROCKAWAY	
						CHECK	355698 TOTAL:	567.48
355699	02/24/2021	PRTD	2467 STAPLES	246195	8061155613	01/30/2021	02/21/21	6.16
	Invoice: 8061155613					POL/OFFICE SUPPLIES		
				6.16	51011211	531100	PD-C/E-ADM-SUPPLIES	
						CHECK	355699 TOTAL:	6.16

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
355700	02/24/2021	PRTD	2122 STERICYCLE INC	246196	3005428050	01/31/2021	02/21/21	10.36
	Invoice: 3005428050			10.36	53011212	541100	POL/BIOHAZARD DISP POLICE - C/E PATROL PROF SVCS	
							CHECK 355700 TOTAL:	10.36
355701	02/24/2021	PRTD	8244 THE HOME DEPOT PRO	246197	593533631	01/07/2021	02/21/21	501.29
	Invoice: 593533631			501.29	73637948	531100	PW/COMPOST BAGS O&M ALLOC-CITY WIDE SUPPLIES	
							CHECK 355701 TOTAL:	501.29
355702	02/24/2021	PRTD	7569 TUSCAN ENTERPRISES I	246198	097064	02/04/2021	02/21/21	966.36
	Invoice: 097064			966.36	51011215	531100	POL/PATCH DECALS POLICE - C/E FACIL SUPPLIES	
							CHECK 355702 TOTAL:	966.36
355703	02/24/2021	PRTD	7876 TYLER BUSINESS FORMS	246199	55788	01/13/2021	02/21/21	63.87
	Invoice: 55788			63.87	41011141	531100	FIN/1099-NEC FORMS FIN - C/E ADMIN SUPPLIES	
				246200	55905			
	Invoice: 55905			579.23	41011141	531100	FIN/AP CHECKS X3000 FIN - C/E ADMIN SUPPLIES	
							CHECK 355703 TOTAL:	643.10
355704	02/24/2021	PRTD	2190 UNITED PARCEL SERVIC	246201	000028Y3Y1061	02/06/2021	02/21/21	42.59
	Invoice: 000028Y3Y1061			42.59	91011215	542500	POL/SHIPPING GG-C/E-PD-POSTAGE	
							CHECK 355704 TOTAL:	42.59
355705	02/24/2021	PRTD	2425 THE UPS STORE #1265	246202	12101281265A003038	01/28/2021	02/21/21	26.43
	Invoice: 12101281265A003038			26.43	91411891	542500	PW/SHIPPING GG-WTR-FAC-POSTAGE	
							CHECK 355705 TOTAL:	26.43
355706	02/24/2021	PRTD	553 UTILITIES UNDERGROUN	246203	1010116	01/31/2021	02/21/21	208.98
	Invoice: 1010116			208.98	73637893	54110000393	PW/EXCAVATION NOTICES O&M ALLOC-LOCATING SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	355706	TOTAL:	208.98
355707	02/24/2021	PRTD	5402 VIRTUAL GRAFFITI INC	246215 534885	02/16/2021		02/21/21	2,583.38
	Invoice: 534885			2,583.38 81011881 548500	IT/EMAIL ARCHIVING/ANNUAL MX			
					IT - C/E COMPUTER SUPPORT			
					CHECK	355707	TOTAL:	2,583.38
355708	02/24/2021	PRTD	1162 WASHINGTON AUDIOLOGY	246204 58443	01/31/2021		02/21/21	604.13
	Invoice: 58443			604.13 53011212 541100	POL/HEARING EXAMS			
					POLICE - C/E PATROL PROF SVCS			
					CHECK	355708	TOTAL:	604.13
355709	02/24/2021	PRTD	1162 WASHINGTON AUDIOLOGY	246205 58444	01/31/2021		02/21/21	1,010.03
	Invoice: 58444			1,010.03 73637891 541100	PW/HEARING EXAMS			
					PROFESSIONAL SERVICES			
	Invoice: 58512			246206 58512	02/11/2021		02/21/21	1,281.53
				1,281.53 53011212 541100	POL/HEARING EXAMS			
					POLICE - C/E PATROL PROF SVCS			
	Invoice: 58513			246207 58513	02/11/2021		02/21/21	276.07
				276.07 73637891 541100	PW/HEARING EXAMS			
					PROFESSIONAL SERVICES			
					CHECK	355709	TOTAL:	2,567.63
355710	02/24/2021	PRTD	938 WA ST DEPT OF HEALTH	246212 97650 T	02/05/2021		02/21/21	4,161.60
	Invoice: 97650 T			4,161.60 73411345 549800	PW/2021 OPERATING PERMIT FEE			
					PERMITS-COBI OR OUTSIDE AGENCY			
					CHECK	355710	TOTAL:	4,161.60
355711	02/24/2021	PRTD	4104 WA ST FERRIES	246208 RK363470	01/31/2021		02/21/21	162.20
	Invoice: RK363470			112.20 53011212 543100	JAN21 WAVE2GO FERRY CHARGES			
				50.00 41011141 543100	PATROL-TRAVEL/MEALS/LODGING			
					FIN - C/E ADMIN TRAVEL EXPENSE			
	Invoice: RK358960			246216 RK358960	12/31/2020		02/21/21	100.10
				49.20 53011212 543100	DEC20 WAVE2GO FERRY CHARGES			
				32.80 72011321 543100	PATROL-TRAVEL/MEALS/LODGING			
				18.10 73011189 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
					O&M-FAC-TRAVEL/MEALS/LODGING			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
						CHECK	355711 TOTAL:	262.30
355712	02/24/2021	PRTD	952 WASHINGTON STATE PAT	246209	I21004069	02/03/2021	02/21/21	68.50
			Invoice: I21004069			FIN/BACKGROUND CHECKS		
				68.50	41654861 586100	AGENCY DISBURSEMENTS		
						CHECK	355712 TOTAL:	68.50
355713	02/24/2021	PRTD	2251 WA ST TREASURER	246210	JAN21 SBCC	01/31/2021	02/21/21	200.50
			Invoice: JAN21 SBCC			JAN21 OUT COURT REMIT SBCC		
				200.50	41652860 586000	SBCC BLDG.-OUT		
			Invoice: JAN21					
				246211	JAN21	01/31/2021	02/21/21	1,287.91
						JAN21 COURT OUT REMIT		
				513.27	41611860 586000	PSEA 60% OUT		
				250.19	41610860 586000	PSEA 30% OUT		
				22.12	41619860 586000	PSEA 3 - STATE DISB OUT		
				74.57	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT		
				34.41	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT		
				169.21	41615860 586000	BREATH TEST-CUSTODIAL		
				11.37	41615860 586000	BREATH TEST-CUSTODIAL		
				64.44	41615860 586000	BREATH TEST-CUSTODIAL		
				4.08	41617860 586000	SCHOOL SAFETY ZONE-OUT		
				37.15	41618860 586000	TRAUMA CARE-OUT		
				26.18	41618860 586000	TRAUMA CARE-OUT		
				8.62	41618860 586000	TRAUMA CARE-OUT		
				49.38	41618860 586000	TRAUMA CARE-OUT		
				22.92	41615860 586961	STATE CRIME LAB		
						CHECK	355713 TOTAL:	1,488.41
355714	02/24/2021	PRTD	9614 WAXIE SANITARY SUPP	246218	79748865	01/18/2021	20210001 02/21/21	22,863.84
			Invoice: 79748865			BIGBELLY RECYCLE STATIONS		
				22,863.84	73111427 531100	OFFICE SUPPLIES		
						CHECK	355714 TOTAL:	22,863.84
355715	02/24/2021	PRTD	5709 WEBCHECK INC	246219	6847	01/31/2021	02/21/21	147.15
			Invoice: 6847			FIN/WEBCHECK SVCS JAN 2021		
				73.57	43411341 541100	FIN - WATER ADMIN PROF SERVICE		
				73.58	43421351 541100	FIN - SEWER ADMIN PROF SERVICE		
						CHECK	355715 TOTAL:	147.15
355716	02/24/2021	PRTD	499 WESTBAY AUTO PARTS I	246220	605307	01/26/2021	02/21/21	17.20
			Invoice: 605307			PW/WALLETS		
				17.20	73011151 531100	O&M-C/E-PD FLEET-SUPPLIES		

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 605318				246221	605318	01/26/2021		02/21/21	10.38
				10.38	990 141100	PW/OIL FILTERS MERCHANDISE			
Invoice: 605536				246222	605536	01/27/2021		02/21/21	57.72
				57.72	73637945 531100	PW/FLEETGUARD FILTER O&M ALLOC-SWEEPER-SUPPLIES			
Invoice: 606031				246223	606031	01/29/2021		02/21/21	16.31
				16.31	990 141100	PW/OIL FILTER MERCHANDISE			
Invoice: 606058				246224	606058	01/29/2021		02/21/21	87.44
				87.44	73638935 531100	PW/BLUE DEF 2.5 GAL O&M-STD ALLOCATION-SUPPLIES			
Invoice: 606882				246225	606882	02/02/2021		02/21/21	9.24
				9.24	990 141100	PW/OIL FILTERS MERCHANDISE			
Invoice: 606933				246226	606933	02/02/2021		02/21/21	40.90
				40.90	990 141100	PW/LAMP MERCHANDISE			
Invoice: 607335				246227	607335	02/04/2021		02/21/21	236.70
				236.70	73637941 531100	PW/SWITCHES VACTOR R&M-SUPPLIES			
Invoice: 607344				246228	607344	02/04/2021		02/21/21	42.42
				42.42	73011151 531100	PW/CLEANER O&M-C/E-PD FLEET-SUPPLIES			
Invoice: 607707				246229	607707	02/05/2021		02/21/21	10.69
				10.69	73637941 531100	PW/SWITCH VACTOR R&M-SUPPLIES			
Invoice: 607708				246230	607708	02/05/2021		02/21/21	21.39
				21.39	73637941 531100	PW/SWITCHES VACTOR R&M-SUPPLIES			
Invoice: 608058				246231	608058	02/08/2021		02/21/21	34.53
				17.27	73111423 531100	PW/WASHER PUMPS OFFICE SUPPLIES			
				17.26	73111427 531100	OFFICE SUPPLIES			
						CHECK	355716	TOTAL:	584.92
355717	02/24/2021	PRTD	8115 XYLEM DEWATERING SOL	246232	3556B55078	01/11/2021		02/21/21	8,468.88
						PW/LAMP			
				8,468.88	73425358 531100	O&M-WWTP-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	355717	TOTAL:	8,468.88
355718	02/24/2021	PRTD	2607 ZEE MEDICAL SERVICE	246233 68411732	01/12/2021		02/21/21	88.28
				88.28 91011183 531100		CITY HALL FIRST AID RESTOCK		
						GG-C/E-CH CLEANING-SUPPLIES		
				246234 68411860	02/04/2021		02/21/21	276.13
				276.13 73637891 531100		PW/MEDICAL SUPPLY RESTOCK		
						OFFICE SUPPLIES		
					CHECK	355718	TOTAL:	364.41
355719	02/24/2021	PRTD	7726 AIR MANAGEMENT SOLUT	246081 0001134350	01/28/2021		02/21/21	430.56
				430.56 73425358 54810000707		PW/WWTP HVAC REPAIR		
						WWTP HVAC-REPAIRS		
				246119 0000148486	02/10/2021		02/21/21	3,165.37
				3,165.37 73011183 54810000707		PW/CH HVAC REPAIR		
						CH HVAC-REPAIRS		
				246120 0001134365	02/10/2021		02/21/21	751.50
				751.50 73425358 54810000707		PW/WWTP HVAC REPAIR		
						WWTP HVAC-REPAIRS		
					CHECK	355719	TOTAL:	4,347.43
					NUMBER OF CHECKS	98	*** CASH ACCOUNT TOTAL ***	348,473.18
					COUNT	AMOUNT		
					TOTAL PRINTED CHECKS	97	348,473.18	
					TOTAL VOIDED CHECKS	1	.00	
						*** GRAND TOTAL ***		348,473.18

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	2	216									
APP	401-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		18,323.59	
APP	635-111100		02/24/2021	02/21/21	022421			CASH AP CASH DISBURSEMENTS JOURNAL			348,473.18
APP	402-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		23,087.10	
APP	001-213000		02/24/2021	02/21/21	022421			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		227,559.44	
APP	403-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,979.59	
APP	631-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,640.27	
APP	101-213000		02/24/2021	02/21/21	022421			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		29,406.06	
APP	407-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,108.48	
APP	104-213000		02/24/2021	02/21/21	022421			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,408.07	
APP	108-213000		02/24/2021	02/21/21	022421			AFFORD HSG - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		700.00	
APP	650-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,036.72	
APP	301-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,147.03	
APP	901-213000		02/24/2021	02/21/21	022421			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		76.83	
GENERAL LEDGER TOTAL										348,473.18	348,473.18
APP	631-130000		02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING		340,832.91	
APP	401-130000		02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			18,323.59
APP	402-130000		02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			23,087.10
APP	001-130000		02/24/2021	02/21/21	022421			GENERAL - DUE TO/FROM CLEARING			227,559.44
APP	403-130000		02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			10,979.59
APP	101-130000		02/24/2021	02/21/21	022421			STREETS - DUE TO/FROM CLEARING			29,406.06
APP	407-130000		02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			6,108.48
APP	104-130000		02/24/2021	02/21/21	022421			CIVIC IMPR DUE TO/FROM CLEAR'G			16,408.07
APP	108-130000		02/24/2021	02/21/21	022421			AFFORD HSG DUE TO/FROM CLEAR'G			700.00

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL									
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT	
						LINE DESC				
APP 650-130000	02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			3,036.72	
APP 301-130000	02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			5,147.03	
APP 901-130000	02/24/2021	02/21/21	022421			DUE TO/FROM CLEARING			76.83	
	02/24/2021	02/21/21	022421							
SYSTEM GENERATED ENTRIES TOTAL								340,832.91	340,832.91	
JOURNAL 2021/02/216 TOTAL								689,306.09	689,306.09	

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021	2	216	02/24/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	227,559.44	227,559.44
					FUND TOTAL	227,559.44	227,559.44
101 STREET FUND 101-130000 101-213000	2021	2	216	02/24/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	29,406.06	29,406.06
					FUND TOTAL	29,406.06	29,406.06
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2021	2	216	02/24/2021	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	16,408.07	16,408.07
					FUND TOTAL	16,408.07	16,408.07
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2021	2	216	02/24/2021	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	700.00	700.00
					FUND TOTAL	700.00	700.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021	2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,147.03	5,147.03
					FUND TOTAL	5,147.03	5,147.03
401 WATER OPERATING FUND 401-130000 401-213000	2021	2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	18,323.59	18,323.59
					FUND TOTAL	18,323.59	18,323.59
402 SEWER OPERATING FUND 402-130000 402-213000	2021	2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	23,087.10	23,087.10
					FUND TOTAL	23,087.10	23,087.10
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021	2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,979.59	10,979.59
					FUND TOTAL	10,979.59	10,979.59
407 BUILDING & DEVELOPMENT FUND	2021	2	216	02/24/2021			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000 407-213000				DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,108.48	6,108.48
				FUND TOTAL	6,108.48	6,108.48
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	340,832.91 7,640.27	348,473.18
				FUND TOTAL	348,473.18	348,473.18
650 AGENCY FUND 650-130000 650-213000	2021 2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,036.72	3,036.72
				FUND TOTAL	3,036.72	3,036.72
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2021 2	216	02/24/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	76.83	76.83
				FUND TOTAL	76.83	76.83

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		227,559.44
101	STREET FUND		29,406.06
104	CIVIC IMPROVEMENT FUND		16,408.07
108	AFFORDABLE HOUSING FUND		700.00
301	CAPITAL CONSTRUCTION FUND		5,147.03
401	WATER OPERATING FUND		18,323.59
402	SEWER OPERATING FUND		23,087.10
403	STORM & SURFACE WATER FUND		10,979.59
407	BUILDING & DEVELOPMENT FUND		6,108.48
631	CLEARING FUND	340,832.91	
650	AGENCY FUND		3,036.72
901	CITY-WIDE REPORTING FUND		76.83
	TOTAL	340,832.91	340,832.91

** END OF REPORT - Generated by Carrie L. Freitas **



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
355720	02/17/2021	PRTD	9000 DUDE SOLUTIONS, INC	246246	INV-80845	11/20/2020	M021721	2,779.50
	Invoice: INV-80845			2,779.50	61011581 541100	ONLINE PERMITTING CONFIGURATIO PCD - C/E ADMIN PROF SVCS		
						CHECK	355720 TOTAL:	2,779.50
355721	02/17/2021	PRTD	617 S & B INC	246243	25636B	11/30/2020	M021721	20,008.46
	Invoice: 25636B			17,400.71	72423434 64110000821	WATER/SEWER TELEMETRY SCADA UP SCADA UPGRADES SWR PROF SVC		
				2,607.75	72413434 64110000818	SCADA UPGRADES WTR PRF SVC		
						CHECK	355721 TOTAL:	20,008.46
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***
								22,787.96
						COUNT	AMOUNT	
						TOTAL PRINTED CHECKS	2	22,787.96
								*** GRAND TOTAL ***
								22,787.96

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YEAR	PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	2	217										
APP	001-213000			02/17/2021	M021721	021721			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,779.50	
APP	635-111100			02/17/2021	M021721	021721			CASH AP CASH DISBURSEMENTS JOURNAL			22,787.96
APP	402-213000			02/17/2021	M021721	021721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		17,400.71	
APP	401-213000			02/17/2021	M021721	021721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,607.75	
GENERAL LEDGER TOTAL											22,787.96	22,787.96
APP	631-130000			02/17/2021	M021721	021721			DUE TO/FROM CLEARING		22,787.96	
APP	001-130000			02/17/2021	M021721	021721			GENERAL - DUE TO/FROM CLEARING			2,779.50
APP	402-130000			02/17/2021	M021721	021721			DUE TO/FROM CLEARING			17,400.71
APP	401-130000			02/17/2021	M021721	021721			DUE TO/FROM CLEARING			2,607.75
SYSTEM GENERATED ENTRIES TOTAL											22,787.96	22,787.96
JOURNAL 2021/02/217 TOTAL											45,575.92	45,575.92

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 2	217	02/17/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,779.50	2,779.50
				FUND TOTAL	2,779.50	2,779.50
401 WATER OPERATING FUND 401-130000 401-213000	2021 2	217	02/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,607.75	2,607.75
				FUND TOTAL	2,607.75	2,607.75
402 SEWER OPERATING FUND 402-130000 402-213000	2021 2	217	02/17/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	17,400.71	17,400.71
				FUND TOTAL	17,400.71	17,400.71
631 CLEARING FUND 631-130000 635-111100	2021 2	217	02/17/2021	DUE TO/FROM CLEARING CASH	22,787.96	22,787.96
				FUND TOTAL	22,787.96	22,787.96

02/17/2021 13:50
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,779.50
401	WATER OPERATING FUND		2,607.75
402	SEWER OPERATING FUND		17,400.71
631	CLEARING FUND		
		22,787.96	
		<u>22,787.96</u>	<u>22,787.96</u>
	TOTAL		

** END OF REPORT - Generated by Carrie L. Freitas **

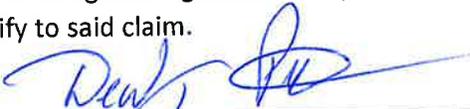
PAYROLL

PAYROLL CHECK RUN: 2 -19 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	2/19/2021	50235 - 50361	Regular check run (Direct Dep)	342,551.74
Normal	2/19/2021	109548	Regular check run (Paper Checks)	3,769.79
Vendor	2/19/2021	109549 - 109555	Vendor check run (Paper Checks)	134,229.49
EFTPS	2/19/2021	N/A	Federal Tax Electronic Transfer	129,464.71
			TOTAL:	610,015.73

Prepared and Reviewed by:  Date 2-18-21
 Brenda Landolt, Payroll Specialist

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.

 Date 2-18-21
 DeWayne Pitts, Finance Director



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, February 2, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, February 2, 2021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session
Tuesday, February 2, 2021

Meeting Minutes

1) [CALL TO ORDER / ROLL CALL](#)

Deputy Mayor Hytopoulos called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, and Schneider were present. Councilmember Pollock was absent for the Call to Order and joined the executive session.

2) [EXECUTIVE SESSION](#)

2.A [Pursuant to RCW 42.30.110\(1\)\(i\), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.](#)

[Cover Page](#)

Deputy Mayor Hytopoulos adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:01 p.m. At 6:44 p.m., Council extended the executive session by fifteen minutes. At 7:00 p.m., Council extended the executive session by an additional ten minutes.

Council returned from executive session at 7:11 p.m., and Deputy Mayor Hytopoulos reconvened the meeting.

3) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Deets moved and Councilmember Schneider seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

4) [FUTURE COUNCIL AGENDAS](#)

4.A [Future Council Agendas](#)

[Cover Page](#)

[February 9 City Council Regular Business Meeting.pdf](#)

[February 16 City Council Study Session.pdf](#)

Interim City Manager Schroer reviewed future Council agendas. Council confirmed attendance at the February 10, 2021 community meeting to meet city manager finalist Blair King and the executive session following the community meeting.

Council discussed potential future agenda items, including a debrief on the 2020 work plan and initial discussion on the 2021 work plan, and job descriptions for the climate officer and natural resource planner.

5) PRESENTATIONS

5.A WSDOT Presentation on the SR 305 Adas Will/Agatewood Roundabout Project - Public Works

[Cover Page](#)

[SR 305 COBI Pres 20201207 v3.pdf](#)

Lone Moody and Ioanna Kladou from Washington State Department of Transportation (WSDOT) provided a presentation on SR 305 and addressed questions from Council on the project.

5.B Proclamation Declaring February 2021 as "Black History Month" - Mayor Nassar

[Cover Page](#)

[Black History Month Proclamation 2021](#)

Deputy Mayor Hytopoulos read the proclamation.

6) UNFINISHED BUSINESS

6.A Interim Green Building Program - Planning

[Cover Page](#)

[Staff Memo Update](#)

[Attachment 1 - Activity Log](#)

[Attachment 2 - GBTF Roster](#)

[Attachment 3 - City Green Building Policies](#)

[Attachment 4 - GHG Inventory Fact Sheet.pdf](#)

[Attachment 5 - GHG Target Charts](#)

[Attachment 6 - Energy Demand & Conservation](#)

[Attachment 7 - GBTF Road Map Recommendation](#)

[Attachment 8 - First Steps Recommendation](#)

Senior Planner Best introduced the agenda item, and Council discussed the topic.

MOTION: I move to direct the Green Building Task Force and Climate Change Advisory Committee to give us feedback on our suggested approach for legislative change, hopefully, in conjunction with other jurisdictions and presumably utilizing some sort of professional lobbyist.

Hytopoulos/Pollock: The motion carried unanimously, 7-0.

6.B Recommendations and Update from the Climate Change Advisory Committee

[Cover Page](#)

[City Council February 2nd City Council Meeting CCAC Briefing.pptx](#)

[Draft CCAC Recommendations to City Council on Carbon Reduction for BI Police and Court Building December 22nd 2020.docx](#)

[CCAC 2020 Progress Report and 2021 Workplan January 27th 2021.docx](#)

[Status of immediate actions January 27th 2021.docx](#)

Climate Change Advisory Committee members Lara Hansen and Michael Cox provided a presentation on recommendations for the police/court building, the Puget Sound Energy franchise, and a 2020 progress report.

MOTION: I move to forward the Climate Change Advisory Committee 2021 Workplan for approval with the Consent Agenda on February 9, 2021.

Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

7) CITY COUNCIL DISCUSSION

7.A Revise Governance Manual - Mayor Nassar

[Cover Page](#)

[Proposal from Mayor Nassar.docx](#)

[Duties of the Chair .docx](#)

Mayor Nassar introduced the agenda item, and Council discussed the proposed changes.

MOTION: Councilmember Pollock moved to send the memo provided by the Mayor, titled Proposed Changes to GM 2.4.6, to New Business to allow for public comment with the following modifications: which is that paragraph 5, the paragraph starting with "Items not requiring Council Action such as presentations, updates, etc." that that paragraph is stricken and then two paragraphs down, that says as modified "The agenda-setting team shall work to limit expected meeting lengths to no more than three hours, with a maximum of four hours for exceptional circumstances."

Pollock/Fantroy-Johnson: The motion carried 4 – 3.

AYES: Rasham Nassar, Michael Pollock, Christy Carr, Brenda Fantroy-Johnson

NOES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

8) FOR THE GOOD OF THE ORDER

Councilmember Deets provided an update on a meeting with representatives from the Swedish medical clinic.

Mayor Nassar mentioned submitting a request to the State about renaming the Shoreline Master Program.

Mayor Nassar mentioned the community meeting with the City Manager finalist. Interim City Manager Schroer provided information on how the public can submit questions.

Mayor Nassar mentioned a request for support for restrictions on whale watching in the legislature.

Councilmember Fantroy-Johnson mentioned the upcoming Race Equity Advisory Committee event, Courageous Conversations on February 4, 2021.

Councilmember Schneider mentioned the Sustainable Transportation education session on Friday, February 5, 2021.

Deputy Mayor Hytopoulos reported on the latest meeting of the Kitsap Public Health Board and the status of the pandemic.

Deputy Mayor Hytopoulos was dropped from the meeting at 10:01 p.m.

9) ADJOURNMENT

Mayor Nassar adjourned the meeting at 10:02 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, February 9, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Business Meeting Minutes February 9, 2021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, FEBRUARY 9, 2021

Meeting Minutes

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Nassar called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock and Schneider were present.

2) EXECUTIVE SESSION

2.A [Pursuant to RCW 42.30.110\(1\)\(i\), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.](#)

[Cover Page](#)

Mayor Nassar adjourned the meeting to an executive session at 6:01 p.m. in accordance with RCW 42.30.110(1)(i). At 6:35 p.m., Council extended the executive session by 15 minutes. At 6:45 p.m., Council extended the executive session for an additional ten minutes. At 6:57 p.m., Council extended the executive session for an additional ten minutes. At 7:05 p.m., Council extended the executive session for an additional ten minutes.

Council returned from executive session at 7:17 p.m., and Mayor Nassar reconvened the meeting at 7:18 p.m.

3) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Schneider asked to pull agenda item 9.C, and Mayor Nassar asked to pull agenda item 8.B. Councilmember Pollock moved and Councilmember Deets seconded to approve the agenda as modified.

The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

4) [PUBLIC COMMENT](#)

- 4.A **Instructions for Providing Public Comment - City Clerk**
[Cover Page](#)
[Instructions for Providing Public Comment at Remote Meetings.docx](#)

Ron Peltier spoke against the purchase of the Harrison building.

Dick Haugan spoke against the purchase of the Harrison building.

Sal DeRosalia spoke about the police station acquisition and race equity.

Fred Whittlesey spoke about the school district opening delay.

5) **CITY MANAGER'S REPORT**

Interim City Manager Schroer highlighted the City Manager open house, the snow forecast, community testing site hours, and vaccine distribution.

6) **CONSENT AGENDA**

- 6.A **Agenda Bill for Consent Agenda**
[Cover Page](#)

- 6.B **Accounts Payable and Payroll**
[Cover Page](#)
[AP Report to Council of Cash Disbursements 02-10-21 \(1\).pdf](#)
[Payroll.pdf](#)

Accounts payable: manual check number 354681 – void; manual check numbers 355497– 355506 = \$13,960.95; regular run check numbers 355507-355601 = \$ 469,987.41. Total disbursement = \$483,948.36; retainage release 126 = \$1,210.50.

Miscellaneous check run numbers 109536 – 109537 = \$94.98; normal check run numbers 50109 - 50234 = \$312,655.64; paper check run number 109538 = 2,026.11; vendor check run 109539 – 109547 = \$339,723.29; Federal Tax Electronic Transfer = \$120,136.59. Total disbursement = \$774,541.63.

- 6.C **City Council Study Session Minutes, January 19, 2021**
[Cover Page](#)
[City Council Study Session Minutes, January 19, 2021.pdf](#)

- 6.D **Special City Council Meeting Minutes, January 20, 2021**
[Cover Page](#)
[Special City Council Meeting Minutes January 20, 2021.pdf](#)

- 6.E **Special City Council Meeting Minutes, January 26, 2021**
[Cover Page](#)
[Special City Council Meeting Minutes, January 26, 2021](#)

- 6.F **City Council Regular Business Meeting Minutes, January 26, 2021**
[Cover Page](#)
[City Council Regular Business Meeting Minutes January 26, 2021.pdf](#)

- 6.G **City Hall Repairs Change Order - Public Works**
[Cover Page](#)
[CO #2 FORMAL.xlsx](#)
[City Hall Roof Repair CO Pictures.docx](#)

- 6.H **Resolution No. 2021-02 - Small Water System Policies - Public Works**
[Cover Page](#)
[Resolution 2021-02 Small Water System Policy](#)
[UAC Water System Memo 092320.pdf](#)

- 6.I **Ordinance No. 2021-04 Amending BIMC 15.04.020 Relating to City Building Codes - Planning**
[Cover Page](#)
[Ordinance No. 2021-04 Building Code Update](#)

- 6.J **Climate Change Advisory Committee 2021 Workplan**
[Cover Page](#)
[CCAC 2020 Progress Report and 2021 Workplan January 27th 2021.docx](#)
[Status of immediate actions January 27th 2021.docx](#)

- 6.K **Resolution No. 2021-06 Proclaiming and Declaring an Emergency at NE Yeomalt Point Drive and Approving Emergency Work - Public Works**
[Cover Page](#)
[Resolution No. 2021_06 Proclaiming an Emergency at NE Yeomalt Drive.docx](#)

- 6.L **Extension of Salary Commission Review Period – Executive [Pulled from the Consent Agenda]**
[Cover Page](#)

Councilmember Carr asked to pull agenda item 6.L from the Consent Agenda.

Councilmember Pollock moved and Joe Deets seconded to approve the Consent Agenda with agenda item 6. L removed. The motion carried unanimously, 7-0.

- 6.L **Extension of Salary Commission Review Period – Executive**
[Cover Page](#)

Human Resources Manager Brown introduced the agenda item, and Council discussed the extension.

MOTION: I move to approve an extension of the review period for the Salary Commission for an additional 60 days.

Carr/Pollock: The motion carried unanimously, 7-0.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

[Cover Page](#)

[February 10 Community Open House to Meet City Manager Finalist Blair King.pdf](#)

[February 10 Special City Council Meeting - Executive Session.pdf](#)

[February 16 City Council Study Session.pdf](#)

[February 23 City Council Regular Business Meeting.pdf](#)

[March 2 City Council Study Session.pdf](#)

[March 9 City Council Regular Business Meeting.pdf](#)

[2021 List of Proposed Future Council Topics.docx](#)

Interim City Manager Schroer reviewed upcoming agendas.

Councilmember Deets requested and Councilmember Pollock seconded a request from the Climate Change Advisory Committee to schedule a ten-minute discussion of the Puget Sound Energy franchise process, and Council concurred.

Councilmember Fantroy-Johnson asked to place hazard pay for grocery workers on a future agenda, and Council concurred.

There was consensus to move the Multi-Family Tax Exemption (MFTE) discussion from March 2, 2021 to a future study session.

Mayor Nassar called a Special City Council meeting on Thursday, February 11, 2021 at 5 p.m. to consider adoption of a new ordinance relating the Joint City Council and Planning Commission Land Use Subcommittee's triage code changes regarding affordable housing.

7.B Discussion of Potential Future Council Agenda Items - Police/Court Facility Costs

[Cover Page](#)

[Proposal from Councilmember Pollock.docx](#)

[Police Facilities Comparison Chart.pdf](#)

Councilmember Pollock introduced the agenda item.

MOTION: I move to schedule a discussion of the Police/Court facility cost for the next business meeting of the City Council and to form an ad hoc committee comprised of myself, the Mayor should be involved, and I would suggest Joe Deets on it because he has been involved in this, to form an ad hoc committee to work with the City Manager to bring a discussion of it and so to provide a framework for what we are going to discuss.

Pollock/Fantroy-Johnson: The motion failed 3 – 4.

AYES: Rasham Nassar, Michael Pollock, Brenda Fantroy-Johnson
NOES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Christy Carr
ABSENT: None
ABSTAIN: None

MOTION: I move to add to an upcoming agenda the following, that we will review process options for evaluating the following aspects of the police court project: (1) the valuation method used to determine the purchase price of the Harrison property and whether it comported with industry standards, and (2) the reliability of cost projections for construction of the project as designed and what steps the city can take to ensure the project comes in on budget.

Hytopoulos/Schneider: The motion carried unanimously, 7-0.

Mayor Nassar adjourned the meeting for a break at 9:01 p.m. and reconvened the meeting at 9:08 p.m.

8) UNFINISHED BUSINESS

8.A Schedule Public Hearing on Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension - Planning

[Cover Page](#)

[Memo City Council re Draft Ordinance Bonus FAR](#)

[Ordinance No. 2021-09 Extending Interim Zoning Control Related to Bonus Density](#)

[BACKGROUND 20200924 PC Staff Memo from Jennifer Sutton](#)

[BACKGROUND 20201008 PC Cover Letter to CC on Bonus FAR](#)

[Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density](#)

[Approved 082520.pdf](#)

[20201117 City Council Mtg Minutes.pdf](#)

[DRAFT Ordinance No. 2021-10 formerly 2020-16.docx](#)

[Exhibit_A Ord. 2021-10.docx](#)

Senior Planner Sutton introduced the agenda item.

MOTION: I move to set the public hearing on Ordinance No. 2021-09 for February 23, 2021, which would extend the bonus floor area ratio interim regulations to September 10, 2021.

Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

8.B Revise Governance Manual - Mayor Nassar

[Cover Page](#)
[Proposed Changes to GM246.docx](#)
[Duties of the Chair .docx](#)

This item was removed from the agenda.

9) NEW BUSINESS

9.A Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works

[Cover Page](#)
[Fire Code 2021 Slides_020921.pptx](#)
[UAC Fire Code Memo 050918.pdf](#)
[Ordinance No 2021-01 Updating City Fire Code.docx](#)

Deputy Fire Chief/Fire Marshal Moravec from the Bainbridge Island Fire Department provided an introduction to the ordinance.

MOTION: I move to forward Ordinance No. 2021-01 for consideration of approval with the February 23, 2021 consent agenda.

Pollock/Carr: The motion carried unanimously, 7-0.

9.B Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works

[Cover Page](#)
[Ordinance No. 2021-02](#)

Mayor Nassar asked Council to put the motion on the floor. There was no discussion.

MOTION: I move to forward Ordinance No. 2021-02 for consideration of approval with the February 23, 2021 consent agenda.

Pollock/Deets: The motion carried unanimously, 7-0.

9.C Schedule the Public Hearing on Ordinance No. 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes

[Cover Page](#)
[Ordinance No 2021-03 Triage Code Updates.docx](#)
[Ord 2021-03 Exhibit A.docx](#)
[ORD 2020-40 Planning Commission Recorded Motion 121020](#)
[Background Planning Commission Workplan for Joint Land Use Subcommittee Recommendations](#)
[Background Joint Land Use Subcommittee Memorandum Initial Recommendations](#)
[Background Joint Land Use Subcommittee Attachment A Table](#)

This item was removed from the agenda.

10) COMMITTEE REPORTS

Councilmember Deets reported on the Green Building Task Force and Climate Change Advisory Committee (CCAC) meetings. Council authorized the CCAC to hold an exploratory meeting with a bio-digester company.

Deputy Mayor Hytopoulos raised an issue regarding Council interactions with the CCAC.

11) FOR THE GOOD OF THE ORDER

Councilmember Deets provided an update on the Swedish clinic.

Councilmember Fantroy-Johnson reported on the Race Equity Advisory Committee's Courageous Conversations community event on February 4, 2021.

Councilmember Pollock left the meeting at 9:38 p.m.

Mayor Nassar asked Council to authorize the opening of the process to fill the vacancies on the Ethics Board, and Council concurred.

12) ADJOURNMENT

Mayor Nassar adjourned the meeting at 9:40 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, February 10, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting Minutes, February 10, 2021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 10, 2021

Meeting Minutes

1) **CALL TO ORDER/ROLL CALL**

Deputy Mayor Hytopoulos called the meeting to order at 7:51 p.m. on the Zoom webinar platform. The meeting started late due a lack of a quorum at 7:30 p.m. as a result of the City Manager Finalist Community Open House extending past 7:30 p.m.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Pollock and Schneider were present. Councilmember Fantroy-Johnson joined the executive session.

2) **EXECUTIVE SESSION**

2.A **Pursuant RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.**

[Cover Page](#)

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

At 7:52 p.m., Deputy Mayor Hytopoulos adjourned the meeting to an executive session for one hour pursuant to RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i).

3) **ADJOURNMENT**

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Deets, Carr, Pollock, and Schneider returned from executive session at 8:51 p.m., and Deputy Mayor Hytopoulos adjourned the meeting.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, February 11, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting Minutes February 11, 2021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
THURSDAY, FEBRUARY 11, 2021

Meeting Minutes

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Nassar called the meeting to order at 5:02 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock and Schneider were present.

2) [APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE](#)

City Attorney Levan recommended the addition of an executive session pursuant to RCW 42.30.110(1)(i) to the agenda.

Councilmember Deets moved and Councilmember Pollock seconded to approve the agenda as amended. The motion carried unanimously, 7-0.

3) [EXECUTIVE SESSION \[ADDED\]](#)

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

Mayor Nassar adjourned the meeting to an executive session at 5:05 p.m. in accordance with RCW 42.30.110(1)(i). At 5:17 p.m., Council extended the executive session by five minutes.

Council returned from executive session at 5:22 p.m., and Mayor Nassar reconvened the meeting.

3) [PUBLIC COMMENT](#)

3.A Instructions for Providing Public Comment - City Clerk

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

Sarah Blossom spoke in favor of the ordinance.

Hayes Gori expressed concerns with the ordinance.

4) NEW BUSINESS

4.A Consider Adoption of Ordinance No. 2021-11 relating Joint City Council/Planning Commission Land Use Subcommittee Recommendation Relating to the Duration of Affordability

Cover Page

Ordinance No 2021-11.docx

ORD 2020-40 Planning Commission Recorded Motion 121020

Background Planning Commission Workplan for Joint Land Use Subcommittee

Recommendtions

Background Joint Land Use Subcommittee Memorandum Initial Recommendations

Background Joint Land Use Subcommittee Attachment A Table

Senior Planner Sutton introduced the agenda item and presented suggested revisions to the ordinance.

Deputy Mayor Hytopoulos moved and Councilmember Fantroy-Johnson seconded to approve Ordinance No. 2021-11. The motion was withdrawn.

MOTION: I move approve Ordinance No. 2021-11, as amended for clarification and presented by staff tonight.

Carr/Pollock: The motion carried unanimously, 7-0.

5) FOR THE GOOD OF THE ORDER

6) ADJOURNMENT

Mayor Nassar adjourned the meeting at 5:46 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Police Vehicle Procurement - Public Works,

SUMMARY: Procurement for one 2021 Ford Interceptor SUV Hybrid Police Vehicle and equipment upfit.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$52,801.53
Ongoing Cost:	
One-Time Cost:	\$52,801.53
Included in Current Budget?	Yes

BACKGROUND: The 2021 CIP police vehicle procurement budget is \$187,000. Public Works staff used the Washington State Department of Enterprise Services contract vendors for the purchase of a 2021 Ford Interceptor SUV Hybrid in the amount of \$44,550.23 and an upfit quote in the amount of \$8,251.30, for a grand total of \$52,801.53 including sales tax. See attached quotes.

Following approval, purchase orders will be issued for both the vehicle and upfit. Additional funds will be used for miscellaneous items such as licensing, first aid kit, radio programming, etc.

RCW 43.19.648 provides guidance for purchasing local government vehicles using electricity and biofuel. Police vehicles for emergency response are exempt from the requirements if approved by the local authority.

City staff expect to commence an electric-vehicle transition plan for all of the City's fleet in 2021 once the Climate Change Officer position is filled.

ATTACHMENTS:

[2021 Police Ford Interceptor Quote.pdf](#)

[2021 Police Ford Interceptor Upfit Quote.pdf](#)

FISCAL DETAILS: There is \$187,000 budgeted in the Equipment, Rental and Revolving fund for this purchase leaving \$134,198 remaining available budget.

