



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, OCTOBER 26, 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 - 6:05 PM**
  - 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, 30 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:35 PM**
4. **PUBLIC COMMENT - 6:40 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below.

  - 4.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk, 15 Minutes**  
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
5. **CONSENT AGENDA - 6:55 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

  - 5.A **Agenda Bill for Consent Agenda, 5 Minutes**

- 5.B **Approve Accounts Payable and Payroll,**  
 AP Report to Council of Cash Disbursements 10-27-21.pdf  
 Council Report PR 10-20-21.pdf
  
- 5.C **Approve City Council Meeting Minutes,**  
 City Council Business Meeting Minutes, October 12, 2021.pdf
  
- 5.D **Authorize the City Manager to Execute an Inter-agency Agreement with the Washington State Traffic Safety Commission in Support of Multi-jurisdictional Grant-funded High-visibility Emphasis Activities and Target Zero Campaigns - Police, 5 Minutes**  
 2022 WTSC Target Zero High Visibility Emphasis Patrols Agreement Region 9.pdf
  
- 5.E **Accept Department of Ecology Grant Award (\$112,500) and Authorize the City Manager to Prepare a Budget Amendment (\$111,000) for Green Stormwater Upgrades to the Lower City Hall Parking Lot for a Total Project Amount of \$223,500 in 2022 - Public Works,**  
 DOE Letter re: Funding for Lower City Hall Parking Lot LID Retrofit  
 City Hall Parking Lot Retrofit
  
- 5.F **Authorize the City Manager to Proceed with the Development of a Transfer of Development Rights (TDR) Program Using the Services of ECONorthwest for an amount not to exceed the Fees Currently Included in ECONorthwest's Professional Services Agreement \*\*COUNCIL 2021 HIGH PRIORITY PROJECT\*\* 5 Minutes**  
 TDR Scope of Work .docx
  
- 5.G **Authorize the City Manager to Execute the Second Amendment to Legal Services Agreement with the Kitsap County Prosecuting Attorney's Office, Extending Prosecution Services through December 31, 2022 (\$122,811.56) - Executive, 5 Minutes**  
 Second Amendment to Agreement with Kitsap County for Prosecution Services (for 2022)  
 [Background] Agreement with Kitsap County for Prosecution Services (for 2020)  
 [Background] First Amendment to Agreement with Kitsap County for Prosecution Services (for 2021)
  
- 5.H **Authorize the City Manager to Execute Amendment No. 2 to Agreement for Professional Services for the City of Bainbridge Island Hearing Examiner with Sound Law Center, LLC, Extending Hearing Examiner Services through December 31, 2023 (\$175.00/Hour) - Executive 5 Minutes**  
 Amendment No. 2 to Agreement for Professional Services for the Hearing Examiner.docx  
 [Background] Hearing Examiner Professional Services Agreement (Full Contract).pdf  
 [Background] Amendment No. 1 to Hearing Examiner Professional Services Agreement - Extending Through December 31, 2021 - (Fully Executed).pdf
  
- 5.I **Approve Recommended Appointments to the Cultural Funding Advisory Task Force - Council, 5 Minutes**  
 Chandrasekaran - Cultural Funding (Redacted).pdf  
 Denis - Cultural Funding (Redacted).pdf  
 Douglass-Resnik - Cultural Funding (Redacted).pdf  
 Reynolds-Gooch - Cultural Funding (Redacted).pdf

- 5.J **Adopt Final Goals and Objectives for the Groundwater Management Plan - Public Works**  
**\*\*COUNCIL 2021 HIGH PRIORITY PROJECT\*\***  
Memo\_CityCouncilFeedback\_GWMP\_Goals\_21Oct2021.doc
- 5.K **Schedule Public Hearing on Ordinance No. 2021-30 Extending the Landmark Tree Ordinance - Planning, 5 Minutes**  
Ordinance No. 2021-30 Extending Landmark Tree Regulations  
Exhibit A to Ordinance No. 2021-30 - Updated Workplan  
Exhibit B - Winslow Master Plan Study Area  
Ordinance No. 2021-17 Relating to Extending Landmark Tree Regulations Winslow Area-Approved 060821.pdf

6. **COUNCIL ANNOUNCEMENTS - 7:00 PM**

7. **CITY MANAGER'S REPORT - 7:10 PM**

- 7.A **Receive City Manager's Report, 10 Minutes**  
Sands Avenue Well High Priority Rehabilitation (102621 Council Meeting Memo).docx  
PW Well Rehab Memo 101821.docx  
University of Washington Livable City Year -LCY- (102621 Council Meeting Memo).docx

8. **PRESENTATION(S)**

- 8.A **(7:20 PM) Accept the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2020 - Finance, 10 Minutes**  
Audit Presentation for COBI.pdf

9. **PUBLIC HEARING(S)**

- 9.A **(7:30 PM) Hold Public Hearing for Ordinance No. 2021-26 Relating to the Property Tax Levy for Collection in 2022 and Consider Adoption of Ordinance No. 2021-26 - Finance, 10 Minutes**  
Ordinance No. 2021-26 Relating to the Levy of Property Taxes for Collection in 2022.docx  
City of Bainbridge Island Levy Limit 10 11 21 TY2022.docx  
Property Tax CC 102621.pptx
- 9.B **(7:40 PM) Hold Public Hearing on Ordinance No. 2021-27 Relating to 2022 Mid-Biennium Budget Modifications and Consider Adoption of Ordinance No. 2021-27 - Finance, 10 Minutes**  
Ordinance No. 2021-27 Adopting Mid-Biennium Modifications to Final Budget ending December 2022.docx  
2022 Expenditures by Fund Exhibit A.pdf  
2022 Budget Modification Memo.pdf  
2021 Budget Presentation for CC 102621.pptx  
PW Main Worker Memo 101921.docx
- 9.C **(7:50 PM) Hold the Public Hearing on Ordinance No. 2021-29, Extending Small Wireless Facilities Design Standards Interim Official Control and Consider Adoption of Ordinance No. 2021-29 - Executive, 10 Minutes**  
Ordinance No. 2021-29 Extending Interim Control - Small Wireless Facilities (102621)  
Ordinance No. 2021-14-Relating to Extending Interim Control of Small Wireless

**10. UNFINISHED BUSINESS**

- 10.A (8:00 PM) Consider Draft Ordinance No. 2021-23 Creating a Multifamily Tax Exemption Program - Planning, 20 Minutes**  
MFTE presentation.pptx  
MFTE Staff Memo.docx  
Draft Ordinance No. 2021-23 MFTE Program.docx  
Exhibit A to Chapter 3.62 BIMC re MFTE.docx  
Exhibit B Greater Winslow Area.pdf  
Exhibit C Lynwood Center Area.pdf  
Resolution No. 2021-09-Relating to MFTE Designation Areas-Approved 052521.pdf  
[For Background] 2021 WA ESD Occupational employment and wage estimates Bremerton Silverdale MSA.pdf  
[For Background] PSRC Summary Multifamily Tax Exemption  
[For Background] 2019 Dept of Commerce MFTE Report
- 10.B (8:20 PM) Consider Ordinance No. 2021-07, Revisions to Chapter 16.18 BIMC Pertaining to Permit Exemption for Defensible Space Wildfire Mitigation Activities and Related Matters - Planning, 15 Minutes**  
Ordinance No. 2021-07 - Wildfire Mitigation.docx  
Exhibit A to Ordinance No. 2021-07 .docx  
Staff Memo - Wildfire Mitigation Revisions Update\_10212021.docx  
Planning Commission Meeting Minutes\_09092021.pdf

**11. NEW BUSINESS**

- 11.A (8:35 PM) Respond to Council Request to Discuss Increased Density Bonus for Affordable Housing Development on Property Owned by Religious Organizations, 20 Minutes**  
Staff Memo - Density Bonus for Affordable Housing for Religious Organizations.docx  
RCW 36.70A.545 Increased density bonus for affordable housing located on property owned by a religious organization.pdf
- 11.B (8:55 PM) Confirm Reappointment of Judge Sara McCulloch as Municipal Court Judge and Authorize the City Manager to Execute an Associated Employment Agreement (\$90,307 per year) - Executive, 5 Minutes**  
Municipal Court Judge Employment Agreement - 2022-2025.docx

**12. COMMUNICATIONS**

- 12.A (9:00 PM) Authorize Mayor to Sign a Letter to City of Glasgow Requesting a Meeting with a Member from the Climate Change Advisory Committee, 5 Minutes**  
Letter to City of Glasgow.docx
- 12.B (9:05 PM) Authorize Letter Requesting Full Return of Washington State Ferry Service to 2019 Levels, 5 Minutes**  
Letter to WSF Requesting Restoration of Service Levels for CC 10262021.pdf

13. COMMITTEE REPORTS - 9:10 PM

14. ADJOURNMENT - 9:15 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](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** 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,

**SUMMARY:** Hold Executive Session.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

**SUMMARY:** The attached instructions and guidelines 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:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



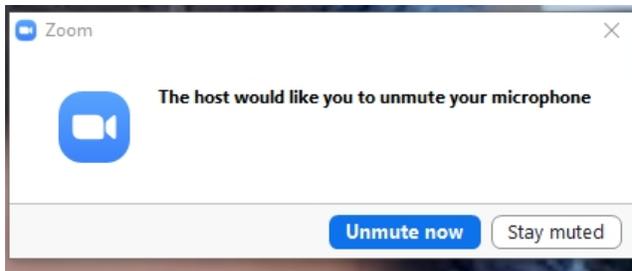
CITY OF  
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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](mailto:council@bainbridgewa.gov) or the City Clerk at [cityclerk@bainbridgewa.gov](mailto: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.

## Excerpt from the Governance Manual regarding public comment:

### **5.6 Respect and Decorum**

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below.

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

#### **5.6.1 Orderly Behavior and Civility in Remarks**

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

**5.6.2 Permission Required to Address the Council**

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Approve City Council Meeting Minutes
- D. Authorize the City Manager to Execute an Inter-agency Agreement with the Washington State Traffic Safety Commission in Support of Multi-jurisdictional Grant-funded High-visibility Emphasis Activities and Target Zero Campaigns
- E. Accept Department of Ecology Grant Award (\$112,500) and Authorize the City Manager to Prepare a Budget Amendment (\$111,000) for Green Stormwater Upgrades to the Lower City Hall Parking Lot for a Total Project Amount of \$223,500 in 2022
- F. Authorize the City Manager to Proceed with the Development of a Transfer of Development Rights (TDR) Program Using the Services of ECONorthwest for an amount not to exceed the Fees Currently Included in ECONorthwest's Professional Services Agreement **\*\*COUNCIL 2021 HIGH PRIORITY PROJECT\*\***
- G. Authorize the City Manager to Execute the Second Amendment to Legal Services Agreement with the Kitsap County Prosecuting Attorney's Office, Extending Prosecution Services through December 31, 2022 (\$122,811.56)
- H. Authorize the City Manager to Execute Amendment No. 2 to Agreement for Professional Services for the City of Bainbridge Island Hearing Examiner with Sound Law Center, LLC, Extending Hearing Examiner Services through December 31, 2023 (\$175.00/Hour)
- I. Approve Recommended Appointments to the Cultural Funding Advisory Task Force
- J. Adopt Final Goals and Objectives for the Groundwater Management Plan
- K. Schedule Public Hearing on Ordinance No. 2021-30 Extending the Landmark Tree Ordinance

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

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

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve Accounts Payable and Payroll,

**SUMMARY:** Consider approval of payroll and accounts payable.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with Accounts Payable and Payroll.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[AP Report to Council of Cash Disbursements 10-27-21.pdf](#)

[Council Report PR 10-20-21.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: October 11, 2021 - October 25, 2021  
 CITY COUNCIL: October 12, 2021 - October 26, 2021

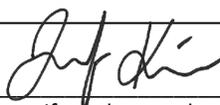
Last check from previous run: 357465 dated 10/13/2021 issued to Zee Medical Service for \$171.73  
 Last ACH from previous run: 464 dated 10/13/2021 issued to WA ST Ferries for \$247.75

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	10/31/2021	465	COBI/Utility billing - October 2021	8,295.98
EFT	10/25/2021	466	WA State DOR/Excise taxes - September 2021	16,922.79
Manual	10/12/2021	357466	AT&T Onenet Service/Fax long distance	29.67
Manual	10/12/2021	357467	Bainbridge Disposal/Citywide disposal services	1,963.04
Manual	10/12/2021	357468	Kitsap County Sewer District #7/4867 NE Dotson Loop participation payment	5,991.00
Manual	10/12/2021	357469	Puget Sound Energy/Citywide electricity - September 2021	34703.92
Manual	10/12/2021	357470	Verizon/Citywide wireless charges - October 2021	5,817.99
Manual	10/15/2021	357471	CenturyLink/Citywide telemetry - October 2021	1,663.61
Manual	10/15/2021	357472	ENG/Fremont Analytical/Lab analysis for water quality monitoring	4,298.50
Manual	10/15/2021	357473	ENG/Verizon Wireless/Modem lines	79.26
Manual	10/15/2021	357474	WA ST Dept of Labor & Industries/3rd quarter volunteer hours	206.63
Manual	10/15/2021	357475	US Bank/Credit card purchases - September 2021	32,746.90

<b>Total Manual Checks and Electronic Disbursements</b>	<b>112,719.29</b>
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Regular Run Checks	10/27/2021	357476-357578	<b>Total Regular Check Run</b>	<b>840,450.56</b>
Regular Run ACH	10/27/2021	467-473	<b>Total Regular ACH Run</b>	<b>12,668.93</b>
			<b>Total Disbursements</b>	<b>965,838.78</b>

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

Prepared and Reviewed by  Jacob Kines, 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

10/20/2021

Date

JK

10/19/2021 13:27  
jkines

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			
465	10/31/2021	MANL	103 CITY OF BAINBRIDGE I	251412	10717OCT21		10/19/2021	UB OCT21	260.93
	Invoice: 10717OCT21			260.93	91011722	547500	1270 MADISON AVE		
							GG-C/E-LIBRARY-COBI WTR/SWR		
	Invoice: 10727OCT21			251413	10727OCT21		10/19/2021	UB OCT21	2,682.68
				2,682.68	91011722	547500	1270 MADISON AVE		
							GG-C/E-LIBRARY-COBI WTR/SWR		
	Invoice: 11015OCT21			251414	11015OCT21		10/19/2021	UB OCT21	395.88
				395.88	91425358	547500	1220 DONALD PLACE		
							GG-WWTP-WATER/SEWER		
	Invoice: 11122OCT21			251415	11122OCT21		10/19/2021	UB OCT21	450.20
				450.20	91011215	547500	625 WINSLOW WAY		
							GG-C/E-PD-COBI WTR/SWR		
	Invoice: 11762OCT21			251416	11762OCT21		10/19/2021	UB OCT21	24.90
				24.90	91011768	547500	WINSLOW WAY-DRINKG FNTN		
							GG-C/E-PARKS-WTR/SWR		
	Invoice: 11805OCT21			251417	11805OCT21		10/19/2021	UB OCT21	34.35
				34.35	91011768	547500	HIGH SCHOOL & MADISON		
							GG-C/E-PARKS-WTR/SWR		
	Invoice: 11806OCT21			251418	11806OCT21		10/19/2021	UB OCT21	8.18
				8.18	91011768	547500	MADISON & HIGH SCHOOL		
							GG-C/E-PARKS-WTR/SWR		
	Invoice: 11982OCT21			251419	11982OCT21		10/19/2021	UB OCT21	1,138.28
				1,138.28	91011189	547500	280 MADISON AVENUE N		
							GG-C/E-CITY HALL-COBI WTR/SWR		
	Invoice: 11983OCT21			251420	11983OCT21		10/19/2021	UB OCT21	776.68
				776.68	91011189	547500	280 MADISON AVENUE N		
							GG-C/E-CITY HALL-COBI WTR/SWR		
	Invoice: 12754OCT21			251421	12754OCT21		10/19/2021	UB OCT21	1,137.13
				1,137.13	91011768	547500	WINSLOW WAY E		
							GG-C/E-PARKS-WTR/SWR		
	Invoice: 12893OCT21			251422	12893OCT21		10/19/2021	UB OCT21	479.90
				479.90	71011183	54750000724	8804 MADISON AVE N		
							PD/COURT BLDG NON CAP-WTR/SWR		
	Invoice: 12894OCT21			251423	12894OCT21		10/19/2021	UB OCT21	256.77
				256.77	71011183	54750000724	8804 MADISON AVE N		
							PD/COURT BLDG NON CAP-WTR/SWR		
	Invoice: 13145OCT21			251424	13145OCT21		10/19/2021	UB OCT21	388.99
				388.99	91111262	547500	HWY 305 - STO		
							GG-STREETS-TRAILS-CITY WTR/SWR		

10/19/2021 13:27  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
251425	13227OCT21	10/19/2021		UB OCT21	55.50
55.50	91111262 547500	OLYMPIC DR SE GG-STREETS-TRAILS-CITY		WTR/SWR	
251426	13291OCT21	10/19/2021		UB OCT21	205.61
205.61	91111262 547500	HWY 305 - IRR METER STO GG-STREETS-TRAILS-CITY		WTR/SWR	
			CHECK	465 TOTAL:	8,295.98
	NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		8,295.98
			COUNT	AMOUNT	
	TOTAL MANUAL CHECKS		1	8,295.98	
			*** GRAND TOTAL ***		8,295.98

10/19/2021 13:27  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 10	164								
APP 001-213000	10/31/2021	UB OCT21	ACH	UB		GENERAL - ACCOUNTS PAYABLE		7,250.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/31/2021	UB OCT21	ACH	UB		CASH			8,295.98
						AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	10/31/2021	UB OCT21	ACH	UB		ACCOUNTS PAYABLE		395.88	
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	10/31/2021	UB OCT21	ACH	UB		STREETS - ACCOUNTS PAYABLE		650.10	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								8,295.98	8,295.98
APP 631-130000	10/31/2021	UB OCT21	ACH	UB		DUE TO/FROM CLEARING		8,295.98	
APP 001-130000	10/31/2021	UB OCT21	ACH	UB		GENERAL - DUE TO/FROM CLEARING			7,250.00
APP 402-130000	10/31/2021	UB OCT21	ACH	UB		DUE TO/FROM CLEARING			395.88
APP 101-130000	10/31/2021	UB OCT21	ACH	UB		STREETS - DUE TO/FROM CLEARING			650.10
SYSTEM GENERATED ENTRIES TOTAL								8,295.98	8,295.98
JOURNAL 2021/10/164 TOTAL								16,591.96	16,591.96

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A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 10	164	10/31/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	7,250.00	7,250.00
				FUND TOTAL	7,250.00	7,250.00
101 STREET FUND 101-130000 101-213000	2021 10	164	10/31/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	650.10	650.10
				FUND TOTAL	650.10	650.10
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	164	10/31/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	395.88	395.88
				FUND TOTAL	395.88	395.88
631 CLEARING FUND 631-130000 635-111100	2021 10	164	10/31/2021	DUE TO/FROM CLEARING CASH	8,295.98	8,295.98
				FUND TOTAL	8,295.98	8,295.98

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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		7,250.00
101	STREET FUND		650.10
402	SEWER OPERATING FUND		395.88
631	CLEARING FUND		
		8,295.98	
	TOTAL	8,295.98	8,295.98

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

466	10/25/2021	MANL	124	WA ST DEPT OF REVENU	251427	SEP21	10/19/2021	EFTSEP21	16,922.79
	Invoice: SEP21						SEPTEMBER 2021 EXCISE TAXES		
					360.82	91411341 553000	FINANCE - WATER EXTRNL TAXES		
					478.57	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
					7,393.09	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
					8.73	91411341 553000	FINANCE - WATER EXTRNL TAXES		
					792.76	91431383 553000	FINANCE - SSWM - EXTRNL TAXES		
					7,029.35	91411341 553000	FINANCE - WATER EXTRNL TAXES		
					757.88	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
					12.50	73411345 443410	O&M-WTR MAINT-TRAINING EXP		
					2.72	71011321 531100	PW - C/E SUPPLIES		
					3.09	31011229 53110001069	TESTING-COVID19-SUPPLIES		
					9.90	31011229 53110001069	TESTING-COVID19-SUPPLIES		
					32.50	73411345 443410	O&M-WTR MAINT-TRAINING EXP		
					7.09	71011321 531100	PW - C/E SUPPLIES		
					8.05	31011229 53110001069	TESTING-COVID19-SUPPLIES		
					25.74	31011229 53110001069	TESTING-COVID19-SUPPLIES		

CHECK 466 TOTAL: 16,922.79

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 16,922.79

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	16,922.79

\*\*\* GRAND TOTAL \*\*\* 16,922.79

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

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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	10	168	APP 401-213000	10/25/2021	EFTSEP21	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,443.90	
APP	635	-111100	10/25/2021	EFTSEP21	EFTDOR				CASH AP CASH DISBURSEMENTS JOURNAL			16,922.79
APP	402	-213000	10/25/2021	EFTSEP21	EFTDOR				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		8,629.54	
APP	403	-213000	10/25/2021	EFTSEP21	EFTDOR				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		792.76	
APP	001	-213000	10/25/2021	EFTSEP21	EFTDOR				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		56.59	
GENERAL LEDGER TOTAL											16,922.79	16,922.79
APP	631	-130000	10/25/2021	EFTSEP21	EFTDOR				DUE TO/FROM CLEARING		16,922.79	
APP	401	-130000	10/25/2021	EFTSEP21	EFTDOR				DUE TO/FROM CLEARING			7,443.90
APP	402	-130000	10/25/2021	EFTSEP21	EFTDOR				DUE TO/FROM CLEARING			8,629.54
APP	403	-130000	10/25/2021	EFTSEP21	EFTDOR				DUE TO/FROM CLEARING			792.76
APP	001	-130000	10/25/2021	EFTSEP21	EFTDOR				GENERAL - DUE TO/FROM CLEARING			56.59
SYSTEM GENERATED ENTRIES TOTAL											16,922.79	16,922.79
JOURNAL 2021/10/168 TOTAL											33,845.58	33,845.58

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A/P CASH DISBURSEMENTS JOURNAL

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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 10	168	10/25/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	56.59	56.59
				FUND TOTAL	56.59	56.59
401 WATER OPERATING FUND 401-130000 401-213000	2021 10	168	10/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,443.90	7,443.90
				FUND TOTAL	7,443.90	7,443.90
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	168	10/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,629.54	8,629.54
				FUND TOTAL	8,629.54	8,629.54
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 10	168	10/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	792.76	792.76
				FUND TOTAL	792.76	792.76
631 CLEARING FUND 631-130000 635-111100	2021 10	168	10/25/2021	DUE TO/FROM CLEARING CASH	16,922.79	16,922.79
				FUND TOTAL	16,922.79	16,922.79

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		56.59
401	WATER OPERATING FUND		7,443.90
402	SEWER OPERATING FUND		8,629.54
403	STORM & SURFACE WATER FUND		792.76
631	CLEARING FUND	16,922.79	
	TOTAL	16,922.79	16,922.79

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CITY OF BAINBRIDGE ISLAND  
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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		
357466	10/12/2021	PRTD	1235 AT&T ONENET SERVICE	251172	1274412559	10/01/2021	M101121	.68
			Invoice: 1274412559		.68	91011189 542100	PD/FAX LONG DIST GG-C/E-CITY HALL-PHONE	
			Invoice: 1274404497		251173	1274404497	10/01/2021	M101121
					28.99	91011189 542100	FIN/FAX LONG DIST GG-C/E-CITY HALL-PHONE	28.99
							CHECK 357466 TOTAL:	29.67
357467	10/12/2021	PRTD	47 BAINBRIDGE DISPOSAL	251175	0001131386	09/30/2021	M101121	1,963.04
			Invoice: 0001131386		1,963.04	73011182 54110000504	PW/301 MADRONA WAY NE PROJECT IMHP-SALES EXP-PROF SVCS	
							CHECK 357467 TOTAL:	1,963.04
357468	10/12/2021	PRTD	1496 KITSAP COUNTY SEWER	251171	DOTSON LOOP 10/8/21	10/08/2021	M101121	5,991.00
			Invoice: DOTSON LOOP 10/8/21		5,991.00	62038 386002	4867 NE DOTSON LOOP PARTICIPATION PAYMENT PARTICIPATION-SEWER DIST. #7	
							CHECK 357468 TOTAL:	5,991.00
357469	10/12/2021	PRTD	1205 PUGET SOUND ENERGY	251176	9047SEP21	10/02/2021	M101121	34,703.92
			Invoice: 9047SEP21		290.00	71011183 54710000724	CITY WIDE ENERGY SRVCS PD/COURT BLDG NON CAP-ELECTRIC	
					37.02	73416345 547100	CASEY STREET WTR-ELECTRICITY	
					1,791.94	91011189 547100	GG-C/E-CITY HALL-ELECTRIC	
					704.60	91011215 547100	GG-C/E-PD-ELECTRIC	
					184.15	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC	
					27.76	91011557 547100	FARMS-ELECTRIC	
					11.05	91011739 547100	COMM EVENTS-ELECTRICITY	
					272.10	91011755 547100	GG-C/E-COMMONS-ELECTRIC	
					565.31	91011768 547100	GG-C/E-PARKS-ELECTRIC	
					2,218.64	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC	
					11.99	91021182 547100	GG-OS-PROP MNGT-ELECTRIC	
					4,622.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL	
					438.38	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY	
					13,695.06	91411345 547100	GG-WTR-ELECTRIC	
					499.92	91415345 547100	GG-ROCKAWAY BCH-UTILITIES	
					2,404.48	91421355 547100	GG-SWR-ELECTRIC	
					6,916.05	91425358 547100	GG-WWTP-ELECTRIC	
					13.30	91435838 547100	GG-DECANT-ELECTRIC	
							CHECK 357469 TOTAL:	34,703.92
357470	10/12/2021	PRTD	1485 VERIZON WIRELESS	251174	9889715989	10/01/2021	M101121	5,817.99
			Invoice: 9889715989		1,347.74	91011189 54210001069	CITY WIDE WIRELESS SRVCS COVID19-ADD'L CELL PHONES	

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

120.21	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE
106.60	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM
4,243.44	91011189	542100	GG-C/E-CITY HALL-PHONE

CHECK 357470 TOTAL: 5,817.99

NUMBER OF CHECKS 5 \*\*\* CASH ACCOUNT TOTAL \*\*\* 48,505.62

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	48,505.62

\*\*\* GRAND TOTAL \*\*\* 48,505.62

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YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 10	90								
APP 001-213000	10/12/2021	M101121	101221			GENERAL - ACCOUNTS PAYABLE		13,661.43	
APP 635-111100	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL CASH			48,505.62
APP 622-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		5,991.00	
APP 401-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		14,352.21	
APP 101-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL STREETS - ACCOUNTS PAYABLE		5,060.55	
APP 402-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		9,320.53	
APP 403-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		13.30	
APP 631-213000	10/12/2021	M101121	101221			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		106.60	
GENERAL LEDGER TOTAL								48,505.62	48,505.62
APP 631-130000	10/12/2021	M101121	101221			DUE TO/FROM CLEARING		48,399.02	
APP 001-130000	10/12/2021	M101121	101221			GENERAL - DUE TO/FROM CLEARING			13,661.43
APP 622-130000	10/12/2021	M101121	101221			DUE TO/FROM CLEARING			5,991.00
APP 401-130000	10/12/2021	M101121	101221			DUE TO/FROM CLEARING			14,352.21
APP 101-130000	10/12/2021	M101121	101221			STREETS - DUE TO/FROM CLEARING			5,060.55
APP 402-130000	10/12/2021	M101121	101221			DUE TO/FROM CLEARING			9,320.53
APP 403-130000	10/12/2021	M101121	101221			DUE TO/FROM CLEARING			13.30
SYSTEM GENERATED ENTRIES TOTAL								48,399.02	48,399.02
JOURNAL 2021/10/90 TOTAL								96,904.64	96,904.64

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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 10	90	10/12/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	13,661.43	13,661.43
				FUND TOTAL	13,661.43	13,661.43
101 STREET FUND 101-130000 101-213000	2021 10	90	10/12/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,060.55	5,060.55
				FUND TOTAL	5,060.55	5,060.55
401 WATER OPERATING FUND 401-130000 401-213000	2021 10	90	10/12/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,352.21	14,352.21
				FUND TOTAL	14,352.21	14,352.21
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	90	10/12/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,320.53	9,320.53
				FUND TOTAL	9,320.53	9,320.53
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 10	90	10/12/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.30	13.30
				FUND TOTAL	13.30	13.30
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2021 10	90	10/12/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,991.00	5,991.00
				FUND TOTAL	5,991.00	5,991.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 10	90	10/12/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	48,399.02 106.60	48,505.62
				FUND TOTAL	48,505.62	48,505.62

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		13,661.43
101 STREET FUND		5,060.55
401 WATER OPERATING FUND		14,352.21
402 SEWER OPERATING FUND		9,320.53
403 STORM & SURFACE WATER FUND		13.30
622 EXPENDABLE TRUST FUND		5,991.00
631 CLEARING FUND		
	48,399.02	
	<u>48,399.02</u>	<u>48,399.02</u>
	TOTAL	

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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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		
357471	10/15/2021	PRTD	551 CENTURYLINK	251299	5211OCT21			
	Invoice: 5211OCT21					10/02/2021	M101521	218.04
				218.04	91011215 542100	POL PHN SVCS GG-C/E-PD-PHONE		
	Invoice: 4953OCT21			251300	4953OCT21			
				84.99	91421891 542100	310 MADISON AVE SLS TELEM GG-SWR-FAC-PHONE	M101521	84.99
	Invoice: 9791OCT21			251301	9791OCT21			
				137.80	91011215 542100	POL TI MANDUS GG-C/E-PD-PHONE	M101521	137.80
	Invoice: 0456OCT21			251302	0456OCT21			
				84.99	91421891 542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE	M101521	84.99
	Invoice: 9136OCT21			251303	9136OCT21			
				165.95	91011189 542100	CH SECURITY ALARM MONIT GG-C/E-CITY HALL-PHONE	M101521	165.95
	Invoice: 5996OCT21			251304	5996OCT21			
				96.00	91011757 542100	E-PHONE @ WFP DOCK GG-GF-WFP DOCK-PHONE	M101521	96.00
	Invoice: 8731OCT21			251305	8731OCT21			
				63.71	91011755 542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE	M101521	63.71
	Invoice: 0225OCT21			251306	0225OCT21			
				127.84	91011897 542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE	M101521	127.84
	Invoice: 9840OCT21			251307	9840OCT21			
				65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE	M101521	65.94
	Invoice: 1745OCT21			251308	1745OCT21			
				60.31	91011189 542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE	M101521	60.31
	Invoice: 5127OCT21			251309	5127OCT21			
				198.92	71011183 54210000724	8804 MADISON AVE PD/COURT BLDG NON CAP-PHONE	M101521	198.92
	Invoice: 0754OCT21			251310	0754OCT21			
				65.94	91411891 542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE	M101521	65.94
	Invoice: 9858OCT21			251311	9858OCT21			
				50.35	91411891 542100	SANDS AVE WELL TELEM GG-WTR-FAC-PHONE	M101521	50.35

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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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: 8834OCT21				251312	8834OCT21	10/02/2021	M101521	84.99
				84.99	91411891 542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE		
Invoice: 3736OCT21				251313	3736OCT21	10/02/2021	M101521	127.84
				127.84	91011189 542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE		
						CHECK	357471 TOTAL:	1,633.61
357472 10/15/2021 PRTD		6940	FREMONT ANALYTICAL	251315	2106273	07/06/2021	M101521	4,298.50
Invoice: 2106273				4,298.50	72637319 54110000809	00485 & 00809 SURFACE & GROUND WATER QUAL FLOW MONIT-PRO SVCS		
						CHECK	357472 TOTAL:	4,298.50
357473 10/15/2021 PRTD		1485	VERIZON WIRELESS	251316	9889715990	10/01/2021	M101521	79.26
Invoice: 9889715990				79.26	72637319 54210000809	ENG/MODEM LINES: C.BERG PRJ WATER QUAL FLOW MONIT-MODEM		
						CHECK	357473 TOTAL:	79.26
357474 10/15/2021 PRTD		176	WA ST DEPT OF LABOR	251317	2021-Q3	10/13/2021	M101521	206.63
Invoice: 2021-Q3				- .41	91011176 520000	3RD QTR L&I VOLUNTEER HOURS		
				189.35	31011256 520000	GG-C/E-WORKERS COMP SVC-ADMIN		
				.47	72011494 520000	EX-GF-EMERG PREP-BEN		
				17.22	55011757 520000	GWMP-BEN PD-HARBORMASTER-BENEFITS		
						CHECK	357474 TOTAL:	206.63
						NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***
								6,218.00
						COUNT		AMOUNT
						TOTAL PRINTED CHECKS	4	6,218.00
								*** GRAND TOTAL ***
								6,218.00

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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	10	113									
APP	001-213000		10/15/2021	M101521	101521			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,403.04	
APP	635-111100		10/15/2021	M101521	101521			CASH AP CASH DISBURSEMENTS JOURNAL			6,218.00
APP	402-213000		10/15/2021	M101521	101521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		169.98	
APP	401-213000		10/15/2021	M101521	101521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		267.22	
APP	631-213000		10/15/2021	M101521	101521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,377.76	
GENERAL LEDGER TOTAL										6,218.00	6,218.00
APP	631-130000		10/15/2021	M101521	101521			DUE TO/FROM CLEARING		1,840.24	
APP	001-130000		10/15/2021	M101521	101521			GENERAL - DUE TO/FROM CLEARING			1,403.04
APP	402-130000		10/15/2021	M101521	101521			DUE TO/FROM CLEARING			169.98
APP	401-130000		10/15/2021	M101521	101521			DUE TO/FROM CLEARING			267.22
SYSTEM GENERATED ENTRIES TOTAL										1,840.24	1,840.24
JOURNAL 2021/10/113 TOTAL										8,058.24	8,058.24

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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 10	113	10/15/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,403.04	1,403.04
				FUND TOTAL	1,403.04	1,403.04
401 WATER OPERATING FUND 401-130000 401-213000	2021 10	113	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	267.22	267.22
				FUND TOTAL	267.22	267.22
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	113	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	169.98	169.98
				FUND TOTAL	169.98	169.98
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 10	113	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	1,840.24 4,377.76	6,218.00
				FUND TOTAL	6,218.00	6,218.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,403.04
401	WATER OPERATING FUND		267.22
402	SEWER OPERATING FUND		169.98
631	CLEARING FUND		
		1,840.24	
	TOTAL	1,840.24	1,840.24

\*\* END OF REPORT - Generated by Jacob Kines \*\*

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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		
357475	10/15/2021	PRTD	7314 US BANK	251031	083021KB	08/30/2021	USB0921	511.47
	Invoice: 083021KB			511.47	33011161 544000	HR/LINKEDIN/ENGINEER I/II JOB AD HR-C/E-ADVERTISING		
	Invoice: 083121KB			251032	083121KB	08/31/2021	USB0921	125.00
				125.00	33011161 544000	HR/NEOGOV/COURT SECURITY OFFICER JOB AD HR-C/E-ADVERTISING		
	Invoice: 090121KB			251033	090121KB	09/01/2021	USB0921	90.00
				90.00	33011161 544000	HR/CRAIGSLIST/COURT SECURITY OFFICER JOB AD HR-C/E-ADVERTISING		
	Invoice: 090321KB			251034	090321KB	09/03/2021	USB0921	100.00
				100.00	33011161 544000	HR/AMERICAN PLANN/PLANNER JOB AD HR-C/E-ADVERTISING		
	Invoice: 090621KB			251035	090621KB	09/06/2021	USB0921	125.00
				125.00	33011161 544000	HR/NEOGOV/PLANNER JOB AD HR-C/E-ADVERTISING		
	Invoice: 090621KB-A			251036	090621KB-A	09/06/2021	USB0921	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/PLANNER JOB AD HR-C/E-ADVERTISING		
	Invoice: 091321KB			251037	091321KB	09/13/2021	USB0921	130.00
				130.00	33011161 544000	HR/NEOGOV/COURT SECURITY OFFICER JOB AD HR-C/E-ADVERTISING		
	Invoice: 091421KB			251038	091421KB	09/14/2021	USB0921	125.00
				125.00	33011161 544000	HR/NEOGOV/BUILDING INSPECTOR JOB AD HR-C/E-ADVERTISING		
	Invoice: 091521KB			251039	091521KB	09/15/2021	USB0921	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/BUILDING INSPECTOR JOB AD HR-C/E-ADVERTISING		
	Invoice: 092021KB			251040	092021KB	09/20/2021	USB0921	502.12
				502.12	33011161 544000	HR/LINKEDIN/ENGINEER, PLANNER JOB ADS HR-C/E-ADVERTISING		
	Invoice: 092221KB			251041	092221KB	09/22/2021	USB0921	101.00
				101.00	33011161 544000	HR/LINKEDIN/ENGINEER, PLANNER JOB ADS HR-C/E-ADVERTISING		
	Invoice: 092721KB			251042	092721KB	09/27/2021	USB0921	100.00
				100.00	33011161 549100	HR/SOCIETY FOR HR MGMT/HR CERTIFICATION RENEWAL HR-C/E-DUES & SUBSCRIPTIONS		
	Invoice: 092121KD			251043	092121KD	09/21/2021	USB0921	135.00
				135.00	41011144 443410	FIN/GFOA/GAAP UPDATE CLASS - CF FIN - C/E TRAINING		

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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: 083121KG				251045 083121KG	08/31/2021		USB0921	185.00
				185.00 72011321 549100	ENG/NAT CON MAN ASS/MEMBERSHIP RENEWAL	ENG - C/E ADMIN MISCELLEANEOUS		
Invoice: 083121KG-A				251046 083121KG-A	08/31/2021		USB0921	108.98
				108.98 71011321 531100	PW/NAT CON MAN ASSOC/BOOK	PW - C/E SUPPLIES		
Invoice: 090121KG				251047 090121KG	09/01/2021		USB0921	56.61
				56.61 72011321 531100	ENG/FRANKLIN PLANNER/ANNUAL PLANNER REFILL	ENG - C/E ADMIN SUPPLIES		
Invoice: 090121KG-A				251048 090121KG-A	09/01/2021		USB0921	29.42
				29.42 72011325 531100	ENG/AMAZON/REPLACEMENT LIGHTBULB	ENG - C/E FACIL SUPPLIES		
Invoice: 092221KG				251049 092221KG	09/22/2021		USB0921	16.52
				16.52 72011325 531100	ENG/SAFEWAY/DISHWASHER DETERGENT	ENG - C/E FACIL SUPPLIES		
Invoice: 082621CK				251050 082621CK	08/26/2021		USB0921	315.00
				315.00 73411345 443410	PW/GRCC/TRAINING	O&M-WTR MAINT-TRAINING EXP		
Invoice: 090221CK				251051 090221CK	09/02/2021		USB0921	300.00
				300.00 73011189 545000	PW/STORAGE/UNIT E204 RENT	O&M - C/E FACIL RENTS & LEASES		
Invoice: 090821CK				251052 090821CK	09/08/2021		USB0921	16.34
				16.34 73411345 549100	PW/ADOBE/SUBSCRIPTION	DUES/SUBSCRIPTIONS		
Invoice: 091521CK				251053 091521CK	09/15/2021		USB0921	16.34
				16.34 73411345 549100	PW/ADOBE/SUBSCRIPTION	DUES/SUBSCRIPTIONS		
Invoice: 092221CK				251054 092221CK	09/22/2021		USB0921	272.04
				272.04 73425358 541100	PW/ERA/PT TESTS	O&M-WWTP-PROF SVCS		
Invoice: 092021CK				251055 092021CK	09/20/2021		USB0921	180.00
				180.00 73411345 443410	PW/GRCC/TRAINING	O&M-WTR MAINT-TRAINING EXP		
Invoice: 082721AL				251057 082721AL	08/27/2021		USB0921	322.02
				322.02 31011256 531100	EX/LIFE ASSIST/MEDICAL SUPPLIES BIEMR TEAM	EX-GF-EMERG PREP-SUPPLIES		
Invoice: 083021AL				251058 083021AL	08/30/2021		USB0921	26.68
				26.68 31011256 531100	EX/LIFE ASSIST/MEDICAL SUPPLIES BIEMR TEAM	EX-GF-EMERG PREP-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: 091321AL-A				251072	091321AL-A	09/13/2021		USB0921	272.49
				272.49	31011229 53110001069	EX/AMAZON/N95S FOR MRC VOLUNTEERS TESTING-COVID19-SUPPLIES			
Invoice: 091521AL				251073	091521AL	09/15/2021		USB0921	105.73
				105.73	31011256 531100	EX/LIFE ASSIST/MEDICAL SUPPLIED BIEMR TEAM EX-GF-EMERG PREP-SUPPLIES			
Invoice: 091521AL-A				251074	091521AL-A	09/15/2021		USB0921	20.90
				20.90	31011229 53110001069	EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES			
Invoice: 091521AL-B				251075	091521AL-B	09/15/2021		USB0921	35.97
				35.97	31011229 53110001069	EX/AMAZON/STAFF FACE MASKS TESTING-COVID19-SUPPLIES			
Invoice: 091521AL-C				251076	091521AL-C	09/15/2021		USB0921	84.18
				84.18	31011229 53110001069	EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES			
Invoice: 091521AL-D				251077	091521AL-D	09/15/2021		USB0921	8.71
				8.71	31011229 53110001069	EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES			
Invoice: 091621AL				251078	091621AL	09/16/2021		USB0921	58.86
				58.86	31011256 531100	EX/SWEET DAHLIA/WILDERNESS RESPONDER CLASS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 092021AL				251079	092021AL	09/20/2021		USB0921	411.97
				411.97	31011229 53110001069	EX/AMAZON/STAFF FACE MASKS TESTING-COVID19-SUPPLIES			
Invoice: 092121AL				251080	092121AL	09/21/2021		USB0921	196.91
				196.91	31011256 531100	EX/AMAZON/EMERGENCY SUPPLIES CITY STAFF EX-GF-EMERG PREP-SUPPLIES			
Invoice: 092121AL-A				251081	092121AL-A	09/21/2021		USB0921	11.63
				11.63	31011229 53110001069	EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES			
Invoice: 092321AL				251082	092321AL	09/23/2021		USB0921	401.36
				401.36	31011256 541100	EX/SOUND REPRO/PFA TEAM BROCHURES EX-GF-EMERG PREP-PROF SVCS			
Invoice: 092721AL				251083	092721AL	09/27/2021		USB0921	46.74
				46.74	31011229 53110001069	EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES			
Invoice: 092421RL				251084	092421RL	09/27/2021		USB0921	135.00
				135.00	41011144 443410	FIN/GFOA/GAAP UPDATE CLASS JK FIN - C/E TRAINING			

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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: 092421RL-A				251085 092421RL-A	09/24/2021		USB0921	150.00
				150.00 41011144 443410	FIN/GFOA/GAAP UPDATE CLASS BH			
					FIN - C/E TRAINING			
Invoice: 083021DM				251086 083021DM	08/30/2021		USB0921	758.64
				758.64 73431835 531100	PW/NEW PIG/SPILL KITS			
					OFFICE SUPPLIES			
Invoice: 083021DM-A				251087 083021DM-A	08/30/2021		USB0921	179.70
				179.70 73111264 531100	PW/HOME DEPOT/CONCRETE BAGS			
					O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 083121DM				251088 083121DM	08/31/2021		USB0921	189.00
				189.00 73431835 443410	PW/STORMWATERONE/CESCL RECERTIFICATION			
					O&M-SSWM MAINT-TRAVEL EXP			
Invoice: 090121DM				251089 090121DM	09/01/2021		USB0921	82.58
				82.58 73411345 443410	PW/WRECH182/PUMPS, PUMPING COURSE			
					O&M-WTR MAINT-TRAINING EXP			
Invoice: 090221DM				251090 090221DM	09/02/2021		USB0921	500.00
				500.00 73411345 443410	PW/GREEN RIVER COM COLLEGE/TEXTBOOK			
					O&M-WTR MAINT-TRAINING EXP			
Invoice: 090321DM				251091 090321DM	09/03/2021		USB0921	390.00
				390.00 73111290 443410	PW/NW ENVIRONMENTAL/CESCL RECERTIFICATION			
					O&M-STREET-MAINT O/H-TRAINING			
Invoice: 090621DM				251092 090621DM	09/06/2021		USB0921	2,251.07
				2,251.07 73011252 53110001069	PW/LAIRD PLASTICS/SNEEZE GUARDS CITY HALL			
					COVID19-SUPPLIES			
Invoice: 090621DM-A				251093 090621DM-A	09/06/2021		USB0921	435.99
				435.99 73637891 531100	PW/COSTCO/BOTTLED WATER FOR O&M			
					OFFICE SUPPLIES			
Invoice: 091321DM				251094 091321DM	09/13/2021		USB0921	173.31
				173.31 73431835 531100	PW/NEW P IG/SPILL KITS			
					OFFICE SUPPLIES			
Invoice: 091421DM				251095 091421DM	09/14/2021		USB0921	11.36
				11.36 91421891 542500	PW/UPS STORE/SHIP GAS DETECTORS			
					GG-SWR-FAC-POSTAGE			
Invoice: 091521DM				251096 091521DM	09/15/2021		USB0921	13.20
				13.20 73431835 443410	PW/ENJOY TERIYAKI/WWCPA TRAINING LUNCH			
					O&M-SSWM MAINT-TRAVEL EXP			
Invoice: 091521DM-A				251097 091521DM-A	09/15/2021		USB0921	12.97
				12.97 73431835 443410	PW/SUBWAY/WWCPA TRAINING LUNCH			
					O&M-SSWM MAINT-TRAVEL EXP			

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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: 091521DM-B				251098 091521DM-B	09/15/2021		USB0921	43.00
				43.00 73431835 443410		PW/THE HOP GARDEN/WWXPA DINNER O&M-SSWM MAINT-TRAVEL EXP		
Invoice: 091721DM				251099 091721DM	09/17/2021		USB0921	53.75
				53.75 73431835 443410		PW/BURRITO LOCA/WWCPA DINNER O&M-SSWM MAINT-TRAVEL EXP		
Invoice: 092021DM				251100 092021DM	09/20/2021		USB0921	324.80
				324.80 73431835 443410		PW/BEST WESTERN/WWCPA HOTEL O&M-SSWM MAINT-TRAVEL EXP		
Invoice: 092421DM				251101 092421DM	09/24/2021		USB0921	375.00
				375.00 73111290 443410		PW/ALTEC/ONLINE TRAINING O&M-STREET-MAINT O/H-TRAINING		
Invoice: 082721DM				251102 082721DM	08/27/2021		USB0921	64.00
				64.00 73434438 66400000976		PW/WA DOL/VEHICLE REGISTRATION 2019 DUMP TRUCK-EQ REPLACEMENT		
Invoice: 092021DM-A				251103 092021DM-A	09/20/2021		USB0921	324.80
				324.80 73431835 443410		PW/BEST WESTERN/WWCPA HOTEL O&M-SSWM MAINT-TRAVEL EXP		
Invoice: 090721CW				251104 090721CW	09/07/2021		USB0921	26.15
				26.15 72321955 63110001116		ENG/AMAZON/SIGN POSTS CC BULKHEAD SPOT RPR-SUPPLY		
Invoice: 090821KS				251135 090821KS	09/08/2021		USB0921	14.14
				14.14 41011141 531100		FIN/AMAZON/IPHONE HEAD PHONE ADAPTER FIN - C/E ADMIN SUPPLIES		
Invoice: 090621JB				251136 090621JB	09/06/2021		USB0921	629.71
				629.71 54025212 532000		POL/ELLIOT BAY MARINA/FUEL FOR M8 MARINE - FUEL		
Invoice: 090821JB				251137 090821JB	09/08/2021		USB0921	650.12
				650.12 54025212 532000		POL/PORT OF KINGSTON/FUEL FOR M8 MARINE - FUEL		
Invoice: 082821ZB				251138 082821ZB	08/28/2021		USB0921	13.07
				13.07 53011212 53110000962		POL/Z BONES/K9 PILL POCKETS TRACKING CANINE-SUPPLIES		
Invoice: 091421ZB				251139 091421ZB	09/14/2021		USB0921	2.29
				2.29 53011212 44341000962		POL/AVIS/E-TOLL TRACKING CANINE-TRAINING		
Invoice: 091421ZB-A				251140 091421ZB-A	09/14/2021		USB0921	64.36
				64.36 53011212 53110000962		POL/CHEWY/K9 FOOD TRACKING CANINE-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: 091521ZB				251141 091521ZB	09/15/2021		USB0921	15.60
				15.60 53011212 54110000962		POL/SALTY DOG WASH/NAI TRIM TRACKING CANINE-PROF SVCS		
Invoice: 082521BB				251142 082521BB	08/25/2021		USB0921	19.48
				19.48 53011212 531100		POL/AMAZON/PATROL OFFICERS NAME PLATES PD-C/E-PATROL SUPPLIES		
Invoice: 082621BB				251143 082621BB	08/26/2021		USB0921	30.49
				30.49 53011212 531100		POL/AMAZON/LAUNDRY BAGS PD-C/E-PATROL SUPPLIES		
Invoice: 082821BB				251144 082821BB	08/28/2021		USB0921	22.00
				22.00 55011757 541100		POL/WA ST PATROL/BACKGROUND CHECK DUOWM TENANTS PD-HARBORMASTER-PROF SVCS		
Invoice: 090221BB				251145 090221BB	09/02/2021		USB0921	376.00
				376.00 53011212 545000		POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS		
Invoice: 090921BB				251146 090921BB	09/09/2021		USB0921	266.75
				266.75 53011212 443410		POL/EventBrite/TRAINING REGISTRATION BENKERT POLICE - C/E PATROL TRAINING		
Invoice: 092021BB				251147 092021BB	09/20/2021		USB0921	-250.00
				-250.00 51011214 443410		POL/PRI/REFUND SEPTEMBER WEBINAR PD-C/E-ADMIN-TRAINING		
Invoice: 092421BB				251149 092421BB	09/24/2021		USB0921	404.87
				261.37 51011211 520000		POL/NEXT DAY CLEANERS/LAUNDRY, DRY CLEANING		
				79.42 52011212 520000		PD-C/E ADMIN-BENEFITS		
				64.08 53011212 520000		POLICE - C/E INVEST BENEFITS POLICE - C/E PATROL BENEFITS		
Invoice: 092521BB				251150 092521BB	09/25/2021		USB0921	174.47
				174.47 52011212 541100		POL/SPEAKWRITE/TRANSCRIPTION SERVICES POLICE - C/E INVEST PROF SVCS		
Invoice: 090221JC				251151 090221JC	09/02/2021		USB0921	29.52
				29.52 91011215 542500		USPS/CERTIFIED MAIL GG-C/E-PD-POSTAGE		
Invoice: 091021JC				251153 091021JC	09/10/2021		USB0921	7.38
				7.38 91011215 542500		USPS/CERTIFIED MAIL GG-C/E-PD-POSTAGE		
Invoice: 082721JF				251154 082721JF	08/27/2021		USB0921	23.20
				23.20 91011215 542500		UPS STORE/SHIPPING GG-C/E-PD-POSTAGE		
Invoice: 090321WS				251155 090321WS	09/03/2021		USB0921	276.78
						POL/WPSG/BIG EASY LOCKOUT TOOL KITS		

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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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		
				276.78 53011212 531100		PD-C/E-PATROL SUPPLIES		
Invoice: 091221WS				251156 091221WS	09/12/2021	USB0921		128.90
				128.90 53011212 531100		POL/CHEAPER THAN DIRT/GEAR SWANN PD-C/E-PATROL SUPPLIES		
Invoice: 082821BS				251157 082821BS	08/28/2021	USB0921		308.46
				308.46 54025212 531100		POL/WESTBAY AUTO PARTS/BATTER FOR M8 MARINE - SUPPLIES		
Invoice: 092121BS				251158 092121BS	09/21/2021	USB0921		1,302.55
				1,302.55 54025212 548100		POL/KITSAP MUFFLER/MARINE TRAILER PARTS,LABOR MARINE - REPAIRS		
Invoice: 092221SW				251159 092221SW	09/22/2021	USB0921		46.64
				46.64 51011211 532000		POL/LONGHOUSE TEXACO/FUEL PDADM-C/E-FUEL		
Invoice: 090721RL				251160 090721RL	09/07/2021	USB0921		109.00
				109.00 32011152 549100		LEGAL/LEXISNEXIS/ONLINE SUBSCRIPTION LGL-GF-DUES & SUBSCRIPTIONS		
Invoice: 090721RL-A				251161 090721RL-A	09/07/2021	USB0921		109.00
				109.00 32011152 549100		LEGAL/LEXISNEXIS/ONLINE SUBSCRIPTION LGL-GF-DUES & SUBSCRIPTIONS		
Invoice: 091321BK				251162 091321BK	09/13/2021	USB0921		44.61
				44.61 31011131 539100		EX/CASA ROJAS/LUNCH BI PARKS & REC EX-GF-WORKED MEALS		
Invoice: 090821KD				251163 090821KD	09/08/2021	USB0921		76.30
				76.30 31011572 549100		EX/CONSTANT CONTACT/MONTHLY SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER		
Invoice: 091721KD				251164 091721KD	09/17/2021	USB0921		299.99
				299.99 31011572 549100		EX/CANVA/SUBSCRIPTION TO CANVA PRO OUTREACH DUES, SUBS& MEMBER		
Invoice: 090221MS				251165 090221MS	09/03/2021	USB0921		64.60
				64.60 61011581 531100		PCD/AMAZON/SOHN HOLDER PCD - C/E ADMIN SUPPLIES		
Invoice: 090721MS				251166 090721MS	09/07/2021	USB0921		33.52
				33.52 61011581 531100		PCD/AMAZON/EAR PODS, NOTEBOOK PCD - C/E ADMIN SUPPLIES		
Invoice: 092021MS				251167 092021MS	09/20/2021	USB0921		139.99
				139.99 61011581 531100		PCD/AMAZON/PEN REFILLS, OFFICE SIGNS PCD - C/E ADMIN SUPPLIES		
Invoice: 090121JR				251168 090121JR	09/01/2021	USB0921		900.00
						PCD/STORAGE98110/ARCHIVE STORAGE UNIT 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		
				900.00	61470581	545000	PCD - DEV ADMIN RENTS & LEASES	
Invoice: 090721JR				251169	090721JR		09/07/2021 USB0921	49.36
				49.36	61011581	531100	PCD/AMAZON/PERMIT SPECIALISTS LAMP PCD - C/E ADMIN SUPPLIES	
Invoice: 091721JR				251170	091721JR		09/17/2021 USB0921	331.17
				331.17	65011597	443410	PCD/ICICLE VILLAGE RESORT/WACE CONFERENCE JHARRIS CODE - C/E TRAINING EXPENSE	
Invoice: 091421JH				251177	091421JH		09/14/2021 USB0921	21.00
				21.00	65011597	443410	PCD/ARCO GAS/5.901 GALLONS OF GAS CODE - C/E TRAINING EXPENSE	
Invoice: 091421JH-A				251178	091421JH-A		09/14/2021 USB0921	20.40
				20.40	65011597	443410	PCD/WA STATE FERRY/KINGSTON TO EDMONDS CODE - C/E TRAINING EXPENSE	
Invoice: 091421JH-B				251179	091421JH-B		09/14/2021 USB0921	20.38
				20.38	65011597	443410	PCD/HEIDLEBURGER DRIVE IN/DINNER CODE - C/E TRAINING EXPENSE	
Invoice: 091521JH				251180	091521JH		09/15/2021 USB0921	17.24
				17.24	65011597	443410	PCD/SUBWAY/DINNER CODE - C/E TRAINING EXPENSE	
Invoice: 091721JH				251181	091721JH		09/17/2021 USB0921	38.00
				38.00	65011597	443410	PCD/SHELL GAS STATION/9.316 GALLONS OF GAS CODE - C/E TRAINING EXPENSE	
Invoice: 091721JH-A				251182	091721JH-A		09/17/2021 USB0921	20.40
				20.40	65011597	443410	PCD/WA STATE FERRY/SEATTLE TO BAINBRIDGE CODE - C/E TRAINING EXPENSE	
Invoice: 090821CB				251245	090821CB		09/08/2021 USB0921	65.00
				65.00	36011143	443410	EXCC/WAPRO/FALL TRAINING - CB CLERK-GF-TRAINING	
Invoice: 090821CB-A				251246	090821CB-A		09/08/2021 USB0921	25.00
				25.00	36011143	549100	EXCC/WAPRO/DARIA HANSEN MEMBERSHIP CLERK-DUES/SUBSCR/MEMBRSHPS	
Invoice: 090821CB-B				251247	090821CB-B		09/08/2021 USB0921	65.00
				65.00	36011143	443410	EXCC/WAPRO/FALL TRAINING D HANSEN CLERK-GF-TRAINING	
Invoice: 090921CB				251248	090921CB		09/09/2021 USB0921	40.00
				40.00	36011143	443410	EXCC/MRSC/PRA DEEP DIVE TRAIING - CB CLERK-GF-TRAINING	
Invoice: 091921CB				251249	091921CB		09/19/2021 USB0921	50.00
							EXCC/WAPRO/CERTIFICATION RENEWAL- CB	