Fund Name(s): Other

Coding:

Contract & Dealer Information

Contract #: 05916	Dealer: Columbia Ford (W403) 700 7th Avenue Longview WA 98632	Dealer Contact: Marie Tellinghiusen Dealer Phone: (360) 423-4321 Ext: 187 Dealer Email: orders@colford.com
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Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804 Email: aclaiborne@bainbridgewa.gov Quote Notes: Vehicle Location: BAINBRIDGE ISLAND
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Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0521-001	2021 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A)	1	\$32,879.00	\$32,879.00
2021-0521-012	Alternative Hybrid (HEV) Engine System [318 HP (combined system HP), 285 HP (gas engine) @ 6500 RPM, 260 lb.-ft. Torque @ 4000 RPM) (6840# GVWR, 1670 # Payload, 5000# Towing Capacity, 7.4in Ground Clearance) [Includes 3.3L V6 Direct-Injection Hybrid Engine System, Lithium-Ion Battery Pack (does not intrude into the cargo area), police calibrated high-performance regenerative braking system, DC/DC converter 220-Amp (in lieu of alternator), H7 AGM Battery - 800 CCA / 80-Amp, 19-Gallon Fuel Tank, 8-Year/100,000-Mile Hybrid Unique Component Warranty] (Not compatible with 3.0L V6 EcoBoost option) (99W/44B)	1	\$3,518.00	\$3,518.00
2021-0521-015	Front Headlamp Lighting Solution [Includes Pre-wire for Grille LED Lights, Siren and Speaker #60A; LED Low Beam/High Beam Headlamp, Wig-Wag function and Red/Blue/White LED side warning lights (driver side White/Red, passenger side White/Blue); Wiring, LED lights are included; Controller not included] (Included with Ready for the Road Package) (When ordered as a stand-alone option, recommend also ordering Ultimate Wiring Package #67U) (66A)	1	\$892.00	\$892.00
2021-0521-017	Tail Lamp/Housing Only (Includes pre-existing holes with standard twist lock sealed capability) (does not include LED strobe) (Not available with Tail Lamp Lighting Solution #66B or Ready for the Road Package #67H) (86T)	1	\$60.00	\$60.00
2021-0521-026	Interior Upgrade (Includes 1st/2nd row carpeting, carpeted floor mats, rear cloth seats, center floor console w/ cupholders) (Also includes SYNC3: enhanced voice recognition communications and entertainment system, 4.2in color LCD screen in center-stack smart display, AppLink, 911 Assist) (retains column shifter) (deletes standard console mounting plate between front seats) (Not available with Ready for the Road #67H, Ultimate Wiring #67U or Rear Console Plate #85R) (May be combined with Front Visor/Rear Spoiler Light options) (65U)	1	\$389.00	\$389.00
2021-0521-030	Noise Suppression Bonds (Ground Straps)(60R)	1	\$100.00	\$100.00
2021-0521-034	Police Engine Idle Feature (when activated, allows the key to be removed from ignition while vehicle remains idling, which allows driver to leave the engine running and prevents vehicle from unauthorized use when driver is outside of the vehicle) (47A)	1	\$259.00	\$259.00
2021-0521-035	Badge Delete (deletes Police Interceptor badging on rear liftgate and Interceptor badging on front hood when ordered with EcoBoost engine) (16D)	1	\$0.00	\$0.00

2021-0521-036 BLIS Blind Spot Monitoring with Cross-Traffic Alert (Includes manual fold-away heated mirrors) (55B/54Z)	1	\$543.00	\$543.00
2021-0521-043 Reverse Sensing System (76R)	1	\$275.00	\$275.00
2021-0521-044 Perimeter Anti-Theft Alarm (activated by hood, door or liftgate - when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn) (Must also order Remote Keyless Entry #55F) (Not available with Fleet Keyed Alike option) (593)	1	\$119.00	\$119.00
2021-0521-047 Global Lock/Unlock Feature (Door panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless Entry System #55F) (18D)	1	\$0.00	\$0.00
2021-0521-048 Remote Keyless Entry with Four (4) FOBS/Transmitters (includes Liftgate Release Button) (Does not include Keyless Entry Door Keypad) (If ordered with Fleet Keyed Alike option, fobs are unique and are not fobbed-alike) (55F)	1	\$339.00	\$339.00
2021-0521-058 18in Painted Aluminum Wheels (spare is conventional 18in police black steel wheel) (64E)	1	\$474.00	\$474.00
2021-0521-062 Power Passenger Seat (8-Way) w/ 2-Way Manual Recline and Lumbar (87P)	1	\$325.00	\$325.00
2021-0521-072 Class III Trailer Tow Lighting Package (Includes 4-pin and 7-pin connectors and wiring) (Class III Trailer Hitch Receiver w/ 5000# maximum tow capacity is standard equipment) (52T) NOW STANDARD EQUIPMENT	1	\$0.00	\$0.00
2021-0521-201 Keys, 2 Extra Keys (for a total of 6 keys) (Cannot order extra RKE Fobs, max of 4 can be programmed to vehicle) (DLR)	1	\$10.00	\$10.00
2021-0521-202 Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$35.00	\$35.00
2021-0521-203 Flare Kit, 3 Piece Triangle with Storage Box for Roadside Emergency Use, uninstalled (DLR)	1	\$54.00	\$54.00
2021-0521-204 Manuals, Service (CD) (DLR)	1	\$221.00	\$221.00
2021-0521-205 Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0521-206 Undercoating (wheel wells) (DLR)	1	\$125.00	\$125.00
2021-0521-207 Extra 18in Steel Wheel (No Tire) (shipped loose) (DLR)	1	\$267.00	\$267.00
2021-0521-211 Mud Flaps, OEM molded (set of 4) (DLR)	1	\$127.00	\$127.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$41,098.00
8.4 % Sales Tax:	\$3,452.23
Quote Total:	\$44,550.23



Financial Consultants International, Inc

FCI Custom Police Vehicles

45727 SE 140th Street
North Bend, WA 98045
(425) 831-5203

Estimate

Date	Estimate #
2/5/2021	2336

Bainbridge Island Police Dept.
625 Winslow Way E.
Bainbridge Island, WA 98110

Description	Quantity	Rate	Amount
2021 PIU, Admin			
Whelen HHS3200 Controls		440.00	440.00
Whelen 100W Speaker		180.00	180.00
Whelen Wigwag		85.00	85.00
Whelen Vertex, rear	2	75.00	150.00
Setina Cargo box with key lock, radio tray, freestanding brackets		1,800.00	1,800.00
Kenwood NX5700, remote head, brick bracket, mig external speaker		1,580.00	1,580.00
Pelican Flashlight 8060 LED		190.00	190.00
Whelen 3" compartment light R/W	3	65.00	195.00
Carbon monoxide detector ASA-CO-D		10.00	10.00
Timer, install materials		200.00	200.00
Install above, deliver to public works		2,740.00	2,740.00

This Estimate is good for 60 days

Subtotal	\$7,570.00
Sales Tax (9.0%)	\$681.30
Total	\$8,251.30



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works,

SUMMARY: Ordinance No. 2021-01 amending Chapter 20.04 BIMC is necessary to be in compliance with recent changes to the Washington State Fire Code. Those changes include updating certain provisions and implementing other provisions that address recommendations made by the Utility Advisory Committee on fire flow and fire hydrants.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: Every 3 to 5 years, the State of Washington updates the State-adopted Fire Code. The updated code is required to be reflected at the local level as well as providing an opportunity for localities to include modified local code updates. During this adoption cycle, a number of minor grammatical changes as well as several language clarifications and general clean-up are being proposed to provide for clarity and ease of use.

In addition, the Bainbridge Island Fire Department, City Public Works Department, and the Utility Advisory Committee (UAC) have agreed on a number of revisions pertaining to fire flow and fire hydrants. These provisions address the recommendations made by the UAC in their memo to the City Council dated May 9, 2018 (attached) and represent the substantive changes being proposed in this ordinance. A brief summary of those changes are as follows:

- Clarification of fire flow requirements for one and two-family dwellings;

- A simplified method of applying the fire flow requirements for new development and standards that are sensitive to the limitations of small water systems, and that where possible, match the standards applied in the remainder of Kitsap County;
- Clarification of water line requirements for City-owned and other public or private water systems; and
- Initiating a map of water infrastructure (public and private).

ATTACHMENTS:

[Fire Code 2021 Slides 020921.pptx](#)

[UAC Fire Code Memo 050918.pdf](#)

[Ordinance No 2021-01 Updating City Fire Code.docx](#)

FISCAL DETAILS: N/A

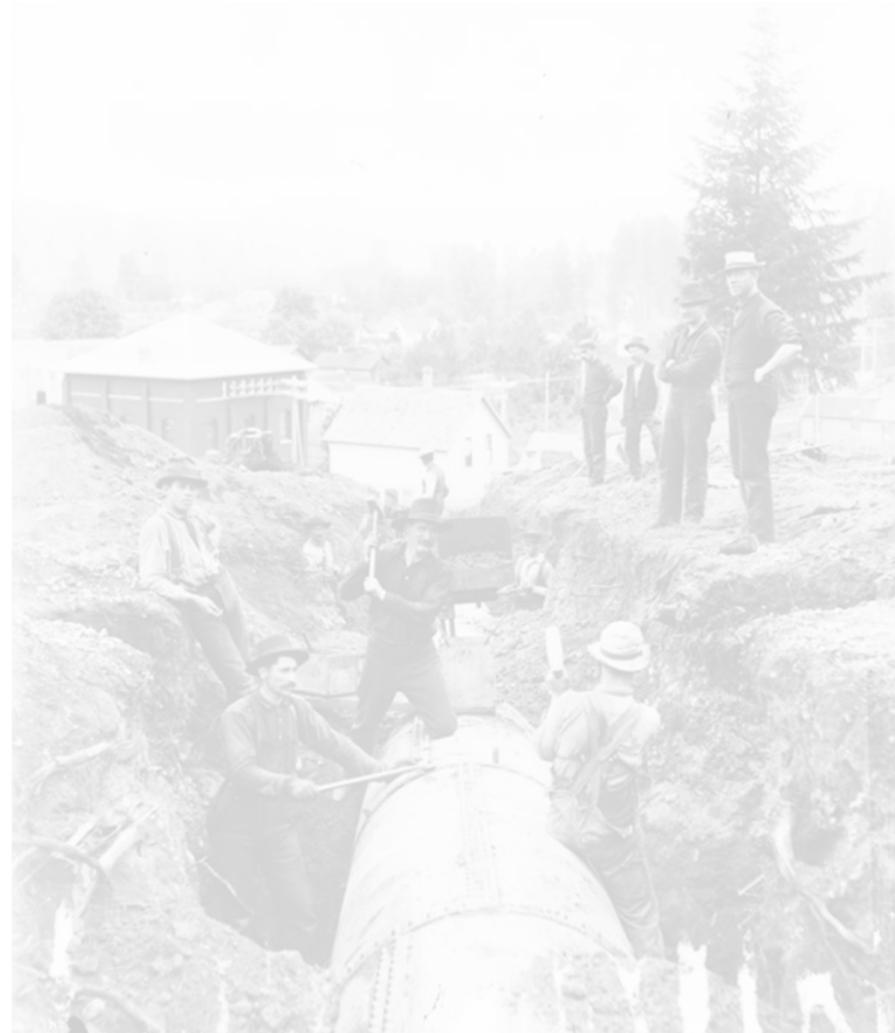
Fund Name(s):

Coding:

City Fire Code Update

Ordinance No. 2021-01

February 9, 2021



City Fire Code located in BIMC Title 20

Updated in conjunction with State Building Code Council adoption of State Fire Code ~ every 3 years

Washington State adopts latest edition of International Fire Code published by the International Code Council

Previous recent updates by City Council to correspond with State adoptions:

- 2010 (IFC 2009 ed.)
- 2013 (IFC 2012 ed.)
- 2016 (IFC 2015 ed.)



City Fire Code Update Objective 1:

- Reflect new edition (2018) adopted by the State of Washington (goes into effect February 1st, 2021)
- Correlate, clarifications, and clean up of existing language
- Provide new section to allow fire protection system maintenance companies to submit annual inspection reports directly to Fire Marshal's Office



City Fire Code Update Objective 2:

- Address Utility Advisory Committee recommendations on fire flow and fire hydrants
- Significant modifications to provide clarity and ease of use
- Changes reviewed and supported by Utility Advisory Committee



City Fire Code Update Objective 2 (cont'd):

- Clarifies differences between City-owned water systems and other public and/or private-owned water systems providing fire flow
- Standardizes basic system requirements for fire flow delivery
- Clarifies and simplifies application of fire flow requirements.



Questions / Discussion



City Fire Code Update Ordinance 2021-01
January 12, 2021



CITY OF BAINBRIDGE ISLAND
MEMORANDUM

TO: City Council
FROM: Utility Advisory Committee
DATE: May 9, 2018
SUBJECT: Recommendations on Fire and Other Municipal Codes Impacting Island Water Systems

Background

The COBI municipal code sections applicable to water systems understandably focuses on the City owned systems. Today's code is likely a holdover from when Winslow was the City. Today, there are 28 Class A¹ water systems on the island (two are owned by COBI and four owned by Kitsap Public Utility District) and approximately 155 Class B² water systems.

In 2016 the Utility Advisory Committee responded to concerns that small rural water systems were forestalled from upgrading due to interpretation of the BIMC and construction requirements by recommending the inclusion of a policy in the Utility Element of the Comprehensive Plan to encourage cost effective upgrades of water systems to improve both water quality and possibly fire flow.

The City Council thereafter adopted the following Policy as part of the Utilities Element of the Comprehensive Plan:

Policy U11.5: Adopt standards that differentiate between urban and non-urban density fire flow requirements. A differential policy is needed to promote cost effective water system upgrades by the many small water systems on the island.

In 2017, the City Council added implementation of this policy to the UAC's work plan. Accordingly, a subcommittee of the UAC began research on governmental regulations of upgrades of water systems serving single family residences in an effort to develop the standards and /or policy that would accomplish the goals of Policy U11.5.

The subcommittee's research included review of the current COBI Fire Code and other relevant City codes, review of fire codes from other jurisdictions, meetings with Bainbridge Island Fire Marshal Luke Carpenter, the Fire Marshal of Kitsap County, KPUD, City staff, and managers of various small water systems, and discussions with the Public Works Department regarding the City's Design and Construction Standards.

The subcommittee's research uncovered the following findings:

- 1) Water systems upgrades and improvements are subject to COBI's Fire Code, The City's Right of

¹ Having 15 or more connections or serving public schools.

² Having 3 to 14 connections.

Way Design and Construction Standards, and regulations contained in the Washington Administrative Code and promulgated by the Department of Ecology and the Department of Health's Office of Drinking Water.

- 2) There appears to be a differential review process by the City of Bainbridge Island with regard to water system projects. What governs the review process seems to be determined by :
 - a) Whether the system is owned by the City or one of the independent water purveyors such as KPUD,
 - b) Whether the water system construction/extension is in response to a building permit for new or remodeled structures, and
 - c) Whether the work will be performed in the City's right-of-way or private property.

- 3) BIMC sections that address water systems are:
 - a) BIMC Title 13, chapters 13.08, 13.10, 13.18, and 13.20 Public Services –Water – Codifies the policies and procedures of presumably the City owned water systems.
 - b) BIMC Title 20 Fire Code – Codifies requirements for buildings not water systems
 - c) BIMC Design and Construction Standards, sections 10-15 – Codifies construction practices and specifies materials for water system infrastructure in the city right-of-way.

- 4) BIMC Title 13 appears to apply to only City-owned water systems while Title 20 of the Fire Code applies to the entire Island. However, there are 11 references in Title 20 to Title 13. It is therefore unclear whether specific chapters of 13 that are referenced in Title 20 of the code apply to non-city systems.

- 5) Amendment B 105.1 of the COBI Fire Code,³ section 20.04.110, provides the foundation for fire flow requirements for one and two family dwellings of 3600 square feet or smaller at a rate of 1,000 gallons per minute. The section then provides various exceptions which are intended for construction where the mandated flow is not available. While the section does not provide for a required time period, the IFC code as adopted specifies one hour. Thus, this Code, by reference, implies a requirement that water systems have a fire flow storage capacity of 60,000 gallons.

In Addition to fire flow storage, the Department Health's Office of Drinking Water requires a water system to have sufficient water storage to provide for peak day service during an event.

- 6) The Design and Construction standards outlined in section 10-15 for the installation of water systems in the City Right-of-Way are extensive and appear to have been originally written for extensions to the Winslow system. However, as currently written, these standards can be construed to apply to independent water systems creating an undue burden on smaller systems outside of the City's Winslow core.

³ Based on the International Fire Code

- 7) Achieving the requirements of the fire code and the right-of-way code, as written, along with other jurisdictional codes may result in water system upgrade designs that are cost prohibitive for many of the water systems on the island. As a result, aging water systems may find the financial and physical requirements beyond their capacity. The unintended consequence of the current regulations may actually be impeding implementation of water quality and fire flow improvements and disaster preparedness.
- 8) Kitsap County's Fire Code amends the International Fire Code, the basis for all fire codes including COBI's Fire Code, to reduce the required fire flow requirements to 500 gallons per minute for 30 minutes. Apparently, many other communities do the same, and this standard is also contained in the Washington Survey and Ratings Bureau standards. This standard reduces the required fire flow storage to 15,000 gallons.
- 9) Based on discussions with the Fire Marshal and Public Works director, there is not currently an expectation that independent water systems comply with the standards as strictly interpreted.
- 10) While the current COBI Fire Code does not on its face provide for water systems to depart from the 1000 GPM fire flow standard based on size or capacity, former Fire Marshal Luke Carpenter used his discretion, as authorized under section B 103.1 of the IFC, to provide a more pragmatic and reasonable approach for single family residences under 5000 square feet. He permits construction of such a structure if the serving water system can provide 500 gallons per minute and further requires sprinklers for houses over 5000 square feet.
- 11) The Fire Department estimates that 40% of homes on Bainbridge island do not have access to a fire hydrant.
- 12) Pragmatically, the current governmental review process for water systems is different depending on whether the system is new, is connected to City, KPUD, or smaller preexisting water systems, or is served by an individual well. The level of City review is also affected by whether the water system work is to be performed in a City right of way.
- 13) When a water systems seeks to upgrade its facilities, there needs to be greater clarity and certainty about the review by the Planning Department, Public Works Department, and the Fire Marshal.

After drafting an initial proposal, the subcommittee had several meetings with the Utility Advisory Committee at large and with the Fire Marshals Carpenter and Moravec.

At these meetings the UAC and the Fire Marshals agreed that it would be useful to create a working group of various interested parties including representatives of Group A and B water systems and the Fire Marshal to focus on these issues so as to encourage better fire safety on the island. Also, there was a recommendation that a member of the City Public Works Department attend these meetings to assist with any questions regarding the City's Design and Construction Standards.

Fire Marshal Carpenter also noted that the International Fire Code is due to be revised in 2018 and by the City in 2019, and the working group could provide input about any and all issues that smaller water systems were encountering in following the fire and other municipal codes when upgrading their systems.

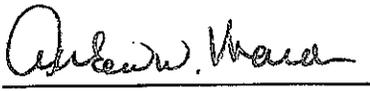
The objective of these meetings would be to work with the Fire Marshal and the Public Works

systems to improve water quality and fire flow where possible.

UAC Recommendations:

1. Assemble a working group of Group A and B representatives to discuss their concerns with the Fire Marshal and the city's Public Works department.
2. Clarify Code section BIMC 20.04.110 to reflect the Fire Marshal's actual current approach for residential construction. See Background #13 above.
3. Review and update the fire code standards ~~that~~ to provide clarity for both new developments and water systems seeking to upgrade their facilities.
4. Review and clarify Utilities and Right of Way uses section 10-15 water line requirements.
5. Review and provide clarity regarding BIMC 13 sections on water as to its impact, if any, on non-city owned systems.
6. Revise and map current and projected infrastructure to determine areas that can be upgraded.
7. Work with City staff, major water systems and the fire marshal to develop uniform water system standards for design, construction, and fire flow for island water systems. These standards need to be sensitive to the limitations of small water systems

Approved unanimously at the Utility Advisory Meeting of May 9, 2018



Co-Chair Andrew Maron



Co-Chair Jeff Kanter

Jim Thrash

Nancy Nolan

Emily Sato

Steve Johnson

Ted Jones

Attachments: Excerpts from Bainbridge Island Comprehensive Plan and Code sections of other jurisdictions

Additional Comprehensive Plan Policies -

Policy U 11.6 - “Encourage and support water utilities to enter into cooperative activities, such as jointly managed operations, shared storage, and construction of interties, to manage water resources and systems more efficiently, economically, and safely.”

And,

Policy U 11.7 - “Encourage and facilitate consolidation of water systems, with particular emphasis on mergers of contiguous and small systems, to manage water resources and systems more efficiently, economically, and safely.”

Kitsap County

Municipal Code B105.1 One – and two- family dwellings. The minimum fire-flow requirements for one- and two – family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes.

Developments of 6 homes or less, not exceeding 3,600 sq. ft. are not required to provide fire flow.–
(based on discussion with Morgan Johnson, general manager of Silverdale Water District)

Mason County Interim Fire Flow Standards for Group A Public Water Systems, Existing Residential Development -

- Fire suppression storage shall be based on a minimum of 500 gallons per minute (gpm) flow for 30 minutes duration, which equates to 15,000 gallons for fire protection, and is also consistent with stipulations in the State Water System Coordination Act. The minimum dedicated fire suppression storage volume at any time shall not be less than 15,000 gallons. This minimum would be in addition to other storage volumes required for public water systems under the state drinking water rules and design requirements.
- If water is provided from other sources for fire control purposes, the gallon requirements for fire storage requirement may be reduced by 25%.

King County recognizes a differential requirement based on the following:

17.08.030 Exemptions.

A. The following permits and approvals are exempt from the water flow and fire hydrant requirements of this chapter. These exemptions do not exempt any development from compliance with the requirements of state law.

1. Subdivisions and short subdivisions located outside an Urban Growth Area designated by the King County comprehensive Plan and that do not contain a lot less than thirty-five thousand square feet in size.

4. Building permits for structures that:

a. do not exceed two-thousand-five hundred square feet in floor area (excluding garage);

b. are served by a Group B water system; and

c. are located outside an Urban Growth Area.

5. Building permits for structures that exceed the two-thousand-five hundred square feet limit provided for in subsection A.4.a. of this section, but comply with subsection A.4.b. and c. of this section, shall be exempt from this chapter if the fire marshal determines that the project will not create a substantial fire hazard.

B. The fire marshal shall have the authority to impose conditions including, but not limited to, increased setbacks, use of fire retardant materials or sprinkler system requirements on permits exempt under subsection A. of this section where necessary to mitigate identified fire hazards.

Thurston County exempts private water systems from meeting the code as flows:

Thurston County 14.32.110 - Section 507 amended—Fire protection water supplies.

International Fire Code sections 507.1, 507.2, 507.3 and 507.5.1 are amended, and section 507.6 is added to read as follows:

507.1 Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed, or are converted from a single/two family dwelling or townhome to a non-residential use, or are substantially improved or moved into or within the jurisdiction.

Exceptions:

1. Group U Occupancies.

2. Private residences, townhouses and their accessory structures not served by a municipal water supply. However, if a municipal water system supplies hydrants for group R-3 and U occupancies, the hydrants shall comply with Appendix C as amended by Thurston County.

(Group A and B water systems are not considered municipal water supplies)

ORDINANCE NO. 2021-01

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the fire code; amending Sections 20.04.010, 20.04.030, 20.04.040, 20.04.050, 20.04.080, 20.04.090, 20.04.100, 20.04.110, 20.04.140; adding a new Section 20.04.095; and repealing Section 20.04.120 of the Bainbridge Island Municipal Code.

WHEREAS, the Washington State Building Code Council amended and adopted the 2018 International Fire Code; and

WHEREAS, the City of Bainbridge Island is required by Chapter 19.27 RCW to adopt provisions of the fire code and related regulations as adopted by the Washington State Building Code Council; and

WHEREAS, pursuant to Chapter 51-50 WAC, this new code becomes effective February 1, 2021; and

WHEREAS, the Bainbridge Island Fire Department has worked with the City’s Public Works Department and the Utility Advisory Committee to address recommendations related to fire flow and fire hydrant requirements; and

WHEREAS, the City Council desires to further amend the City’s fire code provisions in Chapter 20.04 of the Bainbridge Island Municipal Code, as recommended by the Bainbridge Island Fire Department.

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

Section 1. Section 20.04.010 of the Bainbridge Island Municipal Code (“BIMC”) is hereby amended to read as follows:

20.04.010 Code adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC 20.04.010 through 20.04.140:

- A. The International Fire Code, ~~2015~~ 2018 Edition, published by the International Code Council, and as amended as set forth in Chapter 51-54A WAC, and adopted by the State Building Code Council, with the addition of the following appendices:
Appendix B (Fire Flow Requirements) as amended in BIMC 20.04.110, ~~Appendix C (Fire Hydrant Locations and Distribution) as amended in BIMC 20.04.120,~~ Appendix D (Fire Apparatus Access Roads) as amended in BIMC 20.04.130, Appendix E (Hazard Categories), Appendix F (Hazard Ranking), Appendix G (Cryogenic Fluids –

Weight and Volume Equivalents), Appendix H (Hazardous Materials Management Plan (HMMP), and ~~Appendix N (2015 Wildland and Urban Interface Code) as amended in BIMC 20.04.140, and~~ Hazardous Materials Inventory Statement (HMIS) Instructions), and Appendix I (Fire Protection Systems-Noncompliant Conditions) (the “International Fire Code”).

- B. The International Wildland Urban Interface Code, 2018 Edition, as published by the International Code Council, and as amended as set forth in Chapter 51-54A WAC, and adopted by the State Building Code Council, as amended in BIMC 20.04.140.

Section 2. BIMC 20.04.030 is hereby amended to read as follows:

20.04.030 Amendments to Section ~~108~~ 109.

Section ~~108~~ 109 of the International Fire Code is amended to read as follows:

SECTION ~~108~~ 109

~~108.1~~ 109.1 Appeals.

- A. General. Except for civil infractions, misdemeanors and civil penalties imposed pursuant to BIMC 20.04.040, the fire chief of the Bainbridge Island Fire Department and city hearing examiner shall have the authority to hear and decide appeals of orders, decisions and/or determinations made by the fire code official relative to the application and interpretation of the city fire code.
- B. Review by Fire Chief. A person or entity that is directly affected by an order, decision and/or determination made by the fire code official may request that the fire chief review said order, decision and/or determination. Any request for review must be submitted to the fire chief within 14 calendar days of issuance of the order, decision and/or determination. The request shall state the grounds for the review and shall be filed with the fire chief. If no such request for review is filed within the required timeline, the order, decision and/or determination of the fire code official shall be final.
- C. Appeal. The decision of the fire chief regarding any request for review may be appealed to the city hearing examiner within 14 calendar days of issuance of said decision. The appeal must be filed with the city clerk and in accordance with

BIMC 2.16.020R. The appeal shall be considered in accordance with the process set forth in BIMC 2.16.020R. If no such appeal is filed within the required timeline, the decision of the fire chief shall be final.

- D. Limitations on Authority. An application for appeal shall be based on a claim that the true intent of the city fire code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the city fire code do not fully apply or an equally good or better form of construction is proposed. The fire chief and/or hearing examiner shall have no authority to waive requirements of this code.
- E. Conflict. In the event and to the extent the language of this section conflicts with language of the codes and/or appendices adopted by reference in BIMC 20.04.010, the language of this section shall prevail over the language it conflicts with in any said code and/or appendix.

Section 3. BIMC 20.04.040 is hereby amended to read as follows:

20.04.040 Amendments to Section ~~109~~ 110.

Section ~~109~~ 110 of the International Fire Code is amended to read as follows:

SECTION ~~109~~ 110

VIOLATIONS

~~109.1~~ 110.1 Unlawful ~~a~~Acts. It shall be unlawful for a person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

~~109.2~~ 110.2 Owner/~~e~~Occupant ~~r~~Responsibility. Correction and abatement of violations of this code shall be the responsibility of the owner or the owner's authorized agent. If an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions.

~~109.3~~ 110.3 Notice of ~~v~~Violation. When the fire code official (or designee) finds a building, premises, vehicle, storage facility or outdoor area that is in violation of this code, the fire code official (or designee) is authorized to prepare a written notice of violation

describing the conditions deemed unsafe and where compliance is not immediate, specifying a time for reinspection.

~~109.3.1~~ 110.3.1 Service. A notice of violation issued pursuant to this code shall be served upon the owner, operator, occupant, or other person responsible for the condition or violation, either by personal service, mail, or by delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy of such notice of violation shall be posted on the premises in a conspicuous place and the notice of violation shall be mailed by certified mail with return receipt requested or a certificate of mailing, to the last known address of the owner, occupant or both.

~~109.3.2~~ 110.3.2 Compliance with ~~o~~Orders and ~~n~~Notices. A notice of violation issued or served as provided by this code shall be complied with by the owner, the owner's authorized agent, operator, occupant or other person responsible for the condition or violation to which the notice of violation pertains.

~~109.3.3~~ 110.3.3 Prosecution of ~~v~~Violations. If the notice of violation is not complied with promptly, the fire code official is authorized to request the city code enforcement official or prosecutor to institute the appropriate legal proceedings at law or in equity to restrain, correct or abate such violation or to require removal or termination of the unlawful occupancy of the structure in violation of the provisions of the city fire code or of the order or direction made pursuant hereto.

~~109.3.4~~ 110.3.4 Unauthorized ~~t~~Tampering. Signs, tags or seals posted or affixed by the fire code official shall not be mutilated, destroyed or tampered with or removed without authorization from the fire code official. Any mutilation, destruction, tampering or removal of said signs, tags, and/or seals is unlawful and a violation of the city fire code.

~~109.4~~ 110.4 Violation ~~p~~Penalties.

- A. Civil Infraction. Except as provided in subsection B of this section, conduct made unlawful by the city fire code shall constitute a civil infraction and is subject to enforcement and fines as provided in BIMC 1.26.035, including payment of a fine of not more than five hundred dollars (\$500.00) per violation for each day of noncompliance and payment of court costs. A civil infraction under this section shall be processed in the manner set forth in BIMC Chapter 1.26. Enforcement of this code and the imposition of penalties for violations of this code shall be by the Fire Code Official as provided for in BIMC Chapter 1.26.

- B. Misdemeanor. Any person who again violates this section within twelve (12) months after receiving a notice of infraction pursuant to subsection A of this section, commits a misdemeanor and any person who is convicted thereof shall be punished as provided in BIMC 1.24.010.A.
- C. Civil Penalty. In addition to any civil infraction fine, criminal penalty, and or other available sanction or remedial procedure, any person engaging in conduct made unlawful by the city fire code shall be subject to a cumulative civil penalty in the amount of \$1,000 per day for each violation from the date set for compliance until the date of compliance. Any such civil penalty shall be collected in accordance with BIMC 1.26.090.
- D. Additional Remedies. In addition to any other remedy provided by this chapter or under the Bainbridge Island Municipal Code, the city may initiate injunction or abatement proceedings or any other appropriate action in courts against any person who violates or fails to comply with any provision of this chapter to prevent, enjoin, abate, and/or terminate violations of this chapter and/or to restore a condition which existed prior to the violation. In any such proceeding, the person violating and/or failing to comply with any provisions of the city building code shall be liable for the costs and reasonable attorney's fees incurred by the city in bringing, maintaining and/or prosecuting such action.
- E. In the event and to the extent the language of this section conflicts with language of the codes and/or appendices adopted by reference in BIMC 20.04.010, the language of this section shall prevail over the language it conflicts with in any said code and/or appendix.
- F. ~~109.4.1~~ 110.4.1 Abatement of ~~v~~Violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

Section 4. BIMC 20.04.050 is hereby amended to read as follows:

20.04.050 Amendments to Section ~~111.4~~ 112.4.

Section ~~111.4~~ 112.4 of the International Fire Code is amended to read as follows:

~~111.4~~ 112.4 Failure to eComply. It is a violation of this code for any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition.

Section 5. BIMC 20.04.080 is hereby amended to read as follows:

20.04.080 Amendments to Section 503.

Section 503 of the International Fire Code is hereby amended to read as follows:

SECTION 503

FIRE APPARATUS ACCESS ROADS

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and ~~f~~Facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: The fire code official is authorized to increase the dimension of 150 feet where:

1. The building is equipped throughout with an approved automatic fire sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
3. There are not more than two Group R-3 or Group U occupancies.

503.1.2 Additional ~~a~~Access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled ~~s~~Storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter ~~23~~ 32.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches, unless otherwise approved by the fire marshal of the Bainbridge Island Fire Department.

Exceptions:

1. The width may be reduced in residential areas consisting of only single-family homes, providing the width is consistent with ~~p~~Public ~~w~~Works Department street standards and not less than a 12-foot-wide drivable surface.
2. Public streets shall be in accordance with Public Works Department street standards.

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (See also Appendix D Section D102.1.)

503.2.4 Turning ~~r~~Radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead Ends. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and eElevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO Standard Specification for Highway Bridges HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be based on the fire department apparatus and be within the limits established by the fire code official.

503.2.7.1 Public Fire Apparatus Access Roadways. The grade of public fire apparatus access roads shall be in accordance with Public Works Department street Standards but shall not exceed the limits set forth in 503.2.7.2.

503.2.7.2 Private Fire Apparatus Access Roadways. The grade of existing private fire apparatus access roads shall not exceed 12%.

Exception: Private fire apparatus access roads where grades are greater than 12% but not exceeding 15% shall be paved, or in lieu of paving, shall have an automatic fire sprinkler system installed in any new structure. Grades exceeding 15% will require the fire apparatus access road to be paved, all new structures to be equipped with an automatic fire sprinkler systems, and special approval by the fire code official.

503.2.8 Angles of Approach and Departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING – FIRE LANE – TOW AWAY ZONE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are

designated shall be maintained in a clean and legible condition at all times and shall be replaced or repaired when necessary to provide adequate visibility. The property owner(s) of the designated fire lane shall have sole responsibility to install and maintain the required signs and markings. Where required, signs shall be 12 inches by 18 inches in size with white background and red lettering, securely attached to a fixed object or post. Signs shall be placed not less than four feet nor more than six feet above grade level. Where required, curbs shall be painted red on the sides and top with white lettering not less than four inches high at 30-foot intervals and read “No Parking Fire Lane – Tow Away Zone” if signs are not provided.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other ~~accessways~~ access ways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

503.5.1 Secured gates and barricades. When required, gates and barricades shall be secured in an approved manner. Roads, trails and other ~~accessways~~ access ways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL325. Gates intended

for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

Section 6. BIMC 20.04.090 is hereby amended to read as follows:

20.04.090 Amendments to Section 507.3.

~~Repealed by Ord. 2016-13.~~

Section 507.2 of the International Fire Code is hereby amended to read as follows:

507.2 Type of Water Supply. A water supply shall consist of reservoirs, pressure tanks, elevated tanks, water mains, or other fixed systems capable of providing the required fire flow.

507.2.1 City-Owned Water Systems. City-owned water systems providing fire protection water supplies shall comply with the applicable requirements of this Code, and the applicable requirements of Title 13 of the Bainbridge Island Municipal Code.

507.2.2 Other Publicly-Owned or Privately-Owned Water Systems. All other publicly-owned or privately-owned water systems providing fire protection water supplies shall comply with the applicable requirements of this Code and requirements set forth by that respective water purveyor.

507.2.3 Water System Improvements. For all water systems providing fire protection water supplies, any alterations to the system shall not reduce the capability or capacity of the system as it is currently designed and installed.

507.2.4 Approvals Required. For all water systems providing fire protection water supplies, any alterations that result in changes to fire flow delivery and capacity shall be submitted to the Fire Department for review and approval prior to installation. Such alterations include but are not limited to tanks, pumps, water distribution lines, new pressure reducing valves, and fire hydrants and their locations.

Section 507.5 of the International Fire Code is hereby amended to read as follows:

507.5 Fire Hydrants. Fire hydrants shall comply with Sections 507.5.1 through 507.5.8

507.5.1 Where required. Fire hydrant locations and spacing shall conform to the following:

507.5.1.1 For new single-family dwellings and new subdivisions of land that are limited to single-family dwelling construction, a fire hydrant shall be within 1,000 feet of each structure located on a fire apparatus access road, as measured along an approved access roadway required for the fire department to lay fire hose or as required by the Fire Marshal.

EXCEPTIONS:

1. Single-family dwellings equipped throughout with an approved automatic fire sprinkler system.

507.5.1.2 For hydrants that supply fire flow for multi-family dwellings and commercial structures, the distance from a dwelling or structure to a hydrant shall be 400 feet; for dwellings or structures equipped with an approved fire sprinkler system, the distance shall be 600 feet to a hydrant.

507.5.2 Outlets. Fire hydrants shall have a minimum five inch (5") main valve opening, two (2) two and one half-inch (2 1/2") outlets, and a four and one-half inch (4 1/2") steamer/pumper port with a four inch (4") one-quarter turn quick connect Storz adapter; such outlets and port shall have National Standard Threads.

507.5.3 Installation. Fire hydrants shall stand plumb and be set to finished grade; the center of the lowest outlet shall be no less than eighteen inches (18") nor more than twenty-eight inches (28") above grade; there shall not be less than thirty-six inches (36") radius of clear area surrounding the outlets and control valve to permit the operation of a hydrant wrench; the steamer/pumper port shall face the street or, if there is no street, the most likely route of emergency approach.

507.5.4 Hydrant painting. Fire hydrants shall be painted as follows:

A. Barrel: Any bright, highly visible color.

B. Tops: The required color for the tops of hydrants are as follows:

Top of Hydrant Color

<u>Gallons per minute of flow (gpm)</u>	<u>Color of top</u>
<u>1,500 or more gpm</u>	<u>Blue</u>
<u>1,000 – 1,499 gpm</u>	<u>Green</u>
<u>500 – 999 gpm</u>	<u>Orange</u>
<u>499 or less gpm</u>	<u>Red</u>

507.5.5 Type. Flush-type hydrants are not allowed except under unusual circumstances, and then only with the specific approval of the Fire Marshal.

507.5.6 Roadway markers. Reflectorized standard blue hydrant identification markers shall be placed on any paved access roadway to identify each hydrant. Markers shall be placed on the side nearest the hydrant, six inches (6") from the center line of the access roadway.

507.5.7 Parking. No person shall park any vehicle within fifteen feet (15') of a fire hydrant, without specific approval from the Fire Marshal.

507.5.8 Water mains. New or replacement water mains which do or are intended to serve fire hydrants shall be not less than six inches (6") nominal diameter, provided minimum fire flow requirements are met.

Section 7. A new section is hereby added to Chapter 20.04 BIMC to read as follows:

20.04.095 Amendments to Section 901.6.3

Section 901.6.3 of the International Fire Code is hereby amended to read as follows:

901.6.3 Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained and copies of such records shall be required to be submitted to the Fire Code Official by either the property owner or the entity performing the inspection.

Section 8. BIMC 20.04.100 is hereby amended to read as follows:

20.04.100 Amendments to Section 903.

Section 903 of the International Fire Code is hereby amended to read as follows:

903.2.13 Other automatic fire sprinkler system requirements. ~~Buildings within the city used for assembly, educational, industrial, institutional, mercantile, storage, office and multifamily dwelling purposes shall be equipped with fire protection systems. The plans for all such systems must be approved in advance of construction by the fire marshal. All sprinkler systems must meet the following minimum requirements:~~

A. Sprinkler Systems Required.

1. A fully automatic fire sprinkler system designed, installed and tested pursuant to the current edition of NFPA 13, NFPA 13R, or NFPA 13D, as determined by the fire marshal, shall be installed in all new buildings in excess of ~~5,000~~ 3,600 square feet total floor area.
2. A fully automatic fire sprinkler system meeting the standards set forth in subsection A.1 of this section may be required by the chief of the fire district for any new

building in the city, when, in the judgment of the fire code official, any of the following conditions exist: hazardous operations, hazardous contents, critical exposure problems, limited accessibility to the buildings, or other items which may contribute to definite fire hazards.

3. All fire sprinkler systems installed after the effective date of the ordinance codified in this subsection shall be equipped with a leak detector meter which includes a double check valve assembly.

B. Conflicts. In the event that any provision of this section conflicts with any provision of the Building Code or the Fire Code as adopted by the city, the more stringent (greatest protection) provision shall apply.

C. Exceptions. The chief of the fire district and the city building official shall have the authority to grant exceptions to the provisions of this section. All such exceptions must be in writing and shall be granted only where the required installation of a fire sprinkler system or ~~hose station~~ would create a safety hazard. ~~or cause damage to the building's contents.~~

D. Existing Buildings.

1. Existing ~~fully sprinklered~~ buildings equipped with an automatic fire sprinkler system, when remodeled or added onto, shall retain the feature of being ~~sprinklered~~ equipped with an automatic fire sprinkler system in the remodeled or added on portion.

2. If, by expanding an existing building, the resulting total structure falls within the coverage of subsection A of this section, the entire structure shall be ~~fully sprinklered~~ equipped with an automatic fire sprinkler system as required in subsection A.1 or A.2 of this section, whichever may apply.

3. If a building permit is required in the remodeling of an existing structure of ~~5,000~~ 3,600 or more square feet total floor area as described in 903.2.14, the entire structure shall be ~~fully sprinklered~~ equipped with an automatic fire sprinkler system as required in subsection A.1 or A.2 of this section, whichever may apply.

Section 9. BIMC 20.04.110 is hereby amended to read as follows:

20.04.110 Amendments to Appendix B Section B105.1 and B105.2.

Section B105.1 of Appendix B to the International Fire Code is hereby amended to read as follows:

B105.1 One- and two-family dwellings. The minimum fire-flow requirements for one- and two-family dwellings shall be not less than 500 gallons per minute (g.p.m.) for a minimum of 30 minutes from a fire hydrant within 1,000 feet as measured along an approved access roadway from the structure. ~~having a fire flow calculation area which does not exceed 3,600 square feet (344.5 m²) shall be 1,000 gallons per minute (3785.4 L/min). Fire flow and flow duration for dwellings having a fire flow calculation area in excess of 3,600 square feet (344.5 m²) shall not be less than that specified in Table B105.1.~~

Exceptions:

- ~~1. When the structure complies with NFPA 1142. Areas zoned R-0.4 to R-1. If water is available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and is >500 GPM then the water line must be extended with hydrants consistent with Chapters 13.10 and 13.18 of the Bainbridge Island Municipal Code; or a fire sprinkler system must be installed in new dwellings. If water is not available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and/or is <500 GPM then a sprinkler system must be installed in new dwellings.~~
- ~~2. When the structure is equipped with an approved automatic fire sprinkler system. Areas zoned R-2. If water is available for fire fighting within 600 feet of the property line of the plat or P.U. D. and is >1000 GPM, the water line shall be extended with hydrants consistent with Chapters 13.10 and 13.18 of the Bainbridge Island Municipal Code. If water is available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and is 500—999 GPM then the water line must be extended with hydrants consistent with Chapters 13.10 and 13.18 of the Bainbridge Island Municipal Code; or a fire sprinkler system must be installed in new dwellings. If water is not available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and/or is <500 GPM then a sprinkler system must be installed in new dwellings.~~
- ~~3. Areas zoned R2.9 to R-14 and all Commercial and Industrial Zones. If water is available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and is >1000 GPM, the water main shall be extended with hydrants consistent with~~

~~Chapters 13.10 and 13.18 of the Bainbridge Island Municipal Code. If water is available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and is 500—999 GPM, the water main shall be extended with hydrants consistent with Chapters 13.10 and 13.18 of the Bainbridge Island Municipal Code and a sprinkler system shall be installed in all new dwellings. If water is not available for fire fighting within 1000 feet of the property line of the plat or P.U.D. and/or is <500 GPM, then no development may take place until the previous protection requirements are met.~~

Section B105.2 of Appendix B to the International Fire Code is hereby amended to read as follows:

B105.2 Structures other than one- and two-family dwellings. The minimum fire flow requirements for structures other than one- and two-family dwellings shall be not less than 1,000 gallons per minute (g.p.m.) for not less than 1 hour from a fire hydrant within 400 feet as measured along an approved access roadway from the structure. Buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum fire flow and flow duration for buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables B105.2 and B105.1(2).

Exception:

1. Fire flow between 500-999 g.p.m. from a fire hydrant within 600 feet as measured along an approved access roadway and the installation of an approved automatic fire sprinkler system. If available fire flow is less than 500 g.p.m., then no development may take place until the applicable fire flow requirements are met in B105.2.