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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		
				50.00	36011143	549100	CLERK-DUES/SUBSCR/MEMBRSHPS	
Invoice: 092321CB				251250	092321CB		09/23/2021 USB0921	174.99
				174.99	36011143	531100	EXCC/AMAZON/DEPUTY CITY CLERK CHAIR CLERK-C/E SUPPLIES	
Invoice: 082621MD				251251	082621MD		08/26/2021 USB0921	1,063.50
				1,063.50	81011881	531100	IT/AMAZON/SCREEN PROTECTORS, CASES IT - C/E SUPPLIES	
Invoice: 083021MD				251252	083021MD		08/30/2021 USB0921	249.94
				249.94	81011881	535500	IT/AMAZON/WEBCAMS, SPLITTER IT - C/E COMPUTER PARTS & EQ	
Invoice: 083021MD-A				251253	083021MD-A		08/30/2021 USB0921	57.76
				57.76	81011881	535100	IT/ADOBE/CREATIVE CLOUD SOFTWARE IT - C/E COMPUTER SOFTWARE	
Invoice: 083121MD				251254	083121MD		08/31/2021 USB0921	54.65
				54.65	81011881	535100	IT/SMARTSHEET/PROJECT MGMT SW WHALEN IT - C/E COMPUTER SOFTWARE	
Invoice: 083121MD-A				251255	083121MD-A		08/31/2021 USB0921	293.80
				293.80	81011881	531100	IT/AMAZON/PHONE CASES IT - C/E SUPPLIES	
Invoice: 083121MD-B				251256	083121MD-B		08/31/2021 USB0921	15.34
				15.34	81011881	535500	IT/AMAZON/APC BATTERY IT - C/E COMPUTER PARTS & EQ	
Invoice: 090221MD				251257	090221MD		09/02/2021 USB0921	1,939.76
				1,939.76	81011252	53510001069	IT/ZOOM/VIDEOCONFERENCING COVID19-SOFTWARE	
Invoice: 090221MD-A				251258	090221MD-A		09/02/2021 USB0921	170.90
				170.90	81011881	535500	IT/AMAZON/PANASONIC BATTERY HARRIS IT - C/E COMPUTER PARTS & EQ	
Invoice: 090321MD				251259	090321MD		09/03/2021 USB0921	227.82
				227.82	81011881	535100	IT/ACCUITY/SCHEDULING SOFTWARE PCD IT - C/E COMPUTER SOFTWARE	
Invoice: 090321MD-A				251260	090321MD-A		09/03/2021 USB0921	610.40
				610.40	81011881	535500	IT/AMAZON/PRINTER WWTP IT - C/E COMPUTER PARTS & EQ	
Invoice: 090321MD-B				251261	090321MD-B		09/03/2021 USB0921	193.05
				193.05	81011881	535500	IT/AMAZON/UPS BATTERY IT - C/E COMPUTER PARTS & EQ	
Invoice: 090621MD				251262	090621MD		09/06/2021 USB0921	114.00
							IT/SCREENTASTIC/RECORDING SOFTWARE	

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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		
				114.00	81011881	535100	IT - C/E COMPUTER SOFTWARE	
Invoice: 091021MD				251263	091021MD		09/10/2021 USB0921	15.99
				15.99	81011252	53510001069	IT/ZOOM/VIDEOCONFERENCING COVID19-SOFTWARE	
Invoice: 091021MD-A				251264	091021MD-A		09/10/2021 USB0921	8.45
				8.45	81011881	542500	IT/USPS/SHIP PHONE TO SHELLY WOO IT-C/E-ADM-POSTAGE	
Invoice: 091021MD-B				251265	091021MD-B		09/10/2021 USB0921	8.45
				8.45	81011881	542500	IT/USPS/SHIP LAPTOP TO SHELLY WOO IT-C/E-ADM-POSTAGE	
Invoice: 091021MD-C				251266	091021MD-C		09/10/2021 USB0921	81.73
				81.73	81011881	531100	IT/AMAZON/TONER CARTRIDGE WWTP IT - C/E SUPPLIES	
Invoice: 091021MD-D				251267	091021MD-D		09/10/2021 USB0921	8.71
				8.71	81011881	535100	IT/APPLE/TEODOLITE APP FOR PHONES IT - C/E COMPUTER SOFTWARE	
Invoice: 091021MD-E				251268	091021MD-E		09/10/2021 USB0921	3.26
				3.26	81011881	535100	IT/APPLE/TIDE GRAPH PRO FOR PHONES IT - C/E COMPUTER SOFTWARE	
Invoice: 091421MD				251269	091421MD		09/14/2021 USB0921	85.87
				85.87	81011881	531100	IT/AMAZON/TONER, CABLE CLIPS IT - C/E SUPPLIES	
Invoice: 091721MD				251270	091721MD		09/17/2021 USB0921	119.82
				119.82	81011881	535500	IT/AMAZON/SWITCHES IT - C/E COMPUTER PARTS & EQ	
Invoice: 092021MD				251271	092021MD		09/20/2021 USB0921	2,809.26
				2,809.26	81011881	535100	IT/CDW/TREND MICRO ANTI VIRUS SW IT - C/E COMPUTER SOFTWARE	
Invoice: 092021MD-A				251272	092021MD-A		09/20/2021 USB0921	196.07
				196.07	81011881	535100	IT/ADOBE/ACROBAT PRO (BROWN) IT - C/E COMPUTER SOFTWARE	
Invoice: 092121MD				251273	092121MD		09/21/2021 USB0921	147.13
				147.13	81011881	535500	IT/BEST BUY/UPS WWTP IT - C/E COMPUTER PARTS & EQ	
Invoice: 092321MD				251274	092321MD		09/23/2021 USB0921	206.89
				206.89	81011881	535500	IT/AMAZON/TRIP UPS WWTP IT - C/E COMPUTER PARTS & EQ	
Invoice: 092421MD				251275	092421MD		09/24/2021 USB0921	327.00
							IT/ESRI/ARCGIS CREDITS FOR STORAGE	

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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		
				327.00	81011881	535100	IT - C/E COMPUTER SOFTWARE	
Invoice: 092721MD				251276	092721MD		09/27/2021 USB0921	-54.65
				-54.65	81011881	535100	IT/SMARTSHEET/REFUND OF OVERPAYMENT	
							IT - C/E COMPUTER SOFTWARE	
Invoice: 092721MD-A				251277	092721MD-A		09/27/2021 USB0921	-196.07
				-196.07	81011881	535100	IT/ADOBE/CANCELLATION OF PURCHASE	
							IT - C/E COMPUTER SOFTWARE	
Invoice: 092721MD-B				251278	092721MD-B		09/27/2021 USB0921	55.01
				55.01	81011881	535500	IT/AMAZON/PATCH PANEL	
							IT - C/E COMPUTER PARTS & EQ	
Invoice: 092721MD-C				251280	092721MD-C		09/27/2021 USB0921	222.23
				222.23	81011881	535100	IT/ACROBAT/ACROBAT DC PRO HANSEN	
							IT - C/E COMPUTER SOFTWARE	
Invoice: 092421JL				251281	092421JL		09/24/2021 USB0921	102.96
				102.96	32011154	443410	LEGAL/WSAMA/FALL CONFERENCE REGISTRATION	
							LGL-GF-TRAINING	
Invoice: 092221DP				251351	092221DP		09/22/2021 USB0921	530.00
				530.00	41011141	541100	FIN/GFOA/CERT ACHIEVEMENT FIN STMTS FY 20	
							FIN - C/E ADMIN PROF SERVICES	
Invoice: 092321DP				251352	092321DP		09/23/2021 USB0921	640.00
				490.00	41011144	443410	FIN/GFOA/GFOA MEMBERSHIP, CLASSES JKINES	
				150.00	41011141	549100	FIN - C/E TRAINING	
							FIN-C/E-DUES, SUBS, MEMBERSHIPS	
							CHECK 357475 TOTAL:	32,746.90
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	32,746.90
							COUNT	AMOUNT
				TOTAL PRINTED CHECKS	1		1	32,746.90
							*** GRAND TOTAL ***	32,746.90

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CLERK: jkines

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	10	140									
APP	001-213000		10/15/2021	USB0921	101521			GENERAL - ACCOUNTS PAYABLE		27,088.93	
APP	635-111100		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL CASH			32,746.90
APP	401-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		1,110.26	
APP	402-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		283.40	
APP	403-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		1,957.47	
APP	101-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL STREETS - ACCOUNTS PAYABLE		944.70	
APP	631-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		435.99	
APP	301-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		26.15	
APP	407-213000		10/15/2021	USB0921	101521			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		900.00	
GENERAL LEDGER TOTAL										32,746.90	32,746.90
APP	631-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		32,310.91	
APP	001-130000		10/15/2021	USB0921	101521			GENERAL - DUE TO/FROM CLEARING			27,088.93
APP	401-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		1,110.26	
APP	402-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		283.40	
APP	403-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		1,957.47	
APP	101-130000		10/15/2021	USB0921	101521			STREETS - DUE TO/FROM CLEARING		944.70	
APP	301-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		26.15	
APP	407-130000		10/15/2021	USB0921	101521			DUE TO/FROM CLEARING		900.00	
SYSTEM GENERATED ENTRIES TOTAL										32,310.91	32,310.91
JOURNAL 2021/10/140 TOTAL										65,057.81	65,057.81

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 10	140	10/15/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	27,088.93	27,088.93
				FUND TOTAL	27,088.93	27,088.93
101 STREET FUND 101-130000 101-213000	2021 10	140	10/15/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	944.70	944.70
				FUND TOTAL	944.70	944.70
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	26.15	26.15
				FUND TOTAL	26.15	26.15
401 WATER OPERATING FUND 401-130000 401-213000	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,110.26	1,110.26
				FUND TOTAL	1,110.26	1,110.26
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	283.40	283.40
				FUND TOTAL	283.40	283.40
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,957.47	1,957.47
				FUND TOTAL	1,957.47	1,957.47
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	900.00	900.00
				FUND TOTAL	900.00	900.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 10	140	10/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	32,310.91 435.99	32,746.90
				FUND TOTAL	32,746.90	32,746.90

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		27,088.93
101	STREET FUND		944.70
301	CAPITAL CONSTRUCTION FUND		26.15
401	WATER OPERATING FUND		1,110.26
402	SEWER OPERATING FUND		283.40
403	STORM & SURFACE WATER FUND		1,957.47
407	BUILDING & DEVELOPMENT FUND		900.00
631	CLEARING FUND		
		32,310.91	
	TOTAL	32,310.91	32,310.91

\*\* END OF REPORT - Generated by Jacob Kines \*\*

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

VOUCHER    INVOICE      INV DATE    PO      CHECK RUN      NET

						INVOICE DTL DESC			
467	10/27/2021 EFT	7726	AIR MANAGEMENT SOLUT	251183	0001136018	09/30/2021		10/24/21	1,267.99
	Invoice: 0001136018			1,267.99	73011897 54810000707	PW/HVAC MAINTENANCE HIDDEN COVE RD PWY HVAC-REPAIRS			
	Invoice: 0001136019			251184	0001136019	09/30/2021		10/24/21	287.93
				287.93	73011215 54810000707	PW/HVAC MAINTENANCE WINSLOW WAY EAST PD HVAC-REPAIRS			
	Invoice: 0001136021			251186	0001136021	10/07/2021		10/24/21	329.72
				329.72	73425358 54810000707	PW/HVAC MAINTENANCE DONALD PLACE WWTP HVAC-REPAIRS			
	Invoice: 0001136746			251190	0001136746	09/30/2021		10/24/21	1,361.07
				1,361.07	73011183 54810000707	PW/REPAIR OUTSIDE AIR DAMPER ACTUATOR CH HVAC-REPAIRS			
	Invoice: 0001136022			251192	0001136022	10/07/2021		10/24/21	638.80
				638.80	73011255 54810000707	PW/HVAC MAINTENANCE NE VALLEY RD COURT HVAC-REPAIRS			
	Invoice: 0001136020			251194	0001136020	09/30/2021		10/24/21	521.89
				521.89	73011755 54810000707	PW/HVAC MAINTENANCE BRIEN DRIVE SE COMMONS HVAC-REPAIRS			
						CHECK		467 TOTAL:	4,407.40
468	10/27/2021 EFT	9274	DOUGLAS CRIST	251359	21-11	10/06/2021		10/24/21	50.00
	Invoice: 21-11			50.00	31011572 541100	EX/PHOTOGRAPHY SUPPORT EX-GF-OUTREACH-PROF SVCS			
	Invoice: 21-10			251360	21-10	10/02/2021		10/24/21	150.00
				150.00	31011572 541100	EX/PHOTOGRAPHY SUPPORT EX-GF-OUTREACH-PROF SVCS			
						CHECK		468 TOTAL:	200.00
469	10/27/2021 EFT	5781	EXTERMINATION SERVIC	251207	39576	10/11/2021		10/24/21	305.20
	Invoice: 39576			305.20	73011183 541100	PW/CITY HALL HA TREATMENT O&M-C/E-CH FAC-PROF SVCS			
						CHECK		469 TOTAL:	305.20
470	10/27/2021 EFT	7849	LAW OFFICE OF THOMAS	251231	OCT21	10/04/2021		10/24/21	4,484.38
	Invoice: OCT21			4,484.38	32011281 541113	LEGAL/PUBLIC DEFENDER SRVCS OCT 2021 LGL-PUBLIC DEFENDER			
						CHECK		470 TOTAL:	4,484.38

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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		
471	10/27/2021	EFT	7435 RANDY KAN PORTABLE R	251288	1934350			
						10/07/2021	10/24/21	90.00
						PW/CRESOTE PL NE RESTROOMS		
						O&M-C/E-PARKS-OP LEASES		
				90.00	73011768	545000		
				251289	1934349			
						10/07/2021	10/24/21	90.00
						PW/EAGLE HARBOR DR RESTROOMS		
						O&M-C/E-PARKS-OP LEASES		
				90.00	73011768	545000		
				251318	1934359			
						10/07/2021	10/24/21	90.00
						PW/NE VINENT RD RESTROOMS		
						O&M-DECANT-RENTS		
				90.00	73435838	545000		
				251319	1934360			
						10/07/2021	10/24/21	90.00
						PW/HIDDEN COVE RD RESTROOMS		
						O&M-C/E-PWYD FAC-RENTS		
				90.00	73011897	545000		
						CHECK	471 TOTAL:	360.00
472	10/27/2021	EFT	605 WA ST AUDITOR'S OFFI	251241	L144468			
						10/12/2021	10/24/21	2,601.30
						2020 FINANCIAL AUDIT		
						FIN-C/E STATE AUDITOR		
						FIN-STREET-STATE AUDITOR		
						GG-WTR-ADM-PROF SVCS		
						GG-SWR-ADM-PROF SVCS		
						GG-SSWM-ADM-PROF SVCS		
						FIN-DEV-STATE AUDITOR		
						FIN-BLDG-STATE AUDITOR		
				1,742.34	91011423	541100		
				183.74	91111433	541100		
				120.95	91411341	541100		
				275.28	91421351	541100		
				98.94	91431383	541100		
				90.03	91470148	541100		
				90.02	91471148	541100		
						CHECK	472 TOTAL:	2,601.30
473	10/27/2021	EFT	5709 WEBCHECK INC	251349	INV-7046			
						09/30/2021	10/24/21	310.65
						FIN/WEBCHECK SERVICE SEP 2021		
						FIN - WATER ADMIN PROF SERVICE		
						FIN - SEWER ADMIN PROF SERVICE		
				155.32	43411341	541100		
				155.33	43421351	541100		
						CHECK	473 TOTAL:	310.65
357476	10/27/2021	PRTD	5 ACE HARDWARE	251185	495721			
						10/06/2021	10/24/21	32.69
						PW/ALL SEASONS HOSE 5/8"		
						O&M-C/E-PARKS-SUPPLIES		
				32.69	73011768	531100		
				251187	495421			
						10/01/2021	10/24/21	26.12
						PW/FOAM WASP & HORNET 17.5OZ		
						O&M-C/E-PARKS-SUPPLIES		
				26.12	73011768	531100		
				251193	495451			
						10/01/2021	10/24/21	55.31
						PW/COVER HVYDITY, OUTLET BOX		
						O&M-C/E-CH FAC-SUPPLIES		
				55.31	73011183	531100		

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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: 495941				251195	495941	10/11/2021		10/24/21	15.18
				15.18	73011768 531100	PW/ELEC TP, ELECTRCL TAPE			
						O&M-C/E-PARKS-SUPPLIES			
Invoice: 495641				251198	495641	10/05/2021		10/24/21	34.85
				34.85	73425358 531100	PW/THREADLOCKER GEL, CABLE LUBE			
						O&M-WWTP-SUPPLIES			
Invoice: 496031				251282	496031	10/12/2021		10/24/21	49.02
				49.02	73011183 531100	PW/BATTERY PHOTO 123 PK2			
						O&M-C/E-CH FAC-SUPPLIES			
Invoice: 496001				251283	496001	10/12/2021		10/24/21	205.87
				205.87	73011183 531100	PW/BATTERY PHOTO, ALKALINE			
						O&M-C/E-CH FAC-SUPPLIES			
Invoice: 495981				251285	495981	10/11/2021		10/24/21	41.41
				41.41	73011183 531100	PW/SUN&SHADE SEED TB			
						O&M-C/E-CH FAC-SUPPLIES			
Invoice: 496091				251286	496091	10/12/2021		10/24/21	14.16
				14.16	73111427 531100	PW/LYSOL ALLPRP CLENR 144OZ			
						OFFICE SUPPLIES			
Invoice: 496081				251287	496081	10/12/2021		10/24/21	29.42
				29.42	73011183 531100	PW/BATTERY SLA UB1280			
						O&M-C/E-CH FAC-SUPPLIES			
						CHECK	357476	TOTAL:	504.03
357477	10/27/2021	PRTD	1030 SUNBELT RENTALS	251242	118495288-0001	10/06/2021		10/24/21	741.90
			Invoice: 118495288-0001	741.90	73111427 545000	PW/AIR COMPRESSOR, HOSE			
						O&M-ACCESS RDSIDE RENTS/LEASES			
						CHECK	357477	TOTAL:	741.90
357478	10/27/2021	PRTD	9597 AIRGAS USA, LLC	251188	9118253669	10/04/2021		10/24/21	665.39
			Invoice: 9118253669	665.39	73637891 531100	PW/GLV GP NAT RBBR PLM GRY/BLU			
						OFFICE SUPPLIES			
						CHECK	357478	TOTAL:	665.39
357479	10/27/2021	PRTD	7994 PENINSULA SERVICES	251335	96591B	09/30/2021		10/24/21	64.00
			Invoice: 96591B	64.00	51011211 541100	POL/MOBILE SHREDDING			
						PD-C/E-ADM-PROF SVCS			
Invoice: 96590B				251370	96590B	09/30/2021		10/24/21	32.00
						CRT/SHREDDING SERVICES			

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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		
				32.00	21011125	541100	COURT - PROFESSIONAL SERVICES	
							CHECK 357479 TOTAL:	96.00
357480	10/27/2021	PRTD	1014 ALLDATA LLC	251189	INVC01045431		09/28/2021 10/24/21	135.00
			Invoice: INVC01045431	135.00	73638935	548100	PW/REPAIR + ACCESS YEARLY SUBSCRIPTION O&M-STD ALLOCATION-REPAIRS	
							CHECK 357480 TOTAL:	135.00
357481	10/27/2021	PRTD	9311 COLLEEN ALMOJUELA	251369	10/11/2021		10/11/2021 10/24/21	250.00
			Invoice: 10/11/2021	250.00	31011572	54245001182	EX/IPD: PANELIST IPD-INDIGENOUS PEOPLES DAY	
							CHECK 357481 TOTAL:	250.00
357482	10/27/2021	PRTD	7166 AMERICAN MESSAGING	251191	W4104492VJ		10/01/2021 10/24/21	189.10
			Invoice: W4104492VJ	189.10	73637891	542100	PW/MESSAGING SERVICE 10/1-10/31/21 O&M - ALLOC FACIL TELEPHONE	
							CHECK 357482 TOTAL:	189.10
357483	10/27/2021	PRTD	4710 ASSOCIATED PETROLEU	251197	0388311-IN		09/28/2021 10/24/21	2,206.24
			Invoice: 0388311-IN	1,963.24	73638932	532000	PW/DIESEL AND REGULAR FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				243.00	73638893	532000	O&M-FUEL USE-ALLOCATION	
			Invoice: 0390416-IN	251206	0390416-IN		09/30/2021 10/24/21	1,938.08
				1,260.08	73638932	532000	PW/REGULAR AND DIESEL FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				678.00	73638893	532000	O&M-FUEL USE-ALLOCATION	
			Invoice: 0390963-IN	251284	0390963-IN		10/05/2021 10/24/21	1,852.84
				834.00	73638932	532000	PW/DIESEL AND REGULAR FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				1,018.84	73638893	532000	O&M-FUEL USE-ALLOCATION	
			Invoice: 0392964-IN	251297	0392964-IN		10/07/2021 10/24/21	1,313.51
				920.00	73638932	532000	PW/DIESEL AND REGULAR FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				393.51	73638893	532000	O&M-FUEL USE-ALLOCATION	
							CHECK 357483 TOTAL:	7,310.67
357484	10/27/2021	PRTD	7821 ARAMARK	251290	512000156005		09/30/2021 10/24/21	60.36
			Invoice: 512000156005	60.36	73638893	589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES	

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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: 512000150998				251371 512000150998	09/23/2021		10/24/21	60.36
				60.36 73638893 589310	PW/COAT LAB SPUN, COVR FR			
					LAUNDRY SERVICES			
					CHECK		357484 TOTAL:	120.72
357485 10/27/2021 PRD		4204	ARBITRAGE COMPLIANCE	251372 1029286	10/13/2021		10/24/21	750.00
Invoice: 1029286				750.00 41011141 541100	FIN/ARBITRAGE REBATE REVIEW 10TH YEAR			
					FIN - C/E ADMIN PROF SERVICES			
					CHECK		357485 TOTAL:	750.00
357486 10/27/2021 PRD		4365	AUTOMATIC FUNDS TRAN	251204 BAIN2109028	09/30/2021		10/24/21	150.00
Invoice: BAIN2109028				150.00 41011141 541100	FIN/B&O SEP 2021			
					FIN - C/E ADMIN PROF SERVICES			
					CHECK		357486 TOTAL:	150.00
357487 10/27/2021 PRD		9542	BACKFLOWS NORTHWEST,	251368 PAYREQ1-00510	10/06/2021		10/24/21	3,764.97
Invoice: PAYREQ1-00510				3,764.97 73411349 54110000510	2021 BACKFLOW TESTING			
					BACKFLOW TEST-PRO SVCS			
					CHECK		357487 TOTAL:	3,764.97
357488 10/27/2021 PRD		47	BAINBRIDGE DISPOSAL	251201 0001130946	09/30/2021		10/24/21	341.78
Invoice: 0001130946				341.78 91011755 547900	402 BRIEN DR SE DEMO PROJECT			
					GG-C/E-COMMONS-GARBAGE			
					CHECK		357488 TOTAL:	341.78
357489 10/27/2021 PRD		55	SOUND PUBLISHING, IN	251387 8036958	08/31/2021		10/24/21	125.00
Invoice: 8036958				125.00 11011113 544000	CC/SEEKING ADVISORY VOLUNTEERS			
					COUNCIL - LEGAL NOTICES			
					CHECK		357489 TOTAL:	125.00
357490 10/27/2021 PRD		55	SOUND PUBLISHING, IN	251291 BIR939181	10/01/2021		10/24/21	48.17
Invoice: BIR939181				48.17 36011143 544000	EXCC/ANNUAL DRAINAGE PROGRAM LEGAL NOTICE			
					CLERK-C/E-ADV			
					CHECK		357490 TOTAL:	48.17

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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		
357491	10/27/2021	PRTD	55 SOUND PUBLISHING, IN	251392	BI-609268	09/30/2021	10/24/21	90.00
						POL/ANNUAL SUBSCRIPTION		
				90.00	53011212	549100	PD-C/E-PATROL-DUES/SUBCR/MEMBR	
						CHECK	357491 TOTAL:	90.00
357492	10/27/2021	PRTD	57 BAY HAY & FEED	251203	1669655	10/08/2021	10/24/21	369.51
						PW/HAY STRAW BALE 3 STRING		
				369.51	73111427	531100	OFFICE SUPPLIES	
				251210	1669774		10/08/2021	369.51
						PW/HAY STRAW BALE 3 STRING	10/24/21	
				369.51	73111427	531100	OFFICE SUPPLIES	
						CHECK	357492 TOTAL:	739.02
357493	10/27/2021	PRTD	9884 BELMONT, ELEANOR	251364	10/11/2021	10/11/2021	10/24/21	250.00
						EX/IPD: PANELIST		
				250.00	31011572	54245001182	IPD-INDIGENOUS PEOPLES DAY	
						CHECK	357493 TOTAL:	250.00
357494	10/27/2021	PRTD	7178 BAINBRIDGE ISL CHILD	251294	Q3-2021	09/30/2021	10/24/21	2,500.00
						EX/2021 COMMUNITY SERVICES CONTRA		
				2,500.00	31017670	54110000297	EX-BI CHILD CARE/B&G CLUB	
						CHECK	357494 TOTAL:	2,500.00
357495	10/27/2021	PRTD	2476 BISSC	251199	Q3-2021	10/05/2021	10/24/21	1,250.00
						EX/2020-21 CULTURAL FUNDING: SENI		
				1,250.00	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES	
				251200	Q3-2021	HSF	10/05/2021	11,250.00
						EX/2021 COMMUNITY SERVICES CONTRA	10/24/21	
				11,250.00	31017690	54110000297	SEN CENTER-OPER SUPPORT	
						CHECK	357495 TOTAL:	12,500.00
357496	10/27/2021	PRTD	64 BAINBRIDGE ISLAND AR	251205	2055	10/04/2021	10/24/21	728.28
						EX/SOMETHING NEW IV LAUNCH EXPENSE		
				728.28	31024759	54110001155	SOMETHING NEW PH4-PROF SVCS	
				251212	2054		10/04/2021	3,000.00
						EX/PUBLIC ART ADMINISTRATION	10/24/21	
				3,000.00	31024759	54110200297	PUBLIC ART-MNGT 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	357496	TOTAL:	3,728.28
357497	10/27/2021	PRTD	9867 BJERKE, GERALD	251122 96875	10/06/2021		10/24/21	221.38
	Invoice: 96875			221.38 411 122100	UB 11984 329 BROMLEY PLACE NW			
					WATER ACCOUNTS RECEIVABLE			
					CHECK	357497	TOTAL:	221.38
357498	10/27/2021	PRTD	360 BUILDERS FIRSTSOURCE	251214 84135381	09/15/2021		10/24/21	12.99
	Invoice: 84135381			12.99 73431835 531100	PW/NATURAL PATIO PAVER			
					OFFICE SUPPLIES			
					CHECK	357498	TOTAL:	12.99
357499	10/27/2021	PRTD	9868 CACIOPPO, MICHELE	251123 96876	10/06/2021		10/24/21	70.45
	Invoice: 96876			70.45 411 122100	UB 12049 476 COSGROVE STREET NW			
					WATER ACCOUNTS RECEIVABLE			
					CHECK	357499	TOTAL:	70.45
357500	10/27/2021	PRTD	9414 CADD MICROSYSTEMS	251397 Q150065	10/13/2021		10/24/21	7,128.00
	Invoice: Q150065			7,128.00 81011881 535100	IT/CADD SOFTWARE ANNUAL MAINTENANCE			
					IT - C/E COMPUTER SOFTWARE			
					CHECK	357500	TOTAL:	7,128.00
357501	10/27/2021	PRTD	1052 CANON FINANCIAL SERV	251401 27509512	10/12/2021		10/24/21	482.62
	Invoice: 27509512			482.62 81011881 545000	IT/OCE PLOTTER, PRINTER LEASE			
					IT - C/E RENTS & LEASES			
					CHECK	357501	TOTAL:	482.62
357502	10/27/2021	PRTD	9794 CENTRAL PAVING, LLC	251363 PAYREQ1-FINAL-01173	10/14/2021		10/24/21	502,193.45
	Invoice: PAYREQ1-FINAL-01173			502,193.45 72111421 54810001173	ANNUAL ROADS 2021			
					2021 ANNUAL ROADS PRGM-R&M			
					CHECK	357502	TOTAL:	502,193.45
357503	10/27/2021	PRTD	102 CITY OF BAINBRIDGE I	251367 RETREQ1-00510	10/06/2021	20210045	10/24/21	196.70
	Invoice: RETREQ1-00510			196.70 73411349 54110000510	2021 BACKFLOW TESTING RETAINAG			
					BACKFLOW TEST-PRO SVCS			
					CHECK	357503	TOTAL:	196.70

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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		
357504	10/27/2021	PRTD	103 CITY OF BAINBRIDGE I	251211	23000224	03/08/2021	10/24/21	90.74
Invoice: 23000224						PW/FEB 2021 SANDS WELL		
				56.84	73421355	547500		
				33.90	73431835	547500		
						O&M-SWR-CITY WATER/SEWER BILL		
						O&M-SSWM MAINT-CITY WTR/SWR		
						CHECK	357504 TOTAL:	90.74
357505	10/27/2021	PRTD	104 CITY OF BREMERTON	251202	BKAT000630	10/01/2021	10/24/21	2,932.24
Invoice: BKAT000630						IT/BROADCAST SRVCS FOR PUBLIC MTGS		
				2,932.24	81011881	542420		
						IT-C/E-TELEVISTED COUNCIL MEET		
				251362	BPD0002756	10/05/2021	10/24/21	200.00
Invoice: BPD0002756						POL/RANGE RENTAL		
				200.00	53011212	545000		
						POLICE - C/E PATROL RENTS		
						CHECK	357505 TOTAL:	3,132.24
357506	10/27/2021	PRTD	518 CRIMINAL JUSTICE TRA	251398	201135717	10/14/2021	10/24/21	95.00
Invoice: 201135717						POL/FTO ACADEMY/LEWIS		
				95.00	53011212	443410		
						POLICE - C/E PATROL TRAINING		
						CHECK	357506 TOTAL:	95.00
357507	10/27/2021	PRTD	7870 CLASSIC CYCLE, INC	251400	101221132132358	10/12/2021	10/24/21	186.90
Invoice: 101221132132358						POL/PARTS & LABOR/NORTON		
				110.60	53011212	531100		
				76.30	53011212	541100		
						PD-C/E-PATROL SUPPLIES		
						POLICE - C/E PATROL PROF SVCS		
						CHECK	357507 TOTAL:	186.90
357508	10/27/2021	PRTD	9869 COLE, GREGORY & KARL	251124	96877	10/06/2021	10/24/21	166.21
Invoice: 96877						UB 12174 8491 PAULANNA LANE		
				166.21	411	122100		
						WATER ACCOUNTS RECEIVABLE		
						CHECK	357508 TOTAL:	166.21
357509	10/27/2021	PRTD	142 COPIERS NORTHWEST IN	251411	INV2370322	10/19/2021	10/24/21	211.81
Invoice: INV2370322						PCD,ENG/PRINTER PLOTTER SUPPLIES		
				105.91	61011581	531100		
				105.90	72011321	531100		
						PCD - C/E ADMIN SUPPLIES		
						ENG - C/E ADMIN SUPPLIES		
						CHECK	357509 TOTAL:	211.81

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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		
357510	10/27/2021	PRTD	9315 GINA CORPUZ	251361	10/11/2021		10/24/21	500.00
	Invoice: 10/11/2021					EX/IPD: PANELIST, COORDINATOR		
				500.00	31011572	54245001182	IPD-INDIGENOUS PEOPLES DAY	
						CHECK	357510 TOTAL:	500.00
357511	10/27/2021	PRTD	9778 CRUX DRIVING, INC.	251402	PAYREQ1-00247		10/24/21	18,435.13
	Invoice: PAYREQ1-00247					PW/UNIT PRICE CONTRACT FOR BUOY R		
				18,435.13	73011757	54810000247	WF DOCK/LINEAL MOORAGE R&M	
						CHECK	357511 TOTAL:	18,435.13
357512	10/27/2021	PRTD	6363 LN CURTIS & SONS	251353	INV533099		10/24/21	35.39
	Invoice: INV533099					POL/TRAUNA PLATE/LASNIER		
				35.39	53011212	520000	POLICE - C/E PATROL BENEFITS	
	Invoice: INV531693							
				251354	INV531693		10/24/21	1,507.47
						POL/BODY ARMOR/SWANN		
				1,507.47	53011212	52000000499	BVP-BULLETPROOF VESTS-PURCHASE	
	Invoice: INV531626							
				251355	INV531626		10/24/21	284.51
						POL/UNIFORMS/LASNIER		
				284.51	53011212	520000	POLICE - C/E PATROL BENEFITS	
	Invoice: INV531616							
				251356	INV531616		10/24/21	109.63
						POL/UNIFORM/SWANN		
				109.63	53011212	520000	POLICE - C/E PATROL BENEFITS	
	Invoice: INV531589							
				251357	INV531589		10/24/21	174.02
						POL/BLEA GEAR/LASNIER		
				174.02	53011212	443410	POLICE - C/E PATROL TRAINING	
	Invoice: INV530330							
				251358	INV530330		10/24/21	101.24
						POL/HOLSTER/DOMINOWSKI		
				101.24	53011212	531100	PD-C/E-PATROL SUPPLIES	
	Invoice: INV533431							
				251373	INV533431		10/24/21	150.43
						POL/UNIFORMS/LASNIER		
				150.43	53011212	520000	POLICE - C/E PATROL BENEFITS	
	Invoice: INV533462							
				251374	INV533462		10/24/21	45.62
						POL/ARMOR TAGS/LASNIER		
				45.62	53011212	520000	POLICE - C/E PATROL BENEFITS	
						CHECK	357512 TOTAL:	2,408.31

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
357513	10/27/2021	PRTD	7852 DINGELS, JAMES	251128	96881	10/07/2021		10/24/21	127.36
Invoice: 96881					127.36	411	122100	UB 10669 1005 BLUE HERON AVENUE NE WATER ACCOUNTS RECEIVABLE	
						CHECK	357513	TOTAL:	127.36
357514	10/27/2021	PRTD	9872 LAUNCH PAD TECHNOLOG	251298	124744	09/30/2021		10/24/21	566.80
Invoice: 124744					566.80	73011183	548100	PW/LABOR NEW CARDS ON BOSCH SYSTEM O&M-C/E-CH FAC-REPAIRS	
						CHECK	357514	TOTAL:	566.80
357515	10/27/2021	PRTD	5062 FRIENDS OF THE FARMS	251213	Q3 2021	10/06/2021		10/24/21	16,250.00
Invoice: Q3 2021					16,250.00	31011557	54110001019	EX/Q3 2021 SERVICES FOTF-FARM MNGT SVCS	
						CHECK	357515	TOTAL:	16,250.00
357516	10/27/2021	PRTD	513 GRAINGER	251209	9076332205	10/05/2021		10/24/21	165.62
Invoice: 9076332205					165.62	73411345	531100	PW/NEOPRENE RUBBER ROLL OFFICE SUPPLIES	
						CHECK	357516	TOTAL:	165.62
357517	10/27/2021	PRTD	1517 GUARDIAN SECURITY SY	251375	1174831	10/01/2021		10/24/21	392.40
Invoice: 1174831					392.40	21011125	541100	CRT/ALARM MONITORING 11/1/21-10/31/22 COURT - PROFESSIONAL SERVICES	
						CHECK	357517	TOTAL:	392.40
357518	10/27/2021	PRTD	9871 GULBRANSON, ANNE R	251126	96879	10/06/2021		10/24/21	180.94
Invoice: 96879					180.94	421	122100	UB 12417 4283 PLEASANT BEACH DRIVE NE SEWER ACCOUNTS RECEIVABLE	
						CHECK	357518	TOTAL:	180.94
357519	10/27/2021	PRTD	253 HACH COMPANY	251295	12618167	08/27/2021		10/24/21	667.01
Invoice: 12618167					667.01	73411345	531100	PW/SAMPLE CELL, DPD FREE REFILL VIAL OFFICE SUPPLIES	
						CHECK	357519	TOTAL:	667.01

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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			
357520	10/27/2021	PRTD	9873 HAEBERLE, LANCE	251127	96880	10/07/2021	10/24/21	105.30	
Invoice: 96880				105.30	411	122100	UB 12203 674 MOJI LANE NW WATER ACCOUNTS RECEIVABLE		
							CHECK	357520 TOTAL:	105.30
357521	10/27/2021	PRTD	9313 ANNA HANSEN	251376	10/11/2021	10/11/2021	10/24/21	250.00	
Invoice: 10/11/2021				250.00	31011572	54245001182	EX/IPD: PANELIST IPD-INDIGENOUS PEOPLES DAY		
							CHECK	357521 TOTAL:	250.00
357522	10/27/2021	PRTD	9885 VIRGINIA PATRICK FOR	251377	UBI602059722	10/15/2021	10/24/21	65.00	
Invoice: UBI602059722				65.00	01131	316100	UBI 602059722 FEE REFUND B&O TAX		
							CHECK	357522 TOTAL:	65.00
357523	10/27/2021	PRTD	4161 HERRERA ENVIRONMENTA	251379	49562	10/06/2021	10/24/21	6,188.19	
Invoice: 49562				6,188.19	72431832	54110001129	ENG/PREPARE SCOPE OF SERVICES AND MANZANITA WATERSHED STUDY-P SV		
							CHECK	357523 TOTAL:	6,188.19
357524	10/27/2021	PRTD	4850 HOME DEPOT CREDIT SE	251215	4741 9/30/21	09/30/2021	10/24/21	87.16	
Invoice: 4741 9/30/21				87.16	73111290	531100	PW/HUSKY 45G LATCH & STACK TOTE O&M-STREET-MAINT O/H-SUPPLIES		
							CHECK	357524 TOTAL:	87.16
357525	10/27/2021	PRTD	6847 IMAGEWEAR SOLUTIONS	251380	00130895	10/12/2021	10/24/21	174.98	
Invoice: 00130895				174.98	51011211	520000	POL/FIELD JACKET/LYNCH PD-C/E ADMIN-BENEFITS		
							CHECK	357525 TOTAL:	174.98
357526	10/27/2021	PRTD	9883 INVOICE CLOUD INC	251222	2698-2021_9	09/30/2021	10/24/21	105.85	
Invoice: 2698-2021_9				52.92	43411341	541100	FIN/CREDIT CARD - UTILITY, IVR, EFT UTILITY		
				52.93	43421351	541100	FIN - WATER ADMIN PROF SERVICE FIN - SEWER ADMIN PROF SERVICE		
							CHECK	357526 TOTAL:	105.85



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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		
357534	10/27/2021	PRTD	1971 KELLEY CONNECT	251227	IN912878	10/04/2021	10/24/21	2,551.53
			Invoice: IN912878	2,551.53	73637891	545000	PW/COPIER LEASE RENTS & LEASES - OPERATING	
			Invoice: IN912877	251383	IN912877	10/04/2021	10/24/21	1,297.77
				650.00	51011211	548100	POL/ANNUAL MAINTENANCE PD-C/E-ADMIN REPAIRS	
				260.00	52011212	548100	POLICE - C/E INVEST REPAIRS	
				387.77	53011212	548100	POLICE - C/E PATROL MAINTENANC	
							CHECK 357534 TOTAL:	3,849.30
357535	10/27/2021	PRTD	1971 KELLEY CONNECT	251403	30258840	10/11/2021	10/24/21	316.10
			Invoice: 30258840	316.10	61470581	549500	PCD/COPIER LEASE PCDADM-DEV-COPIES/PRINTING	
			Invoice: 30258841	251404	30258841	10/11/2021	10/24/21	318.28
				318.28	72011321	545000	ENG/COPIER LEASE ENG - C/E ADMIN RENTS & LEASES	
			Invoice: 30258842	251405	30258842	10/11/2021	10/24/21	360.80
				360.80	61470581	549500	PCD/COPIER LEASE PCDADM-DEV-COPIES/PRINTING	
							CHECK 357535 TOTAL:	995.18
357536	10/27/2021	PRTD	1802 KITSAP CONSERVATION	251384	2021-4	10/08/2021	10/24/21	4,340.76
			Invoice: 2021-4	4,340.76	72431832	54110001129	ENG/MANZANITA WATERSHED ILA MANZANITA WATERSHED STUDY-P SV	
							CHECK 357536 TOTAL:	4,340.76
357537	10/27/2021	PRTD	8398 KITSAP COMMUNITY RES	251220	Q3-2021	10/05/2021	10/24/21	3,632.84
			Invoice: Q3-2021	3,632.84	31017654	54110000297	EX/2021 COMMUNITY SERVICES CONTRA KITSAP COMM RESOURCES-HOMELESS	
							CHECK 357537 TOTAL:	3,632.84
357538	10/27/2021	PRTD	579 KITSAP SUN	251406	0004099575	09/30/2021	10/24/21	532.10
			Invoice: 0004099575	532.10	33011161	544000	HR/DIGITAL RECRUITMENT COURT SECURITY OFFICER HR-C/E-ADVERTISING	
							CHECK 357538 TOTAL:	532.10



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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		
357545	10/27/2021	PRTD	4111 OLYMPIC SPRINGS INC	251216 342083	10/01/2021		10/24/21	43.33
	Invoice: 342083			43.33 73425358 531100	PW/5 GAL PURIFIED WATER X 5	O&M-WWTP-SUPPLIES		
	Invoice: 341442			251217 341442	09/30/2021		10/24/21	34.67
				34.67 73425358 531100	PW/5 GALLON PURIFIED WATER X 4	O&M-WWTP-SUPPLIES		
					CHECK	357545 TOTAL:		78.00
357546	10/27/2021	PRTD	4196 2020 OAPA/APA WA	251225 260	10/04/2021		10/24/21	450.00
	Invoice: 260			450.00 63011586 443410	PCD/JOINT CONFERENCE REGISTRATION	CUR - C/E TRAINING TRAVEL		
					CHECK	357546 TOTAL:		450.00
357547	10/27/2021	PRTD	8286 SUPERINTENDENT OF P	251385 16893	10/06/2021		10/24/21	90.50
	Invoice: 16893			90.50 41654861 586110	POL/FINGERPRINTING	FINGERPRINT DISB TO SPI		
	Invoice: 16905			251386 16905	10/06/2021		10/24/21	135.75
				135.75 41654861 586110	POL/FINGERPRINTING	FINGERPRINT DISB TO SPI		
					CHECK	357547 TOTAL:		226.25
357548	10/27/2021	PRTD	9310 ANDREW PASCUA	251388 10/11/2021	10/11/2021		10/24/21	250.00
	Invoice: 10/11/2021			250.00 31011572 54245001182	EX/IPD: PANELIST	IPD-INDIGENOUS PEOPLES DAY		
					CHECK	357548 TOTAL:		250.00
357549	10/27/2021	PRTD	5612 RH2 ENGINEERING INC	251408 83581	10/12/2021		10/24/21	933.21
	Invoice: 83581			933.21 73414434 64110000987	PW/CHLORINE GENERATOR UPGRADES	CHLORINE GEN UPGRADE-PROF SVCS		
					CHECK	357549 TOTAL:		933.21
357550	10/27/2021	PRTD	408 ROLLING BAY COMMERCIAL	251389 786309	09/21/2021		10/24/21	4,366.88
	Invoice: 786309			4,366.88 21011125 545000	CRT/NOV 2021 COURTHOUSE RENT	COURT - RENTS & LEASES - OPER		
					CHECK	357550 TOTAL:		4,366.88

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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		
357551	10/27/2021	PRTD	5251 ROTARY CLUB OF BAINB	251338	10211			
	Invoice: 10211							
				100.00	51011211	549100		
							10/03/2021	10/24/21
							POL/QUARTERLY DUES/CLARK	
							PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
							CHECK	357551 TOTAL:
								100.00
357552	10/27/2021	PRTD	5890 SEALEVEL BULKHEAD BU	251390	PAYREQ2-01116			
	Invoice: PAYREQ2-01116							
				139,689.28	72321955	66300001116		
							10/14/2021	10/24/21
							ENG/COUNTRY CLUB RD BULKHEAD SPOT	
							CC BULKHEAD SPOT RPR-CONSTR	
							CHECK	357552 TOTAL:
								139,689.28
357553	10/27/2021	PRTD	9882 SELF CENTERED POTTER	251236	UBI603063981			
	Invoice: UBI603063981							
				65.00	01131	316100		
							10/07/2021	10/24/21
							UBI 603063981 FEE REFUND	
							B&O TAX	
							CHECK	357553 TOTAL:
								65.00
357554	10/27/2021	PRTD	8035 SHINE QUARRY, LLC	251234	0035393			
	Invoice: 0035393							
				1,161.94	990	141100		
							10/04/2021	10/24/21
							GRAVEL 3/4", 5/4" MINUS	
							MERCHANDISE	
	Invoice: 0035354							
				1,078.88	990	141100		
							09/30/2021	10/24/21
							GRAVEL 1-1/4" MINUS, 1-1/2" CLEAN	
							MERCHANDISE	
	Invoice: 0035375							
				1,020.93	990	141100		
							10/01/2021	10/24/21
							GRAVEL 1-1/4" MINUS	
							MERCHANDISE	
							CHECK	357554 TOTAL:
								3,261.75
357555	10/27/2021	PRTD	9584 SILKE COMMUNICATIONS	251391	111361			
	Invoice: 111361							
				741.25	53011212	531100		
							09/23/2021	10/24/21
							POL/RADIO EQUIPMENT	
							PD-C/E-PATROL SUPPLIES	
							CHECK	357555 TOTAL:
								741.25
357556	10/27/2021	PRTD	2035 SIX ROBBLEES INC	251238	2-765581			
	Invoice: 2-765581							
				826.96	73111256	53110001054		
							10/06/2021	10/24/21
							PW/SALT DOG CONTROLLER	
							2020 STORM PREP-STRT-SUPPLIES	
	Invoice: 2-765129							
				6,694.81	73111256	53110001054		
							10/04/2021	10/24/21
							PW/TRUCK CHAIN, ALLOY SQ LINK	
							2020 STORM PREP-STRT-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	357556	TOTAL:	7,521.77
357557	10/27/2021	PRTD	9566 SMARTSHEET INC.	251237 INV521295	10/06/2021		10/24/21	3,270.00
	Invoice: INV521295			3,270.00 81011881 535100	IT/PROJECT MANAGEMENT SW FOR PW			
					IT - C/E COMPUTER SOFTWARE			
					CHECK	357557	TOTAL:	3,270.00
357558	10/27/2021	PRTD	8040 SOLENIS LLC	251320 131878515	10/04/2021		10/24/21	5,241.81
	Invoice: 131878515			5,241.81 73425358 531100	PW/PRAESTOL K 279 FLX			
					O&M-WWTP-SUPPLIES			
					CHECK	357558	TOTAL:	5,241.81
357559	10/27/2021	PRTD	601 SOUND REPROGRAPHICS	251393 86926	10/15/2021		10/24/21	154.07
	Invoice: 86926			154.07 31011492 54245001150	EX/PRINTING WASTE REDUCTION POSTER			
					CLIMATE ACTION PLAN-OUTREACH			
					CHECK	357559	TOTAL:	154.07
357560	10/27/2021	PRTD	8132 SPECTRA LABORATORIES	251243 21-07497	10/07/2021		10/24/21	51.52
	Invoice: 21-07497			51.52 73411345 531100	PW/NITRATE-N TESTING			
					OFFICE SUPPLIES			
	Invoice: 21-06298-A			251244 21-06298-A	08/24/2021		10/24/21	.03
				.03 73411345 531100	PW/FLUORIDE TESTING			
					OFFICE SUPPLIES			
	Invoice: 21-07534			251321 21-07534	10/11/2021		10/24/21	386.40
				386.40 73411345 54110000391	PW/TESTING CHLORIDE, CONDUCTIVITY			
					LAB SVCS-WATER			
	Invoice: 21-07535			251322 21-07535	10/11/2021		10/24/21	196.88
				196.88 73415345 54110000391	PW/TESTING MANGANESE, IRON, CALCIUM			
					LAB SVCS-WATER ROCKAWAY			
	Invoice: 21-07536			251323 21-07536	10/11/2021		10/24/21	38.64
				38.64 73416345 54110000391	PW/TESTING CONDUCTIVITY, CHLORIDE			
					CASEY STREET WTR-LAB SVCS			
	Invoice: 21-07576			251324 21-07576	10/11/2021		10/24/21	21.16
				21.16 73011897 54110000391	PW/TESTING TOTAL COLIFORM/E COLI			
					LAB SVCS-PWY FAC			
	Invoice: 21-07577			251325 21-07577	10/11/2021		10/24/21	21.16
				21.16 73415345 54110000391	PW/TESTING TOTAL COLIFORM, E COLI			
					LAB SVCS-WATER ROCKAWAY			

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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: 21-07578				251326 21-07578	10/11/2021		10/24/21	211.60
				211.60 73411345 54110000391	PW/TOTAL COLIFORM, E COLI LAB SVCS-WATER			
					CHECK	357560	TOTAL:	927.39
357561 10/27/2021 PRD	10/27/2021	PRTD	9870 SPINDLER, BRIAN & CH	251125 96878	10/06/2021		10/24/21	338.81
Invoice: 96878				338.81 421 122100	UB 12408 5356 DIAMOND PLACE NE SEWER ACCOUNTS RECEIVABLE			
					CHECK	357561	TOTAL:	338.81
357562 10/27/2021 PRD	10/27/2021	PRTD	8061 ST BARNABAS DAY SCHO	251399 10/18/2021	10/18/2021		10/24/21	50.00
Invoice: 10/18/2021				50.00 51011215 531100	POL/HOLIDAY WREATHS X2 POLICE - C/E FACIL SUPPLIES			
					CHECK	357562	TOTAL:	50.00
357563 10/27/2021 PRD	10/27/2021	PRTD	2467 STAPLES	251327 8063786421	10/02/2021		10/24/21	39.22
Invoice: 8063786421				39.22 73637891 531100	PW/OFFICE SUPPLIES OFFICE SUPPLIES			
Invoice: 8063786429				251328 8063786429	10/02/2021		10/24/21	161.57
				161.57 61011581 531100	PCD/OFFICE SUPPLIES PCD - C/E ADMIN SUPPLIES			
Invoice: 8063786411				251409 8063786411	10/02/2021		10/24/21	343.89
				343.89 72011321 531100	ENG/DISINFECTING WIPES, DISH LIQUID ENG - C/E ADMIN SUPPLIES			
					CHECK	357563	TOTAL:	544.68
357564 10/27/2021 PRD	10/27/2021	PRTD	9877 STEWART, WILLIAM F &	251134 96885	10/07/2021		10/24/21	23.14
Invoice: 96885				23.14 411 122100	UB 10968 11142 WING POINT DRIVE NE WATER ACCOUNTS RECEIVABLE			
					CHECK	357564	TOTAL:	23.14
357565 10/27/2021 PRD	10/27/2021	PRTD	9358 STRUCTURED COMMUNICA	251329 0216897-IN	09/30/2021		10/24/21	3,731.25
Invoice: 0216897-IN				3,731.25 81011881 53550001167	IT/WIRELESS PROJECT - PROF SVCS WIRELESS UPGRADE-IT EQUIPMENT			
Invoice: 0217128-IN				251410 0217128-IN	10/14/2021		10/24/21	3,243.75
				3,243.75 81011881 54110001167	IT/WIRELESS CONFIGURATION SERVICES WIRELESS UPGRADE-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		
					CHECK	357565	TOTAL:	6,975.00
357566	10/27/2021	PRTD	6746 SYMBOL ARTS	251394	0408766-IN	10/05/2021	10/24/21	537.10
	Invoice: 0408766-IN			537.10	53011212	541100	POL/BADGE RECONDITION X9 POLICE - C/E PATROL PROF SVCS	
					CHECK	357566	TOTAL:	537.10
357567	10/27/2021	PRTD	9876 TEMPLEMAN, SYLVAIN &	251131	96884	10/07/2021	10/24/21	118.82
	Invoice: 96884			118.82	411	122100	UB 10450 239 SHANNON DRIVE SE WATER ACCOUNTS RECEIVABLE	
					CHECK	357567	TOTAL:	118.82
357568	10/27/2021	PRTD	4819 THOMSON REUTERS - WE	251395	845179356	10/04/2021	10/24/21	1,231.70
	Invoice: 845179356			1,231.70	21011125	549100	CRT/SUBSCRIPTION PRODUCT CHARGES COURT-DUES/SUBSCR/MEMBERSHIPS	
					CHECK	357568	TOTAL:	1,231.70
357569	10/27/2021	PRTD	9875 TIER 2 DEVELOPMENT	251130	96883	10/07/2021	10/24/21	186.28
	Invoice: 96883			65.88	421	122100	UB 13296 4855 DOTSON LOOP SEWER ACCOUNTS RECEIVABLE	
				120.40	421	122100	SEWER ACCOUNTS RECEIVABLE	
					CHECK	357569	TOTAL:	186.28
357570	10/27/2021	PRTD	8243 TILZ	251232	10/11/2021	10/08/2021	10/24/21	220.00
	Invoice: 10/11/2021			220.00	91011755	547900	WOOD WASTE GG-C/E-COMMONS-GARBAGE	
	Invoice: 10/13/2021			251330	10/13/2021	10/13/2021	10/24/21	72.80
				72.80	91111427	547900	NORTHWEST LAWN MIX GG-STREET-ROADSIDE-GARBAGE	
					CHECK	357570	TOTAL:	292.80
357571	10/27/2021	PRTD	9295 TOOLE DESIGN GROUP,	251230	70172_SEP01F	10/11/2021	10/24/21	867.82
	Invoice: 70172_SEP01F			867.82	72334562	64110000968	ENG/PROFESSIONAL SERVICES 9/6/21-9/24/21 C40-EAGLE HARBOR PH1-PROF SVCS	
	Invoice: 70166_SEP03			251332	70166_SEP03	10/08/2021	10/24/21	2,515.03
				2,515.03	72334561	64110001088	ENG/ALTERNATIVES EVALUATION MAD AVE SIDEWALK IMPR-PROF SVC	

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CITY OF BAINBRIDGE ISLAND  
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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	357571	TOTAL:	3,382.85
357572	10/27/2021	PRTD	9769 TRANSPO GROUP USA, I	251334 26962	10/12/2021		10/24/21	6,162.50
	Invoice: 26962				1,310.00	72321953 64110001087	ENG/TRAFFIC CALMING PROJECT INCLUD	
					4,852.50	72111426 54110001164	FINCH ROAD IMPR-PROF SVCS TRAFFIC CALMING HANDBOOK-PS	
					CHECK	357572	TOTAL:	6,162.50
357573	10/27/2021	PRTD	8183 JOHN A. GREEN	251339 15862	09/02/2021		10/24/21	151.30
	Invoice: 15862				151.30	73111427 541100	PW/PRODUCE COBI PW LOGOS O&M-ACCESS RDSIDE PROF SVCS	
	Invoice: 15863				251340	15863	09/02/2021	10/24/21
					151.30	73637892 541100	PW/PRODUCE COBI PW LOGOS O&M-ALLOC-WTR-PROF SVCS	151.30
	Invoice: 15864				251341	15864	09/02/2021	10/24/21
					151.30	73637892 541100	PW/PRODUCE COBI PW LOGOS O&M-ALLOC-WTR-PROF SVCS	151.30
					CHECK	357573	TOTAL:	453.90
357574	10/27/2021	PRTD	6478 TUNA GRAPHICS INC	251396 30566	10/14/2021		10/24/21	704.14
	Invoice: 30566				704.14	53011212 531100	POL/SHOULDER PATCHES X200 PD-C/E-PATROL SUPPLIES	
					CHECK	357574	TOTAL:	704.14
357575	10/27/2021	PRTD	4929 TYLER TECHNOLOGIES I	251233 045-354600	10/01/2021		10/24/21	15,465.87
	Invoice: 045-354600				15,465.87	81011881 548500	IT/TYLER QUARTERLY SOFTWARE MAINTENANCE IT - C/E COMPUTER SUPPORT	
					CHECK	357575	TOTAL:	15,465.87
357576	10/27/2021	PRTD	938 WA ST DEPT OF HEALTH	251350 SW2980	10/07/2021		10/24/21	1,626.00
	Invoice: SW2980				1,626.00	72413434 64980000988	ENG/HIGH SCHOOL TANK 1 REPLACEMENT REPORT NEW WATER TANKS-PERMITS	
					CHECK	357576	TOTAL:	1,626.00
357577	10/27/2021	PRTD	499 WESTBAY AUTO PARTS I	251344 670695	10/11/2021		10/24/21	29.78
	Invoice: 670695				29.78	73431835 531100	PW/SOCKET OFFICE SUPPLIES	
					251345	668736	10/11/2021	10/24/21
								188.07

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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: 668736				188.07 73411345 531100	PW/BRAKE PADS, BLUE DEF 2.5 GAL			
					OFFICE SUPPLIES			
Invoice: 668234				251346 668234	10/11/2021		10/24/21	25.90
				25.90 73638935 531100	PW/FUEL CAP			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 668041				251347 668041	09/29/2021		10/24/21	158.08
				158.08 73638935 531100	PW/NAPAGOLD FUEL FILTER, AIR FILTER			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 668036				251348 668036	10/11/2021		10/24/21	37.65
				37.65 73638935 531100	PW/FORD F350 OIL FILTER			
					O&M-STD ALLOCATION-SUPPLIES			
					CHECK	357577	TOTAL:	439.48
357578 10/27/2021 PRTD	2607 ZEE MEDICAL SERVICE		251343 68418191	10/11/2021			10/24/21	95.55
Invoice: 68418191			95.55 73637891 531100	PW/1220 DONALD PL FIRST AID SUPPLIES				
					OFFICE SUPPLIES			
					CHECK	357578	TOTAL:	95.55
				NUMBER OF CHECKS	110	*** CASH ACCOUNT TOTAL ***		853,119.49
					COUNT	AMOUNT		
				TOTAL PRINTED CHECKS	103	840,450.56		
				TOTAL EFT'S	7	12,668.93		
					*** GRAND TOTAL ***			853,119.49

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CLERK: jkines

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2021 10	187									
APP 001-213000	10/27/2021	10/24/21	102721			GENERAL - ACCOUNTS PAYABLE			145,951.23	
						AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	10/27/2021	10/24/21	102721			CASH				853,119.49
						AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			6,930.79	
						AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			11,148.57	
						AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	10/27/2021	10/24/21	102721			STREETS - ACCOUNTS PAYABLE			516,911.81	
						AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			9,802.60	
						AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			2,872.95	
						AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			11,631.41	
						AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			226.25	
						AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			144,382.13	
						AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000	10/27/2021	10/24/21	102721			ACCOUNTS PAYABLE			3,261.75	
						AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									853,119.49	853,119.49
APP 631-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING			841,488.08	
APP 001-130000	10/27/2021	10/24/21	102721			GENERAL - DUE TO/FROM CLEARING				145,951.23
APP 402-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				6,930.79
APP 403-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				11,148.57
APP 101-130000	10/27/2021	10/24/21	102721			STREETS - DUE TO/FROM CLEARING				516,911.81
APP 401-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				9,802.60
APP 407-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				2,872.95
APP 650-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				226.25
APP 301-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				144,382.13
APP 901-130000	10/27/2021	10/24/21	102721			DUE TO/FROM CLEARING				3,261.75

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	EFF DATE						LINE DESC			
							SYSTEM GENERATED ENTRIES TOTAL		841,488.08	841,488.08
							JOURNAL 2021/10/187 TOTAL		1,694,607.57	1,694,607.57

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JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 10	187	10/27/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	145,951.23	145,951.23
				FUND TOTAL	145,951.23	145,951.23
101 STREET FUND 101-130000 101-213000	2021 10	187	10/27/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	516,911.81	516,911.81
				FUND TOTAL	516,911.81	516,911.81
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	144,382.13	144,382.13
				FUND TOTAL	144,382.13	144,382.13
401 WATER OPERATING FUND 401-130000 401-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,802.60	9,802.60
				FUND TOTAL	9,802.60	9,802.60
402 SEWER OPERATING FUND 402-130000 402-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,930.79	6,930.79
				FUND TOTAL	6,930.79	6,930.79
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,148.57	11,148.57
				FUND TOTAL	11,148.57	11,148.57
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,872.95	2,872.95
				FUND TOTAL	2,872.95	2,872.95
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	841,488.08 11,631.41	853,119.49
				FUND TOTAL	853,119.49	853,119.49

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	226.25	226.25
				FUND TOTAL	226.25	226.25
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2021 10	187	10/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,261.75	3,261.75
				FUND TOTAL	3,261.75	3,261.75

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JOURNAL ENTRIES TO BE CREATED

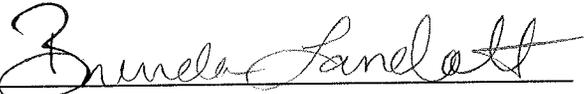
FUND		DUE TO	DUE FROM
001	GENERAL FUND		145,951.23
101	STREET FUND		516,911.81
301	CAPITAL CONSTRUCTION FUND		144,382.13
401	WATER OPERATING FUND		9,802.60
402	SEWER OPERATING FUND		6,930.79
403	STORM & SURFACE WATER FUND		11,148.57
407	BUILDING & DEVELOPMENT FUND		2,872.95
631	CLEARING FUND	841,488.08	
650	AGENCY FUND		226.25
901	CITY-WIDE REPORTING FUND		3,261.75
	TOTAL	841,488.08	841,488.08

\*\* END OF REPORT - Generated by Jacob Kines \*\*

## PAYROLL

**PAYROLL CHECK RUN: 10 - 20 - 2021**

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	10/20/2021	52291 - 52416	Regular check run (Direct Dep)	358,229.69
Normal	10/20/2021	109709	Regular check run (Paper Checks)	2,402.79
Vendor	10/20/2021	109710 - 109715	Vendor check run (Paper Checks)	104,257.61
EFTPS	10/20/2021	N/A	Federal Tax Electronic Transfer	137,919.86
MISC	10/22/2021	52417	Regular check run (Direct Dep)	127.28
Vendor	10/22/2021	109716 - 109719	Vendor check run (Paper Checks)	8,542.44
EFTPS	10/22/2021	N/A	Federal Tax Electronic Transfer	22.65
			<b>TOTAL:</b>	<b>611,502.32</b>

Prepared and Reviewed by:  Date 10-20-21  
 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 10/20/21  
 Kim Dunscombe, Budget Manager



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve City Council Meeting Minutes,

**SUMMARY:** Council will consider approval of meeting minutes.

**AGENDA CATEGORY:** Minutes

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Consider approval of meeting minutes

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[City Council Business Meeting Minutes, October 12, 2021.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL BUSINESS MEETING  
TUESDAY, OCTOBER 12, 2021

MEETING MINUTES

- 1) CLOSED SESSION
- 2) [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 Pollock, and Councilmembers Deets, Fantroy-Johnson, Hytopoulos and Schneider were present. Councilmember Carr was absent and excused.

- 3) EXECUTIVE SESSION

**3.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 6:02 p.m. pursuant to RCW 42.30.110(1)(i).

Council returned from executive session at 6:20 p.m., and Mayor Nassar reconvened the meeting.

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

Councilmember Hytopoulos asked to pull items 6.D and 6.G from the Consent Agenda. Councilmember Deets moved and Deputy Mayor Pollock seconded to approve the agenda as modified. The motion carried 6-0. There were no conflicts of interest disclosed.

- 5) [PUBLIC COMMENT](#)

**5.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk**  
[Cover Page](#)  
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Heather Trim spoke in favor of the waste reduction ordinance.

Bob Scales spoke about an agreement regarding the tax title property.

Mona Swanson spoke in favor of the tax title property agreement.

Jon Quitslund spoke about the need for a Code update in connection with the Multifamily Tax Exemption (MFTE) program.

Tyler Hannon spoke in favor of the agreement on the tax title property.

Sal DeRosalia thanked Council for investing in affordable housing and spoke in favor of race equity training for Council.

Phedra Elliott thanked Council for supporting affordable housing and spoke in favor of the MFTE program and extending the Housing Design Demonstration Project (HDDP) ordinance.

Ashley Mathews spoke in favor of the Government Alliance for Race Equity (GARE).

Nora Nickum spoke in favor of the draft waste reduction ordinance.

6) CONSENT AGENDA

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

**MOTION:** I move to approve the Consent Agenda as amended, removing items 6.D and 6.G.

**Deets/Pollock:** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

**6.B** [Approve Accounts Payable and Payroll](#)

[Cover Page](#)

[Payroll Council Report 10-5-21.pdf](#)

[AP Report to Council of Cash Disbursements 10-13-21.pdf](#)

**6.C** [Approve City Council Meeting Minutes](#)

[Cover Page](#)

[City Council Study Session Minutes, September 21, 2021.pdf](#)

[City Council Business Meeting Minutes, September 28, 2021.pdf](#)

**6.E** [Authorize Solicitation of Professional Services Contract for Wastewater Treatment Plant Capacity Upgrade Support \(>\\$100K\) - Public Works](#)

[Cover Page](#)

[WWTP Capacity Memo 100621.docx](#)

**6.F** [Authorize Ford F450 Crew Cab Flatbed Truck Procurement \(\\$104,758.84\), including Flat Bed Dump Box, Snowplow and Sander - Public Works](#)

Cover Page  
01124\_Quote.pdf

**6.H Confirm Recommended Appointments to the Lodging Tax Advisory Committee - Council**

Cover Page  
Corbin - LTAC (Redacted).pdf  
Dumouchel - LTAC (Redacted).pdf  
Fitzgerald - LTAC (Redacted).pdf  
Raffa - LTAC (Redacted).pdf

**6.I Authorize One-Year Renewal of Annual \$65,000 Payment to Friends of the Farms and Direct an Analysis of Policy and Service Delivery - Executive**

Cover Page  
Background: Public Farmland Ad Hoc Committee and Scope of Work 01282020.pdf  
Background: Public Farms Map  
COBI-Friends of the Farms (Amendment No. 3) - Executed.pdf  
Background: COBI-FOF Master Lease

**6.J Review 2021 Quarterly Workplan Document - Executive**

Cover Page  
Workplan Presentation for 10122021.pdf  
2021 Workplan 09-2021 for CC 10122021

REMOVED FROM THE CONSENT AGENDA

**6.D Accept Loan Awards for Two Projects from the Washington State Public Works Board for the Winslow Water Tank Replacement Project (\$4,500,000) and the West Eagle Harbor Sewer Complex Project (\$2,500,000) (with Interest Rate of 0.94 percent), and Authorize the City Manager to Execute Loan Contracts for Each Award - Public Works**

Cover Page  
Winslow Water Tank\_PWB Loan Award.pdf  
W Eagle Harbor Sewer\_PWB Loan Award.pdf

Councilmember Hytopoulos explained her concern with the agenda item, and City Manager King responded to the concern.

**MOTION:** I move that we accept two Washington State Public Works Board construction loans for the Winslow Water Tank Replacement Project in the amount of \$4,500,000 and the West Eagle Harbor Sewer Complex Project in the amount of \$2,500,000, with an Interest Rate of 0.94 percent for a 20-year term and Authorize the City Manager to execute loan contracts for each award.

**Hytopoulos/Deets:** The motion carried 6 – 0.

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

**6.G Adopt Ordinance No. 2021-28 - Update of the City's Capital Improvement Plan - Finance/Public Works**

[Cover Page](#)  
[2022 Modifications to the 2021-2026 CIP.pdf](#)  
[Ordinance\\_No.\\_2021-28\\_Adopting\\_the\\_2022\\_Update\\_of\\_the2021-2026\\_Six-Year\\_CIP.docx](#)

Councilmember Hytopoulos explained her concern with the agenda item, and City Manager King responded to the concern.

**MOTION:** I move that we adopt Ordinance No. 2021-28.

**Hytopoulos/Fantroy-Johnson:** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

## 7) COUNCIL ANNOUNCEMENTS

Councilmember Deets provided an update on an agreement between the neighbors and Bainbridge Island Sportsman Club.

## 8) CITY MANAGER'S REPORT

City Manager King mentioned Planning Director Wright's resignation, Climate Mitigation Officer Salamack's first day at the City, and support for Indigenous Peoples Day.

## 9) PRESENTATION(S)

### 9.A Present Proclamation Declaring October 2021 as National Community Planning Month

[Cover Page](#)

[2021 October National Community Planning Month Proclamation.docx](#)

Councilmember Schneider read the proclamation. Planning Director Wright accepted the proclamation and highlighted improvements in the department.

## 10) UNFINISHED BUSINESS

### 10.A Consider Draft Ordinance No. 2021-23 Creating a Multifamily Tax Exemption Program - Planning

[Cover Page](#)

[MFTE presentation.pptx](#)

[MFTE Staff Memo.docx](#)

[Draft Ordinance No. 2021-23 MFTE Program.docx](#)

[Exhibit A BIMC 3.62 MFTE.docx](#)

[Exhibit B Greater Winslow Area.pdf](#)

[Exhibit C Lynwood Center Area.pdf](#)

[Resolution No. 2021-09-Relating to MFTE Designation Areas-Approved 052521.pdf](#)

[2021 WA ESD Occupational employment and wage estimates Bremerton Silverdale MSA.pdf](#)

[PSRC Summary Multifamily Tax Exemption](#)

[2019 Dept of Commerce MFTE Report](#)

City Manager King introduced the agenda item. Planning Director Wright and Senior Planner Sutton provided additional information. Council discussed income requirements for Multifamily Tax Exemption Program (MFTE) affordable units.

**MOTION:** I move to set the level of affordability and the maximum household incomes for units designated as affordable housing through the MFTE Program at 80% Area Median Income for the 20-year program, and 80% Area Median Income [for] the 12-year program, in a manner consistent with state law.

**Deets/Pollock:** The motion carried 5 – 1.

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

**10.B Authorize Amendment to the City's Water System Plan and Authorize an Associated Washington State Drinking Water Revolving Fund Loan/Grant Application (\$800,000) for Ferncliff Water Main Extension - Public Works**

[Cover Page](#)

[COBI WSP Ferncliff Update - Section 9.3.pdf](#)

[COBI WSP Ferncliff Update - Figure 9.1.pdf](#)

[DOH - Drinking Water State Revolving Fund Loan Fact Sheet.pdf](#)

[Ferncliff Water Extension 092821.pptx](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information.

**MOTION:** I move to authorize the City Manager to prepare and execute an amendment to the City's Water System Plan that identifies a potential extension of the Ferncliff Avenue water main and authorize the City Manager to submit an application for a State Revolving Fund loan/grant in the amount of \$800,000 to support the potential extension.

**Fantroy-Johnson/Deets:** The motion carried 6 – 0.

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

**10.C Respond to Mediation Request Relating to Madison Avenue Tax Title Property - Executive**

[Cover Page](#)

[RE\\_ Follow-up Tax Title Property.pdf](#)

City Manager King introduced the agenda item.

**MOTION:** I move to table this discussion pending review of the proposed contract.

**Pollock/Deets:** The motion carried 6 – 0.

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

#### **10.D Adopt Goals and Objectives for the Groundwater Management Plan - Public Works**

[Cover Page](#)

[GWMP City Council Presentation 12Octt2021.pptx](#)

City Manager King introduced the agenda item.

Councilmember Deets moved and Councilmember Fantroy-Johnson seconded to adopt the goals and objectives for the Groundwater Management Plan as discussed and amended at the October 12, 2021 City Council meeting.

Hydrogeologist Whalen provided a presentation. Council provided feedback on the goals and objectives. Councilmember Deets withdrew his motion. The amended goals and objectives will be brought back to Council for approval.

#### **10.E Receive Plastic and Waste Reduction Task Force Recommendation**

[Cover Page](#)

[Plastic Waste Reduction Taskforce Recommendation 10 07 2021.pdf](#)

[Clean Copy Draft Revised Waste Reduction Ordinance 10 07 2021.pdf](#)

[Redlined Draft Revised Waste Reduction Ordinance 10 07 2021.pdf](#)

City Manager King introduced the agenda item. Council discussed the recommendations.

**MOTION:** I move that we receive the Plastic and Waste Reduction Task Force Recommendations, and we direct the City Manager to develop an ordinance consistent with those recommendations to bring back to the Council for further consideration.

**Pollock/Deets:** The motion carried 6 – 0.

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

### 11) NEW BUSINESS

#### **11.A Consider Ordinance No. 2021-27 Relating to 2022 Mid-Biennium Budget Modifications and Set Public Hearing - Finance**

[Cover Page](#)

[2021 Budget Presentation for CC 10122021.pptx](#)

[2022 Budget Modification Memo.pdf](#)

[2022 Expenditures by Fund Exhibit A.pdf](#)

[Ordinance No. 2021-27 Adopting Mid-Biennium Modifications to Final Budget ending December 2022.docx](#)

City Manager King introduced the agenda item. Council discussed the budget modifications.

**MOTION:** I move to set a public hearing for October 26, 2021, on Ordinance No. 2021-27 relating to the 2022 mid-biennium budget modifications.

**Deets/Pollock:** The motion carried 5 – 1.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: Rasham Nassar

ABSENT: Christy Carr

ABSTAIN: None

Mayor Nassar adjourned the meeting for a break at 8:43 p.m. and reconvened the meeting at 8:49 p.m.

### **11.B Set the Public Hearing for Ordinance No. 2021-26 Relating to the Property Tax Levy for Collection in 2022 - Finance**

[Cover Page](#)

[Ordinance No. 2021-26 Relating to the Levy of Property Taxes for Collection in 2022.dcx](#)

[City of Bainbridge Island Levy Limit 9 29 21.docx](#)

Deputy City Manager Schroer introduced the agenda item, and Council discussed the topic.

**MOTION:** I move to set a public hearing for October 26, 2021, regarding Ordinance No. 2021-26, relating to the Property Tax Levy for Collection in 2022.

**Pollock/Deets:** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

### **11.C Consider Extension of BIMC 2.16.020.S. Housing Design Demonstration Projects (HDDP) Program - Planning**

[Cover Page](#)

[Map of Winslow Sewer & WMP areas.pdf](#)

[BIMC 2.16.020.S Housing Design Demonstration Projects.pdf](#)

[Ordinance No. 2019-32 HDDP.pdf](#)

[Comp Plan Goals and Polices to support HDDP](#)

[Nov 7, 2019, Planning Commission Meeting Minutes.pdf](#)

City Manager King introduced the agenda item.

Councilmember Deets moved and Councilmember Schneider seconded to extend the Housing Design Demonstration Projects Program for 2 years, until December 31, 2023, and for the City Manager to take steps to effectuate the extension.

Council discussed the program. Deputy Mayor Pollock moved and Councilmember Deets seconded to amend the motion to refer the item to Planning Commission for consideration and a recommendation. The amendment passed, 6-0.

**AMENDED MOTION:** I move to refer to the Planning Commission, for consideration and a recommendation, the proposal to extend the Housing Design Demonstration Projects Program for 2 years, until December 31, 2023, and for the City Manager to take steps to effectuate the extension.

**Deets/Schneider:** The motion carried 6 – 0.

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

**11.D Set the Public Hearing on Ordinance No. 2021-29, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive**

[Cover Page](#)

[Ordinance No. 2021-29 Extending Interim Control - Small Wireless Facilities.docx](#)

[Ordinance No. 2021-14-Relating to Extending Interim Control of Small Wireless Facilities-Approved 042721.pdf](#)

Mayor Nassar introduced the agenda item.

**MOTION:** I move to set a public hearing for October 26, 2021, related to Ordinance No. 2021-29, which would extend the interim control regarding small wireless facilities design standards for six months.

**Pollock/Hytopoulos:** The motion carried 6 – 0.

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

**11.E Consider Recommended Appointments to the Cultural Funding Advisory Task Force - Council**

[Cover Page](#)

[Chandrasekaran - Cultural Funding \(Redacted\).pdf](#)

[Crandall - Cultural Funding \(Redacted\).pdf](#)

[Denis - Cultural Funding \(Redacted\).pdf](#)

[Douglass-Resnik - Cultural Funding \(Redacted\).pdf](#)

[Reynolds-Gooch - Cultural Funding \(Redacted\).pdf](#)

Mayor Nassar introduced the agenda item.

**MOTION:** I move to forward the confirmation of the appointment of Terry Douglass-Resnik to Position I to the October 26, 2021, Consent Agenda.

**Fantroy-Johnson/Pollock:** The motion carried 6 – 0.

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

**MOTION:** I move to forward the confirmation of the appointment of Emily Crandall to Position 3 to the October 26, 2021, Consent Agenda.

**Fantroy-Johnson/Pollock** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

**MOTION:** I move to forward the confirmation of the appointment of Thangam Chandrasekaran to Position 2 to the October 26, 2021, Consent Agenda.

**Fantroy-Johnson/Pollock** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

**MOTION:** I move to forward the confirmation of the appointment of Peter Denis to Position 4 to the October 26, 2021, Consent Agenda.

**Fantroy-Johnson/Pollock** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

**MOTION:** I move to forward the confirmation of the appointment of David Reynolds-Gooch to Position 5 to the October 26, 2021, Consent Agenda.

**Fantroy-Johnson/Pollock** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

## 12) COMMUNICATIONS

### **12.A Request from Councilmember Schneider to Schedule a Discussion on Diversity/Equity/Inclusion Training for Council on a Future Council Agenda – Councilmember Schneider**

[Cover Page](#)

[Agenda Request from Councilmember Schneider.pdf](#)

Councilmember Schneider introduced the agenda item.

**MOTION:** I move to forward this request for diversity, equity, and inclusion training to a Council meeting sometime in the future, preferably the near future.

**Pollock/Deets:** The motion carried 4 – 2.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock

NOES: Rasham Nassar, Brenda Fantroy-Johnson

ABSENT: Christy Carr

ABSTAIN: None

**12.B Request from Councilmember Deets to Schedule a Discussion on Locating a Biodigester on Bainbridge Island to a Future Council Agenda - Councilmember Deets**

[Cover Page](#)

[Agenda Request from Councilmember Deets.pdf](#)

Councilmember Deets introduced the agenda item.

**MOTION:** I move to schedule a discussion of a biodigester on a future Council agenda.

**Pollock/Schneider:** The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

NOES: None

ABSENT: Christy Carr

ABSTAIN: None

**13) COMMITTEE REPORTS**

There were no committee reports.

**14) ADJOURNMENT**

Mayor Nassar adjourned the meeting at 9:42 p.m.

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Rasham Nassar, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Authorize the City Manager to Execute an Inter-agency Agreement with the Washington State Traffic Safety Commission in Support of Multi-jurisdictional Grant-funded High-visibility Emphasis Activities and Target Zero Campaigns - Police,

**SUMMARY:** The Bainbridge Island Police Department wishes to continue participation in the Washington Traffic Safety Commission's traffic safety grant projects which support multi-jurisdictional high visibility enforcement traffic safety emphasis patrols and Target Zero priorities.

**AGENDA CATEGORY:** Interlocal Agreement      **PROPOSED BY:** Police

**RECOMMENDED MOTION:** Authorize the City Manager to execute an Inter-agency Agreement with the Washington Traffic Safety Commission regarding Target Zero and High Visibility Emphasis Patrols.

**STRATEGIC PRIORITY:** Safe City

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The United States Department of Transportation and the National Highway Traffic Safety Administration provide annual grant funding to reimburse law enforcement agencies for officer overtime associated with participation in Target Zero campaigns and High Visibility Emphasis Patrols managed by the Washington Traffic Safety Commission. Emphasis patrols include such campaigns as impaired driving, distracted driving, seat belt use enforcement, and motorcycle safety patrols.

**ATTACHMENTS:**

[2022 WTSC Target Zero High Visibility Emphasis Patrols Agreement Region 9.pdf](#)

**FISCAL DETAILS:** BIPD is reimbursed for officer time up to the regional maximum outlined in the grant ILA of \$39,800. No matching funds are required.

**Fund Name(s):** General Fund



# INTERAGENCY AGREEMENT

## BETWEEN THE

**Washington Traffic Safety Commission**

AND

**THIS AGREEMENT** is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as “WTSC,” and [REDACTED], hereinafter referred to as “SUB-RECIPIENT.”

**NOW THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:**

### **1. PURPOSE OF THE AGREEMENT**

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) numbers 20.600, for traffic safety grant project **2022-HVE-4450-Region 9 Target Zero Task Force**, specifically to provide funding for the law enforcement agencies in WTSC Region 9 to conduct overtime high-visibility enforcement (HVE) traffic safety emphasis patrols as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant **2022-HVE-4450-Region 9 Target Zero Task Force** was awarded to the **Region 9** to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in the region’s HVE grant.

### **2. PERIOD OF PERFORMANCE**

The period of performance of this Agreement shall commence upon the date of execution by both Parties, but not earlier than October 1, 2021, and remain in effect until September 30, 2022 unless terminated sooner, as provided herein.

### **3. STATEMENT OF WORK**

SCOPE OF WORK:

## **Problem and Opportunity Statement / Project Overview**

The main causes of serious injury and fatality collisions on Washington's roadways are driver impairment through drug and/or alcohol use, and distracted driving. Motorcyclists also represent a high number of injured and killed as a result of unsafe and poorly trained riders and the challenges vehicle drivers face in observing motorcycles on the road.

This project will fund locally coordinated high visibility enforcement mobilizations for distracted driving and motorcycle safety. Selected regions will also be given funding for Impaired Driving HVE. Overtime patrols will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

## **Goal**

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement.

## **Strategy**

Prevent drivers from engaging in high-risk behaviors by increasing their perception of the risk of receiving a citation through high visibility enforcement campaigns (HVE).

HVE Campaigns influence driver behavior by creating the perception that there is an increased risk of engaging in risky driving behaviors. This perception is achieved through 1) an increase in media messages about upcoming emphasis periods so that the targeted drivers know when the patrols will occur and what will be enforced and 2) drivers have the perception of increased enforcement because they can see a significant and noticeable increase in law enforcement presence (officers pulling cars over) that reinforces the media messages they received and influences them to modify their driving behavior.

## **Objectives and Requirements for All High Visibility Patrols**

1. SUB-RECIPIENT will participate in their task force to plan and execute HVE events. The SUB-RECIPIENT in cooperation with the local task force will:
  - a. Conduct robust planning for each HVE event. WTSC recommends creating an operational plan developed by the local traffic safety task force for each HVE event that includes:
    - i. Goals for the event – For example, what behaviors is the event intended to influence?
    - ii. Summary of participating law enforcement agencies, target violations, and target locations.
    - iii. Summary of the public outreach that will be done to promote the event so that drivers in the targeted locations are forewarned and can anticipate it.
    - iv. Use data and information such as crash data, anecdotes of near misses, and professional judgement to pick target locations where the patrols will occur.

- b. The planning for HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members.
- c. Execute the event using multiple officers (a minimum of three) at the same time in the same target areas to create a visible presence so that the driving public has the perception of law enforcement omnipresence on the targeted roads. Enforcement is highly visible – clearly more than a typical day.
- d. Participating officers should maximize their contacts during their patrols so that their activity contributes to the goals of the HVE event. See this requirement described below in the section called Other Considerations, Exceptions, And Notes Regarding HVE Events.
- e. Promote the event through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. Translate messages as needed to reach the majority of drivers in the targeted locations.
- f. Invite local media involvement in the effort to reach communities in which HVE will occur.
- g. Strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.
- h. Ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on an irregularities, challenges or other details that would help explain what was encountered during their shift. SUB-RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.
- i. Ensure all participating personnel will receive a briefing prior to the event so that every participant understands the purpose and goals of the HVE event. This can be done in person (preferred) or electronic via telephone or virtual software. Below is a recommended briefing checklist:
  - i. Event goals, and summary of participating law enforcement agencies and officers, target violations, and target locations.
  - ii. List of on-call DREs and request procedures
  - iii. How to fill out their digital activity log in WEMS
  - iv. Information on how the Mobile Impaired Driving Unit will be used (if applicable)
  - v. Dispatch information
  - vi. Spotter processes (if applicable)
  - vii. Available Draeger machines and locations

- j. Ensure all officers participating in these patrols is BAC certified and received and passed the SFST refresher training.
- k. Support the promotion of HVE events utilizing all of their owned media channels (i.e., Facebook, Twitter, website, email newsletters, or other social media).
- l. Ensure at least one individual available for weekend media contacts, beginning at noon on Fridays before HVE mobilizations.

**Objectives and Requirements for Distracted Driving HVE Patrols**

1. SUB-RECIPIENT must use the spotter method for all distracted driving HVE events. This method will utilize a team of no less than three officers – one spotter identifying violations and at least two officers responding to violations.
2. Participating officers will document, in the “Comments” box of their activity log, the names of the spotter and chasers with which they were working.
3. SUB-RECIPIENTS utilizing motorcycle officers are exempt from the spotter requirement.
4. SUB-RECIPIENT agrees that distracted driving patrols conducted without using the spotter method will not be compensated by the WTSC.
5. SUB-RECIPIENT will only expend funds for these HVE events in support of the national distracted driving campaign from April 4 to April 11.
6. SUB-RECIPIENT may expend funds outside of the April national campaign, but only when 1) the Target Zero Manager receives written approval from WTSC in advance and 2) the event is in support of a distracted driving focused HVE event organized by the Task Force. Patrols conducted outside of the campaign window, and without pre-approval from WTSC will not be reimbursed.

**Other Considerations, Exceptions, And Notes Regarding HVE Events**

**Maximizing contacts:** Participating law enforcement officers should make as many contacts as they can during their patrol in the spirit of changing driving behavior. Active, visible, consistent, and targeted traffic law enforcement has an impact on helping to modify driver behavior. A traffic stop affects future driving habits that has a positive influence on reducing the number and severity of collisions. People believe what they hear from each other and it influences what they do. Traffic stops act as a deterrent to risky driving behavior. This strategy has three primary purposes that traffic stops achieve:

- The first purpose is to stop a violation of the law for public safety. Officers will accomplish this purpose merely by stopping vehicles.
- The second purpose of the stop is to serve as a general deterrent to other drivers. Officers’ visible presence with a vehicle at the roadside has this symbolic effect on other drivers.
- Finally, the third purpose is to change the drivers’ future driving behavior.

## **Process Measures**

- Percent of officers that receive a briefing prior to HVE events.
- Percent of HVE activity logs with a start date and end date / time within prescribed campaign windows.
- Percent of stops resulting in an infraction or citations issued for high-risk behaviors including but not limited to impaired driving, speeding, distracted driving, and aggressive driving.

## **Objectives and Requirements for Impaired Driving HVE Patrols**

1. SUB-RECIPIENT will implement a data driven, sustained enforcement and education efforts.
  - a. Use local traffic crash data and any other useful data to identify the locations where the enforcement patrols should occur.
  - b. Education and local media efforts should incorporate a Positive Community Norms approach with the desired outcome of influencing drivers with the highest potential of causing traffic crashes.
  - c. Commit to an increased level of sustained enforcement as outlined in the operations plan. *NOTE: These funds are meant to provide an increase in DUI enforcement efforts, not meant to replace current DUI enforcement.*
2. SUB-RECIPIENT will participate in national impaired driving HVE events including:
  - a. Holiday DUI Patrols (December 15 – January 1)
  - b. Drive Sober or Get Pulled Over (August 17 – September 5)
3. SUB-RECIPIENT will focus enforcement efforts on driving behaviors that are commonly exhibited by drivers operating a motor vehicle under the influence of alcohol/drugs or a combination. Stopping vehicles for “high discretionary” style stops should not be the priority.
4. SUB-RECIPIENT ensures all officers participating in these patrols has received the Advanced Roadside Impaired Driving Enforcement (ARIDE) training.
5. SUB-RECIPIENT should not supplant regular patrol officer activity during HVE events.

## **Scope of Work - Impaired Driving HVE Patrols**

### **Contacts**

#### **Project Manager & Primary Media Contact**

Marsha Masters, Target Zero Manager

Address: 614 Division St. MS-37

City, State, Zip: Port Orchard, WA 98366

Phone: 360-633-0805

Email: [Mmasters@co.kitsap.wa.us](mailto:Mmasters@co.kitsap.wa.us)

#### **Project Director**

Title & Name: Sgt. Mike Merrill

Address: 614 Division St. MS-37

City, State, Zip: Port Orchard, WA 983866

Phone: 360-337-4634

Email: [Mmerrill@co.kitsap.wa.us](mailto:Mmerrill@co.kitsap.wa.us)

## **Additional Media Contacts**

Title & Name: Sgt. Ken Dickinson

Address: 614 Division St. MS-37

City, State, Zip: Port Orchard, WA 98366

Phone: 360-337-7101

Email: [KDickins@co.kitsap.wa.us](mailto:KDickins@co.kitsap.wa.us)

Lt. Todd Byers, Bremerton PD

1025 Burwell

Bremerton, WA 98337

360-900-6335

[TByers@ci.bremerton.wa.us](mailto:TByers@ci.bremerton.wa.us)

Lt. Bill Steen, Washington State Patrol

4811 Werner Road

Bremerton, WA 98312

360-485-2908

[William.Steen@wsp.wa.gov](mailto:William.Steen@wsp.wa.gov)

## **Operations**

From October 2, 2021, through September 30, 2022 using 2018-2020 Region 9 data:

- Five HVE patrols to be held during local festivals or community events.
- Two National enforcement campaigns.
- Twelve Officers, Deputies and Troopers for each patrol.
- Friday nights, 1800-0200
- Marsha Masters will organize these patrols
- Supervisor of patrol will be the responsibility of whatever area we are in
- Briefings will be held at the beginning of each patrol using the HVE briefing outline supplied from WTSC giving the purpose, participating agencies, areas of emphasis, potential areas of concern, dedications.
- Media ride-a-long opportunities are at the discretion of each agency, prior approval will be needed
- Debriefings will be held via email follow up, and at Task Force meetings evaluating success, problems, and concerns.

*To maintain sustained enforcement, additional enforcement will be done during the months without grant funded HVE patrols.*

## **Measures**

Each patrol will be measured and evaluated for effectiveness. Statistics will be kept from log sheets to include but not be limited to:

- Number of participants
- Number of agencies
- Number of DUI arrests
- Number of FSTs conducted

- Number of collision-causing infractions issued (speeding, distracted driving, no seatbelt)
- Number and cause of fatality collisions

### **Publicity/Earned Media Efforts**

Each agency's PIO will get the word out through their social media platforms (Facebook, Twitter, Instagram), as well as through their newsletters and Government websites. PIO's will also post during the patrols to Facebook, Twitter, and Instagram. The local newspaper (Kitsap Sun) will post on their online paper as well as print press releases before and after the patrols. TZM will submit press releases before and after HVE events providing the results of the patrols.

### **Visibility Efforts**

During HVE patrols the WSP MIDU motorhome will be requested and parked in a visible spot of patrols, if available. The Region 9 Task Force purchased DUI patrol hats that have been approved by the Chiefs and Sheriff's to wear during HVE patrols. PIO's will post updates and photos of stops during patrols. Available message boards on businesses will be asked to post messages (YMCA, Haselwood). The Region 9 Task Force will produce officer traffic safety PCN messages in different formats (video, photos, news release).

### **Publicity/Earned Media Measures**

- Number of press releases
- Number of newsletters and community web postings
- Number of social media posts
- Number of MIDU deployments
- Number of rack cards disseminated
- Number of message boards posted in the community

### **Budget and Budget Narrative**

The following dates have been selected by the Kitsap County Task Force, however in the case of unforeseen circumstances (weather, COVID shutdowns, event cancellation) funds will be adjusted to accommodate rescheduled dates. Any changes to the ID HVE budget or HVE schedule will be communicated via email to the ID HVE Program Manager.

#### **1<sup>st</sup> Quarter-October 2021 through December 31, 2021**

“Night of 1,000 Stars” December 17, 2021, Holiday National Campaign, Victim Dedication  
Six agencies-12 participating-eight hours  
Total for patrol \$5,760

#### **2<sup>nd</sup> Quarter-January 1 to March 31, 2022**

“Bridge to Bridge,” February 18, 2022, partnership Pierce County, Victim Dedication  
Six agencies-12 participating-eight hours at approximately \$60 per hour=\$480 each  
Total for patrol \$5,760

#### **3<sup>rd</sup> Quarter-April 1 to June 30, 2022**

“Bridge Blast,” June 24, 2022, Victim Dedication  
Six agencies-12 participating-eight hours at approximately \$60 per hour=\$480 each  
Total for patrol \$5,760

**4<sup>th</sup> Quarter-July 1 to September 30, 2022**

“Whaling Days,” July 29, 2022, Victim Dedication

Six agencies-12 participating-eight hours at approximately \$60 per hour=\$480 each

Total for patrol \$5,760

“Kitsap County Fair,” August 26, 2022, National Campaign, Victim Dedication

Six agencies-12 participating-eight hours at approximately \$60 per hour=\$480 each

Total for patrol \$5,760

**Five HVE patrols TOTAL: \$28,800**

**3.1. MILESTONES AND DELIVERABLES**

<b>Mobilization</b>	<b>Dates</b>
Holiday DUI	December 15, 2021 – January 1, 2022
U Drive. U Text. U Pay.	April 4 – 11, 2022
DUI Drive Sober or Get Pulled Over	August 17 – September 5, 2022

**3.2. COMPENSATION**

**3.2.1.** Compensation for the overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance of the overtime work shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region 9 traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

**3.2.2.** WTSC will reimburse for personnel overtime expenses at 150 percent of the officer’s normal salary rate plus SUB-RECIPIENT’s contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L & I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

**3.2.3.** Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the allocation amounts may be increased or decreased without amending this agreement. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication among all involved parties, including the TZM, and the WTSC Fiscal Analyst. This communication shall include an HVE Allocation Adjustment form, which details the funding alterations.

Funds within the same HVE campaign budget category only, can be increased and decreased across parties, so long as the modified total does not exceed the regional total allocation per funding category.

**3.2.4.** These funds, designated for salaries and benefits, are intended to pay for the hourly overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification.

**3.2.5.** Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB-RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

**3.2.6.** Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

**3.2.7.** The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

**3.2.8.** The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

### **3.3. SUMMARY OF PROJECT COSTS**

The WTSC has awarded **\$39,800.00** to the **Region 9 Traffic Safety Task Force** for the purpose of conducting coordinated overtime HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in this grant. All activity must be coordinated by the region's traffic safety task force and TZM in order to be eligible for reimbursement.

The funding for **Region 9** is as follows:

**EMPHASIS PATROL**

<b>Impaired Driving Patrols</b> (Section 402, CFDA 20.600)	\$28,800.00
<b>Distracted Driving Patrols</b> (Section 402, CFDA 20.600)	\$11,000.00
<b>TOTAL</b>	<b>\$39,800.00</b>

**3.3.1.** The funds issued under this Agreement are only to be used for the specified category and shall not be commingled between categories.

**APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:**

**4. ACTIVITY REPORTS**

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the “BILLING PROCEDURE” section. Use of the Officer Activity Log in the WTSC’s online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

**5. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

**6. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT’S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

**7. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

**8. ASSIGNMENT**

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of

the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 34 through 42.

#### **9. ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce the Agreement terms, each Party agrees to bear its own attorney fees and costs.

#### **10. BILLING PROCEDURE**

All invoices for reimbursement of HVE activities will be done using the WTSC's grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2021, **must be received by WTSC no later than August 10, 2022**. All invoices for goods received or services performed between July 1, 2022 and September 30, 2022, **must be received by WTSC no later than November 15, 2022**.

#### **11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

#### **12. COST PRINCIPLES**

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

#### **13. COVENANT AGAINST CONTINGENT FEES**

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

#### **14. DISPUTES**

**14.1.** Disputes arising in the performance of this Agreement, which are not resolved by agreement of the Parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be

decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

**14.2.** Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

## **15. GOVERNANCE**

**15.1.** This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

**15.2.** In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

**15.2.1.** Applicable federal and state statutes and rules

**15.2.2.** Terms and Conditions of this Agreement

**15.2.3.** Any Amendment executed under this Agreement

**15.2.4.** Any SOW executed under this Agreement

**15.2.5.** Any other provisions of the Agreement, including materials incorporated by reference

## **16. INCOME**

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, and that income must be applied to project purposes or used to reduce project costs.

## **17. INDEMNIFICATION**

**17.1.** To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

**17.2.** The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the WTSC, its officers, employees, or agents.

**17.3.** The indemnification and hold harmless provision shall survive termination of this Agreement.

**18. INDEPENDENT CAPACITY**

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party.

**19. INSURANCE COVERAGE**

**19.1.** The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

**19.2.** If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

**20. LICENSING, ACCREDITATION, AND REGISTRATION**

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

**21. RECORDS MAINTENANCE**

**21.1.** During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

**21.2.** Records and other documents, in any medium, furnished by one Party to this Agreement to the other Party, will remain the property of the furnishing Party, unless otherwise agreed. The receiving Party will not disclose or make available this material to any third Parties without first giving notice to the furnishing Party and giving them a reasonable opportunity to respond. Each Party will utilize reasonable security procedures and protections to assure that records and documents provided by the other Party are not erroneously disclosed to third Parties.

**22. RIGHT OF INSPECTION**

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the

right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

### **23. RIGHTS IN DATA**

**23.1.** WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

**23.2.** If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

**23.3.** The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

### **24. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

### **25. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## **26. SITE SECURITY**

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

## **27. TAXES**

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

## **28. TERMINATION FOR CAUSE**

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

## **29. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Agreement, either Party may terminate this Agreement, without cause or reason, with 30 days written notice to the other Party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

## **30. TREATMENT OF ASSETS**

**30.1.** Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

**30.2.** Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

**30.3.** The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

**30.4.** If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

**30.5.** The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

**30.6.** All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

### **31. WAIVER**

A failure by either Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

### **APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):**

### **32. BUY AMERICA ACT**

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

### **33. DEBARMENT AND SUSPENSION**

Instructions for Lower Tier Certification

**33.1.** By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

**33.2.** The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**33.3.** The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**33.4.** The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

**33.5.** The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart

9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

**33.6.** The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

**33.7.** A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

**33.8.** Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**33.9.** Except for transactions authorized under paragraph 35.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

**33.10.** The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**33.11.** Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

#### **34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

**34.1.** The SUB-RECIPIENT shall:

**34.1.1.** Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and shall specify the actions that will be taken against employees for violation of such prohibition.

**34.1.2.** Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

**34.1.3.** Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 36.1.1. of this section.

**34.1.4.** Notify the employee in the statement required by paragraph 36.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

**34.1.5.** Take one of the following actions within 30 days of receiving notice under paragraph 36.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

**34.1.6.** Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### **35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

### **36. FEDERAL LOBBYING**

**36.1.** The undersigned certifies, to the best of his or her knowledge and belief, that:

**36.1.1.** No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**36.1.2.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal

contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

**36.1.3.** The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

**36.2.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **37. NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)**

**37.1.** During the performance of this Agreement, the SUB-RECIPIENT agrees:

**37.1.1.** To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

**37.1.2.** Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

**37.1.3.** To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

**37.1.4.** That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

**37.1.5.** To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

### **38. POLITICAL ACTIVITY (HATCH ACT)**

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

### **39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

**40. STATE LOBBYING**

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**41. DESIGNATED CONTACTS**

The following named individuals will serve as designated contacts for each of the Parties for all communications, notices, and reimbursement regarding this Agreement:

<b>The Contact for the SUB-RECIPIENT is:</b>	<b>The Target Zero Manager for Region 9 is:</b>	<b>The Contact for WTSC is:</b>
	Marsha Masters Region 9 Target Zero Manager mmasters@co.kitsap.wa.us 360-551-6233	Hilary Torres WTSC Program Manager htorres@wtsc.wa.gov 360-725-9888

**42. AUTHORITY TO SIGN**

The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligation set forth herein.

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

	<b>WASHINGTON TRAFFIC SAFETY COMMISSION</b>
_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Title	_____ Title
_____ Date	_____ Date



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Accept Department of Ecology Grant Award (\$112,500) and Authorize the City Manager to Prepare a Budget Amendment (\$111,000) for Green Stormwater Upgrades to the Lower City Hall Parking Lot for a Total Project Amount of \$223,500 in 2022 - Public Works,

**SUMMARY:** The City has received a \$112,500 grant from the Department of Ecology to support green stormwater retrofits to the lower City Hall parking lot.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Approve the acceptance of a \$112,500 Department of Ecology grant for green stormwater upgrades to the lower City Hall parking lot, and authorize the City Manager to prepare a budget amendment to the Capital Improvement Plan, moving \$111,000 currently programmed for the the project in 2023 forward to 2022.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	\$223,500
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	\$223,500
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The City has received a \$112,500 grant from the State Department of Ecology Stormwater Assistance grant program to support green infrastructure upgrades to the lower City Hall parking lot. The project envisions upgrading the parking lot with rain gardens and other upgrades to the existing stormwater system to prevent sediment and contaminants from entering Puget Sound, one of the primary goals of the City's National Pollution Discharge Elimination System (NPDES) permit program. The funding will be available in 2022, and must be spent by 2027.

The City Council and the community will have an opportunity to provide input into the project design process, which is anticipated to start in 2022.

**ATTACHMENTS:**

[City Hall Parking Lot Retrofit](#)

**FISCAL DETAILS:** See attached CIP project page for details. The project is currently funded through the Real Estate Excise tax fund in 2023 at \$111,000. This request would move the 2023 REET budget into 2022.

The revised CIP would include \$111,000 in Real Estate Excise Tax funding, and \$112,500 in grant funding, and for a total of \$223,500 in 2022. This item was not included in the most recent 2021-26 CIP update approved on October 12, 2021 and was not included the current budget modifications being presented for 2022 because it took time to evaluate the grant and determine a potential scope of work.

**Fund Name(s):** General Fund

**Coding:** Project 01118



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000  
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 1, 2021

Christian Berg, Water Resources Technician  
280 Madison Ave N  
Bainbridge Island, Washington 98110  
cberg@bainbridgewa.gov

Christian Berg, Water Resources Technician  
280 Madison Ave N  
Bainbridge Island, Washington 98104  
cberg@bainbridgewa.gov

**Re: Lower City Hall Parking Lot LID Retrofit,  
WQC-2022-BainIs-00156  
*State Fiscal Year 2022 Final Water Quality Funding Offer List and Intended Use Plan***

Thank you for your time and effort in applying to Ecology for funding for your water quality project in the State Fiscal Year 2022 (SFY22) Funding Cycle.

On July 1, 2021, Ecology published the [SFY22 Final Water Quality Funding Offer List and Intended Use Plan](#)<sup>7</sup> (Final List). The Final List describes the projects and funding for the SFY22 Funding Cycle from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Clean Water State Revolving Fund (CWSRF).

Ecology evaluated 127 applications from local governments, tribes, conservation districts, other public entities, and qualified not-for-profit organizations. Funding requests totaled approximately \$569 million. To ensure funds are committed to the highest priority projects, Ecology water quality specialists evaluated and scored all eligible project proposals. Scores were compiled, and a statewide priority list was developed. Projects proposed for funding are based upon the priority list, the type of project, and the funding source.

After rating and ranking all eligible proposed projects, Ecology offered approximately \$312 million to 108 projects. Detailed information on all proposals received and offered funding can be found in Appendix 1 in the Final List.

A record of scores and evaluator comments are provided in the Evaluation Scorecard Report available through Ecology's Administration of Grants and Loans (EAGL) system. Applicants are strongly encouraged to review the report, as it will help applicants understand the strengths and weaknesses of their application. In addition, reviewing the report will help applicants become aware

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<sup>7</sup> <https://apps.ecology.wa.gov/publications/documents/2110025.pdf>

<sup>1</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>

of any concerns about unclear costs or tasks and/or possible ineligible components; unclear costs or tasks and/or ineligible components may significantly delay the development of a funding agreement. To obtain the Evaluation Scorecard Report, follow these steps.

- Go into your application in EAGL.
- While in the Application Menu, click “View Forms” in the “View, Edit and Complete Forms” section.
- Scroll down the list of forms to near the bottom.
- Click on “Evaluation Scorecard (External)” in the “Screening/Evaluation/Offer” section.
- Follow the prompts for opening or saving a PDF copy of the report.

I am pleased to inform you that your project is being offered funding of up to \$112,500, including:

- A \$ Loan from CWSRF for a term of N/A years at a N/A percent interest rate.
- A \$ Forgivable Principal loan from CWSRF that will not be required to be repaid.
- A \$112,500 grant from SFAP.
- A \$ grant from Centennial.
- A \$ grant from Section 319.

**Important Notice. Based on the Washington State Department of Commerce’s Growth Management Act (GMA) compliance list, your community is currently out of compliance. Ecology will not be able to sign a funding agreement until this is resolved. GMA compliance must be complete by January 31, 2022. Be sure to discuss this with your planning office so they are aware this funding is contingent on GMA compliance. If you have any questions, contact Shelly McMurry at [shelly.mcmurry@ecy.wa.gov](mailto:shelly.mcmurry@ecy.wa.gov) or (360) 407-7132.**

The final funding amount awarded for your project will be based on negotiations between you and Ecology regarding the project scope of work, budget, technical considerations, reasonableness of cost, and eligibility determinations.

Based on your application, project type, and fund source, various conditions of funding will apply; these will be addressed during the agreement negotiation process. For information on conditions that may apply, please see Ecology’s [SFY22 Funding Guidelines](#)<sup>8</sup> and the footnotes assigned to your project in Appendix 1 in the Final List.

All projects require cultural resources review, and most projects require environmental review. Please be aware of the requirements for your project, and implement the project schedule accordingly. If you have specific questions, please contact the Ecology Project Manager (see below) or Environmental Review Coordinator, Liz Ellis, at [liz.ellis@ecy.wa.gov](mailto:liz.ellis@ecy.wa.gov) or (360) 407-6429.

Ecology is holding Recipient Training Workshops via webinars July 12-15. Representatives of your organization should attend.

Ecology is committed to negotiating and signing a funding agreement by January 31, 2022. To meet this timeline and ensure timely use of limited state and federal funds, it is essential that negotiations and funding agreement development begin as soon as possible. Please see the typical negotiation

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<sup>8</sup> <https://apps.ecology.wa.gov/publications/documents/2010024.pdf>

timeline on the last page of this letter.

Ecology assigned the following Grant and Loan Project Management Team for your project:

Heather Bearnese-Loza	NWRO	Ecology Project Manager	(360) 584-2755
Karen Izumoto	Headquarters Office, Lacey	Ecology Financial Manager	(360) 407-6424

Ecology's Project Manager will contact you soon to schedule agreement negotiations.

Ecology appreciates your commitment to improving Washington's water quality and looks forward to working with you to complete this high priority project.

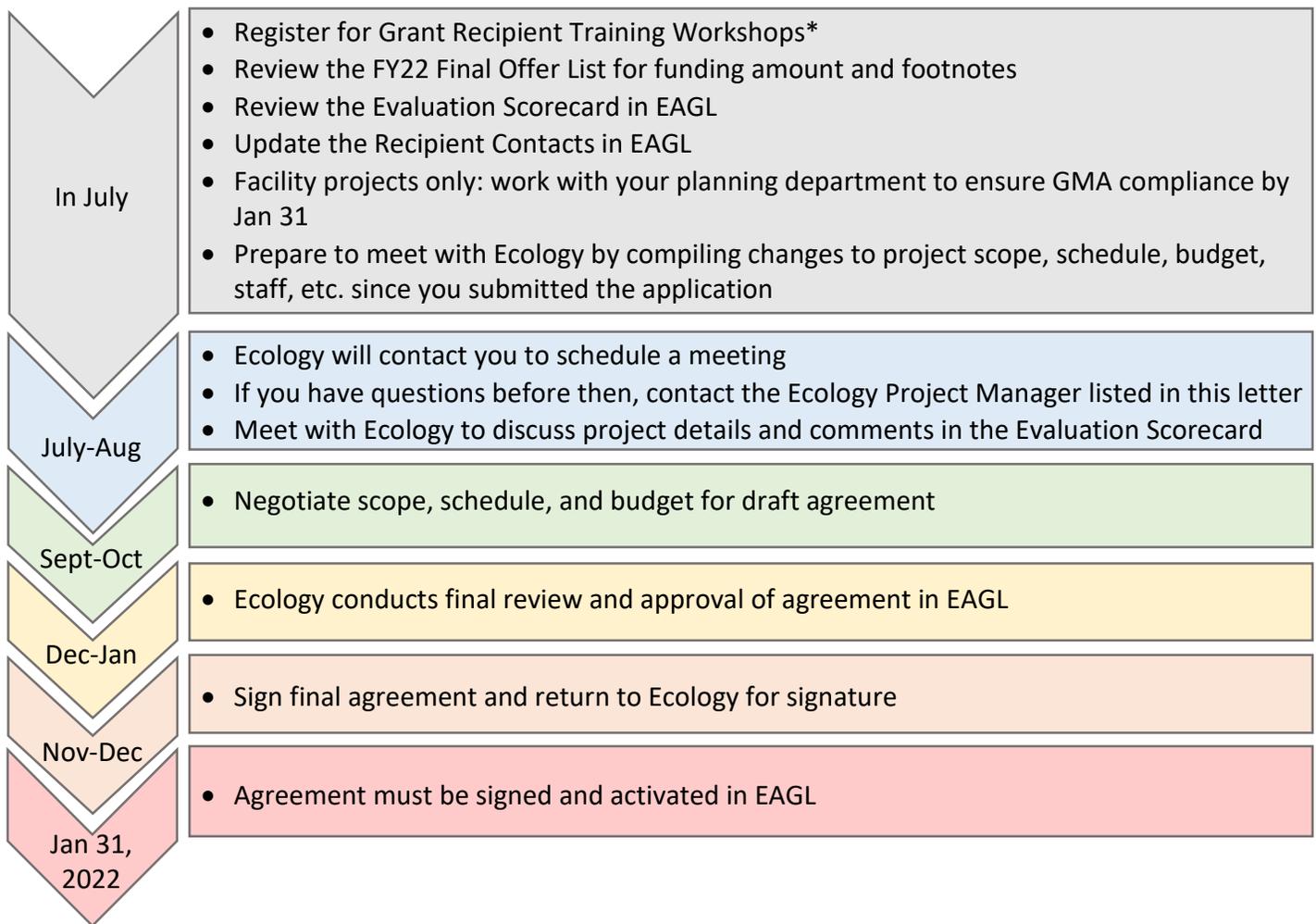
If you have any questions or concerns regarding the water quality funding programs, please contact Jeff Nejedly, Water Quality Financial Management Section Manager, at [jeffrey.nejedly@ecy.wa.gov](mailto:jeffrey.nejedly@ecy.wa.gov) or 360-407-6572.

Sincerely,



Vincent McGowan, P.E.  
Water Quality  
Program Manager

## My project has been offered funds. What are my next steps?



**This is the typical timeline, the complexity of your project may affect your negotiation schedule.**

\*Register for the 2021 [Recipient Training Workshops](#)<sup>1</sup> on Ecology's website. Under Training Opportunities and Materials, Funding recipient training and materials. A list of training dates and categories listed below.

- July 12th Nonpoint Source Activity Projects
- July 13th Wastewater Facility Projects
- July 14th Stormwater Facility and Activity Projects
- July 15th Cultural Resources for All Projects
- July 15th Environmental Review for Loan Projects

<sup>1</sup> <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/General-resources>

**Project Description**



**Description:** Improve the stormwater drainage system and add water quality facilities at the City Hall lower parking lot in accordance with the City’s stormwater permit. The project would seek to eliminate the use of asphalt paving as part of the suite of improvements.

**Benefit:** The improvements would improve drainage and water quality from the site, and potentially enhance the visual aesthetics of the parking lot.

**Schedule:** YR I: Design and construction

**Capital Funding (1000's)**

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET Fund	\$0	\$0	\$0	\$111	\$0	\$0	\$0	\$0	\$111
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111</b>
<b>FUNDING USES (1000's)</b>									
Project Management	\$0	\$0	\$0	\$11	\$0	\$0	\$0	\$0	\$11
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$100
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
<b>Sub-total</b>									



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Authorize the City Manager to Proceed with the Development of a Transfer of Development Rights (TDR) Program Using the Services of ECONorthwest for an amount not to exceed the Fees Currently Included in ECONorthwest's Professional Services Agreement **\*\*COUNCIL 2021 HIGH PRIORITY PROJECT\*\***

**SUMMARY:** Direct the City Manager to proceed with necessary steps to develop and implement a Transfer of Development Rights (TDR) program, including moving forward with ECONorthwest to complete their work on the exchange rate for "sender" properties, creating an implementation work plan and a final report for City Council.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Authorize the City Manager to proceed with the development of a Transfer of Development Rights (TDR) Program using the services of ECONorthwest for an amount not to exceed the fees currently included in ECONorthwest's Professional Services Agreement.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** ECONorthwest and Forterra have worked with the City since 2018 on creating both an inclusionary housing zoning and transfer of development rights (TDR) program for the City of Bainbridge Island. This work was interrupted at the beginning of 2020 at the onset of the COVID-19 and the public health measures that were put in place.