Section 10. BIMC 20.04.120 is hereby deleted in its entirety.

Repealed by Ord. 2021-01.

~~20.04.120 Amendments to Appendix C.~~

~~Appendix C of the International Fire Code is amended to read as follows:~~

~~SECTION C101 GENERAL~~

~~C101.1 Scope. Fire hydrants shall be provided in accordance with this appendix and BIMC 13.10 for the protection of buildings, or portions of buildings, hereafter constructed.~~

~~SECTION C102 LOCATION~~

~~C102.1 Fire hydrant locations. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets.~~

~~SECTION C103 NUMBER OF FIRE HYDRANTS~~

~~C103.1 Fire hydrants available. The minimum number of fire hydrants available to a building shall not be less than that listed in Table C105.1. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements listed in C105.1 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.~~

~~SECTION C104 CONSIDERATION OF EXISTING FIRE HYDRANTS~~

~~C104.1 Existing fire hydrants. Existing fire hydrants on public streets are allowed to be considered as available. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads.~~

~~SECTION C105 DISTRIBUTION OF FIRE HYDRANTS~~

~~C105.1 Hydrant spacing. The average spacing between fire hydrants shall not exceed that listed in BIMC 13.10.060.~~

TABLE C105.1

NUMBER OF FIRE HYDRANTS

FIRE FLOW REQUIREMENT (gpm)	MINIMUM NUMBER OF HYDRANTS
1,750 or less	1
2,000 – 2,250	2
2,500	3

TABLE C105.1

NUMBER OF FIRE HYDRANTS

FIRE FLOW REQUIREMENT (gpm)	MINIMUM NUMBER OF HYDRANTS
3,000	3
3,500—4,000	4
4,500—5,000	5
5,500	6
6,000	6
6,500—7,000	7
7,500 or more	8 or more ^a

For S1: 1 foot = 304.8mm, 1 gallon per minute = 3.785 L/m.

^aOne hydrant for each 1,000 gallons per minute or fraction thereof.

Section 11. BIMC 20.04.140 is hereby amended to read as follows:

20.04.140 Amendments to Appendix N Chapter 5 of the International Wildland Urban Interface Code.

Section 501 of the International Wildland Urban Interface Code is adopted, and Section 501.1 is amended to read as follows:

501.1 Scope. The installation of new or replacement wood shake roof coverings on any building or structure shall comply with the relevant provisions of the City's Building Code and BIMC 20.04.140.

Exceptions:

1. Accessory structures not exceeding 12 square feet (11 m²) in floor area where located not less than 50 feet (15.24 m) from buildings containing habitable spaces.
2. Agricultural buildings not less than 50 feet (15.24 m) from buildings containing habitable spaces.

Sections 502, 503, 504.2, 505.2, and 506.2 of the International Wildland Urban Interface Code are adopted.

~~Section 503 of the Wildland Urban Interface Code is adopted and amended to read as follows:~~

~~503.1 General. Buildings and structures hereafter constructed, modified or relocated into or within wildland urban interface areas shall have an approved noncombustible roof covering.~~

Section 507 of the International Wildland Urban Interface Code is amended to read as follows:

507.1 General. ~~The~~ Wood shake roof covering on buildings or structures in existence prior to the adoption of this code that are replaced or have 25 percent or more replaced in a 12-month period shall be replaced with an approved roof covering in accordance with BIMC 20.04.140 of noncombustible material.

Section 12. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 13. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2021.

APPROVED BY THE MAYOR ____ day of _____, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	February 5, 2021
PASSED BY THE CITY COUNCIL:	February _____, 2021
PUBLISHED:	February _____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NUMBER:	2021-01



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works,

SUMMARY: Amendments to Chapter 13.10 BIMC, Fire Hydrants and Water Mains, are needed to remove any duplication or conflicts with concurrent amendments to the Fire Code via another new and related ordinance, Ordinance No. 2021-01.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: Ordinance No. 2021-02 amending Chapter 13.10 BIMC (Fire Hydrants and Water Mains) is necessary to fully comply with recent changes to the Washington State Fire Code. The proposed Fire Code amendments will be implemented in conjunction with Ordinance No. 2021-01. These proposed changes will remove conflicts and redundancies which currently exist between the two BIMC chapters and clarify how these regulations apply to City-owned and non-City-owned water systems.

ATTACHMENTS:

[Ordinance No. 2021-02](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

ORDINANCE NO. 2021-02

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 13.10, *Regulation of Fire Hydrants and Water Mains*, of the Bainbridge Island Municipal Code to align that chapter with Title 20 of the Bainbridge Island Municipal Code as amended by Ordinance No. 2020-01.

WHEREAS, the City of Bainbridge Island is concurrently adopting state-required updates to the Washington State Fire Code through amendments to Title 20 of the Bainbridge Island Municipal Code (“BIMC”); and

WHEREAS, in order to fully implement those changes and remove any duplication, confusion, or conflicts between the changes to Title 20 BIMC and Chapter 13.10 BIMC, amendments to Chapter 13.10 BIMC are necessary.

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

Section 1. Chapter 13.10 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2021.

APPROVED BY THE MAYOR ____ day of _____, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: February 5, 2021
PASSED BY THE CITY COUNCIL: February _____, 2021
PUBLISHED: February _____, 2021
EFFECTIVE DATE: _____, 2021
ORDINANCE NUMBER: 2021-02

EXHIBIT A
Ordinance No. 2021-02

Chapter 13.10

REGULATIONS OF RELATING TO FIRE HYDRANTS AND WATER MAINS PUBLIC
WATER SYSTEMS

Sections:

- 13.10.010 Definitions.
- 13.10.020 Applicability.
- 13.10.030 Building permits and plats.
- 13.10.040 Variance.
- 13.10.045 New installation procedures.
- 13.10.050 Financial responsibility for water mains.
- 13.10.060 Fire Hydrant Location.
- 13.10.065 Fire flow.
- 13.10.070 Mains and service lines.
- 13.10.080 Private hydrants.
- 13.10.090 ~~Repealed~~ ~~Flush-type hydrants.~~
- 13.10.100 Construction standards ~~Repealed.~~
- 13.10.110 ~~Repealed.~~
- 13.10.120 ~~Repealed~~ ~~Surrounding vegetation prohibited.~~
- 13.10.130 ~~Repealed~~ ~~Occupancy of building.~~
- 13.10.140 ~~Repealed~~ ~~Unlawful conduct.~~
- 13.10.150 Inspection required.
- 13.10.160 Approval not deemed acceptance.
- 13.10.170 Penalties.

13.10.010 Definitions.

For the purpose of this chapter certain words and terms used herein are defined as set forth below. Unless the natural construction of the word indicates otherwise, all words used in the present tense include the future tense; all words in the plural include the singular number; and all words in the singular number include the plural number.

A. ~~Repealed by Ord. 2003-22.~~ “BIMC” is the Bainbridge Island Municipal Code.

B. “DCSS” is the current version of the City of Bainbridge Island Design and Construction Standards and Specifications as promulgated by the public works department.

~~CB.~~ “Fire chief Marshal” is the fire chief designated member of the Bainbridge Island fire department or his~~their~~ authorized agent responsible for implementation of BIMC Title 20.

DC. “Fire department” means the Bainbridge Island fire department.

ED. “Fire flow” means water flow required for fire protection purposes.

FE. “Flush-type hydrant” means a hydrant installed entirely below grade.

GF. “Private hydrant” means a fire hydrant so situated and maintained on private property ~~to~~ which provides water with limitations as to use by the fire and public works department as set forth in BIMC 13.10.080.

HG. “Public hydrant” means a fire hydrant so situated and maintained on public right-of-way or public easements and owned by the city of Bainbridge Island, or other water purveyor, ~~to~~ which provides water without restriction as to use by the fire and public works departments.

I. “Public water supply system” means any system providing water for human consumption as defined in WAC 246-290 and WAC 246-291. This definition also includes similar terms such as “water system,” “public water system,” and “public water supply.”

JH. “Public works department” means the public works department of the city of Bainbridge Island.

KI. “Single-family residential area” is as set forth in BIMC Title 18.

L. “Water Purveyor” or “Purveyor” is any entity operating a public water system for the supply of potable water for domestic uses under the regulations and authority of the Washington State Department of Health through WAC 246-290 or WAC 246-291. (Ord. 2003-22 § 17, 2003; Ord. 85-03 § 1, 1985)

13.10.020 Applicability.

This chapter shall apply to all public water supply systems now existing or constructed in the future, where fire flow is provided or is required by Chapter 20.04 BIMC. All water mains and fire hydrants hereinafter installed shall meet the provisions of this chapter as well as all other applicable plans, standards and ordinances adopted by the city of Bainbridge Island. In addition, existing hydrants not conforming with the requirements of this chapter shall, when replaced, be brought into conformance. (Ord. 85-03 § 1, 1985)

13.10.030 Building permits and plats.

A. Fire hydrants, water mains, and appurtenances shall be installed as required by this chapter as a condition of approval of short plats, subdivisions, planned unit developments, and mobile home parks.

B. No building permits shall be issued for erection of any building or structure until adequate provision is made to assure that the provisions of this chapter will be met, including financial responsibility, provided, this section shall not apply to the reconstruction, repair, rebuilding or remodeling of a single-family dwelling. (Ord. 85-03 § 1, 1985)

13.10.040 Variance.

In specific cases, a variance from the terms but within the spirit of this chapter as will not be contrary to the public interest may be granted by the hearing examiner upon written application of the property owner or developer, or their agent as set out in BIMC ~~2-14.030~~ 2.16.020 and

2.16.120, within 30 days of the notification to comply with this chapter. In determining to grant a variance from the terms of this chapter, including consideration of reasonable alternatives, the hearing examiner shall be guided by the following standards and criteria:

- A. Special conditions and circumstances exist which are peculiar to the property or structure such as size, shape, topography or location and that strict enforcement of the provisions of this chapter would deprive the property owner of rights commonly enjoyed by other properties similarly situated.
- B. The special conditions and circumstances are not primarily the result of the actions of the applicant such as structure design necessitating greater fire protection especially, as it may relate to commercial and multiple residential property development.
- C. Unnecessary hardships and practical difficulties which make it difficult to carry out the provisions of this chapter.
- D. Granting of the application, or providing alternatives to this chapter, will not be materially detrimental to the public health, safety, morals or welfare, or injurious to the property or improvement in the vicinity of the applicant's property with particular emphasis on fire protection.
- E. The variance is necessary to make possible the reasonable development of the property. (Ord. 85-03 § 1, 1985)

13.10.045 New installation procedures.

All ~~hydrants and water mains~~ water system components newly installed or replaced shall meet the following requirements:

- A. All proposed expansion, improvements, or replacements of water system components, on City owned or operated public water systems, shall be submitted to the public works department for review and approval, in accordance with Chapter 13.32 BIMC, and to the Fire Department, in accordance with BIMC 20.04.090, prior to construction of said improvements. The Public Works Department, at its sole discretion, may waive this requirement where the expansion, improvement, or replacement is considered de minimis and adequate conditions to protect the public interest can be imposed through other mechanisms such as the issuance of a right-of-way permit in conformance with chapter 15.12 BIMC. In areas already platted operational hydrants and water mains may be required to be installed in accordance with this chapter prior to the beginning of building construction.
- B. All proposed expansion, improvements, or replacements of water system components, on non-City owned and operated public water systems, shall comply with the water purveyor's requirements and applicable requirements of Chapter 20.04 BIMC, and shall provide documentation of such at the time of application for land use or building permits. Five copies of engineered plans or drawings, accurately indicating main size, the location of all valves, hydrants and thrust blocks to be installed, shall be submitted to the engineering department with utility drawings at least 15 working days prior to the beginning of any construction.

- ~~C. In areas already platted, installation of operational hydrants and water mains may be required in accordance with this chapter prior to the beginning of building construction. In such case, an application as noted in subsection A or documentation as noted in subsection B above shall be required. All construction shall conform to the city of Bainbridge Island street and utility standards in effect at the time of construction. A public works construction permit shall be obtained prior to commencement of construction.~~
- ~~D. The city engineer and the fire department shall be notified in writing by the permit holder when the hydrant(s) and water mains will be available for use and when they are placed in service.~~
- ~~D~~ E. Building construction shall not commence until plans required under this chapter have the requirements of subsections A or B above have been submitted and approved completed in accordance with the provisions of this and all other applicable chapters of the BIMC and the applicable section of the DCSS or applicable design standards. When water mains and hydrants are to be installed by the developer, such facilities and access roadways serving same shall be installed and made serviceable prior to and during the time of construction. No building shall be occupied until hydrants and mains for its protection are placed in service and accepted by the purveyor.
- ~~E~~ F. With respect to commercial, and industrial and/or multifamily construction only, no conventional or stick construction shall be permitted to start until all hydrants required for such improvements are placed in service and tested by the fire department. At the sole discretion of the Fire Marshal, this condition may be waived or modified as a condition of any permit for construction issued by the city.
- ~~G. When any new hydrant is installed in the vicinity of a ditch which would hinder fire suppression operations, the hydrant must be centered near a 10-foot section of culvert for purposes of ready access to equipment. (Ord. 89-14 § 1, 1989; Ord. 85-03 § 1, 1985)~~

13.10.050 Financial responsibility for water mains.

- A. The installation of water mains to properties not previously served shall be at the benefited property owner's or developer's expense and in accordance with Chapter 13.32 BIMC.
- B. Oversized water mains required for special use demands shall be installed at the developer's or property owner's expense in accordance with Chapter 13.32 BIMC.
- C. If the water mains installed pursuant to subsections A and B of this section provide service or benefits to properties other than those owned by the water main installer, such installer ~~shall~~may receive latecomer reimbursement from the owners of such properties in accordance with Chapter 13.32 BIMC.
- D. If the city requires a developer to install water mains larger than ~~eight inches in diameter or larger than a diameter required for special use~~ the minimum size required by the DCSS or the demands of the developer's property, whichever is larger, then the developer ~~shall~~may be entitled to oversizing reimbursement in accordance with ~~Chapter BIMC 13.18.030~~BIMC.

E. When the city requires a developer to extend a water main along or through property in accordance with BIMC 13.18.010, the developer shall not be required to install fire hydrants outside of the developer's property. However, the developer shall be required to install tees in the water main extension at appropriate intervals to facilitate the future installation of fire hydrants. (Ord. 2002-02 § 2, 2002: Ord. 86-05 §§ 1, 2, 1986; Ord. 85-03 § 1, 1985).

13.10.060 Fire Hydrant Location.

The City of Bainbridge Island has adopted, with amendments, the International Fire Code in Title 20 BIMC. The installation of fire hydrants and related water system infrastructure for fire protection shall conform to Title 20 BIMC and the current version of the Bainbridge Island Design and Construction Standards and Specifications as promulgated by the public works department. In addition to the requirements referenced here, the following conditions shall apply to the installation of fire hydrants within the city of Bainbridge Island:

- A. Where potable water mains are extended along streets where hydrants are not currently needed, but where future need for the protection of structures exists, hydrants shall be provided at spacing not to exceed 1,000 feet. In cases where a system does not provide fire protection, spacing of valves and appurtenances related to isolation and line flushing shall be done in accordance with the purveyor's design and construction standards.
- B. An auxiliary gate valve shall be installed at the main line tee to permit the repair and replacement of the hydrant, or appurtenance installed for flushing purposes, without disruption of water service.

~~A. All fire hydrant location requirements are subject to approval by the Bainbridge Island fire department.~~

~~B. All public fire hydrants shall be installed at street intersections where possible. Hydrants located mid-block shall be aligned with the extension of a property line, where possible. Public hydrant spacing shall be measured along approved vehicular access routes.~~

~~C. Hydrant Spacing.~~

~~1. Residential structures shall be no further than 300 feet, as measured along an approved route, from a fire hydrant. This distance may be doubled if the structures are equipped with an automatic fire sprinkler system.~~

~~2. All structures, other than residential, shall be no further than 250 feet, as measured along an approved route, from a fire hydrant.~~

~~3. For one and two family residential structures, fire hydrant spacing shall be no further than 600 feet measured along the centerline of the fire apparatus access roadway. This distance may be increased to 1,000 feet if the structures are served by the fire hydrants are equipped with automatic fire sprinkler systems.~~

~~4. For all structures, other than one and two family residential, fire hydrant spacing shall be no further than 300 feet measured along the centerline of the fire apparatus access roadway.~~

~~5. Where potable water mains are extended along streets where hydrants are not needed for the protection of structures, hydrants shall be provided at spacing not to exceed 1,000 feet.~~

~~6. Minor deviations to these distances may be allowed subject to the approval of the fire marshal and city engineer if it is deemed that such deviations would not jeopardize the safety of building occupants or the ability to provide adequate fire protection.~~

~~D. Fire hydrants may be required to be served by a main which loops around the building or complex of buildings and reconnects back into a distribution supply main. Location for the installation of fire hydrants shall be mutually acceptable to the fire department and the city.~~

~~E. The number of fire hydrants shall be determined in accordance with BIMC 20.04.120.~~

~~F. Fire hydrant installations shall be adequately protected against vehicular damage, in accordance with the standards and specifications promulgated herein.~~

~~G. An auxiliary gate valve shall be installed at the main line tee to permit the repair and replacement of the hydrant without disruption of water service. (Ord. 2008-23 § 1, 2008: Ord. 89-14 §§ 2, 3, 1989; Ord. 85-03 § 1, 1985)~~

13.10.065 Fire flow.

Minimum fire flow requirements shall be as stated in ~~Appendix B of the currently adopted fire code adopted in BIMC Chapter 20.04 BIMC-110.~~ (Ord. 2008-23 § 2, 2008: Ord. 2007-17 § 5, 2007: Ord. 2004-14 § 6, 2004: Ord. 98-30 § 3, 1998; Ord. 85-03 § 1, 1985)

13.10.070 Mains and service lines.

A. All public hydrants in single-family residential zoned areas shall be supplied by not less than six-inch circulating water mains. All hydrants in areas other than single-family residential shall be supplied by not less than eight inches circulating water mains. Dead-end water mains supplying fire hydrants must be at least six inches in diameter per subsection C below. Mains 50 feet long or longer, shall be no less than six inches in diameter and shall not have a flow velocity greater than 10 feet per second during fire flow conditions.

B. The service line from the water main to the hydrant shall be no less than six inches in diameter. Any service lines over 50 feet in length from water main to hydrant shall be designed as a water main. The provisions of this section shall apply without exception and regardless of the size of the service main.

C. All water mains serving or intended to serve fire protection systems, installed or replaced in the city of Bainbridge Island hereinafter shall have a minimum diameter of six inches in conformance with WAC 246-290-230 or WAC 246-291-210.

D. Provisions shall be made wherever appropriate in any project for looping all dead-end or temporarily dead-end mains. A minimum ~~15~~20-foot easement shall be required, in addition to a temporary 10-foot construction easement on each side of the permanent easement. Construction plans must be approved by the city engineer prior to the commencement of construction.

E. The minimum water main easement width shall be 20 feet in width. No permanent structures shall be built in the water main easement area.

~~F. A minimum of 10 feet of horizontal clearance must be maintained between a water main and any parallel sewer main. Separation between water mains and other utilities shall conform with the other utility's standards and the *Pipeline Separation Design & Installation Reference Guide*~~

(Pub #06-10-029 or as amended or replaced) promulgated by the Washington State Department of Ecology.

G. Water main extensions will be required when the property does not front on a water main or when the existing water main is not adequate for the increased use proposed. ~~The minimum extension shall be to a point at least five feet inside the prolongation of the property line.~~

H. Due to the complexities of many water mains and their interface with other underground structures, all water main construction shall be staked to insure placement within designated easements. Any deviation from this requirement shall be approved by the city engineer.

I. Every effort shall be made to incorporate “looped” water mains into a project. In cases where it is not possible to “loop” a new main installation, a minimum of a two-inch blow off shall be required at all line ends.

J. All hook-ups to fire hydrants for temporary water for whatever purpose shall be approved by the ~~department of public works~~ department, shall be metered, and will require a “temporary hydrant valve.” In addition, double check valves may also be required if a potential for contamination exists. (Ord. 94-29 §§ 13, 14, 1995; Ord. 85-03 § 1, 1985)

13.10.080 Private hydrants.

The installation of private hydrants as defined herein shall meet the requirements for public hydrants and shall be located in accordance with this chapter to provide adequate fire protection. The fire and public works departments shall have the right to go upon the premises and to use the private hydrant for testing, flushing and public emergency uses. When private hydrants are proposed, prior to project acceptance, the responsible party shall record a covenant in a form acceptable to the City stipulating inspection, maintenance, repair, and other conditions necessary and incumbent on the owner to assure continued operation and availability of the fire hydrant for public safety use in perpetuity.(Ord. 2008-23 § 3, 2008; Ord. 85-03 § 1, 1985)

13.10.090 Flush-type hydrants.

~~*Repealed by Ord. 2021-02.* The installation of flush-type hydrants is prohibited unless determined by the city engineer that undue practical hardship would otherwise be created without relative increase in fire protection.~~ (Ord. 85-03 § 1, 1985)

13.10.100 Construction standards.

Construction shall be completed in accordance with approved plans and specifications. For City owned and operated public water systems, in addition to the approved plans and specifications, construction shall comply with the DCSS. ~~*Repealed by Ord. 94-29.*~~ (Ord. 85-03 § 1, 1985)

13.10.110 Street grade and hydrant clearance.

~~*Repealed by Ord. 94-29.*~~ (Ord. 85-03 § 1, 1985)

13.10.120 Surrounding vegetation prohibited.

~~*Repealed by Ord. 2021-02* A three foot (914 mm) clear space shall be maintained around the circumference of fire hydrants, fire sprinkler system indicator valves, and fire department connections. Access along the normal route of travel shall not be impeded except as otherwise required or approved.~~ (Ord. 2016-13 § 1, 2016; Ord. 2008-23 § 4, 2008; Ord. 85-03 § 1, 1985)

13.10.130 Occupancy of building.

~~Repealed by Ord. 2021-02 No building or structure shall be occupied or used prior to installation and approval of required hydrants and mains as set forth in this chapter. (Ord. 85-03 § 1, 1985)~~

13.10.140 Unlawful conduct.

~~Repealed by Ord. 2021-02 It is unlawful for any person, firm or corporation to occupy or use any building used for a school, church, rest home, hospital, residential apartments or place of assembly, in whatever use district located, unless such building is within 150 feet of a fire hydrant. (Ord. 85-03 § 1, 1985)~~

13.10.150 Inspection required.

All improvements shall be subject to inspection by a duly authorized representative of the city, both during the course of construction and after construction is complete. The inspector shall have the authority to determine whether or not materials of construction, methods of construction and workmanship comply with working drawings and specifications. The contractor shall provide for reasonable tests and proof of quality of materials as requested by the inspector. The inspector may require that work be suspended for due cause. For purposes of this section, “due cause” includes adverse weather conditions, poor workmanship, the use of questionable materials or methods of construction, and nonadherence to specifications and drawings. (Ord. 85-03 § 1, 1985)

13.10.160 Approval not deemed acceptance.

Approval by the inspector shall not be deemed acceptance of the improvement by the city. Acceptance shall be only by action of the Bainbridge Island city council. (Ord. 85-03 § 1, 1985)

13.10.170 Penalties.

Any person violating any provision or term of this chapter shall, upon conviction thereof, be punished by a fine of not more than \$500.00 or by imprisonment for not more than 90 days, or by both such fine and imprisonment. (Ord. 85-03 § 1, 1985)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ordinance No. 2021-08, Amending the 2021 Budget to Carry Forward Funding for Work Funded in 2020 but to be Performed in 2021 - Finance,

SUMMARY: Funding for certain items, as described in the attachment to the Ordinance and in the attached memo, was approved in the 2020 budget and work was started and is still in progress. These funds will be carried over into the 2021 budget to provide funding and allow the planned work to be completed. If approved, these actions will increase authorized 2021 City spending by \$798,991 in the General Fund, \$256,592 in the Streets Fund, \$55,387 in the Civic Improvement Fund, \$8,120 in the Affordable Housing Fund, \$83,738 in the Water Fund, \$162,676 in the Sewer Fund, \$497,052 in the Storm and Surface Water Fund, and \$16,063 in the Building and Development Services Fund.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve Ordinance No. 2021-08 with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	\$1,878,618
Ongoing Cost:	
One-Time Cost:	\$1,878,618
Included in Current Budget?	No

BACKGROUND: Please see the attached transmittal memo for a detailed overview of all requested items.

ATTACHMENTS:

[2020 Budget Carry over into 2021 Transmittal Memo Final.docx](#)

[Ordinance No. 2021-08 Amending the 2021 Budget to Carry Forward 2020 Items - Final.docx](#)

[Attachment A to Ord 2021-08 - Carryover Request Final.pdf](#)

FISCAL DETAILS: Please see the attached memo. Total by fund is listed as follows:

General Fund \$798,991

Streets Fund \$256,592

Water Fund \$83,738

Sewer Fund \$162,676

Storm and Surface Water Management Fund \$497,052

Building and Development Services Fund \$16,063

Civic Improvement Fund \$55,387

Affordable Housing Fund \$8,120

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department

Memorandum

Date: February 23, 2021

To: City Council
Ellen Schroer, Interim City Manager

From: Kim Dunscombe, Budget Manager

Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2021 budget in accordance with the decisions made in 2020.

This memo provides a detailed overview of the requests for each operating fund. The City work shown below is on-going and will continue into the coming year.

General Fund Carryover Requests – 19 items, \$798,991

Ongoing agreements for professional services:

- Race Equity Advisory Committee (REAC) Welcome Sign – This item carries forward \$5,000 of funding and provides 2021 budget authority for the design of the REAC Welcome Sign as discussed at the City Council Business Meeting on August 25, 2020.
- Race Equity Advisory Committee Professional Services – This item carries forward \$5,820 of funding and provides 2021 budget authority for ongoing outreach events and activities of the committee.
- City Hall Solar Facility Maintenance – This item carries forward \$10,000 of funding and provides 2021 budget authority for the maintenance of City Hall's solar facility. On October 27th, 2020 City Council approved the acquisition and maintenance of the City Hall solar facility. Purchase was made in 2020. Maintenance will be on-going through 2021.
- Cencom 911 Records Retention Distribution – This item carries forward \$150,000 of funding and provides 2021 budget authority for the City's shared distribution of the County's 911 software upgrade.
- Comprehensive Plan Implementation Projects – Inclusionary Zoning and Transfer Development Rights (TDR), Update of City's Design Guidelines, and Island Center Subarea Planning Process are

all parts of Comprehensive Plan update. Appropriation authority for these projects was approved and provided for in 2019-2020 Adopted Biennium Budget. Projects are still on-going.

- Inclusionary Zoning and TDR – On June 12, 2018 Council approved a contract with ECO Northwest in the amount of \$87,500 to provide economic analysis of inclusionary zoning programs and revisions to the City's transfer of development rights program. The contract was expanded in December 2018 bringing the contract total to \$122,400. Life to date we have spent \$100,883, therefore \$21,517 is remaining on the contract. Work is on-going.
- Update of City's Design Guidelines – On October 23, 2018 Council approved a contract with Platform Design LLC in the amount of \$113,573. Life to date we have spent \$102,553, therefore \$11,020 is remaining on the contract. The only task the contractor has remaining is to build the City an interactive web page.
- Island Center Subarea Planning – On September 10, 2019 Council approved a contract with Platform Design LLC to provide professional services associated with the subarea planning of Island Center. Contract total is \$108,668. Life to date we have spent \$92,906, therefore \$15,762 is remaining. Work is on-going.
- Dude Solutions On-Line Permit Configuration – This item carries forward \$12,195 of funding and provides 2021 budget authority related to online applications through the SmartGov Citizen Portal. On December 31, 2019, Heather Wright, Planning and Community Development Director, approved a contract with Dude Solutions in the amount of \$12,195.
- Elliot Bay Trustee's Funding – This item carries forward \$97,715 of funding and provides 2021 budget authority for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East.

Continuing projects:

- Shade Covenant – This item carries forward \$43,249 of funding and provides 2021 budget authority related to the Crawford property shade covenant. \$52,000 was appropriated in the 2019-2020 Adopted Budget for this work. We have spent \$8,751 to date.
- City Hall Siding and Other Repairs – This item carries forward \$128,905 of funding and provides 2021 budget authority for a major maintenance project to City Hall siding and roofing. Work is on-going.
- Electric Car Charging Station – This item carries forward funding of \$25,000 and provides 2021 spending authority for the installation of an electric car charging station on Brien Drive SE.
- Waterfront Park underground power project - This item carries forward \$50,000 in funding and provides 2021 budget authority for the City's contribution to PSE project to underground power in the Waterfront Park area.
- Eel grass monitoring – This item carries forward \$9,237 in funding and provides 2021 budget authority for continued eel grass monitoring associated with the Rockaway Beach Stabilization Project which was completed in 2018.
- Farm Maintenance Projects – This item carries forward \$63,795 in funding and provides 2021 budget authority for Suyematsu soil and groundwater monitoring as requested by the Washington State Department of Ecology, as well as other miscellaneous repair projects at Suyematsu farm as approved in the 2019-2020 Adopted Budget.
- COVID-19 Facility retrofits - This item carries forward funding of \$40,752 and provides 2021 budget authority for facility retrofits associated with COVID-19 protocols as approved by Council in the 4th Quarter Budget Amendments.

- Janitorial contract and COVID-19 deep cleaning – This item carries forward funding of \$44,753 and provides 2021 budget authority for janitorial services provided for in regular contract work as well as deep cleaning associated with COVID-19 protocols.

Committee and Commission projects:

- Health and Human Services – This item carries forward funding of \$1,163 and provides 2021 budget authority for payment completion of one health and human service contract to complete payments for 2020 services.
- Cultural Community Services – This item carries forward funding of \$63,108 and provides 2021 budget authority for payment completion of eleven cultural community services contracts to complete payments for 2020 services.

Street Fund Requests – 3 items, \$256,592

- Sustainable Transportation – This item carries forward funding of \$222,782 and provides 2021 budget authority. In 2019 City Council expressed support in providing a transportation system that improves mobility and safety for all users. This initiative became known as the Sustainable Transportation Plan. Work is on-going.
- Downtown Wayfinding Signage – This item carries forward funding of \$22,920 and provides 2021 budget authority to complete the project. The City was a 2020 recipient of LTAC funding to install downtown wayfinding signs. Total project cost was budgeted at \$36,000, of which \$12,000 was funded by LTAC funds and the remaining \$24,000 was funded by the General Fund. All LTAC funds were spent in 2020.
- Design and Construction Standards and Specifications – This item carries forward funding of \$10,890 in the Streets Fund for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

Civic Improvement Fund Request – 1 item, \$55,387

- Lodging Tax Advisory Committee Contract Awards - This item carries forward funding of \$55,387 and provides 2021 budget authority to complete payments for 2020 services.

Affordable Housing Fund Requests – 1 item, \$8,120

- Affordable Housing Income Certification - This item carries forward funding of \$8,120 and provides 2021 budget authority for a professional services agreement with Housing Resources Bainbridge (HRB). The agreement is for professional services related to certifying the incomes of prospective tenants or owners of certain affordable housing on Bainbridge Island.

Water Fund Requests – 3 items, \$83,738

- Water Meter Software Upgrade - This item carries forward funding of \$50,000 and provides 2021 budget authority for an upgrade to water meter handheld software. Current software in water meter handhelds is outdated and will not be supported by City vendor in the coming year.
- Design and Construction Standards and Specifications - This item carries forward funding of \$10,890 and provides 2021 budget authority for support services related to the comprehensive

review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

- Water Rights Evaluation Project – This item carries forward funding of \$22,848 and provides 2021 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.

Sewer Fund Request – 5 items, \$162,676

- Design and Construction Standards and Specifications - This item carries forward funding of \$10,890 and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.
- Wastewater Treatment Plant (WWTP) Tertiary Study – This item carries forward funding of \$79,826 and provides 2021 budget authority for the Wastewater Treatment Plant tertiary study. The study was Council added work that developed out of the 2019-2020 Biennium Budget process. Most of project work is complete. The final report will be submitted in the second quarter of 2021.
- WWTP Air Gap Replacement – This item carries forward funding of \$44,035 and provides 2021 budget authority for professional services to support planning and design related to the WWTP air gap replacement. This work is required to meet Department of Health cross connection control requirements. The design work will transition to construction with capital budget and is expected to be completed in the fourth quarter of 2021.
- WWTP Pump and Motor Replacement – This item carries forward funding of \$21,925 and provides 2021 budget authority for the WWTP effluent reuse pump and motor replacement. This work is required to maintain plant reliability and redundancy standards. This project was delayed due to specialized equipment long lead delivery schedule. Equipment delivery, installation, and final vendor payment is expected to be complete in the second quarter of 2021.
- WWTP Outfall Inspection - This item carries forward funding of \$6,000 and provides 2021 budget authority for WWTP outfall pipe inspection. This work provides an underwater inspection of the plant outfall and is required to meet NPDES permit requirements. This project was delayed due to vendor COVID 19 capacity limitations. The inspection, final report, and final vendor payment are expected to be complete in the second quarter of 2021.

Stormwater Fund Requests – 4 items, \$497,052

- Design and Construction Standards and Specifications - This item carries forward funding of \$10,890 and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards. Total project budget is \$49,000. Budget is evenly split as follow: 25% Streets Fund, 25% Water Fund, 25% Sewer Fund, and 25% Stormwater Fund. However, actual costs will be direct charged to the corresponding fund.

- Pritchard Park Outfall Replacement – This item carries forward funding of \$100,000 for relocation of the Pritchard Park Outfall to follow a legal settlement. Design has been completed and construction will be completed in 2021.
- Culvert Replacements - This item carries forward \$186,162 and provides 2021 budget authority for completion of several culvert repairs around the Island.
- Manzanita Watershed Study - This item carries forward \$200,000 and provides 2021 budget authority related to the Manzanita Watershed Study as approved by Council in the 2020 2nd Quarter Budget Amendments. This work is fully funded by a grant and will undertake watershed scale planning resulting in the production of basin plans that identify and inventory lands within the basin.

Building and Development Services Fund Request – 1 item, \$16,063

- Rate Study - This item carries forward funding of \$16,063 and provides 2021 budget authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget.

Thank you for your consideration of these requests.

ORDINANCE NO. 2021-08

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2021-2022 biennial budget to provide for funding carryover items for work funded in 2020 but to be performed in 2021.

WHEREAS, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget and subsequently amended the budget; and

WHEREAS, on November 24, 2020, the City Council adopted the biennial budget for 2021 and 2022 via Ordinance No. 2020-31; and

WHEREAS, funding for certain items was approved in the 2020 budget and this work is continuing in 2021, and these funds now should be carried over into the 2021 budget for work to be completed in 2021.

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

Section 1. Ordinance No. 2020-31 and the 2021 budget are each amended as shown on the attached Exhibit A related to carryover items.

Section 2. The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2021 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. This ordinance shall take effect and be in force five days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this _____ day of March, 2021.

APPROVED by the Mayor this _____ day of March, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: February 18, 2021
PASSED BY THE CITY COUNCIL: _____, 2021
PUBLISHED: _____, 2021
EFFECTIVE DATE: _____, 2021
ORDINANCE NO: 2021-08

Attached: Exhibit A

Exhibit A to Ordinance No. 2021-08

2021 BUDGET AMENDMENTS

Prepared for the City Council Regular Business Meeting on February 23, 2021

Approved on DATE _____, 2021

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING	ENCUMBERED
Race Equity Advisory Committee Welcome Sign	This item carries forward funding and provides 2021 budget authority related to the design of the REAC Welcome Sign as approved by Council in August 2020.	General Fund / Public Works	\$ 5,000	Increase	No	No
Race Equity Advisory Committee	This item carries forward funding and provides 2021 budget authority related to ongoing outreach events and activities of the committee.	General Fund / Executive	\$ 5,820	Increase	No	No
Solar Panel Maintenance	This item carries forward funding and provides 2021 budget authority related to the maintenance of City Hall Solar Facility as approved by Council on November 10th consent agenda.	General Fund / Public Works	\$ 10,000	Increase	No	No
Cencom 911 record retention upgrades	This item carries forward funding and provides 2021 budget authority related to the City's distribution of Cencom 911 records retention software upgrade. This was approved by Council through the 2020 Budget modification process.	General Fund / Information Technology	\$ 150,000	Increase	No	No
Inclusionary Zoning and TDR	This item carries forward funding and provides appropriation authority related to ECO Northwest contract.	General Fund / Planning and Community Development	\$ 21,517	Increase	No	Yes
Update of City's Design Guidelines	This item carries forward funding and provides 2021 budget authority related to updating City's design guidelines.	General Fund / Planning and Community Development	\$ 11,020	Increase	No	Yes
Island Center Subarea Planning	This item carries forward funding and provides 2021 budget authority related to Island Center Subarea Planning.	General Fund / Planning and Community Development	\$ 15,762	Increase	No	Yes
Dude Solutions On-line Permit Configuration	This item carries forward funding and provides 2021 budget authority related to online application through the SmartGov Citizen Portal process improvements.	General Fund / Planning and Community Development	\$ 12,195	Increase	No	Yes
Elliot Bay Trustee's Funding	This item carries forward funding and provides 2021 budget authority related to maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East.	General Fund / Planning and Community Development	\$ 97,715	Increase	No	No
Shade Covenant	This item carries forward funding and provides 2021 budget authority related to the shade covenant on the Crawford Property.	General Fund / Public Works	\$ 43,249	Increase	No	No
City Hall siding and other repairs	This item carries forward funding and provides 2020 budget authority for City Hall's roof, siding and various other repairs project.	General Fund / Public Works	\$ 128,905	Increase	No	Yes
Electric Car Charging Station	This item carries forward funding and provides 2021 budget authority for the installation of an electric car charging station as approved in the 2019-2020 Adopted Budget.	General Fund / Public Works	\$ 25,000	Increase	No	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING	ENCUMBERED
Underground PSE wires near Waterfront Park	This item carries forward funding and provides 2021 budget authority for the City's portion of PSE's undergrounding project located by Waterfront Park as approved in the 2019-2020 Adopted Budget.	General Fund / Public Works	\$ 50,000	Increase	No	No
Eel grass monitoring	This item carries forward funding and provides 2021 budget authority for eel grass monitoring at Rockaway Beach.	General Fund / Public Works	\$ 9,237	Increase	No	Yes
Farm Maintenance Projects	This item carries forward funding and provides 2021 budget authority for repairs at Suyematsu Farm as well as Suyematsu Fuel Tank monitoring requirements as approved by Council in the 2019-2020 Adopted Budget.	General Fund / Public Works	\$ 63,795	Increase	No	Yes
COVID O&M facility retrofits	This item carries forward funding and provides 2021 budget authority for City facility retrofits as approved by Council in the 2020 4th QTR BUA for COVID-19	General Fund / Public Works	\$ 40,752	Increase	No	Yes
Janitorial Contract and COVID deep cleaning	This item carries forward funding and provides 2021 budget authority for Janitorial service provided for regular cleaning as well as deep cleaning associated with COVID-19.	General Fund / Public Works	\$ 44,753	Increase	No	Yes
Health and Human Services Funding	This item carries forward funding and provides 2021 budget authority for health and human service contracts awarded in the 2020 funding cycle for activities in the community.	General Fund / Executive	\$ 1,163	Increase	No	Yes
Cultural Community Services Funding	This item carries forward funding and provides 2021 budget authority for cultural community contracts awarded in 2020 for activities in the community.	General Fund / Executive	\$ 63,108	Increase	No	Yes
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 798,991			
Sustainable Transportation	This item carries forward funding and provides 2021 budget authority for Council initiative Sustainable Transportation Plan.	Street Fund / Public Works	\$ 222,782	Increase	No	Yes
Downtown Wayfinding Signage	This item carries forward funding and provides 2021 budget authority for Downtown Bainbridge Island wayfinding signage.	Street Fund / Public Works	\$ 22,920	Increase	No	No
Design and Construction Standards and Specifications	This item carries forward funding and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards.	Street Fund / Public Works	\$ 10,890	Increase	No	Yes
	TOTAL STREET FUND EXPENDITURE INCREASE		\$ 256,592			
Lodging Tax Advisory Committee 2020 Contract Awards	This item carries forward funding and provides 2021 budget authority for LTAC 2020 contract awards.	LTAC Fund / Executive	\$ 55,387	Increase	No	Yes
	TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE		\$ 55,387			
Affordable Housing Income Certification	This item carries forward funding and provides 2021 budget authority for a professional services agreement with Housing Resources Bainbridge in connection with certifying the incomes of prospective tenants.	Affordable Housing Fund / Executive	\$ 8,120	Increase	No	Yes
	TOTAL AFFORDABLE HOUSING FUND EXPENDITURE INCREASE		\$ 8,120			

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING	ENCUMBERED
Water Meter Software Maintenance	This item carries forward funding and provides 2021 budget authority for an upgrade to water meter handheld software.	Water Fund / Public Works	\$ 50,000	Increase	No	No
Design and Construction Standards and Specifications	This item carries forward funding and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards.	Water Fund / Public Works	\$ 10,890	Increase	No	Yes
Water Rights Evaluation Project	This item carries forward funding and provides 2021 budget authority for required Department of Health Water System Plan water right change applications.	Water Fund / Public Works	\$ 22,848	Increase	No	Yes
	TOTAL WATER FUND EXPENDITURE INCREASE		\$ 83,738			
Design and Construction Standards and Specifications	This item carries forward funding and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards.	Sewer Fund / Public Works	\$ 10,890	Increase	No	Yes
WWTP Tertiary Study	This item carries forward funding and provides 2021 budget authority for Wastewater Treatment Plant tertiary study which was a Council priority in the development of the 2019-2020 Biennium Budget.	Sewer Fund / Public Works	\$ 79,826	Increase	No	Yes
WWTP Air Gap Replacement	This item carries forward funding and provides 2021 budget authority for professional support services related to WWTP air gap replacement to meet Department of Health cross connection control requirements.	Sewer Fund / Public Works	\$ 44,035	Increase	No	Yes
WWTP Pump and Motor	This item carries forward funding and provides 2021 budget authority for the WWTP effluent reuse pump and motor replacement.	Sewer Fund / Public Works	\$ 21,925	Increase	No	Yes
WWTP Outfall Inspections	This item carries forward funding and provides 2021 budget authority for WWTP outfall inspections as required by the Department of Ecology.	Sewer Fund / Public Works	\$ 6,000	Increase	No	Yes
	TOTAL SEWER FUND EXPENDITURE INCREASE		\$ 162,676			
Design and Construction Standards and Specifications	This item carries forward funding and provides 2021 budget authority for support services related to the comprehensive review of the design and construction standards.	SSWM Fund / Public Works	\$ 10,890	Increase	No	Yes
Pritchard Park Outfall Relocation	This item carries forward funding and provides 2021 budget authority for relocation of the Pritchard Park outfall.	SSWM Fund / Public Works	\$ 100,000	Increase	No	No
2020 Annual Drainage/Culvert Projects	This item carries forward funding and provides 2021 budget authority for culvert repairs at various locations around the Island.	SSWM Fund / Public Works	\$ 186,162	Increase	No	Yes
Manzanita Watershed Study	This item carries forward funding and provides 2021 budget authority to support work associated with the Manzanita study which was approved in the 2020 2nd QTR BUA.	SSWM Fund / Public Works	\$ 200,000	Increase	No	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		\$ 497,052			

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING	ENCUMBERED
Rate Study	This item carries forward funding and provides 2021 appropriation authority related to the Building and Development Services Fund rate study as provided for in the 2019-2020 Adopted Budget.	BDS Fund / Planning and Community Development	\$ 16,063	Increase	No	Yes
	TOTAL BUILDING AND DEVELOPMENT SERVICES FUND EXPENDITURE INCREASE		\$ 16,063			
TOTAL ALL FUNDS EXPENDITURE INCREASE			\$ 1,878,618			



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Reappointment of Bainbridge Island Representative to Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee - Mayor Nassar,

SUMMARY: Consideration of the reappointment of Beth Crittenden as the Bainbridge Island Representative to Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee. The term is two years.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve reappointment of Beth Crittenden to the Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Bremerton Kitsap Access Television's Public Access Citizens Advisory Committee acts as an advisory body to the Bremerton City Council and Mayor and the Kitsap County Commissioners to promote and develop optimal utilization of the public access television system known as Bremerton Kitsap Access Television ("BKAT"). A description of the position is attached.