On July 8, 2021, there was consensus from the City Council to resume the work program for the development and implementation of the TDR program and to move forward with ECONorthwest to complete their work on the exchange rate for "sender" properties.

This is one of multiple steps needed to implement a functional TDR program. The additional steps necessary include amending our current TDR ordinance and the identification and creation of resources to implement and

market the program. EcoNorthwest is available for this additional work and can proceed under existing money we have available under their contract.

The following work plan and tasks are proposed:

Task 1: Determine Exchange Rates

- o Revisit Exchange Rate Assumptions
- o Clarify sending and receiving areas
- o Select TDR development incentives
- o Update economic data
- o TDR monitoring and Future adjustments

Task 2: Implementation Workplan

- o TDR Ordinance
- o Operational resources to market the program
- o Application process

Task 3: PC and Council Meetings

Task 4: Draft and Final Summary report

Completion Schedule and Budget:

- Schedule: Spring 2022
- Budget: \$21,000

The scope of work is also attached.

**ATTACHMENTS:**

[TDR Scope of Work .docx](#)

**FISCAL DETAILS:** The work is expected to not exceed \$21,000 and can be absorbed within the existing contract amount.

**Fund Name(s):**

**Coding:**

Proposed Scope of Work -  
Development and Implementation of a TDR program  
Abbreviated Tasks 1 - 4

Task 1: Determine Exchange Rates

- Revisit Exchange Rate Assumptions
- Clarify sending and receiving areas
- Select TDR development incentives
- Update economic data
- TDR monitoring and Future adjustments

Task 2: Implementation Workplan

- TDR Ordinance
- Operational resources to market the program
- Application process

Task 3: PC and Council Meetings

Task 4: Draft and Final Summary report

Completion Schedule and Budget:

- Schedule: Spring 2022
- Budget: \$21,000

## Proposed Scope of Work (with Description)

### Task 1: Exchange Rates:

Completion: January 2022

Exchange rate assumptions need to be updated to reflect the current economic situation and include:

- Areas and Land Selling Prices for Sending Areas
- Land assumptions for receiving areas acknowledging current FAR
- Construction and financial assumption

Clarifying sending and receiving areas. The council had articulated some guidance for sending and receiving areas. However, that work is now out of date. We recommend re-engaging staff to revisit these issues to understand council and community preferences better. For example, the choice for broadly defined sending areas may not support specific conservation outcomes if demand is limited. Likewise, the consultant team will need to know the scale of increased development capacity, geography, and bonus to define receiving areas. Ultimately, the consultant team must understand how the land use code can tie willing sellers of development rights to willing buyers of those rights in specific land use zones of the city.

Select TDR development incentives. Interviews completed with developers in 2019 may be outdated now, so the team like to reconnect with those developers we spoke to (perhaps others, as well) and get more specificity on what incentives create value and they'd be willing to pay for.

Update economic data. This task will update real estate selling prices, rents, construction costs that feature in the calculation of the exchange rate.

TDR Monitoring and Future Adjustments. This task will prepare a final policy memorandum guiding future monitoring and needed adjustments to the city updated TDR program. The memorandum will highlight steps the city can take to scale the TDR program and integrate it with the city's affordable housing policies.

### Task 2: Implementation Workplan

Completion: March 2022

This task would provide specific and concrete steps the city should take to operationalize its program.

This work would include three main pieces:

TDR Ordinance to include development incentives

Operational resources to market the program

Application process

### Task 3: PC and Council Meetings

Completion: May 2022

Share study findings at up to three meetings between the Planning Commission and City Council

#### Task 4: Draft and Final Summary report

Completion: April 2022

The consultant team will draft a report that summarizes the work to create a TDR program. The information will include thorough explanations of TDR in a concise, easy-to-read format. The report will also describe the data sources, assumptions, and analytical methods used to produce the outputs, which may be provided in a technical appendix to the main report.

#### Schedule and Budget:

Schedule: Completion in May 2022

Budget: \$21,000



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Authorize the City Manager to Execute the Second Amendment to Legal Services Agreement with the Kitsap County Prosecuting Attorney's Office, Extending Prosecution Services through December 31, 2022 (\$122,811.56) - Executive,

**SUMMARY:** This agenda item relates to the City's annual contract for prosecution services with the Kitsap County Prosecuting Attorney's Office. The proposed legal services agreement for 2022, in the amount of \$122,811.56, would take effect January 1, 2022, and expire on December 31, 2022.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Authorize the City Manager to execute the Second Amendment to Legal Services Agreement with the Kitsap County Prosecuting Attorney's Office in substantially the form included with this agenda item, extending such prosecution services through December 31, 2022.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** Historically, the City has contracted with the Kitsap County Prosecuting Attorney's Office for prosecution services related to matters in municipal court, as well as applicable appeals in superior court. This arrangement with the County has been working well for several years. The County has particular expertise and knowledge related to prosecution services, as well as resources (e.g., paralegals, legal assistants) to effectively provide this service to the City at a reasonable cost.

The City Attorney's Office manages this contract, including via communications with the County Prosecutor's Office related to the services provided under the agreement, as well as regarding other matters. In 2017, the City Manager and City Attorney considered options related to this function, including the possibility of performing the function via an in-house prosecutor. Based on research and analysis, it was determined that the best option was to continue contracting with Kitsap County due to cost factors, including staffing that would be required, and the County's track record of performing this function well for the City. The prosecutorial function requires specialized knowledge as well as staffing infrastructure that the City does not have currently. Based on past

research, it is estimated that providing this function in-house would likely cost at least 50% more than the City is paying currently.

The contract amount the City is paying for 2021 is \$112,161.18. The 2021 contract contained a lower cost under the belief from the Prosecuting Attorney's Office that implementation of a tentative agreement reached in the spring of 2020 with the Prosecuting Attorneys Guild would be postponed due to the budgetary impacts of COVID-19. The Prosecuting Attorneys Guild challenged the delay in implementation of the wage increase, and the Kitsap County Board of Commissioners decided to formally accept the tentative agreement. The wage increase, incorporated into the current contract amount of \$122,811.56, became effective in January 2021.

**ATTACHMENTS:**

[Second Amendment to Agreement with Kitsap County for Prosecution Services \(for 2022\)](#)

[\[Background\] Agreement with Kitsap County for Prosecution Services \(for 2020\)](#)

[\[Background\] First Amendment to Agreement with Kitsap County for Prosecution Services \(for 2021\)](#)

**FISCAL DETAILS:** There is \$125,000 budgeted in the 2022 budget to pay for this expense.

**Fund Name(s):** General Fund

**Coding:**

**SECOND AMENDMENT TO LEGAL SERVICES AGREEMENT  
Prosecution Services**

This Second Amendment to Legal Services Agreement – Prosecution Services is entered into between the City of Bainbridge Island and the Kitsap County Prosecuting Attorney pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, effective January 1, 2022. The parties agree that their Legal Services Agreement – Prosecution Services (the “Agreement”), identified as KC-535-19 and effective January 1, 2020, and first amended effective January 1, 2021 by KC-535-19-A, is now further amended as follows:

1. Section III (Term of Agreement): The Agreement’s expiration date is extended through December 31, 2022.

2. Section V (Compensation): The annual cost is changed to \$122,811.56. The cost continues to be payable in equal monthly installments.

3. All other provisions of the Agreement, except as previously amended, remain unchanged and in full force and effect.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

**CITY OF BAINBRIDGE ISLAND**

\_\_\_\_\_  
Blair King, City Manager

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

**KITSAP COUNTY PROSECUTING  
ATTORNEY**

\_\_\_\_\_  
Chad M. Enright

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

**BOARD OF COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
Robert Gelder, Chair

\_\_\_\_\_  
Edward E. Wolfe, Commissioner

ATTEST:

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

\_\_\_\_\_  
Charlotte Garrido, Commissioner

**LEGAL SERVICES AGREEMENT**  
**Prosecution Services**

This Legal Services Agreement for Prosecution Services (this "Agreement") is entered into between the City of Bainbridge Island (the "City") and the Kitsap County Prosecuting Attorney (the "Prosecutor") pursuant to the provisions of Chapter 39.34 RCW (Interlocal Cooperation Act) effective January 1, 2020.

**WHEREAS**, the Interlocal Cooperation Act permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, the City and the Prosecutor wish to mutually cooperate for the purposes described herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**Section I**  
**PURPOSE**

The purpose of this Agreement is for the Prosecutor to provide legal services for the City for prosecution of municipal criminal complaints and civil infractions.

**Section II**  
**SERVICES**

The Prosecutor will provide the full range of prosecution services (i.e., prosecution/case management, legal advisor and special projects as required) to the Police Department of the City, as more fully described in Exhibit A: Scope of Work, which is incorporated herein.

**Section III**  
**TERM OF AGREEMENT**

The term of this Agreement is January 1, 2020 through December 31, 2020.

**Section IV**  
**TERMINATION OF AGREEMENT**

This Agreement may be terminated by either party, with or without cause, upon four months' advance written notice to the other party.

**Section V  
COMPENSATION**

The City and the Prosecutor agree that compensation for services rendered under this Agreement shall be at an annual cost of \$114,656.24 beginning on January 1, 2020 and shall be paid in equal monthly installments.

**Section VI  
OFFICE FACILITIES**

The City will provide office space, furnishings and office equipment for one attorney and one support staff member of the Prosecutor.

**Section VII  
INSURANCE AND HOLD HARMLESS**

**A. Insurance**

Prior to and during the performance of the work covered by this Agreement, the Prosecutor shall provide the City with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of professional liability insurance, and/or errors and omissions insurance, providing coverage of at least \$1,000,000 for professional liability or errors and omissions in connection with the work to be performed by the Prosecutor under this Agreement. The Prosecutor shall furnish a certificate of insurance to the City for review by the City. The City shall be provided 30 days' written notice of any cancellation of such professional liability insurance.

**B. Indemnification**

Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, employees and agents against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, employees and agents in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor of indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and acknowledges that this waiver was mutually negotiated. This provision shall survive the termination of this Agreement.

**Section VIII  
GENERAL PROVISIONS**

A. Integration. This Agreement constitutes the entire agreement between the parties. No other understandings or representations, oral or written, regarding the subject matter of this Agreement will be deemed to exist or bind the parties.

B. Amendments. Except as provided in Section V (relating to changes in compensation), this Agreement may be modified or amended only by a writing duly executed by authorized representatives of both parties.

C. Coverage. The City contracts with the Prosecutor for prosecution assistance on an annual basis. The Prosecutor shall be responsible for providing backup and coverage in the event of any absence or conflict at costs within the annual budget. Such backup and coverage shall be provided only by duly appointed deputy prosecuting attorneys.

D. Notices. Any notices required or permitted to be given under this Agreement shall be in writing and addressed as follows:

If to the City:

City Attorney  
City of Bainbridge Island  
280 Madison Avenue  
Bainbridge Island, WA 98110

If to the Prosecutor:

Kitsap County Prosecuting Attorney  
614 Division Street, MS-35  
Port Orchard, WA 98366

E. Files. All files and other documents maintained by the Prosecutor shall be the files of the City and accessible by the City through its City Attorney or other duly authorized representative during normal business hours. At the request of the City, any and all files maintained by the Prosecutor shall be tendered to the City.

F. Independent Contractor. Prosecutor and assistant(s) are professionals acting without direct supervision and are independent contractors. Prosecutor waives any claim in the nature of a tax, charge, cost or employee benefit which would attach if Prosecutor or assistant(s) were held to be employees of the City.

G. Non-Discrimination. Prosecutor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, veteran status, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification. Prosecutor shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement. Violation of this section shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work from City.

H. Governing Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a dispute, such dispute shall be litigated only in the Superior Court of Kitsap County, Washington.

I. Severability. The invalidity or unenforceability of any provision in this Agreement shall not affect the validity or enforceability of any other provisions that can be given effect without the offending provision.

J. No Waiver. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

K. Administration. This Agreement will be jointly administered by the City and the Prosecutor. This Agreement does not create any separate legal or administrative entity.

L. Financing; Budget. This Agreement does not contemplate joint financing of the activities within its scope, nor does it contemplate a joint budget.

M. Property Acquisition and Disposition. This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party will remain the sole owner of its own property.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date stated above.

Dated this 27 day of November, 2019

**CITY OF BAINBRIDGE ISLAND**

  
\_\_\_\_\_  
Morgan Smith, City Manager



Dated this 4 day of ~~November~~ December, 2019

**KITSAP COUNTY PROSECUTING ATTORNEY**

  
\_\_\_\_\_  
Chad M. Enright  
Kitsap County Prosecuting Attorney

Dated this \_\_\_ day of \_\_\_\_\_, 2019

**BOARD OF COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Edward D. Wolfe, Chair

  
\_\_\_\_\_  
Charlotte Garrido, Commissioner

NOT PRESENT  
\_\_\_\_\_  
Robert Gelder, Commissioner

ATTEST:  
  
\_\_\_\_\_  
Dana Daniels, Clerk of the Board

# **EXHIBIT A**

## **EXHIBIT A: SCOPE OF WORK**

The Prosecutor will provide the full range of criminal prosecution and civil infraction enforcement (i.e., prosecution/case management, legal advisor and special projects as required) to the City's commissioned officers and other enforcement personnel as applicable.

### **I. MUNICIPAL COURT**

#### **A. Appearance and Preparation for All Regularly Scheduled Monthly Calendars as Follows:**

1. Non-jury trials
2. Motion calendars
3. Jury readiness calendars
4. Contested infractions calendars, including administrative hearings and traffic hearings, but only in cases where a Notice of Appearance has been filed by a licensed attorney and/or as otherwise agreed by the parties
5. Jury trial calendars
6. Arraignments
7. Sentencings
8. Revocation hearings
9. Motions
10. Preliminary hearings (probable cause)
11. In-Custody hearings

#### **B. Miscellaneous:**

1. Review cases, make decisions and file complaints
2. Obtain search and arrest warrants
3. Day-to-day advice, as needed, by telephone or in-person contact with City Police Department officers

### **II. SUPERIOR COURT**

Appeals (preparation and appearance):

1. Commencing (only after discussion and authorization from City Attorney)
2. Defending

### **III. MEETINGS**

- A. Attend All Meetings with Police Department, City staff or City Council as Requested or Required to Address Current Issues
- B. Prepare Memoranda Addressing Legal Ramifications of Courses of Action Contemplated as Part of Those Meetings

- IV. PROVIDE LIAISON BETWEEN CITY POLICE DEPARTMENT AND COURT SYSTEM REGARDING PROCEDURES AND ENFORCEMENT**
- V. PREPARE, REVIEW AND RESPOND TO ISSUES AS REQUESTED BY CITY ATTORNEY, CHIEF OF POLICE OR DEPUTY CHIEF OF POLICE**
- VI. RECOMMEND NEEDED MUNICIPAL CODE AMENDMENTS TO CITY ATTORNEY**
- VII. PROVIDE QUARTERLY REPORTS TO CITY AND CITY ATTORNEY'S OFFICE IDENTIFYING TOTAL CASE FILINGS AND CASE DISPOSITIONS**

**LEGAL SERVICES AGREEMENT AMENDMENT  
Prosecution Services**

This Legal Services Agreement Amendment - Prosecution Services ("Agreement") is entered into between the City of Bainbridge Island ("City") and the Kitsap County Prosecuting Attorney ("Prosecutor") pursuant to the provisions of Chapter 39.34 RCW (Interlocal Cooperation Act) effective January 1, 2021. The parties mutually agree that their Agreement, numbered as Kitsap County Contract No. KC-535-19 and executed on December 4, 2019, shall be amended as follows:

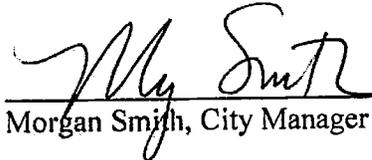
1. Effective January 1, 2021, Section V, Compensation, shall be amended to change the annual cost to \$112,161.18 beginning on January 1, 2021, and shall be paid in equal monthly installments.
2. Section III, Term of Agreement, shall be amended extending the term of the Agreement through December 31, 2021.
3. All other provisions of the Agreement shall remain unchanged and in full force and effect.

Dated this 29 day of October, 2020

Dated this 4th day of November, 2020

CITY OF BAINBRIDGE ISLAND

KITSAP COUNTY PROSECUTING ATTORNEY

  
Morgan Smith, City Manager

  
Chad M. Enright

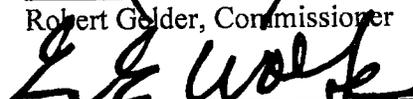
Dated this 7 day of DECEMBER, 2020



BOARD OF COMMISSIONERS  
KITSAP COUNTY, WASHINGTON

  
Charlotte Garrido, Chair

  
Robert Gelder, Commissioner

  
Edward Wolfe, Commissioner

ATTEST:  
  
Dana Daniels, Clerk of the Board

## **EXHIBIT A: SCOPE OF WORK**

Prosecutor will provide the full range of criminal prosecution and civil infraction enforcement (i.e., prosecution/case management, legal advisor and special projects as required) to City's commissioned officers and other enforcement personnel as applicable.

### **I. MUNICIPAL COURT**

#### **A. Appearance and Preparation for All Regularly Scheduled Monthly Calendars as Follows:**

1. Non-jury trials
2. Motion calendars
3. Jury readiness calendars
4. Contested infractions calendars, including administrative hearings and traffic hearings, but only in cases where a Notice of Appearance has been filed by a licensed attorney and/or as otherwise agreed by the parties
5. Jury trial calendars
6. Arraignments
7. Sentencings
8. Revocation hearings
9. Motions
10. Preliminary hearings (probable cause)
11. In-Custody hearings

#### **B. Miscellaneous:**

1. Review cases, make decisions and file complaints
2. Obtain search and arrest warrants
3. Day-to-day advice, as needed, by telephone or in-person contact with City Police Department officers

### **II. SUPERIOR COURT**

#### **Appeals (preparation and appearance):**

1. Commencing (only after discussion and authorization from City Attorney)
2. Defending

### **III. MEETINGS**

- A. Attend All Meetings with Police Department, City staff or City Council as Requested or Required to Address Current Issues
- B. Prepare Memoranda Addressing Legal Ramifications of Courses of Action Contemplated as Part of Those Meetings

[Exhibit A - Scope of Work continues on the next page.]

- IV. PROVIDE LIAISON BETWEEN CITY POLICE DEPARTMENT AND COURT SYSTEM REGARDING PROCEDURES AND ENFORCEMENT**
- V. PREPARE, REVIEW AND RESPOND TO ISSUES AS REQUESTED BY CITY ATTORNEY, CHIEF OF POLICE OR DEPUTY CHIEF OF POLICE**
- VI. RECOMMEND NEEDED MUNICIPAL CODE AMENDMENTS TO CITY ATTORNEY**
- VII. PROVIDE QUARTERLY REPORTS TO CITY AND CITY ATTORNEY'S OFFICE IDENTIFYING TOTAL CASE FILINGS AND CASE DISPOSITIONS**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Authorize the City Manager to Execute Amendment No. 2 to Agreement for Professional Services for the City of Bainbridge Island Hearing Examiner with Sound Law Center, LLC, Extending Hearing Examiner Services through December 31, 2023 (\$175.00/Hour) - Executive

**SUMMARY:** The City contracts with Sound Law Center, LLC, for hearing examiner services. The current contract is set to expire on December 31, 2021. As presented, Amendment No. 2 to the Professional Services Agreement with Sound Law Center, LLC, proposes to extend the contract for a new two-year term through December 31, 2023. It also identifies the hearing officers available through Sound Law Center, LLC.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Authorize the City Manager to execute Amendment No. 2 to Agreement for Professional Services for the City of Bainbridge Island Hearing Examiner with Sound Law Center, LLC, in substantially the form included with this agenda item, continuing Hearing Examiner services through December 31, 2023.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** Under BIMC 2.14.030.B, the City's Hearing Examiner, once appointed by the City Manager and confirmed by the City Council, serves for two-year terms. Therefore, as presented, Amendment No. 2 to the Professional Services Agreement with Sound Law Center, LLC, proposes to extend the contract for a new two-year term through December 31, 2023.

**ATTACHMENTS:**

[Amendment No. 2 to Agreement for Professional Services for the Hearing Examiner.docx](#)

[\[Background\] Hearing Examiner Professional Services Agreement \(Full Contract\).pdf](#)

**FISCAL DETAILS:** There is \$110,000 budgeted for this expense in the Executive Division. There have been no expenses related to this contract in 2021.

**Fund Name(s):**

**Coding:**

**AMENDMENT NO. 2 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
FOR THE  
CITY OF BAINBRIDGE ISLAND HEARING EXAMINER**

**THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CITY OF BAINBRIDGE ISLAND HEARING EXAMINER** (“Amendment 2”) amends the Agreement for Professional Services (“Agreement”) entered into on December 14, 2017, by the City of Bainbridge Island (“City”), a Washington State municipal corporation, and Sound Law Center, LLC (“Hearing Examiner”), a Washington State limited liability company.

**WHEREAS**, the City and Hearing Examiner entered into the Agreement on December 14, 2017; and

**WHEREAS**, BIMC 2.14.030.B states that the City’s Hearing Examiner, once appointed by the City Manager and confirmed by the City Council, shall serve for two-year terms; and

**WHEREAS**, the City and Hearing Examiner executed Amendment No. 1; extending the term of the Agreement through December 31, 2021, and amending some administrative support terms; and

**WHEREAS**, the City desires to extend the term of the Agreement for a new two-year term through December 31, 2023; and

**WHEREAS**, the Hearing Examiner is willing to provide hearing examiner services, under the terms of the Agreement, for a new two-year term through December 31, 2023.

**NOW, THEREFORE**, the City and the Hearing Examiner agree to amend the Agreement as follows:

1. Section 2.A of the Agreement is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and, in accordance with BIMC 2.14.030.B-, the appointment of the Hearing Examiner shall be for a two-year term, beginning January 1, 20202, and continuing until December 31, 20213, unless sooner terminated by either party as provided below.

2. Section B of Attachment A, Scope of Services, is hereby amended to read as follows:

**B. Additional Specific Duties of the Hearing Examiner**

6. The hearing officers available to the City will be Andrew Reeves, Ted Hunter, Scott Shoemaker, and Lee Raaen. Detailed information on each hearing officer is available at [www.soundlawcenter.com](http://www.soundlawcenter.com). The City recognizes that hearings may be performed using remote meeting technology.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

4. This Amendment shall take effect and be in force on January 1, 2022.

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

SOUND LAW CENTER, LLC

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_



CITY OF  
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**AGREEMENT FOR PROFESSIONAL SERVICES  
FOR THE  
CITY OF BAINBRIDGE ISLAND HEARING EXAMINER**

**THIS AGREEMENT FOR PROFESSIONAL SERVICES** (“Agreement”) is entered into between the City of Bainbridge Island, a Washington state municipal corporation (“City”), and Sound Law Center, LLC (“Hearing Examiner”).

**WHEREAS**, the City needs professional services in connection with Hearing Examiner services for the City of Bainbridge Island.

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

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

**1. SERVICES BY THE HEARING EXAMINER**

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

**2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and, in accordance with BIMC 2.14.030.B., the appointment of the Hearing Examiner shall be for a two-year term, beginning January 1, 2018, and continuing until December 31, 2019, unless sooner terminated by either party as provided below.

B. The City may terminate this Agreement and remove the Hearing Examiner for the reasons set forth in BIMC 2.14.030.B. In such event, the City shall provide written notice of termination to the Hearing Examiner that specifies the reasons for termination and the termination shall be effective the date the termination notice is issued.



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C. The Hearing Examiner may terminate this Agreement, with or without cause, upon sixty (60) days' written notice of termination.

D. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Hearing Examiner pursuant to this Agreement shall be submitted to the City, and the Hearing Examiner shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

**3. PAYMENT**

A. The City shall pay the Hearing Examiner for such services:

Hourly, at a rate of \$175 per hour, plus actual expenses, in accordance with the services described in Attachment A. The Hearing Examiner shall not charge for travel time or materials.

Fixed Sum: a total amount of \$\_\_\_\_\_.

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

B. The Hearing Examiner shall submit, in a format acceptable to the City, invoices for services performed. The Hearing Examiner shall be paid at the rate of \$175.00 per hour for actual time spent carrying out the duties required under this Agreement, including review of file materials, applicable Bainbridge Island Municipal Code sections, and other relevant sources as necessary to prepare for hearings, as well as travel time between the Examiner's office and Bainbridge Island City Hall and, if a site visit is necessary, between the Examiner's office and the site in question. The Hearing Examiner shall be compensated pursuant to an invoice submitted by the Examiner to the City after the issuance of the decision rendered by the Examiner on each appeal. The billing statements shall reflect services rendered in increments of one-tenth of an hour. The billing statements shall provide a brief summary of the services provided for each date services were performed, the number of hours (or fractions of hours) spent, and expenses and disbursements in detail.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Hearing Examiner. All payments shall be subject to adjustment for any amounts, upon audit, determined to have been improperly billed.

D. The Hearing Examiner shall maintain time and expense records and provide them to the City upon request.



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

**4. CASE ASSIGNMENT AND PRO TEM HEARING EXAMINER**

The City shall assign cases to the Hearing Examiner. It is contemplated that the attorneys at Sound Law Center, LLC, who will serve as primary Hearing Examiners for the City will be Ted Hunter and Andrew Reeves. It is also contemplated that attorney Lee Raaen of Sound Law Center, LLC, will serve as Pro Tem Hearing Examiner when the Examiner gives notice to the City at the earliest date possible that he is unable to hear a particular matter/case, whether due to disqualification pursuant to BIMC 2.14.030.F, scheduling conflicts, or other unavailability. In such situations, the Hearing Examiner shall assign the matter/case to the Pro Tem Hearing Examiner, as identified above. If necessary, and in accordance with BIMC 2.14.030.C.2., the Hearing Examiner shall assist the City by recommending additional candidates for Pro Tem Hearing Examiner for approval by the City Manager.

**5. INDEPENDENT CONTRACTOR**

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

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



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

**6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

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

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

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

**7. OWNERSHIP OF WORK PRODUCT**

The record developed before the Hearing Examiner, including the Hearing Examiner's decisions and recommendations, shall be the property of the City. All such records which shall be the property of the City shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs. The Hearing Examiner's work product, consisting of notes, research, and preliminary drafts, shall be the property of the Hearing Examiner.

**8. HEARING EXAMINER'S LICENSING RESPONSIBILITIES**

The Hearing Examiner shall be an attorney licensed to practice in the State of Washington. During the term of this Agreement, the Hearing Examiner shall maintain his license and active membership in the Washington State Bar Association ("WSBA") in good standing, including fulfillment of the WSBA's Continuing Legal Education ("CLE") requirements consistent with Section 9 of this Agreement.

**9. HEARING EXAMINER'S TRAINING RESPONSIBILITIES**

The Hearing Examiner shall annually attend and/or receive at least ten (10) hours of training through WSBA accredited continuing legal education programs that specifically address land use



CITY OF  
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and environmental law (i.e., the Washington State Growth Management Act, Washington State Shoreline Management Act, Washington State Environmental Policy Act).

**10. GENERAL ADMINISTRATION AND MANAGEMENT**

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

**11. HOLD HARMLESS AND INDEMNIFICATION**

A. The City shall defend, indemnify, and hold harmless the Hearing Examiner from all liability, loss, or damage, including costs of defense, that result from claims, demands, actions, damages, costs, or judgments which result from the Hearing Examiner's performance of his duties under and pursuant to this Agreement and the BIMC, including BIMC 2.14.030; provided, however, that the City's defense, indemnity, and hold harmless obligation under this section does not apply to claims, demands, actions, damages, costs, or judgments arising from the performance by the Hearing Examiner of his duties hereunder in a manner that constitutes willful misconduct, gross negligence, and/or bad faith.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Hearing Examiner and the City, its officers, officials, employees, and volunteers, the Hearing Examiner's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Hearing Examiner's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Hearing Examiner's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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



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**12. INSURANCE**

The Hearing Examiner shall maintain insurance as follows:

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

**13. SUBLETTING OR ASSIGNING CONTRACT**

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

**14. EXTENT OF AGREEMENT/MODIFICATION**

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

**15. SEVERABILITY**

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

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



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**16. FAIR MEANING**

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

**17. NONWAIVER**

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

**18. NOTICES**

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

To the City:

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

To the Hearing Examiner:

Sound Law Center, LLC  
4500 9<sup>th</sup> Ave NE, Suite 300  
Seattle, WA 98105  
Attention: David Ortman  
(206) 233-1908  
[tph@soundlawcenter.com](mailto:tph@soundlawcenter.com)

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



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**19. SURVIVAL**

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

**20. GOVERNING LAW**

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

**21. VENUE**

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

**22. COUNTERPARTS**

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

**23. NO CONFLICT OF INTEREST**

The Hearing Examiner covenants that s/he presently has no interest and shall not acquire an interest, direct or indirect, in any property which is the subject of a proceeding before the Hearing Examiner which would conflict in any manner or degree with the performance of his/her duties hereunder.



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

SOUND LAW CENTER, LLC

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: December 14, 2017

By: \_\_\_\_\_

By: 

Douglas Schulze, City Manager

Name \_\_\_\_\_

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_



CITY OF  
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**ATTACHMENT A**

**SCOPE OF SERVICES**

**A. Hearing Examiner Responsibilities and Duties**

The Hearing Examiner shall perform all of the duties of the Examiner as set forth in the Bainbridge Island Municipal Code (“BIMC”). See, e.g., BIMC 2.14.030, BIMC 2.16.020, BIMC 2.16.100, and other relevant BIMC provisions. The Examiner is responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, and other issues which the City Council may designate to the Hearing Examiner by ordinance or resolution. The Examiner shall issue decisions and recommendations based on relevant ordinances, regulations, policies, statutes, and other authorities.

As described in BIMC 2.14.030.C., in addition to any other duty established by ordinance or resolution, the Hearing Examiner shall:

1. Supervise and evaluate the work of employees as required;
2. Develop procedural rules for the scheduling and conduct of hearings and related matters. Such rules shall be available from the City Clerk’s Office upon request;
3. Review properties that are the subject of hearings to become familiar with the terrain and relationships to other properties;
4. Receive and examine hearing related documents, and review case files, City codes and policies, environmental impact statements, plot plans, and topographical maps;
5. Evaluate testimony and evidence, prepare records, enter final written findings, and impose conditions to conform projects to City ordinances and land use policies;
6. Maintain knowledge of current relevant state and City land use laws, policies, and related state and federal court decisions;
7. Prepare reports and correspondence to the City Manager, City Council, and Planning Commission as requested;



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8. Prepare and submit annual written reports to the City Manager and City Council, including how many hearings have been conducted, the final outcome of hearings, the time required to issue decisions, and the cost of hearings.
9. Meet with the City Manager, City Council, Planning Commission, and staff as requested to identify conflicts in the code; and
10. When necessary, recommend candidates for Pro Tem Hearing Examiner for approval by the City Manager.

**B. Additional Specific Duties of the Hearing Examiner**

The Hearing Examiner shall carry out the duties of the Examiner in accordance with the following:

1. Hearings and proceedings shall be conducted in accordance with applicable state and local laws and regulations, including the Hearing Examiner rules as adopted by the Bainbridge Island City Council.
2. Decisions and recommendations shall be issued in a timely manner and in accordance with all applicable time limitations specified in state and local laws, regulations, and local procedural rules.
3. All open and closed record hearings conducted by the Hearing Examiner shall be held within the City.
4. The Hearing Examiner shall disqualify himself/herself when appropriate and in accordance with BIMC 2.14.030.F.
5. The Hearing Examiner shall provide notice to the City as soon as possible when the Examiner is unable to hear a particular matter/case so that the matter/case may be assigned in a timely manner to a Pro Tem Hearing Examiner.

**C. City Hearing Room, Facilities, and Support for the Hearing Examiner**

1. The City shall provide the following facilities, support, and materials to the Hearing Examiner:



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- a) A hearing room and facilities, including recording and sound systems and on-site audio-visual assistance. The City is responsible for recording the proceedings for records retention purposes.
  - b) Document copying and distribution services as required by the BIMC and other City ordinances and procedural rules.
  - c) A copy of the all relevant City land use, shoreline management, and environmental regulations and associated policies.
2. The City shall pay all costs and expenses associated with providing the above-referenced facilities, support, and materials to the Hearing Examiner.

**D. The Hearing Examiner Shall Have Its Own Administrative Support**

The Hearing Examiner shall independently provide for the Examiner's clerk and/or administrative staff and other support services. Scheduling of hearings is generally done in coordination with staff from the City's Department of Planning and Community Development.



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**ATTACHMENT B**

**INSURANCE REQUIREMENTS**

**A. Insurance Term**

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

**B. No Limitation**

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

**C. Minimum Scope of Insurance**

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

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

**D. Minimum Amounts of Insurance**

The Hearing Examiner shall maintain the following insurance limits:



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

**E. Other Insurance Provision**

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

**F. Acceptability of Insurers**

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

**G. Verification of Coverage**

Before commencing work and services, the Hearing Examiner shall provide to the person identified in Section 10 of the Agreement a Certificate of Insurance evidencing the required insurance. The Hearing Examiner shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Hearing Examiner before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

**H. Notice of Cancellation**

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

**I. Failure to Maintain Insurance**

Failure on the part of the Hearing Examiner to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days'



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notice to the Hearing Examiner to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Hearing Examiner from the City.

**J. City Full Availability of Hearing Examiner Limits**

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

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
FOR THE  
CITY OF BAINBRIDGE ISLAND HEARING EXAMINER**

**THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CITY OF BAINBRIDGE ISLAND HEARING EXAMINER** (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on December 14, 2017, by the City of Bainbridge Island (“City”), a Washington State municipal corporation, and Sound Law Center, LLC (“Hearing Examiner”), a Washington State limited liability company.

**WHEREAS**, the City and Hearing Examiner entered into the Agreement on December 14, 2017; and

**WHEREAS**, that Agreement specifies that the Hearing Examiner shall independently provide for the Examiner’s clerk and/or administrative staff and other support services; and

**WHEREAS**, after discussion between the parties, it has become evident that it is most efficient and economical for City staff to perform the role of clerk to the Hearing Examiner; and

**WHEREAS**, after discussion between the parties, it has become evident that the Hearing Examiner is in the best position to distribute decisions on appeals when such decisions are issued; and

**WHEREAS**, BIMC 2.14.030.B states that the City’s Hearing Examiner, once appointed by the City Manager and confirmed by the City Council, shall serve for two-year terms; and

**WHEREAS**, the City desires to extend the term of the Agreement for a new two-year term through December 31, 2021; and

**WHEREAS**, the Hearing Examiner is willing to provide hearing examiner services, under the terms of the Agreement, for a new two-year term through December 31, 2021.

**NOW, THEREFORE**, the City and the Hearing Examiner agree to amend the Agreement as follows:

1. Section 2.A of the Agreement is hereby amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and, in accordance with BIMC 2.14.030.B., the appointment of the Hearing Examiner shall be for a two-year term, beginning ~~January 1, 2018~~, January 1, 2020, and continuing until ~~December 31, 2019~~December 31, 2021, unless sooner terminated by either party as provided below.

2. Section D of Attachment A, Scope of Services, is hereby amended to read as follows:

**D. ~~The Hearing Examiner Shall Have Its Own~~ Provides Some Administrative Support**

~~The Hearing Examiner shall independently provide for the Examiner's clerk and/or administrative staff and other support services. Scheduling of hearings is generally done in coordination with staff from the City's Department of Planning and Community Development.~~

When the Hearing Examiner issues a decision following an appeals hearing, The Hearing Examiner shall distribute the final decision to Appellant, Applicant (if not the Appellant), City, those that commented during the official comment period, and those that attended the appeals hearing and indicated that they wanted to receive the decision.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

4. This Amendment shall take effect and be in force on January 1, 2020.

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

SOUND LAW CENTER, LLC

CITY OF BAINBRIDGE ISLAND

Date: 12/2/19

Date: 11/27/19

By: Ted Hunter

By: Morgan Smith

Name TEO HUNTER

Morgan Smith, City Manager

Title MANAGING ATTORNEY

Tax I.D. # 02-080819Z

City Bus. Lic. # 602670309



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Approve Recommended Appointments to the Cultural Funding Advisory Task Force - Council,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Cultural Funding Advisory Task Force. The selection team consisted of Councilmembers Fantroy-Johnson and Schneider. Applicants were interviewed and the selection team recommends the appointments as shown in the suggested motions. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Confirm the appointment of Terry Douglass-Resnik to Position 1.

Confirm the appointment of Thangam Chandrasekaran to Position 2.

Confirm the appointment of Emily Crandall to Position 3.

Confirm the appointment of Peter Denis to Position 4.

Confirm the appointment of David Reynolds-Gooch to Position 5.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Chandrasekaran - Cultural Funding \(Redacted\).pdf](#)

[Denis - Cultural Funding \(Redacted\).pdf](#)

[Douglass-Resnik - Cultural Funding \(Redacted\).pdf](#)

[Reynolds-Gooch - Cultural Funding \(Redacted\).pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**Roz Lassoff**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, August 19, 2021 7:11 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

**CAUTION:** This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

**Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)**

**Step 1**

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**Cultural Funding Advisory Task Force Volunteer Application**

The task force develops funding recommendations for consideration by the City Council.

In 2021, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September and 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for cultural funding.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. 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. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

(Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

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**Applicant Information**

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Name Thangam Chandrasekaran

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Email

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Daytime Phone

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Address

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City Bainbridge Island

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State Washington

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Zip 98110

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Current Employer Board member - Kitsap Immigrant Assistance Center

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Current Position Treasurer

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### Experience & Qualifications

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Have you served on any city committees, commissions, boards or task forces in the past? Yes

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If yes, please indicate which group(s). Board member/Treasurer - Kitsap Immigrant Assistance Center  
Board member/Search committee - West Sound Academy

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Please share your qualifications for this appointment (skills, activities, training, education) if any?

I bring three relevant skills towards this appointment

1. I understand non profits and currently am the Treasurer of the Kitsap Immigrant Assistance Center, I served as a Board member in West Sound Academy and sat on the Finance committee for a year. Finally as a parent volunteer, I helped build a youth advocacy environmental non-profit ground up ([www.h2oo.org](http://www.h2oo.org))
2. As home schooling mother of two for a decade, I have a very good understanding of the kinds of subject areas being funded- art, education, nature conservancy. The past 2 years have exposed me to such organizations in Bainbridge.
3. I have an MBA and Masters in Accounting both of which allows me to critically evaluate and prioritize resource allocation.

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Please share your community interests (groups, committees, organizations) if any:

1. My immediate community begins with my neighborhood at the south end of the island and I have been actively involved in it since we moved here.
2. Through my role at KIAC, I have been exposed to individuals doing similar work at Bloedel and BIMA. I am in touch with numerous WA state educators as a member of the Graduate Strong Initiative (GSI) which is a network of community organizations focused on education. I represent KIAC in GSI.
3. As a parent of climate action oriented kids we are involved with the BI chapter of Citizens Climate Lobby.
4. We have attended many events at BIMA, enjoyed the Great

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Decisions Series run by the library, visited Bloedel multiple times.

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Do you have potential conflicts of interest? If so, please explain:

None that I know of.

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Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

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Type the Year

2021

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How did you hear about the volunteer opportunity?

City Managers Report (e-newsletter)

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Other

Forwarded by a personal contact

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## THANGAM CHANDRASEKARAN

**OBJECTIVE** Guide community programs and non-profits through participation in Committees and Boards with a particular focus on diversity, education, social justice and environment

**SKILLS & ABILITIES**

- Vision and Goal setting in Board and Committee context
- Finance & Accounting /resource allocation for non-profits
- Understand topics around youth development
- Market Research, Survey and Trend Analysis based on trends
- Stakeholder analysis and management
- Knowledge of issues cutting across corporate, non-profits and local government
- Facilitating cross-cultural and international interactions
- Passion and understanding of local & world affairs, environment and social justice issues
- Strong analytical, writing and presentation skills

**EXPERIENCE**

**KITSAP IMMIGRANT ASSISTANCE CENTER (KIAC)**  
Board Member: October 2019- Present  
Treasurer: January 2021-Present  
Legal Service Volunteer: October 2019 – July 2021  
KIAC is an organization committed to the wellbeing of immigrants through legal and family services. Work includes both services spanning multiple initiatives at KIAC.

**BOARD MEMBER AND FINANCE COMMITTEE MEMBER, WEST SOUND ACADEMY (WSA)**  
July 2020-July 2021

**PRINCIPAL, MOON TIGER ACADEMY (CUSTOM SCHOOLING GRADES 1-10)**

Sep. 2009-Sep. 2019

Established a vision to drive the holistic education of my two children towards the goal of becoming world citizens. Work involved extensive research to build an ecosystem of independent vendors and custom groups which enabled a broad-based, holistic education. Applied skills in culling content from a variety of resources, coordination, administration, and follow-up. This included spending Fall 2018 semester in Chennai, India where my children engaged and presented to nearly 1500 kids from various schools on Ocean pollution and Climate Change.

**PARENT VOLUNTEER FOR HEIRS TO OUR OCEANS (WWW.H2OO.ORG)**

2016-2018

Helped co-contribute to the launch and building of this non-profit involving my two children as key members of the founding chapter. Heirs To Our Oceans is a Bay area based youth organization working towards building the awareness, education and empowerment of youth to solve the ocean crises. My role has included primarily in the guiding and coaching of my two children (studying plastic pollution, climate change and cetaceans) and being a sounding board for Executive Director. Our work resulted in presentations at UN World Oceans Day NY (2017), presentation at American Cetacean Society Conference (2016 & 18), Selection of local school youth at Plastic Ocean Pollution Solutions (2017), Testifying at the Pacific Fisheries Council (2018) and Nomination for finalist at San Francisco Ocean Film Festival High School Category (2019)

**MANAGER, ACNIELSEN COMPANY, BAY AREA, CA**

June 2003 – January 2004

Key client relationship manager for Dreyers Ice Cream. Work involved interpreting data and generating insights for brand managers. Scope included using regional and national sales data as well as ACNielsen Homescan panel data.

**STRATEGIC ANALYST, ODWALLA (COKE), BAY AREA CA**

2001-2002

Worked with the Sales and Marketing teams overseen by CEO to use both sales and survey data to understand trends and opportunities related to different products. Enabled Marketing use competitive product performance to identify promotion opportunities. Worked with the CEO to pull together a five-year plan based on category and regional data, and sales projections based on category/regional growth measures.

**MANAGER, HOMESCAN, ACNIELSEN COMPANY, BAY AREA, CA**

1999-2001

Using Homescan (panel data from households) data to assist client consumer product brand managers to make better brand marketing decisions

**SENIOR ACCOUNT ASSOCIATE, HOMESCAN, ACNEILSEN COMPANY, BAY AREA, CA**

1998-99

Key panel research contact at leading consumer goods companies including Clorox, Del Monte, Kal Kan Pet Foods and CA Prune Board conducting cross-purchase, buyer flow and volumetric analysis. Worked extensively with clients to frame issues, identify needs and develop research proposals as well as managing definition of specs, report generation, analysis and presentation of research insights to clients.

**RESEARCHER, EAST CAROLINA UNIVERSITY, GREENVILLE, NC**

1996-97

Conducted research and presented publishing opportunities for faculty based on trend analysis in IT, Manufacturing and Education Sectors.

Consulted in a Peat Marwick sponsored technology incubator to identify industry best practices and develop marketing programs for awareness building

**RESEARCH ANALYST, UNIVERSITY OF NEBRASKA, LINCOLN, NE**

1993

Conducted a large-scale survey to evaluate a state-based health program which resulted in 60% response rate and strong recommendations for target market segmentation, media selection and program development.

Piloted an evaluative study for Student Opportunities & Services. Conducted the pretest, post-coded questionnaire using SAS.

**ASSOCIATE, MIKE HIGGINS & ASSOCIATES INC, LINCOLN, NE**

1993

Conducted a benchmarking survey of banking client CEOs to monitor performance. Stratified customers based on performance and presented final recommendations to CEO.

**AUDITOR IN TRAINING, PRICE WATERHOUSE, CHENNAI, INDIA**

1987-90

Conducted interim audit and year-end audits of leading banks and corporations including ANZ (second larger foreign bank in India), Ashok Leyland (second largest manufacturer of commercial heavy vehicles) amongst others.

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**EDUCATION**

Certified Naturalist, American Cetacean Society, 2018

MS In Accounting, East Carolina University, Greenville, NC GPA 3.6, 1997

Diploma in Relational Database Management, SSIL, Chennai, India 1996

MBA With emphasis In Finance, Univ. Of Nebraska-Lincoln, Graduated with Distinction, 1995

BA Accounting, University of Madras, India, Graduated with Honors, 1987

**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 27, 2021 12:16 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 5/14 at 4pm)

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## Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 5/14 at 4pm)

### Step 1

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#### Cultural Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2021, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September and 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for cultural funding.

*The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. 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. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

*Application Deadline – Friday, May 14, 2021 at 4 pm. Applicants must be available in May for interviews.*

### Applicant Information

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Name Peter Denis

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	WA
Zip	98110
Current Employer	University of Washington
Current Position	Assistant Dean

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any? I have been an attorney since 1983. I was a founder of Ovation, Musical Theatre, and a board member of Bainbridge Performing Arts for close to 10 years.

Please share your community interests (groups, committees, organizations) if any: Long time board member of Ovation and the BPA - no longer a board member with either

Do you have potential conflicts of interest? If so, please explain: I left the BPA Board in March of this year

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year 2021

How did you hear about the volunteer opportunity? City Website

Other *Field not completed.*

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# PETER J DENIS

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## HUMAN RESOURCES EXECUTIVE, LEADER & ATTORNEY

*Labor Relations / Arbitration / Negotiations/ Culture Change / Situation Analysis / Program Design & Implementation*

Extensive experience in all aspects of human resources and labor relations, situation/process analysis, developing and implementing new HR programs and teams, and bringing diverse viewpoints to productive consensus and focusing on diversity in its many forms

**Citizen of Canada and the US**

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## CAREER EXPERIENCE

**UNIVERSITY OF WASHINGTON, SEATTLE, WA ASSISTANT DEAN FOR PERSONNEL, COLLEGE OF ARTS AND SCIENCES, (RESPONSIBLE FOR ALL PERSONNEL RELATED ISSUES – ACADEMIC AND NON-ACADEMIC, AT THE COLLEGE OCTOBER 2019 - PRESENT**

**ASSISTANT VP OF HR - LABOR RELATIONS** (successfully negotiated collective bargaining agreements, settled numerous labor disputes and process managed the wholesale change of the command staff of the police department *AUGUST 2008 – OCTOBER 2019*)

- **LECTURER – UNIVERSITY OF WASHINGTON, SCHOOL OF LAW, EVANS SCHOOL OF PUBLIC POLICY**

*THE CHANDLER FINANCIAL GROUP, LLC BAINBRIDGE ISLAND WA (PRIVATE CONSULTING)*  
*AUGUST 2007 – PRESENT*

- **INDUSTRY TROUBLE – SHOOTER AND MEDIATOR, Brewer's Distributing Ltd, Vancouver, BC**
- Negotiated numerous commercial agreements with Vietnamese Government departments and corporate entities Viet Nam (12 trips to SE Asia since July 2008)

*HARRISON MEDICAL CENTER*                      *BREMERTON WA*                      *JUNE 2005 – MAY 2007*

### **VICE PRESIDENT, HUMAN RESOURCES**

- Implemented "best of breed" HR computer systems for benefits enrollment, job applications, performance and learning management.
- Established collaborative labor relations model for issue resolution with all local unions (1600 out of a total of 2200 staff at Harrison are union members.)
- Provided strategic direction and oversight for the conclusion of a 3 year collective agreement with RN's prior to the termination of the current one.

*GROUP HEALTH COOPERATIVE*                      *SEATTLE WA*                      *APRIL 2002 - JUNE 2005*

### **LABOR RELATIONS ADMINISTRATOR**

- Led negotiations as First Chair with labor unions including, SEIU, OPEIU and Operating Engineers.
- Developed labor relations strategy for employer with 7000 unionized employees.
- Drafted binding decisions regarding grievance resolution.

### **INTERIM EXECUTIVE ROLES**

*1999-2002*

- **RLG INTERNATIONAL INC., VANCOUVER BC, ACTING VP HR**

Turned around software development subsidiary of RLG. Designed and implemented employment policy structures for world-wide organization.

- **SUM MEDIA INC., VANCOUVER BC, SEATTLE WA, ACTING VP HR**

Established strategic vision for Best Practices Group for e-couponing start-up; Managed process improvements and quick evolution of company

- **GROUPE DE SECURITE GARDA INC., MONTREAL QC,**

Brokered sale of family owned business to interests supported by the Quebec Pension Plan; Sale resulted in over 1000% return on investment (acquired June 1997)

**TIMBERWEST FOREST CORP., VANCOUVER BC DIRECTOR OF HUMAN RESOURCES**                      *1998 – 1999*

Resolved 15-month strike at Elk Falls Lumber mill leading to a landmark "results-based" collective agreement in which the business – plan is part of the agreement.

*PROVIDENCE HEALTH CARE GROUP, VANCOUVER BC*

1995 – 1998

**VICE PRESIDENT, HUMAN AND ORGANIZATION DEVELOPMENT**

- Headed all elements of Human Resources, including Labour Relations, Recruiting, Occupational Health and Safety and Organization Development (6,000 employees on eight sites).
- Established strong union / management relations while reducing grievance backlog by 60% and increasing arbitration win-rate to 98%.
- Conducted organization -wide survey of training and leadership needs and introduced program for systematic leadership development across all sites - with over 400 attendees in 12 months.
- Implemented attendance improvement program, resulting in 5% reduction of sick-time in first 6 months
- Ensured consistency of Labour Relations across organizations, resulting in cost savings of \$567k in 2 years.

*FUTURE ELECTRONIC LTD., MONTREAL QC*

1995

**VICE PRESIDENT, HUMAN RESOURCES**

- Coordinated all aspects of the employment relationship for 2500 employees in the USA, over 500 in the U.K., Germany, and France, and 150 in Singapore and Hong Kong.

*VERSA SERVICES LTD. (ARAMARK), MONTREAL QC, TORONTO ON*

1986 - 1995

**VICE PRESIDENT OPERATIONS, CORPORATE SECRETARY**

- Managed a budget of \$25M, attained all profitability targets, increased sales in specialty markets by 200% and increased overall sales by 15%.
- Renegotiated 70% of existing business to long-term contracts (valued at \$20M)
- Negotiated, (with the Chief Executive Officer) Expos acquisition and concession agreements including 20 management and 1200 hourly employees (contracts valued at \$300M over 20 years).
- Played a key role in merger and acquisition of Modern Building Cleaning (1989) \$66M, 25 offices Canada
- \* Designed, built, and operationalized the first full-service bar and fine dining restaurant at Olympic Stadium, adding \$750k/yr in additional sales.

**E D U C A T I O N**

Masters of Law (LL.M, graduated Summa cum Laude) Thomas Jefferson School of Law, e-Commerce  
Concentration in the International Taxation Program

Class of 2007, Leadership Kitsap

National Committee on Accreditation - Certificate of Common Law

Health Care Creative Leadership Program, Royal Roads University

Physician's Executive Management Program, Simon Fraser University

Bar of Montreal (professional training school), Quebec Bar Association

LI.B (Law), Universite de Montreal (Canadian equivalent of the USA, JD)

Bachelor of Commerce Degree Studies (no degree), Concordia University - Montreal

Champlain College (St. Lambert) and Royal Military College (St. Jean) – Associates Degree Commerce

**P R O F E S S I O N A L A S S O C I A T I O N S**

Quebec Bar Association (Montreal Division), 1983 - present

Conseiller en Relations de Travail – 1989 - 1993

**B O A R D S O F D I R E C T O R S**

Olympic Workforce Development Board, Executive Committee and Chair, 2005 – December 2012

Bainbridge Performing Arts – Secretary and Vice President and President 2011 -2020

Ovation! Musical Theatre Bainbridge, 2003 - 2008

FIR/IWA Health and Welfare Trust 1998-2000

Health Care Benefit Trust, 1996 - 1998

Foyer pour personnes agees Saint-Laurent/CLSC Saint-Laurent, 1992 - 1995

Designated appointee for Limited Partnership - Montreal Expos, 1991 - 1994

Foyer Saint-Laurent Foundation, 1990 - 1995

Father Dowd Home / St. Margaret's Home/ St. Andrew's Home, 1988 - 1995

Versabec Inc., 1988 – 1995

Group de securite Garda Ltee, 1982 - 1999

**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 21, 2021 7:30 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

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## Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: 4/21 at 4pm)

### Step 1

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#### Cultural Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2021, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September and 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for cultural funding.

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*Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.*

### Applicant Information

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Name Theresse (Terry) Douglass-Resnik

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	WA
Zip	98110
Current Employer	About Getting Better
Current Position	Small business woman owned health care provider

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any?

As a BI citizen I have enjoyed a great many cultural activities on the Island. As an advocate of human decency, I respect that diversity plays a crucial role in a community's development. As a board certified psychiatric nurse practitioner on the Island for more than 20 years I value the role the physical, social and emotional environment play in the quality of human health and the life of a community. I hold a PhD from Gonzaga University in leadership and management with a strong emphasis on ethics. I have held mid and senior management/administrative roles in state and private institutions. I have served on professional boards of directors, held offices, served on advisory committees at the local, state and national level. As the sole proprietor of a woman owned small business on Bainbridge and as a family member I understand some of the stressors affecting daily life. As a psychiatric nurse practitioner and RN I have worked and enjoyed persons with diverse values , cultures and opportunities. I am grateful for the opportunity to support our community.

Please share your community interests (groups, committees, organizations) if any:

I will be retiring soon so I will have time to engage in governance in the city I love. For 22 years I have enjoyed living in this community engaging in supporting BIMA, BPA, Historical Museum, West Sound Wildlife Shelter, Island Trust and have enjoyed the beauty and cultural opportunities this community offers. It is time to give back.  
As a member I would work hard to support cultural diversity and the arts

Do you have potential conflicts of interest? If so, please explain:

none that I am aware of. Should something arise I will address this openly and honestly immediately.

---

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

*Field not completed.*

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Type the Year

2021

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Email not displaying correctly?

**Roz Lassoff**

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**From:** noreply@civicplus.com  
**Sent:** Friday, August 6, 2021 12:58 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

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**Cultural Funding Advisory Task Force Volunteer Application - 2021 Commitment Only (Due: Open Until Filled - First Review Friday, July 16 @ 4pm)**

**Step 1**

---

**Cultural Funding Advisory Task Force Volunteer Application**

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(Due: Open Until Filled - First Review Friday, July 16 @ 4pm)

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**Applicant Information**

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Name David Reynolds-Gooch

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Email

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Daytime Phone

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Address

---

City Bainbridge Island

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State WA

---

Zip 98110

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Current Employer retired

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Current Position retired

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### Experience & Qualifications

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Have you served on any city committees, commissions, boards or task forces in the past? Yes

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If yes, please indicate which group(s). STTF

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Please share your qualifications for this appointment (skills, activities, training, education) if any? Although I have held no positions in arts or culture, I am an avid consumer of diverse forms of culture: art, music, literature, performance, history. I read widely and have traveled widely (50 countries), where I have always visited major museums, monuments, attended cultural performances, studied and discussed local history & culture with colleagues and friends. Strong interest in art & design.

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Please share your community interests (groups, committees, organizations) if any? Involved with Bloedel Reserve, Parks Foundation Trails committee. Co-created with my spouse Nurse Meg's Beacon of Joy Fund to offer financial assistance to families with patients at Seattle Children's Medical Center. I served 2 terms as a board member of One Call For All.

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Do you have potential conflicts of interest? If so, please explain: None of which I am aware.

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Feel free to attach a cover letter, resume', or other materials, if you wish (optional): *Field not completed.*

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Type the Year 2021

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How did you hear about the volunteer opportunity? Other

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:**

**AGENDA ITEM:** Adopt Final Goals and Objectives for the Groundwater Management Plan - Public Works  
**\*\*COUNCIL 2021 HIGH PRIORITY PROJECT\*\***

**SUMMARY:** City staff have prepared final goals and objectives for the Groundwater Management Plan based on feedback from the City Council and City Committees.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Adopt final Goals and Objectives for the Groundwater Management Plan.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

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

**BACKGROUND:** At the October 12, 2021 Study Session, the City Council reviewed and offered feedback to the staff on the draft goals and objectives for the Groundwater Management Plan. A memo summarizing the final revisions is attached to this agenda item.

**ATTACHMENTS:**

[Memo\\_CityCouncilFeedback\\_GWMP\\_Goals\\_21Oct2021.doc](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:** N/A

**DEPARTMENT OF PUBLIC WORKS****MEMORANDUM**

**TO:** Honorable Mayor and City Council

**FROM:** Maureen Whalen, Hydrogeologist  
Via Chris Wierzbicki, Public Works Director, Via Blair King, City Manager

**DATE:** 21 October 2021

**RE:** Groundwater Management Plan Goals and Objectives

The revised Goals and Objectives for the Groundwater Management are presented below. The revisions incorporate feedback received from the City Council on 12 October and 21 September 2021 as well as initial input from three City Advisory Committees (UTAC, CCAC, and ETAC)

City Council input included: explicitly link the goals and objectives to the City's Comprehensive Plan; recognize the groundwater system's vital role in supporting our natural environment including surface water; model future scenarios for sustainable groundwater use considering groundwater / surface water interaction, land-use, population, and climate change.

Ensure clean and sufficient groundwater for our natural environment and ourselves

- Produce groundwater models that inform decisions on land-use and population
- Develop and implement water conservation and recharge strategies
- Minimize and mitigate threats to water quality

Reduce and adapt to climate change impacts

- Identify climate change impacts to groundwater
- Develop and implement strategies to reduce and adapt to climate change impacts
- Improve climate change indicator monitoring

Develop community-wide understanding

- Establish advisory sub-committee
- Establish island-wide stakeholder engagement
- Develop on-line platform to share information



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Schedule Public Hearing on Ordinance No. 2021-30 Extending the Landmark Tree Ordinance - Planning,

**SUMMARY:** City staff is requesting that the City Council schedule a public hearing on Ordinance No. 2021-30, which would provide a six-month extension of the current interim official control related to the preservation, protection, and retention of Landmark Trees. If adopted, Ordinance No. 2021-30 would extend the interim regulations until June 26, 2022, unless terminated earlier or further extended by the Council.

The extension is being requested to allow for additional necessary time to complete the Landmark Tree regulations based on the discussion at the Council's April 27, 2021 meeting in which the Council considered proposed Ordinance No. 2021-07 (now referred to as Ordinance No. 2021-33) . Since then, ongoing discussions have occurred with the Planning Commission, including a second public hearing (June 10, 2021), and with the most recent discussion occurring at their October 14, 2021 meeting.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** Schedule a public hearing on Ordinance No. 2021-30 for November 9, 2021.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and this Ordinance No. 2021-30 would extend the interim control until June 26, 2022, unless terminated earlier or extended by the Council. This agenda item is to schedule a public hearing on Ordinance No. 2021-30 for November 9, 2021.

Since being initially adopted, the Council has previously extended and/or amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via

Ordinance No. 2018-42), December 11, 2018 (via Ordinance No. 2018-45), June 25, 2019 (via Ordinance No. 2019-17), November 26, 2019 (via Ordinance No. 2019-38), June 9, 2020 (via Ordinance No. 2020-13), December 8, 2020 (via Ordinance No. 2020-37), and June 8, 2021 (via Ordinance No. 2021-17).

The permanent landmark tree regulation ordinance was part of a suite of changes to the tree and vegetation regulations of our code and was originally Exhibit A of Ordinance 2021-07. Based on Council's preference to move forward with defensible space regulations separately (formerly Exhibit B of Ordinance No. 2021-07) and immediately in July, 2021, the Landmark Tree ordinance being reviewed by the Planning Commission has been separated and is now Ordinance No. 2021-33.

Ordinance No. 2021-30, included with this agenda item, describes in detail the factual background related to the interim regulations, as well as the basis for the regulations and for seeking an extension of the interim control.

**ATTACHMENTS:**

[Ordinance No. 2021-30 Extending Landmark Tree Regulations](#)

[Exhibit A to Ordinance No. 2021-30 - Updated Workplan](#)

[Exhibit B - Winslow Master Plan Study Area](#)

[Ordinance No. 2021-17 Relating to Extending Landmark Tree Regulations Winslow Area-Approved 060821.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

***PUBLIC HEARING DRAFT***

**ORDINANCE NO. 2021-30**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until June 26, 2022.

**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 official 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**, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its residents unless the City acts immediately to preserve the status quo; and

**WHEREAS**, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on the Island; and

**WHEREAS**, Landmark Trees, because of their age, size, and condition are recognized as having exceptional value in contributing to the character of the community; and

**WHEREAS**, the Planning Commission, Design Review Board, and the (former) Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

**WHEREAS**, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 of the Bainbridge Island Municipal Code (“BIMC”), *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes a fine if a Landmark Tree is removed without a permit; and

**WHEREAS**, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

**WHEREAS**, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), and on October 9, 2018 (via Ordinance No. 2018-42); and

**WHEREAS**, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

**WHEREAS**, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

**WHEREAS**, in response to comments and input that City staff and the City Council received regarding implementation and application of the Landmark Tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of Landmark Tree removal that would be approved through permit review; and

**WHEREAS**, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was adopted as Exhibit A to that ordinance; and

**WHEREAS**, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

**WHEREAS**, prior to the expiration of Ordinance No. 2018-45, the City Council discussed Ordinance No. 2019-17 on May 28, 2019, held a public hearing on June 11, 2019, and adopted Ordinance No. 2019-17 on June 25, 2019 and the work plan that was adopted as Exhibit A to that ordinance, and that ordinance extended the duration of the interim official control and narrowed Chapter 16.32 BIMC, *Preservation of Landmark Trees*, to apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan (updated November 8, 2006), and as depicted in Exhibit B to that ordinance and this ordinance; and

**WHEREAS**, prior to the expiration of Ordinance No. 2019-17, on November 26, 2019, the City Council held a public hearing on Ordinance No. 2019-39 and forwarded it for approval on December 10, 2019; and

**WHEREAS**, on December 10, 2019, the City Council approved Ordinance No. 2019-39 and the updated work plan that was provided as Exhibit A to that ordinance; and

**WHEREAS**, on February 25, 2020, the City's Department of Planning and Community Development had a discussion with the City Council on potential next steps and revisions to the municipal code regarding tree removal, forest stewardship, and vegetation maintenance (Chapter 16.18 BIMC), landscaping and tree retention (e.g., BIMC 18.15.010), landmark tree regulations

(Chapter 16.32 BIMC), and related to further extending the interim control to allow staff and the Council to continue to work toward the goal of completing the legislative process to amend the code prior to the expiration of the interim control; and

**WHEREAS**, the Department of Planning and Community Development has recommended clarifying language, definitions, and terminology regarding the regulations at issue and to incorporate best management practices into the code as recommended by the Community Forest Management Plan (“CFMP”); and

**WHEREAS**, additional time was needed for the Planning Commission, community, and City Council to review the recommendations above described and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City’s Comprehensive Plan; and

**WHEREAS**, due to the COVID-19 public health emergency and pandemic, hundreds of thousands of persons in Washington state have contracted the virus and several thousands of persons have died due to the virus thus far and during the time period that this interim official control has been in effect, and the public health emergency is ongoing and is expected to continue for many more months; 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, in part, of the public health emergency, additional time has been necessary for City staff and the City Council to consider the regulations and policies at issue related to this interim control to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

**WHEREAS**, at its May 26, 2020 meeting, the City Council considered interim control Ordinance No. 2020-13 and scheduled a public hearing for June 9, 2020 to accept public comment and consider that ordinance to extend the interim control for another six months; and

**WHEREAS**, on June 9, 2020, the City Council conducted a public hearing on Ordinance No. 2020-13 and the Council received and considered public comment related to that ordinance; and

**WHEREAS**, on June 9, 2020, after considering such public comment, the City Council adopted Ordinance No. 2020-13 to extend the interim control for six months, to December 26, 2020; and

**WHEREAS**, City staff met with the Planning Commission at several Planning Commission meetings to discuss draft regulations related to this interim control on August 13, September 10, October 29, November 12, and December 10, 2020; and

**WHEREAS**, at its November 24, 2020 meeting, the City Council considered Ordinance No. 2020-37 and scheduled a public hearing for December 8, 2020 to accept public comment and consider that ordinance to extend the interim control for another six months; and

**WHEREAS**, on December 8, 2020, the City Council conducted a public hearing on Ordinance No. 2020-37 and the Council received and considered public comment related to that ordinance; and

**WHEREAS**, on December 8, 2020 after considering such public comment, the City Council adopted Ordinance No. 2020-37 to extend the interim control for six months, to June 26, 2021; and

**WHEREAS**, on December 17, 2020, the Planning Commission held a public hearing and made a recommendation of approval regarding a related ordinance, proposed Ordinance No. 2021-07, which pertains to revisions to the tree and vegetation chapters of the Bainbridge Island Municipal Code, and such work has been identified on the work plan for this interim control; and

**WHEREAS**, on April 27, 2021, the City Council considered and discussed proposed Ordinance No. 2021-07 and the Council expressed a collective interest in further considering the ordinance at a future meeting; and

**WHEREAS**, on May 13, 2021, staff returned to the Planning Commission with modifications to proposed Ordinance No. 2021-07 that addressed City Council concerns raised at the April 27, 2021 Council meeting; and

**WHEREAS**, on May 25, 2021, the City Council considered Ordinance No. 2021-17 and scheduled a public hearing for June 8, 2021 to accept public comment and consider that ordinance to extend the interim control for another six months; and

**WHEREAS**, on May 27, 2021, following further discussion on proposed Ordinance No. 2021-07, the Planning Commission scheduled a second public hearing for June 10, 2021 on that proposed ordinance; and

**WHEREAS**, on June 8, 2021, after considering public comment, the City Council adopted Ordinance No. 2021-17 to extend the interim control for six months, to December 26, 2021; and

**WHEREAS**, on June 10, 2021, the Planning Commission held a second public hearing on proposed Ordinance No. 2021-07 and requested that staff continue working on revisions to the Landmark Tree ordinance; and

**WHEREAS**, the Planning Commission continued consideration of revisions to the Landmark Tree regulations, including on June 24, 2021 and October 14, 2021; and

**WHEREAS**, on July 8, 2021, the Planning Commission discussed and requested that the City Council take immediate action on an amendment to Exhibit A of proposed Ordinance No. 2021-07, Chapter 16.18 BIMC (Tree Removal, Forest Stewardship, and Vegetation Maintenance) to adopt the recommended exemption from permitting requirements related to allowing certain fire safety activities within a 30-foot defensible space; and

**WHEREAS**, staff moved forward with revisions to Chapter 16.18 BIMC under Ordinance No. 2021-07 and created a new Ordinance for the Landmark Tree Ordinance changes which became proposed Ordinance No. 2021-33; and

**WHEREAS**, staff from the Department of Planning and Community Development need additional time with the Planning Commission to work through comments and issues raised by the Planning Commission before returning to the Council with a recommendation on proposed Ordinance No. 2021-33; and

**WHEREAS**, at its October 26, 2021 meeting, the City Council considered this Ordinance No. 2021-30 and scheduled a public hearing for November 9, 2021 to accept public comment and consider this ordinance to extend the interim control for another six months; and

**WHEREAS**, on November 9, 2021, after considering such public comment, the City Council adopted this ordinance to extend this interim control for six months, to June 26, 2022, 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**, this interim control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim control was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency nor the effective date of the interim control, which is June 26, 2018.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES HEREBY 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 official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, 2020-37, and 2021-17.

**Section 2. Authority of Existing Interim Official Control and Extension.** As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this ordinance,

the City Council is hereby extending the imposition of the interim official control that was initially imposed by Ordinance No. 2018-25, and was most recently extended by Ordinance No. 2021-17, as described herein.

**Section 3. Duration of Interim Official Control and Extension.** This interim official control is hereby amended to extend the interim official control in its current form as specified in this ordinance for six months, which is until June 26, 2022. This interim official control was narrowed previously by Ordinance No. 2019-17 to apply only to properties located within the Winslow Master Plan Study Area. See, BIMC 16.32.005 and the map included as Exhibit B (attached). **Exhibit B** is hereby incorporated herein.

**Section 4. 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 official control at its meeting on November 9, 2021 and took public testimony and considered further findings of fact.

**Section 5. Interim Official Control Work Plan.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official 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 official control, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, 2020-37, and 2021-17, the City is hereby extending this interim official control for an additional six months based on the work plan set forth in **Exhibit A**, which is hereby incorporated herein. These supplemental findings of fact and the work plan incorporated herein are being adopted after the City Council conducted a public hearing on this interim official control on November 9, 2021.

**Section 6. Effect on Vested Rights.** Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete and applicable land use permit application before the effective date of this interim official control.

**Section 7. 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 8. 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 9. 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 official control ordinances which preceded this ordinance, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, 2020-37, and 2021-17, 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 official control were included in the “Whereas” clauses of Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, 2020-37, and 2021-17, 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 official control, which is June 26, 2018.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of November, 2021.

APPROVED BY THE MAYOR this \_\_\_\_ day of November, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 21, 2021
PASSED BY THE CITY COUNCIL:	November____, 2021
PUBLISHED:	November____, 2021
EFFECTIVE DATE:	November ____, 2021
ORDINANCE NUMBER:	2021-30
ATTACHED:	Exhibit A (Work Plan), Exhibit B (Winslow Master Plan Study Area)

## EXHIBIT A



# PROTECTION OF LANDMARK TREES

## UPDATED WORK PLAN FOR INTERIM REGULATIONS (November 9, 2021)

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### **INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:**

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and has been extended until June 26, 2022, via the adoption of this current ordinance, Ordinance No. 2021-30, unless terminated earlier or extended by the City Council.

The City Council has amended the interim official control initially adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance No. 2018-42), December 11, 2018 (via Ordinance No. 2018-45), June 25, 2019 (via Ordinance No. 2019-17), November 26, 2019 (via Ordinance No. 2019-39), June 9, 2020 (via Ordinance No. 2020-13), December 8, 2020 (via Ordinance No. 2020-37), and on June 8, 2021 (via Ordinance No. 2021-17).

The City has developed and is proceeding based on the Updated Work Plan described below to address the issues related to preservation of Landmark Trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, 2020-37, and 2021-17, as well as in this current ordinance, Ordinance No. 2021-30.

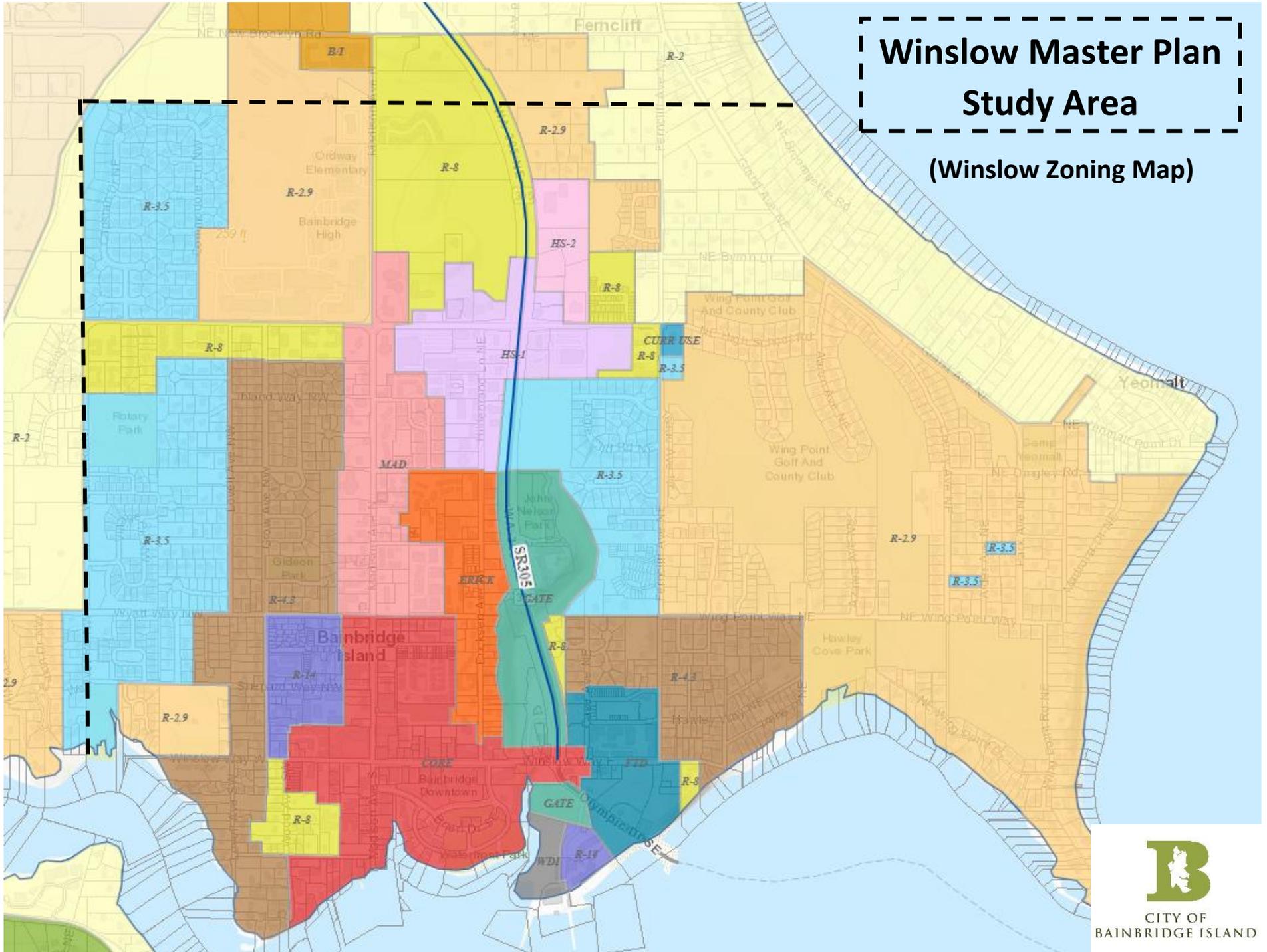
#### November - December 2021

In conjunction with the Planning Commission, City staff will further refine the proposed code changes. After holding a third public hearing, it is expected that the Planning Commission will make a recommendation to the City Council on the Landmark Tree regulations and staff will develop a guidance manual.

#### January - February 2022

The proposed code changes would be provided to the Council for review and consideration. After such review and consideration, the Council could take action to approve an amendment to the Landmark Tree regulations and adopt by resolution any changes to the administrative manual to reflect submittal requirements for a Landmark Tree removal permit.

# EXHIBIT B



**Winslow Master Plan  
Study Area**

(Winslow Zoning Map)

**ORDINANCE NO. 2021-17**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until December 26, 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 official 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**, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its residents unless the City acts immediately to preserve the status quo; and

**WHEREAS**, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on the Island; and

**WHEREAS**, Landmark Trees, because of their age, size, and condition are recognized as having exceptional value in contributing to the character of the community; and

**WHEREAS**, the Planning Commission, Design Review Board, and the (former) Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

**WHEREAS**, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 of the Bainbridge Island Municipal Code (“BIMC”), *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes a fine if a Landmark Tree is removed without a permit; and

**WHEREAS**, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

**WHEREAS**, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), and on October 9, 2018 (via Ordinance No. 2018-42); and

**WHEREAS**, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

**WHEREAS**, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

**WHEREAS**, in response to comments and input that City staff and the City Council received regarding implementation and application of the Landmark Tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of Landmark Tree removal that would be approved through permit review; and

**WHEREAS**, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was adopted as Exhibit A to that ordinance; and

**WHEREAS**, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

**WHEREAS**, prior to the expiration of Ordinance No. 2018-45, the City Council discussed Ordinance No. 2019-17 on May 28, 2019, held a public hearing on June 11, 2019, and adopted Ordinance No. 2019-17 on June 25, 2019 and the work plan that was adopted as Exhibit A to that ordinance, and that ordinance extended the duration of the interim official control and narrowed Chapter 16.32 BIMC, *Preservation of Landmark Trees*, to apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan (updated November 8, 2006), and as depicted in Exhibit B to that ordinance and this ordinance; and

**WHEREAS**, prior to the expiration of Ordinance No. 2019-17, on November 26, 2019, the City Council held a public hearing on Ordinance No. 2019-39 and forwarded it for approval on December 10, 2019; and

**WHEREAS**, on December 10, 2019, the City Council approved Ordinance No. 2019-39 and the updated work plan that was provided as Exhibit A to that ordinance; and

**WHEREAS**, on February 25, 2020, the City's Department of Planning and Community Development had a discussion with the City Council on potential next steps and revisions to the municipal code regarding tree removal, forest stewardship, and vegetation maintenance (Chapter 16.18 BIMC), landscaping and tree retention (e.g., BIMC 18.15.010), landmark tree regulations (Chapter 16.32 BIMC), and related to further extending the interim control to allow staff and the Council to continue to work toward the goal of completing the legislative process to amend the code prior to the expiration of the interim control; and

**WHEREAS**, the Department of Planning and Community Development has recommended clarifying language, definitions, and terminology regarding the regulations at issue and to incorporate best management practices into the code as recommended by the Community Forest Management Plan (“CFMP”); and

**WHEREAS**, additional time is needed for the Planning Commission, community, and City Council to review the recommendations above described and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City’s Comprehensive Plan; and

**WHEREAS**, due to the COVID-19 public health emergency and pandemic, over 400,000 persons in Washington state have contracted the virus and approximately 5,700 persons have died due to the virus thus far and during the time period that this interim official control has been in effect, and the public health emergency is ongoing and is expected to continue for many more months; 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, in part, of the public health emergency, additional time is necessary for City staff and the City Council to consider the regulations and policies at issue related to this interim control to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

**WHEREAS**, at its May 26, 2020 meeting, the City Council considered interim control Ordinance No. 2020-13 and decided to set a public hearing for June 9, 2020 to accept public comment and consider that ordinance to extend the interim control for another six months; and

**WHEREAS**, on June 9, 2020, the City Council conducted a public hearing on Ordinance No. 2020-13 and the Council received and considered public comment related to that ordinance; and

**WHEREAS**, on June 9, 2020, after considering such public comment, the City Council adopted that ordinance to extend the interim control for six months, to December 26, 2020; and

**WHEREAS**, City staff met with the Planning Commission at several Planning Commission meetings to discuss draft regulations related to this interim control on August 13, September 10, October 29, November 11, and December 10, 2020; and

**WHEREAS**, at its November 24, 2020 meeting, the City Council considered Ordinance No. 2020-37 and decided to set a public hearing for December 8, 2020 to accept public comment and consider that ordinance to extend the interim control for another six months; and

**WHEREAS**, on December 8, 2020, the City Council conducted a public hearing on Ordinance No. 2020-37 and the Council received and considered public comment related to that ordinance; and

**WHEREAS**, on December 8, 2020 after considering such public comment, the City Council adopted Ordinance No. 2020-37 to extend the interim control for six months, to June 26, 2021; and

**WHEREAS**, on December 17, 2020, the Planning Commission held a public hearing and made a recommendation of approval regarding a related ordinance, currently referred to as proposed Ordinance No. 2021-07, which pertains to revisions to the tree and vegetation chapters of the Bainbridge Island Municipal Code, and such work has been identified on the work plan for this interim control; and

**WHEREAS**, on April 27, 2021, the City Council considered and discussed proposed Ordinance No. 2021-07 and the Council expressed a collective interest in further considering the ordinance at a future meeting; and

**WHEREAS**, on May 14, 2021, the Planning Commission discussed with staff from the Department of Planning and Community Development potential revisions to proposed Ordinance No. 2021-07 based on input from the City Council; and

**WHEREAS**, staff from the Department of Planning and Community Development need additional time with the Planning Commission to work through comments and issues raised by the City Council before returning to the Council to request action on Ordinance No. 2021-07; and

**WHEREAS**, at its May 25, 2021 meeting, the City Council considered this Ordinance No. 2021-17 and decided to set a public hearing for June 8, 2021 to accept public comment and consider this ordinance to extend the interim control for another six months; and

**WHEREAS**, on June 8, 2021, after considering such public comment, the City Council adopted this ordinance to extend this interim control for six months, to December 26, 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**, this interim control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim control was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency nor the effective date of the interim control, which is June 26, 2018.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES HEREBY 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 official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, and 2020-37.

**Section 2. Authority of Existing Interim Official Control and Extension.** As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this ordinance, the City Council is hereby extending the imposition of the interim official control that was initially imposed by Ordinance No. 2018-25, and was most recently extended by Ordinance No. 2020-37, as described herein.

**Section 3. Duration of Interim Official Control and Extension.** This interim official control is hereby amended to extend the interim official control in its current form as specified in this ordinance for six months, which is until December 26, 2021. This interim official control was narrowed previously by Ordinance No. 2019-17 to apply only to properties located within the Winslow Master Plan Study Area. See, BIMC 16.32.005 and the map included as Exhibit B (attached). **Exhibit B** is hereby incorporated herein.

**Section 4. 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 official control at its meeting on June 8, 2021 and took public testimony and considered further findings of fact.

**Section 5. Interim Official Control Work Plan.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official 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 official control, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, and 2020-37, the City is hereby extending this interim official control for an additional six months based on the work plan set forth in **Exhibit A**, which is hereby incorporated herein. These supplemental findings of fact and the work plan incorporated herein are being adopted after the City Council conducted a public hearing on this interim official control on June 8, 2021.

**Section 6. Effect on Vested Rights.** Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete and applicable land use permit application before the effective date of this interim official control.

**Section 7. 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 8. 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 9. 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 official control ordinances which preceded this ordinance, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, and 2020-37, 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 official control were included in the “Whereas” clauses of Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, and 2020-37, 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 official control, which is June 26, 2018.

PASSED BY THE CITY COUNCIL this 8th day of June, 2021.

APPROVED BY THE MAYOR this 8th day of June, 2021.



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Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	May 21, 2021
PASSED BY THE CITY COUNCIL:	June 8, 2021
PUBLISHED:	June 11, 2021
EFFECTIVE DATE:	June 16, 2021
ORDINANCE NUMBER:	2021-17
ATTACHED:	Exhibit A (Work Plan), Exhibit B (Winslow Master Plan Study Area)

## EXHIBIT A



# PROTECTION OF LANDMARK TREES

## UPDATED WORK PLAN FOR INTERIM REGULATIONS (June 8, 2021)

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### **INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:**

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, *Protection of Landmark Trees*. The interim official control took effect immediately and **has been extended until December 26, 2021**, via the adoption of this current ordinance, Ordinance No. 2021-17, unless terminated earlier or extended by the City Council.

The City Council has amended the interim official control initially adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance No. 2018-42), December 11, 2018 (via Ordinance No. 2018-45), June 25, 2019 (via Ordinance No. 2019-17), November 26, 2019 (via Ordinance No. 2019-39), June 9, 2020 (via Ordinance No. 2020-13), and on December 8, 2020 (via Ordinance No. 2020-37).

The City has developed and is proceeding based on the **Updated Work Plan** described below to address the issues related to preservation of trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, 2019-39, 2020-13, and 2020-37, as well as in this current ordinance, Ordinance No. 2021-17.

### **June 2021**

In conjunction with the Planning Commission, City staff will further refine the proposed code changes. After holding a second public hearing, it is expected that the Planning Commission will make a recommendation to the Council on the following chapter and sections of the BIMC; tree removal, forest stewardship and vegetation maintenance, landscaping screening and tree protection and replacements, aquifer recharge areas and landmark tree and the community forest best management practices manual as well as respond to proposed suggestions from the City Council.

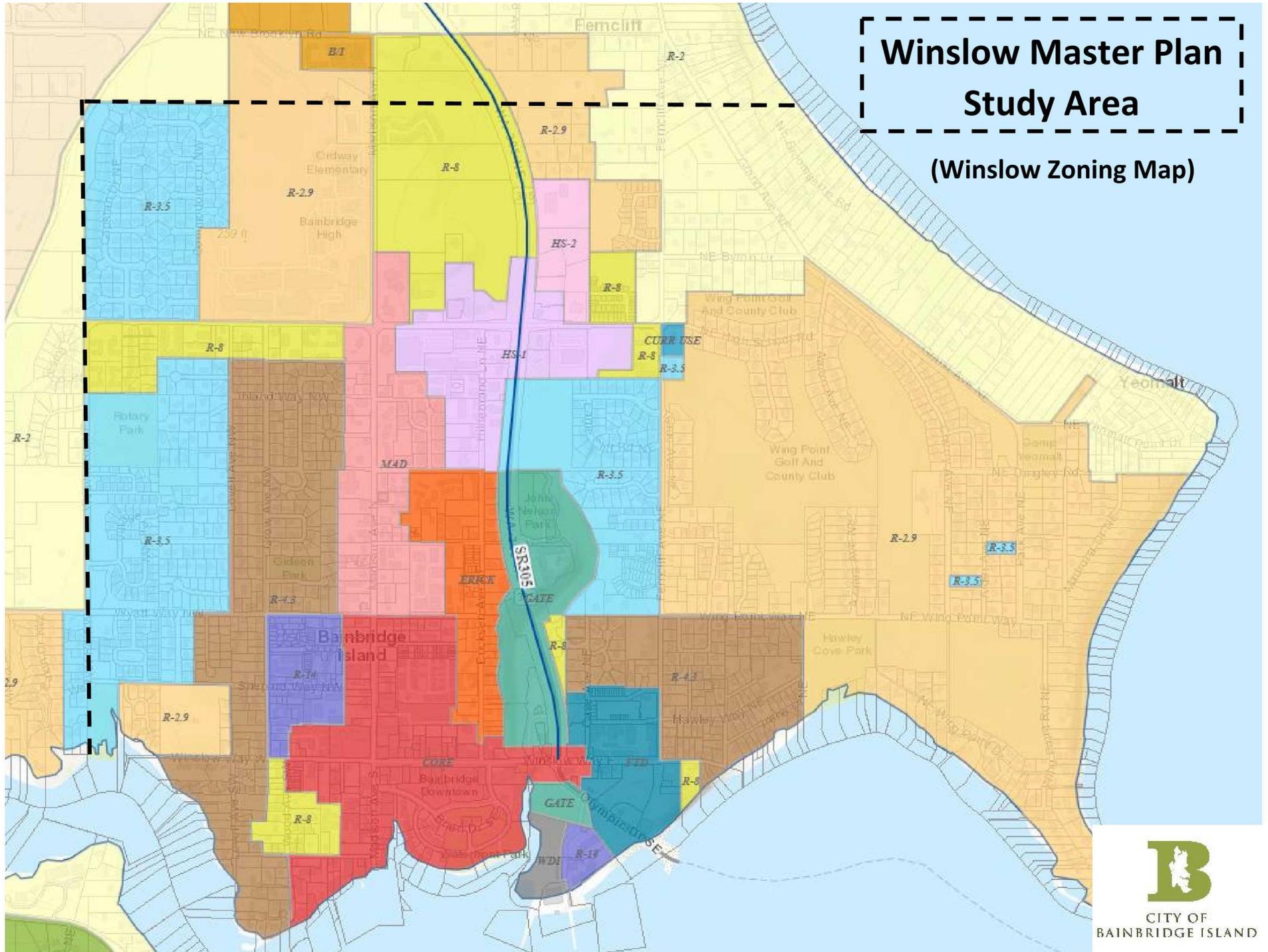
### **July 2021**

The proposed code changes would then be provided to the Council for review and consideration. After such review and consideration, the Council could take action to approve an amendment to the tree removal and the vegetation management permit and landmark tree chapters.

### **August – December 2021**

Following the passage of the new regulations as above described, City staff will perform outreach and educate the public about best tree practices and the new regulations.

# EXHIBIT B



**Winslow Master Plan  
Study Area**

**(Winslow Zoning Map)**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** Receive City Manager's Report,

**SUMMARY:** Please see attached memoranda.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Sands Avenue Well High Priority Rehabilitation \(102621 Council Meeting Memo\).docx](#)

[PW Well Rehab Memo 101821.docx](#)

[University of Washington Livable City Year -LCY- \(102621 Council Meeting Memo\).docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## Memorandum

Date: October 22, 2021  
To: Honorable Mayor and Council  
From: City Manager Blair King  
Subject: October 26, 2021 City Council Meeting – City Manager’s Report –  
Advance Note – Sands Avenue Well High Priority Rehabilitation

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The attached memorandum was presented to the City Manager to inform me of the need to rehabilitate the Sands Avenue Well.

Currently, the City relies on its five highest capacity wells to supply approximately 94 percent of the demand for the Winslow Water System. Pursuant to recommendation of the City’s consulting hydrogeologist, Aspect Consulting, the performance of the top five wells have declined between 10 and 60 percent since the last maintenance effort (10 to 15+ years ago).

The Sands Avenue Well Site is recommended as the highest priority for immediate rehabilitation.



CITY OF  
BAINBRIDGE ISLAND

## Department of Public Works Memorandum

Date: October 19, 2021  
To: Blair King, City Manager  
CC: Ellen Schroer, Deputy City Manager; Dewayne Pitts, Finance Director  
From: Christopher Wierzbicki, Public Works Director  
Subject: Sands Avenue Well Site Rehabilitation Recommendation

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### Executive Summary

The Public Works Department is recommending re-prioritizing Capital Improvement Plan (CIP) funding for the Shepard Way Pipeline Improvements (\$350K) and the Winslow Fire Flow Improvements (\$100K) to address a critical emerging issue, the rehabilitation of the Sands Avenue well sites.

### Background

As part of the Taylor Well rehabilitation project, Department staff expanded the consultant scope of work to evaluate the City's other primary production well locations. As part of the findings from that evaluation (the full report is attached to this memo), the consultant determined that the City's Sands Avenue well sites are experiencing performance declines, and should be prioritized for rehabilitation – particularly in light of the extreme weather conditions experienced this summer, which placed additional stress on water system infrastructure. Weather conditions for the summer of 2022 are anticipated to be warmer and dryer than usual – similar to the conditions experienced in 2021.

### Recommendation

In line with the attached consultant recommendations, it's critical that the Department make every effort to prioritize the Sands Avenue well rehabilitation project. To begin work on the project this winter, the Department is recommending seeking City Council authority on November 9<sup>th</sup> for re-prioritizing \$350K in CIP funding from the Shepard Way Pipeline Improvements project, and \$100K from the Winslow Fire Flow Improvements project, for total of \$450K. Approaching the project funding in this manner will circumvent concerns related to adding large capital projects to the Water Utility CIP in advance of the 2022 rate study.

In order to create project management capacity for the Sands Avenue project, the Department will be deferring several lower-priority, lower-risk work plan items, including the following: City Hall heat pump replacement (\$70K); Johnson Farm well/irrigation improvements (\$20K); PW shop HVAC upgrade (\$20K); roadway spoils study (\$10K); water valve maintenance (\$20K); Rockaway water system upgrades (ATEC - \$40K). These projects will be evaluated for potential start-up in 2022 and 2023 as staff capacity allows.



CITY OF  
BAINBRIDGE ISLAND

## Memorandum

Date: October 22, 2021  
To: Honorable Mayor and Council  
From: City Manager Blair King  
Subject: October 26, 2021 City Council Meeting – City Manager’s Report –  
University of Washington Livable City Year (LCY)

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As a preliminary step in the development of the Winslow Sub-Area Master Plan, the City has engaged the University of Washington’s Livable City Year program. LCY is a program that involves UW faculty and students across multiple disciplines to perform hands-on work to address high priority projects.

In September, the LCY program began a review of available data on the Winslow Master Plan study area, transportation data, and statistical analysis regarding growth trends. The work is scheduled to be completed in December and will provide a valuable baseline as the Winslow Master Plan is updated. The cost for the engagement is \$10,000.

Depending upon the results and quality of the work, the City may consider using the LCY program to gather additional information on utility usage, code compliance, and questions of environmental quality.

cc: Planning Commission



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:20 PM) Accept the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2020 - Finance,

**SUMMARY:** The Washington State Auditor's office will present a summary of the audit results for the Fiscal Year ended December 31, 2020. This is an opportunity for the auditors to appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects, is in accordance with applicable Generally Acceptable Accounting Principles, or is commonly referred to as a clean opinion.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Presentation.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The Washington State Auditor's Office (SAO) is responsible for auditing Washington's more than 2,000 local governments, ranging from the largest counties to the smallest special-purpose districts. This includes everything from school districts to cemetery districts to mosquito districts to transportation authorities. These local government audits represent the bulk of the SAO's work. As part of this responsibility, the City of Bainbridge is required to have an annual audit. The annual audit is broken out into three major focus areas:

1. **Accountability** - SAO evaluates whether a local government has adhered to applicable state laws, regulations, and its own policies and procedures. SAO audits to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse.

2. Financial - SAO performs financial statement audits to provide an independent opinion on a local government's financial statements and the results of its operations and cash flows. These audits determine whether the financial statements present a reliable, accurate picture of a government's finances.

3. Federal single audits - Recipients of federal funding must have an audit when they spend \$750,000 or more in federal awards in a year. A federal single audit's objective is to determine and report on whether a local government that received federal funding has complied with applicable requirements.

This is an important opportunity for transparency. The auditors will appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects, is in accordance with applicable Generally Acceptable Accounting Principles, or is commonly referred to as a clean opinion.

**ATTACHMENTS:**

[Audit Presentation for COBI.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# Audit Result Presentation

City of Bainbridge Island



Office of the  
Washington  
State Auditor  
Pat McCarthy

Amy Strzalka, CPA  
*Audit Manager*

Tammy Lane  
*Audit Lead*



*Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of those materials may be requested by contacting the presenters listed or by emailing [PublicRecords@sao.wa.gov](mailto:PublicRecords@sao.wa.gov).*

# Audits that Matter



## Accountability

### Financial

### Federal

Performance Audits

Cybersecurity Audits

Fraud/ Whistleblower  
Investigations

Unauditable  
Governments

Citizen Hotlines

Other Engagements



Pat McCarthy  
State Auditor

## 2,649 audits conducted

(July 1, 2019 – June 30, 2020)

# Financial Audit Results

January 1, 2020 through December 31, 2020



## Unmodified Opinion Issued

- Opinion issued in accordance with U.S. GAAP
- Audit conducted in accordance with *Government Auditing Standards*

## Internal Control and Compliance over Financial Reporting

- We identified significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We identified no material misstatements
- We noted no instances of noncompliance that were material to the financial statements of the City

# Financial- Finding



2020-001: The City lacked adequate internal controls for ensuring accurate financial reporting of its capital assets.

## SCHEDULE OF AUDIT FINDINGS AND RESPONSES

City of Bainbridge Island  
January 1, 2020 through December 31, 2020

**2020-001** The City lacked adequate internal controls for ensuring accurate financial reporting of its capital assets.

### *Background*

City management is responsible for designing, implementing and maintaining internal controls that provide reasonable assurance regarding the reliability of its financial reporting. The City prepares its financial statements in accordance with generally accepted accounting principles (GAAP). *Government Accounting Standards* requires auditors to communicate significant deficiencies in internal controls as a finding.

The City shares ownership of multiple land assets with another local government and reports those assets in its financial statements. In recent years, the City deeded its ownership interest in some of the shared assets to the other government.

### *Description of Condition*

Our audit identified a significant deficiency in internal controls. The City lacked an effective process for ensuring capital assets it no longer owned were properly removed from the capital asset listing and excluded from the financial statements.

### *Cause of Condition*

The City designed its control process based on typical capital asset transactions. Because the City did not receive anything in exchange when it deeded its ownership interest in the shared assets, the City's normal control process did not identify the transactions.

Additionally, the City relied on its controls recording transactions correctly, and did not dedicate resources to periodically review the capital asset listing to ensure it only included assets the City still owned.

### *Effect of Condition*

The City's 2020 annual financial report contained the following errors:

# Federal Grant Compliance Audit Results

January 1, 2020 through December 31, 2020



## Unmodified Opinion Issued

- Opinion issued on the City's compliance with requirements applicable to its major program
- Major Program - CFDA 20.019 Coronavirus Relief Fund, \$1,103,400 or 96% of federal expenditures for FY 2020

## Internal Control and Compliance over Major Programs

- We reported no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that are required to be reported

# Accountability Audit Results

January 1, 2020 through December 31, 2020

Using a risk-based audit approach, for City, we examined the following areas during the period:

- Accounts payable – credit card disbursements
- Payroll – gross wages, leave cash outs, bonus and incentive payments
- Procurement – public works, purchases, cooperative purchases
- Compliance with public work projects – change orders
- Self-insurance for unemployment
- IT security – electronic signatures



# Questions?





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:30 PM) Hold Public Hearing for Ordinance No. 2021-26 Relating to the Property Tax Levy for Collection in 2022 and Consider Adoption of Ordinance No. 2021-26 - Finance,

**SUMMARY:** In accordance with state law, the City is required to have a public hearing to levy property taxes for 2022. In addition, the City must certify its desired levy amount via ordinance for 2022 to the County Assessor no later than November 30, 2021. This is an annual process that is legally required each year. The revenue estimates in the proposed 2022 modified budget currently reflect the changes after the public hearing and the Council's adoption of the ordinance. Property taxes are the single largest revenue source for the City representing approximately 41% of total general fund.

The version of the ordinance that was provided to the City Council for the October 12, 2021 Council meeting included a blank line and bracketed text in Section 1 of the ordinance indicating that the City was awaiting additional information from the Assessor's Office. The City has since received that updated information and it is included in Section 1 of the ordinance attached with this agenda item.

A power point presentation as well as Kitsap County's assessment materials are provided as a reference only. No staff presentation is planned.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Conduct public hearing.

I move to adopt Ordinance No. 2021-26 relating to the property tax levy for collection in 2022.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** Washington state uses a budget-based property tax system. This means that cities, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors. These requirements are necessary for both annual and biennial budgets. There are three steps to complete the necessary requirements: First, a

public hearing needs to be scheduled by the Council. Second, a public hearing must take place. And third, the ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year. The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2022 proposed property tax estimate is calculated by the Kitsap County Assessor's Office. The dollar increase to the 2021 total levy of \$8,036,582 is \$38,937, which is an increase of .4845 percent, plus an increase of \$53,345 equal to the amount allowed under the new construction provisions of RCW 84.55.010, plus the tax refund amount of \$8,107, for a total new levy amount of \$8,136,971 . Additional detail is provided on the attached document, which was provided by the Kitsap County Assessor's Office. In addition, Ordinance No. 2021-26 will levy \$612,800 to pay the 2022 debt service cost of the 2013 Refunded Voted Open Space General Bond Obligation Bonds. The levy is equal to the amount of the debt service.

**ATTACHMENTS:**

[Ordinance No. 2021-26 Relating to the Levy of Property Taxes for Collection in 2022.docx](#)

[City of Bainbridge Island Levy Limit 10 11 21 TY2022.docx](#)

[Property Tax CC 102621.pptx](#)

**FISCAL DETAILS:** The revenue estimates in the Proposed 2022 Modified Budget currently assume the changes after the public hearing and the City Council's adoption of the ordinance. Property taxes are recorded as revenue in both the General Fund and the General Obligation Bond Fund. Property taxes are the single largest revenue source for the City representing approximately 41% of total general fund revenues or \$8.1 million.

**Fund Name(s):**

**Coding:**

*Public Hearing Draft for Property Tax Levy Revenue Hearing*

**ORDINANCE NO. 2021-26**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2022, on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law, and special levy taxes as authorized by the voters in the November 6, 2001, election.

**WHEREAS**, the City Council of Bainbridge Island has considered the financial requirements of the City for 2022 as set forth in the adopted 2021-2022 Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

**WHEREAS**, the population of the City is greater than 10,000; and

**WHEREAS**, the City Council properly provided notice of and conducted the public hearing on October 26, 2021, to consider the City's revenue sources for the City's 2022 General Fund budget; and

**WHEREAS**, the previous year's actual levy was \$8,036,582; and

**WHEREAS**, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 0.4845 percent of the amount levied for collection in 2021 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest; and

**WHEREAS**, at an election held on November 6, 2001, the voters of the City approved and authorized the City to issue general obligation bonds to finance the costs of acquiring and preserving forested areas, open space, wildlife habitat, and farms and agricultural lands and creating new trails and passive parks, and to levy excess property taxes to repay such bonds (referred to as the "2002 Unlimited Tax General Obligation Bonds" and the "Unlimited General Obligation Bonds, 2004"); and

**WHEREAS**, on June 26, 2013, the City Council approved Ordinance No. 2013-14 refunding all the 2002 bonds and most of the 2004 bonds; and

**WHEREAS**, the debt service on such bonds for the year 2022 will be \$612,800.

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

**Section 1.** The 2021 regular property tax levy for collection in 2022 is declared to be the previous year's levy of \$8,036,582 plus an increase of \$38,937, which is an increase of 0.4845 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of \$53,345 and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of \$8,107. The total is \$8,136,971.

**Section 2.** In addition to the City's regular property tax levy described in Section 1 above, there is levied for collection in 2022, upon all property, both real and personal within the City and within the area subject to taxation, a voter-approved special levy property tax to pay the debt service on the City's 2002 and 2004 Unlimited Tax General Obligation Bonds which were refunded in 2013. The special levy to pay the 2022 debt service on the refunded debt service amount is \$612,800.

**Section 3.** This ordinance shall be certified to the proper Kitsap County officials, as provided by law. The taxes levied in this ordinance shall be collected and paid to the Director of Finance and Administrative Services of the City of Bainbridge Island at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

**Section 4. 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 5.** This ordinance shall take effect on January 1, 2022, after its passage, approval, and publication as required by law.

PASSED by the City Council this \_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_ day of \_\_\_\_\_, 2021.

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Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

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Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK  
PASSED BY THE CITY COUNCIL  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO:

October 7, 2021  
\_\_\_\_\_, 2021  
\_\_\_\_\_, 2021  
January 1, 2022  
2021-26

## 2022 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND

District # 8730

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Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 8,036,582

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

Highest Allowed Levy Since 1986 = 7,995,563

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

1% Increase to Highest Allowed Levy = 8,075,519

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$38,937 and 0.4845%.

Amount due to New Construction = 53,345

New construction assessed value 63,475,100 X .840413 (the prior year's levy rate) = 53,345

Amount due to Increase in Utilities = 0

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

AV of Annexed Property = 0

Amount due to Annexations = 0

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

Current Total Assessed Value = 10,277,729,157

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 8,107

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

Projected Levy Rate = .79092

Maximum Levy Rate = 2.488608

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

**ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,136,971**

# Property Tax Levy Ordinance

October 26, 2021



CITY OF  
BAINBRIDGE  
ISLAND

## Property Tax Process:

- ▶ RCW 84.55.120 requires taxing district's that collect regular levies hold a public hearing
- ▶ Ordinance 2021-26 sets the levy amount to be collected in 2022
- ▶ State law limits increase to 1%, plus the value of new construction and tax refunds
- ▶ Property Tax Levy must be certified to the County Assessor by November 30th

October 26, 2021

## Property Tax Calculation:

Previous year highest allowed levy	7,995,563	
1% increase	<u>79,955</u>	
New highest allowed levy	8,075,518	a
Previous year's levy amount (includes refunds)	8,036,582	
Total dollar increase over last levy amount	38,937	
Total percent increase over last levy	0.4845%	
Add in New Construction	53,345	b
Tax Refunds	8,107	c
Estimated Total Levy for 2022	8,136,971	a+b+c

October 26, 2021

## Property Tax Revenue:

- ▶ Single largest revenue source
- ▶ 2022 Budget is \$8,117,000
- ▶ Approximately 40% of Total General Fund Revenue

October 26, 2021

## Property Tax Next Steps:

- ▶ Tonight, hold the public hearing and answer any questions
- ▶ Consider approval of Ordinance 2021-26

October 26, 2021



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:40 PM) Hold Public Hearing on Ordinance No. 2021-27 Relating to 2022 Mid-Biennium Budget Modifications and Consider Adoption of Ordinance No. 2021-27 - Finance,

**SUMMARY:** This agenda item is to hold a public hearing as required by RCW 35A.34.130 and consider adoption of the mid-biennium modifications to the 2022 budget via Ordinance No. 2021-27. Staff will be on hand to answer questions. All modifications are described in the narrative and included in the reports and analysis provided. No staff presentation is planned.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Conduct public hearing.

I move to adopt Ordinance No. 2021-27 relating to 2022 Mid-Biennium Budget Modifications.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** RCW 35A.34.130 requires a mid-biennial review of the 2022 budget for modifications to be adopted by the Council and also mandates a separate public hearing. City administration is proposing a limited number of adjustments for consideration. Staff will be on hand to answer questions. Additional time will be set aside at future meetings if necessary for additional Council discussion and input.

The City of Bainbridge Island approved Ordinance No. 2020-31 adopting the 2021-2022 biennial budget in the fall of 2020. Additional changes to the 2021 Adopted Budget were made in Ordinance Nos. 2021-08, 2021-15, and 2021-24. This is the second touch on this item which was originally presented on October 12, 2021 to the Council.

**ATTACHMENTS:**

[Ordinance No. 2021-27 Adopting Mid-Biennium Modifications to Final Budget ending December 2022.docx](#)

[2022 Expenditures by Fund Exhibit A.pdf](#)

[2022 Budget Modification Memo.pdf](#)

[2021 Budget Presentation for CC 102621.pptx](#)

[PW Main Worker Memo 101921.docx](#)

**FISCAL DETAILS:** The modifications include a total of \$1,804,035 in additional expenditures, which includes 4.65 FTE, of which \$1,244,245 are tax supported expenditures that are considered recurring (2022 and subsequent years) and \$460,930 is considered one-time (2022 only). There is also a total of \$98,860 in additional new utility supported one-time expenditures. There will also be an additional \$480,000 in new sales tax revenue in the affordable housing fund. Please see the attached budget memo and the revised Power Point presentation materials from the October 12th Council meeting as well as the attached ordinance exhibit for details.

**Fund Name(s):** Other

**Coding:**

*Public Hearing Draft for 2022 Budget Hearing*

**ORDINANCE NO. 2021-27**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopting mid-biennium modifications to the final budget of the City for the fiscal year ending December 31, 2022, which is the second year of the biennial budget.

**WHEREAS**, the City of Bainbridge Island adopted Ordinance No. 2008-11 providing for a biennial budget process for years after 2010; and

**WHEREAS**, on November 24, 2020, the City of Bainbridge Island adopted a biennial budget for 2021 and 2022; and

**WHEREAS**, the City adopted Ordinance No. 2013-23 providing for a mid-biennial review of the budget; and

**WHEREAS**, modifications to the budget were submitted to the City Manager with estimates of revenues, and based on requests from all departments for expenditures for the fiscal year ending December 31, 2022 (these dates being prior to the dates required by law); and

**WHEREAS**, the modifications to the biennial budget were presented to the City Council at a City Council meeting on October 12, 2021; and

**WHEREAS**, on October 26, 2021, pursuant to Chapter 2.82 of the Bainbridge Island Municipal Code and RCW 35A.34.130, the City Council held a public hearing regarding this ordinance and the proposed modifications to the biennial budget; and

**WHEREAS**, the City Council considered proposed modifications to the biennial budget at Council meetings on October 12 and October 26, 2021 for the purpose of adopting a final budget for 2022, and at which meetings the City Council made such changes as it deemed necessary and proper; and

**WHEREAS**, on October 26, 2021, the City Council adopted this Ordinance No. 2021-27 and thereby adopted a final budget for 2022.

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

**Section 1.** The budget for fiscal year 2022 is hereby modified and adopted as the result of the City's mid-biennium review. The entire modified budget document is to be placed on file with the office of the City Clerk for public inspection.

**Section 2.** Attached hereto as Exhibit A (to the 2022 Modified Budget) are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the modified budget.

**Section 3.** The City Manager may authorize transfers of budget authority within a fund as needed but may not transfer budget authority from one fund to another without the prior approval of the City Council.

**Section 4.** Because the amounts of revenues and expenditures to be recorded in the Building and Development Services Fund are not clearly fixed and because the Building and Development Services Fund receives operating transfers from the General Fund, this Budget authorizes additional amounts to be spent from the Building and Development Services Fund and to be covered by additional operating transfers from the General Fund provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

**Section 5.** A complete copy of the final budget for 2022, as modified by the mid-biennium review, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**Section 6. 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 7.** This ordinance shall take effect on January 1, 2022.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: October 7, 2021  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_, 2021  
PUBLISHED: \_\_\_\_\_, 2021  
EFFECTIVE DATE: January 1, 2022  
ORDINANCE NO.: 2021-27

ATTACHED:

EXHIBIT A: “City of Bainbridge Island – 2022 Modified Budget, Summary by Fund”

**CITY OF BAINBRIDGE ISLAND - 2022 MODIFIED BUDGET  
SUMMARY BY FUND**

**Exhibit A**  
**ORDINANCE NO. 2021-27**

<u>CITY FUNDS</u>	<u>2022 EXPENDITURES</u>
001 GENERAL FUND	21,960,220
101 STREET FUND	3,171,968
103 REAL ESTATE EXCISE TAX FUND	3,279,151
104 CIVIC IMPROVEMENT FUND	250,000
108 AFFORDABLE HOUSING FUND	109,500
201 GO BOND FUND	1,554,535
203 LID BOND FUND	40,780
301 CAPITAL CONSTRUCTION FUND	3,682,758
401 WATER OPERATING FUND	2,287,787
402 SEWER OPERATING FUND	5,783,138
403 STORM & SURFACE WATER FUND	2,002,748
407 BUILDING & DEVELOPMENT FUND	3,600,267
501 EQUIPMENT RENTAL & REVOLVING	270,000
	<hr/>
<b>TOTAL EXPENDITURES</b>	<b><u><u>47,992,851</u></u></b>



CITY OF  
BAINBRIDGE ISLAND

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT  
MEMORANDUM

ATE: October 15, 2022

TO: City Council  
Blair King, City Manager

FROM: DeWayne Pitts, Director of Finance and Administrative Services

SUBJECT: City of Bainbridge Island 2022 Budget Modifications

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The City of Bainbridge Island prepares a biennial budget, which provides a financial plan for two years and is intended to allow both the Council and City administration to set longer-term priorities and plans. The biennial budget cycle also supports efficient operations by minimizing budget development activities in mid-cycle years. The Council approved a budget for 2022 late in the fall of 2020 to which City administration is now proposing a modest number of modifications for consideration. The adjustments enhance the City's ability to complete the 2022 work plan that is already in place and responds to Council and community support requests.

Modifications can be grouped as follows:

1. Consistent, reliable, and predictable public services. These budget adjustments reflect the City's commitment to providing consistent, reliable, and predictable services for residents. We therefore need a stable level of staffing and an adequate number of people to perform the work expected by the Council and the public.
2. Built environment. These budget adjustments reflect the City's responsibility for improving or maintaining our infrastructure environment. This includes efforts to expand the supply of affordable housing, maintenance functions, wastewater treatment plant maintenance and upgrades, and land use planning.
3. Natural environment. These budget adjustments reflect the City's responsibilities for our natural environment in accordance with the Guiding Principles of the Comprehensive Plan and the City Council's established policy priorities.
4. Technical changes. These budget adjustments reflect decisions that have already been made through, for example, a 2021 quarterly budget adjustment, a 2021 Ordinance, or contract acceptance.

The 2022 budget modifications are as follows:

**Consistent, reliable and predictable – 7 items, \$526,260 expenditure increase, 2.0 FTE:** Budget changes in this grouping increases the City’s regular position count by 2.0 FTE, provides for temporary public records staffing, and establishes a management intern fellowship. The total increase to spending is \$526,260 in 2022, \$416,260 of which is ongoing spending and \$110,000 in one-time spending.

- **Management Analyst - \$127,760 expenditure increase and 1.0 FTE:** This position will allow the City Manager’s office to address emerging requests for policy support from the City Manager and City Council, manage special projects, and support issues of particular importance across the City.
- **National Urban Fellowship Intern - \$75,000 expenditure increase:** Participate in the National Urban Fellows program as a mentor. The fellowship program is centered on early to mid-career professionals who are committed to equity, public service, and social impact. Mentorship is a critical element of the program. Fellows receive unparalleled access to senior executives, networks, and professional development, while mentor organizations gain fresh perspectives that are key to maintaining relevance and flexibility.
- **Senior Information Technology Analyst - \$120,000 expenditure increase and 1.0 FTE:** This position will allow City staff to provide the increasing audio-visual support required for City meetings, assure security needs are met, improve City website infrastructure, and address the backlog of technical requests from staff.
- **Temporary Public Records Analyst - \$60,000 expenditure increase:** This position will be dedicated to work responsibilities related to identifying and compiling records responsive to public records requests received by the City. This addition provides support for existing staff, acknowledges that current and expected future workload exceeds current staffing, and allows for redundancy in the public records function.
- **Software applications - \$73,500 expenditure increase.** The City will continue using a hybrid approach to our work spaces and processes. This will entail continuing the use of certain software in the area of video conferencing, community information, civic engagement, hydrogeology tools, increased security and project management.
- **3<sup>rd</sup> party building support services - \$50,000 expenditure increase:** In the development of the 2021-2022 Adopted Budget, Council approved the elimination of the vacant Senior Plans Examiner position. As an offset to the decreased capacity, staff recommended using third party building support services to fill the gap during times of high permitting volumes. Building permits and plan reviews remain in a back-log status. Staff recommends continuing this optional service to better serve our customers.
- **Communications, outreach, and civic engagement - \$20,000 expenditure increase:** The City Council and administration continue to prioritize transparency and civic engagement, believing effective communication plays a key role in this endeavor.