ATTACHMENTS:

[2021 Public Access Citizen Bainbridge Island.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Public Access Citizen's Advisory Committee

Volunteer Position Description

Summary: Acting as part of an advisory body to the Bremerton City Council and Mayor and Kitsap County Commissioners; promote and develop optimal utilization of the Public Access Television system.

Job Duties: Meet at least once per quarter. Make general recommendations regarding issues relating to services and facilities provided to subscribers and users of the system. Promote community outreach. Provide a forum for citizen complaints and concerns regarding use of facilities, programming, and other related issues. Perform other duties as requested by the Bremerton City Council, Mayor of Bremerton or County Commissioners.

Skills and Qualifications: Must be a City of Bainbridge Island resident with a professional, educational or personal interest in Public Access Television. Must be willing to function as part of an advisory team and able to attend quarterly meetings.

Training Available: Ongoing training/education will be provided by BKAT.

Responsible to: City of Bremerton Mayor and City Council and the Kitsap County Commissioners

Time Commitment: *The first meeting will be held February 24, 2021.* Otherwise, attend quarterly meetings from 5-7 p.m. in January, April, July and October on the fourth Thursday of the month. Other meetings and training may occasionally be scheduled.

Staff Person: *Jon Rauch, Public Access Manager 360-473-5012*



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:05 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[March 2 City Council Study Session.pdf](#)

[March 9 City Council Regular Business Meeting.pdf](#)

[March 16 City Council Study Session.pdf](#)

[March 23 City Council Regular Business Meeting.pdf](#)

[April 6 City Council Study Session.pdf](#)

[2021 List of Proposed Future Council Topics for 02232021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MARCH 02, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)

OR TELEPHONE: US: +1 253 215 8782

WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
8. **CITY COUNCIL DISCUSSION**
 - 8.A **Workplan Discussion - City Council**, 2 Hours
9. **FOR THE GOOD OF THE ORDER**
10. **ADJOURNMENT**

GUIDING PRINCIPLES

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

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

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



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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 09, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

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AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(6:10 PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **Accounts Payable and Payroll,**
 - 6.C **City Council Study Session Minutes, February 16, 2021 and City Council Regular Business Meeting Minutes, February 23, 2021**
7. **FUTURE COUNCIL AGENDAS**
 - 7.A **(x PM) Future Council Agendas, 10 Minutes**

8. **PRESENTATION(S)**
9. **PUBLIC HEARING(S)**
10. **UNFINISHED BUSINESS**
 - 10.A **Transportation Benefit District (Traffic Calming and Climate Mitigation) Funding Discussion and Budget Amendment - Public Works, 15 Minutes**
 - 10.B **Capital Improvement Plan Grant Update - Public Works 30 Minutes**
 - 10.C **(x PM) Ordinance No. 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes, 20 Minutes**
Ordinance No. 2021-03 Triage Code Update
Exhibit A to Ord 2021-03.docx
ORD 2020-40 Planning Commission Recorded Motion 121020.pdf
20201029 Planning Commission Workplan for Joint Land Use Subcommittee Recommendations.pdf
20201013_Joint_Land_Use_Subcommittee_Memorandum_Initial_Recommendations_Recovered.pdf
20201013 Joint Land Use Subcommittee Attachment A Table.pdf
11. **NEW BUSINESS**
 - 11.A **Village Pump Station Professional Services Agreement Amendment & Budget Amendment - Public Works,**
 - 11.B **Radar Sign Procurement and Budget Amendment - Public Works, 5 Minutes**
12. **CITY COUNCIL DISCUSSION**
 - 12.A **Discussion of Police/Court Facility, 30 Minutes**
 - 12.B **(x PM) Feedback on Proposed Changes to Governance Manual - Council, 10 Minutes**
 - 12.C **Ordinance relating to Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members - Mayor Nassar, 15 Minutes**
Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members.docx
13. **COMMITTEE REPORTS**
14. **FOR THE GOOD OF THE ORDER**
15. **ADJOURNMENT**

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MARCH 16, 2021**

REMOTE MEETING ON ZOOM

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OR TELEPHONE: US: +1 253 215 8782

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AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **(x PM) Future Council Agendas**, 10 Minutes
6. **PRESENTATIONS**
 - 6.A **Presentation, Sustainable Transportation Plan Update - Project Evaluation and Scenario Development - Public Works** 90 Minutes
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
9. **CITY COUNCIL DISCUSSION**
10. **FOR THE GOOD OF THE ORDER**
11. **ADJOURNMENT**

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 23, 2021**

REMOTE MEETING ON ZOOM

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6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda**, 5 Minutes
 - 6.B **Accounts Payable and Payroll**,
 - 6.C **(xPM) City Council Study Session Minutes, xx and Regular Business Minutes, xx**
 - 6.D **Water Resource Inventory Area 15 Watershed Restoration and Enhancement Plan - Public Works**, 5 Minutes

6.E **Eagle Harbor Phase II Non-Motorized Improvements Contract Award - Public Works,** 10 Minutes

6.F **Chlorine Generator Replacement Contract - Public Works,** 5 Minutes
[Contract ProForma.docx](#)

7. **FUTURE COUNCIL AGENDAS**

7.A **(x PM) Future Council Agendas,** 10 Minutes

8. **PRESENTATION(S)**

9. **PUBLIC HEARING(S)**

10. **UNFINISHED BUSINESS**

11. **NEW BUSINESS**

11.A **Input on scope of work for Natural Resources Senior Planner position** 15 Minutes

11.B **Lodging Tax Advisory Committee (LTAC) 2021 Funding Recommendations - Executive** 10 Minutes

12. **COMMITTEE REPORTS**

13. **FOR THE GOOD OF THE ORDER**

14. **ADJOURNMENT**

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 06, 2021**

REMOTE MEETING ON ZOOM

AGENDA

1. CALL TO ORDER / ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE
4. FUTURE COUNCIL AGENDAS
5. PRESENTATIONS
 - 5.A **Winslow Wastewater Treatment Plant Influent/Effluent Study Results**
20 Minutes
6. UNFINISHED BUSINESS
 - 6.A **Multifamily Tax Exemption (MFTE) Update** 30 Minutes
7. NEW BUSINESS
 - 7.A **Results of Fee Study for Planning and Community Development by Consultant, FCS Group** 60
Minutes
8. CITY COUNCIL DISCUSSION
9. FOR THE GOOD OF THE ORDER
10. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: February 23, 2021
To: City Council
From: Ellen Schroer, Interim City Manager
Subject: Proposed Future City Council Topics

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers but have not yet been placed on an agenda, or added to an agenda for consideration of placement.

TOPIC

- Ethics Program
- Restorative Justice Disciplinary Procedures
- Schedule joint Ethics/Council meeting (March 24 to be confirmed)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:15 PM) Recommendation from Climate Change Advisory Committee and Utility Advisory Committee on Puget Sound Energy Franchise Agreement Process, CCAC and UAC,

SUMMARY: A representative of the subgroup consisting of members from the Climate Change Advisory Committee (CCAC) and Utility Advisory Committee (UAC) will provide recommendations to the City Council on the 2022 renewal of the PSE Franchise Agreement with the City of Bainbridge Island.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: In 2019, a subgroup consisting of representatives from the Climate Change Advisory Committee (CCAC) and Utility Advisory Committee (UAC) was formed. The purpose of the subgroup was to provide recommendations to the City Council on the 2022 renewal of the PSE Franchise Agreement with the City of Bainbridge Island. There will be a brief presentation by the subgroup on recommendations related to the renewal of the PSE franchise agreement.

These recommendations include:

2. Establish framework.

- Identify a shared vision for success.

- Agree on a set of principles.
 - Develop an understanding of respective goals
3. Develop a Partnership Agreement in parallel with Franchise Agreement.
 4. Establish 10 years as the length of the Franchise Agreement.
 5. Develop specific commitments with timelines that ensure accountability.

ATTACHMENTS:

[CCAC and UAC Recommendations on PSE Franchise Agreement February 18th 2021.pdf](#)

[City Council February 23rd CCAC and UAC PSE Franchise Agreement Presentation.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**Executive Summary:
Recommendations from the Climate Change and Utility Advisory
Committees' Subgroup on the PSE Franchise
(February 18th, 2021)**

Scientific evidence has shown that Earth's changing climate is an immediate and existential threat to humanity. The cause is our civilization's overproduction of greenhouse gases (GHG) that trap the Earth's heat. Bainbridge Island has committed to do its part to address this crisis by reducing our GHG emissions by 90 percent by 2045 compared to levels in 2014. Our inventory of the sources of these emission reveal that 53% percent are from our use of electricity¹.

Therefore, to achieve the goals of our Climate Action Plan (CAP), the City of Bainbridge Island (COBI) intends to work collaboratively with Puget Sound Energy (PSE). Such a partnership can help COBI meet its climate, energy, safety, reliability, and undergrounding goals and PSE to meet its mandated requirements under the Washington State Clean Energy and Transformation Act (CETA)².

In addition, the 2017 Bainbridge Island Comprehensive Plan³ included a Utilities - Electrical element that had a goal to **"ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island"**. The element also had nine policies that we believe are consistent with the recommendations in this report (see Appendix B).

The last PSE Franchise Agreement (Franchise Agreement) with COBI was a 15-year agreement begun in 2007 (Ordinance 2007-11)⁴. A

Vision: COBI and PSE will work collaboratively to support and achieve our respective goals for the benefit of Bainbridge Island residents, businesses and the broader community.

Principles: COBI and PSE will develop a Franchise Agreement and a parallel Partnership Agreement that:

- Protects public health and safety;
- Promotes collaboration;
- Advances equity;
- Provides accountability; and
- Is scalable.

Goals: COBI and PSE will work together to meet the following COBI goals:

- Reduce greenhouse gas emissions by 90 percent by 2045 compared to 2014 levels
- Achieve 100 percent carbon free electricity for Bainbridge Island by 2040
- Increase transparency on data related to reliability and bring Bainbridge Island's duration and frequency of interruptions up to PSE's system averages within 2-3 years.

¹ City of Bainbridge Island Greenhouse Gas Emissions Report. 2019. Final Findings Report. Cascadia Consulting Corp Inc. <https://www.bainbridgewa.gov/922/Climate-Change-Advisory-Committee>.

² CETA requires the State's electrical supply to be free of coal by 2025, carbon neutral by 2030 and 100% carbon-free by 2045.

³ Bainbridge Island Comprehensive Plan. 2017. <https://www.bainbridgewa.gov/162/Comprehensive-Plan>

⁴ AN ORDINANCE granting to Puget Sound Energy, a Washington public service company, and its successors and assigns, for a period of fifteen (15) years, the right, privilege, authority, consent and approval to set, erect, lay, construct, extend, support, attach, connect and stretch Facilities between, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and

new Agreement is scheduled to be completed by the end of April 2022. The current Agreement includes no reference to GHG, climate change, energy efficiency, renewable energy, local energy generation, green building standards, transportation electrification, or reliability. It does address undergrounding of utility lines (see Appendix A).

Our subgroup has concluded that COBI and PSE must take three important initial steps in developing a new Franchise and Partnership Agreements:

- Identify a shared vision for success;
- Agree on a general set of principles to guide negotiations; and
- Develop a mutual understanding of our respective climate, energy, safety, reliability, and undergrounding goals.

The main report contains a more detailed description of the vision, principles, and goals.

Recommendations

As a first step, the Subgroup conducted research to learn how other cities have incorporated climate, energy, safety, reliability and undergrounding goals into their Franchise Agreements. A particularly useful resource was a study completed by the National Renewable Energy Lab (NREL) that surveyed over 3600 municipalities⁵ regarding their Franchise Agreements. Seventy-two of those municipalities were in Washington State with 25 cities in the PSE service area⁶.

Based on that research, we developed recommendations in several areas as summarized below. The main report includes a more detailed discussion of the research, findings, and recommendations. We believe the recommendations are consistent with the goals and policies in the Bainbridge Island Comprehensive Plan.

Recommendation #1: COBI and PSE develop a separate Partnership Agreement in parallel with the development of a new Franchise Agreement.

While some cities have incorporated specific climate, energy, safety, reliability and undergrounding goals in their Franchise Agreements, many others have used parallel Partnerships Agreements⁷.

through the Franchise Area for purposes of transmission, distribution and sale of electric energy for power, heat, light and any other purpose for which electric energy can be used.

⁵ Cook, Jeffrey; Grunwald, Bryn; Holm, Alison; and Aznar, Alexandra. 2020. Wait, cities can do what? Achieving city energy goals through Franchise Agreements. Energy Policy (144)(2020) 111619. National Renewable Energy Laboratory. The National Renewable Energy Lab specializes in renewable energy and energy efficiency research and development. NREL is a government-owned, contractor-operated facility, and is funded through the United States Department of Energy.

⁶ Anacortes, Bainbridge Island, Bellevue, Bellingham, Black Diamond, Bonney Lake, Bremerton, Buckley, Burien, Des Moines, Duvall, Kenmore, Kent, Issaquah, Lynden, Maple Valley, Mercer Island, Normandy Park, Puyallup, Renton, Sammamish, Sea-Tac, Snoqualmie, Tumwater, and Woodinville.

⁷ Bonugli, Celina; Duncan, Jake; Crandall, Kelly, and Etter-Wenzel, Cassandra. 2019. Utilizing City-Utility Partnership Agreements to Achieve Climate and Energy Goals. World Resources Institute. Working Paper.

Partnership Agreements establish a working relationship between the City and a Utility to develop a workplan for achieving the City’s goals. They also include a mechanism for administrating the Partnership Agreement and establishing commitments from both parties to achieve those goals.

We recommend that COBI and PSE develop a Partnership Agreement in parallel with the Franchise Agreement. While this makes the process more complicated, it can help ensure COBI’s climate, energy, safety, reliability, and undergrounding goals are achieved.

Recommendation #2: The Franchise Agreement and Partnership Agreements contain specific commitments from both PSE and COBI.

We believe it is important that both the Franchise and Partnership Agreements contain specific commitments to maintain accountability over the lifetime of the Agreements. The commitments must have timelines, specify how PSE and COBI will work together to meet those commitments, and spell out consequence of not meeting the commitments.

Table 1 provides a summary of the major commitments that we recommend be included in the Franchise and the Partnership Agreements. We believe these commitments are consistent with the goals and polices in the 2017 Comprehensive Plan.

Table 1: Proposed Commitments for the Franchise and Partnership Agreements

Area	Franchise Agreement	Partnership Agreement
Collaboration	PSE and COBI work collaboratively to achieve our shared goals for reducing environmental impacts, preparing for climate change, and increasing safety and reliability.	PSE and COBI work collaboratively to achieve our shared goals for reducing environmental impacts, preparing for climate change, and increasing safety and reliability.
Transparency	PSE commits to provide a semi-annual report and presentation to the City Council on their current and planned efforts to achieve the goals of the Franchise Agreement.	PSE commits to provide a semi-annual report and presentation to the City Council on their current and planned efforts to achieve the goals of the Partnership Agreement.
Demand Reduction		PSE and COBI establish specific commitments to reduce both total energy demand and peak energy demand.
Energy Supply	PSE and COBI work collaboratively to provide 100% carbon free electricity to Bainbridge Island by 2040, five years ahead of the CETA requirements.	

September 2019. <https://wriorg.s3.amazonaws.com/s3fs-public/utilizing-city-utility-partnership-agreements-achieve-climate-energy-and-goals.pdf>.

Area	Franchise Agreement	Partnership Agreement
	<p>PSE and COBI work collaboratively to set interim benchmarks for this pathway to carbon free electricity that provide meaningful waypoints within the length of the agreement.</p> <p>PSE commits to provide COBI with information needed to complete the Bainbridge Island GHG emissions inventory (e.g., annual average ratio of CO2 emissions per KWH power/year) and other information related to GHG reductions as requested by COBI.</p>	
Local Generation		<p>PSE and COBI commit to set targets for generating carbon free electricity on Bainbridge Island especially for low income, affordable, and senior housing.</p>
Green Building Fund		<p>PSE and COBI commit to explore establishing a Green Energy and Building Fund.</p>
Electrification of Transportation		<p>PSE and COBI commit to develop the infrastructure needed for electric vehicles on Bainbridge Island, including the installation of fast charging infrastructure.</p> <p>PSE and COBI coordinate with Washington State Ferries and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.</p>
Reliability	<p>PSE commits to increase its transparency on reliability reporting and bring Bainbridge Island’s SAIDI and SAIFI⁸ numbers up to PSE’s system averages.</p>	<p>PSE commits to post SAIDI and SAIFI comparisons to Kitsap County, the PSE service area, other major public private utilities in WA and IEEE or other industry standards.</p> <p>COBI commitments to facilitate discussion with the Community on improvements to the transmission, substations and other facilities on the island.</p> <p>PSE commits to post the status of projects completed, underway and planned to improve reliability by section and as a system. This should include “wired” and “non-wired”</p>

⁸ The metrics that describe the duration and frequency of interruptions are known as the **System Average Interruption Duration Index (SAIDI)** and **System Average Interruption Frequency Index (SAIFI)**.

Area	Franchise Agreement	Partnership Agreement
		<p>solutions such as battery storage and demand management.</p> <p>PSE commits to evaluating adding a specific amount of tree wire⁹ over the next 2-3 years.</p>
Undergrounding	<p>PSE commits to develop a 15 to 20-year plan to underground the remaining (and future) above ground distribution segments. PSE would prioritize these segments by expected impact on reliability and safety. The annual program should be approximately equal each year.</p> <p>COBI would provide its financial commit in a timely fashion each year or biennium.</p>	<p>PSE commits to evaluate providing walking and biking paths in the right of way under the utility distribution lines.</p>

Recommendation #3: The length of the PSE Franchise Agreement should be 10 years. The length of the Partnership Agreement will be determined during its development.

We recommend that the length of the Franchise Agreement be for 10 years, which is the length of the Franchise Agreements in Bellevue, Black Diamond, and Sammamish according to the survey conducted by NREL¹⁰.

Our current Franchise Agreement is for 15 years. We believe, however, that a shorter duration is important due to the changing nature of the energy field and the rapid advancement in integrating renewable energy into the energy mix.

We would prefer a Franchise Agreement of just 5 years but understand that the resources and time to complete Franchise Agreements is substantial. We recommend that the length of the Partnership Agreement be determined during the Franchise negotiations.

Next Steps

- Present the findings and recommendations of the CCAC/UAC to the City Council.
- Present the findings and recommendations of the CCAC/UAC to the City Staff responsible for the PSE Franchise Agreement negotiations.

⁹ Tree wire or covered open wire consists of the conductor (aluminum, aluminum alloy or ACSR) and the extruded covering (conductor shield, low density inner layer and protective outer layer). Covering thickness depends on the system voltage. It is designed for full span applications and is supported on polyethylene insulators

¹⁰ Cook, Jeffrey; Grunwald, Bryn; Holm, Alison; and Aznar, Alexandra. 2020. Wait, cities can do what? Achieving city energy goals through Franchise Agreements. Energy Policy (144)(2020) 111619. National Renewable Energy Laboratory.

- Participate in PSE Franchise Agreement negotiations as outlined in an October 18, 2019 memo to the City of Bainbridge Island from Elana Zana from Ogden, Murphy Wallace, PLLC on the public process for PSE Franchise Negotiations as presented at the October 22nd, 2019 City Council Meeting¹¹.

¹¹ <https://www.bainbridgewa.gov/1101/City-Council-Agendas>. October 22nd, 2019 Meeting.

**PSE Franchise Agreement: Findings and
Recommendations from Climate
Change and Utility Advisory
Committee's to the Bainbridge Island
City Council**

A. Introduction

The climate crisis is an immediate and existential threat to our children’s existence. The world is now producing more carbon than is sustainable with consequences that are exceedingly dire. We believe therefore it is imperative for the City of Bainbridge Island (COBI) to work collaboratively with Puget Sound Energy (PSE) to create a partnership that can help COBI meet its climate, energy, reliability, safety, and undergrounding goals and for PSE to meet its mandated requirements under the Washington State Clean Energy and Transformation Act (CETA)¹².

This is reinforced by the goals and policies articulated in the 2017 Bainbridge Island Comprehensive Plan (see Appendix B). The Comprehensive Plan included an “Utilities Element - Electrical” with a goal to “**Ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island**”.

Under the goal there are nine policies. We believe the recommendations in this report are consistent with those goals and policies. A few of those policies are included below:

- Policy U 14.1 Develop a plan together with the electric service provider to undertake energy efficiency improvements and other alterations of electric utility facilities to provide capacity for future growth.
- Policy U 14.3 Encourage the electric service provider to improve reliability, with particular attention to adding transmission redundancy and mitigating impacts on service from storms or other natural events.
- Policy U 14.4 Encourage undergrounding new and existing electric transmission and distribution power lines, and develop a long-term strategy for future undergrounding, to include maximizing opportunities with new construction, and prioritizing the work that affects the greatest number of households and businesses.
- Policy U 14.5 Encourage the electric service provider and electricity users to use carbon neutral electricity generation, local electricity generation, and innovative technologies such as solar power that are reliable, cost effective, preserve resources, provide minimal environmental impact, and do not contribute to global warming.
- Policy U 14.9 Explore ways to obtain 100% green electricity including investing in new renewable energy projects.

The last PSE Franchise Agreement (Franchise Agreement) with COBI was in 2007 (Ordinance 2007-11)¹³. The Franchise Agreement was for 15 years and a new one is scheduled to be completed by the end of April 2022. The current Franchise Agreement

¹² CETA requires the State’s electrical supply to be free of coal by 2025, carbon neutral by 2030 and 100% carbon-free by 2045.

¹³ AN ORDINANCE granting to Puget Sound Energy, a Washington public service company, and its successors and assigns, for a period of fifteen (15) years, the right, privilege, authority, consent and approval to set, erect, lay, construct, extend, support, attach, connect and stretch Facilities between, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area for purposes of transmission, distribution and sale of electric energy for power, heat, light and any other purpose for which electric energy can be used.

does not include any reference to climate change, energy efficiency, renewable energy or local energy generation, green building standards, transportation electrification, or reliability. The current Franchise Agreement does address undergrounding (see Appendix A).

B. Climate Change and Utility Advisory Committee Subgroup

In 2019, a subgroup consisting of representatives from the Climate Change Advisory Committee (CCAC) and Utility Advisory Committee (UAC) was formed. The purpose of the sub-group was to provide recommendations to the City Council on the 2022 renewal of the Agreement with COBI.

The subgroup recognizes COBI has established a process for negotiating with PSE on the Franchise Agreement and recognizes that it is not the role of the CCAC or the UAC to negotiate with PSE on the Franchise Agreement.

The process for the PSE Franchise Negotiation was outlined in an October 18, 2019 memo to the City of Bainbridge Island from Elana Zana from Ogden, Murphy Wallace, PLLC on the public process for PSE Franchise Negotiations as presented at the October 22nd, 2019 City Council Meeting¹⁴. This process may have been modified because of the pandemic but we would encourage the City to engage the CCAC and UAC early in the negotiations.

At the October 6th, 2020, the City Council approved the subgroup reconvening to provide information to COBI that can be used when renegotiating the Franchise Agreement.

C. Proposed COBI Vision for PSE Franchise Agreement

COBI and PSE both have their own visions for the future. For purposes of this Franchise Agreement, we propose the following shared vision. We believe this vision is consistent with the goals and policies articulated in the 2017 Bainbridge Island Comprehensive Plan.

- COBI and PSE will work collaboratively to support and achieve each other's goals for the benefit of Bainbridge Island residents, businesses and the broader community.
- We will work together to make Bainbridge Island a Regional leader in addressing climate change.
- We will work together to significantly reduce the Island's GHG emissions by working collaboratively to increase the supply of clean energy generated both on and off the Island and reducing energy demand on the Island.
- We will work together to make sure the solutions identified are equitable for all residents of Bainbridge Island.

¹⁴ <https://www.bainbridgewa.gov/1101/City-Council-Agendas>. October 22nd, 2019 Meeting.

- We will work together to develop a Green Energy and Building Fund to help residents who need assistance to reduce their energy demand.
- We will work together to develop the infrastructure needed for electric vehicles and where needed to ensure the smooth transition to the new hybrid ferries that service Bainbridge Island.
- We will work together to improve the safety and reliability of electricity on the Island for all people and locations and to complete undergrounding where appropriate.
- We both acknowledge that PSE’s ability to implement innovations rapidly may be constrained by regulatory requirements. We will work to minimize both external and internal barriers to the rapid implementation of the climate, energy, safety, reliability, and undergrounding goals.

D. Proposed Principles for PSE Franchise and Partnership Agreements

We believe it is important that COBI and PSE agree on general principles for negotiating the new Franchise Agreement and the Partnership Agreements. We propose the following five principles to guide the discussion.

Public Health and Safety: COBI and PSE will create a Franchise and Partnership Agreements that protects the public health and safety of Bainbridge Island residents.

Collaboration: COBI and PSE will work collaboratively to achieve both organizations’ goals with respect, transparency and innovative thinking, as well as establishing open and effective channels of communication.

Equity: COBI and PSE will create a Franchise and Partnership Agreements that considers and minimizes the potential for unintended and/or inequitable impacts, establishes partnerships with underserved communities and involves diverse community voices from the start of the negotiation.

Accountability: COBI and PSE will establish commitments to ensure the climate, energy, safety, reliability, and undergrounding goals in the Franchise and Partnership Agreements are achieved.

Scalability: COBI and PSE will create a Franchise and Partnership Agreements that are replicable, scalable, and available for other communities in Washington State.

E. Proposed Goals for Franchise and Partnership Agreements

The CAP established goals and targets in multiple areas that are relevant to the PSE Franchise and Partnership Agreements: greenhouse gas emissions, energy demand, energy supply, preparedness, green building, and electrification. In addition, the 2017 Bainbridge Island Comprehensive Plan included goals and policies that are relevant to the PSE Franchise and Partnership Agreements.

COBI does not currently have any specific goals or targets for reliability. PSE has announced a multiyear program for increasing reliability¹⁵ which includes a volunteer Community Sounding Board helping PSE evaluate routing. However, we believe there is a continued need to increase transparency and improve reliability.

There are currently no specific goals or targets for undergrounding. It is important to differentiate between undergrounding of transmission and distribution power lines. Transmission lines carry 115KVA and are much more expensive and dangerous to bury. They need a 25' by 8' by 8' vault buried every 2000 feet. Burying these lines is probably not worth considering. Undergrounding distribution power lines is common and required in new developments already. Many other communities have buried existing distribution power lines over time to improve reliability.

The UTC prohibits PSE from paying for the undergrounding on Bainbridge Island and then spreading the costs to all service areas rate payers. The Utilities and Transportation Commission (UTC) has created a tariff structure that COBI and PSE could utilize to create an undergrounding program for existing distribution lines. The Franchise and Partnership Agreements should require PSE to develop such a program, with PSE setting the priorities based on reliability gains subject to the City's ability to pay. Then COBI would need to decide where those resources would come from (e.g., general funds, or by establishing Local Utility Districts).

Table 2 provides the climate and energy goals and targets established in the CAP for COBI and proposes reliability and undergrounding goals and targets.

Table 2: COBI Climate, Energy, Reliability and Undergrounding Goals and Targets

Area	Goal	Target
GHG Emissions	Reduce GHG emissions	Reduce GHG emissions by 90% by 2045 compared to 2014 levels with interim goals of reducing greenhouse gases by 25% by 2025 and 60% by 2035 compared to 2014 levels.
Energy Demand	Increase energy conservation and efficiency throughout the planned and existing built environment, including	By 2022, COBI will have established a Green Energy and Building Fund to assist with conversions and efficiency upgrades for homes, businesses, and institutions with a focus on low-income housing.

¹⁵ Program includes: 1) Replacing the Winslow Tap; the distribution line from the top of the island to the Winslow substation (underway); 2) Constructing the "missing link" transmission line to connect the Winslow and Murden Cove substations; 3) Adding more "tree wire" and more tree trimming; and PSE is exploring various "non-wire" solutions such as battery storage capacity at Murden Cove and demand management solutions for residential and commercial locations.

Area	Goal	Target
Energy Supply	<p>customer-owned generation.</p> <p>Eliminate carbon-based energy sources from all energy sectors.</p>	<p>By 2022, COBI adopts policies that prohibit propane, fuel oil, and wood stoves as the primary source of heating in all new residential, commercial, industrial, and municipal buildings.</p> <p>By 2040, all of Bainbridge Island’s sources of electricity are carbon-free.</p>
Preparedness	<p>Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate.</p>	<p>By 2023, half of the twelve Bainbridge Prepares disaster hubs have installed 6-20kW solar arrays and storage for resilience.</p>
Green Building	<p>Reduce GHG emissions from all municipal, commercial, industrial and residential buildings (work with other taxing districts such as schools and parks).</p>	<p>By 2021, COBI has adopted green building standards and practices for all new municipal, residential, commercial, and industrial buildings, including affordable housing and all renovations and additions of a certain size.</p>
Electrification of Transportation	<p>Reduce GHG emissions from motorized transportation, including through electrification of all modes (on-road, off-road, and ferries) and encourage reduction of air travel.</p>	<p>By 2025, transition COBI’s fleet to 75% electric vehicles and the remainder to biofuels.</p> <p>By 2030, increase the mode share of public transit to 5% (currently 2%) and to 10% by 2045.</p> <p>By 2045, 80% of registered vehicles on Bainbridge Island will be either electric vehicles or plug-in hybrid electric vehicles.</p> <p>Coordinate with Washington State Ferries, PSE, and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.</p>
Reliability	<p>Increase transparency and improve reliability</p>	<p>PSE commits to publicly post on their website details of reliability dating back 10 years to the present for the Island as a whole and the major distribution branches.</p>

Area	Goal	Target
		PSE commits to bring Bainbridge Island’s SAIDI and SAIFI ¹⁶ numbers up to PSE’s system averages with 2-3 years.
Undergrounding	Increase undergrounding	PSE commits within the first year of the Franchise Agreement to develop a 15 to 20-year plan to underground the remaining (and future) above ground distribution segments.

F. Research Questions and Findings

The subgroup started its work by asking several questions and then looking for examples of how other cities have incorporated climate, energy, safety, reliability, and undergrounding goals into their Franchise Agreements. The best source we found was a study completed by the National Renewable Energy Lab (NREL) that surveyed over 3600 municipalities¹⁷ with 72 of those in Washington State. The data base includes 25 cities that are in the PSE service area¹⁸.

In addition, NRLE published a paper that summarizes their findings from the survey and includes detailed analysis of the programs in Chicago, Denver, Sarasota, Minneapolis, and Salt Lake City¹⁹.

Have cities incorporated climate, energy, safety, reliability, and undergrounding goals in their Franchise Agreements?

Findings: The NREL study found the following on how cities have incorporated their climate and clean energy goals into their Franchise Agreements:

- Questions on reducing GHG emissions was not included in survey
- 127 cities mentioned energy efficiency (4%)
- 73 cities mentioned renewable energy (2%)
- 56 cities had a 100% renewable energy goal (2%)
- 41 cities mentioned electric vehicles or electric infrastructure (1%)

¹⁶ The metrics that describe the duration and frequency of interruptions are known as the **System Average Interruption Duration Index (SAIDI)** and **System Average Interruption Frequency Index (SAIFI)**.

¹⁷ Cook, Jeffrey; Grunwald, Bryn; Holm, Alison; and Aznar, Alexandra. 2020. Wait, cities can do what? Achieving city energy goals through Franchise Agreements. *Energy Policy* (144)(2020) 111619. National Renewable Energy Laboratory.

¹⁸ Anacortes, Bainbridge Island, Bellevue, Bellingham, Black Diamond, Bonney Lake, Bremerton, Buckley, Burien, Des Moines, Duvall, Kenmore, Kent, Issaquah, Lynden, Maple Valley, Mercer Island, Normandy Park, Puyallup, Renton, Sammamish, Sea-Tac, Snoqualmie, Tumwater, and Woodinville.

¹⁹ Cook, Jeffrey; Aznar, Alexandra; Grunwald, Bryn; and Holm, Alison. Hand me the Franchise Agreement: Municipalities Add Another Policy Tool to their Clean Energy Toolbox. 2020. *Solar Energy*. In Press

The data base indicates none of the 25 Franchise Agreements for cities in the PSE service area include references to energy efficiency, renewable energy, 100% renewable energy goals, or electric vehicle infrastructure. The NREL survey found that 322 utilities had included provisions for undergrounding infrastructure in their Franchise Agreements (9%). The survey did not ask questions about reliability.

For the PSE customers, the NREL data base indicated 12 of 25 cities included undergrounding provisions in their Franchise Agreements.

Have Cities Used Other Types of Agreements (Partnerships Agreements) along with the Franchise Agreement to advance their climate, energy, safety, reliability, and undergrounding goals?

Findings: A paper by the World Resource Institute evaluated how Cities have developed Partnership Agreements to achieve their climate and energy goals²⁰ independent of Franchise Agreements. The paper provides a step-by-step process for establishing these partnerships and identifies the common elements in the agreements (e.g., structure, implementation/governance, administration, who should be involved, when and how to pursue agreements, approving agreements, and delivery of agreement).

The paper provides the links to six city-utility partnerships: Sarasota, Minneapolis, Salt Lake City, Madison, Denver, and Charlotte (see Tables 4-6 for more details). Seven of the eight cities presented in the two studies used Partnership Agreements with utilities instead of Franchise Agreements to achieve their climate and energy goals.

The Partnership Agreements are negotiated in parallel or separately from the Franchise Agreements. In addition, the Partnership Agreements are generally non-binding and establish working partnerships with the utility to develop a workplan for achieving the cities goals along with a mechanism for administering the Partnership Agreements and establishes metrics and commitments from both parties.

What is the average length of other cities Franchise Agreements?

Findings: The current PSE Franchise Agreement with COBI is for 15 years. Based on the NREL data base we found the following length of time for Franchise Agreements in cities.

- 1-10 years (6%)
- 11- 20 years (18%)
- 21-30 years (19%)

²⁰ Bonugli, Celina; Duncan, Jake; Crandall, Kelly, and Etter-Wenzel, Cassandra. 2019. Utilizing City-Utility Partnership Agreements to Achieve Climate and Energy Goals. World Resources Institute. Working Paper. September 2019. <https://wriorg.s3.amazonaws.com/s3fs-public/utilizing-city-utility-partnership-agreements-achieve-climate-energy-and-goals.pdf>.

- > 30 years (6%)
- No term limit identified (6%)
- Not available (44%)

The length of the Franchise Agreements for the 25 cities in the PSE service area in the NREL data base are as follows along with the expiration date on their current Franchise Agreement:

- 10 years: Bellevue (2028); Black Diamond (2028); and Sammamish (2026)
- 15 years: **Bainbridge Island (2022)**; Bremerton (2019); Buckley (2029); Burien (2019); Duvall (NA); Maple Valley (2020); Renton (2022); and Woodinville (2020).
- 20 Years: Normandy Park (2027)
- 25 years; Bellingham (2028); Kent (2018); and Lynden (2039).
- 30 years: Anacortes (2027); Issaquah (2040); and Puyallup (2014).
- Not included: Bonney Lake, Des Moines, Kenmore, Mercer Island, Sea-Tac, Snoqualmie, and Tumwater,

Other Findings from Outreach to Researchers and Municipalities

During our research we had conversations with several people who had done research on Franchise Agreements or had been involved in negotiating Franchise Agreements. These included staff at NREL, staff from the World Research Institute, staff from Missoula, Montana, and individuals who have worked on Franchise Agreements in our area. The findings from those conversations are included below.

NREL Staff

- Most Cities negotiate a separate agreement parallel with the Franchise Agreement that incorporates Climate and Energy Goals. They are generally non-binding but have specific commitments.
- Separate agreements need to have performance metrics and/or commitments to ensure implementation.
- The length of the Franchise term is usually the most contentious topic (utilities want longer, cities want shorter). This can be used to negotiate other aspects of the Franchise Agreements.
- Include pilot projects in a separate agreement as a way to move forward.
- Franchise fees are used to fund specific projects.

World Research Institute

- Partnership Agreements between a City and Utility are a common method to achieve the Cities climate and energy goals.
- There are common elements to Partnership Agreements such as:
 - Framing Agreement (vision, values, collaboration, agreed on outcomes, agreement on “not tos”).
 - Implementation and Governance (governing body, work plans, regular dialogue, time frame, roles and responsibilities, and public engagement)

- Administration (duration, enforceability, costs and handling disagreements).
- To ensure a successful Agreement, must have clear metrics to track progress.

Other

- Need engaged leadership from City Council and City Manager.
- Need public engagement early and often.
- Need to start at least one year in advance of the expiration of the Franchise Agreement.
- Need to reach out to other communities in the PSE service area who are renegotiating Franchise Agreements in the next few years.
- Need to reach out to other communities who have done Franchise Agreements to learn from them.

G. Recommendations

Based on the research and findings above and the goals and policies of the 2017 Comprehensive Plan, the subgroup makes the following recommendations on the issues identified below.

Recommendation #1: COBI and PSE will work to develop a separate Partnership Agreement in parallel with the development of a new Franchise Agreement.

While some cities have incorporated specific climate, energy, safety, reliability and undergrounding goals in their Franchise Agreements, many others have used parallel Partnerships Agreements²¹.

Partnership Agreements establish working partnerships with the utility to develop a workplan for achieving the cities goals along with a mechanism for administrating the Partnership Agreements and establishes metrics and commitments from both parties.

The pros and cons of incorporating COBI climate, energy, safety, reliability, and undergrounding goals in a Franchise Agreement or Partnership Agreement are highlighted below.

Incorporate Climate and Energy Goals	Pros	Cons
Franchise Agreements	<ul style="list-style-type: none"> ● Franchise is a contract so agreements have more force. 	<ul style="list-style-type: none"> ● Less flexibility.

²¹ Bonugli, Celina; Duncan, Jake; Crandall, Kelly, and Etter-Wenzel, Cassandra. 2019. Utilizing City-Utility Partnership Agreements to Achieve Climate and Energy Goals. World Resources Institute. Working Paper. September 2019. <https://wriorg.s3.amazonaws.com/s3fs-public/utilizing-city-utility-partnership-agreements-achieve-climate-energy-and-goals.pdf>.

Incorporate Climate and Energy Goals	Pros	Cons
Partnership Agreement in parallel	<ul style="list-style-type: none"> • May not be as contentious and easier to reach agreement. • Provides more flexibility • Majority of cities have developed Partnership Agreements in parallel. 	<ul style="list-style-type: none"> • Generally non-binding.
Both	<ul style="list-style-type: none"> • Some issues are more amendable in the Franchise Agreement versus the Partnership Agreement and vice-versa. • Provides more flexibility. 	<ul style="list-style-type: none"> • More time and resources.

We recommend that COBI and PSE develop a Partnership Agreement in parallel with the Franchise Agreement. While this makes the process more complicated, it can help ensure COBI’s climate, energy, safety, reliability, and undergrounding goals are achieved.

Recommendation #2: The Franchise Agreement and Partnership Agreements shall contain specific commitments from both PSE and COBI.

We believe it is important that both the Franchise and Partnership Agreements contain specific commitments to maintain accountability over the lifetime of the Agreements. The commitments must have timelines, specify how PSE and COBI will work together to meet those commitments, and spell out consequence of not meeting the commitments.

Table 3 provides a summary of the major commitments we recommend go into the Franchise Agreement and the Partnership Agreement. We believe these commitments are consistent with the goals and policies in the 2017 Comprehensive Plan.

Table 3: Proposed Commitments for the Franchise and Partnership Agreements

Area	Franchise Agreement	Partnership Agreement
Collaboration	PSE and COBI work collaboratively to achieve our shared goals for reducing environmental impacts, preparing for climate change, and increasing safety and reliability.	PSE and COBI work collaboratively to achieve our shared goals for reducing environmental impacts, preparing for climate change, and increasing safety and reliability.
Transparency	PSE commits to provide a semi-annual report and presentation to the City Council on their current and planned efforts to achieve the goals of the Franchise Agreement.	PSE commits to provide a semi-annual report and presentation to the City Council on their current and planned efforts to achieve the goals of the Partnership Agreement.