**Built Environment – 11 items, \$480,000 revenue increase, \$570,525 expenditure increase, 2.0 FTE:** Budget changes in this grouping increase the City’s regular position count by 2.0 FTE, provide for a housing action plan, and address asset maintenance, equipment and routine operations. The total increase to

spending is \$570,525 in 2022, of which \$320,525 is ongoing spending. The City also recognizes new revenue, dedicated to certain affordable housing purposes, of \$480,000 per year.

- *Sales and use tax one-tenth of one percent - \$480,000 revenue increase:* Council authorized an incremental sales and use tax to be used for funding affordable housing and mental and behavioral health-related facilities.
- *Housing Specialist - \$140,525 expenditure increase and 1.0 FTE:* This request adds a new position within the City Manager's office. This employee will be able to lead the City's programs and services intended to address the wide range of policy and finance issues related to affordable housing.
- *Housing Action Plan (HAP) - \$100,000 expenditure increase:* This request adds professional services funding in the Planning and Community Development department to create a HAP. A HAP identifies community housing needs and identifies ways the City can support development that is needed to build and strengthen our community.
- *Maintenance Worker - \$80,000 expenditure increase and 1.0 FTE:* This position will allow the City to consistently preserve the downtown corridor, maintain infrastructure, and quickly respond to community concerns in the Winslow area.
- *Lineal moorage repair and maintenance - \$20,000 expenditure increase:* This funding will support the expanded buoy system, increased repairs, and unanticipated inflation costs.
- *Public works fuel system software upgrade - \$45,000 expenditure increase:* Funding was added to the 2021-2022 Adopted Budget for the replacement of obsolete fueling software at the public works fueling station. Original plans were to complete this project in 2021. However, due to staffing capacity constraints this project was postponed. This request adds the funding to 2022.
- *Survey equipment - \$25,000 expenditure increase:* The purpose of this funding is to replace obsolete equipment used by City staff for field surveys. Current equipment is unable to acquire accurate GPS position and requires a two-person crew to operate which is problematic and time consuming for staff.
- *Water and sewer rate study - \$75,000 expenditure increase:* This is a periodic update to the City's utility rates and will allow the utilities to plan for and fund needed capital and operating expenses.
- *Biosolids waste disposal - \$45,000 expenditure increase:* The City hauls the biosolids from the Wastewater Treatment Plants biosolids to a different location for processing, and, in 2021 had to change the location. Additional funding is needed to cover the increase in hauling expense.
- *Country Club Bulkhead repair capital project - \$15,000 expenditure increase:* Increase in cost due to construction cost increase.
- *Madison Ave sidewalk improvements capital project - \$25,000 expenditure increase:* Increase in cost due to construction cost increase.

**Natural Environment – 3 items, \$110,000 expenditure increase:** Budget changes in this grouping do not increase the City's regular position count. The changes provide for ongoing work related to trails and groundwater management. The total increase to spending is \$110,000 in 2022, with no costs considered ongoing spending.

- *Parks Interlocal Maintenance Agreement - \$20,000 expenditure increase:* At the January 26, 2021 City Council Regular Business Meeting, Council authorized a budget amendment in the amount of \$20,000 to support activities associated with the execution of the Interlocal Agreement (ILA) between the City and Bainbridge Island Parks District. The ILA is a partnership intended to share resources and create efficiencies in performing certain trail construction and maintenance. This budget request continues the partnership in 2022.
- *Groundwater management plan/data acquisition and management support - \$25,000 expenditure increase:* The development of the Groundwater Management Plan is underway, led by the City's Hydrogeologist. The purpose of this funding is additional data acquisition and management, including well monitoring, groundwater model updates and GIS modeling.
- *Vincent Road dump ground water monitoring - \$65,000 expenditure increase:* This funding provides for a required Funding for the Department of Ecology's (DOE) 5-year landfill report. In December 2020, the DOE notified the City that the deadline of the required report was being pushed to 2023 due to staff shortages. The DOE also informed the City the report would require an additional test for manganese. This request adds the original 2021 funding of \$45,000 plus an additional amount of \$20,000 for the additional testing to 2022.

**Technical Modifications 7 items, \$597,250 expenditure increase, .65 FTE:**

- *Council salaries and benefits - \$188,500 expenditure increase:* In a decision from the Salary Commission to City Council dated April 19, 2021, the Salary Commission determined all members of City Council salary should be \$36,000 per year and the Council elected Mayor shall receive \$48,000 per year. A budget amendment in the amount of \$188,500 covers the additional salaries and benefits.
- *Human Resources Analyst - \$62,215 expenditure increase and 0.5 FTE:* The additional capacity created by this position will provide efficient recruitment citywide, respond to changing regulations and policies surrounding COVID-19, and research and implement recruitment and retention practices with the goal to attract and retain a diverse workforce.
- *Court personnel - \$46,000 expenditure increase and a net of 0.15 FTE:* Court Security was decreased from .75 FTE to .50 FTE and two Senior Judicial Technicians were increased to full-time employees from .80 FTE's. The changes were made due to an increase in remote video hearings which requires less security and a backlog of other services, such as processing of passport applications.
- *Cost-of-living adjustment (COLA) - \$344,400 expenditure increase:* The 2022 Adopted Budget for salaries and benefits assumed a 1.5% increase; the actual COLA was 3.5%, the maximum provided by the labor contract, due to the June 2021 CPI.
- *WCIA insurance - \$108,000 expenditure increase:* The City's insurance provider has increased premiums due to statewide factors including the increasing cost of claims paid for member losses, changes in state laws, and changing conditions in the insurance market worldwide.
- *Wastewater Treatment Plant debt refinancing - \$41,850 expenditure decrease:* The City refunded existing bonds and will have lower payments going forward.

- Fireflow water capital project - \$110,000 expenditure decrease: The timing of this project changed, and budget was moved to 2021. This is the offsetting decrease to 2022.

**TABLE 1: Proposed 2022 Budget Modifications**

<u>Consistent, reliable, and predictable</u>	<b>Tax Supported</b>	<b>Utility Supported</b>	<b>Total</b>	<b>FTE</b>	<b>On-going or One-time</b>
FTE - Management Analyst	127,760	-	127,760	1.00	On-going
FTE - National Urban Fellowship Executive Intern	75,000	-	75,000	-	On-going
FTE - Sr. Information Technology Specialist	96,960	23,040	120,000	1.00	On-going
Temp Public Records Request staff	57,180	2,820	60,000	-	One-time
Software Applications	73,500	-	73,500	-	On-going
3rd Party Building Support Services	50,000	-	50,000	-	One-time
Communications and civic engagement	20,000	-	20,000	-	On-going
<b>Sub-total</b>	<b>500,400</b>	<b>25,860</b>	<b>526,260</b>	<b>2.00</b>	
<b><u>Built Environment</u></b>					
FTE - Housing Specialist	140,525	-	140,525	1.00	On-going
Housing Action Plan	100,000	-	100,000	-	One-time
FTE - Maintenance Worker	80,000	-	80,000	1.00	On-going
WF Dock/Lineal moorage repair and maintenance	20,000	-	20,000	-	One-time
Public Work fuel system upgrade	45,000	-	45,000	-	One-time
Survey equipment	13,750	11,250	25,000	-	One-time
Water/Sewer Rate Study	-	75,000	75,000	-	One-time
Biosolids Waste Disposal	-	45,000	45,000	-	One-time
Country Club Bulk Head Repairs	15,000	-	15,000	-	One-time
Madison Ave Sidewalk Improvements	25,000	-	25,000	-	One-time
<b>Sub-total</b>	<b>439,275</b>	<b>131,250</b>	<b>570,525</b>	<b>2.00</b>	
<b><u>Natural Environment</u></b>					
Parks and trail maintenance	20,000	-	20,000	-	One-time
Groundwater mgmt plan data acquisition and management support	25,000	-	25,000	-	One-time
Vincent Road Dump ground water monitoring	65,000	-	65,000	-	One-time
<b>Sub-total</b>	<b>110,000</b>	<b>-</b>	<b>110,000</b>	<b>-</b>	
<b><u>Technical - decisions already approved by Council</u></b>					
Increase to Council personnel costs	188,500	-	188,500	-	On-going
Increase to HR FTE and personnel costs	56,300	5,900	62,200	0.50	On-going
Increase to Court FTE and personnel costs	46,000	-	46,000	0.15	On-going
Cost of living allowance increase	284,700	59,700	344,400	-	On-going
WCIA Insurance	80,000	28,000	108,000	-	On-going
DEBT: WWTP 2011 LTGO	-	35,000	35,000	-	On-going
DEBT: WWTP 2011 LTGO - Interest	-	(76,850)	(76,850)	-	On-going
Fireflow Water Project - budget moved forward	-	(110,000)	(110,000)	-	One-time
<b>Sub-total</b>	<b>655,500</b>	<b>(58,250)</b>	<b>597,250</b>	<b>0.65</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,705,175</b>	<b>98,860</b>	<b>1,804,035</b>	<b>4.65</b>	

With these proposed adjustments, the 2022 budget continues to meet the City’s guiding fiscal priorities; hold recurring expenses less than recurring revenues, and fully fund all policy reserves.

In the coming weeks, I look forward to working with you to approve a modified budget for 2022. I am also looking forward to working with you in 2022 for development of the 2023/2024 biennial budget.



CITY OF  
BAINBRIDGE ISLAND

# 2022 Proposed Budget Modifications

October 26, 2021

DeWayne Pitts, CPA, CFE, Finance Director

# Agenda

- Introduction
- 2021 Year End Estimates
- Summary of Proposed Modifications
- 10 Year Capacity Charts with Proposed Modifications
- Next Steps

## 2022 Introduction - Budget Highlights

- Provide consistent, reliable and predictable public services
- Improve and maintain infrastructure (built) environment
- Improve and maintain natural environment
- Technical adjustments

## 2021 Year End Highlights

- Overall City financial condition is healthy
- Revenues 13% over budget and 7% increase over 2020 levels
- Expenses 13% below budget and 5% above 2020 levels
- Fund balances \$2.1 million over Jan 1<sup>st</sup>; reserves fully funded

## 2021 Year End Recurring Revenue Forecast vs Budget

Fund	2021 Budget	2021 Forecast	2021 Change	%
General Fund	18,054,000	19,837,000	1,783,000	10%
Streets	1,103,000	805,000	(298,000)	-27%
REET	2,900,000	4,279,000	1,379,000	48%
Building, Development	1,190,000	1,428,000	238,000	20%
Transportation Benefit	600,000	673,000	73,000	12%
Transportation Impact Fee	100,000	125,000	25,000	25%
Debt	615,000	619,000	4,000	1%
Affordable Housing	31,000	43,000	12,000	39%
Totals	24,593,000	27,809,000	3,216,000	13%

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## 2021 Year End Expense Forecast vs Budget

Fund	2021 Budget	2021 Forecast	2021 Change	%
General Fund	18,041,000	15,246,000	(2,795,000)	-15%
Streets	3,762,000	3,691,000	(71,000)	-2%
Debt	1,557,000	1,557,000	-	0%
Building, Development	3,341,000	2,837,000	(504,000)	-15%
Transportation Benefit	130,000	130,000	-	0%
Affordable Housing	118,000	11,000	(107,000)	-91%
Totals	26,949,000	23,472,000	(3,477,000)	-13%

October 26, 2021

## 2021 Year End Fund Balance Forecast

Fund	Actual Jan 1	Est. Dec 31	2021 Change	%
General Fund	15,910,000	16,993,000	1,083,000	7%
Streets	62,000	16,000	(46,000)	-74%
REET	2,528,000	3,461,000	933,000	37%
Building, Development	17,000	17,000	-	0%
Transportation Impact Fee	182,000	58,000	(124,000)	-68%
Transportation Benefit	1,190,000	1,334,000	144,000	12%
Affordable Housing	375,000	509,000	134,000	36%
Totals	20,264,000	22,388,000	2,124,000	10%

## 2022 Summary of Proposed Modifications

- **Provide consistent, reliable and predictable public services**
  - ✓ Management Policy Analyst (1.0 FTE)
  - ✓ Senior IT Specialist (1.0 FTE)
  - ✓ National Urban Fellow Executive Intern
  - ✓ Public Records support temporary position
  - ✓ Software application update and support
  - ✓ 3<sup>rd</sup> party building permit support for expected high permit volume

## 2022 Summary of Proposed Modifications

- **Improve or maintain infrastructure (built) environment**
  - ✓ Housing Specialist (1.0 FTE)
  - ✓ Housing Action Plan
  - ✓ Downtown Winslow Maintenance Worker (1.0 FTE)
  - ✓ Capital Improvements
  - ✓ Water/Sewer Rate study update
  - ✓ Biosolids waste disposal

# 2022 Summary of Proposed Modifications

- **Improve or maintain natural environment**
  - ✓ Parks trails maintenance
  - ✓ Groundwater management data acquisition and modeling
  - ✓ Vincent Road property groundwater monitoring

# 2022 Summary of Proposed Modifications

- **Technical changes**

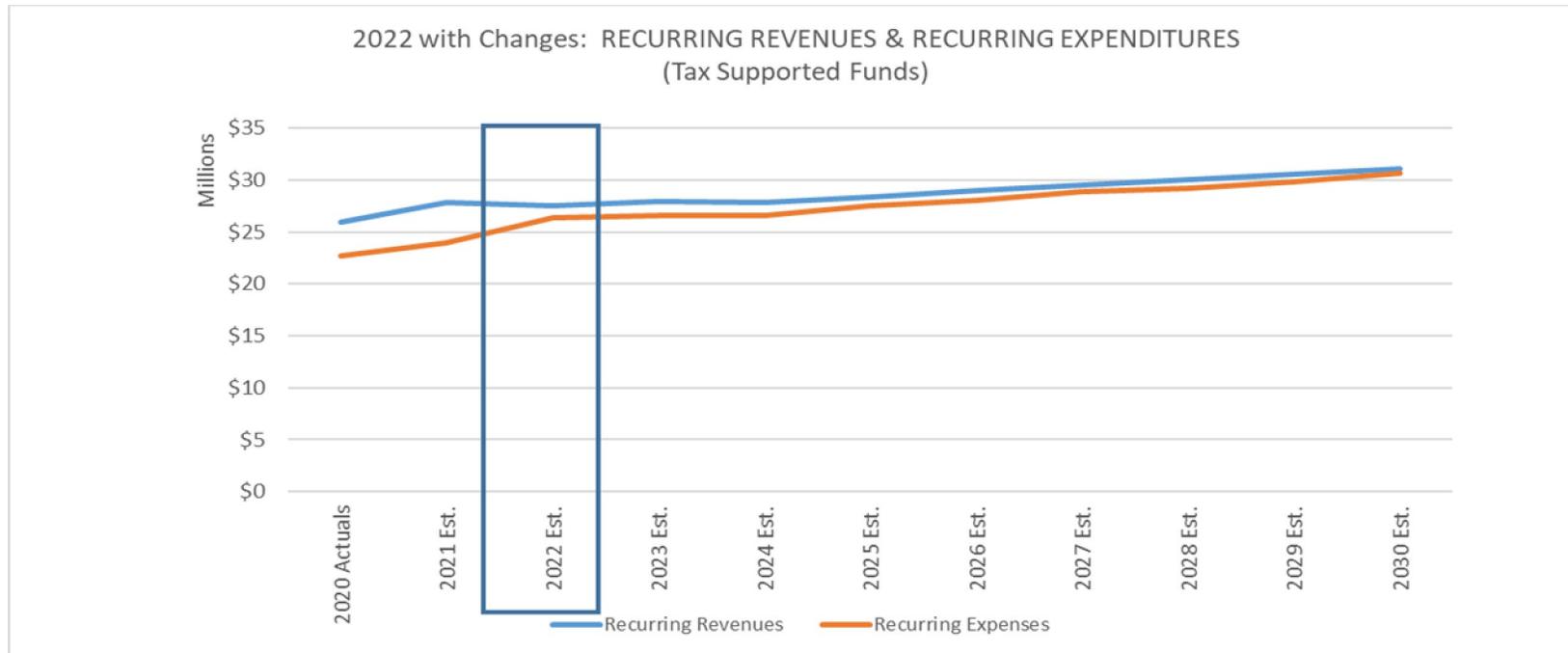
- ✓ Previously approved personnel cost changes
- ✓ Debt refunding adjustments
- ✓ City Insurance increase

## 2022 Tax Supported Modifications

Budget Modification	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.	One-time or Recurring
FTE - Management Policy Analyst/Council Policy Issues	127,760	133,190	138,850	144,752	150,903	157,317	164,003	170,973	178,239	Recurring
National Urban Fellow Executive Intern	70,000	72,975	76,076	79,310	82,680	86,194	89,858	93,676	97,658	Recurring
National Urban Fellow Internship Computer & Supplies	5,000									One-time
FTE - Sr. Information Technology Specialist	96,960	101,081	105,377	109,855	114,524	119,391	124,466	129,755	135,270	Recurring
Term Limited Public Records Support	57,180									One-time
Software Application update and Support	73,500	73,500	73,500	73,500	73,500	73,500	73,500	73,500	73,500	Recurring
3rd Party Building Permit Support Services	50,000									One-time
Communications and Civic Engagement	20,000									One-time
FTE - Housing Specialist	140,525	146,497	152,723	159,214	165,981	173,035	180,389	188,055	196,048	Recurring
Affordable Housing Sales Tax	480,000	489,600	499,392	509,380	519,567	529,959	540,558	551,369	562,397	Recurring
Housing Action Plan	100,000									One-time
FTE - Maintenance Labor I/II	80,000	83,400	86,945	90,640	94,492	98,508	102,694	107,059	111,609	Recurring
WF Dock/Lineal moorage repair and maintenance	20,000									One-time
Public Works Fuel system upgrade	45,000									One-time
Survey equipment	13,750									One-time
Country Club Bulkhead repairs	15,000									One-time
Madison Ave Sidewalk Improvements	25,000									One-time
Parks and Recreation trail maintenance	20,000									One-time
Groundwater mgmt plan data acquisition	25,000									One-time
Vincent Road Dump ground water monitoring	65,000									One-time
Council Salaries	188,500	188,500	188,500	188,500	188,500	188,500	188,500	188,500	188,500	Recurring
Human Resources FTE increase	56,300	58,693	61,187	63,788	66,499	69,325	72,271	75,343	78,545	Recurring
Court salaries /Benefits	46,000	47,955	49,993	52,118	54,333	56,642	59,049	61,559	64,175	Recurring
Cost of Living allowance increase	284,700	293,241	302,038	311,099	320,432	330,045	339,947	350,145	360,649	Recurring
WCIA Insurance	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895	93,733	Recurring
Total Recurring Revenue	480,000	489,600	499,392	509,380	519,567	529,959	540,558	551,369	562,397	4,682,222
Total Recurring Expense	1,244,245	1,280,632	1,318,422	1,357,672	1,398,439	1,440,784	1,484,769	1,530,460	1,577,926	12,633,348
Total One Time Expense	460,930	-	-	-	-	-	-	-	-	460,930
Rev	480,000	489,600	499,392	509,380	519,567	529,959	540,558	551,369	562,397	4,682,222
Exp	(1,705,175)	(1,280,632)	(1,318,422)	(1,357,672)	(1,398,439)	(1,440,784)	(1,484,769)	(1,530,460)	(1,577,926)	(13,094,278)
Cummulative Total	(1,225,175)	(2,016,207)	(2,835,237)	(3,683,529)	(4,562,400)	(5,473,225)	(6,417,436)	(7,396,527)	(8,412,056)	(42,021,792)

October 26, 2021

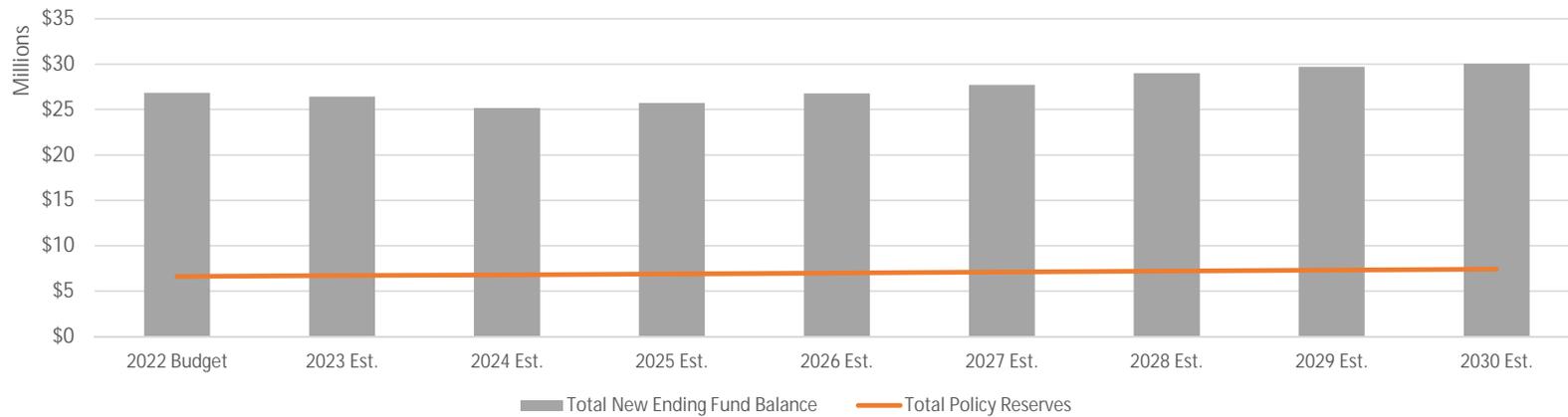
# Recurring Revenues and Expenditures – w/Proposed 2022 Modifications



Proposed Budget w 2022 Modifications		2022 Est.	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Recurring Revenues		27,539,313	27,965,365	27,863,356	28,403,262	28,936,641	29,464,523	30,012,912	30,567,196	31,125,267
Recurring Expenses		26,338,367	26,553,713	26,604,332	27,539,355	28,052,862	28,840,804	29,172,623	29,847,654	30,688,043
		1,200,947	1,411,652	1,259,024	863,907	883,779	623,719	840,289	719,541	437,224

# Ending Fund Balance & Reserves with 2022 Modifications

Ending Fund Balance & Reserve Target  
GF, Streets, REET, Bldg, AH, TBF, TIF Funds  
With 2022 changes

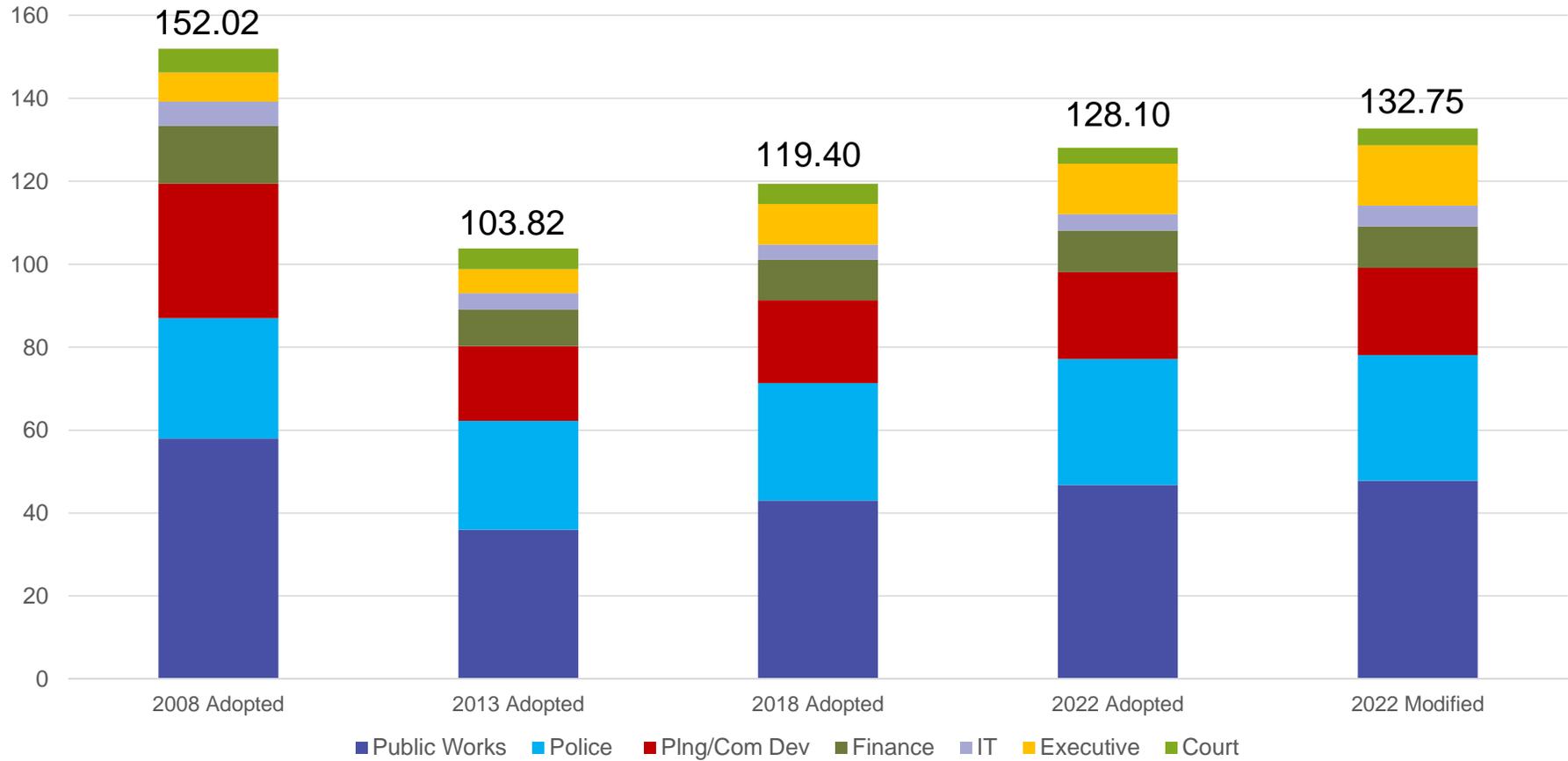


Proposed Budget w 2022 Modifications	2022 Budget	2023 Est.	2024 Est.	2025 Est.	2026 Est.	2027 Est.	2028 Est.	2029 Est.	2030 Est.
Total Policy Reserves	6,607,412	6,701,300	6,796,976	6,894,476	6,993,833	7,095,085	7,198,266	7,303,414	7,410,566
Total New Ending Fund Balance	26,858,163	26,463,769	25,181,088	25,732,981	26,794,197	27,743,076	29,039,382	29,736,001	30,085,642

October 26, 2021



## City FTE 2008 Adopted - 2022 Modified



October 26, 2021

## Next Steps

- October – staff is available to answer questions and provide additional information, as needed
- October 26 – Hold Public Hearing and Consider adoption of Ord. No. 2021-26 Relating to Property Tax Levy
- October 26 – Hold Public Hearing of Ord. No. 2021-27 relating to Budget Modifications and consider adoption of ordinance



## Department of Public Works Memorandum

Date: October 20, 2021  
To: Dewayne Pitts, Finance Director  
CC: Blair King, City Manager; Ellen Schroer, Deputy City Manager  
From: Christopher Wierzbicki, Public Works Director  
Subject: Supplemental Information - PW Maintenance Worker 2022 Budget Request

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### Purpose

At the October 12, 2021 City Council meeting, the Council expressed an interest in receiving additional background on the 2022 budget request for a Public Works Maintenance Worker. In the budget summary memo, the item was described as: \$80,000 expenditure increase and 1.0 FTE: This position will allow the City to consistently preserve the downtown corridor, maintain infrastructure, and quickly respond to community concerns in the Winslow area

### Background

In recent years, Winslow Way has been experiencing a significant increase in the amount of visitors and tourists. This increase, along with the trend towards more take-out beverages and eating establishments, has led to an increased and regular need for garbage collection and general clean-up in the Winslow Way/downtown area. The Public Works staff receives regular correspondence from the community, and community-based organizations like the Downtown Association and the Chamber of Commerce about the cleanliness of downtown, and the need for additional resources.

Currently, the work of maintaining downtown is performed by the Public Works Operations and Maintenance staff. The range of tasks is performed by various different positions, including those typically assigned to streets, utility and facility maintenance. With the increasing workload required to keep downtown clean, much of this work is performed on overtime after-hours and on weekends, which increases costs and limits critical personnel available for infrastructure operations and maintenance.

### Recommendation

In order to meet the community's expectations for the cleanliness of the Winslow Way/downtown area – as well as preserve infrastructure operations staff - the Department is proposing adding a new position to the 2022 budget, a Maintenance Worker, who would be assigned specifically for those duties. As described in the budget, this position would cost approximately \$80K annually. The position would be assigned a range of duties, likely on an alternative schedule that includes weekend hours, such as trash collection, power washing, litter pick-up, hanging basket maintenance and watering, minor landscaping, and banner hanging.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:50 PM) Hold the Public Hearing on Ordinance No. 2021-29, Extending Small Wireless Facilities Design Standards Interim Official Control and Consider Adoption of Ordinance No. 2021-29 - Executive,

**SUMMARY:** The Small Wireless Facilities Design Standards Interim Official Control is set to expire on November 14, 2021. City staff are working on completing the tasks in the work plan adopted for this interim control regarding proposed permanent regulations related to small wireless facilities design standards, but that work is not yet complete and an extension of the current interim regulations is necessary to complete that work.

Such an extension will allow additional time to complete the remaining research, analysis, and outreach that is necessary related to the proposed permanent regulations. The Planning Commission has made several recommendations, including as relates to Kitsap County regulations, and City staff have been engaged in research and analysis related to legal requirements pertaining to the proposed regulations, and that analysis will be provided to the City Council as part of consideration of the proposed permanent regulations. In order to extend the interim control, a public hearing must be held. The extension, which would be effectuated by Ordinance No. 2021-29, would extend the interim regulations for six months, until May 14, 2022.

On October 12, 2021, the City Council set the public hearing on Ordinance No. 2021-29 for October 26, 2021. This agenda item is for the Council to conduct the public hearing, consider public comment, and consider adoption of Ordinance No. 2021-29 to extend the interim control for six months.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to adopt Ordinance No. 2021-29.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The Federal Communications Commission (“FCC”) has adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposes limitations on local municipalities including the City of

Bainbridge Island (“City”) regarding processing and review of all permits associated with the deployment of small wireless facilities.

On May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amending Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealing and replacing Chapter 18.11 BIMC. The interim official control has since been extended via the adoption of Ordinance No. 2019-31 and Ordinance No. 2020-11, as well as via the ordinances below described.

On September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15. The Planning Commission continued its discussion of permanent regulations to replace the interim official control during its October 24, 2019, December 12, 2019, January 23, 2020, May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings. On August 13, 2020, the Planning Commission held a public hearing on proposed permanent regulations and made a recommendation to the City Council.

As described in more detail in Ordinance No. 2021-29 (see attached), on October 27, 2020, the City Council enacted Ordinance No. 2020-22, which extended for six months the existing interim regulations that the City had in place related to small wireless facilities. On April 27, 2021, the Council enacted Ordinance No. 2021-14, which further extended the interim regulations for six months. That extension will expire on November 14, 2021 if it is not extended by the Council. City staff are recommending that the interim regulations be extended to allow additional time to complete the work described in the work plan that was updated most recently via the adoption of Ordinance No. 2021-14 (see attached). This agenda item is to conduct a public hearing on Ordinance No. 2021-29 and consider approval of the ordinance, which would extend the interim control for an additional six months.

During the course of this interim control, City staff have been engaged in research, analysis, and outreach related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05, including recommendations that are based on Kitsap County regulations. The work regarding the proposed permanent regulations has taken longer than expected based on several factors, including that City staff have been working to reconcile differences between what the Planning Commission is recommending and what is being recommended by an expert legal consultant the City engaged with to assist in the drafting of the regulations at issue, and City staff are working to provide to the City Council the most up-to-date information and analysis related to legal requirements pertaining to those recommendations, as well as in the context of the experience of Kitsap County in interpreting and implementing similar regulations, and that work is not yet complete.

Based on the status of the work on this matter that is ongoing, at the Council meeting on October 12, 2021, City staff recommended that the Council schedule a public hearing for October 26, 2021 on Ordinance No. 2021-29 to extend the interim control for an additional six months. This agenda item is for the Council to conduct the public hearing, consider public comment, and consider approval of Ordinance No. 2021-29.

Staff recommends that the ordinance be adopted to allow for an extension of the interim regulations so that City staff can work with the Council to complete the work plan related to the interim regulations, including regarding what is being recommended by the Planning Commission, as above described, to ensure that the City has

procedures in place that conform with legal requirements, including federal law, while the Council considers the adoption of permanent regulations.

If approved, Ordinance No. 2021-29 would extend the interim official control until May 14, 2022, unless terminated earlier by the City Council.

**ATTACHMENTS:**

[Ordinance No. 2021-29 Extending Interim Control - Small Wireless Facilities \(102621\)](#)

[Ordinance No. 2021-14-Relating to Extending Interim Control of Small Wireless Facilities-Approved 042721](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

*PUBLIC HEARING DRAFT*

**ORDINANCE NO. 2021-29**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, concerning wireless communication facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting an updated work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance Nos. 2019-31, 2020-11, 2020-22, and 2021-14 for an additional six-month period to May 14, 2022.

**WHEREAS**, the Federal Communications Commission (“FCC”) adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposed limitations on local municipalities, including the City of Bainbridge Island (“City”), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

**WHEREAS**, the City Council found that the existence of the federal regulations required the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

**WHEREAS**, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

**WHEREAS**, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the City Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

**WHEREAS**, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

**WHEREAS**, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

**WHEREAS**, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

**WHEREAS**, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

**WHEREAS**, separately, federal law and regulation set time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

**WHEREAS**, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

**WHEREAS**, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

**WHEREAS**, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31 for the October 22, 2019 Council Meeting to extend the interim official control adopted by Ordinance No. 2019-15 for six months; and

**WHEREAS**, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31; and

**WHEREAS**, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

**WHEREAS**, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to cases of COVID-19 in Washington State; and

**WHEREAS**, on March 9, 2020, the City Manager issued a Proclamation of Emergency due to the COVID-19 public health emergency; and

**WHEREAS**, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency issued by the City Manager; and

**WHEREAS**, the COVID-19 public health emergency has had and continues to have significant impact on City operations; and

**WHEREAS**, due to the COVID-19 public health emergency, the City Council found that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 would be necessary given that the emergency posed by the spread of COVID-19 forced the cancellation of meetings of both the City Council and the Planning Commission; and

**WHEREAS**, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11 for the April 28, 2020 Council Meeting to extend the interim official control adopted by

Ordinance No. 2019-15, and initially extended by Ordinance No. 2019-31, for an additional six months; and

**WHEREAS**, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11; and

**WHEREAS**, on April 28, 2020, following the public hearing, the City Council adopted Ordinance No. 2020-11, extending the interim official control until November 14, 2020; and

**WHEREAS**, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings; and

**WHEREAS**, on August 13, 2020, the Planning Commission held a public hearing on Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards; and

**WHEREAS**, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes; and

**WHEREAS**, relatedly, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered a decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities; and

**WHEREAS**, based on that court decision, the City needed additional time to analyze the potential impacts of the Ninth Circuit's decision as relates to the Planning Commission's recommendation and proposed Ordinance No. 2020-04; and

**WHEREAS**, on October 27, 2020, following a public hearing, the City Council adopted Ordinance No. 2020-22, further extending the interim control until May 14, 2021; and

**WHEREAS**, as part of that ordinance, the City Council found that an additional six-month extension of the interim control was necessary to allow the Council time to develop, consider, and process permanent regulations to replace the interim control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim control; and

**WHEREAS**, over the subsequent several months, the City engaged in research and analysis related to the recommendations made by the Planning Commission as set forth in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04); and

**WHEREAS**, in relevant part, the Planning Commission made recommendations that are based on Kitsap County regulations, and City staff engaged in due diligence regarding those recommendations and the related Kitsap County regulations, but that work was ongoing at the

time the interim control was scheduled to expire, so an extension was necessary to allow time to complete that work; and

**WHEREAS**, on April 27, 2021, following a public hearing, the City Council adopted Ordinance No. 2021-14, further extending the interim control until November 14, 2021; and

**WHEREAS**, the City has continued to be engaged in research and analysis related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05, and that work has taken longer than expected based on several factors, including that City staff have been working to reconcile differences between what the Planning Commission is recommending and what is being recommended by an expert legal consultant the City engaged with to assist in the drafting of the regulations at issue, and City staff are working to provide to the City Council the most up-to-date information and analysis related to legal requirements pertaining to those recommendations, as well as in the context of the experience of Kitsap County in interpreting and implementing similar regulations, and that work is not yet complete; and

**WHEREAS**, an extension of the interim regulations is necessary to allow more time for City staff to work with the City Council to complete the work plan related to the interim regulations, including the research, analysis, and outreach above described; and

**WHEREAS**, on October 12, 2021, the City Council set a public hearing on this Ordinance No. 2021-29 for the October 26, 2021 Council meeting to extend the interim official control adopted by Ordinance No. 2019-15, and extended by Ordinance Nos. 2019-31, 2020-11, 2020-22, and 2021-14, for an additional six months; and

**WHEREAS**, on October 26, 2021, the City Council held a public hearing on this Ordinance No. 2021-29; and

**WHEREAS**, the City is authorized by state law, including RCW 36.70A.390, to adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, considered, and processed through the City's standard legislative procedures; and

**WHEREAS**, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for Bainbridge Island residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

**WHEREAS**, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow City staff and the Council time to further develop, consider, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

**WHEREAS**, the interim official control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

**Section 1. Purpose.** The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

**Section 2. 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 official control, as initially established by Ordinance No. 2019-15, and as updated in related Ordinance Nos. 2019-31, 2020-11, 2020-22, and 2021-14.

**Section 3. Duration of Interim Official Control Extended.** The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until May 14, 2022, six months beyond the current expiration date set by Ordinance No. 2021-14 which, without this extension, would be November 14, 2021.

**Section 4. Interim Official Control Work Plan and Hearing.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City Council may at its sole discretion renew an interim official 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. The City Council is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2021-29, as well as in related Ordinance Nos. 2021-14, 2020-22, 2020-11, 2019-31, and 2019-15.

**Section 5. 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 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration.** This ordinance shall take effect and be in force five 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 Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were

included in the “Whereas” clauses in Ordinance Nos. 2019-15, 2019-31, 2020-11, 2020-22, and 2021-14, as well as in this Ordinance No. 2021-29, and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until May 14, 2022, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. 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 \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 8, 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NUMBER:	2021-29

Attachment: Exhibit A



## EXHIBIT A

### UPDATED WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (October 26, 2021)

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The City has developed and is proceeding based on the amended and updated work plan described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

#### **November 2021 through January 2022**

- Complete the ongoing research and analysis related to the small wireless facility regulations being implemented by Kitsap County, and potentially other jurisdictions, as those regulations relate to the recommendations made by the Planning Commission and what is required by state and federal law.

#### **January through March 2022**

- Consideration by the City Council of the proposed permanent regulations, which are set forth in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04).
- If significant changes are recommended to proposed Ordinance No. 2021-05, the City Council may set a second public hearing on that ordinance to receive additional public comment.
- Consideration by the City Council of adoption of proposed Ordinance No. 2021-05.

## **ORDINANCE NO. 2021-14**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, concerning wireless communication facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting an updated work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance Nos. 2019-31, 2020-11, and 2020-22, for an additional six-month period to November 14, 2021.

**WHEREAS**, the Federal Communications Commission (“FCC”) adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposed limitations on local municipalities, including the City of Bainbridge Island (“City”), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

**WHEREAS**, the City Council found that the existence of the federal regulations required the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

**WHEREAS**, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

**WHEREAS**, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the City Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

**WHEREAS**, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

**WHEREAS**, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

**WHEREAS**, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

**WHEREAS**, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

**WHEREAS**, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

**WHEREAS**, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

**WHEREAS**, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

**WHEREAS**, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31 for the October 22, 2019 Council Meeting to extend the interim official control adopted by Ordinance No. 2019-15 for six months; and

**WHEREAS**, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31; and

**WHEREAS**, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

**WHEREAS**, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to cases of COVID-19 in Washington State; and

**WHEREAS**, on March 9, 2020, the City Manager issued a Proclamation of Emergency due to the COVID-19 public health emergency; and

**WHEREAS**, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency issued by the City Manager; and

**WHEREAS**, the COVID-19 public health emergency has had and continues to have significant impact on City operations; and

**WHEREAS**, due to the COVID-19 public health emergency, the City Council found that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 would be necessary given that the emergency posed by the spread of COVID-19 forced the cancellation of meetings of both the City Council and the Planning Commission; and

**WHEREAS**, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11 for the April 28, 2020 Council Meeting to extend the interim official control adopted by

Ordinance No. 2019-15, and initially extended by Ordinance No. 2019-31, for an additional six months; and

**WHEREAS**, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11; and

**WHEREAS**, on April 28, 2020, following the public hearing, the City Council adopted Ordinance No. 2020-11, extending the interim official control until November 14, 2020; and

**WHEREAS**, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings; and

**WHEREAS**, on August 13, 2020, the Planning Commission held a public hearing on Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards; and

**WHEREAS**, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes; and

**WHEREAS**, relatedly, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered a decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities; and

**WHEREAS**, based on that court decision, the City needed additional time to analyze the potential impacts of the Ninth Circuit's decision as relates to the Planning Commission's recommendation and proposed Ordinance No. 2020-04; and

**WHEREAS**, on October 27, 2020, following a public hearing, the City Council adopted Ordinance No. 2020-22, further extending the interim control until May 14, 2021; and

**WHEREAS**, as part of that ordinance, the City Council found that an additional six-month extension of the interim control adopted by Ordinance No. 2019-15 was necessary to allow the Council time to develop, vet, and process permanent regulations to replace the interim control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim control; and

**WHEREAS**, over the past several months, the City has been engaged in additional research and analysis related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04); and

**WHEREAS**, in relevant part, the Planning Commission made recommendations that are based on regulations in place in Kitsap County, and City staff is conducting due diligence regarding those recommendations and the related Kitsap County regulations, and that due

diligence is not yet complete so an extension of the interim control is necessary to allow time to complete that work; and

**WHEREAS**, an extension of the interim regulations is necessary so that City staff can work with the City Council on completing the work plan related to the interim regulations, including related to what is being recommended by the Planning Commission; and

**WHEREAS**, on April 13, 2021, the City Council set a public hearing on this Ordinance No. 2021-14 for the April 27, 2021 Council meeting to extend the interim official control adopted by Ordinance No. 2019-15, and extended by Ordinance Nos. 2019-31, 2020-11, and 2020-22, for an additional six months; and

**WHEREAS**, on April 27, 2021, the City Council held a public hearing on this Ordinance No. 2021-14; and

**WHEREAS**, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

**WHEREAS**, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for Bainbridge Island residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

**WHEREAS**, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow the Council time to further develop, vet, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

**WHEREAS**, the interim official control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

**Section 1. Purpose.** The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

**Section 2. 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 official control, as initially established by Ordinance No. 2019-15.

**Section 3. Duration of Interim Official Control Extended.** The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until November 14, 2021, six months beyond the current expiration date set by Ordinance No. 2020-22 which, without this extension, would be May 14, 2021.

**Section 4. Interim Official Control Work Plan and Hearing.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City Council may at its sole discretion renew an interim official 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. The City Council is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2021-14, as well as in related Ordinance Nos. 2020-22, 2020-11, 2019-31, and 2019-15.

**Section 5. 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 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration.** This ordinance shall take effect and be in force five 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 Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the "Whereas" clauses in Ordinance Nos. 2019-15, 2019-31, 2020-11, and 2020-22, as well as in this Ordinance No. 2021-14, and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until November 14, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. 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 27th day of April, 2021.

APPROVED by the Mayor this 27th day of April, 2021.



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Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	April 9, 2021
PASSED BY THE CITY COUNCIL:	April 27, 2021
PUBLISHED:	April 30, 2021
EFFECTIVE DATE:	May 5, 2021
ORDINANCE NUMBER:	2021-14

Attachment: Exhibit A



## EXHIBIT A

### WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (April 27, 2021)

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The City has developed and is proceeding based on the amended and updated work plan described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

#### **May 2021 through June 2021**

- Continue gathering information and conducting due diligence related to the small wireless facility regulations being implemented by Kitsap County, and potentially other jurisdictions, as those regulations relate to the recommendations made by the Planning Commission and what is required by state and federal law.

#### **July through August 2021**

- Consideration by the City Council of any revisions made to the proposed ordinance that will implement the proposed permanent regulations, which are stated in proposed Ordinance No. 2021-05 (formerly Ordinance No. 2020-04).
- If significant changes were made to Ordinance No. 2021-05, the City Council may set a second public hearing on that ordinance to receive additional public comment.
- Consideration by the City Council of adoption of Ordinance No. 2021-05.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (8:00 PM) Consider Draft Ordinance No. 2021-23 Creating a Multifamily Tax Exemption Program - Planning,

**SUMMARY:** This agenda item is for the City Council to:

- Review draft Ordinance No. 2021-23, which would create a new Chapter 3.62 BIMC related to a Multifamily Property Tax Exemption (“MFTE”) Program.
- Schedule further discussion and consideration of draft Ordinance No. 2021-23 for the next City Council business meeting on November 9, 2021, or at a future date.

Draft Ordinance No. 2021-23 would create new Chapter 3.62 BIMC related to a Multifamily Property Tax Exemption Program. The proposed new code chapter is set forth in Exhibit A to Ordinance No. 2021-23. The new chapter describes the program and program administration as required by the applicable state law, Chapter 84.14 RCW. Exhibit A has been revised from a previous version to include the Council policy direction to date regarding the type of MFTE program (12 and 20-year programs), designation areas (ordinance Exhibits B and C), and minimum eligible project size (creation of 4 multifamily units). These program elements are in draft Section 3.62.050, Project Eligibility.

- A 12-year MFTE program would require that:
  - o For rental projects: 20% of housing units be rented to low-income households or below.
  - o For home-ownership projects, such as condominiums: 100% of housing units required to be sold to low-income households or below.
- 20-Year MFTE Program: Newly adopted state law provision for nonprofits that requires 25% of units to be permanently affordable housing.

In addition to project eligibility, the second portion of the proposed new chapter describes the administration of the future MFTE program in Sections 3.62.050-.120. The program is initiated with an MFTE application being submitted during the building permit phase of a development project. The MFTE program provides for application, approval, denial, appeals, and annual compliance review.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to schedule further City Council discussion and consideration regarding draft Ordinance No. 2021-23 at the November 9, 2021 Council meeting.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** This agenda item is to consider a proposed MFTE Program, as set forth in the draft of proposed Ordinance No. 2021-23.

Based on input received from the City Council as part of this October 26, 2021 agenda item, City staff will incorporate such input into a new draft of Ordinance No. 2021-23. Planning and Community Development staff and the City Attorney are also in the process of reviewing the draft ordinance to ensure it is consistent with, and not in conflict with, Chapter 84.14 RCW, which is the state law that governs such programs. Chapter 84.14 RCW is quite detailed and that staff review is ongoing, and Chapter 84.14 RCW was updated effective July 25, 2021 so City staff are reviewing what is proposed related to what is required by that chapter. The draft of the ordinance was prepared based on what other cities have adopted, but those code provisions pre-date the July 2021 revisions to Chapter 84.14 RCW, so City staff are considering such factors as part of the ongoing review of the proposed regulations. It is recommended that the Council schedule additional discussion and consideration of the proposed ordinance for the next Council business meeting on November 9, 2021, or on a later date.

The WA State Employment Security Department recently updated its 2021 Occupational Employment and Wage Estimates (see link below). The beginning of the document has statewide estimates by job type, but the County/Bremerton-Silverdale MSA also has specific wage estimates on pages 29-36 (see excerpt attached). Staff is including the information to provide the City Council with additional context for the median income portion of the MFTE discussion.

<https://media.esd.wa.gov/esdwa/Default/ESDWAGOV/labor-market-info/Libraries/Occupational-reports/OES/2021-Occupational-employment-and-wage-estimates.pdf>

Washington state law allows local governments to adopt a MFTE program as described in Chapter 84.14 RCW. The purpose of such a program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption for qualifying projects for a period of 8, 12, or 20 years. The exemption is a partial property tax exemption on the value of residential improvements for qualifying MFTE housing developments, and does not apply to the value of land or any non-residential development. MFTE summary publications from the Puget Sound Regional Council and the State Department of Commerce are included as background material.

A Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program. The Council approved the list and recommended it be forwarded to the Planning Commission for immediate legislative work.

At their meetings on January 14 and 28, 2021, the Planning Commission discussed the following MFTE program elements:

1. Potential MFTE designation or eligibility areas - where should the program be available to properties?
2. MFTE project threshold - what is the minimum number of multifamily units that will be required to enroll in a future MFTE program? The state minimum project eligibility threshold is four multifamily residences.
3. Should a City MFTE program be available to both rental and homeownership projects, as allowed under state law?

At their January 28, 2021 meeting, the Planning Commission came to preliminary recommendations on these program elements, and in general, the consensus was to make a MFTE program as widely available as possible. On February 11, 2021, the Planning Commission finalized their transmittal memo to the City Council and unanimously passed the motion below related to recommended MFTE program elements. The following is the motion adopted by the Commission:

Motion: I move to forward the following policy recommendations and attached supporting memo to the City Council related to adopting a Multifamily Property Tax Exemption program:

1. That the following areas be considered for the MFTE designation/eligibility areas:

All properties either within the Winslow Master Plan Study Area, or the Winslow Sewer System Service Area, or both and within the Lynwood Center area, which have zoning of Neighborhood Center (NC), NC/R-12, and R-5.

2. That the project eligibility threshold be four multifamily residences.
3. That a future City MFTE program be applicable to both rental and ownership units.

#### City Council Discussion to Date

At the City Council's May 4, 2021 meeting, the Council received an overview of the state MFTE program and the Planning Commission recommendations. The different MFTE programs authorized under state law vary by duration of tax exemption and affordability requirements. At their meeting on May 4, 2021, the Council directed staff to move forward with developing 12-year and 20-year programs.

The Council also directed staff to schedule a public hearing on June 8, 2021, as required by RCW 84.14.040, and to receive public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

In accordance with the procedures of RCW 84.14.040(2), on May 11, 2021, the Council discussed Resolution No. 2021-09, which included the potential residential target areas and the time and place of the designation area

public hearing. The Council forwarded Resolution No. 2021-09 to the May 25, 2021 consent agenda. The resolution was approved on May 25, 2021.

On June 8, 2021, the Council held a public hearing, as required by RCW 84.14.040, and received public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

After closing the public hearing, the Council voted unanimously to include the three areas as eligible areas in a future City MFTE program. The Council considered proposed Ordinance No. 2021-23 at its meeting on October 12, 2021, and passed a motion to require that units required to be affordable through a future City 12-year MFTE program must be affordable to households at or below low-income (80% Area Median Income, AMI), not moderate income households (115% AMI).

**ATTACHMENTS:**

[MFTE presentation.pptx](#)

[MFTE Staff Memo.docx](#)

[Draft Ordinance No. 2021-23 MFTE Program.docx](#)

[Exhibit A to Chapter 3.62 BIMC re MFTE.docx](#)

[Exhibit B Greater Winslow Area.pdf](#)

[Exhibit C Lynwood Center Area.pdf](#)

[Resolution No. 2021-09-Relating to MFTE Designation Areas-Approved 052521.pdf](#)

[\[For Background\] 2021 WA ESD Occupational employment and wage estimates Bremerton Silverdale MSA.pdf](#)

[\[For Background\] PSRC Summary Multifamily Tax Exemption](#)

[\[For Background\] 2019 Dept of Commerce MFTE Report](#)

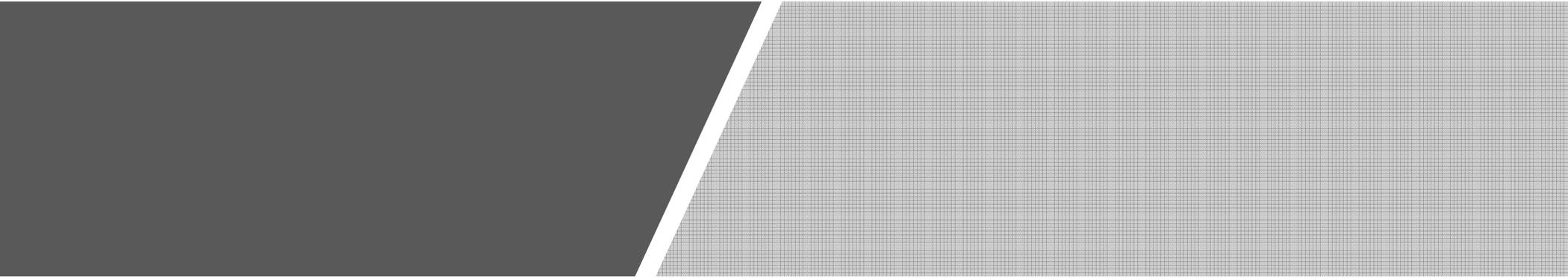
**FISCAL DETAILS:** The addition of this program may require additional staffing and other costs to administer. See discussion of potential MFTE application fee in staff memo.

While taxes are reduced to participating multifamily units on the one hand, additional costs may be shifted to other non-participating property taxpayers. As an example, if the BLIS apartments valued at \$29.8 million were considered a MFTE project, the total tax exempt amount shifted to other residents

would be approximately \$289,000. A residential property assessed at \$800,000 would pay an additional \$16 per year in property taxes.

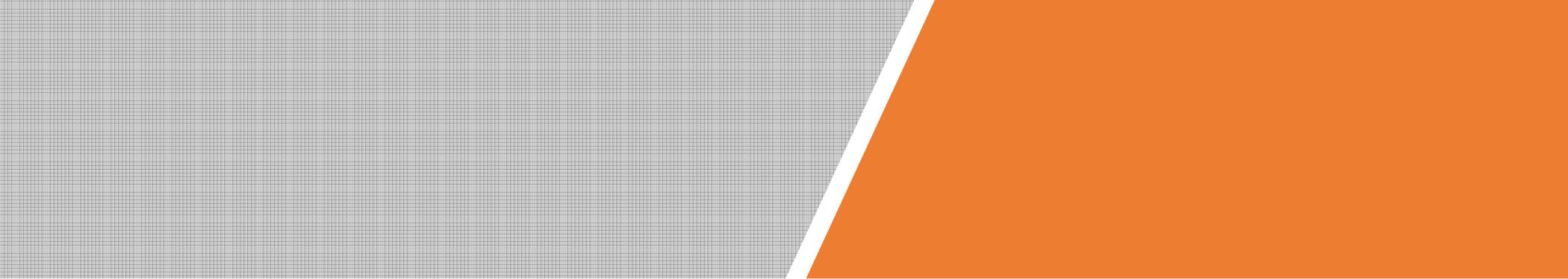
**Fund Name(s):**

**Coding:**



# Ordinance 2021-23: Developing a City Multifamily Property Tax Exemption (MFTE) Program

City Council  
October 26, 2021



## Meeting Purpose

- Review Ordinance No. 2021-23 New BIMC Chapter 3.62 Multifamily Property Tax Exemption (“MFTE”).
- Schedule further discussion and consideration for Ordinance No. 2021-23 ordinance for November 9, or at a future date.

## What is the State Multifamily Property Tax Exemption?

- MFTE is a property tax relief program authorized by Washington State ([RCW 84.14](#)).
- Temporary exemption from property taxation on the residential improvement value.
- Financial incentive to encourage development and redevelopment of multifamily and affordable housing.
- Tax exemption on residential improvements begins once a multifamily housing development is built and completed.
- Monitoring and reporting required.

City Council  
 Direction on  
 Income  
 Requirements  
 for MFTE  
 Affordable  
 Units:

20-year Program up to  
 80% AMI

10/12 City Council  
 motion to reduce  
 maximum income for  
 12-year Program up to  
 80% AMI

CITY OF BAINBRIDGE ISLAND  
**2021 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE  
 FOR REQUIRED AFFORDABLE HOUSING UNDER MFTE PROGRAM**

Median Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	\$65,870	\$75,280	\$84,690	\$94,100	\$101,628	\$109,156	\$116,684	\$124,212
≤ 30% of Median Household Income	\$19,800	\$22,600	\$25,450	\$28,250	\$30,550	\$32,800	\$35,050	\$37,300
31% - 50% of Median Household Income	\$32,950	\$37,650	\$42,350	\$47,050	\$50,850	\$54,600	\$58,350	\$62,150
51% - 80% of Median Household Income	\$52,750	\$60,250	\$67,800	\$75,300	\$81,350	\$87,350	\$93,400	\$99,400
81%-115% of Median Household Income: Maximum Affordable Housing Income for State MFTE regulations	\$75,750	\$86,570	\$97,390	\$108,215	\$116,870	\$125,530	\$134,185	\$142,845

NOTE: Washington State MFTE 12-year Program allows affordable units for households up to 115% AMI.