Area	Franchise Agreement	Partnership Agreement
Demand Reduction		PSE and COBI establish specific commitments to reduce both total energy demand and peak energy demand.
Energy Supply	<p>PSE and COBI work collaboratively to provide 100% carbon free electricity to Bainbridge Island by 2040, five years ahead of the CETA requirements.</p> <p>PSE and COBI work collaboratively to set interim benchmarks for this pathway to carbon free electricity that provide meaningful waypoints within the length of the agreement.</p> <p>PSE commits to provide COBI with information needed to complete the Bainbridge Island GHG emissions inventory (e.g., annual average ratio of CO2 emissions per KWH power/year) and other information related to GHG reductions as requested by COBI.</p>	
Local Generation		PSE and COBI commit to set targets for generating carbon free electricity on Bainbridge Island especially for low income, affordable, and senior housing.
Green Building Fund		PSE and COBI commit to explore establishing a Green Energy and Building Fund.
Electrification of Transportation		<p>PSE and COBI commit to develop the infrastructure needed for electric vehicles on Bainbridge Island, including the installation of fast charging infrastructure.</p> <p>PSE and COBI coordinate with Washington State Ferries and other entities as necessary to evaluate the need for, and feasibility of, establishing charging infrastructure on the Island to service ferries.</p>
Reliability	PSE commits to increase its transparency on reliability reporting and bring Bainbridge Island’s SAIDI and SAIFI ²² numbers up to PSE’s system averages.	PSE commits to post SAIDI and SAIFI comparisons to Kitsap County, the PSE service area, other major public private utilities in WA and IEEE or other industry standards.

²² The metrics that describe the duration and frequency of interruptions are known as the **System Average Interruption Duration Index (SAIDI)** and **System Average Interruption Frequency Index (SAIFI)**.

Area	Franchise Agreement	Partnership Agreement
		<p>COBI commitments to facilitate discussion with the Community on improvements to the transmission, substations and other facilities on the island.</p> <p>PSE commits to post the status of projects completed, underway and planned to improve reliability by section and as a system. This should include “wired” and “non-wired” solutions such as battery storage and demand management.</p> <p>PSE commits to evaluating adding a specific amount of tree wire²³ over the next 2-3 years.</p>
Undergrounding	<p>PSE commits to develop a 15 to 20-year plan to underground the remaining (and future) above ground distribution segments. PSE would prioritize these segments by expected impact on reliability and safety. The annual program should be approximately equal each year.</p> <p>COBI would provide its financial commit in a timely fashion each year or biennium.</p>	<p>PSE commits to evaluate providing walking and biking paths in the right of way under the utility distribution lines.</p>

Recommendation #3: The length of the PSE Franchise Agreement shall be 10 years.

The length of the Partnership Agreement will be determined during its development.

We recommend that the length of the Franchise Agreement be for 10 years, which is the length of the Franchise Agreements in Bellevue, Black Diamond, and Sammamish according to the survey conducted by NREL²⁴.

Our current Franchise Agreement is for 15 years. We believe, however, that a shorter duration is important due to the changing nature of the energy field and the rapid advancement in integrating renewable energy into the energy mix.

²³ Tree wire or covered open wire consists of the conductor (aluminum, aluminum alloy or ACSR) and the extruded covering (conductor shield, low density inner layer and protective outer layer). Covering thickness depends on the system voltage. It is designed for full span applications and is supported on polyethylene insulators

²⁴ Cook, Jeffrey; Grunwald, Bryn; Holm, Alison; and Aznar, Alexandra. 2020. Wait, cities can do what? Achieving city energy goals through Franchise Agreements. Energy Policy (144)(2020) 111619. National Renewable Energy Laboratory.

We would prefer a Franchise Agreement of just 5 years, but understand that the resources and time to complete Franchise Agreements is substantial. We recommend that the length of the Partnership Agreement be determined during the Franchise negotiations.

Table 4: Comparison of Cities Franchise and Partnership Agreements for Salt Lake City, Denver, and Minneapolis

Element	Salt Lake City	Denver	Minneapolis
Utility (Population Served)	Rocky Mountain Power (201K)	Xcel Energy (717K)	Xcel Energy (425K)
Climate Goal	Net 100% renewable by 2032	Reduce GHG emissions by 80 percent by 2050 from a 2005 baseline.	Reduce GHG Emissions by 15% 2015, 30% by 2025, and 80 percent by 2050 using 2006 as a baseline.
Franchise Agreement and/or Partnership Agreement	Franchise Agreement with parallel Joint Clean Energy Cooperation Statement	Franchise Agreement with parallel Low-Income Energy Assistance and Energy Conservation Contribution Agreement	Franchise Agreement with parallel Clean Energy Partnership
Length of Agreement	5 years	20 years	10 years with a termination clause that allows the city to exit the agreement at five years, provided a one-year notice is given and a two-thirds majority vote by City Council
Franchise Fee	6% Municipal Energy Sales and Use Tax—the maximum allowable under state law—from Rocky Mountain Power, the revenue from which goes into Salt Lake City’s general fund.	3% of gross revenue	Decoupled franchise fee rates from the Franchise Agreement and established a separate city ordinance that governs the franchise fees Xcel Energy customers pay to the City of Minneapolis
Types of Actions	<ul style="list-style-type: none"> • Renewable energy • Energy Efficiency • EV infrastructure 	<ul style="list-style-type: none"> • Smart technology. • Xcel provided \$2 million for energy efficiency • Fuel switching-Mobile and Stationary Sector • Resilience: Microgrids • Transparency and data access 	<ul style="list-style-type: none"> • Renewable energy • Energy Efficiency • Green cost share program received \$1 million from Franchise fees.
Metrics and/or Accountability Measures	Established in workplan.	Established in workplan.	Established in work plan.
Administration	Develop implementation plan with dates and deadlines to achieve goals and deliverables.	Develop workplan every two years. Staff meet quarterly	Established a “Board” consisting of officials from the City and utility that develop a joint workplan,

Element	Salt Lake City	Denver	Minneapolis
	Publish annual report each year.		meet quarterly, and prepare an annual report.

SLC: https://drive.google.com/file/d/1Zo_mLTVNO-sg01vnyZuszLfmLpcyd8LG/view

Denver: <file:///C:/Users/bcsha/OneDrive/Documents/Mike/PSE/Denver%20Xcel%20Clean%20Energy%20MOU.pdf>

Minneapolis: <https://mplscleanenergypartnership.org/wp-content/uploads/2015/02/xcel-mou-attach-b.pdf>

Table 5: Comparison of Cities Franchise and Partnership Agreements for Sarasota, Madison, and Charlotte

Element	Sarasota	Madison	Charlotte
Utility (Service Population)	Florida Power & Light (58K)	Madison Gas and Electric Company (113K)	Duke Energy (360K)
Climate Goals	Reduce GHG emissions by 35% by 2025 from a 2003 baseline.	Carbon neutral by 2030 and 80% reduction in carbon emissions by 2050	100% of energy use in buildings and fleet from 100% carbon free sources by 2030 and city wide GHG emissions to below 2 tons CO2e per capita annually by 2050
Franchise Agreement or Partnership Agreement	Franchise Agreement with parallel Renewable Energy Agreement	Wisconsin law prohibits Franchise Agreements. City has a MOU with Madison Electric (Clean Energy 2030 Framework)	North Carolina prohibits Franchise Agreements. City has a MOCU with Low Carbon, Smart City Collaboration.
Length of Agreement	30 years	State does not allow Franchise Agreements but MOU is for 3 years.	NA
Franchise Fee	Maximum 6% fee on FPL's gross revenues in city limits that is passed to Sarasota.	State does not allow collection of Franchise fees.	NA
Types of Actions	<ul style="list-style-type: none"> • EV charging stations • LEED Training • Energy education • Energy audits • Rooftop PV • 	<ul style="list-style-type: none"> • Expansion of Solar • Expansion of the use of Electric Vehicles • Promotion of Energy Efficiency • Social Equity and Economic Development • Other Transportation topics 	<ul style="list-style-type: none"> • Smart technology. • Energy efficiency • Fuel switching-Mobile and Stationary Sector • Resilience: Microgrids • Transparency and data access • Reliability and Operations
Metrics and/or Accountability Measures	Established in annual workplan	Annual progress report to City Council.	Developed as part of workplan for MOU.
Administration	FPL and city personnel provide biannual updates to the City Commission on FPL's activities in relation to the Renewable Energy Agreement	Establish an Energy Collaboration Steering Committee whose members will include up to five members from each Party.	Workplan that is updated every two years.

Sarasota: <https://www.sarasotafl.gov/home/showdocument?id=1008>

Madison: <https://madison.legistar.com/View.ashx?M=F&ID=5194697&GUID=0E90141C-723E-4A8C-B70F-584955371518>

Charlotte: <https://charlottenc.gov/sustainability/seap/SEAP/Duke%20MOU.PDF>

Table 6: Comparison of Cities Franchise and Partnership Agreements for Chicago and Missoula

Element	Chicago	Missoula
Utility (Service Population)	Commonwealth Edison (2.7 million)	Northwestern (74K)
Climate Goals	Reduce GHG by 25% by 2020 compared to 1990 levels and 80% reduction by 2050.	100% clean electricity by 2030 and carbon neutrality for City operations by 2025
Franchise Agreement or Partnership Agreement	Franchise Agreement with incorporated energy objectives	Montana law does not allow Franchise Agreements. Missoula developed a MOU with Northwestern.
Length of Agreement	29 years	No Franchise agreement.
Franchise Fee	ComEd was required to pay the equivalent of a 4% fee on aggregate revenues received from accounts in Chicago’s jurisdiction over the life of the agreement	No Franchise fee.
Types of Actions	<ul style="list-style-type: none"> • Energy efficiency programs for small businesses • Revolving loan funds for city energy efficiency projects • Research and development for renewable energy projects at city facilities 	<ul style="list-style-type: none"> • New Utility-Scale Renewables • New Community-Scale Renewables • Expanded energy efficiency, conservation, and other demand-side measures • Electrification of Transportation • Distribution Grid Modernization • Resilience Planning
Metrics and/or Accountability Measures	Metrics included in Supplemental Agreement for energy conservation, reliability, cogeneration, transmission and distribution lines	Developing an implementation plan that will include commitments and metrics.
Administration	City staff in conjunction with Con Ed.	Established working committee with City and Northwestern.

Chicago: <https://drive.google.com/file/d/1rzNco24TIOh5TQtIOkE3SW4Td6QZbGL/view?usp=sharing>.

Missoula: <https://www.engagemissoula.com/missoulas-100-clean-electricity-initiative>

Appendix A: Current COBI and PSE Franchise – Undergrounding.

14 Underground of Facilities

14.1 PSE acknowledges that the City desires to promote a policy of undergrounding of facilities within the Franchise area. The City acknowledges the PSE provides electrical service on a non-preferential basis subject to and in accordance with the Tariffs on file with the WUTC. Subject to and in accordance with such Tariffs, PSE will cooperate and participate with the City in the formulation of policy and development regulations that concerning undergrounding of PSE’s facilities within the Franchise Area.

14.2 The City by written notice to PSE, require PSE to underground its existing distribution facilities (of 15,000 volts or less) within the Franchise Area: provided, that such conversion of PSE’s existing Franchise shall be accomplished in accordance with PSE’s applicable tariffs and schedules on file with the WUTC.

14.3 If PSE elects to install new overhead distribution facilities (of 15,000 volts or less within the Franchise Area or a new extension of existing overhead distribution facilities within the Franchise Area, PSE will provide written notice to the City. The City may be written notice to PSE, may require PSE to install such facilities underground within the Franchise Area; provided, that such installation underground of PSE’s Facilities shall be accomplished in accordance with PSE’s applicable tariffs and schedules on file with the WUTC.

Appendix B: 2017 Bainbridge Island Comprehensive Plan

UTILITIES ELEMENT

ELECTRICAL

The City is currently served by Puget Sound Energy (PSE), which provides electricity generation sources, transmission, distribution and maintenance of electrical facilities throughout the island. PSE is regulated by the Washington Utilities and Transportation Commission (WUTC.) It is the commission's responsibility to ensure regulated companies provide safe and reliable service to customers at reasonable rates, while allowing them the opportunity to earn a fair profit.

GOAL U-14 Ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island.

Policy U 14.1 Develop a plan together with the electric service provider to undertake energy efficiency improvements and other alterations of electric utility facilities to provide capacity for future growth.

Policy U 14.2 Encourage the conservation of electrical energy, especially during periods of peak usage, and encourage energy saving building code strategies, local renewable energy, and other cost-effective approaches to meeting the island's energy needs, including distributed energy systems.

Policy U 14.3 Encourage the electric service provider to improve reliability, with particular attention to adding transmission redundancy and mitigating impacts on service from storms or other natural events.

Policy U 14.4 Encourage undergrounding new and existing electric transmission and distribution power lines, and develop a long-term strategy for future undergrounding, to include maximizing opportunities with new construction, and prioritizing the work that affects the greatest number of households and businesses.

Policy U 14.5 Encourage the electric service provider and electricity users to use carbon neutral electricity generation, local electricity generation, and innovative technologies such as solar power that are reliable, cost effective, preserve resources, provide minimal environmental impact, and do not contribute to global warming.

Policy U 14.6 Periodically undertake comparative evaluations of electric service reliability, cost, and environmental impact, customer service and customer support and evaluate opportunities to provide improved and less costly electrical service from alternative service providers.

Policy U 14.7 New taxpayer-funded buildings shall use carbon-neutral energy for heating, cooling, and operational use to the maximum extent practical within site specific and existing technology limitations.

Policy U 14.8 Encourage new development to integrate environmentally responsible and innovative energy systems.

Policy U 14.9 Explore ways to obtain 100% green electricity including investing in new renewable energy projects



City Council Study Session
February 2nd, 2021

PSE Franchise Agreement
Recommendations and Next Steps

PSE Franchise: Background

- CC requested CCAC/UAC provide recommendations on PSE Franchise Agreement
- BI Comprehensive Plan includes goals and nine policies on electrical utility element
- Research
 - National Renewable Energy Lab: Study Franchise Agreements (3600 cities w/25 in PSE service area)
 - World Resources Institute: Paper on City/Utility Partnership Agreements
 - Interviews w/individuals involved with Franchise Agreements in area.

ORDINANCE NO. 2007- 11 CITY OF BAINBRIDGE ISLAND AN ORDINANCE granting to Puget Sound Energy, a Washington public service company, and its successors and assigns, for a period of fifteen (15) years, the right, privilege, authority, consent and approval to set, erect.....

Comprehensive Goal: "...ensure adequate, cost effective, reliable, and environmentally responsible electric service to the citizens of Bainbridge Island" (e.g., Policy U 14.9 Explore ways to obtain 100% green electricity including investing in new renewable energy projects).



WORLD
RESOURCES
INSTITUTE

PSE Franchise: Recommendations

1. Work collaboratively with PSE

2. Establish framework

- Identify a shared vision for success.
- Agree on a set of principles.
- Develop an understanding of respective goals.



PSE Franchise: Recommendations

3. Develop a Partnership Agreement in parallel with Franchise Agreement.
4. Establish 10 years as the length of the Franchise Agreement.
5. Develop specific commitments w/timelines that ensure accountability.

PSE Franchise: Select Commitments

- Demand Reduction: Reduce total and peak demand
- Energy Supply: Achieve 100% clean energy by 2040 w/interim milestones.
- Local Generation: Set targets to increase local generation.
- Green Energy and Building Fund: Explore establishing fund.
- Electrification of Transportation: Develop infrastructure.
- Reliability: Bring BI metrics up to PSE average.
- Undergrounding: Develop a 15-20 year plan.



Questions

- Questions on recommendations?
- Direction on next steps for CCAC and UAC.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:20 PM) Conduct Public Hearing on Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension - Planning,

SUMMARY: The interim control, originally passed on March 10, 2020 (Ordinance Nos. 2020-10 and 2020-20), is set to expire on March 10, 2021. This ordinance, Ordinance No. 2021-09, would extend the interim control for six months to September 10, 2021. The City Council last considered this ordinance on February 9, 2021 when it set the public hearing for February 23, 2021.

On March 10, 2020, the Council approved an interim zoning control ordinance related to Floor Area Ratio ("FAR") density bonus options (Ordinance No. 2020-10). The interim control became effective immediately and paused the use of bonus FAR (which increases the size of development) except in relation to affordable housing and historic preservation (BIMC 18.12.030.E.1 and E.7, respectively). On August 25, 2020, the interim control was extended for an additional six months (Ordinance No. 2020-20). The current interim control ordinance is set to expire on March 10, 2021.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to approve Ordinance No. 2021-09 to thereby extend the interim control related to bonus floor area ratio to September 10, 2021.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: The interim control, which was approved by the City Council on March 10, 2020, suspends the applicability and use of bonus floor area ratio as provided in BIMC 18.12.030.E. (dimensional standards) and the related provisions described in the ordinance, except for subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation).

The interim control also suspends the applicability and use of BIMC 18.27.080 and footnote three of Table 18.12.020-3 because those provisions relate directly to the provisions that are otherwise suspended in BIMC 18.12.030 by Ordinance No. 2020-10 (see Exhibit A to Ordinance No. 2020-10).

The interim control does not apply to development projects that filed a complete land use permit application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of Ordinance No. 2020-10 (March 10, 2020). As a result of the Council's March 10, 2020 action, FAR bonus density, which is currently available in the Mixed Use Town Center and High School Road Districts, can only be obtained or used at this time under the following circumstances:

*providing affordable housing as defined in Chapter 18.36 BIMC in accordance with BIMC 18.12.030.E.1.a;

*transferring unused FAR from the Islander Mobile Home Park to another parcel in the Mixed Use Town Center in accordance with BIMC 18.12.030.E.1.b; or

*preserving an historic structure located on a state, local, or federal register in accordance with BIMC 18.12.030.E.6. such that, when an historic structure is preserved, the square footage of that structure will not count toward the FAR calculation.

Since the passage of this interim zoning control, the Planning Commission has met multiple times to discuss revisions to the Bonus FAR program, including the formation of a subcommittee. The Planning Commission formed a subcommittee of 3 members (Chester, Paar, and Quitslund) to begin working on a revised FAR ordinance. The Planning Commission discussed the subcommittee's information and recommendations on changes to bonus FAR regulations at their May meetings and on June 11, 2020. City staff integrated the June 11 recommendations into Draft Ordinance No. 2020-16 (now Draft Ordinance No. 2021-10, attached). Those changes were discussed and refined by the Commission on June 11, 25, July 9, August 27, September 10 and 24, and October 8, 2020. The Planning Commission recommendation proposes to eliminate most ways of achieving Bonus FAR. The recommendation includes a recommendation for the City to pursue buying out the remaining residential FAR from the Islander Mobile Home Park, and to eliminate that option from BIMC 18.12.030.E.1.b.

The Planning Commission checked in with the City Council about their recommendations on November 17, 2020 (see attached meeting minutes). The outcome of that meeting was that the Council directed the City Manager to contact the Islander Mobile Home Park regarding potential purchase of floor area ratio by the City. Discussion between the City Manager and the Mobile Home Park was initiated and is ongoing.

On November 19, 2020, the Planning Commission debriefed from the November 17 City Council meeting, and indicated that Draft Ordinance No. 2021-10 (formerly 2020-16) could be moved forward without any changes to BIMC 18.12.030.E.1.b. related to residential FAR from the Islander Mobile Home Park while the discussions between the City and the Islander Mobile Home Park continue.

City staff also proposes continuing conversations with the City Council on a potential legislative path before pursuing the adoption of permanent Bonus FAR regulations. Staff is seeking to pursue an approach whereby the time allowed by the extension will provide time to develop a work plan, continue discussions with the Islander Mobile Home Park, analyze the elimination of Bonus FAR and determine if it requires an amendment to the City's Comprehensive Plan, and perform public outreach before conducting a public hearing with the Planning Commission. See the staff memo to the City Council below for further details, and background documents from Jennifer Sutton and the Planning Commission.

ATTACHMENTS:

[Ordinance No. 2021-09 Extending Interim Zoning Control Related to Bonus Density \(Public Hearing\)](#)

[Memo City Council re Draft Ordinance Bonus FAR](#)

[BACKGROUND 20201008 PC Cover Letter to CC on Bonus FAR](#)

[BACKGROUND 20200924 PC Staff Memo from Jennifer Sutton](#)

[Ordinance No. 2020-20 Extending Interim Zoning Control Related to Bonus Density Approved 082520.pdf](#)

[Background 20201117 City Council Mtg Minutes](#)

[DRAFT Ordinance No. 2021-10 formerly 2020-16.docx](#)

[Exhibit A Ord. 2021-10.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PUBLIC HEARING DRAFT

ORDINANCE NO. 2021-09

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance Nos. 2020-10 and 2020-20 that imposed an interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. and the related provisions described in Ordinance Nos. 2020-10 and 2020-20; continuing the basis for the emergency interim zoning control; recognizing that public hearings have been conducted; updating the adopted work plan; stating the effect on vested rights; authorizing interpretive authority; providing for severability; leaving the effective date of the interim zoning control unchanged; and extending the duration of the interim control for six months until September 10, 2021.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim zoning controls related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. that are suspended by this interim zoning control, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, an emergency exists necessitating the continuation of this interim zoning control to suspend the use and applicability of certain bonus density options in order to preserve and protect public health, safety, and welfare; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and RCW 35A.63.200 are methods by which local governments may preserve the status quo so that new policies and regulations will not be rendered moot by intervening development; and

WHEREAS, this interim zoning control provides the City with additional time to review and potentially revise its public health, safety, and welfare requirements and zoning and land use regulations related to providing density bonuses above and beyond the underlying zoning; and

WHEREAS, the City Council concludes that it must continue this interim zoning control based on concerns as expressed in this ordinance regarding the awarding of density bonuses that are unrelated to affordable housing and historic structure preservation; and

WHEREAS, the City Council has significant concerns regarding whether the use of certain density bonus options is accomplishing the vision and goals of the City's Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, tens of thousands of persons in Washington State have contracted the virus and thousands of persons in the state have died due to the virus thus far and during the time period that this interim zoning control has been in effect, and the public health emergency is ongoing and is expected to continue for many months, and likely much longer; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, the City has been engaged in essential work on a highest-priority basis related to the public health emergency, and as a result City staff and the City Council have had to significantly adjust work priorities accordingly to address the public health crisis, including related to work that the Council has been able to consider at modified Council meetings during this time period; and

WHEREAS, as a result of the public health emergency, City staff and the City Council have not had sufficient time to complete the ongoing substantial review of the regulations and policies at issue related to this interim zoning control to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, on April 28, 2020, the City Council conducted a public hearing on Ordinance No. 2020-10 in accordance with state law; and

WHEREAS, in spite of this public health emergency, the Planning Commission has met multiple times to discuss revised regulations related to bonus density, as proposed in draft

Ordinance No. 2020-16, including on February 27, 2020, and continuing on March 12, May 14 and 28, June 11 and 25, July 9, August 27, September 10 and 24, and October 8, 2020; and

WHEREAS, the City Council has considered the applicability and use of bonus density options at multiple Council meetings, including on February 4, February 11, February 25, March 3, March 10, and April 14 and 28, 2020; and

WHEREAS, on August 11, 2020, the City Council set a public hearing for August 25, 2020 to accept public comment and consider Ordinance No. 2020-20 to extend the interim zoning control for another six months; and

WHEREAS, on August 25, 2020, the City Council conducted a public hearing on Ordinance No. 2020-20 and the Council received and considered public comment related to the ordinance, and after considering such public comment, the Council adopted Ordinance No. 2020-20 to extend this interim zoning control for six months to March 10, 2021; and

WHEREAS, on November 17, 2020, the City Council discussed another ordinance, Ordinance No. 2020-16 (as referenced above), which relates to proposed amendments to the City's bonus floor area ratio program recommended by the Planning Commission, together with representatives from the Planning Commission, and the City Council provided policy guidance to the Planning Commission on outstanding policy questions, including directing the City Manager to contact the Islander Mobile Home Park regarding potential purchase of its floor area ratio by the City; and

WHEREAS, on November 19, 2020, the Planning Commission discussed the City Council feedback from November 17 and indicated that the City could move forward with Ordinance No. 2020-16 without any changes to BIMC 18.12.030.E.1.b. related to the Islander Mobile Home Park floor area ratio; and

WHEREAS, the Planning Commission review and recommendation on Ordinance No. 2020-16, including holding a public hearing, is not yet complete; and

WHEREAS, based upon a motion passed by the City Council at their November 17, 2020 meeting regarding the Planning Commission's recommendation on draft Ordinance No. 2021-10 (formerly Ordinance No. 2020-16), City staff is continuing conversations with the Islander Mobile Home Park; and

WHEREAS, City staff is continuing their analysis and will perform outreach on draft Ordinance No. 2021-10 before holding a public hearing with the Planning Commission on that ordinance; and

WHEREAS, on February 9, 2021, the City Council set a public hearing for February 23, 2021 to accept public comment and consider this Ordinance No. 2021-09 to extend the interim zoning control for another six months; and

WHEREAS, on February 23, 2021, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to this ordinance; and

WHEREAS, on February 23, 2021, after considering such public comment, the City Council adopted this ordinance to extend this interim zoning control for six months to September 10, 2021, unless the Council terminates the interim control earlier, and to otherwise amend the interim control as stated in this ordinance; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the interim zoning control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the public emergency that the City Council determined to exist requiring that this interim control become effective immediately upon adoption on March 10, 2020 continues to exist, requiring that this interim control continue to be in effect for an additional six months as set forth in this ordinance.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim zoning control established in Ordinance Nos. 2020-10 and 2020-20.

Section 2. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the interim zoning control at its meeting on February 23, 2021 and took public testimony and considered further findings of fact.

Section 3. Interim Zoning Control Amended. This interim control is hereby amended, as also stated in Section 9 below, to extend the interim zoning control in its current form as described in Ordinance No. 2020-10, Ordinance No. 2020-20, and herein for six months until September 10, 2021.

Section 4. Interim Zoning Control Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim zoning control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinances related to this interim zoning control, Ordinance Nos. 2020-10 and 2020-20, the City is hereby extending the interim zoning control for an additional six months based on the updated work plan as incorporated herein as Exhibit A to this ordinance.

Section 5. Effect on Vested Rights. The interim zoning control imposed by Ordinance No. 2020-10 and extended by Ordinance No. 2020-20 and this ordinance shall operate, as of the effective date of Ordinance No. 2020-10 (March 10, 2020), to suspend the applicability or use of BIMC 18.12.030.E. and the related provisions described in Ordinance No. 2020-10, subject to the exclusions stated in Ordinance No. 2020-10, for all properties and development in the Mixed Use Town Center and High School Road Districts. However, nothing in Ordinance No. 2020-10, Ordinance No. 2020-20, or this Ordinance No. 2021-09 shall be construed to extinguish, limit, or otherwise infringe on any property owner's or property leaseholder's vested development rights as defined by state law and City of Bainbridge Island regulations.

Section 6. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 8. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in full force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in the interim zoning control which preceded this ordinance, Ordinance Nos. 2020-10 and 2020-20, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this interim zoning were included in the "Whereas" clauses of Ordinance Nos. 2020-10 and 2020-20, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance does not change the effective date of this interim zoning control, which is March 10, 2020.

Section 9. Change in Duration to September 10, 2021. This ordinance amends Ordinance Nos. 2020-10 and 2020-20 and hereby extends the current interim zoning control, and this ordinance shall cause the interim control to remain effective in its current form until September 10, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim control, which is March 10, 2020. The Council may, at its sole discretion, renew the interim control for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this _____ day of February, 2021.

APPROVED by the Mayor this _____ day of February, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	February 5, 2021
PASSED BY THE CITY COUNCIL:	February _____, 2021
PUBLISHED:	February _____, 2021
EFFECTIVE DATE:	February _____, 2021
ORDINANCE NUMBER:	2021-09

Attached: Exhibit A: Work Plan

EXHIBIT A TO ORDINANCE NO. 2021-09



BONUS FAR INTERIM ZONING CONTROL

UPDATED WORK PLAN (February 23, 2021)

BONUS FAR INTERIM ZONING CONTROL:

On **March 10, 2020**, the City Council imposed a six-month interim zoning control via Ordinance No. 2020-10 to suspend the use and applicability of certain bonus density options related to land use on Bainbridge Island. The initial term of the interim control was for six months, or until **September 10, 2020**, and Ordinance No. 2020-20 extended the term for six months to **March 10, 2021**. Ordinance No. 2021-09 extends the term for an additional six months to **September 10, 2021**.

Based on direction from the City Council at the February 25, 2020 Council meeting, the Planning Commission, beginning on February 27, 2020, engaged in multiple discussions throughout 2020 regarding a proposed ordinance to amend the bonus floor area ratio (“FAR”) program, as well as formed a subcommittee dedicated to the subject. However, the ordinance requires additional analysis by City planning, legal, and finance staff before it is ready for consideration by the City Council. This extension in the duration of the interim zoning control will provide time to complete the analysis and to hold the necessary public hearing(s).

The City is hereby updating the previous work plan for this interim zoning control with the following **Updated Work Plan** described below:

1) February 2021 to March 2021

Staff continues discussion with the City Council on a potential legislative path and requests direction from the Council to address permanent Bonus FAR regulations; which could include adding Inclusionary Zoning as top work plan priority.

2) February to Unknown, 2021

The Executive Department continues discussions with the Islander Mobile Home Park regarding the potential to purchase remaining development rights.

3) March to April 2021

Communicate legislative work plan by performing targeted outreach to the property owners so they can be engaged in policy discussions before a public hearing.

4) April to July 2021

Provide the Planning Commission and the City Council with an update on the research performed to date and the Islander Mobile Home Park conversations.

5) August to September 2021

Continue working with the Planning Commission and the City Council on a draft Ordinance (2021-10) and prepare to hold a public hearing at the Planning Commission for adoption by the City Council.



Department of Planning and Community Development

Memorandum

Date: February 6, 2021
To: City Council
From: Heather Wright, Planning Director
Subject: Update on Planning Commission Recommendation to Amend Bonus FAR Program

I. BACKGROUND

As directed by the City Council on February 25, 2020, the Planning Commission has been tasked to bring back to Council as quickly as possible an ordinance that will reform the City's bonus FAR program ([BIMC 18.12.030.E](#)) so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights. The City Council subsequently approved [Interim Control Ordinance No. 2020-10](#) to suspend [BIMC 18.12.030.E](#) except for bonus FAR in exchange for Affordable Housing (subsection E.1) and Historic Preservation (subsection E.2). At their August 25, 2020 meeting, the City Council held a public hearing on [Ordinance No. 2020-20](#) and approved extending the Interim Zoning Control until March 10, 2021.

The Planning Commission began their discussion on revising the Bonus FAR program on [March 12, 2020](#), and it continued on [May 14 and 28, June 11, June 25, July 9, August 27, September 10 and 24, and October 8, 2020](#). The Planning Commission had formed a subcommittee that came back with recommendations on revising the Bonus FAR program on June 11. The Commission affirmed and refined the subcommittee's recommendations for revising the Bonus FAR program, and those recommendations were integrated into DRAFT Ordinance No. 2020-16.

The October 20, 2020 the Planning Commission checked in with the City Council regarding DRAFT Ordinance No. 2020-16 as an opportunity to preview the suggested revisions to [BIMC 18.12.030.E](#) and receive City Council feedback prior to the Planning Commission holding a public hearing and completing their recommendation on the ordinance.

II. DRAFT Ordinance No. 2020-16

DRAFT Ordinance No. 2020-16 removes all bonus FAR provisions of BIMC 18.12.030.E except the [Subsection E.1.a and Subsection E.7](#), related to affordable housing and relocating surface ferry parking under a building or below ground, respectively. The proposed corresponding changes also have been made to Table 18.12.020-3, which is part of BIMC 18.12.030.E (see Exhibit A to Ordinance 2020-16). The Planning Commission recommends retaining the FAR provisions related to preserving historic buildings (Subsection E.6) but relocating them to the zoning code relief section of the [BIMC Chapter 18.24 Historic Preservation Program](#) and to the definition of FAR ([BIMC 18.12.050.G](#)). The Planning Commission also recommends deleting the provisions for earning Bonus FAR through a Transfer of

Development Rights (TDR) program (Subsection E.2) until the City has updated its TDR program (see Whereas on page 2 of DRAFT Ordinance No. 2020-16).

III. Policy Questions Generated by DRAFT Ordinance 2020-16

On its face, the Council policy direction to the Planning Commission on February 25, 2020 and through the passage of Ordinance 2020-10 seemed straightforward: reform the City's current Bonus FAR program. However, planning staff has raised some policy questions that may result from making the proposed changes, as set forth in the attached staff memo dated September 24, 2020.

A. The Planning Commission currently recommends retaining BIMC 18.12.030.E.1.a. This section establishes an optional inclusionary zoning program that awards Bonus FAR in exchange for providing affordable housing. The Planning Commission acknowledges that the affordable housing Bonus FAR provisions in subsection E.1.a and Table 18.12.030 should be revised since the current provisions have not produced any affordable housing units. However, revising subsection E.1.a and Table 18.12.030 were not part of the direct City Council policy direction to the Planning Commission and the Planning Commission believes such a revision should be part of the overall Inclusionary Zoning policy discussion. The Planning Commission seeks confirmation from Council that subsection E.1.a and Table 18.12.030 should remain the same at this time, to be taken up soon as part of the overall Inclusionary Zoning policy discussion.

B. The Planning Commission recommends eliminating remaining Bonus FAR provisions related to the Islander Mobile Home Park, if legally and economically feasible. On principle, the Planning Commission was opposed to the practice of treating Bonus FAR, which is an incentive in our development regulations, as a financial transaction. Although the Planning Commission requested legal guidance regarding the feasibility of the City's purchase of the balance of the IMHP FAR from Islander Mobile Home Park (IMHP) Association, this guidance has not yet been received. The Planning Commission therefore makes this recommendation acknowledging that legal review and budget analysis is required to inform any City Council decision.

C. Planning staff has advised the Planning Commission that removing all of the ways of achieving Bonus FAR, except through the affordable housing provision, may eliminate ways to achieve Bonus FAR for commercial-only developments (except for those properties with historic buildings). This would result in a single FAR standard for commercial development, as illustrated in the proposed changes to BIMC Table 18.12.020-3 (Exhibit A to Draft Ordinance No. 2020-16). The approach recommended by the Planning Commission in EXHIBIT A sets the commercial FAR standard at the level of the current base commercial FAR, because the Bonus FAR for Commercial and Other Nonresidential Uses would be eliminated. This change would decrease the amount of FAR available for potential future commercial development by eliminating the availability of Bonus FAR.

Planning staff noted in its September 24, 2020 memo that the City used the Maximum FAR with Bonus amount of commercial FAR for the MUTC and HSR zones in Table 18.12.030-3, rather than base FAR, to calculate employment growth capacity in the Kitsap County 2014 Buildable Lands Report. The Planning Commission believes this may raise a policy issue for the City Council to consider – whether the City should use maximum FAR, including Bonus FAR, to calculate employment growth capacity and plan for future commercial development under the Growth Management Act, or whether it is more appropriate to use base FAR. Because the purpose of Bonus FAR is to obtain community benefits above and beyond what is required in the BIMC, it is only available to commercial projects that propose to provide those types of benefits. The Planning Commission recommends that a better and more transparent approach would be to revisit, and if necessary, revise, base FAR for commercial projects in these zones to determine whether base FAR should be changed to support planned commercial development.

IV. NEXT STEPS & PUBLIC OUTREACH

It should be noted that the Planning Commission recommended adoption of Ordinance No. 2020-16 as an interim measure while the City Council, the Planning Commission and Planning Staff address broader revisions to the zoning code, including base FAR and whether to replace it with other measures such as form-based zoning. Once that broader work is completed, it was acknowledged that Ordinance No. 2020-16 would likely need to be revised.

Conversations with the Islander Mobile Home Park are still in their infancy stage. Since debriefing the City Council and receiving direction from the Council to proceed with contacting the Islander Mobile Home Park, the Executive Department has sent a letter to the Mobile Home Park and received an informational response with further discussions forthcoming.

Before returning to the Planning Commission to hold a public hearing, Staff would like the City Council to confirm that, in addition to pursuing the purchase from the Islander Mobile Home park, that Staff analyze the commercial FAR standard because the Bonus FAR for Commercial and Other Nonresidential Uses would be eliminated. This change would decrease the amount of FAR available for potential future commercial development by eliminating the availability of Bonus FAR. Staff has identified this as a conflict with our Comprehensive Plan and per the proposed work plan, recommends further legal analysis before holding a public hearing at the Planning Commission.



Department of Planning and Community Development

Memorandum

Date: October 8, 2020
To: City Council
From: Planning Commission
Subject: Planning Commission Recommendation to Amend Bonus FAR Program

I. BACKGROUND

As directed by the City Council on February 25, 2020, the Planning Commission has been tasked to bring back to Council as quickly as possible an ordinance that will reform the City's bonus FAR program ([BIMC 18.12.030.E](#)) so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights. The City Council subsequently approved [Interim Control Ordinance No. 2020-10](#) to suspend [BIMC 18.12.030.E](#) except for bonus FAR in exchange for Affordable Housing (subsection E.1) and Historic Preservation (subsection E.2). At their August 25, 2020 meeting, the City Council held a public hearing on [Ordinance No. 2020-20](#) and approved extending the Interim Zoning Control until March 10, 2021.

The Planning Commission began their discussion on revising the Bonus FAR program on [March 12, 2020](#), and it continued on [May 14 and 28, June 11, June 25, July 9, August 27, September 10 and 24, and October 8, 2020](#). The Planning Commission had formed a subcommittee that came back with recommendations on revising the Bonus FAR program on June 11. The Commission affirmed and refined the subcommittee's recommendations for revising the Bonus FAR program, and those recommendations were integrated into DRAFT Ordinance No. 2020-16.

The October 20, 2020 Planning Commission check-in with the City Council regarding DRAFT Ordinance No. 2020-16 is a chance to preview the suggested revisions to [BIMC 18.12.030.E](#) and receive City Council feedback prior to the Planning Commission holding a public hearing and completing their recommendation on the ordinance.

It should be noted that the Planning Commission recommends adoption of Ordinance No. 2020-16 as an interim measure while the City Council, the Planning Commission and Planning Staff address broader revisions to the zoning code, including base FAR and whether to replace it with other measures such as form-based zoning. Once that broader work is completed, it is likely that Ordinance No. 2020-16 will need to be revised.

II. DRAFT Ordinance No. 2020-16

DRAFT Ordinance No. 2020-16 removes all bonus FAR provisions of BIMC 18.12.030.E except the [Subsection E.1.a and Subsection E.7](#), related to affordable housing and relocating surface ferry parking under a building or below ground, respectively. The proposed corresponding changes also have been

made to Table 18.12.020-3, which is part of BIMC 18.12.030.E (see Exhibit A to Ordinance 2020-16). The Planning Commission recommends retaining the FAR provisions related to preserving historic buildings (Subsection E.6) but relocating them to the zoning code relief section of the [BIMC Chapter 18.24 Historic Preservation Program](#) and to the definition of FAR ([BIMC 18.12.050.G](#)). The Planning Commission also recommends deleting the provisions for earning Bonus FAR through a Transfer of Development Rights (TDR) program (Subsection E.2) until the City has updated its TDR program (see Whereas on page 2 of DRAFT Ordinance No. 2020-16).

III. Policy Questions Generated by DRAFT Ordinance 2020-16

On its face, the Council policy direction to the Planning Commission on February 25, 2020 and through the passage of Ordinance 2020-10 seemed straightforward: reform the City's current Bonus FAR program. However, planning staff has raised some policy questions that may result from making the proposed changes, as set forth in the attached staff memo dated September 24, 2020.

A. The Planning Commission currently recommends retaining BIMC 18.12.030.E.1.a. This section establishes an optional inclusionary zoning program that awards Bonus FAR in exchange for providing affordable housing. The Planning Commission acknowledges that the affordable housing Bonus FAR provisions in subsection E.1.a and Table 18.12.030 should be revised since the current provisions have not produced any affordable housing units. However, revising subsection E.1.a and Table 18.12.030 were not part of the direct City Council policy direction to the Planning Commission and the Planning Commission believes such a revision should be part of the overall Inclusionary Zoning policy discussion. The Planning Commission seeks confirmation from Council that subsection E.1.a and Table 18.12.030 should remain the same at this time, to be taken up soon as part of the overall Inclusionary Zoning policy discussion.

B. The Planning Commission recommends eliminating remaining Bonus FAR provisions related to the Islander Mobile Home Park, if legally and economically feasible. On principle, the Planning Commission was opposed to the practice of treating Bonus FAR, which is an incentive in our development regulations, as a financial transaction. Although the Planning Commission requested legal guidance regarding the feasibility of the City's purchase of the balance of the IMHP FAR from Islander Mobile Home Park (IMHP) Association, this guidance has not yet been received. The Planning Commission therefore makes this recommendation acknowledging that legal review and budget analysis is required to inform any City Council decision.

C. Planning staff has advised the Planning Commission that removing all of the ways of achieving Bonus FAR, except through the affordable housing provision, may eliminate ways to achieve Bonus FAR for commercial-only developments (except for those properties with historic buildings). This would result in a single FAR standard for commercial development, as illustrated in the proposed changes to BIMC Table 18.12.020-3 (Exhibit A to Draft Ordinance No. 2020-16). The approach recommended by the Planning Commission in EXHIBIT A sets the commercial FAR standard at the level of the current base commercial FAR, because the Bonus FAR for Commercial and Other Nonresidential Uses would be eliminated. This change would decrease the amount of FAR available for potential future commercial development by eliminating the availability of Bonus FAR.

Planning staff noted in its September 24, 2020 memo that the City used the Maximum FAR with Bonus amount of commercial FAR for the MUTC and HSR zones in Table 18.12.030-3, rather than base FAR, to calculate employment growth capacity in the Kitsap County 2014 Buildable Lands Report. The Planning Commission believes this may raise a policy issue for the City Council to consider – whether the City should use maximum FAR, including Bonus FAR, to calculate employment growth capacity and plan for future commercial development under the Growth Management Act, or whether it is more appropriate

to use base FAR. Because the purpose of Bonus FAR is to obtain community benefits above and beyond what is required in the BIMC, it is only available to commercial projects that propose to provide those types of benefits. The Planning Commission recommends that a better and more transparent approach would be to revisit, and if necessary, revise, base FAR for commercial projects in these zones to determine whether base FAR should be changed to support planned commercial development.

IV. NEXT STEPS & PUBLIC OUTREACH

The Planning Commission will debrief from the City Council check in at their meeting on October 29 and discuss what changes, if any, the Commission would like to make to DRAFT Ordinance 2020-16 as a result of any October 20 City Council policy direction. The Commission will then schedule a public hearing, or possibly schedule another study session prior to holding a public hearing, in November. After the Commission holds a public hearing on Ordinance 2020-16, it will make a recommendation to the City Council. Ordinance 2020-16 will then go to the City Council for consideration.



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: September 24, 2020
To: Planning Commission
From: Jennifer Sutton, AICP
Senior Planner
Subject: Planning Commission Review of DRAFT Ordinance No. 202-16 Re: Bonus FAR Program

I. BACKGROUND

On March 10, 2020, the City Council approved an [interim zoning control ordinance](#) related to Floor Area Ratio ("FAR") bonus options ([Ordinance No. 2020-10](#)). The interim control became effective immediately and paused the use of bonus FAR, which increases the amount of residential, commercial, or mixed-use development that can be built for some types of projects in some instances. At their [August 25, 2020 meeting](#), the City Council will held a public hearing on Ordinance No. 2020-20 and voted to extend the Interim Zoning Control until March 10, 2021.

The FAR and Bonus FAR development provisions only apply within the Mixed Use Town Center (MUTC) and High School Road zoning districts, otherwise known as downtown Winslow or Winslow. See attached map and excerpt of [BIMC Table 18.12.020-3](#). See definitions of *Floor Area* and *Floor Area Ratio* below ([BIMC 18.12.050](#)).

F. Floor Area. Floor area is measured as the total area of all floors within the exterior vertical walls of a building. If any room has a sloping ceiling, no portion of the room measuring less than five vertical feet from the finished floor to the finished ceiling shall be included in the computation of total area.

G. Floor Area Ratio (FAR). "Floor area ratio" is a figure that expresses the total floor area as a multiple of the lot area. This figure is determined by dividing the floor area of all buildings on a lot by the lot area prior to removal of lot area for dedication. Portions of parking located underneath a building footprint are not counted in floor area ratio calculations.

The City's Bonus FAR program was created in the late 1990's as part of implementing the [Winslow Master Plan \(WMP\)](#); as described in the [WMP](#), bonus FAR incentivizes developers to provide or integrate a variety of community benefits as a way to earn bonus FAR. Each district has different FAR standards for residential, commercial, and mixed-use FAR, and in several districts, the program has a "built-in" incentive for mixed-use development by having a higher mixed-use FAR standard than straight commercial or residential development.

In addition, the Bonus FAR could be purchased from the City to support public farmland and improved amenities downtown. As a result of the interim zoning control, Bonus FAR choices were limited and can now only be obtained or used currently under the following circumstances:

- Providing affordable housing as defined in Chapter 18.36 BIMC in accordance with BIMC 18.12.030.E.1.a;
- Transferring unused FAR from the Islander Mobile Home Park to another parcel or parcels in the Mixed Use Town Center District for residential development in accordance with BIMC 18.12.030.E.1.b; or
- Preserving an historic structure located on a state, local, or federal register in accordance with BIMC 18.12.030.E.6. such that, when an historic structure is preserved, the square footage of that structure will not count toward the FAR calculation.

[Ordinance No. 2020-10](#) includes an exclusion recognizing development rights that were purchased from the City or otherwise acquired prior to the effective date of the ordinance, as well as a provision recognizing vested rights. On August 25, 2020, the City Council voted to extend the interim control March 10, 2021.

II. DRAFT ORDINANCE NO. 2020-16

As directed by the City Council on February 25, 2020, the Planning Commission has been tasked to bring back to Council as quickly as possible an ordinance that will reform the City's bonus FAR program so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights. The Planning Commission began their discussion on [March 12, 2020](#), and it continued on [May 14 and 28, June 11, June 25, July 9, August 27, and September 10, 2020](#). The Planning Commission had formed a subcommittee that came back with recommendations on revising the Bonus FAR program on June 11. The Commission affirmed the committee's recommendations for revising the Bonus FAR program, and those recommendations were integrated into DRAFT Ordinance No. 2020-16.

DRAFT Ordinance No. 2020-16 removes all the bonus FAR provisions of BIMC 18.12.030.E except the [Subsection E.1.a and Subsection E.7](#), related to affordable housing and relocating surface ferry parking under a building or below ground, respectively. The Planning Commission recommends relocated the FAR provisions related to preserving historic buildings to the [BIMC Chapter 18.24 Historic Preservation Program](#). By removing all of the ways of achieving bonus FAR except through the provisions of affordable housing, DRAFT Ordinance No. 2020-16 de facto eliminates all of the ways to achieve bonus FAR for commercial-only developments (except for those properties with historic buildings- see above).

This change means that there would not be a base AND bonus FAR for commercial development, only a FAR standard for commercial development. This change would be made BIMC Table 18.12.020-3- see EXHIBIT A to DRAFT Ordinance No. 2020-16. Staff included two options for EXHIBIT A for the Planning Commission to consider. EXHIBIT A Option 1 sets the commercial FAR standard at the level of the current maximum commercial FAR. Staff recommended this Option as best supported by the Comprehensive Plan (see discussion below). EXHIBIT A Option 2 set the commercial FAR standard at the level of the current base commercial FAR. The Commission recommended to move forward with Option 2 at their September 24 meeting (see current Exhibit A to Ordinance 2020-16).

III. COMPREHENSIVE PLAN

As mentioned above, the bonus FAR program was originally added in the late 1990's as part of implementing the [Winslow Master Plan \(WMP\)](#), which was originally approved in 1998 and substantially updated in 2006. The WMP went into the details about how Winslow could grow and change to support the broader smart growth principles of the City's [Comprehensive Plan](#). Those smart growth principles

were reaffirmed in the recent Comprehensive Plan Update, including the [Land Use Vision 2036](#) and the City's growth plan, the Island-wide Conservation and Development Strategy.

ISLAND-WIDE CONSERVATION AND DEVELOPMENT STRATEGY GOAL LU-4

As part of a long-term Island-wide Conservation and Development Strategy, focus residential and commercial development in designated centers, increase a network of conservation lands, maximize public access while protecting the shoreline, minimize impacts from the SR 305 corridor and conserve the Island's ecosystems and the green and open character of its landscape.

The Island-wide Conservation and Development Strategy, Land Use Element Goals LU-5 through LU-8 and supporting policies promote housing and commerce in designated centers including downtown Winslow and describe the positive benefits of that growth pattern.

Policy LU 5.1 Winslow is the urban core of the Island while the Neighborhood Centers are smaller-scale mixed-use centers. In order to achieve the goals of the GMA this Plan:

- Encourages development in areas where public facilities and services exist or can be provided in an efficient and effective manner.
- Provides a vibrant, pedestrian-oriented core.
- Reduces sprawl.
- Provides choice of housing location and lifestyle.
- Maintains and protects environmentally sensitive and resource lands.
- Encourages the retention of open space.
- Maintains and enhances fish and wildlife habitat.

GOAL LU-6 Ensure a development pattern that is true to the Vision for Bainbridge Island by reducing the conversion of undeveloped land into sprawling development. Encourage improvement of aging or underutilized developments over development of previously undeveloped property.

Policy LU 6.1 Land use designations reflect the priority of Bainbridge Island to remain primarily residential and agricultural with nonresidential development concentrated in the designated centers.

Policy LU 6.2 Promote dense residential and commercial development and encourage human activity within Winslow, the heart of Bainbridge Island. In order to create a vibrant city center direct growth where infrastructure exists, reduce reliance on the automobile, provide opportunities for affordable housing and absorb growth that would otherwise be scattered in outlying areas. Plan for adequate parking in Winslow to accommodate residents and visitors who drive downtown for shopping, participation in local government, attendance at cultural events and centers, and to use other resources in Winslow.

GOAL LU-7 The Winslow mixed use and commercial districts are designed to strengthen the vitality of downtown Winslow as a place for people to live, shop and work. The Winslow Mixed Use Town Center (MUTC) is intended to have a strong residential component to encourage a lively community during the day and at night. The high residential density of Winslow requires the Central Core Overlay District to provide services and products that meet the needs of residents as well as visitors. Policy

LU 7.1 The Island's major center for new commercial development is the Mixed Use Town Center (MUTC) and the other commercial districts in Winslow. Development within the MUTC and High School Road Districts shall be consistent with the Winslow Master Plan. The level of development is

determined using Floor Area Ratio (FAR) rather than dwelling units per acre. The use of FAR may result in an increase in the base level of development (density) over the existing zoning, but will provide greater flexibility in type and size of housing units that will further the goals of this Plan.

The above Land Use Element policies are merely a smattering that support the City's [Comprehensive Plan](#) anti-sprawl land use strategy. Additional support can be found in the Comprehensive Plan Elements hyperlinked below.

[Introduction](#)

[Land Use Element](#)

[Economic Element](#)

[Housing Element](#)

[Transportation Element](#)

[Winslow Master Plan](#)

As mentioned above, the [Winslow Master Plan \(WMP\)](#) describes a Winslow that is a major component of the City's overall land use strategy as the Island's primary center for commerce and housing. The "bonus FAR tool" is described in the [WMP](#) as a way to achieve community benefits above and beyond what is required by the BIMC. See attached document of [WMP](#) goals, policies and information specifically related directly to the bonus FAR program. The very first page of the [WMP](#) distills these community goals (below):

WHY A MASTER PLAN FOR WINSLOW?

The Comprehensive Plan establishes the vision and overall framework for the future of Winslow. It is designated as the major area of urban concentration — the commercial, cultural and commuter hub of the Island.

Higher intensity of residential and commercial activity is recommended for Winslow to 1) encourage development where public facilities and services exist or can be efficiently expanded, 2) provide choice of housing for all economic segments of the population, 3) reduce sprawl elsewhere on the Island, 4) encourage efficient multimodal transportation, and 5) encourage economic development within Winslow.

WMP Chapter 1 Introduction & Summary

BONUS FAR Changes Reduces New Commercial Development

As seen above, the [Comprehensive Plan](#) and [WMP](#) identify and promote Winslow as the commercial center for Bainbridge Island. The Planning Commission recommendation to modify the bonus FAR provisions, DRAFT Ordinance No. 2020-16, eliminates the ability to purchase FAR from the City would limit the ability of commercial development to achieve bonus FAR to 1) projects that can integrate preserving a historic building and 2) mixed-use developments that provides affordable housing pursuant to [BIMC 18.12.030.E.1.a](#). To summarize, the changes currently contemplated by the Planning Commission de facto limit most commercial development to the base FAR levels of [BIMC Table 18.12.020-3](#).

In addition to supporting the goals and policies that put Winslow as the center of Bainbridge Island commerce and public life, the Growth Management Act requires that that comprehensive plans and zoning plan for future jobs, not just future residences. It is well known that the City's 2016 Comprehensive Plan needed to plan for or accommodate a future population of 28,660 persons. Lesser known is that comprehensive plans need to accommodate enough land with commercial development potential to accommodate future jobs. Kitsap County and its cities coordinated on the [2014 Buildable Lands Report](#) (see Chapter 5 and Appendix C for more information on commercial capacity analysis) in

advance of the comprehensive plan update. Page 18 of [Introduction](#) to the Comprehensive Plan summarizes this work and is excerpted below:

The Plan has been updated based on residential and employment targets that align with [Vision 2040](#), as demonstrated through the population and employment capacity analysis in the [Kitsap County 2014 Buildable Lands Report](#). The City’s existing residential and commercial zoning accommodates those target- see tables below.

Table IN-1: City of Bainbridge Island Population Capacity and Demand	
2036 Residential Population Forecast/Target	28,660
Population Capacity Under Existing Zoning	6,814
2010-2036 Allocated Population Growth	5,635
Net 20-Year Population Capacity (+ or -)	+1,179
Population Capacity/Demand Ratio	1.21

Table IN-2: City of Bainbridge Island Employment Capacity and Demand	
Employment Capacity Under Existing Commercial Zoning	2,941 jobs
2036 Employment Growth Forecast/Target	2,808 jobs
Net 20-Year Population Capacity (+ or -)	+133 jobs
Employment Capacity/Demand Ratio	1.04

Table IN-2 shows that the City has *just enough* land with commercial development capacity to accommodate 2,808 future jobs. The [2014 Buildable Lands Report](#) commercial capacity analysis for the MUTC and HS road zones utilized the *bonus* commercial FAR standard to calculate employment growth capacity. The Growth Management Act requirement to plan for future commercial development is another reason to not reduce the availability of commercial FAR, and instead, to consider other options for bonus FAR. An option presented by staff at the August 13 and September 10 Planning Commission meeting would be to make the current *bonus* commercial FAR as maximum FAR. Another option would be for the Planning Commission to recommend an alternative bonus FAR option, such as amenities or consideration of an increased fee for community benefits.

Affordable Housing

Increasing the amount of affordable housing and improving housing affordability generally are goals that permeate several elements of the [Comprehensive Plan](#), notably the [Land Use](#), [Housing](#) and [Economic Elements](#). To achieve the affordable housing goals and policies in the [Comprehensive Plan](#), City Council created a short-term Affordable Housing Task Force (AHTF) in 2017 to assist the City in prioritizing a variety of affordable housing actions.

The City changed its mandatory affordable housing requirement to voluntary in 2005 ([BIMC 18.21](#)), and developers have opted not to use it, including in downtown Winslow ([BIMC 18.12.030.E.1.a](#)). Although the City has succeeded in building a high proportion of new residences in Winslow in the last 20 years, few of the units have been designated as “Affordable Housing”. Despite the aspirational goals of the [Comprehensive Plan](#) and [WMP](#), the City’s development code is not producing affordable units.

The City has hired firm ECONorthwest to provide economic analysis and feasibility study regarding a new Inclusionary Zoning program and adoption of a Multifamily Tax Exemption (MFTE). Council discussed

these issues on [June 19](#), [October 2](#) and [December 4](#), 2018. On [February 19, 2019](#). ECONorthwest presented a final report to City Council. The final analysis indicated that the City's FAR (too low), building height (too low) and parking standards (too high) are outdated, and need to be changed in order to create an inclusionary zoning program that relies on the private market to produce affordable housing. Council has considered adoption of an MFTE and/or an inclusionary zoning program and continued to make progress on these complex issues at their [September 17, 2019](#) and [February 4, 2020](#) meetings, however the Council has not finalized a policy direction to design a inclusionary zoning program that could be successful.

Although limiting bonus FAR to those projects that include affordable housing as required by [BIMC 18.12.030.E.1.a](#) seems a likely way to ensure that affordable housing is constructed in lieu of market rate and commercial development, it is unlikely that any private development project would utilize this section, because it hasn't been utilized for 15 years. The City's base and bonus FAR levels have not been updated since the WMP was originally implemented- more than 20 years ago.

The [February 2019 Final Report on Inclusionary Zoning](#) by ECONorthwest indicates that the current available FAR is too low, and the affordability requirement too high (requiring the entirety of any bonus FAR to be designated affordable housing) to produce any private development projects. The modeling done by ECONorthwest was utilizing a 10% affordable housing requirement. Given that building and implementing designated affordable housing is expensive, the lower the income targeted, the higher the number of market-rate units needed to support those affordable units. Add in the incredible low vacancy for rental units at this time, and for these reasons, City Planning staff suggests making the other changes to FAR, building height and parking that are described in [February 2019 Final Report on Inclusionary Zoning](#) by ECONorthwest. As described above, the [Comprehensive Plan](#) and [WMP](#) describe a Winslow where both commerce and diverse housing types are appropriate.

IV. ISLANDER MOBILE HOME PARK RESIDENTIAL FAR

In 2004, the residents of the Islander Mobile Home Park (IMHP) succeeded in their multi-year effort to purchase their mobile home park property to prevent it from being sold and likely, redeveloped. This purchase was the result of a wide-scale community effort to raise money to preserve the IMHP to preserve this pocket of affordability in downtown Winslow. The City was an integral partner in the preservation of the IMHP. The IMHP is in the MUTC/Central Core District in the center of downtown Winslow, which allows the most intense development. Preserving the IMHP as a mobile home park with a relatively low level of development left the IMHP with more than 137,000 square feet of unused "Residential" FAR.

The City is party to a 2004 Covenant with the then newly formed IMHP Residents Association that outlines the ability of the IMHP to "sell" or "transfer" the unused residential FAR with City oversight. Most of the IMHP residential FAR has been sold and used in development throughout Winslow, however some of the IMHP residential FAR remains unsold or unused.

On July 9, the Planning Commission recommended eliminating BIMC 18.12.030.E.1.b, the IMHP bonus FAR provision, and that the City should purchase the balance of IMHP FAR. In making this recommendation, the Commission acknowledged that to do so would require legal review and budget analysis to inform a City Council decision on this task. Eliminating this provision would also require amending that 2004 Covenant in coordination with the other parties. Part of the Commission's rationale for eliminating the IMHP FAR is because the City doesn't otherwise have mandatory affordable housing provisions, such as mandatory inclusionary zoning, that the residential bonus FAR could be used to build only market-rate housing in downtown Winslow. This provision is in the *Affordable Housing* portion of Section E because of the affordable units MAINTAINED by preserving the IMHP.

V. NEXT STEPS & PUBLIC OUTREACH

Staff has scheduled a Planning Commission check-in with the City Council regarding the Planning Commission regarding the entire Planning Commission proposal for updating the Bonus FAR program, including the proposal to pursue eliminate the Mobile Home Park bonus FAR provisions, for October 20, 2020, prior to the Planning Commission holding a public hearing and completing their recommendation on Ordinance No. 2020-16.

City staff will collaborate with the City's Communications Coordinator to improve outreach about the proposed changes to the Bonus FAR program, to ensure that the Winslow community, including the business community, is informed about this effort prior to the Planning Commission holding a public hearing on Ordinance No. 2020-16.

ORDINANCE NO. 2020-20

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2020-10 that imposed a six-month interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. and the related provisions described in Ordinance No. 2020-10; continuing the basis for the emergency interim zoning control; recognizing that public hearings have been conducted; adopting a work plan; stating the effect on vested rights; authorizing interpretive authority; providing for severability; leaving the effective date of the interim zoning control unchanged; and extending the duration of the interim control for six months until March 10, 2021.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim zoning controls related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. that are being suspended by this interim zoning control, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, an emergency exists necessitating the continuation of this interim zoning control to suspend the use and applicability of certain bonus density options in order to preserve and protect public health, safety, and welfare; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and RCW 35A.63.200 are methods by which local governments may preserve the status quo so that new policies and regulations will not be rendered moot by intervening development; and

WHEREAS, this interim zoning control will provide the City with additional time to review and potentially revise its public health, safety, and welfare requirements and zoning and land use regulations related to providing density bonuses above and beyond the underlying zoning; and

WHEREAS, the City Council concludes that it must continue this interim zoning control based on concerns as expressed in this ordinance regarding the awarding of density bonuses that are unrelated to affordable housing and historic structure preservation; and

WHEREAS, the City Council has significant concerns regarding whether the use of certain density bonus options is accomplishing the vision and goals of the City's Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, tens of thousands of persons in Washington State have contracted the virus and more than a thousand persons in the state have died due to the virus thus far and during the time period that this interim zoning control has been in effect, and the public health emergency is ongoing and is expected to continue for many months, and likely much longer; and

WHEREAS, due to the COVID-19 public health emergency and pandemic, the City has been engaged in essential work on a highest-priority basis related to the public health emergency, and as a result City staff and the City Council have had to significantly adjust work priorities accordingly to address the public health crisis, including related to work that the Council has been able to consider at modified Council meetings during this time period; and

WHEREAS, as a result of the public health emergency, City staff and the City Council have not had a meaningful opportunity to substantially review the regulations and policies at issue related to this interim zoning control to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, in spite of this public health emergency, the Planning Commission has met multiple times to discuss revised regulations related to bonus density, including on February 27, 2020, and continuing on March 12, May 14 and 28, June 11 and 25, and July 9, 2020; and

WHEREAS, the City Council has considered the applicability and use of bonus density options at multiple Council meetings, including on February 4, February 11, February 25, March 3, March 10, April 14, and April 28, 2020; and

WHEREAS, on April 28, 2020, the City Council conducted a public hearing on Ordinance No. 2020-10 in accordance with state law; and

WHEREAS, on August 11, 2020, the City Council set a public hearing for August 25, 2020 to accept public comment and consider this Ordinance No. 2020-20 to extend the interim zoning control for another six months; and

WHEREAS, on August 25, 2020, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to this ordinance; and

WHEREAS, on August 25, 2020, after considering such public comment, the City Council adopted this ordinance to extend this interim zoning control for six months to March 10, 2021, unless the Council terminates the interim control earlier, and to otherwise amend the interim control as stated in this ordinance; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the interim zoning control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the public emergency that the City Council determined to exist requiring that this interim control become effective immediately upon adoption on March 10, 2020 continues to exist, requiring that this interim control continue to be in effect for an additional six months as set forth in this ordinance.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim zoning control established in Ordinance No. 2020-10.

Section 2. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the interim zoning control at its meeting on August 25, 2020, and took public testimony and considered further findings of fact.

Section 3. Interim Zoning Control Amended. This interim control is hereby amended, as also stated in Section 9 below, to extend the interim zoning control in its current form as described in Ordinance No. 2020-10 for six months until March 10, 2021.

Section 4. Interim Zoning Control Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim zoning control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinance related to this interim zoning control, Ordinance No. 2020-10, the City is hereby extending the interim zoning control for an additional six months based on the work plan as incorporated herein as Exhibit A to this ordinance.

Section 5. Effect on Vested Rights. The interim zoning control imposed by Ordinance No. 2020-10 and extended by this ordinance shall operate, as of the effective date of Ordinance No. 2020-10 (March 10, 2020), to suspend the applicability or use of BIMC 18.12.030.E. and the related provisions described in Ordinance No. 2020-10, subject to the exclusions stated in Ordinance No. 2020-10, for all properties and development in the Mixed Use Town Center and High School Road Districts. However, nothing in Ordinance No. 2020-10 or this Ordinance No. 2020-20 shall be construed to extinguish, limit, or otherwise infringe on any property owner's or property leaseholder's vested development rights as defined by state law and City of Bainbridge Island regulations.

Section 6. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

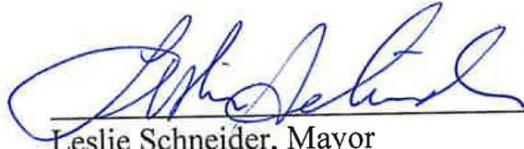
Section 8. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in full force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in the interim zoning control which preceded this ordinance, Ordinance No. 2020-10, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this interim zoning were included in the "Whereas" clauses of Ordinance No. 2020-10, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance does not change the effective date of this interim zoning control, which is March 10, 2020.

Section 9. Change in Duration to March 10, 2021. This ordinance amends Ordinance No. 2020-10 and hereby extends the current interim zoning control, and this ordinance shall cause the interim control to remain effective in its current form until March 10, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim control, which is March 10, 2020. The Council may, at its sole discretion, renew the

interim control for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 25th day of August, 2020.

APPROVED by the Mayor this 25th day of August, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 7, 2020
PASSED BY THE CITY COUNCIL:	August 25, 2020
PUBLISHED:	August 28, 2020
EFFECTIVE DATE:	September 2, 2020
ORDINANCE NUMBER:	2020-20

Attached: Exhibit A: Work Plan

EXHIBIT A TO ORDINANCE No. 2020-20



BONUS FAR INTERIM ZONING CONTROL

WORK PLAN (August 11, 2020)

BONUS FAR INTERIM ZONING CONTROL:

On **March 10, 2020**, the City Council imposed a six-month interim zoning control via Ordinance No. 2020-10 to suspend the use and applicability of certain bonus density options related to land use on Bainbridge Island. The initial term of the interim control was for six months, or until **September 10, 2020**, and Ordinance No. 2020-20 extends the term for six months to **March 10, 2021**.

Based on direction from the City Council at the February 25, 2020 Council meeting, the Planning Commission, beginning on February 27, 2020, engaged in multiple discussions regarding a proposed ordinance to amend the bonus floor area ratio (“FAR”) program, as well as formed a subcommittee dedicated to the subject. At the Planning Commission’s meeting on July 9, 2020, the Commission indicated that it is ready to hold a public hearing on an ordinance to amend the bonus FAR program. However, the ordinance requires analysis by City planning, legal, and finance staff before it is ready for consideration by the City Council. This extension in the duration of the interim zoning control will provide time to complete the analysis and to hold the necessary public hearing(s).

After holding a public hearing on the interim zoning control on August 25, 2020, the City Council voted to extend the interim control in its current form for an additional six months to **March 10, 2021**, via adoption of this current ordinance, Ordinance No. 2020-20, unless terminated earlier or extended further by the Council. Based on the amount of work completed to date by the Planning Commission, it is anticipated that an ordinance will be adopted prior to the end of this six-month extension.

The City has developed the following **Work Plan** described below:

September - November 2020

Complete analysis by City planning, legal, and financial staff of a draft ordinance to amend the bonus FAR program in anticipation of a public hearing with the Planning Commission.

Hold a public hearing with the Planning Commission on a revised bonus FAR ordinance.

November 2020– March 2021

City Council review and consideration of a revised bonus FAR ordinance. After such review and consideration, the Council could take action to approve a revised bonus FAR program via the adoption of an ordinance.



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, NOVEMBER 17, 2020

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Deets called the meeting to order at 6:01 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, Nassar, and Pollock were present.

2) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Mayor Schneider moved and Deputy Mayor Deets seconded to remove item 7.B, COVID-19 Emergency Economic Recovery Funding Request. The motion carried unanimously, 6 – 0. Councilmember Pollock moved and Councilmember Carr seconded to approve the agenda as amended. The motion carried unanimously, 6 – 0.

There were no conflicts of interest disclosed.

3) MAYOR'S REPORT

Mayor Schneider mentioned the November 16, 2020 special City Council meeting, the appointment of Deputy City Manager Schroer as Interim City Manager, the inappropriate comment made at last week's meeting, and the placement of future council agendas on the agenda.

4) FUTURE COUNCIL AGENDAS

4.A Future Council Agendas

[Cover Page](#)

[November 24 City Council Regular Business Meeting.pdf](#)

[December 1 City Council Study Session.pdf](#)

[December 8 City Council Regular Business Meeting.pdf](#)

City Manager Smith reviewed future Council agendas. Council agreed to hold special meetings for interviewing City Manager candidates on December 2 and 3, 2020. Council discussed the December meetings and potential additions to future agendas.

Councilmember Nassar requested the addition of a letter of support requested by the Race Equity Task Force to a future agenda.

Councilmember Pollock requested the addition of an agenda item to discuss whether to add a discussion of the Police Station costs to an agenda.

5) BUDGET DELIBERATIONS

5.A Ordinance No. 2020-25 Adopting the 2021-2026 Capital Improvement Plan (CIP) - Public Works

Cover Page

Ordinance No. 2020-25 Adopting the 2021-2026 Update of the Six-Year CIP_FINAL.docx

2021-26_Revised_CIP_Summary_Memo_111720_FINAL.docx

Exhibit A - 2021-2026 CIP.pdf

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to approve Ordinance No. 2020-25.

Carr/Nassar: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

5.B Budget Discussion #9

Cover Page

2021-22 Budget Memo and Materials for 11172020.pdf

Budget Deliberations for CC 11172020_Draft.pdf

Finance Director Pitts introduced the agenda item, and Council discussed next steps.

6) UNFINISHED BUSINESS

6.A Sustainable Transportation Plan Update - Decision-Making Framework Discussion

Cover Page

BAINBRIDGE STP_Evaluation Framework Council Presentation_20201117.pdf

BAINBRIDGE STP_Evaluation Framework Approach_20201109.pdf

Public Works Director Wierzbicki introduced the agenda item. Engineering Project Manager Epstein and Jennifer Wieland of Nelson/Nygaard provided a presentation on the project.

Council's consensus was to streamline Council participation in the process and to have the task force review project elements prior to the Council.

6.B Green Building Code - Update and Next Steps - Planning

Cover Page

Green Building Staff Memo

Attachment 1 - History Log

Attachment 2 - GBTF Roster

Attachment 3 - City Policies

Attachment 4 - GHG Inventory Fact Sheet

Attachment 5 - GHG Charts

Attachment 6 - Energy Demand and Conservation
Attachment 7 - GBTF Road Map Recommendation
Attachment 8 - GBTF First Steps Recommendation

Senior Planner Best provided an update on the green building code and next steps.

6.C Consider Planning Commission Recommendations Prior to Scheduling a Public Hearing on Bonus Floor Area Ratio Options, BIMC 18.12.030.E. - Planning

Cover Page

20201008 PC Cover Letter to CC on Bonus FAR Revisions.docx

DRAFT Ordinance No. 2020-16.docx

Exhibit A Excerpt BIMC Table 18.12.020-3.docx

20200924 PC Staff Memo.pdf

MUTC and HS Rd Map.pdf

WMP Goals & Policies Related to FAR.pdf

ORD NO. 2020-20 EXTENDING INTERIM ZONING CONTROL RELATED TO BONUS

DENSITY.pdf

June 11 2020 Planning Commission Meeting Minutes.pdf

July 9 2020 Planning Commission Meeting.pdf

August 27 2020 PLANNING COMMISSION MINUTES.pdf

September 10 2020 PLANNING COMMISSION MINUTES.pdf

September 24 2020 PLANNING COMMISSION MINUTES.pdf

Planning Commission Chair Chester introduced the agenda item. Planning Commissioner Quitslund, Planning Director Wright, and Senior Planner Sutton also joined the meeting and discussed the recommendations with Council.

Council directed the City Manager to contact Islander Mobile Home Park regarding potential purchase of floor area ratio by the City.

6.D Update from Joint City Council and Planning Commission Land Use Subcommittee - Councilmembers Carr, Hytopoulos, and Pollock

Cover Page

Councilmember Carr provided an update on the work of the subcommittee.

7) NEW BUSINESS

7.A Council Direction to Design Review Board on Flexibility for Affordable Housing Projects - Mayor Schneider

Cover Page

Mayor Schneider introduced the agenda item. Planning Manager Greetham and Design Review Board Chair Joseph Dunstan joined the discussion.

7.B COVID-19 Emergency Economic Recovery Funding Request - Deputy Mayor Deets

Cover Page

COVID-19 Emergency Economic Recovery Funding Memorandum.pdf

November 5, 2020 BI Chamber of Commerce E-Mail - Requesting Emergency Economic Recovery Funding.pdf

Digital General Store & Island Online Hub Prototypes - Visuals.pdf

This agenda item was removed from the agenda.

8) CITY COUNCIL DISCUSSION

8.A Options for Land Use Regulations related to the Triangle Property and Specific Standards for Composting Facilities - Mayor Schneider
Cover Page

Mayor Schneider introduced the agenda item, and Council discussed the topic.

MOTION: I move that we add consideration of specific standards for composting facilities to the Council and Planning subcommittee for recommendations to the 2021 work plan discussion.

Schneider/Pollock: The motion carried unanimously, 6 – 0.

AYES: Carr, Deets, Hytopoulos, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

Council directed staff to return with an agenda item for November 24, 2020 for the Council to consider the option of not further pursuing Aveterra's proposed code amendment for the Triangle property.

9) FOR THE GOOD OF THE ORDER

Deputy Mayor Deets mentioned the length of the discussions regarding future council agendas.

10) ADJOURNMENT

Deputy Mayor Deets adjourned the meeting at 9:28 p.m.

/s/ _____
Leslie Schneider, Mayor

/s/ _____
Christine Brown, CMC, City Clerk

ORDINANCE NO. 2021-10
(formerly Ordinance No. 2020-16)

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to bonus floor area ratio and amending Section 18.12.030.E of the Bainbridge Island Municipal Code.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim zoning controls related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. and Table 18.12.020-3, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, on February 25, 2020, the Council passed unanimously the following motion: I move to direct the City Manager to work with the Planning Commission and any other appropriate City committees or commissions to bring back to Council as quickly as possible an ordinance that will reform the City’s bonus FAR programs so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights; and

WHEREAS, on March 10, the City Council approved an interim zoning control ordinance related to Floor Area Ratio ("FAR") density bonus options (Ordinance No. 2020-10);

and

WHEREAS, the Planning Commission discussed these policies on February 27 and March 12, 2020 and formed a subcommittee of Commissioners Chester, Paar and Quitslund to work on this topic; and

WHEREAS, the subcommittee brought back their recommendations to the full Planning Commission for discussion on May 14 and 28, 2020 met again, and brought back revised recommendations for the June 11, 2020 Commission meeting and the full Planning Commission came to consensus on a set of amendments to bonus FAR regulations; and

WHEREAS, the Planning Commission and City Council held a joint meeting on June 22, 2020 to discuss the bonus FAR regulations and how they are interrelated with other land use issues such as improving affordable housing and transfer of development rights programs; and

WHEREAS, the Planning Commission discussed Ordinance No. 2020-16 on June 25 and July 9, 2020 and made additional recommendations on revising BIMC 18.12.030.E; and

WHEREAS, the Planning Commission recommends retaining and revising Subsection E.1.a and eliminating all other provisions related to obtaining Bonus FAR; and

WHEREAS, the Planning Commission recommends that Subsection E.2, related to obtaining Bonus FAR through the City's Transfer of Development Rights (TDR) program, be deleted at this time and reconsidered at a later date as part of updating the TDR program; and

WHEREAS, the Planning Commission recommends moving Subsection E.6 Historic Structure provisions to BIMC 18.24 Historic Preservation and to BIMC 18.12.050; and

WHEREAS, the Planning Commission recommends that the City pursue eliminating the Bonus FAR provisions related to the Islander Mobile Home Park and selling its unused residential FAR, if legally and economically feasible; and

WHEREAS, on August 25, 2020 the City Council approved Ordinance No. 2020-20 extending the interim zoning control on the City's bonus FAR program for six additional months; and

WHEREAS, the Planning Commission continued discussion of, Ordinance No. 2020-16 revising the Bonus FAR Program on September 10, 24, and October 8, 2020; and

WHEREAS, the Planning Commission recommends adoption of Ordinance No. 2020-16 as an interim measure while the City Council, the Planning Commission and Planning Staff address broader revisions to the zoning code, including base FAR and whether to replace it with other measures such as form-based zoning; and

WHEREAS, in recommending Ordinance No. 2020-16 as an interim ordinance, the Planning Commission recommends that the ordinance should sunset or end after 2 years; and

WHEREAS, on November 17, 2020 the City Council discussed Ordinance No. 2020-16, the current amendments to the City's bonus FAR program recommended by Planning Commission together with representatives from the Planning Commission, and the City Council provided policy guidance to the Planning Commission on outstanding policy questions, including directing the City Manager to contact Islander Mobile Home Park regarding potential purchase of its floor area ratio by the City; and

WHEREAS, on November 19, 2020, the Planning Commission discussed the City Council feedback from November 17 and indicated that the City could move forward with Ordinance No. 2020-16 without any changes to BIMC 18.12.030.E.1.b related to Islander Mobile Home Park FAR; and

WHEREAS, on February 23, 2021, the City Council approved Ordinance No. 2021-09 extending the interim zoning control ordinance related to Floor Area Ratio ("FAR") density bonus options (Ordinance Nos. 2020-10 and 2020-20) for six additional months, to allow time to complete work on Ordinance No. 2021-10 (formerly Ordinance No. 2020-16) ; and

WHEREAS, after holding and closing a public hearing on XXXX, 2021, the Commission recommended of approval of Ordinance No. 2021-10 to the City Council; and

WHEREAS, notice was given on XXXX, 2021, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the City Council considered Ordinance No. 2021-10 at its meeting on XXXX, 2021; and

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

Section 1. Table 18.12.020-3 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 2. Section 18.12.030.E of the Bainbridge Island Municipal Code is hereby amended to read as follows:

BIMC 18.12.030

E. Bonus Density to incentivize affordable housing in Winslow Mixed Use and High School Road Districts. Eligible properties that include affordable housing may increase FAR ~~achieve a maximum level of development~~ above the base FAR, as provided for in Table 18.12.020-3, ~~by using one, or a combination of, the following FAR bonus provisions. The FAR bonus provisions may be combined to achieve the maximum level of development established for each district. In no case shall the total commercial, residential or mixed use FAR exceed the maximum FAR as provided for in Table 18.12.020-3.~~

1. ~~Optional Affordable Housing.~~

~~FAR Bonus.~~ Up to 100 percent of the maximum residential FAR bonus ~~must~~ may come from providing affordable housing as defined in Chapter 18.36 BIMC; provided, that the difference between the base residential FAR and the maximum residential FAR shall be dedicated to affordable housing. A portion of the total floor area that is of common use and benefit to the entire residential development (for example, interior halls, stairwells, laundry rooms, exercise rooms) may be included in the calculation of the affordable housing component. This portion shall be the same percentage as the affordable housing provided. For example, if 20 percent of the living unit floor area is for affordable housing, then 20 percent of the common floor area may be included in the total affordable housing calculation. Development of the optional affordable housing shall be in accordance with Chapter 18.21 BIMC and Table 18.12.030.

Table 18.12.030: Optional Affordable Housing Bonus Summary Table

Size of Development	Residential development less than 10,000 sq. ft.	Residential development of 10,000 sq. ft. but less than 60,000 sq. ft.	Residential development more than 60,000 sq. ft.
Affordable Housing FAR Bonus	Must provide 100 percent of bonus square footage for extremely low, very low, or moderate income groups.	Must comply with following ratios: (a) 100 percent of bonus for all moderate; OR (b) 0.2 of bonus for extremely low, very low, or low income groups; 0.5 of bonus for moderate income group; and 0.3 of bonus for middle income group.	Must comply with following ratios: 0.1 of bonus for extremely low, very low or low income groups; 0.6 of bonus for moderate income group; and 0.3 of bonus for middle income group.

b. Preservation of the Islander Mobile Home Park. Preservation of the Islander Mobile Home Park as an existing park site for manufactured homes shall be encouraged through the following provisions.

i. Unused FAR from the parcel on which the mobile home park is located may be transferred to another parcel or parcels within the Mixed Use Town Center. For example, the base FAR for the mobile home park would be calculated, less the FAR of the mobile homes. In exchange for permanently preserving the mobile home park, the owner of the property may transfer the unused FAR to another parcel or parcels in the Mixed Use Town Center, where it may be used as bonus FAR above the base FAR for that district.

ii. Permanent preservation of the mobile home park may be used as an affordable housing bonus on another parcel or parcels within the Mixed Use Town Center. For example, in exchange for preserving the mobile home park, the owner of the property would be deemed to have met the affordable housing bonus provisions of subsection A.1 of this section, and could achieve the maximum FAR bonus for residential development on another parcel or parcels in the Mixed Use Town Center. The owner of the mobile home park may either apply the FAR bonus to another parcel(s) he or she owns, or transfer or sell the bonus to another property owner in the Mixed Use Town Center.

~~2. Purchase of Development Rights. Up to 100 percent of the maximum residential, commercial or mixed use FAR bonus may come from the purchase of development rights as provided for in Chapter 18.27 BIMC. The cost of development rights shall be established by resolution of the city council.~~

~~3. Public Amenities and/or Infrastructure. At the applicant's option, a portion of the bonus may be earned through the provision of public amenities, infrastructure, and/or preservation of a heritage tree(s) on site, pursuant to an adopted city council resolution clarifying the amount of credit awarded for different provision of different public amenities and/or infrastructure, as follows:~~

~~a. Up to 40 percent of the maximum residential, commercial or mixed use FAR bonus may come from monetary contributions toward public amenities and/or infrastructure beyond that required for SEPA mitigation. The amount of the contribution shall be established by resolution of the city council. Funds contributed to the public amenities and/or infrastructure shall be used exclusively in the Mixed Use Town Center or High School~~

Road districts, for projects identified in the six-year capital facilities program, or approved by the city.

~~b. In lieu of the contribution of funds as provided for in subsection E.3.a of this section, and subject to approval by the director or designee, the public amenities FAR bonus may be achieved by the preservation of a heritage tree(s) on site, construction of public amenities and/or infrastructure beyond that required to mitigate the impacts of development. Public amenities and/or infrastructure projects shall be located in the Mixed Use Town Center or High School Road districts, and shall be chosen from projects identified in the six-year capital facilities program, or approved by the city.~~

~~4. Community Open Space. In the ferry terminal district, up to 60 percent of the maximum residential, commercial or mixed use FAR bonus may be achieved by providing community open space of one acre, or 20 percent of the parcel area, whichever is greater. The community open space shall be located in or in the immediate vicinity of locations identified in Figure 4.1 of the Winslow master plan. The open space must be located on the same parcel that is being developed, and must be on land that would be otherwise buildable. Adequate public access to the community open space must be provided. The city shall consider approving the bonus, taking into consideration the configuration, public use and accessibility of the proposed open space. In cases where a development project utilizes the community open space bonus provision in conjunction with the purchase of development rights bonus provision, all funds collected from the purchase of development rights shall go toward the preservation of agricultural lands fund.~~

~~5. Winslow Town Center Mixed Use/High School Road FAR Transfers. Up to 20 percent of the maximum residential, commercial or mixed use FAR bonus may come from transfers of FAR from parcels within the Mixed Use Town Center and the High School Road districts. The transfer shall create permanent open space through open space preservation covenants on sending parcels that contain critical areas as defined in Chapter 16.20 BIMC. For example, development potential in the ravine of the gateway district may be shifted to the upland area; provided, that the requirements of Chapter 16.20 BIMC are satisfied.~~

~~6. Historic Structure Preservation. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.~~

~~2 7. Ferry-Related Parking. In the ferry terminal district, an additional 0.2 FAR may be~~

achieved by relocating existing legal surface ferry commuter parking on site (as shown on Figure 6.2 of the Winslow master plan) to under-building or below-grade parking. The percentage of the additional FAR that is achieved shall be dependent upon the percentage of parking that is relocated. For example, if 50 percent of existing surface ferry commuter parking on site is relocated under-building or below grade, then 50 percent of the total additional FAR (or 0.1 FAR) may be achieved.

Section 3. Section 18.12.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

DRAFT

G. Floor Area Ratio (FAR). “Floor area ratio” is a figure that expresses the total floor area as a multiple of the lot area. This figure is determined by dividing the floor area of all buildings on a lot by the lot area prior to removal of lot area for dedication. Portions of parking located underneath a building footprint are not counted in floor area ratio calculations. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.

Section 4. Section 18.24.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

C. Zoning Code Relief. Designated local register properties may be authorized for a use not otherwise permitted in a certain zone. The planning director may approve said use through an administrative conditional use (BIMC [2.16.050](#)). The planning director may also waive or modify development standards such as: setbacks, open space, lot coverage, landscape buffers and parking requirements. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.