NOTE: Gross Annual Income

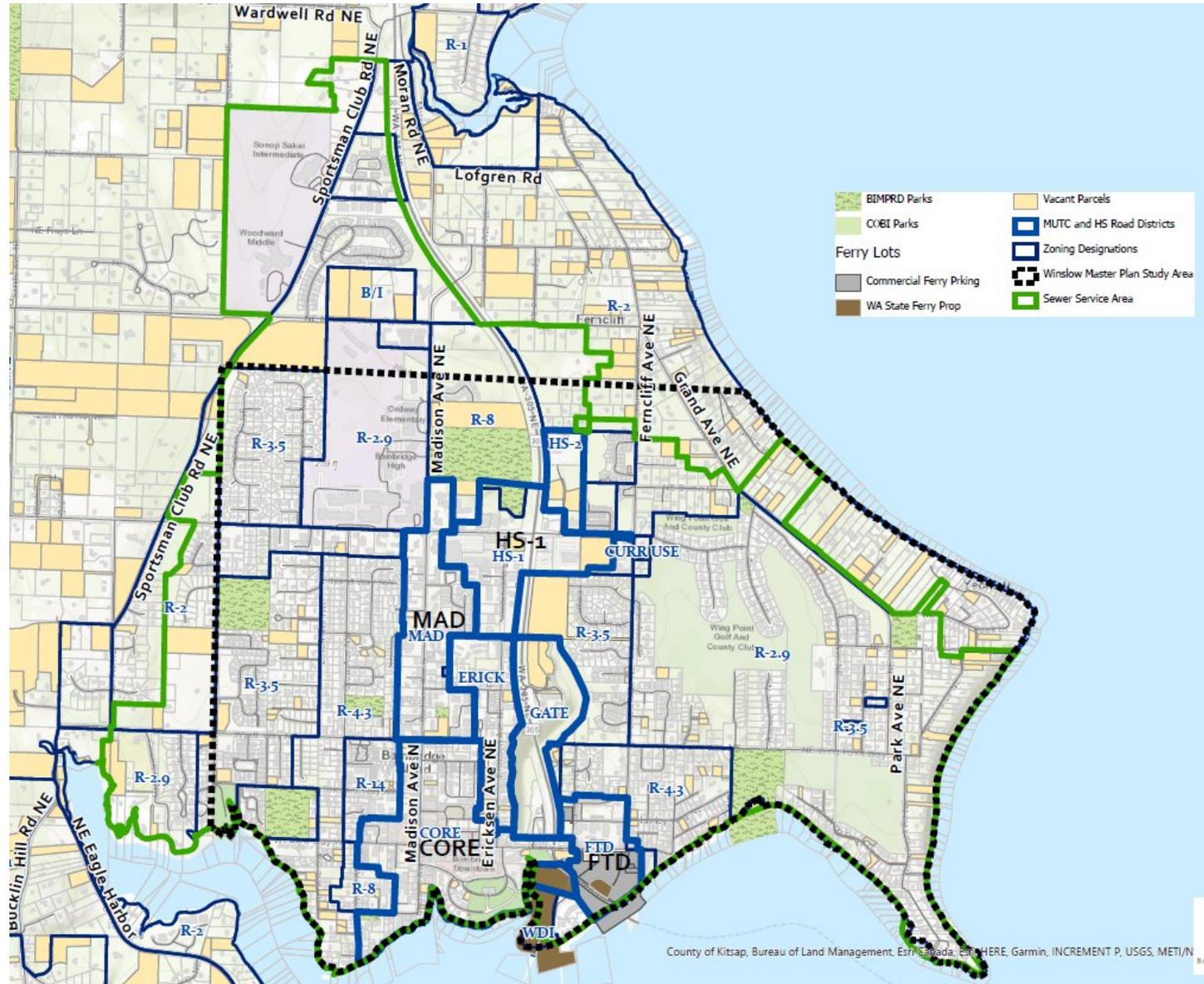
\$15/hour full-time= \$31,200

\$13.69/hour full-time= \$28,475 (2021 WA State Minimum Wage)

# Council Direction after June 8 Public Hearing: MFTE Program Eligibility Areas

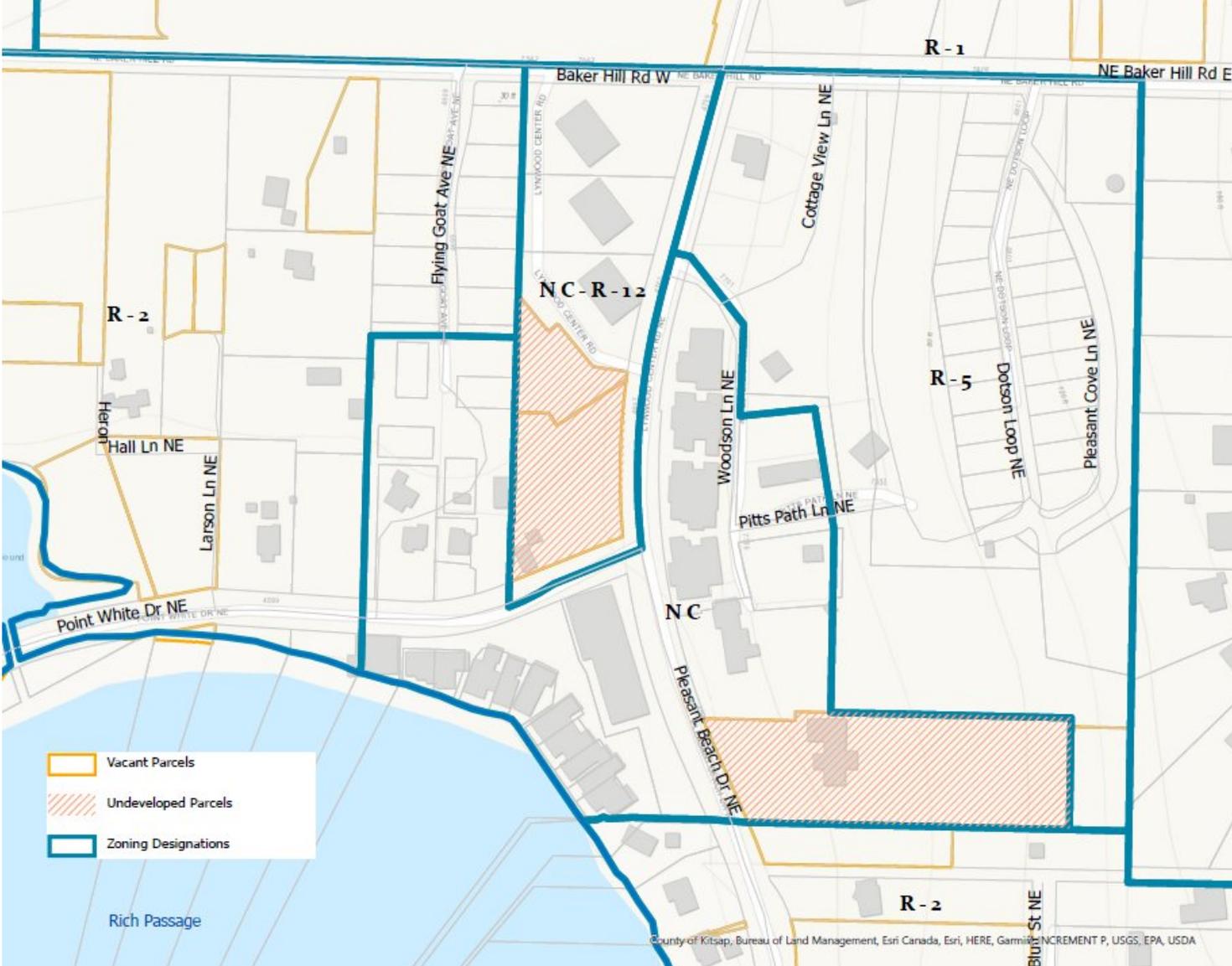
Winslow Master Plan Study Area (WMPSA, black dotted line)

Winslow Sewer Service Area (green line)



Council Direction  
after June 8 Public  
Hearing:  
MFTE Program  
Eligibility Areas:

Lynwood Center Area:  
NC, NC/R-12 and R-5  
zones



## Next Steps for Developing City MFTE Program

1. Schedule further discussion and consideration for Ordinance No. 2021-23 ordinance for November 9, or at a future date.
2. Consider adoption of Ordinance 2021-23, NEW BIMC Chapter 3.62 Multifamily Property Tax Exemption at a future date.



Department of Planning and Community Development

## Memorandum

Date: October 22, 2021  
To: City Council  
via Blair King, City Manager  
From: Jennifer Sutton, AICP Senior Planner  
Heather Wright, AICP Director  
Subject: Ordinance No. 2021-23 New Chapter 3.62 BIMC Related to a Multifamily Property Tax Exemption (“MFTE”) Program

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### I. MEETING PURPOSE

The purpose of tonight’s City Council discussion is to:

- Review draft Ordinance No. 2021-23, which would create a new Chapter 3.62 BIMC related to a Multifamily Property Tax Exemption (“MFTE”) Program.
- Schedule further discussion and consideration for Ordinance No. 2021-23 for the next City Council business meeting on November 9, 2021, or at a future date.

### II. State MFTE Program Overview

Washington state law provides for local governments to adopt a MFTE program as described in [Chapter 84.14 RCW](#). The purpose of such a program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption for qualifying projects for a period of 8, 12, or 20 years. Projects must create at least 4 multifamily residences. The exemption is a partial property tax exemption for qualifying projects, on the value of residential improvements for qualifying MFTE housing developments and does not apply to the value of land or any non-residential development. The tax exemption is a financial incentive to build multifamily and affordable housing.

The stated purpose of the state law MFTE program, as described in [RCW 84.14.007](#), is to stimulate the construction of new multifamily housing and redevelopment of underutilized buildings for multifamily housing in urban centers. Adding a MFTE program, which would be a new financial incentive for multifamily housing and affordable housing, could theoretically stimulate the building of such housing by responding to an identified barrier - the cost of development.

A MFTE program is only a financial incentive and it would not change or reduce any other City land use permits or standards for development, such as zoning or environmental protections. Put another way, a MFTE program does not allow any type of development that is not already allowed by the existing City land use code.

If the City adopts a MFTE program, qualifying multifamily projects would be partially exempt from property taxation and would not pay property tax on the residential improvement for a period of 8, 12 or 20 years, depending on the program adopted, after construction is complete. Property taxes on land and any commercial development is not exempted. The amount of MFTE property tax relief would be shifted to other property taxpayers through a tax increase divided among property owners Island-wide.

### III. Background

Adopting a MFTE program has been planned and recommended over the last four years, as referenced in the following documents:

- [2017 Comprehensive Plan Housing Element Policy HO 4.4](#)
- [2018 Affordable Housing Task Force Final Report Recommendation 1.C](#)

A Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program. The Council approved the list and recommended it be forwarded to the Planning Commission for immediate legislative work.

#### Planning Commission Preliminary Recommendations

At their meetings on January 14 and 28, 2021, the Planning Commission discussed the following MFTE program elements:

1. Potential MFTE designation or eligibility areas - where should the program be available to properties?
2. MFTE project threshold - what is the minimum number of multifamily units that will be required to enroll in a future MFTE program? The state minimum project eligibility threshold is four multifamily residences.
3. Should a City MFTE program be available to both rental and homeownership projects, as allowed under state law?

At their January 28, 2021 meeting, the Planning Commission came to the preliminary recommendations on these program elements, and in general, the consensus was to make a MFTE program as widely available as possible. On February 11, 2021, the Planning Commission finalized their transmittal memo to the City Council (see attached transmittal message) and unanimously passed the motion below related to recommended MFTE program elements. The following is the motion adopted by the Commission:

Motion: I move to forward the following policy recommendations and attached supporting memo to the City Council related to adopting a Multifamily Property Tax Exemption program:

1. That the following areas be considered for the MFTE designation/eligibility areas:  
All properties either within the Winslow Master Plan Study Area, or the Winslow Sewer System Service Area, or both and within the Lynwood Center area, which have zoning of Neighborhood Center (NC), NC/R-12, and R-5.
2. That the project eligibility threshold be four multifamily residences.
3. That a future City MFTE program be applicable to both rental and ownership units.

#### City Council Discussion to Date

At the May 4, 2021 City Council meeting, the Council received an overview of the state MFTE program and the Planning Commission recommendations. The different MFTE programs authorized under state law vary by duration of tax exemption and affordability requirements. At their meeting on May 4, 2021, the Council directed staff to move forward with developing 12-year and 20-year programs.

The City Council also directed staff to schedule a public hearing on June 8, 2021, as required by [RCW 84.14.040](#), and to take public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

Following the procedures of [RCW 84.14.040\(2\)](#), on May 11, 2021, the Council considered Resolution No. 2021-09, which included the potential residential target areas and the time and place of the designation area public hearing. The Council forwarded Resolution No. 2021-09 to the May 25, 2021 consent agenda. The resolution was approved on May 25, 2021.

On June 8, 2021, the City Council held a public hearing, as required by [RCW 84.14.040](#), and received public comment on the following proposed MFTE designation areas, as also recommended by the Planning Commission:

- Winslow Master Plan Study Area
- Winslow Sewer Service Area
- Lynwood Center Area: NC, NC/R-12 and R-5 zones

After closing the public hearing, the Council voted unanimously to include the three areas as eligible areas in a future City MFTE program. On October 12, 2021, the City Council considered a working draft of Ordinance No. 2021-23, and passed a motion to require that units required to be affordable through a future City 12-year MFTE program must be affordable to households at or below low-income (80% Area Median Income), not moderate income.

#### IV. DRAFT ORDINANCE NO. 2021-23 (WORKING DRAFT):

Proposed draft Ordinance No. 2021-23 would create a new Chapter 3.62 BIMC, Multifamily Property Tax Exemption Program, establishing this new program. The new code chapter is Exhibit A to draft Ordinance No. 2021-23. The new chapter sets forth the proposed program and program administration as required by the applicable state law, [Chapter 84.14 RCW](#). Exhibit A includes the Council policy direction to date regarding the type of MFTE program (12 and 20-year programs), designation areas (see above, ordinance Exhibits B and C), and minimum eligible project size (creation of 4 multifamily units). These program elements are in Section 3.62.050, Project eligibility. Based on Council input, the City's 12-year MFTE program would require that:

- For rental projects: 20% of housing units rented to low (80% Area Median Income [AMI]) income households or below.
- For home-ownership projects, such as condominiums: 100% of housing units required to be sold to low (80% or below AMI) income households or below.

Related to the proposed new 20-Year MFTE Program: A new state law provision for nonprofits that requires 25% of units to be permanently affordable housing to low (80% or below AMI) income households.

Household Incomes Prioritized for MFTE Affordability

As described in draft Ordinance No. 2021-23, the City is pursuing two different MFTE programs, the 12-year and 20-year programs. Based on state law, 12-year MFTE regulations allow for designated affordable units to be available to households at or below moderate (115%) AMI (see page 3 above and table below). On October 12, 2021, the City Council approved a motion to have the City's 12-year MFTE program be targeted to households with incomes lower than 80% AMI.

## CITY OF BAINBRIDGE ISLAND 2021 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE FOR REQUIRED AFFORDABLE HOUSING UNDER MFTE PROGRAM

Median Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	\$65,870	\$75,280	\$84,690	\$94,100	\$101,628	\$109,156	\$116,684	\$124,212
≤ 30% of Median Household Income	\$19,800	\$22,600	\$25,450	\$28,250	\$30,550	\$32,800	\$35,050	\$37,300
31% - 50% of Median Household Income	\$32,950	\$37,650	\$42,350	\$47,050	\$50,850	\$54,600	\$58,350	\$62,150
51% - 80% of Median Household Income Maximum Income for 20-year MFTE program	\$52,750	\$60,250	\$67,800	\$75,300	\$81,350	\$87,350	\$93,400	\$99,400
81%-115% of Median Household Income: Maximum Income for 12-year MFTE program	\$75,750	\$86,570	\$97,390	\$108,215	\$116,870	\$125,530	\$134,185	\$142,845

In addition to project eligibility, the second half of the proposed new BIMC chapter describes the administration of the future MFTE program. See, Sections 3.62.050 through 3.62.120. The program is initiated with a MFTE application being submitted during the building permit phase of a development project. The MFTE program provides for application, approval, denial, appeals, and annual compliance review. Prior to drafting proposed Chapter 3.62 BIMC, City staff surveyed the MFTE codes of other Washington communities. The organization of the other MFTE programs was relatively uniform, and that fact informed the proposed organization of proposed Chapter 3.62 BIMC.

#### MFTE Application Fee or Deposit

The City could opt to charge a fee for City review of a MFTE application. This fee would be in addition to any required land use or building permit review fees. State law provides for the option to charge a fee, see [RCW 84.14.080](#), but does not require a fee to be charged. If the City Council is interested in having a fee for this review, the Council could provide guidance to staff on how much the fee should be. Currently the Council has directed that the City should have 100% cost recovery related to development review work. City staff estimates that reviewing a MFTE application could take between 2-10 hours of staff time. Staff estimates that annual reporting would take about 1-2 hours per project. The City of Bremerton has had a MFTE program for several years and estimates spending 2-4 hours of staff time to review a MFTE application, and 1-2 hours per project for annual reporting. The Bainbridge City Council had a study session on a wider City fee study on September 21, 2021. As part of that study, a staff hourly rate of \$165 is proposed. The Council could also revisit the goal of 100% cost recovery during the fee study discussion(s).

A deposit is an alternative to collecting a review fee. The City could collect a review deposit based upon an estimate of MFTE application review time and a staff hourly rate. If staff takes less time to review a MFTE application, then a portion of the deposit could be refunded. See table below for examples from other jurisdictions.

Jurisdiction	MFTE Application Review Fee
Bremerton	\$1,500
Burien	\$736+ \$39/unit (maximum \$2,060 total)
Edmonds	\$1,000 + Recording Fees
Kirkland	\$1,205 + \$150 County Assessor Fee
Olympia	\$100
Port Angeles	\$1,000
Port Orchard	\$1,500
Port Townsend	\$0
Redmond	\$2,360.06 + County Assessor Fee
Shoreline	Hourly Review Fee: \$206/hour (3-hour minimum: \$618)
Woodinville	\$400 + \$100 Annual Compliance Review
Yakima	\$0 + \$100 County Assessor Fee

If the City Council opts to adopt a fee or deposit, City staff would bring back a resolution for Council review to add the fee to the City's fee schedule. This could be done with a stand-alone resolution, or added to the future, larger fee schedule amendment that will be reviewed later in 2021 as a result of the City fee study.

**V. NEXT STEPS:**

Based on input received from the City Council on October 26, 2021, City staff will incorporate such input into a new draft of Ordinance No. 2021-23. Planning and Community Development staff and the City Attorney are also in the process of reviewing the draft ordinance to ensure it is consistent with, and not in conflict with, Chapter 84.14 RCW, which is the state law that governs such programs. Chapter 84.14 RCW is quite detailed so that review is ongoing, and that chapter was updated effective July 25, 2021 so City staff are reviewing what is proposed related to what is required by that chapter. The draft of the ordinance was prepared based on what other cities have adopted, but those code provisions pre-date the July 2021 revisions to Chapter 84.14 RCW, so City staff are considering such factors as part of the ongoing review of the proposed regulations. The Council could schedule additional discussion or consideration of the proposed ordinance for the next Council business meeting on November 9, 2021, or on a later date.

As above described, City staff seeks direction on whether the City should require a MFTE application review fee or deposit. That direction would be integrated into draft Ordinance No. 2021-23 and an implementing fee resolution.

***DRAFT***

**ORDINANCE NO. 2021-23**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adding a new Chapter 3.62 to the Bainbridge Island Municipal Code to create a City of Bainbridge Island Multifamily Property Tax Exemption program.

**WHEREAS**, Washington state law authorizes the City Council to adopt a Multifamily Property Tax Exemption (“MFTE”) program as described in Chapter 84.14 RCW, and the purpose of the program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption; and

**WHEREAS**, adopting a MFTE program has been planned and was recommended, for example, in the 2017 Comprehensive Plan Housing Element and the 2018 Affordable Housing Task Force Final Report Recommendation; and

**WHEREAS**, a Joint City Council/Planning Commission land use subcommittee met in the summer and fall of 2020 and presented a list of recommended priority code changes to the City Council on October 13, 2020 that included adopting a 12-year MFTE Program, and the City Council approved the list and recommended that it be forwarded to the Planning Commission for legislative work; and

**WHEREAS**, the Planning Commission considered the MFTE program at their meetings on January 14 and 28, 2021, and at their February 11, 2021 meeting the Planning Commission completed their recommendation on MFTE program elements for the City Council, including a recommendation on proposed designation areas in which a City MFTE program should apply; and

**WHEREAS**, at the City Council meeting on May 4, 2021, the Council received an overview of state law provisions related to the MFTE program and the Planning Commission recommendation on program elements for a MFTE program, including recommended MFTE designation areas (i.e., areas in which the program would apply);

**WHEREAS**, also on May 4, 2021, the City Council approved a motion to move forward with development of 12-year and 20-year MFTE programs; and

**WHEREAS**, also on May 4, 2021, the City Council approved a motion to move forward with setting the date of a public hearing for June 8, 2021 for the designation areas recommended by the Planning Commission for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

**WHEREAS**, at the May 11, 2021 City Council meeting, the Council considered Resolution No. 2021-09, a resolution of intention to so designate MFTE designation areas, as authorized by RCW 84.14.040(2); and

**WHEREAS**, also on May 11, 2021, the City Council approved a motion to schedule a public hearing for June 8, 2021 related to the proposed MFTE designation areas, and to direct the City Manager to begin public outreach for the hearing, such that the eligible areas to be considered at the hearing were: the Winslow Master Plan Study Area; the Winslow Sewer System Service Area; and within the Lynwood Center area, the Neighborhood Center (NC), NC/R-12, and R-5 zones; and

**WHEREAS**, also on May 11, 2021, the City Council approved a motion to forward Resolution No. 2021-09 for consideration of approval with the Consent Agenda at the May 25, 2021 Council meeting; and

**WHEREAS**, on May 25, 2021, the City Council adopted Resolution No. 2021-09; and

**WHEREAS**, on June 8, 2021, the City Council held a public hearing on the proposed designation areas recommended by the Planning Commission and which were subsequently affirmed by the City Council for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

**WHEREAS**, after closing the public hearing on June 8, 2021, the City Council approved a motion to include all of the proposed areas in a future City MFTE program, with those areas consisting of: the Winslow Master Plan Study Area; the Winslow Sewer System Service Area; and within the Lynwood Center area, the Neighborhood Center (NC), NC/R-12, and R-5 zones; and

**WHEREAS**, the City Council considered this Ordinance No. 2021-23 at its meeting on October 12, 2021, and passed a motion to require that units required to be affordable through a future City 12-year MFTE program must be affordable to households at or below low-income (80% Area Median Income); and

**WHEREAS**, the City Council further considered this ordinance at its meetings on October 26, 2021 and November 9, 2021.

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

**Section 1.** A new Chapter 3.62, *Multifamily Property Tax Exemption Program*, is hereby added to the Bainbridge Island Municipal Code as set forth in Exhibit A, which is attached hereto and incorporated herein.

**Section 2.** Attached hereto and incorporated herein are Exhibits B and C, which are maps of the Multifamily Property Tax Exemption Program designation areas.

**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 (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED BY THE MAYOR this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 8, 2021
PASSED BY THE CITY COUNCIL:	_____, 2021
PUBLISHED:	_____, 2021
EFFECTIVE DATE:	_____, 2021
ORDINANCE NUMBER:	2021-23

Attachments:

Exhibit A: Chapter 3.62 BIMC, *Multifamily Property Tax Exemption Program*

Exhibit B: Map of Winslow Master Plan Study Area and Winslow Sewer Service Area

Exhibit C: Map of Lynwood Center Area, showing the NC, NC/R-12, and R-5 zones

**EXHIBIT A**  
**To Ordinance No. 2021-23**

**(New) Chapter 3.62**  
**MULTIFAMILY PROPERTY TAX EXEMPTION PROGRAM**

Sections:

3.62.010	Purpose
3.62.020	Definitions
3.62.030	Designation of residential targeted areas
3.62.040	Terms of the tax exemption
3.62.050	Project eligibility
3.62.060	Application procedure
3.62.070	Application review- Issuance of conditional certificate – Denial – Appeal
3.62.080	Extension of conditional certificate
3.62.090	Final certificate
3.62.100	Issuance of final certificate
3.62.110	Annual compliance review and report
3.62.120	Cancellation of tax exemption
3.62.130	Conflict of provisions

**3.62.010 Purpose.**

Pursuant to Chapter 84.14 RCW, the purpose of this chapter is to:

- A. Provide limited exemptions from ad valorem property taxation for qualified development or redevelopment of multifamily housing projects in designated areas; and
- B. Promote and incentivize the development or redevelopment of an appropriate and equitable mix of housing, as a catalyst for additional investment and activity in the targeted areas, in accordance with the city’s comprehensive plan; and
- C. Stimulate new construction or rehabilitation of existing vacant and underutilized buildings for multifamily housing in designated residential targeted areas to increase and improve housing opportunities, including affordable housing; and
- D. Accomplish the planning goals required under the Growth Management Act, Chapter 36.70A RCW, as implemented by the city’s comprehensive plan.

**3.62.020 Definitions.**

Unless expressly provided for below, in construing the provisions of this chapter definitions of key terms shall follow the definitions as set forth in RCW 84.14.010. Definitions for additional terms in this chapter may be found in BIMC 18.36.030, as applicable.

- A. “Affordable housing” means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household’s monthly income. For the purposes of housing intended for owner occupancy under this chapter, “affordable housing” means residential housing that is within the means of low-income ~~or moderate income~~ households, as defined by this chapter. Income eligibility threshold levels for this definition and the others in this chapter shall be set using such levels for the Bremerton-Silverdale metropolitan statistical area, as calculated by the United States department of housing and urban development and updated annually.
- B. “Household” shall have the definition as set forth in RCW 84.14.010.
- C. “Low-income household” means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family/household size.
- D. “Median family/household income” means the median household income for the Bremerton-Silverdale metropolitan statistical area, as calculated by the United States department of housing and urban development and updated annually.
- ~~E. “Moderate income household” means, generally speaking, a single person, family, or unrelated persons living together whose adjusted income is more than eighty percent but is at or below one hundred fifteen percent of the median family income (AMI), adjusted for family size/household size.~~
- E. “Multiple-unit housing” (also “multifamily housing”) means a building or a group of buildings having four or more dwelling units not designed or used as transient accommodations and not including hotels or motels. Multifamily housing units may result from new construction or rehabilitation or conversion of vacant, underutilized, or substandard buildings to multifamily housing, and may form part of a mixed-use development.
- F. “Owner” shall have the definition as set forth in RCW 84.14.010.
- G. “~~Permanently affordable ownership~~” shall have the definition as set forth in RCW 84.14.021.
- H. “Permanent residential occupancy” shall have the definition as set forth in RCW 84.14.010.
- I. “Rehabilitation improvements” shall have the definition as set forth in RCW 84.14.010.
- J. “Residential targeted area” shall have the definition as set forth in RCW 84.14.010 and the areas that have been so designated by the city council pursuant to Chapter 84.14 RCW and in accordance with this chapter.
- K. “Substantial compliance” shall have the definition as set forth in RCW 84.14.010.
- L. “Urban center” shall have the definition as set forth in RCW 84.14.010.

**3.62.030 Designation of residential targeted areas.**

Pursuant to RCW 84.14.040, the Bainbridge Island City Council designates the following areas as the targeted areas where the provisions of this chapter are applicable, and as shown in Exhibits B – C to Ordinance No. 2021-23:

- A. Winslow Master Plan Study Area.
- B. Winslow Sewer Service Area.
- C. Within the Lynwood Center Neighborhood Center Area, the Neighborhood Center (NC), NC/R-12, and R-5 zones.

**3.62.040 Terms of the tax exemption.**

- A. Duration of Exemption. For projects that have applied and been certified in accordance with this chapter, the value of new housing construction, conversion, and rehabilitation improvements qualifying under this chapter is exempt from ad valorem property taxation. For both 12-year and 20-year exemptions, the exemption begins on January 1<sup>st</sup> of the year immediately following the calendar year of issuance of the tax exemption certificate, if the property otherwise qualifies for the exemption under this chapter and meets the conditions of this section.
- B. Limits on Exemption. The exemption does not apply:
  - 1. To the value of land or to the value of non-housing related improvements not qualifying under this chapter.
  - 2. In the case of rehabilitation of existing buildings, to the value of improvements constructed prior to submission of the completed application required under this chapter.
  - 3. To increases in assessed valuation made by the Kitsap County assessor on nonqualifying portions of building or other improvements and value of land nor to increases made by lawful order of a county board of equalization, the Department of Revenue, or Kitsap County, to a class of property throughout the county or specific area(s) of the county to achieve the uniformity of assessment or appraisal required by law.
- C. Conclusion of Exemption. At the conclusion of the exemption period, the value of the new housing construction, conversion, or rehabilitation improvements shall be considered as new construction for the purposes of Chapters 84.55 and 36.21 RCW as though the property was not exempt under Chapter 84.14 RCW.

### **3.62.050 Project eligibility.**

A proposed multifamily housing project must meet all of the following requirements for consideration for a property tax exemption under this chapter.

- A. Location. The project must be located within a residential targeted area as provided in BIMC 3.62.030.
- B. Size of Project. The project, whether new, converted, or rehabilitated multiple-unit housing, must include at least 4 units of multifamily housing within a residential structure or as part of a mixed-use development. In the case of existing occupied multifamily housing development, the multifamily housing project must also provide for a minimum of 4 additional multifamily units. Existing multifamily vacant housing that has been vacant for twelve months or more does not have to provide additional multifamily units. In a mixed-use development, the new, converted, or rehabilitated multiple-unit housing must provide for a minimum of at least 50% of floor area for permanent residential occupancy.
- C. Number of Affordable Housing Units.
  - 1. For approval under the 12-year multifamily tax exemption program pursuant to this chapter and Chapter 84.14 RCW, the minimum number of affordable housing units are:
    - a. For rental projects, at least twenty (20) percent of the total housing units shall be rented throughout the duration of the twelve-year exemption period to low-income ~~or moderate income~~ households.
    - b. For ownership projects, one-hundred (100) percent of the housing units shall be sold as affordable housing to low-income ~~or moderate income~~ households. If a unit is sold prior to the end of the twelve-year exemption period, then the city shall verify the income of subsequent buyers.
  - 2. For approval under the 20-year multifamily tax exemption program pursuant to this chapter and Chapter 84.14 RCW, at least twenty-five (25) percent of the total housing units must be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership and shall be permanently designated as affordable housing.
- D. Compliance with Land Use Process, Standards, and Guidelines. The project must be designed to comply with the city's comprehensive plan, applicable development regulations, and applicable building codes.
- E. Mix and Configuration of Housing Types. The mix and configuration of housing units (e.g., studio, one bedroom, two bedroom) that meet the requirement for affordable units under this chapter shall be substantially proportional to the mix and configuration of the total housing units in the project. When a project includes more than one building with multifamily housing units, all of the affordable housing units must not be located in the same building.

- F. **Tenant Displacement Prohibited.** The project must not displace existing residential tenants of structures that are proposed for redevelopment. If the property proposed to be rehabilitated is not vacant, an applicant shall provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate.
- G. **Project Completion.** The project must be scheduled for completion within three years from the date of issuance of the conditional certificate.

**3.62.060 Application procedure.**

A property owner who wishes to propose a project for a tax exemption shall complete the following:

- A. An exemption application provided by the city shall be completed and filed with the Department of Planning and Community Development prior to issuance of a building permit for the project. The City may adopt an application fee as authorized RCW 84.14.080.
- B. The exemption application shall contain and require such information as deemed necessary by the City Manager to review the project for eligibility, including:
  - 1. A brief written description of the project, including timing and the construction schedule, the grounds for the exemption, and floor plans.
  - 2. Information describing how the applicant will comply with applicable affordability requirements set forth in BIMC 3.62.050.C.
  - 3. A statement from the owner acknowledging the potential tax liability when the project ceases to be eligible under this chapter.
  - 4. An affidavit signed by the owner stating the occupancy record of the property for a period of 12 months prior to filing the application.
  - 5. Verification of the correctness of the information submitted by the owner's signature and affirmation made under penalty of perjury under the laws of the State of Washington.

**3.62.070 Application review – Issuance of conditional certificate – Denial – Appeal**

- A. **City Manager's Decision.** The City Manager may certify as eligible an application which is determined to comply with all applicable requirements of this chapter and Chapter 84.14 RCW. A decision to approve or deny an application shall be made within 90 calendar days of receipt of a complete application.
- B. **Approval of Application – Contract Required.** If an application is approved, the applicant shall enter into a contract with the city regarding the terms and conditions of implementation of the project, and in accordance with the following:

1. The contract shall be reviewed by the city, regarding the terms and conditions of the project and eligibility for exemption under this chapter. The contract shall be a covenant running with the land and shall be binding on the assigns, heirs, and successors of the applicant.
  2. For any development project including owner-occupied units, the contract with the city shall also require that an owners' association organized under RCW 64.34.300 be formed for all owner-occupied units within the development, for at least the length of the exemption period granted, to assume the responsibility for collecting from all individual unit owners the information and documents required to complete the annual reporting requirements and for filing the required annual report with the city for each of the individual homeowners.
  3. Amendment of Contract. Within three years of the date of approval of the contract, an owner may request an amendment(s) to the contract by submitting a request in writing to the City Manager. The fee for an amendment is as set forth in the city's current fee schedule. The City Manager shall have authority to approve minor changes to the contract that are reasonably within the scope and intent of the contract approved by the city council, as solely determined by the City Manager. Amendments that are not reasonably within the scope and intent of the approved contract, as solely determined by the City Manager, shall be submitted to the city council for review and approval. The date for expiration of the conditional certificate shall not be extended by contract amendment unless all the conditions for extension set forth in BIMC 3.62.070 are met.
- C. Issuance of Conditional Certificate. If the application meets all requirements of this chapter and Chapter 84.14 RCW, the City Manager shall issue a conditional certificate of acceptance of tax exemption. The certificate must contain a statement by a duly authorized administrative official of the governing authority that the property has complied with the required findings of this chapter and RCW 84.14.060. The conditional certificate shall expire three years from the date of approval unless an extension is granted as provided in this chapter.
- D. Denial of Application. If an application is denied, the City Manager shall state in writing the reasons for denial and shall send notice to the applicant at the applicant's last known address within 10 calendar days of issuance of the denial.
- E. Appeal. In accordance with RCW 84.14.070, an applicant may appeal a denial to the city council within 30 calendar days of receipt of the denial by filing a complete appeal application and fee, as set forth in the city's current fee schedule, with the City Manager. The appeal before the city council will be based on the record made before the City Manager. The City Manager's decision shall be upheld unless the applicant can show that there is no substantial evidence on the record to support the City Manager's decision. The city council's decision on appeal will be final.

**3.62.080 Extension of conditional certificate.**

- A. Extension. The conditional certificate and time for completion of the project may be extended by the City Manager for a period not to exceed a total of 24 consecutive months. To obtain an extension, the applicant must submit a written request with a fee, as set forth in the city's current fee schedule, stating the grounds for the extension. An extension may be granted if the City Manager determines that:
1. The anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the owner; provided, that financial hardship, regardless of the cause or reason, shall not be considered by the City Manager as a circumstance beyond the control of the owner in order to grant an extension; and
  2. The owner has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and
  3. All the conditions of the original contract (and as amended) between the applicant and the city will be satisfied upon completion of the project.
- B. Denial of Extension. If an extension is denied, the City Manager shall state in writing the reason for denial and shall send notice to the applicant's last known address within 10 calendar days of issuance of the denial.
- C. Appeal. An applicant may appeal the denial of an extension to the hearing examiner within 14 calendar days of receipt of the denial by filing a complete appeal application and appeal fee with the City Manager. The appeal before the hearing examiner shall be processed as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

**3.62.090 Final certificate.**

Upon completion of the improvements agreed upon in the contract between the applicant and the city and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a final certificate of tax exemption by filing with the City Manager such information as the City Manager may deem necessary or useful to evaluate the eligibility for the final certificate, including the following:

- A. A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property;
- B. A description of the completed work and a statement of qualification for the exemption;
- C. The total monthly rent or total sale amount of each multifamily housing unit rented or sold to date;

- D. A statement that the work was completed within the required three-year period or any authorized extension;
- E. Information on the applicant's compliance with the affordability requirements of this chapter; and
- F. Any additional information requested by the city pursuant to meeting any reporting requirements under applicable requirements of the BIMC, or Chapter 84.14 RCW.

**3.62.100 Issuance of final certificate.**

- A. City Manager's Decision. Within 30 calendar days after receipt of all materials required for a final certificate, the City Manager shall determine whether the specific improvements satisfy the requirements of the contract, application, and this chapter.
- B. Granting of Final Certificate. If the City Manager determines that the project has been completed in accordance with this chapter and the contract between the applicant and the city, and has been completed within the authorized time period, the city shall file a final certificate of tax exemption with the Kitsap County assessor within 10 calendar days of the expiration of the 30-day review period provided under subsection A of this section above. The City Manager is authorized to cause to be recorded, at the owner's expense, in the real property records of the Kitsap County department of records, the contract with the city, as amended if applicable, and such other document(s) as will identify such terms and conditions of eligibility for exemption under this chapter as the City Manager deems appropriate for recording, including requirements under this chapter relating to affordability of units.
- C. Denial of Final Certificate. The City Manager shall notify the applicant in writing that a final certificate will not be filed if the City Manager determines that:
  - 1. The improvements were not completed within the authorized time period;
  - 2. The improvements were not completed in accordance with the contract between the applicant and the city; or
  - 3. The owner's property is otherwise not qualified under this chapter.
- D. Appeal. An applicant may appeal a denial of a final certificate to the hearing examiner within 14 calendar days of issuance of the denial of a final certificate by filing a complete appeal application and appeal fee with the City Manager. The appeal before the hearing examiner shall be processed as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

### **3.62.110 Annual compliance review and report.**

- A. Within 30 calendar days after the first anniversary of the date of filing the final certificate of tax exemption and each year for the tax exemption period, the property owner shall be required to file a notarized declaration with the City Manager indicating the following:
1. A statement of occupancy and vacancy of the multifamily units during the previous 12 months;
  2. A certification by the owner that the property has not changed use and continues to be in compliance with the contract with the city and the applicable requirements of this chapter;
  3. A description of changes or improvements to the property made after the city's issuance of the final certificate of tax exemption;
  4. The total monthly rent of each multifamily housing unit rented or the total sale amount of each unit sold during the 12 months ending with the anniversary date;
  5. A breakdown of the number, type, and specific multifamily housing units rented or sold during the 12 months ending with the anniversary date;
  6. If granted a 12-year exemption, information demonstrating the owner's compliance with the affordability requirements of this chapter, including, but not limited to, the income of each renter household at the time of initial occupancy or the income of each purchaser of owner-occupied units at the time of purchase;
  7. The value of the tax exemption for the project; and
  8. Any additional information requested by the city pursuant to meeting any reporting requirements under Chapter 84.14 RCW.
- B. City staff may also conduct on-site verification of the declaration and reporting required under this section. Failure to submit the annual declaration and report may result in cancellation of the tax exemption pursuant to this chapter and shall result in a review of the exemption, as provided in RCW 84.14.110.
- C. If the city issues final tax exemption certificates pursuant to this chapter, the City Manager shall submit the report required by RCW 84.14.100 to the State Department of Commerce by December 31st of each year.

### **3.62.120 Cancellation of tax exemption.**

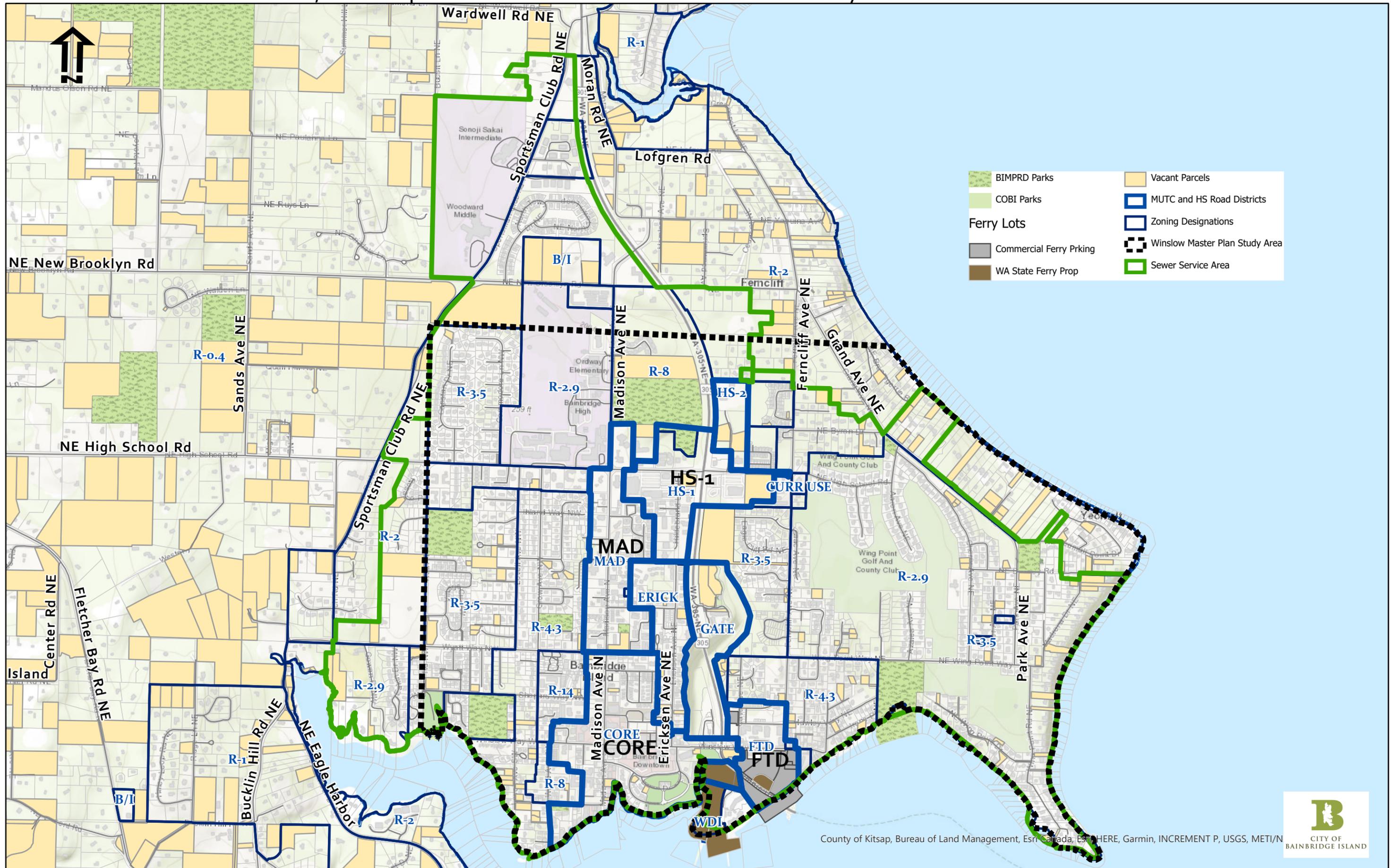
- A. The City Manager may cancel a tax exemption on a property if the City Manager determines any of the following:

1. The owner is not complying with the terms of the contract or this chapter;
  2. The use of the property is changed or will be changed to a use that is other than residential;
  3. The project violates applicable zoning requirements, land use regulations, building, or fire code requirements; or
  4. The owner fails to submit the annual declaration and report specified in BIMC 3.62.110.
- B. If the owner intends to convert the multifamily housing to another use, the owner shall notify the City Manager and the Kitsap County assessor in writing within 60 calendar days of the change in use.
- C. Cancellation may occur in conjunction with the annual review or at any such time noncompliance has been determined.
- D. Upon cancellation of the tax exemption, additional taxes, interest, and penalties shall be imposed on the property, and a priority lien may be placed on the land, pursuant to state law.
- E. Notice of Cancellation. Upon determining that a tax exemption is to be canceled, pursuant to RCW 84.14.110(2), the City Manager shall notify the owner by mail, return receipt requested.
- F. Appeal of Cancellation. The owner may appeal the determination of cancellation to the hearing examiner by filing a notice of appeal and appeal fee with the city clerk within 30 calendar days of the date of the notice of cancellation, specifying the factual and legal basis for the appeal. The appeal shall be heard by the hearing examiner as a closed record hearing. No appeal to the city council is provided from the hearing examiner's decision.

**3.62.130 Conflict of provisions.**

If any provision of this chapter is in legal conflict with the provisions of Chapter 84.14 RCW, as currently adopted or hereafter amended, the provisions of Chapter 84.14 RCW shall govern and apply as if set forth in this chapter. If any provision of this chapter is in conflict with Chapter 18.21 BIMC, the provisions of this chapter shall govern.

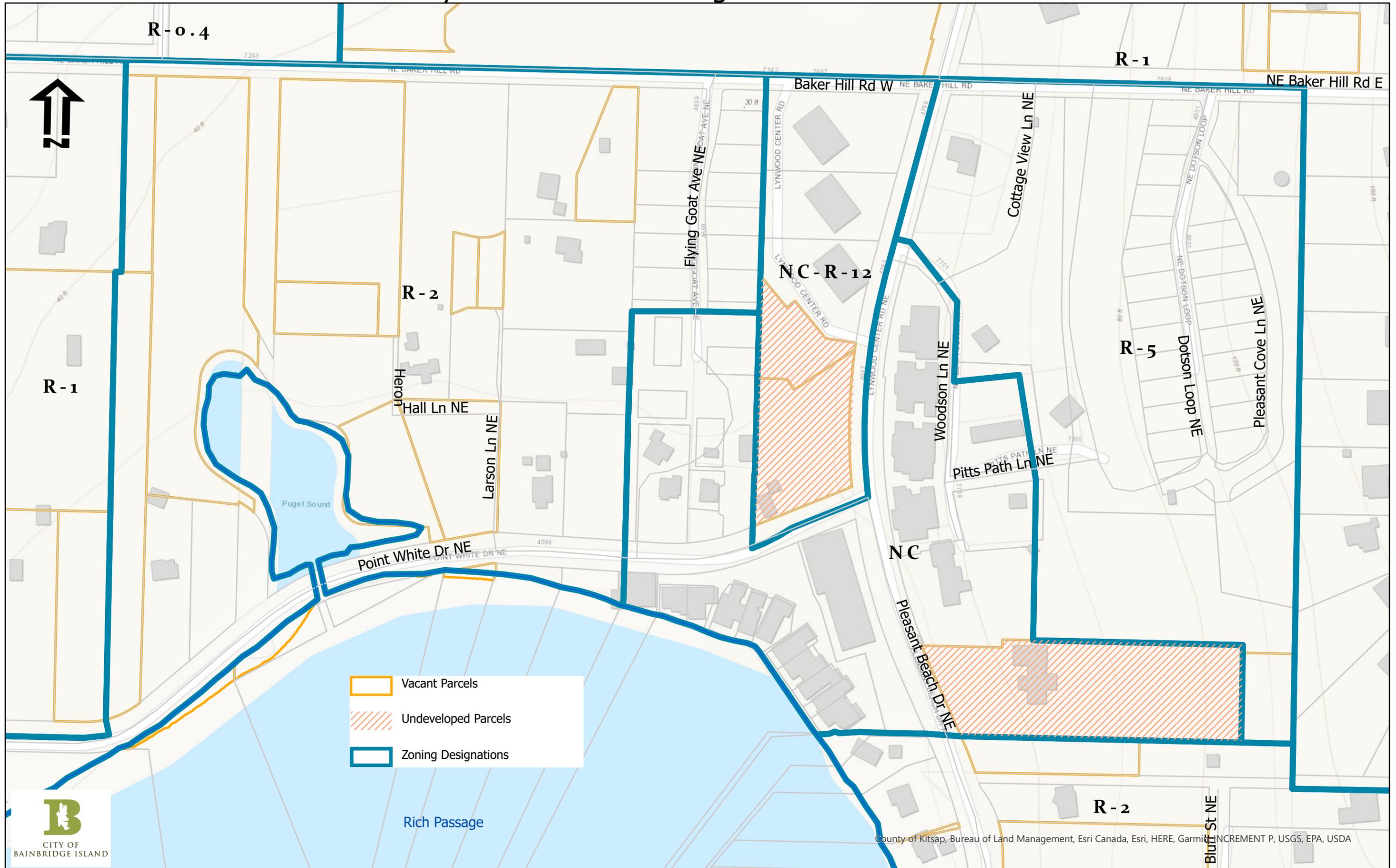
# Vacant/Undeveloped Lands within the Winslow Master Plan Study Area & Sewer Service Area



County of Kitsap, Bureau of Land Management, Esri, Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/N



# Lynwood Center Zoning & Vacant Lands



**RESOLUTION NO. 2021-09**

**A RESOLUTION** of the City of Bainbridge Island, Washington, relating to stating the City’s intention to designate certain areas in which a City of Bainbridge Island Multifamily Property Tax Exemption program would apply, to include the Winslow Master Plan Study Area, Winslow Sewer Service Area, and in the Lynwood Center Area, the NC, NC/R-12, and R-5 zones.

**WHEREAS**, Washington State law authorizes the City Council to adopt a Multifamily Property Tax Exemption (“MFTE”) program as described in Chapter 84.14 RCW, and the purpose of this program is to encourage the development and redevelopment of multifamily and affordable housing by granting a property tax exemption; and

**WHEREAS**, adopting a MFTE program has been planned and was recommended in the 2017 Comprehensive Plan Housing Element and the 2018 Affordable Housing Task Force Final Report Recommendation; and

**WHEREAS**, a Joint City Council/Planning Commission land use subcommittee met in the Summer and Fall of 2020 and presented a list of recommended priority code changes to the Council on October 13, 2020 that included adopting a 12-year MFTE Program, and the City Council approved the list and recommended that it be forwarded to the Planning Commission for legislative work; and

**WHEREAS**, the Planning Commission discussed the MFTE program at their meetings on January 14 and 28, 2021, and at the February 11, 2021 meeting, the Planning Commission completed their recommendation on MFTE program elements to the City Council, including a recommendation on proposed designation areas in which a City MFTE program should apply; and

**WHEREAS**, at the City Council meeting on May 4, 2021, the Council received an overview of state law related to the MFTE program and the Planning Commission recommendation on program elements for a future MFTE program, including recommended MFTE designation areas (i.e., areas in which the program would apply);

**WHEREAS**, at the May 4, 2021 meeting, the City Council approved a motion to move forward with development of 12-year and 20-year MFTE program; and

**WHEREAS**, at the May 4, 2021 meeting, the City Council approved a motion to move forward with setting the date of a public hearing for June 8, 2021 for the designation areas recommended by the Planning Commission for a City of Bainbridge Island MFTE program, as required by RCW 84.14.040; and

**WHEREAS**, at its May 11, 2021 meeting, the City Council considered and adopted this resolution of intention to so designate MFTE designation areas, as authorized by RCW 84.14.040(2).

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council will hold a public hearing on June 8, 2021 as part of the Council's regular meeting that begins at 6:00 PM to receive public comment on the proposal to designate the following areas as designation areas in which a City of Bainbridge Island MFTE program would apply, such that development projects would be eligible to participate in such a MFTE program:

Winslow Master Plan Study Area;  
Winslow Sewer Service Area; and  
In the Lynwood Center Area, the NC, NC/R-12, and R-5 zones.

**Section 2.** Attached hereto and incorporated herein are Exhibits A and B, which are maps of the proposed designation areas.

**Section 3.** This resolution will take effect immediately upon passage.

PASSED by the City Council this 25th day of May 2021.

APPROVED by the Mayor this 25th day of May 2021.



Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

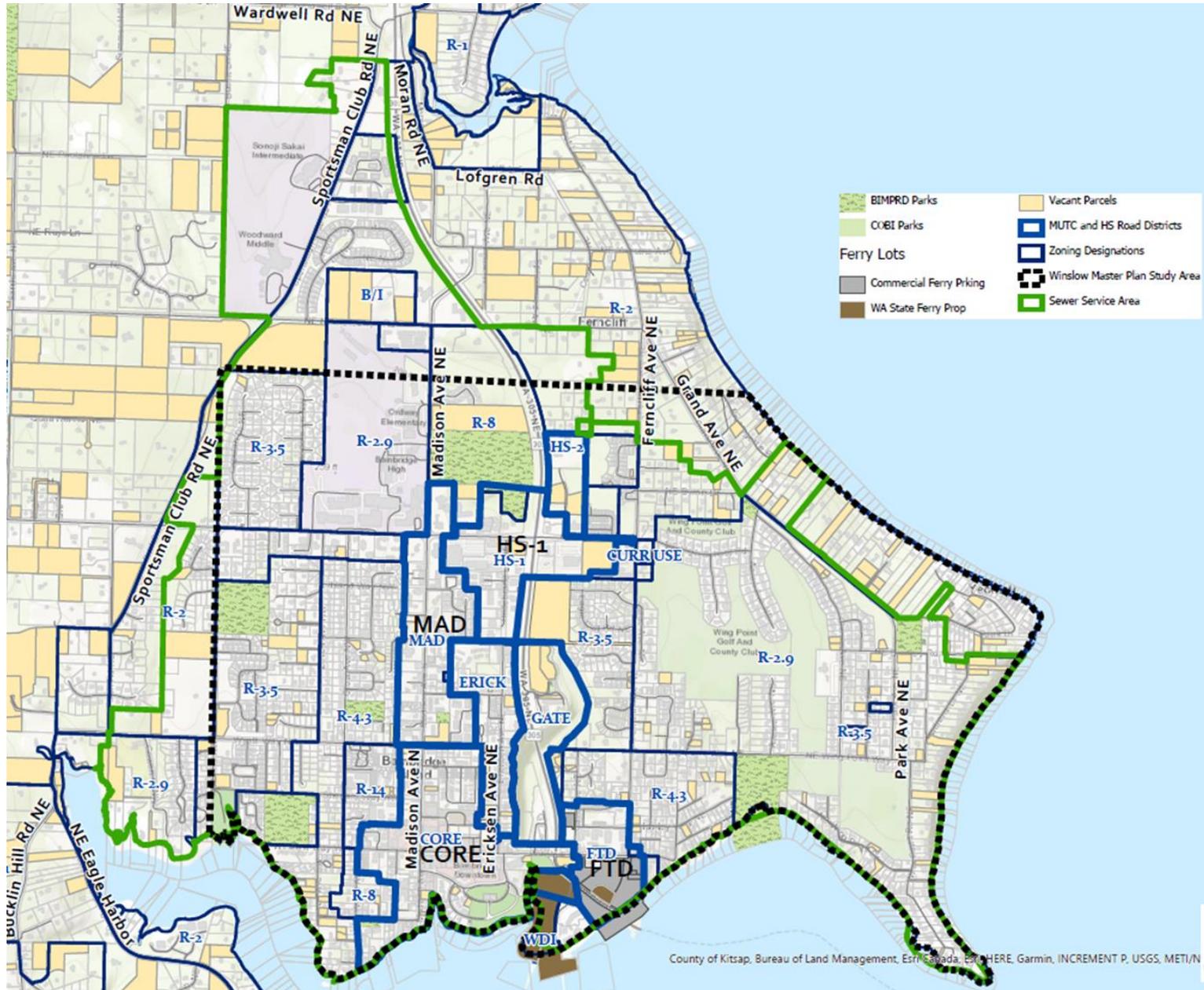
FILED WITH THE CITY CLERK:	May 7, 2021
PASSED BY THE CITY COUNCIL:	May 25, 2021
RESOLUTION NO.:	2021-09

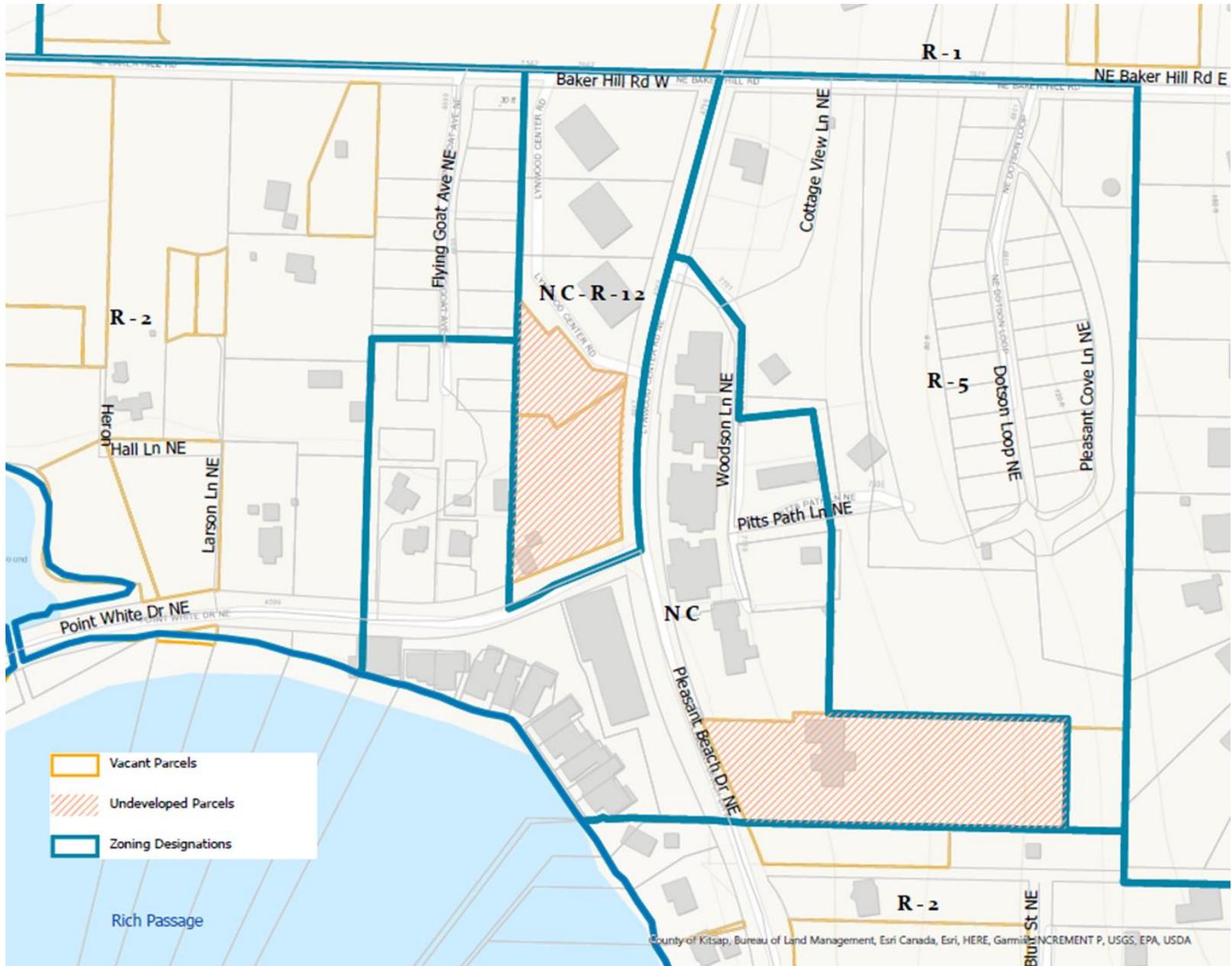
Attachments:

EXHIBIT A: Map of Winslow Master Plan Study Area and Winslow Sewer Service Area

EXHIBIT B: Map of the Lynwood Center Area, showing the NC, NC/R-12, and R-5 zones

EXHIBIT A to Resolution No. 2021-09





# Bremerton-Silverdale, Washington MSA

## 2021 Occupational Employment and Wage Estimates Includes Kitsap County



SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
13-2011	Accountants and Auditors	566	\$39.61	\$28.53	\$34.87	\$45.25	\$82,404
29-1298	Acupuncturists and Healthcare Diagnosing or Treating Practitioners, All Other	25	\$40.27	\$27.87	\$31.58	\$44.72	\$83,756
11-3010	Administrative Services and Facilities Managers	81	\$52.22	\$45.24	\$51.77	\$59.93	\$108,598
39-3091	Amusement and Recreation Attendants	-	\$15.27	\$13.99	\$14.59	\$15.54	\$31,760
39-2021	Animal Caretakers	127	\$15.70	\$14.01	\$14.84	\$15.92	\$32,672
17-1011	Architects, Except Landscape and Naval	107	\$39.84	\$32.57	\$37.03	\$45.10	\$82,878
17-3011	Architectural and Civil Drafters	-	\$28.26	\$23.44	\$27.65	\$31.89	\$58,789
11-9041	Architectural and Engineering Managers	128	\$70.24	\$63.17	\$68.91	\$76.51	\$146,098
25-4011	Archivists	11	\$34.27	\$28.43	\$30.98	\$39.41	\$71,288
53-6031	Automotive and Watercraft Service Attendants	127	\$16.10	\$14.70	\$15.58	\$17.16	\$33,493
49-3021	Automotive Body and Related Repairers	126	\$29.30	\$21.75	\$26.73	\$37.31	\$60,941
49-3023	Automotive Service Technicians and Mechanics	413	\$25.84	\$20.62	\$24.83	\$30.29	\$53,745
51-3011	Bakers	101	\$17.38	\$14.90	\$17.01	\$19.22	\$36,156
35-3011	Bartenders	211	\$19.69	\$14.62	\$17.06	\$24.32	\$40,959
43-3011	Bill and Account Collectors	33	\$21.17	\$18.09	\$20.07	\$23.97	\$44,034
43-3021	Billing and Posting Clerks	296	\$22.57	\$17.36	\$19.67	\$27.46	\$46,941
19-4021	Biological Technicians	48	\$25.77	\$21.11	\$24.18	\$28.04	\$53,606
43-3031	Bookkeeping, Accounting, and Auditing Clerks	799	\$22.92	\$18.57	\$22.56	\$26.75	\$47,678
47-2021	Brickmasons and Blockmasons	18	\$25.35	\$19.08	\$23.46	\$33.15	\$52,724
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	98	\$33.45	\$28.93	\$34.08	\$38.96	\$69,582
25-1011	Business Teachers, Postsecondary	-	-	-	-	-	\$71,420
51-3021	Butchers and Meat Cutters	-	\$23.17	\$19.22	\$23.62	\$27.54	\$48,205
13-1020	Buyers and Purchasing Agents	344	\$36.62	\$26.34	\$33.06	\$47.67	\$76,184
51-7011	Cabinetmakers and Bench Carpenters	-	\$28.00	\$26.26	\$28.58	\$30.97	\$58,250
53-5021	Captains, Mates, and Pilots of Water Vessels	22	\$51.79	\$34.90	\$48.08	\$64.56	\$107,736
25-2023	Career/Technical Education Teachers, Middle School	20	-	-	-	-	\$88,102
25-1194	Career/Technical Education Teachers, Postsecondary	167	\$29.35	\$22.21	\$26.01	\$32.76	\$61,044
25-2032	Career/Technical Education Teachers, Secondary School	85	-	-	-	-	\$85,194
47-2031	Carpenters	904	\$29.94	\$25.05	\$29.84	\$34.62	\$62,269
41-2011	Cashiers	2,099	\$16.91	\$14.54	\$15.52	\$16.57	\$35,157
47-2051	Cement Masons and Concrete Finishers	58	\$29.63	\$19.86	\$25.86	\$38.21	\$61,636
35-1011	Chefs and Head Cooks	32	\$32.92	\$22.18	\$32.51	\$43.72	\$68,482
11-1011	Chief Executives	33	\$106.66	\$74.94	\$100.03		\$221,837
21-1021	Child, Family, and School Social Workers	236	\$28.04	\$22.32	\$28.71	\$34.15	\$58,310
39-9011	Childcare Workers	105	\$15.67	\$14.02	\$15.08	\$16.27	\$32,589
29-1011	Chiropractors	21	\$49.87	\$31.07	\$35.81	\$39.67	\$103,743
17-3022	Civil Engineering Technologists and Technicians	66	\$34.04	\$30.95	\$34.87	\$37.78	\$70,798
17-2051	Civil Engineers	185	\$45.57	\$38.89	\$45.80	\$52.88	\$94,775
13-1031	Claims Adjusters, Examiners, and Investigators	35	\$39.21	\$34.09	\$39.77	\$44.32	\$81,554
53-7061	Cleaners of Vehicles and Equipment	203	\$18.17	\$13.99	\$15.73	\$21.01	\$37,785

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
21-2011	Clergy	22	\$26.27	\$15.58	\$25.10	\$32.57	\$54,637
29-2010	Clinical Laboratory Technologists and Technicians	101	\$32.76	\$23.15	\$32.63	\$41.27	\$68,135
19-3031	Clinical, Counseling, and School Psychologists	111	\$35.57	\$23.24	\$29.23	\$48.11	\$73,991
27-2022	Coaches and Scouts	-	-	-	-	-	\$42,526
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	90	\$31.99	\$19.99	\$25.35	\$43.00	\$66,540
25-1122	Communications Teachers, Postsecondary	11	-	-	-	-	\$60,003
21-1099	Community and Social Service Specialists, All Other	31	\$21.27	\$16.44	\$18.58	\$22.89	\$44,240
21-1094	Community Health Workers	73	\$22.96	\$17.24	\$20.90	\$26.73	\$47,739
13-1141	Compensation, Benefits, and Job Analysis Specialists	13	\$26.82	\$22.38	\$24.56	\$31.18	\$55,796
13-1041	Compliance Officers	151	\$38.32	\$29.12	\$37.05	\$47.03	\$79,714
11-3021	Computer and Information Systems Managers	121	\$70.21	\$52.11	\$68.95	\$89.99	\$146,027
15-1241	Computer Network Architects	36	\$45.67	\$39.65	\$44.83	\$50.10	\$94,989
15-1231	Computer Network Support Specialists	39	\$33.34	\$26.60	\$35.49	\$40.00	\$69,359
15-1299	Computer Occupations, All Other	630	\$44.75	\$37.24	\$45.34	\$50.85	\$93,071
15-1251	Computer Programmers	-	\$44.02	\$42.01	\$45.26	\$48.54	\$91,551
15-1211	Computer Systems Analysts	162	\$56.04	\$41.62	\$51.39	\$71.59	\$116,578
15-1232	Computer User Support Specialists	382	\$31.74	\$24.15	\$30.34	\$38.59	\$66,023
49-2011	Computer, Automated Teller, and Office Machine Repairers	19	\$22.80	\$18.84	\$23.30	\$26.36	\$47,420
47-4011	Construction and Building Inspectors	53	\$36.00	\$32.57	\$36.99	\$39.64	\$74,876
47-2061	Construction Laborers	797	\$23.75	\$17.32	\$22.63	\$29.31	\$49,417
11-9021	Construction Managers	133	\$43.95	\$34.27	\$44.22	\$50.70	\$91,425
35-2011	Cooks, Fast Food	-	\$14.79	\$14.01	\$14.66	\$15.36	\$30,755
35-2012	Cooks, Institution and Cafeteria	216	\$18.51	\$15.66	\$17.83	\$20.27	\$38,494
35-2014	Cooks, Restaurant	949	\$16.81	\$14.94	\$15.96	\$18.36	\$34,961
35-2015	Cooks, Short Order	47	\$15.99	\$14.73	\$15.65	\$16.96	\$33,273
13-1051	Cost Estimators	172	\$33.54	\$27.44	\$33.11	\$38.82	\$69,752
41-2021	Counter and Rental Clerks	342	\$19.60	\$16.15	\$18.99	\$21.70	\$40,779
43-4031	Court, Municipal, and License Clerks	116	\$27.69	\$23.77	\$28.11	\$31.12	\$57,587
13-2041	Credit Analysts	54	\$34.69	\$25.66	\$30.01	\$40.51	\$72,149
39-9098	Crematory Operators and Personal Care and Service Workers, All Other	-	\$17.32	\$13.99	\$14.01	\$16.19	\$36,028
43-4051	Customer Service Representatives	1,028	\$19.28	\$14.90	\$17.54	\$22.61	\$40,104
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders	22	\$26.11	\$21.26	\$25.04	\$31.01	\$54,306
43-9021	Data Entry Keyers	18	\$18.36	\$15.10	\$18.00	\$21.52	\$38,200
41-9011	Demonstrators and Product Promoters	-	\$23.08	\$16.29	\$22.77	\$26.50	\$47,996
31-9091	Dental Assistants	390	\$22.49	\$18.55	\$21.28	\$26.51	\$46,791
29-1292	Dental Hygienists	170	\$55.38	\$50.14	\$55.75	\$62.23	\$115,191
51-9081	Dental Laboratory Technicians	13	\$21.92	\$16.11	\$20.24	\$27.88	\$45,596
29-1021	Dentists, General	92	\$121.05	\$85.99	-	-	\$251,777
33-3021	Detectives and Criminal Investigators	82	\$43.14	\$33.17	\$38.97	\$50.92	\$89,739
29-2032	Diagnostic Medical Sonographers	35	\$47.88	\$43.21	\$47.75	\$52.30	\$99,601
29-1031	Dietitians and Nutritionists	-	\$35.59	\$31.07	\$36.67	\$40.75	\$74,022
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	228	\$15.33	\$14.36	\$15.05	\$15.75	\$31,895
35-9021	Dishwashers	365	\$15.23	\$14.03	\$14.84	\$15.66	\$31,667
43-5032	Dispatchers, Except Police, Fire, and Ambulance	131	\$23.95	\$16.66	\$23.32	\$30.33	\$49,818
17-3019	Drafters, All Other	20	\$26.11	\$21.26	\$24.11	\$28.39	\$54,300

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
53-3031	Driver/Sales Workers	79	\$20.65	\$17.61	\$19.48	\$23.50	\$42,952
27-3041	Editors	16	\$28.18	\$13.79	\$26.99	\$31.78	\$58,616
11-9039	Education Administrators, All Other	18	\$49.38	\$35.84	\$54.01	\$58.31	\$102,722
11-9032	Education Administrators, Kindergarten through Secondary	175	-	-	-	-	\$129,765
11-9033	Education Administrators, Postsecondary	28	-	-	-	-	-
11-9031	Education and Childcare Administrators, Preschool and Daycare	21	\$26.77	\$20.12	\$25.39	\$31.75	\$55,684
25-9099	Educational Instruction and Library Workers, All Other	38	\$31.65	\$24.44	\$31.27	\$38.55	\$65,839
21-1012	Educational, Guidance, and Career Counselors and Advisors	114	\$36.10	\$27.76	\$32.05	\$45.30	\$75,083
17-3023	Electrical and Electronic Engineering Technologists and Technicians	300	\$41.63	\$34.39	\$42.30	\$49.46	\$86,572
17-2071	Electrical Engineers	170	\$50.64	\$34.40	\$45.61	\$54.69	\$105,335
51-2028	Electrical/Electronic/Electromechanical Assemblers Only	48	\$20.75	\$15.43	\$18.81	\$25.19	\$43,151
47-2111	Electricians	1,108	\$32.86	\$25.11	\$30.90	\$35.89	\$68,353
17-2072	Electronics Engineers, Except Computer	165	\$48.76	\$42.60	\$49.47	\$55.55	\$101,427
25-2021	Elementary School Teachers, Except Special Education	882	-	-	-	-	\$79,562
43-4061	Eligibility Interviewers, Government Programs	97	\$25.64	\$22.86	\$25.05	\$29.71	\$53,339
29-2040	Emergency Medical Technicians and Paramedics	132	\$30.32	\$13.79	\$22.62	\$47.14	\$63,074
17-2199	Engineers, All Other	374	\$56.54	\$47.93	\$56.86	\$66.41	\$117,619
19-4042	Environmental Science and Protection Technicians, Including Health	-	\$28.69	\$27.72	\$28.86	\$31.14	\$59,667
19-2041	Environmental Scientists and Specialists, Including Health	105	\$41.46	\$32.63	\$41.22	\$48.65	\$86,235
43-6011	Executive Secretaries and Executive Administrative Assistants	100	\$31.20	\$26.89	\$31.20	\$36.73	\$64,895
39-9031	Exercise Trainers and Group Fitness Instructors	241	\$21.15	\$15.47	\$19.44	\$25.41	\$44,004
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	53	\$17.34	\$14.95	\$16.52	\$19.12	\$36,065
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals	38	\$14.40	\$13.80	\$14.18	\$14.98	\$29,950
35-3023	Fast Food and Counter Workers	3,360	\$15.31	\$14.01	\$14.71	\$15.84	\$31,833
43-4071	File Clerks	18	\$18.23	\$15.32	\$17.71	\$20.96	\$37,913
13-2098	Financial & Investment Analysts, Financial Risk Specialists, All Other	275	\$41.35	\$30.99	\$38.37	\$46.32	\$86,004
43-3099	Financial Clerks, All Other	20	\$22.05	\$20.87	\$22.75	\$24.64	\$45,846
11-3031	Financial Managers	207	\$57.95	\$40.73	\$56.36	\$68.39	\$120,542
33-2011	Firefighters	274	\$38.68	\$30.07	\$39.08	\$47.39	\$80,457
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	710	\$43.71	\$40.02	\$43.37	\$46.65	\$90,913
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	-	\$20.84	\$14.90	\$16.01	\$27.54	\$43,354
33-1021	First-Line Supervisors of Firefighting and Prevention Workers	88	\$54.49	\$46.63	\$54.76	\$63.35	\$113,336
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	760	\$20.14	\$15.29	\$17.91	\$24.08	\$41,881
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	46	\$24.80	\$21.96	\$24.17	\$27.00	\$51,577
37-1012	First-Line Spvrs.. of Landscaping, Lawn Svc., and Groundskeeping Workers	-	\$31.58	\$28.62	\$30.83	\$32.98	\$65,706
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	1,000	\$45.90	\$43.17	\$46.85	\$51.68	\$95,475
41-1012	First-Line Supervisors of Non-Retail Sales Workers	81	\$52.91	\$36.82	\$45.82	\$54.38	\$110,057
43-1011	First-Line Supervisors of Office and Administrative Support Workers	665	\$38.76	\$26.33	\$33.04	\$46.87	\$80,627
33-1012	First-Line Supervisors of Police and Detectives	120	\$53.33	\$45.60	\$52.37	\$62.59	\$110,912
51-1011	First-Line Supervisors of Production and Operating Workers	514	\$42.84	\$40.28	\$44.50	\$47.98	\$89,117
41-1011	First-Line Supervisors of Retail Sales Workers	748	\$23.53	\$17.67	\$21.62	\$26.65	\$48,947
27-1023	Floral Designers	37	\$16.79	\$13.79	\$14.51	\$17.90	\$34,935
35-2021	Food Preparation Workers	348	\$17.43	\$14.53	\$16.34	\$19.65	\$36,266
35-3041	Food Servers, Nonrestaurant	174	\$15.64	\$14.52	\$15.17	\$15.81	\$32,548
11-9051	Food Service Managers	84	\$36.46	\$24.59	\$37.53	\$46.89	\$75,830

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
13-1131	Fundraisers	29	\$26.49	\$18.90	\$26.76	\$32.46	\$55,088
11-1021	General and Operations Managers	1,105	\$56.18	\$37.61	\$53.45	\$65.08	\$116,850
27-1024	Graphic Designers	43	\$32.23	\$25.97	\$34.22	\$37.84	\$67,043
39-5012	Hairdressers, Hairstylists, and Cosmetologists	261	\$20.88	\$16.72	\$19.22	\$23.84	\$43,435
29-9098	Health Info Techs & Practitioners/Reg Medical/Surg. Assts/Technical, All Other	16	\$28.07	\$20.41	\$27.00	\$36.16	\$58,381
21-1022	Healthcare Social Workers	74	\$25.77	\$15.98	\$23.80	\$33.28	\$53,616
31-9099	Healthcare Support Workers, All Other	143	\$24.43	\$19.56	\$24.47	\$29.11	\$50,810
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	122	\$26.13	\$19.58	\$27.57	\$31.03	\$54,360
53-3032	Heavy and Tractor-Trailer Truck Drivers	457	\$25.55	\$21.47	\$26.82	\$30.13	\$53,132
47-3011	Helpers-Brickmasons, Blockmasons, Stonemasons, & Tile and Marble Setters	-	\$18.48	\$16.01	\$17.98	\$21.17	\$38,423
51-9198	Helpers-Production Workers	65	\$18.49	\$15.34	\$17.23	\$19.44	\$38,457
47-4051	Highway Maintenance Workers	46	\$29.93	\$27.37	\$29.48	\$32.37	\$62,259
31-1120	Home Health and Personal Care Aides	1,151	\$15.69	\$14.68	\$15.35	\$16.13	\$32,651
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	233	\$17.07	\$14.25	\$15.24	\$16.40	\$35,521
43-4081	Hotel, Motel, and Resort Desk Clerks	96	\$15.18	\$14.25	\$14.96	\$15.71	\$31,567
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	150	\$22.69	\$19.45	\$23.31	\$25.64	\$47,207
11-3121	Human Resources Managers	58	\$62.71	\$49.63	\$64.27	\$78.39	\$130,453
13-1071	Human Resources Specialists	527	\$38.22	\$28.33	\$37.50	\$46.32	\$79,501
17-2112	Industrial Engineers	159	\$43.86	\$35.57	\$43.67	\$52.31	\$91,224
49-9041	Industrial Machinery Mechanics	254	\$33.52	\$27.53	\$35.80	\$39.64	\$69,715
11-3051	Industrial Production Managers	41	\$59.04	\$47.50	\$58.57	\$69.00	\$122,807
43-4199	Information and Record Clerks, All Other	250	\$24.67	\$20.98	\$24.47	\$27.98	\$51,302
15-1212	Information Security Analysts	36	\$35.93	\$30.62	\$35.59	\$40.37	\$74,746
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	250	\$29.44	\$20.11	\$30.64	\$38.17	\$61,219
49-9099	Installation, Maintenance, and Repair Workers, All Other	1,296	\$31.05	\$25.17	\$29.82	\$36.03	\$64,580
25-9031	Instructional Coordinators	66	\$39.28	\$29.43	\$41.09	\$48.87	\$81,715
43-9041	Insurance Claims and Policy Processing Clerks	-	\$31.98	\$23.84	\$32.71	\$37.75	\$66,502
41-3021	Insurance Sales Agents	185	\$25.31	\$15.94	\$19.26	\$28.13	\$52,635
27-3091	Interpreters and Translators	24	\$26.58	\$22.41	\$24.54	\$29.34	\$55,269
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1,250	\$18.39	\$15.41	\$17.65	\$20.20	\$38,255
23-1023	Judges, Magistrate Judges, and Magistrates	10	\$55.41	\$47.32	\$47.33	\$47.33	\$115,252
25-2012	Kindergarten Teachers, Except Special Education	203	-	-	-	-	\$75,777
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1,129	\$18.81	\$14.72	\$16.20	\$22.71	\$39,123
17-1012	Landscape Architects	-	\$42.38	\$36.94	\$40.13	\$43.52	\$88,163
37-3011	Landscaping and Groundskeeping Workers	485	\$18.87	\$16.86	\$18.49	\$20.09	\$39,260
51-6011	Laundry and Dry-Cleaning Workers	35	\$14.89	\$14.31	\$14.81	\$15.31	\$30,969
23-1011	Lawyers	160	\$48.55	\$24.72	\$50.14	\$65.05	\$100,978
51-4192	Layout Workers, Metal and Plastic	544	\$29.94	\$25.06	\$29.87	\$34.83	\$62,277
23-2099	Legal Support Workers, All Other	33	\$36.40	\$28.76	\$34.92	\$41.42	\$75,716
11-1031	Legislators	44	-	-	-	-	-
25-4022	Librarians and Media Collections Specialists	100	\$38.05	\$28.39	\$36.07	\$46.73	\$79,123
43-4121	Library Assistants, Clerical	111	\$17.67	\$15.12	\$16.83	\$20.05	\$36,757
25-4031	Library Technicians	68	\$22.62	\$17.64	\$21.45	\$26.34	\$47,046
29-2061	Licensed Practical and Licensed Vocational Nurses	284	\$27.37	\$25.10	\$28.06	\$30.56	\$56,942
53-3033	Light Truck Drivers	370	\$23.90	\$17.24	\$21.21	\$30.50	\$49,704

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
43-4131	Loan Interviewers and Clerks	119	\$22.03	\$17.95	\$21.56	\$25.58	\$45,805
13-2072	Loan Officers	255	\$36.72	\$21.98	\$31.73	\$48.68	\$76,386
11-9081	Lodging Managers	18	\$25.59	\$18.46	\$22.18	\$33.68	\$53,207
13-1081	Logisticians	340	\$41.63	\$34.10	\$40.92	\$47.68	\$86,581
51-4041	Machinists	356	\$30.97	\$26.06	\$31.44	\$35.47	\$64,413
37-2012	Maids and Housekeeping Cleaners	253	\$15.57	\$14.49	\$15.21	\$15.94	\$32,371
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	19	\$20.27	\$15.95	\$20.08	\$24.46	\$42,151
49-9071	Maintenance and Repair Workers, General	652	\$25.07	\$18.03	\$23.75	\$31.77	\$52,145
13-1111	Management Analysts	540	\$43.66	\$36.37	\$42.23	\$49.03	\$90,808
39-5092	Manicurists and Pedicurists	-	\$16.53	\$14.74	\$15.48	\$16.21	\$34,381
17-2121	Marine Engineers and Naval Architects	170	\$44.98	\$37.73	\$45.35	\$50.73	\$93,571
13-1161	Market Research Analysts and Marketing Specialists	188	\$27.48	\$21.00	\$25.72	\$33.22	\$57,151
11-2021	Marketing Managers	39	\$66.97	\$39.55	\$67.42	\$92.05	\$139,302
31-9011	Massage Therapists	66	\$30.98	\$27.81	\$30.53	\$33.26	\$64,443
17-3013	Mechanical Drafters	45	\$27.83	\$25.94	\$28.24	\$30.54	\$57,901
17-2141	Mechanical Engineers	663	\$45.25	\$35.54	\$45.34	\$52.22	\$94,112
11-9111	Medical and Health Services Managers	189	\$47.42	\$31.76	\$44.84	\$59.68	\$98,626
31-9092	Medical Assistants	600	\$22.18	\$18.77	\$21.90	\$25.24	\$46,128
29-2098	Medical Dosimetrists/ Med. Rcrds./Health Technologists/Technicians, All Other	126	\$24.07	\$17.26	\$21.90	\$28.66	\$50,066
31-9093	Medical Equipment Preparers	56	\$19.25	\$15.08	\$16.97	\$22.35	\$40,027
49-9062	Medical Equipment Repairers	11	-	-	-	-	-
43-6013	Medical Secretaries and Administrative Assistants	179	\$22.22	\$17.44	\$22.75	\$25.70	\$46,215
13-1121	Meeting, Convention, and Event Planners	26	\$23.36	\$20.12	\$23.68	\$27.02	\$48,595
21-1023	Mental Health and Substance Abuse Social Workers	47	\$26.16	\$20.42	\$26.19	\$33.33	\$54,402
27-1026	Merchandise Displayers and Window Trimmers	32	\$17.24	\$14.97	\$16.48	\$18.91	\$35,853
25-2022	Middle School Teachers, Except Special and Career/Technical Education	326	-	-	-	-	\$81,184
51-2090	Miscellaneous Assemblers and Fabricators	214	\$18.14	\$14.96	\$16.25	\$19.45	\$37,738
47-4090	Miscellaneous Construction and Related Workers	17	\$25.89	\$22.73	\$26.45	\$29.47	\$53,837
33-1090	Miscellaneous First-Line Supervisors, Protective Service Workers	25	\$31.31	\$24.12	\$29.81	\$38.43	\$65,137
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	147	\$27.72	\$21.18	\$28.16	\$33.52	\$57,660
39-4031	Morticians, Undertakers, and Funeral Arrangers	10	\$27.69	\$20.16	\$28.81	\$33.33	\$57,585
53-3099	Motor Vehicle Operators, All Other	118	\$25.36	\$15.89	\$29.45	\$31.73	\$52,751
25-4013	Museum Technicians and Conservators	20	\$23.74	\$14.67	\$16.24	\$36.97	\$49,382
11-9121	Natural Sciences Managers	33	\$73.70	\$58.30	\$65.44	\$78.72	\$153,299
15-1244	Network and Computer Systems Administrators	120	\$33.76	\$21.11	\$35.74	\$43.25	\$70,227
29-1171	Nurse Practitioners	97	\$61.95	\$55.28	\$61.15	\$67.19	\$128,852
31-1131	Nursing Assistants	1,409	\$17.32	\$15.34	\$17.31	\$19.25	\$36,018
19-5011	Occupational Health and Safety Specialists	173	\$43.63	\$38.43	\$42.61	\$48.11	\$90,745
19-5012	Occupational Health and Safety Technicians	15	\$32.39	\$27.12	\$29.45	\$33.32	\$67,390
29-1122	Occupational Therapists	66	\$43.04	\$36.81	\$42.91	\$49.44	\$89,500
43-9199	Office and Administrative Support Workers, All Other	171	\$21.34	\$15.59	\$20.98	\$25.89	\$44,382
43-9061	Office Clerks, General	1,838	\$21.21	\$15.77	\$19.81	\$25.88	\$44,106
47-2073	Operating Engineers and Other Construction Equipment Operators	126	\$33.07	\$28.52	\$30.69	\$32.98	\$68,802
51-9083	Ophthalmic Laboratory Technicians	-	\$19.61	\$15.24	\$17.80	\$23.65	\$40,789
29-2057	Ophthalmic Medical Technicians	-	\$20.30	\$16.31	\$19.15	\$23.54	\$42,230

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
29-2081	Opticians, Dispensing	99	\$20.56	\$16.98	\$19.58	\$23.23	\$42,760
29-1041	Optometrists	28	\$65.74	\$54.12	\$63.32	\$75.51	\$136,719
43-4151	Order Clerks	25	\$18.08	\$16.15	\$17.95	\$19.66	\$37,596
51-9111	Packaging and Filling Machine Operators and Tenders	11	\$19.92	\$15.31	\$18.23	\$24.00	\$41,415
53-7064	Packers and Packers, Hand	134	\$18.02	\$14.81	\$16.09	\$19.94	\$37,497
47-2141	Painters, Construction and Maintenance	828	\$25.37	\$21.04	\$24.90	\$29.51	\$52,765
23-2011	Paralegals and Legal Assistants	-	\$29.03	\$24.45	\$28.04	\$31.49	\$60,381
53-6021	Parking Attendants	42	\$14.73	\$13.92	\$13.92	\$15.18	\$30,632
41-2022	Parts Salespersons	125	\$18.21	\$14.99	\$16.26	\$21.13	\$37,883
53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	464	\$22.23	\$16.74	\$21.51	\$27.87	\$46,256
43-3051	Payroll and Timekeeping Clerks	-	\$21.97	\$19.13	\$21.82	\$24.52	\$45,693
13-2052	Personal Financial Advisors	89	\$60.66	\$35.04	\$44.68	\$76.53	\$126,175
11-9198	Personal Svc. Mgrs, Entmt. & Rec Mgrs, Exc. Gambling & Mgrs, All Other	184	\$59.34	\$50.22	\$59.70	\$69.80	\$123,424
39-1098	Personal Svcs. & Entmt. & Recr. Supervisors, Except Gambling Services	58	\$25.91	\$20.00	\$24.48	\$30.28	\$53,887
29-1051	Pharmacists	180	\$63.56	\$57.05	\$63.02	\$73.61	\$132,219
31-9095	Pharmacy Aides	-	\$17.11	\$14.82	\$15.64	\$18.01	\$35,603
29-2052	Pharmacy Technicians	194	\$22.93	\$20.09	\$22.80	\$25.53	\$47,678
31-2021	Physical Therapist Assistants	29	\$28.17	\$24.92	\$29.47	\$32.64	\$58,579
29-1123	Physical Therapists	153	\$45.69	\$43.01	\$46.46	\$49.93	\$95,030
29-1071	Physician Assistants	63	\$60.23	\$50.28	\$60.32	\$71.25	\$125,271
29-1228	Physicians, All Other and Ophthalmologists, Except Pediatric	108	\$115.87	\$94.45	-	-	\$241,013
47-2152	Plumbers, Pipefitters, and Steamfitters	1,066	\$32.69	\$25.91	\$31.55	\$35.88	\$67,986
29-1081	Podiatrists	14	\$111.17	\$64.70	-	-	\$231,228
33-3051	Police and Sheriff's Patrol Officers	402	\$39.06	\$28.76	\$41.84	\$48.57	\$81,255
43-5051	Postal Service Clerks	89	\$23.53	\$18.59	\$22.26	\$26.18	\$48,937
43-5052	Postal Service Mail Carriers	301	\$24.48	\$19.00	\$21.72	\$32.00	\$50,923
11-9131	Postmasters and Mail Superintendents	15	\$38.95	\$34.93	\$37.71	\$42.73	\$80,998
25-2011	Preschool Teachers, Except Special Education	291	\$16.68	\$14.57	\$15.43	\$18.32	\$34,710
51-5112	Printing Press Operators	13	\$19.95	\$14.72	\$15.55	\$22.87	\$41,487
21-1092	Probation Officers and Correctional Treatment Specialists	64	\$30.60	\$27.71	\$31.34	\$32.93	\$63,635
43-3061	Procurement Clerks	135	\$26.75	\$24.87	\$27.21	\$28.76	\$55,642
27-2012	Producers and Directors	15	\$40.86	\$41.07	\$43.97	\$45.63	\$84,990
43-5061	Production, Planning, and Expediting Clerks	542	\$34.16	\$24.98	\$31.56	\$45.50	\$71,047
13-1198	Project Mgmt. Specialists and Business Operations Specialists, All Other	1,997	\$42.28	\$32.88	\$43.19	\$50.34	\$87,956
11-9141	Property, Real Estate, and Community Association Managers	48	\$51.34	\$29.94	\$42.95	\$78.92	\$106,767
29-1223	Psychiatrists	24	\$111.46	\$62.60	\$98.76	-	\$231,830
11-2030	Public Relations and Fundraising Managers	14	\$54.18	\$40.10	\$53.48	\$68.42	\$112,683
27-3031	Public Relations Specialists	86	\$36.49	\$25.91	\$35.89	\$45.33	\$75,889
11-3061	Purchasing Managers	17	\$61.54	\$54.87	\$65.07	\$68.91	\$128,005
29-2034	Radiologic Technologists and Technicians	96	\$39.10	\$33.35	\$38.61	\$46.31	\$81,317
41-9021	Real Estate Brokers	-	\$52.66	\$29.36	\$60.91	\$67.18	\$109,528
41-9022	Real Estate Sales Agents	89	\$43.06	\$24.14	\$37.01	\$55.85	\$89,577
43-4171	Receptionists and Information Clerks	725	\$17.42	\$15.25	\$17.14	\$19.28	\$36,235
39-9032	Recreation Workers	153	\$17.53	\$14.80	\$15.78	\$18.37	\$36,463
29-1141	Registered Nurses	1,410	\$34.76	\$29.08	\$32.82	\$39.74	\$72,308

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
21-1015	Rehabilitation Counselors	150	\$23.02	\$18.92	\$22.14	\$24.06	\$47,872
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	15	\$23.36	\$21.44	\$23.53	\$25.62	\$48,579
39-9041	Residential Advisors	40	\$21.62	\$15.80	\$20.27	\$27.70	\$44,957
41-2031	Retail Salespersons	2,821	\$17.52	\$14.76	\$15.71	\$17.23	\$36,446
49-9096	Riggers	596	\$29.97	\$25.16	\$29.81	\$34.76	\$62,345
47-2181	Roofers	119	\$24.14	\$17.53	\$22.87	\$28.09	\$50,224
53-5011	Sailors and Marine Oilers	58	\$31.05	\$28.89	\$30.36	\$33.53	\$64,588
41-9099	Sales and Related Workers, All Other	55	\$16.27	\$14.29	\$15.29	\$17.52	\$33,846
11-2022	Sales Managers	90	\$61.78	\$37.84	\$60.16	\$81.35	\$128,501
41-3091	Sales Reps. of Svcs., Exc. Advertising, Insurance, Financial Svcs., & Travel	195	\$40.66	\$24.31	\$36.79	\$54.38	\$84,569
41-4012	Sales Reps/Wholesale/Mfg., Except Tech/Science Products	497	-	-	-	-	-
41-4011	Sales Reps/Wholesale/Mfg., Tech/Scientific Products	-	\$30.91	\$23.03	\$27.68	\$32.23	\$64,290
51-7041	Sawing Machine Setters, Operators, and Tenders, Wood	-	\$20.68	\$15.71	\$18.27	\$23.03	\$43,007
33-9098	School Bus Monitors and Protective Service Workers, All Other	92	\$23.78	\$19.81	\$22.80	\$25.72	\$49,464
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	449	-	-	-	-	\$82,021
43-6014	Secretaries and Admin. Assistants, Except Legal, Medical, and Executive	757	\$22.40	\$17.97	\$21.86	\$26.67	\$46,583
41-3031	Securities, Commodities, and Financial Services Sales Agents	139	\$31.07	\$22.33	\$28.66	\$38.01	\$64,629
49-2098	Security and Fire Alarm Systems Installers	22	\$33.62	\$28.16	\$31.68	\$41.69	\$69,941
33-9032	Security Guards	499	-	-	-	-	-
25-3021	Self-Enrichment Teachers	146	\$22.39	\$15.67	\$21.19	\$27.18	\$46,566
51-9012	Separating & Filtering Machine Setters/Operators/Tenders	44	\$18.32	\$14.57	\$15.46	\$19.84	\$38,108
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners	38	\$22.16	\$17.66	\$20.75	\$25.42	\$46,089
51-6031	Sewing Machine Operators	-	\$16.27	\$14.12	\$15.44	\$17.90	\$33,845
47-2211	Sheet Metal Workers	300	\$29.39	\$24.90	\$30.66	\$34.62	\$61,136
53-5031	Ship Engineers	21	\$48.89	\$43.33	\$49.10	\$51.43	\$101,684
43-5071	Shipping, Receiving, and Inventory Clerks	257	\$24.37	\$19.70	\$24.98	\$28.19	\$50,698
39-5094	Skincare Specialists	-	\$18.76	\$17.16	\$18.93	\$20.63	\$39,012
11-9151	Social and Community Service Managers	116	\$36.98	\$33.07	\$36.66	\$40.19	\$76,912
21-1093	Social and Human Service Assistants	298	\$21.49	\$15.47	\$20.77	\$26.57	\$44,689
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	340	\$48.70	\$36.40	\$46.97	\$58.79	\$101,305
25-2052	Special Education Teachers, Kindergarten and Elementary School	104	-	-	-	-	\$78,134
25-2057	Special Education Teachers, Middle School	57	-	-	-	-	\$79,725
25-2051	Special Education Teachers, Preschool	25	-	-	-	-	\$83,347
25-2058	Special Education Teachers, Secondary School	75	-	-	-	-	\$82,246
29-1127	Speech-Language Pathologists	89	\$41.47	\$35.08	\$43.17	\$49.26	\$86,255
51-8021	Stationary Engineers and Boiler Operators	19	\$31.49	\$28.13	\$33.64	\$36.12	\$65,502
53-7065	Stockers and Order Fillers	968	\$18.03	\$14.84	\$16.01	\$21.08	\$37,518
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	234	\$24.31	\$19.52	\$23.46	\$28.78	\$50,566
25-3031	Substitute Teachers, Short-Term	466	\$18.39	\$16.15	\$17.77	\$19.40	\$38,240
29-2055	Surgical Technologists	-	\$29.65	\$24.23	\$29.04	\$34.32	\$61,666
17-3031	Surveying and Mapping Technicians	11	\$30.69	\$25.23	\$30.94	\$37.18	\$63,840
17-1022	Surveyors	22	\$44.25	\$30.64	\$46.84	\$55.52	\$92,051
25-9045	Teaching Assistants, Except Postsecondary	1,238	-	-	-	-	\$39,669
27-3042	Technical Writers	45	\$44.52	\$34.11	\$46.04	\$52.36	\$92,581
43-3071	Tellers	316	\$18.53	\$16.04	\$17.92	\$19.76	\$38,527

SOC code	Bremerton-Silverdale, Washington MSA occupational title	Estimated employment	Average wage	Percentiles			Annual wage
				25th	50th	75th	
47-2044	Tile and Stone Setters	87	\$29.46	\$24.65	\$29.23	\$34.27	\$61,269
49-3093	Tire Repairers and Changers	117	\$17.08	\$14.74	\$15.84	\$18.76	\$35,519
23-2093	Title Examiners, Abstractors, and Searchers	68	\$22.84	\$17.37	\$21.64	\$28.01	\$47,515
11-3131	Training and Development Managers	17	\$58.15	\$31.11	\$68.35	\$76.45	\$120,946
13-1151	Training and Development Specialists	126	\$36.11	\$32.71	\$36.36	\$40.01	\$75,112
11-3071	Transportation, Storage, and Distribution Managers	20	\$52.95	\$48.83	\$54.46	\$59.26	\$110,135
53-1047	Transportation/Material Moving Supervisors/No Cargo Handlers	209	\$32.51	\$21.42	\$31.67	\$42.95	\$67,614
25-3097	Tutors and Teachers and Instructors, All Other	175	-	-	-	-	\$82,746
19-3051	Urban and Regional Planners	76	\$41.18	\$33.57	\$41.82	\$48.87	\$85,664
29-1131	Veterinarians	71	\$55.67	\$45.52	\$54.54	\$63.53	\$115,793
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	147	\$18.38	\$16.14	\$18.22	\$20.12	\$38,235
29-2056	Veterinary Technologists and Technicians	79	\$22.23	\$20.05	\$22.41	\$24.78	\$46,250
35-3031	Waiters and Waitresses	1,306	\$18.76	\$14.06	\$16.64	\$21.88	\$39,032
51-8031	Water and Wastewater Treatment Plant and System Operators	118	\$31.40	\$25.49	\$31.60	\$36.12	\$65,317
15-1257	Web Developers and Digital Interface Designers	35	\$38.02	\$27.39	\$36.88	\$48.04	\$79,072
51-4121	Welders, Cutters, Solderers, and Brazers	781	\$30.38	\$25.05	\$30.75	\$35.95	\$63,191
19-1023	Zoologists and Wildlife Biologists	61	\$43.05	\$34.46	\$39.73	\$53.60	\$89,541



# Multifamily Tax Exemption

Under state law, cities may exempt multifamily housing from property taxes in urban centers with insufficient residential opportunities. The city defines a residential target area or areas within an urban center; approved project sites are exempt from *ad valorem* property taxation on the residential improvement value for a period of eight or 12 years.

The 12-year exemption requires a minimum level of affordable housing to be included in the development (at least 20% of the units or 100% if the building is solely owner-occupied). The eight-year exemption leaves the public benefit requirement—in both type and size—to the jurisdiction’s discretion. The eight-year exemption carries no affordable housing requirement. Cities must pass an enabling ordinance to enact the MFTE and to allow applications for the exemption.

## WHAT ISSUES DOES A MULTIFAMILY TAX EXEMPTION (MFTE) ADDRESS?

This tool encourages multifamily development and redevelopment in compact mixed-use districts (urban centers) where housing and affordable housing options are in short supply. Through the multifamily tax exemption, a jurisdiction can incentivize dense and diverse housing options in urban centers lacking in housing choices or affordable units. MFTE can also apply to rehabilitating existing properties and redeveloping vacant or underused properties.

### TOOL PROFILE

#### Objectives

[Housing in Centers and Near Transit](#)

[Housing Options in Expensive Markets](#)

[Mitigate Residential Displacement](#)

#### Type of Tool

Incentives

#### Project Type

Multifamily

Rental

#### Affordability Level

Market-rate incentives and tools

Most effective for units <80% AMI

## WHERE IS THE MULTIFAMILY TAX EXEMPTION MOST APPLICABLE?

Cities planning under the Growth Management Act ([RCW 36.70a](#)) that have designated urban centers with a deficiency of housing opportunities are eligible to implement this tool. In King, Pierce, Snohomish and Kitsap counties, cities must have at least 5,000 in population. Cities must designate eligible areas that contain urban centers.

Urban centers—in the context of the MFTE-enabling legislation—have a specific meaning:

“ ...a compact identifiable district where urban residents may obtain a variety of products and services. An urban center must contain:

- a) Several existing or previous, or both, business establishments that may include but are not limited to shops, offices, banks, restaurants, governmental agencies;
- b) Adequate public facilities including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and
- c) A mixture of uses and activities that may include housing, recreation, and cultural activities in association with either commercial or office, or both, use.” (RCW 84.14.010)

Based on the state law, designated districts are commercial or business districts with some mix of uses. Such areas may exist in downtowns, commercial corridors, or other intensively developed neighborhoods. Examples of designated districts throughout the central Puget Sound region are listed in the model policies, regulations, and other information section.

MFTEs have been effective in producing multifamily units in the region’s larger cities. Since its inception, the MFTE law has been expanded to include smaller cities. PSRC’s [2019 Housing Incentives Survey](#) found that MFTE produced the greatest number of new units of the tools surveyed. [State legislative review](#) similarly found that the tool was widely used in the central Puget Sound region, but that some changes may be needed to ensure effectiveness of the program. The success of this tool in larger jurisdictions could make it an attractive tool for smaller and moderate-sized cities that meet the population threshold.

Multifamily tax exemptions can encourage relatively dense attached flats or townhomes in mixed-use projects or residential complexes, which makes this tool particularly useful in urban centers and transit-oriented developments. Dense development is also economically efficient in expensive housing markets and can reduce housing costs.

## WHAT DO I NEED TO KNOW ABOUT USING OR DEVELOPING A MULTIFAMILY TAX EXEMPTION?

The MFTE implementation process is guided by state law in [RCW 84.14](#). In general, the process includes preparing a resolution of intent to adopt a designated area, holding a public hearing, and adopting and implementing standards and guidelines to be utilized in considering applications for the MFTE. Among other criteria, the designated area must lack “sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would be likely to live in the urban center, if the affordable, desirable, attractive, and livable places to live were available” (RCW 84.14.040).



A property owner applying for an MFTE must meet the criteria (per RCW 84.14.030) summarized here:

- The new or rehabilitated multiple-unit housing must be located in city-designated residential target areas within the urban center.
- The project must meet local government requirements for height, density, public benefit features, number and size of proposed development, parking, income limits for occupancy, limits on rents or sale prices, and other adopted requirements.
- At least 50% of the space in the new, converted, or rehabilitated multiple-unit housing must be for permanent residential occupancy. Existing occupied multifamily developments must also provide a minimum of four additional multifamily units.
- New construction of multifamily housing and rehabilitation improvements must be completed within three years from approval.
- The applicant must enter into a contract with the city containing terms and conditions satisfactory to the local government.

The exemption is recorded with the County Assessor. Developments that violate the terms of the exemption are required to pay back the exempted tax amounts, plus interest, and a penalty fee.

Cities considering the program need to weigh the temporary (8-12 years) loss of tax revenue against the potential attraction of new investment to targeted areas. MFTE projects could be catalysts for other private investment if they help prove an area is desirable.

Pairing the MFTE with other tools that affect density and cost reductions may help the city achieve higher density and affordable housing in designated mixed-use and commercial areas. These tools include [density bonuses](#), [TOD overlays](#), [parking reductions](#), [mixed-use development](#), and a [planned action EIS](#).

## CREATING A MULTIFAMILY TAX EXEMPTION PROGRAM

A typical planning process (gathering information, conducting public outreach, and considering ordinances), together with the specific requirements of state law, will guide the development of an MFTE program:

### **Determine Residential Target Areas**

Cities will need to consider the state law's "urban center" definition which addresses existing commercial businesses, mixed uses, and infrastructure.

### **Analysis**

To support the urban center and residential target area designations, a jurisdiction should map or collect data on current uses, services, and capital facilities. The data and analysis should demonstrate that the area lacks sufficient residential housing, including affordable housing.

Estimating the tax revenue and other cost-benefit implications of the MFTE program can help to determine whether the program would help achieve housing goals. In terms of other cost-benefits, jurisdictions can calculate the short-term construction and sales tax revenues and employment gains that stem from the development.



## Conduct Public Outreach

The MFTE statute suggests that a jurisdiction considering an MFTE program issue a resolution of intention to designate an urban center and residential target area(s). The resolution should also identify the time and place of a hearing. Cities must hold a public hearing on the proposed MFTE ordinance and follow notification schedules listed in the statute. While crafting the ordinance, cities will also want to involve stakeholders, including developers of multifamily and condominium housing, affordable housing developers and advocacy groups, and major landowners and businesses in the residential target areas. See [Build Community Support](#) for strategies to involve the public and stakeholders.

## Determine Standards

The state affords jurisdictions wide latitude to design their MFTE laws to meet local planning goals. Proposals must meet local zoning and development standards and any affordability and occupancy criteria the jurisdiction sets. Based on the intent of the MFTE, key decisions to shape the ordinance include:

- **Encouraging more versus less participation from developers**

The threshold number of units to qualify for the exemption and public benefit requirements could influence the level of participation by developers. A low threshold and limited public benefit requirements, for example, might make the program more accessible to developers, but yield a smaller return in public benefit for foregone revenue. A high threshold and demanding public benefit requirement, however, might make the program unattractive to developers. Striking a balance between requirements, goals and attractiveness is essential to a successful MFTE program.

- **Encouraging affordable housing versus market-rate housing**

RCW 84.14 allows cities to provide a bonus for affordable housing provision by allowing 12 years of tax exemption, versus the eight years offered for market-rate developments. Cities could further encourage developers to opt for the 12-year exemption by setting a threshold number of units or public benefit to attract development. Offering other incentives, such as [density bonuses](#) and [flexible development regulations](#), along with the MFTE can strengthen interest in affordable development in the city.

- **Ensuring that affordability endures**

Affordable units are at risk of losing their affordable status both at the end of the MFTE time period and during its existence if a developer decides to opt out of the program. Requiring [affordability covenants](#) for these units is one method for preserving affordability.

## Implementation

State law requires an application process and procedures. Cities will need to allocate staff and resources to reviewing applications. A fee may be charged for the request. The agency has 90 days to approve or deny the application.



## Monitoring

The law requires regular reporting by applicants and by cities. Upon construction and annually thereafter, the property owner must file reports containing information such as occupancy, vacancy, and other items required by the city.

Cities will also want to make sure that these requirements are not too onerous. In some cases, partnerships between non-profits and for-profits to ensure secure income certifications and monitoring may be helpful.

Cities must annually report to the Washington State Department of Commerce the number of certificates granted, unit types, monthly rent and sales costs, and other information. Cities can use these regular reports to monitor the success of the program and build supporting data for future program goals. Some cities adopt a sunset clause by which time the city may re-adopt or let expire the tax exemption program.

## MODEL POLICIES, MODEL REGULATIONS, OTHER INFORMATION

State of Washington: [RCW 84.14](#)

See adopted ordinances of the following cities at: <http://www.mrsc.org/codes.aspx>

- Bremerton: Downtown Core and Multiple Residential Zones
- Burien: Downtown Commercial Zone
- Everett: Downtown and vicinity
- Kirkland: Central Kirkland/Houghton; Totem Lake and North Rose Hill; Juanita; and NE 85th Street
- Lynwood: City Center
- Puyallup: central business district (CBD) and certain areas south of the CBD
- SeaTac: 154th Street and SeaTac/Airport Station Areas
- Seattle: 39 neighborhoods or districts
- Shoreline: Ridgecrest District
- Tacoma: 17 mixed-use centers designated on the Generalized Land Use Plan and in the Comprehensive Plan



# 2019 Report on Property Tax Exemptions for Multifamily Housing in Urban Areas

## 2019 MFTE Program Highlights

In 2019, twelve cities issued multifamily tax exemption (MFTE) certificates, used in the development of 1,210 income and rent restricted units and 4,252 market rate units, and providing about \$11.8 million in property tax exemptions. Of 104 municipalities eligible to adopt and implement a MFTE program, 49 have a program.

## 2019 JLARC Report

In 2019, the Joint Legislative Audit Review Committee (JLARC) issued a [report on the MFTE program](#). The report found that since 2007 the program had been used in the production of 34,885 new housing units, with 21% of those designated as affordable. The report found that developers created housing using the MFTE, yet could not conclude whether this represents a net increase in development. JLARC made some recommendations for program changes, which are detailed in the report.

## 2020 Legislation

Several bills to amend the MFTE program were proposed in the 2020 legislative session: HB 2950, HB 2620, SB 6411, and HB 2746. Ultimately, the legislature passed [Substitute House Bill 2950](#), which extended property tax exemptions until Dec. 31, 2021 for properties that would have expired before that date. It also included a requirement that a multisector work group be established to study and make recommendations on the MFTE program. This study was vetoed due to the state budget shortfall associated with the coronavirus pandemic.



## 2019 Statistics

12 cities issued MFTE certificates

65 total certificates issued

1,210 affordable units created

4,252 market rate units created

\$11,773,176 in exempted property tax revenue for projects in year 1

\$2,155 average property tax exemption per unit for projects in year 1

Agency contact

**Anne Fritzel**  
SENIOR PLANNER

Growth Management Services

[Anne.Fritzel@commerce.wa.gov](mailto:Anne.Fritzel@commerce.wa.gov)

Phone: 360.259.5216

## What is the MFTE Program?

The Multifamily Tax Exemption (MFTE) is a property tax exemption program, codified at [RW 84.14](#), to encourage multifamily housing development in designated "residential target areas" within a city or urban growth area. These residential areas must be in a compact urban district that lacks sufficient housing opportunities.

Cities may offer an 8- and/or 12-year property tax exemption on the value of the residential improvements for building or rehabilitating four or more units of multifamily housing. The 12-year exemption requires owners to offer at least 20 percent of the units as income and rent restricted housing. If an eligible city chooses to create a program, it may create requirements or restrictions in addition to those listed in statute.

Cities have the authority to approve and reject individual projects. Developers generally apply for a conditional certificate of tax exemption, and have a certain time period to complete the project. The tax exemption starts the year after the project is completed. The land, commercial or other non-residential spaces, and pre-improvement structures continue to be taxed.

## Who Can Offer an MFTE Program?

Cities that are required to plan or choose to plan under the Growth Management Act are eligible to offer an MFTE program if:

- The city or town has a population of at least 15,000;
- It is the largest city or town in a county planning under the Growth Management Act in which there is no city or town with a population of at least 15,000; or
- It is a city or town with a population of at least 5,000 in a county subject to RCW 36.70A.215, which includes Clark, Kitsap, King, Pierce, Snohomish, Thurston and Whatcom counties.
- Pierce County is also eligible.



### Example MFTE Web Pages

12-year

[Bellevue](#)

[Shoreline](#)

[Seattle](#)

8- & 12-year

[Bremerton](#)

[SeaTac](#)

[Spokane](#)

[Tacoma](#)

### Data Tables

On the next pages are tables of data of exemptions issued by cities in 2019, a list of cities that have a program that did not issue certificates, and those that are eligible that do not have an MFTE program.

RCW 84.14.100 requires jurisdictions with an MFTE program to report to the Department of Commerce each year on the certificates issued in the past year.



15 West Apartments on Mill Plain Blvd, Vancouver, WA

### Which jurisdictions issued final MFTE certificates in 2019?

City name	8-yr certs	12-yr certs	Total certs	Affordable units	Market rate units	Total units	Tax exemption in year 1	Average annual tax exemption per unit*
Bellingham	2	0	2	0	49	49	\$57,637	\$1,176
Edmonds	0	1	1	19	91	110	\$208,690	\$1,897
Kirkland	1	1	2	42	254	296	\$792,759	\$2,678
Lakewood	2	0	2	0	219	219	\$572,275	\$2,613
Olympia	1	0	1	0	48	48	\$37,315	\$777
Seattle	0	32	32	716	2,706	3,422	\$7,514,387	\$2,196
Shoreline	0	1	1	17	64	81	170,300	\$2102
Spokane	2	7	9	193	78	271	\$240,925	\$889
Tacoma	4	4	8	27	578	605	\$1,571,359	\$2,597
Vancouver	2	1	3	196	69	265	\$439,625	\$1,659
Wenatchee	2	0	2	0	72	72	\$152,915	\$2,124
Yakima	2	0	2	0	24	24	\$14,989	\$625
Totals	18	47	65	1,210	4,252	5,462	\$11,773,176	\$2,155

\* Average annual tax exemption per unit is based on Year 1 info and may change over time. This chart does not include developments which received tax exemption certificates in prior years.

**Which jurisdictions have an MFTE program, but did not issue certificates in 2019?**

City Name	Past MFTE Projects?	2019 Projects?	City Name (Cont'd)	Past MFTE Projects?	2019 Projects?
AUBURN	YES	NO	PIERCE COUNTY	YES	NO
BELLEVUE	YES	NO	PORT ANGELES	NO	NEW PROGRAM
BLAINE	NO	NEW PROGRAM	PORT ORCHARD	YES	NO
BREMERTON