Section 5. Section 18.27.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

18.27.040 Receiving areas for development rights.

~~A. Winslow Mixed Use Town Center and High School Road Districts. Developments in the Mixed Use Town Center (MUTC) and the High School Road districts are eligible for increases in floor area ratio as provided for in BIMC [18.12.030.E.1](#).~~

~~B. NC Districts. The neighborhood centers (NC) are eligible for increased density through the purchase or transfer of development rights in accordance with BIMC [18.12.030.D.1](#) and D.3, as amended.~~

~~C. R-8 Districts. The urban single family overlay district (R-8SF) is eligible for increased density through the purchase or transfer of development rights for specified lots in the R-2.9, R-3.5, and R-4.3 zone districts.~~

Section 6. Section 18.27.080 of the Bainbridge Island Municipal Code is hereby repealed as follows:

~~18.27.080 Use of development rights in Mixed Use and High School Road districts.~~

~~A. In order to use development rights to increase floor area ratio within the Mixed Use Town Center or High School Road districts as provided in BIMC 18.12.030.E, an applicant must out an application in a form approved by the city. The application shall include the amount of the requested increase in floor area ratio, and the fee, if any, of the increased floor area ratio. The fee for development rights to increase floor area ratio shall be established by resolution of the city council.~~

~~B. The approved application to utilize development rights to increase floor area ratio within the receiving area must be part of a site plan and design review application under BIMC Title 2. The site plan must indicate the increase in floor area ratio (FAR).~~

~~C. The use of development rights shall be reviewed for conformance with the design review provisions of BIMC 18.18.030.~~

Section 7. the amendments to the Bainbridge Island Municipal Code approved by Ordinance 2020-16 on [INSERT DATE] will sunset or end after 2 years, [INSERT SUNSET DATE].

Section 8. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2020.

APPROVED BY THE MAYOR this _____ day of _____, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: XXX, 2020
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2020-16

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]	
DIMENSIONAL STANDARD						
Basic Maximum						
Commercial and Other Nonresidential Uses	0.6	0.4	0.3	0.15	0.1	0.3
Residential	0.4	0.4	0.3	0.5	0.4	0.3
Mixed Use [2]	1.0	0.5	0.5	0.5	0.5	0.3
Maximum with Bonus	Bonus densities require compliance with BIMC 18.12.030.E					
Commercial and Other Nonresidential Uses	1.0	0.6	0.6	0.3	0.2	0.6
Residential	1.0	0.6	0.6	1.0	1.1	0.6
Mixed Use [2]	1.5	1.0	1.0	1.0	1.3 (1.5 pursuant to note [3])	1.0

[1] If the existing FAR for a developed property as of May 21, 1998, is higher than the base FAR for that district, then the existing FAR will be considered the base FAR for that developed property. Total FAR may not be exceeded.

[2] In mixed use development, the established FAR in the residential and commercial components shall not be exceeded. For the residential FAR bonus provisions for qualifying housing design demonstration project, refer to the bonus density provisions in BIMC [2.16.020.S.8](#).

[3] In mixed use development in the ferry terminal district, an additional 0.2 FAR is permitted in accordance with BIMC [18.12.030.E.7](#). The additional FAR may be applied to either the residential or commercial component of the mixed use development.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Economic Recovery Grants - Finance,

SUMMARY: Finance will present the proposed business recovery grant program based on the guidelines presented by the subcommittee (see attached) memo as requested by the City Council at the January 19, 2021 Study Session.

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Motion 1: I move to approve Resolution No. 2021-05 to establish a Bainbridge Island Small Business Relief Program in the amount of \$205,000 and to authorize an associated budget amendment in the same amount.

Motion 2: I move to approve an agreement in substantially the form as included with this agenda item between the City and the Kitsap Economic Development Alliance in the amount of \$5,000 to administer the program, and to authorize an associated budget amendment in the same amount.

Motion 3: I move to approve an additional \$5,000 budget adjustment for outdoor venue purchases.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

Amount:	\$210,000
Ongoing Cost:	
One-Time Cost:	\$210,000
Included in Current Budget?	No

BACKGROUND: On January 19, 2021, the City Council directed the Interim City Manager to develop the necessary elements of a small business recovery grants program based on the guidelines presented by the subcommittee and modeled after similar programs enacted in other cities in Kitsap County including Bremerton, Poulsbo, and Port Orchard. These programs utilized grant resources provided by the Federal CARES grant program which started on March 1, 2020 and ended December 31, 2020. The City intends to enact a similar program that will utilize general fund balance reserves in lieu of federal grant monies to fund the program. In addition, Council expressed it's intention to provide an additional amount for the purchase of outdoor venue expenses.

This program is intended to provide relief for certain necessary expenditures incurred due to the COVID-19 public health emergency and to provide short-term economic stability via monetary grants to qualifying businesses physically located within City limits. In exchange for grants, qualified small businesses will be able to remain open and provide the City's residents with jobs, services, and/or goods. Since the City has limited resources, including limited available personnel to administer the program, the City will partner with the Kitsap Economic Development Alliance ("KEDA") to serve as grant administrator, selected due to its unique qualifications for the performance of this service.

Qualifications—To be eligible for this grant program, applicants must:

- Be actively licensed and in good standing with the City of Bainbridge of Island.
- Have a physical commercial location in the City of Bainbridge of Island established on/or before March 1, 2020 and have been opened since March 1, 2019 or earlier (i.e. businesses had to be open a full year pre-COVID).
- Have no more than 50 full-time equivalent employees (defined as 40 hours weekly) and annual gross revenues of up to \$5,000,000.
- Be (and have been) in compliance with Governor Inslee's Healthy Washington and previous other COVID-19 related guidelines.
- Demonstrate negative financial impact due to COVID-19

If approved, the business grant application and instruction materials will be available at the Kitsap Economic Development Alliance with a link from the City of Bainbridge Islands website from March 12 to March 28, 2021.

ATTACHMENTS:

[Slides for CC 022321.pptx](#)

[Resolution No. 2021-05 Establishing Small Business Relief Grant Program - Final \(4\).docx](#)

[KEDA - City of Bainbridge Economic Recovery Grant Program Contract - Draft Final.docx](#)

[Web and Applicant Text for Bainbridge Grant Program - Final \(2\).docx](#)

[Bainbridge Island Small Business Grant Application Final.pdf](#)

FISCAL DETAILS: There will be a General Fund budget adjustment in the amount of \$210,000 specified as follows:

\$ 200,000 Direct Small Business Grants administered by KEDA

\$ 5,000 KEDA services agreement

\$ 5,000 outdoor venue purchases (e.g., heating lamps, tents)

Fund Name(s): General Fund

Coding:



Small Business Grant Relief Program

February 23, 2021

Tonight's topics

- Overview of Small Business Grant Program
- Resolution establishing grant program
- Motion to approve interlocal agreement
- Motion to authorize budget amendment

Business Grant Program

SUMMARY

- \$200,000 will be awarded plus \$5,000 to KEDA and \$5,000 for outdoor venue purchases
- Grant application period March 12 to March 28, 2021
- One round of funding – minimum \$5,000 – maximum \$10,000
- Priority to higher number of grants versus higher amount
- KEDA will administer program

Eligibility

Requirements

- Must be actively licensed with the City
- Have physical commercial location in the City on/before March 1, 2020 and have been opened since March 1, 2019 or earlier (i.e., businesses had to be open a full year pre-COVID)
- Must be compliant with Governor Inslee's guidelines
- Must have 50 or fewer employees

Requirements (continued)

- Must have less than \$5 million in annual revenue
- Must show substantial decrease in revenue Q2-Q4 2020 compared to 2019
- Grants are for expense reimbursement, not revenue loss
- Priority to businesses who have not received previous grants from other programs

What will be reimbursed?

Most ordinary and necessary business expenses defined by the IRS (Internal Revenue Service)

Examples (not comprehensive)

- Rent or lease expenses
- License and regulatory fees
- Employee wages
- Supplies and Services
- Contract labor
- Utilities
- Advertising/Marketing

What will not be
reimbursed?

Ineligible Expenses

Examples (not comprehensive)

- Wages, bonuses or draws by owner
- Personal expenses
- Capital expenses
- Entertainment expenses (even if allowed by IRS tax rules)

Documentation

Required Documentation

- Submit application online to KEDA between March 12 – March 28
- Proof of Bainbridge Business License and State UBI number
- Completed and signed IRS W9 form (once grant approved)
- Documentation showing significant negative financial impact from COVID
- All receipts and documents must be kept for 6 years

Potential Next Steps

- Approval of Resolution 2021-05 that establishes grant program
- Approval of motion to authorize interlocal agreement with KEDA
- Approval of motion to authorize budget amendment

Questions

Discussion

RESOLUTION NO. 2021-05

A RESOLUTION of the City of Bainbridge Island, Washington, establishing a small business relief grant program to provide business expense assistance in response to the public health emergency resulting from the COVID-19 pandemic.

WHEREAS, starting in the first and second quarter 2020, the COVID-19 public health pandemic, associated health mandates, and business regulations began having detrimental impacts on specific sectors of the Bainbridge Island economy such as small retail, hospitality, fitness, live venue, tourism, and other industries; and

WHEREAS, the detrimental impacts to the Bainbridge Island economy continue in 2021; and

WHEREAS, while 2021 may be the year that the COVID-19 health pandemic and its associated economic damage begins to be ameliorated, many Bainbridge businesses remain open in a limited capacity or are otherwise financially or operationally constrained; and

WHEREAS, the City Council believes a functioning local economy is critical to protect the health and wellbeing of Bainbridge Island residents, as the failure of small businesses due to the pandemic will create a serious hardship on owners and individuals employed by those businesses, and create additional financial burdens on government services by increasing demand for government support to individuals who are unemployed coupled with a decrease in revenue for the City due to the pandemic; and

WHEREAS, the City Council desires to establish a Small Business Relief Grant Program, the focus of which is to provide short-term economic stability via monetary grants to qualifying businesses located within the City's limits; and

WHEREAS, the City Council finds that this program will serve fundamental public and governmental purposes, such as protecting the public health and welfare, by establishing a grant program whereby, in exchange for cash grants, qualified small businesses will be able to stay open and provide the City's residents with jobs, services, and/or goods, as well as public services via tax revenue; and

WHEREAS, the City Council also finds that this program will serve fundamental public and governmental purposes by assisting small businesses survive significant detrimental impacts from the pandemic, including due to temporary or partial closures, and such grants will thereby help reduce economic hardship caused by this public health emergency, and the program will also encourage small businesses to comply with public health guidelines to protect the public health and welfare; and

WHEREAS, in exchange for receiving grants under this program, recipients will be required to provide specific information to the City and to certify that such information is true

and can be verified, including related to significant negative financial impacts from the pandemic on the business, and how the grant funds will be used to address such impacts; and

WHEREAS, the City Council has directed City staff to build a program and utilize general funds for this program to accomplish the fundamental public and governmental purposes above described; and

WHEREAS, the City has limited resources, including limited available personnel, to administer the program, and desires to partner with a qualified service provider capable of serving as grant administrator, selected based on its unique qualifications for the performance of this service during this declared state of emergency; and

WHEREAS, the City has developed the grant program and eligibility requirements based on similar programs utilized in the City of Bremerton, City of Port Orchard, and Kitsap County; and

WHEREAS, the City shall allocate no more than \$205,000 of funding for this program, with a maximum of \$5,000 allocated to a service provider for the administration of the program and \$200,000 for the relief grants to small businesses.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DO RESOLVE AS FOLLOWS:

Section 1. The City Council hereby adopts the recitals expressed above as Findings of Fact in support of this Resolution.

Section 2. The City Council hereby establishes the Bainbridge Island Small Business Grant Relief Program and allocates City general funds in the amount of \$205,000 to be utilized for economic recovery response to the impacts resulting from the COVID-19 pandemic. The City Council specifically directs that \$200,000 be disseminated pursuant to the program criteria attached hereto as Exhibit A, and that \$5,000 be utilized to contract with a service provide to function as grant administrator. Final selection of the grant recipients shall be determined by the City Manager or designee, based on the parameters set forth in Exhibit A.

Section 3. The City Council authorizes the City Manager or designee to adopt any necessary administrative processes to implement this Resolution and the attached policy set forth in Exhibit A, in compliance with the provisions of the City's regulations and state law.

Section 4. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

Section 5. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ___day of _____2021.

APPROVED by the Mayor this __day of _____2021.

By: _____
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

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

February 19, 2021
_____, 2021
2021-05

Attached: Exhibit A

Exhibit A
Bainbridge Island
Small Business Grant Program

Qualifications To be eligible for this grant program, applicants must:

- Be actively licensed with the City of Bainbridge of Island.
- Have a physical commercial location in the City of Bainbridge of Island established on/or before March 1, 2020 and have been opened since March 1, 2019 or earlier (i.e. businesses had to be open a full year pre-COVID).
- Have no more than 50 full-time equivalent employees (defined as 34-40 hours weekly) and annual gross revenues of up to \$5,000,000.
- Be (and have been) in compliance with Governor Inslee’s Healthy Washington and previous similar Safe Start and other COVID-19 related guidelines.
- Demonstrate negative financial impact due to COVID-19:
 - Commonly, negative financial impact will be determined by comparing annual gross revenue between 2019 and 2020 annualized; that deficiency will determine the amount available for the grant.
 - Note: Certain rare exceptions may occur to the above example (e.g., different time periods, net income evaluations) to establish negative financial impact. This will necessitate backup documentation.
 - Negative impact shown will determine the amount to be funded. Backup documentation of that negative financial impact (e.g., annual profit and loss statements, IRS statements) must be provided.

Assessment and Recommendation At its best judgment and discretion, based on the negative financial impact and the factors below, KEDA will recommend a list of grant awardees. Factors for such assessment are:

- All applications will be reviewed for eligibility criteria and verified for application requirements.
- Grant amounts will be based on financial impact, total number of eligible applicants, available funding for this small business grant program, and other criteria.
- Applicants will be required to provide a detailed explanation describing how COVID-19 impacted them negatively and how grant funds will be used. Applicants are not required to submit receipts. However, all receipts and documentation related to this grant (if awarded) must be kept by the business for potential follow-up and review for six (6) years and furnished upon request.
- Receipt of other grants and government support will not disqualify applicants, but priority will be given to businesses that have not received funds or received fewer funds from such sources.
- Additionally, priority will be given to industries most negatively affected by the pandemic, such as hospitality, tourism, fitness, and small retail.

KEDA will submit its list to the City of Bainbridge Island, which will then finalize the list for funding.

Use of Proceeds

- In general, eligible businesses may use this funding for any activity considered an ordinary and necessary eligible business expense allowed by the Internal Revenue Service (“IRS”) tax rules. Conversely, businesses SHALL NOT use the funding for any expense not considered such.

Examples of Disallowed Expenses (Not a comprehensive list)

- Wages, bonuses, or draws by an owner of an eligible business or any personal (non-business) expenses by such an owner.
- Capital expenses.
- Entertainment expenses (even if allowed by IRS tax rules).

Documentation Required

- Submitted application (via online portal);
- Bainbridge business license;
- Washington UBI Number;
- Completed and signed IRS W9 Form;
- Backup documentation showing significant negative financial impact from COVID; and
- All receipts and documentation related to this grant (if awarded) must be kept by the business for potential follow-up and review for six (6) years and furnished upon request. Failure to submit supporting documentation if requested may disqualify the recipient and result in the forfeiture and return of the grant funds to the City.

**AGREEMENT FOR THE ADMINISTRATION OF THE BAINBRIDGE ISLAND
SMALL BUSINESS RELIEF GRANT PROGRAM BETWEEN THE CITY OF
BAINBRIDGE ISLAND AND THE KITSAP ECONOMIC DEVELOPMENT ALLIANCE**

THIS AGREEMENT is entered into by and between the City of Bainbridge Island, a Washington municipal corporation (“City”), and the Kitsap Economic Development Alliance (“KEDA”), a Washington nonprofit corporation, for the administration of the Bainbridge Island Small Business Relief Grant Program.

RECITALS

WHEREAS, starting in the first and second quarter 2020, the COVID-19 public health pandemic, associated health mandates, and business regulations began detrimentally impacting specific sectors of the economy such as small retail, hospitality, fitness, live venue, tourism, and other industries, including, more specifically, businesses on Bainbridge Island.

WHEREAS, these detrimental impacts on the Bainbridge Island economy continue in 2021. As such, the City has decided to fund a grant program that will be largely managed by KEDA for the benefit of impacted Bainbridge businesses.

WHEREAS, while 2021 may be the year that the COVID-19 health pandemic and its associated economic damage begins to be ameliorated, many Bainbridge businesses remain open in a limited capacity or are otherwise financially or operationally constrained.

WHEREAS, without financial assistance, many Bainbridge businesses will not have the resources to reopen in the future, or if they have attempted to reopen, they may have to cease operating.

WHEREAS, disruptions to workers and businesses are serious, as small businesses are the backbone of our economy and provide the foundation of employment, services for the community, and revenue for cities and other public agencies to continue to provide essential services for the public welfare and benefit.

WHEREAS, the City recognizes that one of its fundamental purposes is to secure the public health and welfare of the community. Resources are necessary to help small businesses survive this unexpected and unprecedented economic downturn caused by the COVID-19 crises. Therefore, the City established the Bainbridge Island Small Business Relief Grant Program (“Program”), the focus of which is to provide short-term economic stability via monetary grants to qualifying businesses located within the City limits of Bainbridge Island.

WHEREAS, KEDA is a Washington nonprofit corporation with a mission to serve as a resource for businesses located in the City of Bainbridge Island, and to promote economic opportunities in Kitsap County. In furtherance of that mission, KEDA is uniquely knowledgeable of the currently existing small businesses on Bainbridge Island, and accordingly uniquely equipped to administer the Program for the businesses of Bainbridge Island on behalf of the City. KEDA has also operated over a half-dozen similar COVID-19 related grant programs in 2020 for the

governments of Kitsap County, Port Orchard, and Bremerton, assessing hundreds of applications and processing grants in amounts of over \$2,000,000.

WHEREAS, the City has limited resources, including limited available personnel, to administer the Program, and desires to partner with KEDA as a qualified service provider capable of serving as grant administrator. The City is selecting KEDA due to its unique qualifications for the performance of this service during this declared state of emergency.

NOW, THEREFORE, it is agreed by and between the City and the KEDA (each a “Party,” and collectively “the Parties”) as follows:

1. PURPOSES OF AGREEMENT

The purposes of this Agreement are those set forth in the above Recitals, which are incorporated herein by this reference. A further purpose is to encourage small businesses to comply with public health guidelines to protect the public health and welfare.

2. TERM

This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2021, unless sooner terminated as provided below.

3. TERMINATION

If KEDA fails to fulfill its obligations under this Agreement, the City may terminate the Agreement upon written notice to KEDA specifying the reason for termination and the date of termination. If the City so terminates the Agreement, KEDA shall pay to the City any funds paid by the City to KEDA that have not been allocated to grant recipients under the Program.

4. SERVICES AND FUNDING PROVIDED BY CITY

- A. The City shall provide the funding for the Bainbridge Island Small Business Grant Program and shall make grant payments to selected grant recipients.
- B. The City shall pay KEDA a fee for its role in administering the Program in an amount of \$5,000. Upon receipt of an invoice from KEDA, the City agrees to pay this amount within sixty (60) days.

5. SERVICES PROVIDED BY KEDA

A. KEDA shall administer the Program as follows: KEDA shall utilize the eligibility parameters for the Program attached as **Exhibit A** for the selection of grant recipients. Upon selection of said grant recipients, KEDA shall provide to the City the selected application and all supporting documentation to the City for audit purposes. The City has ultimate decision-making authority as to the final grant recipients and reserves the right to reject any application. The City shall inform KEDA of the final grant recipient(s) and allocated funding and may do so on a rolling basis.

B. KEDA shall notify the final grant recipients upon selection by the City.

C. KEDA shall administer the Program, utilizing the parameters set out in this Agreement, in a manner which assures fair, equal, and nondiscriminatory treatment of all persons, including maintaining open hiring and employment practices, and compliance with all requirements of applicable federal, state, or local laws or regulations related to hiring and employment practices and providing services to all persons, without discrimination as to any person's race, color, religion, sex, sexual orientation, disabled veteran condition, physical or mental handicap, or national origin.

D. KEDA shall perform due diligence to ensure all grant recipients are eligible to receive grant funding under the terms of this Agreement, and KEDA shall document said due diligence via a report to the City. The report shall identify the measures taken by KEDA in detail, and the City reserves the right to request additional information and/or documentation to support each award.

E. In administering the Program, KEDA shall comply with all applicable federal, state, and local laws, regulations, and ordinances. Should KEDA's administration of the Program be inconsistent with applicable laws, provisions of this Agreement, or otherwise inappropriate, the City shall have the right to the return of any portion of the Funds that are later determined to have been spent in violation of applicable laws. In the alternative, the City may recapture such funds from payments due under this Agreement. The City shall not exercise this right until it has given written notice of noncompliance with applicable laws or this Agreement to KEDA, and allowed KEDA a period of ten (10) days from the date of notice for KEDA to cure the noncompliance. The right of recapture provided in this section is in addition to and not in lieu of any right which Washington law provides for breach of contract.

6. MAINTENANCE OF RECORDS

A. KEDA shall maintain accurate electronic records of applications. The City may at any time review the documentation to determine KEDA's conformance with the requirements of the Program, and KEDA shall make available to the City, upon request, all of the KEDA's records and documents with respect to all matters covered by this Agreement.

B. The City may require KEDA to provide additional documentation if the existing documentation is deemed incomplete.

C. KEDA shall retain all records related to this Agreement for a period of six (6) years following the expiration or termination of this Agreement, whichever occurs later. These records, including materials generated under the Agreement, shall be subject at all reasonable times to inspection and review by the City.

D. If any litigation, claim, or audit is started before the expiration of the six (6) year period provided in Section 6(b) above, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

E. The terms of this provision shall survive the expiration or termination of this Agreement.

7. NO EMPLOYEE RELATIONSHIP

KEDA understands and acknowledges that neither KEDA nor any officer, employee, or agent of KEDA shall be considered to be an employee of the City, nor entitled to any benefits accorded City employees, by virtue of the services provided under this Agreement. The City shall not be responsible for assuming the duties of an employer with respect to KEDA or any employee of KEDA.

8. INDEMNIFICATION

KEDA shall indemnify and hold harmless the City against any claim or liability of any nature in connection with or arising in any manner out of this Agreement. KEDA shall ensure that any recipient of any Program Award Funds shall agree to defend and indemnify the City to the extent and on the same terms and conditions as KEDA.

9. COMPLETE AGREEMENT

This Agreement sets forth the complete expression of the agreement between the Parties, and any oral representations or understandings not incorporated herein are excluded.

10. WAIVER

Any waiver by KEDA or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

11. MODIFICATION

This Agreement may only be amended by written agreement signed by both Parties.

12. SEVERABILITY

If any part of this Agreement is found to conflict with applicable laws, such part shall be inoperative and null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.

13. NOTICES

Notices to the City of Bainbridge Island shall be sent to the following address:

City of Bainbridge Island
Attn: DeWayne Pitts, Finance Director
280 Madison Ave N
Bainbridge Island, WA 98110

Notices to KEDA shall be sent to the following address:

Kitsap Economic Development Alliance
Attn: Joe Morrison
Suite 100
2021 Myhre Rd
Silverdale, WA 98383

14. ASSIGNMENT OF CONTRACT

KEDA shall not assign this Agreement or any of the duties assigned to it hereunder without the prior written consent of the City.

15. VENUE

This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in Kitsap County.

16. PUBLIC DISCLOSURE

All documents and records comprising the Agreement, and all other documents and records provided to the City by KEDA, are deemed public records under the Washington Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure by the City. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by KEDA, unless an exemption under the Public Records Act applies.

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

KEDA

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Ellen Schroer, Interim City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

Exhibit A
Bainbridge Island
Small Business Grant Program

Qualifications—To be eligible for this grant program, applicants must:

- Be actively licensed with the City of Bainbridge of Island.
- Have a physical commercial location in the City of Bainbridge of Island established on/or before March 1, 2020 and have been opened since March 1, 2019 or earlier (i.e., businesses had to be open a full year pre-COVID).
- Have no more than 50 full-time equivalent employees (defined as 34-40 hours weekly) and annual gross revenues of up to \$5,000,000.
- Be (and have been) in compliance with Governor Inslee’s Healthy Washington and previous similar Safe Start and other COVID-19 related guidelines.
- Demonstrate negative financial impact due to COVID-19:
 - Commonly, negative financial impact will be determined by comparing annual gross revenue between 2019 and 2020 annualized; that deficiency will determine the amount available for the grant.
 - Note: Certain rare exceptions may occur to the above example (e.g., different time periods, net income evaluations) to establish negative financial impact. This will necessitate backup documentation.
 - Negative impact shown will determine the amount to be funded. Backup documentation of that negative financial impact (e.g., annual profit and loss statements, IRS statements) must be provided.

Assessment and Recommendation—At its best judgment and discretion, based on the negative financial impact and the factors below, KEDA will recommend a list of grant awardees. Factors for such assessment are:

- All applications will be reviewed for eligibility criteria and verified for application requirements.
- Grant amounts will be based on financial impact, total number of eligible applicants, available funding for this small business grant program, and other criteria.
- Applicants will be required to provide a detailed explanation describing how COVID-19 impacted them negatively and how grant funds will be used. Applicants are not required to submit receipts. However, all receipts and documentation related to this grant (if awarded) must be kept by the business for potential follow-up and review for six (6) years and furnished upon request.
- Receipt of other grants and government support will not disqualify applicants, but priority will be given to businesses that have not received funds – or received fewer funds – from such sources.
- Additionally, priority will be given to industries most negatively affected by the pandemic, such as hospitality, tourism, fitness, and small retail.

KEDA will submit its list to the City of Bainbridge Island, which will then finalize the list for funding.

Use of Proceeds—

- In general, eligible businesses may use this funding for any activity considered an ordinary and necessary eligible business expense allowed by the Internal Revenue Service (“IRS”) tax rules. Conversely, businesses SHALL NOT use the funding for any expense not considered such.

Examples of Disallowed Expenses (Not a comprehensive list)—

- Wages, bonuses, or draws by an owner of an eligible business or any personal (non-business) expenses by such an owner.
- Capital expenses.
- Entertainment expenses (even if allowed by IRS tax rules).

Documentation Required—

- Submitted application (via online portal);
- Bainbridge business license;
- Washington UBI Number;
- Completed and signed IRS W9 Form;
- Backup documentation showing significant negative financial impact from COVID; and
- All receipts and documentation related to this grant (if awarded) must be kept by the business for potential follow-up and review for six (6) years and furnished upon request. Failure to submit supporting documentation if requested may disqualify the recipient and result in the forfeiture and return of the grant funds to the City.



CITY OF
BAINBRIDGE ISLAND

Small Business Relief Grant Program

The [Kitsap Economic Development Alliance \(“KEDA”\)](#) is partnering with [the City of Bainbridge Island](#) to administer a small business grant program in response to COVID-19. The City of Bainbridge Island has committed up to \$200,000 for small businesses, cooperatives, and nonprofit entities in this program. **Businesses may receive between \$5,000 – \$10,000** based upon their COVID-19 financial impacts and the number of total applications received by the City.

ABOUT

- **Application period: March 12, 2021 – March 28, 2021** online at www.kitsapcaressmallbiz.com. Awards are expected in April.
- **Use of proceeds:** If awarded, grant proceeds can be used for business expense permitted under IRS regulations.
- All applications will be reviewed for eligibility criteria and verified for application requirements.
- Grant amounts will be based on financial impact, number of eligible applicants, available funding, and other criteria.
- Applicants will be required to provide a detailed explanation describing how COVID-19 impacted them negatively and how grant funds will be used. Applicants are not required to submit receipts.
- Receipt of other grants and government support will not disqualify applicants, but priority will be given to businesses that have not received funds – or received fewer funds – from such sources. Additionally, priority will be given to industries most negatively affected by the pandemic, such as hospitality, tourism, fitness, and small retail.

HOW DO I KNOW IF MY SMALL BUSINESS QUALIFIES?

- Must have an active business license with the City of Bainbridge.
- Have a physical, commercial location in the City of Bainbridge on or before March 1, 2020.
- Be a for-profit business, nonprofit, or financial cooperative with no more than 50 full-time equivalent employees and annual revenues \$5 million or less.
- **Ability to demonstrate significant negative financial impact due to COVID-19, backed up by documentation.** (Note: Most commonly this will be shown by comparing annual revenues from 2019 to 2020, though other justifications will be considered.)
- Be in compliance with Governor Inslee's Healthy Washington guidelines and previous related guidelines.

ATTESTATION AND REQUIRED DOCUMENTATION

Applicants will **self-attest by signature** that the answer to both of the following questions is "YES":

- You would not be seeking this grant IF you had NOT been impacted by COVID-19; and
- Grant funds, if awarded, will help your business remain in operation and mitigate negative financial impact from COVID-19.

Required Documents

- Application (via online portal)
- Bainbridge business license
- Washington UBI Number
- Completed and signed IRS W9 Form
- Backup documentation showing significant negative financial impact from COVID

ALL receipts and documents related to this grant (if awarded) **MUST be kept for potential follow-up or review for six (6) years.**



Go to kitsapcaressmallbiz.com for more information

BE READY TO APPLY

Have this information on hand when the portal opens

WA STATE UBI

GROSS REVENUE

Eligible businesses will have a gross revenue NOT exceeding \$5 million per year

DETERMINING ELIGIBLE COVID-19 IMPACTS:

The following report/comparison of gross revenue will be used to help determine your COVID related impacts:

2019 GROSS REVENUE \$ _____

2020 GROSS REVENUE \$ _____

BUSINESS STRUCTURE

- Sole Proprietorship
- Home Based
- 501(c)3
- General Partnership
- Limited Liability Company (LLC)
- Cooperative
- Close corporation
- Corporation
- C Corp
- S Corp
- B Corp
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)

DATE BUSINESS OPENED IN BAINBRIDGE

Eligible businesses must have a physical location located in Bainbridge Island on or before March 1, 2020

NUMBER OR EMPLOYEES (FTE)

Eligible businesses will have no more than 50 employees (FTE) as of date of application

Calculations: Full Time Equivalent = FTE

Final numbers to be rounded up.

Full-Time Employees are employees (not volunteers) working 34-40 hours per week = 1 FTE

Part-Time Employees are employees (not volunteers) working less than 34 hours per week.

STATEMENT OF IMPACT

Telling your COVID story is vital to the review of your application - be as specific and detailed as possible in all areas requesting explanation.

OTHER RELIEF FUNDS RECEIVED & DESCRIPTION HOW FUNDS WERE USED

Previous financial government grant support will not disqualify you as an applicant, though applicants with no or less support will receive priority. We reserve the right to request documentation of the invoices, bills, etc. you were reimbursed for and an accounting of other funds received in order to best deploy this grant.

DESCRIPTION OF HOW FUNDS WILL BE USED

Businesses will be asked to describe how funds will be used to help the business.

Applicants are not required to submit receipts. However, during the review process, KEDA and/or the City may request documentation for clarification. **Businesses WILL be required to provide a detailed explanation describing how funds will used to help the business.** ALL receipts and documents related to this grant (if awarded) **MUST be kept for potential follow-up or review for six (6) years and furnished upon request. Failure to submit supporting documentation if requested may disqualify the recipient and result in the forfeiture of the grant funds.**

SELF CERTIFICATION REGARDING USE OF FUNDS

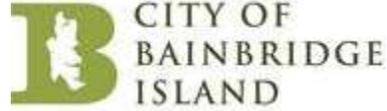
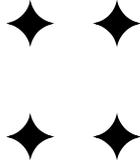
You will self-attest by signature that the answer to both of the following questions is "YES":

- You would not be seeking this grant IF you had NOT been impacted by COVID-19; and
- Grant funds, if awarded, will help your business remain in operation and mitigate negative financial impact from COVID-19.

Bainbridge Island Small Business Reimbursement Grants



ECONOMIC
DEVELOPMENT
ALLIANCE



This grant program is for businesses operating on Bainbridge Island with up to 50 FTE and holding a current Bainbridge Island business license.

More details at <https://www.kitsapcaressmallbiz.com>

Company Information

Legal Company Name

DBA (if applicable)

Physical Address

Address Line 1

Address Line 2

City

State

Zip Code

Mailing Address (if different from physical address)

Address Line 1

Address Line 2

City

State

Zip Code

**Date Business Opened on
Bainbridge Island**

UBI Number

i.e. 601-000-000

***Business must have opened
by March 1, 2020.***

Federal TAX ID

00-0000000

If you do not have a federal tax ID number, use the SSN used on your tax statement in adjacent box .

SSN used for business IRS tax filing (If applicable)

000-00-000

Use this box ONLY if you do not have a federal tax ID.

CEO/President/Owner

Name

First

Last

Email

Phone

206-123-4567

Company Website (if applicable)

Person Filling Out Form (if different from CEO/President/Owner)

Name

First

Last

Email

Phone

Industry

- Agriculture
- Food Services/Restaurant
- Legal
- Professional Services
- Salon/Spa
- Transportation/Logistics
- Childcare
- Hospitality/Rec/Accomm
- Manufacturing
- Real Estate/Property Management
- Supplies/Wholesale
- Construction/Building Trades
- Healthcare/Medical/Dental
- Personal Services
- Retail Sales
- Technology/Research

Does your business REQUIRE in-person (physical) interaction?

Yes No

Is the business located in a physical, commercial space?

Yes No

Number of FTE (1/1/2020)

Number of FTE today (date of application)

FTE Calculations: Full Time Equivalent = FTE. Final numbers to be rounded up.

- **Full-Time Employees** (Not Volunteers) = Employees working 30-40 hours per week = 1 FTE
 - **Part-Time Employees** (Not Volunteers) = Employees working less than 30 hours per week, add their hours together and divide by 40. Example: 3 Employees working the following 11+29+20 hours = 60 Hours/40 hours = 1.5 FTE.
-

Business Structure

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> General Partnership |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Cooperative |
| <input type="checkbox"/> Close Corporation | <input type="checkbox"/> C-Corp |
| <input type="checkbox"/> S-Corp | <input type="checkbox"/> B-Corp |
| <input type="checkbox"/> Limited Partnership (LP) | <input type="checkbox"/> Limited Liability Partnership (LLP) |
| <input type="checkbox"/> Nonprofit 501(c)3 | |

Bainbridge Business License

Upload a copy of your CURRENT City of Bainbridge Island business license.

Signed Business W-9

You can find a fillable W-9 here. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Company description. Describe the company and its products/services.

Is your business OMWBE (WA Office of Minority and Women Business Enterprises) certified?

Yes No

Are you a veteran?

Yes No

Is your business woman owned? (51% or more ownership)

Yes No

Is your business minority owned? (51% or more ownership)

Yes No

Please check one of the following:

- White
- Black or African American
- Asian
- Other Race
- Hispanic or Latino
- American Indian or Alaskan Native
- Native Hawaiian or Pacific Islander

If you selected "other race" please identify race.

Economic Impact



Economic Impact. Describe the effect of the public health crisis on the business

How will allocated funds help the business? Why is funding critical to this business?

Determining Economic Impact

Please indicate which time period you are using for comparison and COVID impact.

- 2019 to 2020 (full year)
 Q2 2019 to Q2 2020
 Q3 2019 to Q3 2020
 Q4 2019 to Q4 2020

Q1 2019 is not being used except as part of full year comparison.

COVID-19 Negative Impact Documentation. Please upload documentation that demonstrates your stated economic impact/revenue decrease.

(In millions)	2019	2020
Net Sales	2,000	1,800
Cost of Goods Sold	900	700
Gross Profit	1,100	1,100
Operating Expenses (SG&A)	400	250
Operating Profit	700	850
Other Income (Expense)	100	50
Extraordinary Gain (loss)	400	100
Interest Expense	200	150
Net Profit Before Taxes (Pretax income)	800	650
Taxes	250	200
Net Income	550	450

This can be a P&L statement comparing the same time period(s) in 2019 and 2020; tax statements, etc.

2019 Gross Revenue

This is earned revenue only. Do not include loans or grants.

2020 Gross Revenue

This is earned revenue only. Do not include loans or grants.

COVID response - did you implement new products or services to increase revenue?

Yes No

New Product or Service Details -- this must be completed if you checked Yes.

Was the business closed at any time in 2020 per the Governor's directives?

Yes No, considered essential No, did not comply

If you were closed per directives, how long was your business closed?

more than 6 months 3 - 6 months up to 3 months

Are you able to operate and be open under the current Safe Start guidelines?

Yes No

Number of potential jobs lost.

Will this grant help retain jobs? If so, how many?

Please check all applicable boxes and amounts. REQUIRED.

2020 CARES Grants and Loan Status

I did NOT receive any CARES grants, loans or other funding assistance

I did receive CARES grants and/or loans

Priority will go to businesses that have NOT received any COVID related grants and/or loans.

Check if received

Working WA Small Business Grant (phase 1 - April 2020) or (3 - December 2020)

Amount Received (if applicable)

Working WA 1 or 3

Check if received

Washington Resiliency Grant (November 2020)

Fill out amount if received

Washington Resiliency Grant

Check if received

Kitsap CARES (rent or PPE reimbursement - Kitsap County)

Amount Received (if applicable)

Kitsap CARES grant(s) total if more than one received

Check if received

KEDA CARES (fall 2020)

Amount Received (if applicable)

KEDA CARES

Check if received

PPP loan

Amount Received (if applicable)

PPP loan

Check if received

EIDL loan

Amount Received (if applicable)

EIDL Loan

Check if received

EIDL Advance grant

Amount Received (if applicable)

EIDL grant

Check if received

Other CARES funded grants (healthcare; childcare; etc.)

Amount Received (if applicable)

Other CARES funded grants (healthcare, childcare, etc.)

Determining Eligible Expenses

Explain how funds will be used to help the business. This information is necessary to ensure that proposed expenses are eligible.

If you can answer YES to all questions below, the costs may be eligible:

- You would not be seeking this grant IF your business had **NOT** been negatively impacted by COVID-19the expense is connected to the COVID-19 emergency.
- Funds will be used to pay for expenses due to the COVID-19 emergency.
- The grant is "necessary" to continue business operations.
- The grant will NOT be used to fill a shortfall in government owed payments (i.e. taxes, licenses, state/county/federal and/or city fees.

Amount of grant money being requested (up to \$10,000)

Detail how funds will be used to help the business.

Be as specific as possible. General statements like "it will make a huge difference" and "I will probably buy something to help promote my business" are not adequate.

Acceptable statements include item/service, cost and date.

SELF-CERTIFICATIONS

Failure to self-attest to the following statements results in grant ineligibility.

I certify my business has been negatively impacted by emergency public health protections in place and/or mandatory closure buy executive order due to COVID-19. **AFFIRMATION**
 Yes No

I certify my business is licensed in Washington State with an active UBI number and an active City of Bainbridge Island business license. Note: Tribal Businesses without a UBI number may submit a certification from the Tribe recognizing them as a business in good standing **AFFIRMATION**
 Yes No

I certify my business does not have any L&I Tax debts, or any license violations. **AFFIRMATION**
 Yes No

I certify my business acknowledges and agrees to comply with the Governor's phasing plan applicable to my business. **AFFIRMATION**
 Yes No

I certify that if the business receives a grant the funds will only be spent on expenses connected to the COVID-19 emergency. **AFFIRMATION**
 Yes No

I certify that if the business receives a grant the funds will not be spent on filling a short fall in government revenues. (i.e. taxes, licenses, state, county, federal and/or city fees) **AFFIRMATION**
 Yes No

I certify that if my business receives a grant the funds will not be spent on an expense that is funded by any other funder, whether private, State or Federal. **AFFIRMATION**
 Yes No

I certify that my business would not be applying for this grant IF it had NOT been impacted by COVID-19. **AFFIRMATION**
 Yes No

I certify that if my business is awarded a grant I MUST keep all receipts and paperwork related to this grant for six (6) years and that KEDA and/or the City of Bainbridge Island may request to see documentation during application, at time of award or at any time during the six-year followup. **AFFIRMATION**
 Yes No

I certify that I understand and will report this grant income to the appropriate taxing authorities at the local, state and federal levels. **AFFIRMATION**
 Yes No

1. Business does hereby waive, release, relinquish, satisfy, and forever discharge the Kitsap Economic Development Alliance (KEDA) and the City of Bainbridge Island (City) , or any of its officers, agents, and/or employees from and against any and all actions, claims, liabilities, losses, and demands that they ever had, now has, or may have against the City, or any of its officers, agents, and/or employees, as a result of or in connection with satisfying the obligations of the Grant. **AFFIRMATION**
 Yes No

2. Business shall protect, defend, reimburse, indemnify and hold harmless KEDA and the City and their agents, officers, and/or employees from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including, but not limited to, attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of performance of the terms of this Grant or due to the acts or omissions of the Business.

Declaration Signature

Signature

Your signature attests that all information provided in this application is true and can be verified if requested.

KEDA nor the City of Bainbridge Island are liable for any false statements and/or data provided by you and/or those acting on your behalf.

Title of application signer

Date Signed



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:45 PM) Appointment to the Race Equity Advisory Committee - Mayor Nassar,

SUMMARY: The appointment of former Race Equity Task Force member Brenda Fantroy-Johnson to the City Council created a vacancy in Position 1. The interview team reviewed prior applications and they are recommending that Deanna Martinez be appointed to Position 1 to fill the term which ends in June 2023.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the Mayor's appointment of Deanna Martinez to serve on the Race Equity Advisory Committee to Position 1 to fill the term which ends in June 2023.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Martinez - Race Equity Advisory Committee - formerly Task Force \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: City Advisory Group Application
Date: Tuesday, May 5, 2020 3:58:43 PM

City Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Deanna Martinez

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer n/a

Current Position n/a

I am interested in serving on one of the following City advisory groups (select all that apply): Race Equity Task Force

Experience & Qualifications

Have you served on any City advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have my lived experience as a Latina, but more importantly I have taken the time to learn the history of how systems began and continue to oppress. I also bring a great deal of empathy and

activities, training, education) if any:

authenticity to the conversations surrounding equity.

Please share your community interests (groups, committees, organizations) if any:

Multicultural Advisory Council
ERACE BI

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2020

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Race Equity Welcoming Sign Approval and Budget Amendment - Public Works,

SUMMARY: A member of the Race Equity Advisory Committee and City staff will present the Committee's final recommendations for the design and locations of the proposed welcoming signs.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward for approval with the March 9, 2021 consent agenda the implementation of the Race Equity Welcoming Sign project in substantial conformance with the February 23, 2021 staff presentation to the City Council, and an associated authorization for the City Manager to prepare a related budget amendment in the amount of \$6,700 from the Council contingency fund.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	\$6,700.00
Ongoing Cost:	N/A
One-Time Cost:	\$6,700.00
Included in Current Budget?	No

BACKGROUND: In November 2019, the Race Equity Task Force ("RETF") approved a recommendation that the City Council approve "Welcome Signage" (Welcoming Signs) to be installed in the vicinity of Waypoint Park near the intersection of Olympic Drive/SR305 and Winslow Way. That recommendation was formalized via motion by the RETF and their proposal also included a draft design that the RETF developed.

On January 14, 2020, a memo from Chancery Civic provided recommendations for sign text that would be in alignment with Resolution No. 2017-09, the "Bainbridge Island Welcoming and Inclusive City Resolution." On August 25, 2020, the City Council approved having the project move forward to a more detailed stage of design and planning. City staff joined the RETF at their September 3, 2020 meeting to begin the next steps to develop a specific proposal for signage (wording, design, technical specifications, and location).

City staff met with the RETF at their meetings on October 1 and November 5, 2020 to confirm goals, review sign text, and discuss preferred options for sign graphics and locations. At their January 21, 2021 meeting, the (now) Race Equity Advisory Committee ("REAC") approved final graphics and locations for the signs. Staff is

requesting Council approval of the recommended signs and locations, and the establishment of an associated budget of \$6,700 for the project.

ATTACHMENTS:

[City Council 2021-02-23.pdf](#)

FISCAL DETAILS: A budget amendment of \$6,700.00 is proposed to be funded from the City Council contingency fund.

Fund Name(s): General Fund

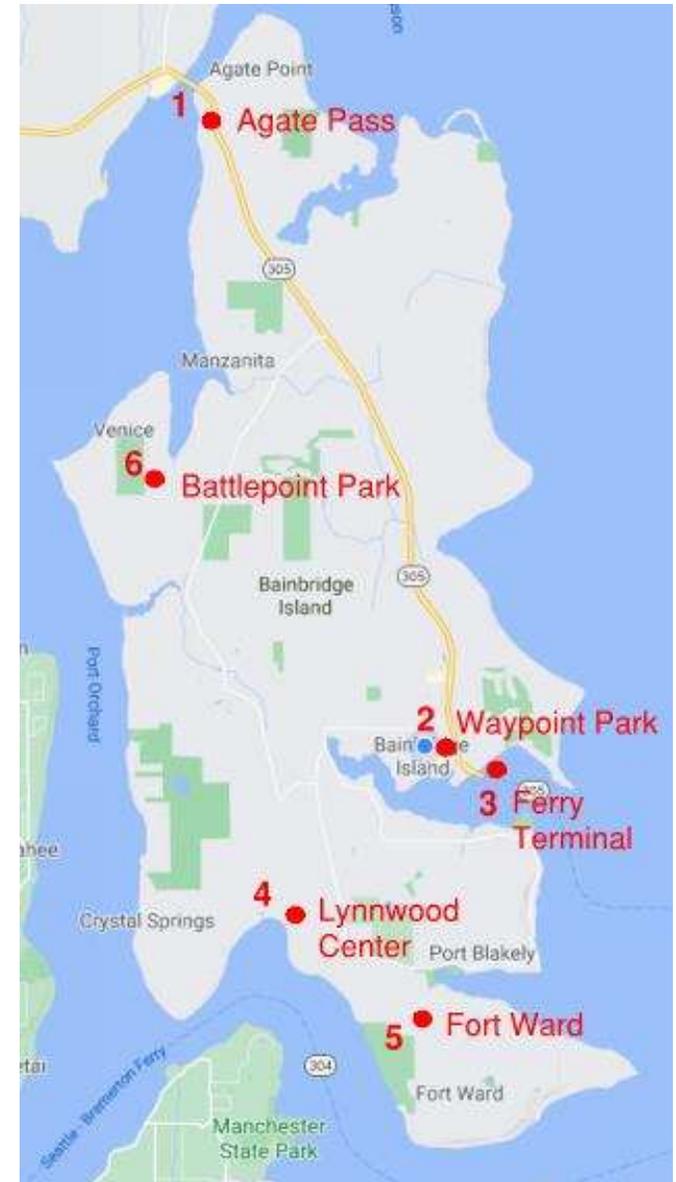
Coding:

Welcoming Signs

- Three Sign Graphics
- Six Locations
- Budget Request



Race Equity Advisory Committee



Welcoming Sign project

TASK #	DESCRIPTION	PERCENT COMPLETE	TARGET DATE	NOTES
1	Set goals and expectations with RETF	100%	10/1/2020 (RETF mtg)	Purpose; audience; goals; review existing words/graphics
2	Review wording and graphics with RETF	100%	11/5/2020 (RETF mtg)	Select preferred options
3	Review with REAC (formerly RETF)	100%	1/21/2021 (REAC mtg)	Final sign graphics and locations
4	Prepare cost estimate and present to Council for approval and budget authorization	95%	2/23/21 (Council mtg)	Public communication via Council meeting and City Manager's Report
5	Coordination with WSDOT and WSF	50%	Q1 2021	Ongoing
6	Sign manufacturing and installation	10%	Q2 2021	Schedule dependent on Council action
*RETF = Race Equity Task Force		REAC = Race Equity Advisory Committee		



Race Equity Advisory Committee

**Agate Pass (1)
Waypoint Park (2)**

30"x24"



DIVERSITY + EQUITY + INCLUSION

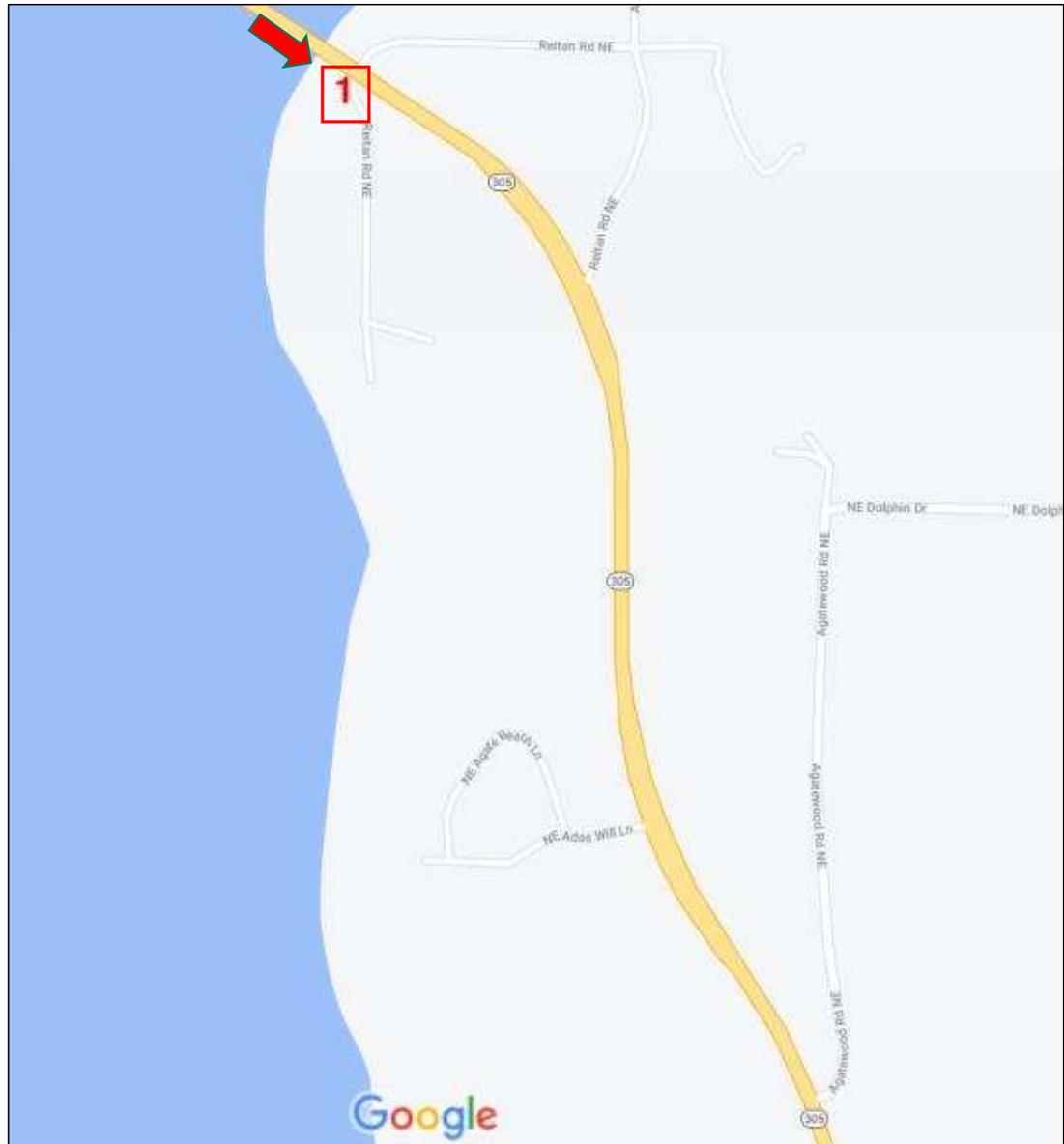
A CITY WELCOME TO ALL

RACE EQUITY ADVISORY COMMITTEE



Agate Pass Location

Agate Pass Location





Waypoint Park Location

Ferry Terminal (3)

24"x24"





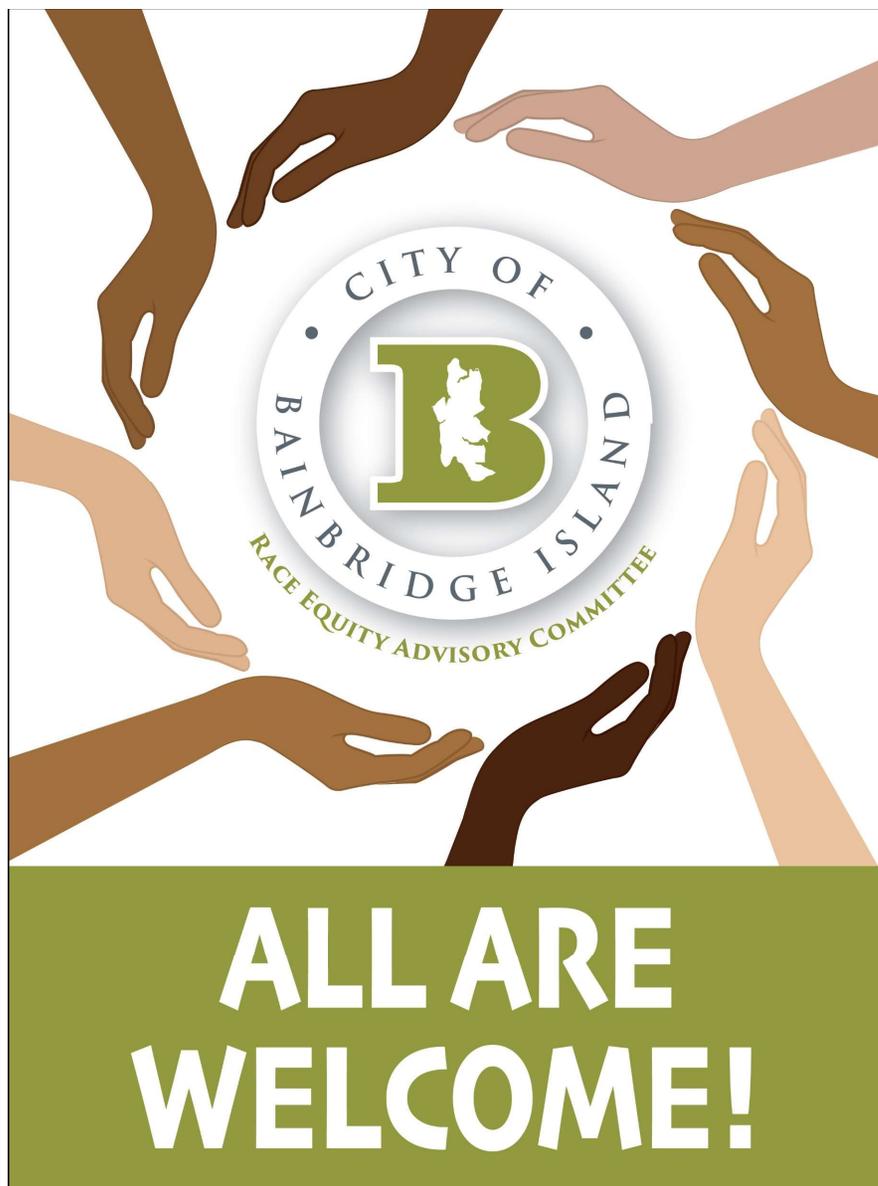
Ferry Terminal Location



Overhead Walkway 2023

Lynwood Center (4)
Blakely Harbor (5)
Battle Point Park (6)

18"x24"



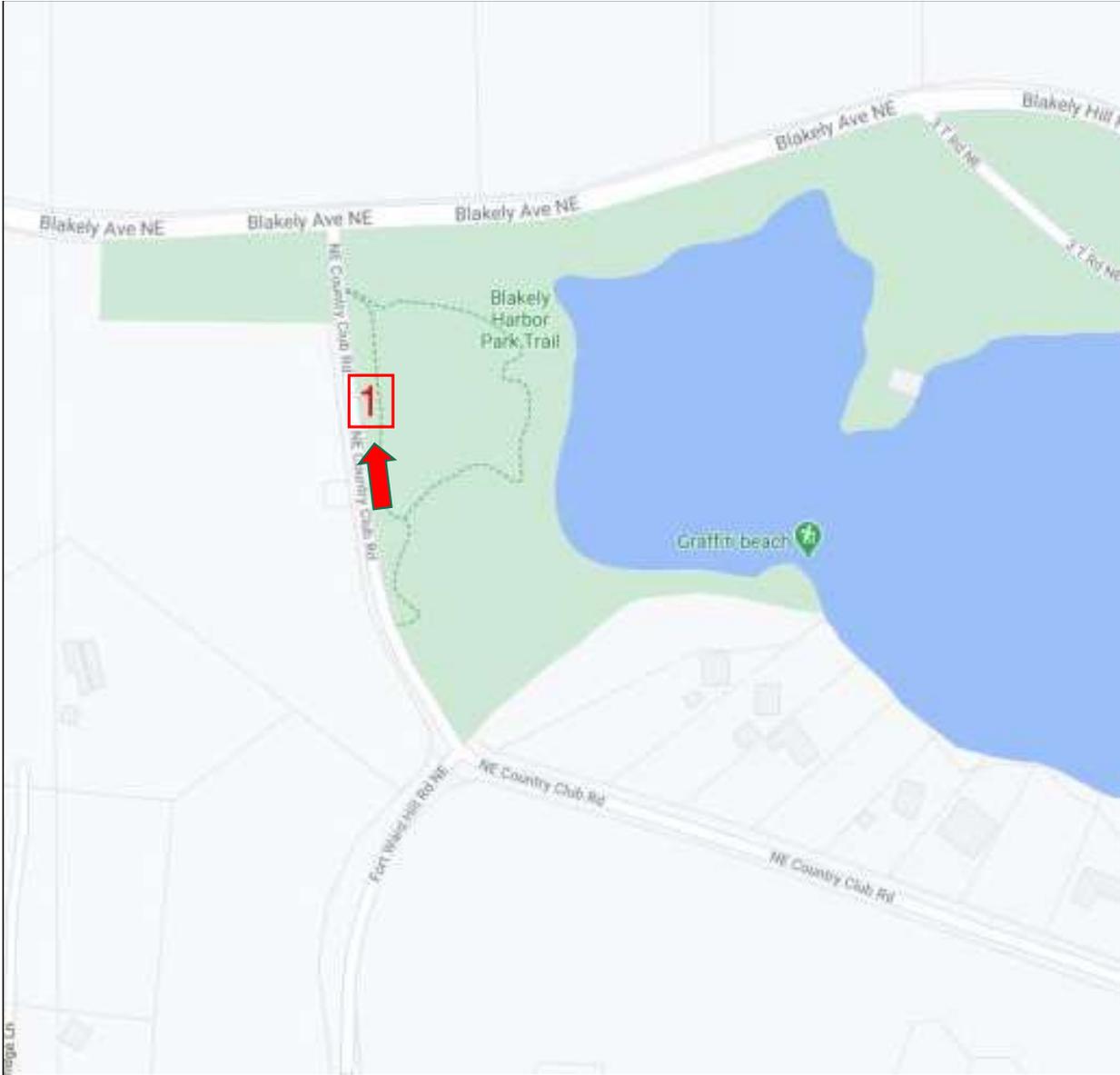


Lynwood Center Location



Blakely Harbor Location

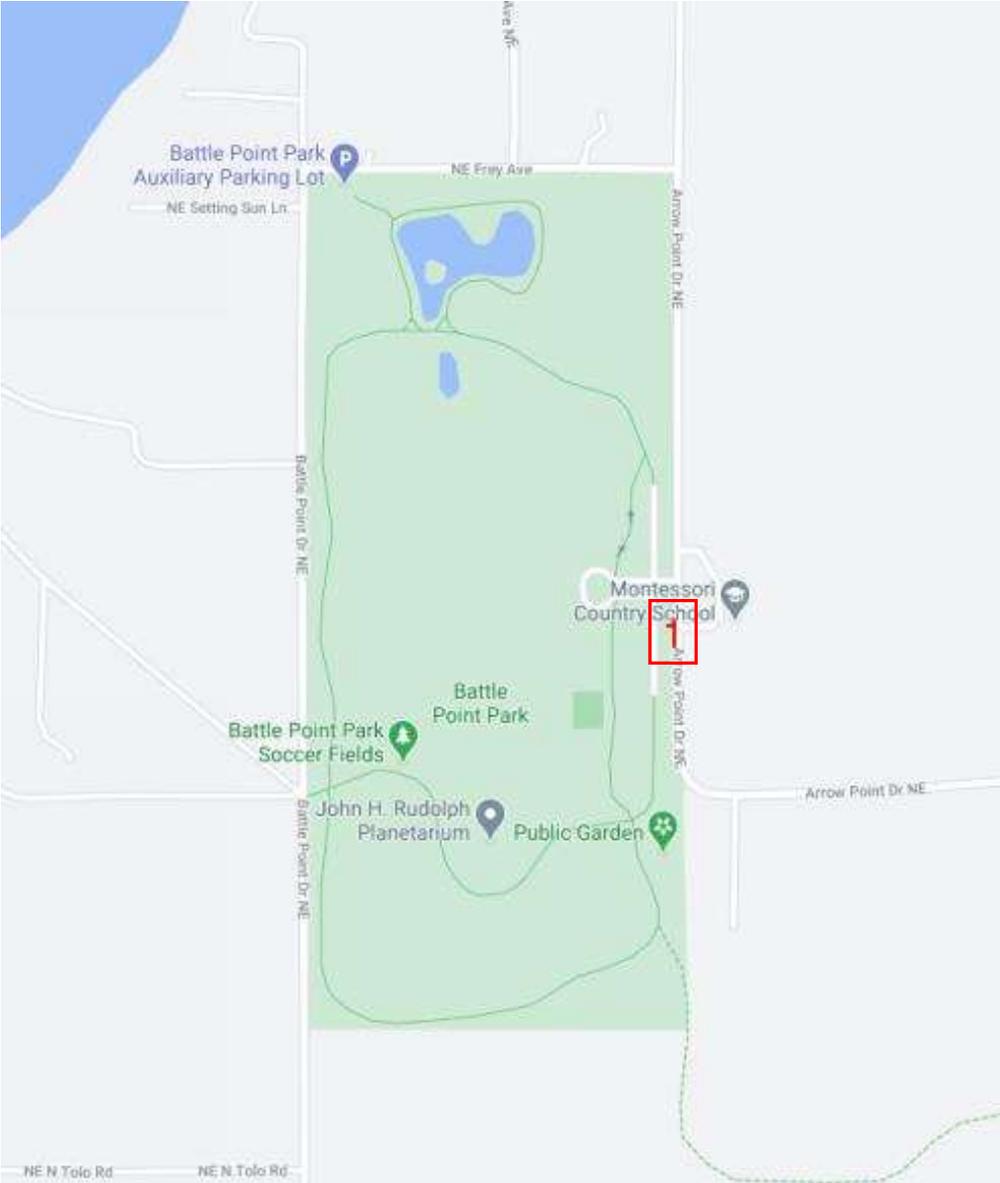
Blakely Harbor Location





Battle Point Park Location (approximate)

Battle Point Park Location



Budget Request



Engineer's Estimate
Race Equity Advisory Committee Welcoming Signs
February 10, 2021

ITEM NO.	DESCRIPTION	QTY	UNITS	UNIT PRICE	COST
Welcoming Signs					
1	Graphic Design	1	LS	\$1,500.00	\$1,500.00
2	Project Temporary Traffic Control	1	LS	\$300.00	\$300.00
3	Site Preparation	1	LS	\$200.00	\$200.00
4	Relocation of (3) Existing Signs	1	LS	\$500.00	\$500.00
5	Aluminum Sign 24"x24"	1	EA	\$200.00	\$200.00
6	Aluminum Sign 18"x24"	3	EA	\$150.00	\$450.00
7	Aluminum Sign 30"x24"	2	EA	\$250.00	\$500.00
8	2x2 Metal Post - 12'	6	EA	\$40.00	\$240.00
9	Project Management	1	LS	\$600.00	\$600.00
10	Installation Labor and Equipment	1	LS	\$1,200.00	\$1,200.00
11	Contingency	1	LS	\$400.00	\$400.00
				Subtotal	\$6,090.00
				Sales Tax	\$609.00
				Total	\$6,699.00



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Approval of Housing Proposal and Grant Application at Morales Property - Friends of the Farms,

SUMMARY: Friends of the Farms ("FOF") will present an update on the reHOME intern housing proposal at the Morales property. FOF proposes to build three satellite bedroom structures to house farm interns during the growing season. The farm interns will work on property sub-let from the City by experienced farmers. To partially fund this project, FOF would like to apply for grant funding.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize Friends of the Farms to develop intern housing on the City-owned Morales Property and direct the City Manager to sign the applications, as needed, during the process.

and

I move to authorize Friends of the Farms to apply for First Federal grant funding related to the reHOME project.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	No funding request from the City
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: Friends of the Farms ("FOF") has been working on the reHOME project since the fall of 2020. The reHOME project will provide housing for farm interns on the City-owned Morales Property. FOF proposes to build three new permanent structures which will house up to two interns each (not to exceed five unrelated adults living on site). These structures will function as satellite bedrooms, utilizing the Morales farmhouse for cooking and gathering facilities.

FOF provided an initial briefing to the City Council and the community on October 20, 2020. The Council provided initial approval for the concept. Since that time, FOF has begun the City permitting process and is designing a project which meets City code. FOF has applied for a building permit to perform necessary repairs

on the Morales farmhouse and has held a conceptual meeting with planning staff to understand the permitting requirements for the reHOME proposal.

FOF has also begun community outreach regarding this project, which includes the presentation at the Feb. 23 Council meeting. The current proposal does not request City funding support for construction.

The City and FOF will work together to document an understanding of management, maintenance, and repair obligations going forward.

In addition, please see the attached materials and FOF memo.

ATTACHMENTS:

[FotF-ReHome Project Memo 2-17-21.pdf](#)

[ReHOME Flyer](#)

[ReHOME Site Plan](#)

[First Federal Grant Guidelines-and-FAQs-for-Website](#)

FISCAL DETAILS: There is no request for City funding.

Fund Name(s):

Coding:



**Morales Farm
8862 NE Lovgreen Road
Bainbridge Island**

Proposal

To place three “satellite bedrooms” on Morales Farm adjacent to the existing farmhouse, that are constructed with recycled or repurposed materials. Firms involved are contributing design and construction services pro bono. State-of-the-art software has been designed to specifically locate, vet and catalog construction materials. Storage containers housing donated materials are also provided free of charge by the reHOME Team. The Morales Farmhouse reHOME project is a collaborative project by Friends of the Farms, Housing Resources Bainbridge, Coates Design, and Clark Construction.

The Morales reHOME project has been reviewed by the City of Bainbridge Island Planning and Building Department and the Kitsap County Health Department and conforms to existing Municipal Code and Health Department Regulations.

Why Satellite Bedrooms?

The Morales reHOME project is a sustainable design solution to the housing challenges on Bainbridge Island. This project will help to ease our farmer housing crisis while featuring new and innovative ideas in green building and design and serve as a model for other affordable housing projects for our community.

The existing Morales house is approximately 1,400 square feet, has three small bedrooms and one bathroom. The interior of the existing Morales Farmhouse was built in the 1950’s as a single family residence and is not ideally designed or constructed for living space by unrelated adults.

By separating common living space in the existing Morales Farmhouse from private living space in three satellite bedrooms, direly needed intern housing can be provided for up to five unrelated adults.

Each satellite bedroom will have two private sleeping areas, a small common area, and a bathroom with a shower.

The original Morales farmhouse will be renovated and provide cooking facilities, gathering space, and workspace for the satellite bedroom residents. This common space could also be used from time-to-time for farm-related educational activities.

Intern/Farmer Housing - Established Use

Prior to CoBI’s acquisition of the property the farmhouse had fallen into disrepair. In 2010, Friends of the Farms secured over \$100,000 in cash and in-kind services and oversaw a complete renovation of the structure to LEED standards. Friends of the Farms began housing interns when the renovation was complete and interns and new farmers have lived in Morales House every year from 2012 – 2019.



Friends of the Farms received a building permit from CoBI on February 16, 2021 to oversee pro bono work by Clark Construction to do the necessary repairs and maintenance to the existing Morales Farmhouse to allow for occupancy.

Project Conformance with FotF Master Lease with CoBI

The reHOME project conforms with the terms of the Friends of the Farms Master Lease with the City of Bainbridge Island:

3.6 COLLATERAL USES: **Friends shall allow** incidental accessory uses of the Premises **for residential or educational** purposes and shall allow other compatible uses of the land (e.g., **affordable housing for Farmers**, classroom space, etc.) . . .

6.4 ALTERATION OF IMPROVEMENTS: Subject to the City Manager’s written approval when such approval is required under the terms of this Lease, **Friends shall have the right to alter, improve, or expand existing improvements on the Premises for uses permitted by the terms of this Lease**, provided that such alternation, improvement or expansion is permitted under the other terms of this Lease.

6.5. DEVELOPMENT OF NEW PERMANENT STRUCTURES: **New permanent structures may be developed on the Premises only for uses permitted by the terms of this Lease**, and only with the written consent of the City Manager, which consent shall not be unreasonably withheld. **Specific uses for which such structures may, with the City’s consent, be constructed include, but are not limited to, housing for interns or seasonal farm workers**, storage, shelter for animals, growing of plants, value-added processing of farm-raised products, retail sale of farm-produced products, educational activities, and activities benefitting the local community, provided such uses are in compliance with all applicable public laws and regulations.

Ownership

Friends of the Farms will retain ownership of the satellite bedrooms. The City of Bainbridge Island will retain ownership of the existing Morales House.

6.3 OWNERSHIP: It is agreed that all improvements constructed or placed on the Premises in whole or in part at the expense of the City during the term of this Lease shall be the property of the City and that all improvements constructed or placed on the Premises by Friends solely at its own expense during the term of this Lease shall be the property of Friends.

Maintenance and Insurance

Friends of the Farms will insure, maintain, and provide repairs to the satellite bedrooms. The City of Bainbridge Island will continue to insure and provide major repairs and maintenance for the Morales Farmhouse.



The satellite bedrooms are simply designed to be functional and durable and so require minimal upkeep. Friends of the Farms will inspect them annually and perform any necessary maintenance and repairs.

Public Support

Over the past 5 months the reHOME team has reached out to our community, farmers, and farm interns seeking input on and support for the project, additionally, an article about the project appeared in *The Review*. The response has been overwhelmingly positive. Council received many emails of support prior to the reHOME's initial proposal to Council in October 2020 and more are forthcoming.

Request of Council

The reHOME project team requests that City Council direct the City Manager to provide written approval to:

- Place three satellite bedrooms on Morales farm to house farm interns and to repurpose the existing Morales house to provide common gathering/living space.
- Apply for a building permit with the City of Bainbridge Island.
- Apply for a Community Grant from First Federal for project funding (Deadline: March 1, 2021).



reHOME
resilience + regeneration

MISSION

To demonstrate that with thoughtful design and rigorous sourcing strategies we can reduce construction waste, keep materials out of our landfills and provide affordable housing for our communities.



In any given year the building, renovating or destruction of structures generates an estimated 600 million tons of waste in the United States. On Bainbridge Island alone, local construction firms estimate they dump 2,000 tons of construction waste into our regional landfills annually.

At the same time we are experiencing a housing crisis in the United States. Due to the lack of inventory, the high cost of housing development, the residual effects of the 2008 financial crisis and other factors, many working families struggle to find housing they can afford, especially in affluent communities like Bainbridge Island. This includes school employees, childcare professionals, farm and restaurant workers, small business owners and those who provide essential services.



GOALS

We envision that these homes, built from recycled materials, will become symbols of resilience and regeneration.

- 1** To build affordable homes using materials that would otherwise end up in the landfill or that can be repurposed for a brand-new use.
- 2** To design and build for a third of the cost of today's construction prices.
- 3** To develop properties that can accommodate growing neighborhoods of recycled homes.

REHOME LAUNCH

Morales Farm Tiny Houses

We are excited to unveil the reHOME launch project, located at Morales Farm, that will provide much needed affordable housing for farm interns.



Why Farm Housing?

Farmer housing is in crisis. Interns, working for the island's seasoned farmers, need somewhere safe and local to live. New farmers, ready to start their own farms and provide food for the community, need affordable housing as they get themselves established. A lack of affordable housing is a barrier that keeps our farming community from growing.

100% RECYCLED Innovative Design

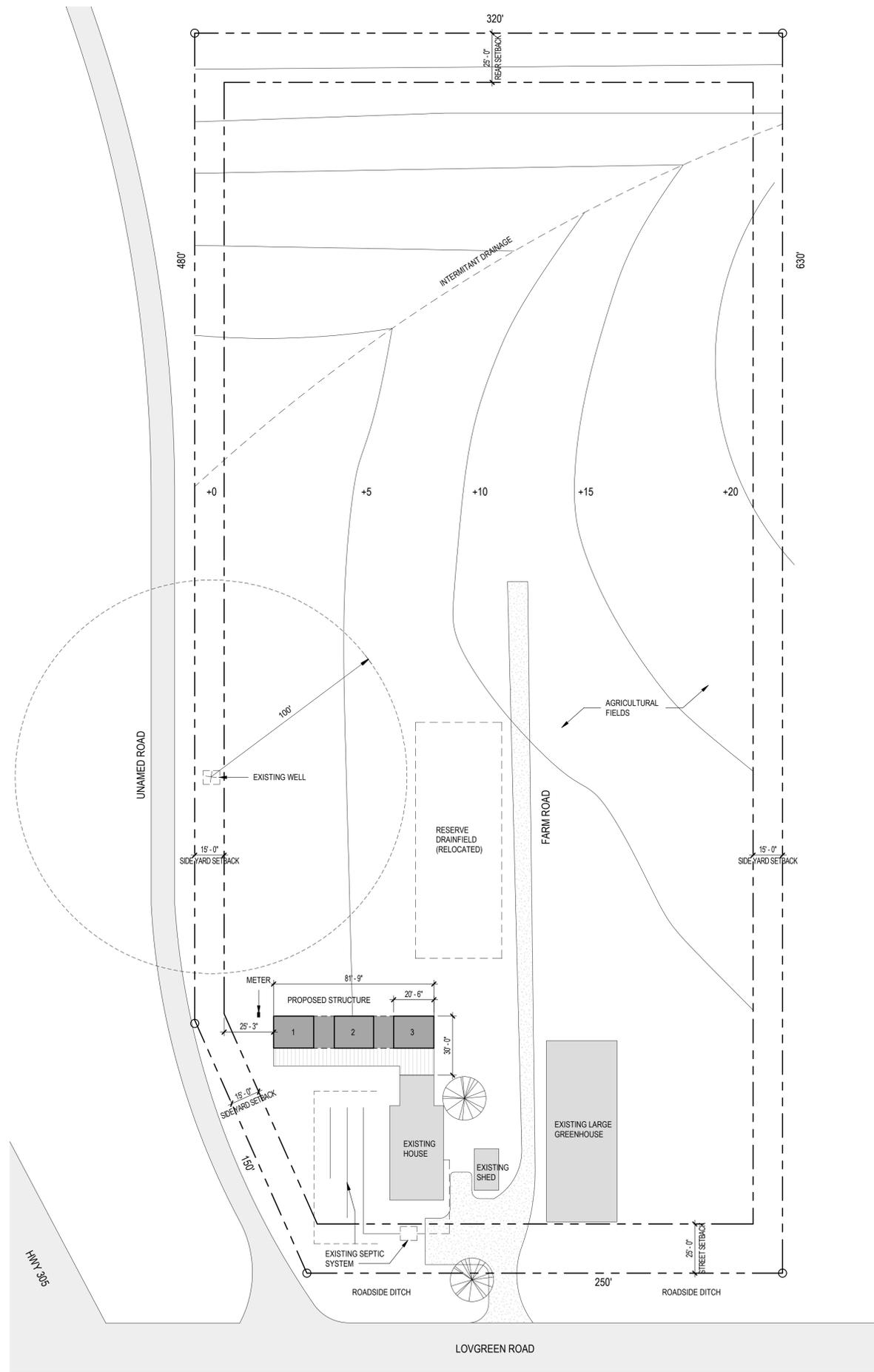
The Morales Farm houses will be sourced and constructed from recycled or repurposed materials. Firms involved are contributing design and construction services totally pro bono. State-of-the-art software has been designed to specifically locate, vet and catalog construction materials. Storage containers housing donated materials are also provided free of charge by the reHome Team.

Structures placed on the Morales public farmland site are required by code to be permanent. To accommodate this requirement, but to enable possible future relocation, the team designed an inventive non-typical foundation of diamond piers that can easily be cut, and the structures relocated.

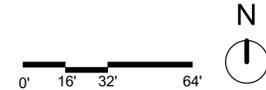
MEET OUR PROJECT TEAM



The reHOME Team is excited to launch this novel and sustainable design solution to the housing challenges on Bainbridge Island. This project will help to ease our farmer housing crisis while featuring new and innovative ideas in green building and design.



1 | SITE PLAN
 SCALE | 1/32" = 1'-0"



ISSUED FOR: _____ DATE: _____

- _____
- _____
- _____
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- _____

PERMIT DOCUMENTS 2021.01.28

**NOT FOR
 CONSTRUCTION**

REHOME
 8862 NE LOVGREEN ROAD

**ARCHITECTURAL
 SITE PLAN**

A1.00



December 2020

Grant Funding Guidelines & Frequently Asked Questions

About First Federal Community Foundation:

First Federal Community Foundation is a private 501(c)(3) charitable corporation launched in 2015 with a generous gift of stock and cash valued at nearly \$12 million from the parent company of First Federal, when the bank was converted to a publicly traded company. With this gift, First Federal made clear its commitment to continue its tradition of supporting the communities it serves.

In that same spirit, First Federal Community Foundation's mission is to improve the quality of life in the communities in which First Federal maintains full-service branches.

Committed to creating broad impact, the Foundation has contributed more than \$4.4 million since 2015 to qualified organizations that provide community support, address the availability of affordable housing, and deliver economic and community development projects in Clallam, Jefferson, Kitsap and Whatcom Counties.

Who is eligible for funding from First Federal Community Foundation?

Tax-exempt organizations under Internal Revenue Code Section 501(c)(3), including public charities as described in IRC 509(a)(1)-(4) and 170(b)-(c). Government units, school districts and tribes are also eligible to receive grants from the Foundation.

Will the Foundation award grants to fiscal sponsors on behalf of applicants who are not eligible as 501(c)(3) non-profit organizations?

Yes, provided the fiscal sponsor meets our eligibility criteria. The grant application must be completed by the fiscal sponsor, who will provide all information required, in addition to including supplemental information on the sponsored applicant and the proposed project or program.

What is ineligible for funding?

- Completed projects.
- Budget deficits.
- Debt reduction.
- General operating expenses. *Note:* We understand that projects or programs being proposed in a grant, that expand the organization's capacity to fulfill its mission, may impact operating costs. As such, those operating costs may not be considered 'general' in nature, may be eligible for funding, and should be identified in the budget submitted with the grant application so that they may be considered as part of the overall project or program costs.
- Event sponsorships.
- Contributions to individuals.
- Contributions to political or labor organizations, candidates, or causes.
- Contributions that facilitate religious mission, doctrine, or organization.
- Proposals that would cause the Foundation to be in violation of its Conflict of Interest Policy.

What are the Foundation's four funding priorities?

Community Support:

We contribute to eligible community and human service organizations that improve the quality of life within the communities we serve. We give priority to programs and projects that build capacity to better serve the broader community, and that benefit low- to moderate-income, disadvantaged and/or marginalized persons or families.

Affordable Housing:

We support programs and projects that build upon First Federal's legacy of improving the availability of affordable workforce housing, and access to decent, safe, and affordable housing for low- and moderate-income, disadvantaged and/or marginalized persons and/or families in the communities we serve.

Economic Development:

We fund initiatives that encourage and expand economic development and living-wage job opportunities in the communities we serve, with emphasis on collaborative and public/private initiatives sponsored by local organizations dedicated to economic development.

Community Development:

We support capital projects that offer valuable benefits to broad segments of the communities we serve, with emphasis on collaborative and public/private initiatives featuring multiple funding sources. The Foundation appreciates naming rights on capital projects it supports.

To see the organizations and projects the Foundation funded since its inception in 2015, [click here](#). And, given the extraordinary needs caused and exacerbated by the COVID-19 pandemic, which may continue to impact the Foundation's grantmaking in 2021, [click here](#) to review the projects we funded in 2020.

In what regions does the Foundation focus its giving?

Our mission is to improve the quality of life in the communities in which First Federal – the Foundation's sole donor – maintains full-service branches. As such, the proposals we fund must benefit communities in Clallam, Jefferson, Kitsap and/or Whatcom Counties in Washington state.

How much funding is available?

While the Board may amend the amount of funding annually or by grant cycle, our current giving is as follows: we make grants in two annual grant cycles, one in Spring and one in Fall, contributing \$400,000 in each cycle. Of that amount, \$50,000 is allocated to Community Support grants and the balance allocated to Affordable Housing, Economic Development and Community Development grants.

What are the Foundation's parameters for making grants?

Community Support grants range from \$5,000 minimum to a maximum of \$25,000 for the purposes described above.

Affordable Housing, Economic Development and Community Development grants range from \$25,000 minimum to \$100,000 maximum for the purposes described above.

How often does the Foundation review grant proposals?

Currently, we review grant proposals semi-annually per the schedule below.

What are grant proposal deadlines?

Applications will be accepted only during prescribed periods, as follows:

- **Applications for our Spring grant cycle are accepted between January 1 and March 1.** We typically act on those grant applications in April-May, and we apprise applicants of the status of their applications soon thereafter.
- **Applications for our Fall grant cycle are accepted between July 1 and September 1.** We typically act on those grant applications in October-November, and we apprise applicants of the status of their applications soon thereafter.

When are grants funded?

Grants are typically funded in cash and in full within sixty days of notification of the award, provided all conditions have been met.

Do grant awards expire?

Yes. Grants are funded subject to acceptance within 180 days from the award date, after which the award will expire.

Are there restrictions on the length of time needed to complete projects or programs funded by grants?

- Projects funded by Community Support grants must be completed within twelve months of the grant award date.
- Affordable Housing, Economic Development and Community Development grants are expected to be completed within the timeframe outlined in the grant application and referenced in the Grantee's signed Grant Agreement.

What criteria does the Foundation use for awarding grants?

We prioritize our giving based on criteria that includes but may not be limited to: alignment with our giving priorities and regions as described above; perceived potential for the proposal's success; breadth of impact on the community; strength and stability of the applicant organization; availability of funding from other sources to fulfill the goals of the grant; balancing our giving by priority and region; the impact on low- to moderate-income, disadvantaged and/or marginalized persons or families; and the extent to which the proposal advances the Foundation's mission of improving the quality of life in its communities.

Is there a limit to the number of grant proposals an organization can submit? Or the number of times an organization may receive funding?

Although we do not have a policy limiting the number of grant proposals an organization can submit, or the number of times an organization may receive funding, we typically receive many more proposals than we can fund, and we may prioritize accordingly. Each proposal will be considered on its own merits.

Does the Foundation consider multi-year grant proposals?

Preference will be given to annual grant proposals, but multi-year proposals may be considered on a case-by-case basis.

Who makes grant award decisions?

Grant proposals are reviewed by the Foundation's Grant Advisory Committee, which makes recommendations and submits them, along with the proposals, to the Foundation's Board for consideration and determination.

The grant application asks for “specific and measurable outcomes.” What’s meant by that?

We want to know the extent to which the funding we provided made a measurable impact, and the extent to which the specific goals and objectives of the grant were fulfilled. To that end, you are asked to state on your application the target population and number of people to be served, the breadth of impact of the project for which you're seeking funding and the specific and measurable outcomes you intend to accomplish. If you're awarded a grant, you'll be required to report periodically on the specific intended outcomes of the grant and the progress made in delivering on them.

For example, if a reduction in homelessness is the purpose of the grant, you'll state on your application the specific amount of that reduction, and how you will measure and report on it. Opinion surveys and group meetings, while valid management tools, are not measurable outcomes. Instead, please state in your grant application the specific outcomes you're intending to achieve, and how you and the Foundation will know the extent to which you achieved them.

Can I contact the Foundation if I have additional questions?

Yes! Please feel free to email our executive director, Jan Simon, at Jan.Simon@FirstFedCF.org. Be sure to include a phone number where you can be reached. Or call 360.417.3112.

How and when can I apply?

[Click here for application details.](#)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 23, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:10 PM) Hazard Pay for Grocery Workers - Councilmember Fantroy-Johnson,

SUMMARY: Council will discuss hazard pay for grocery workers.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: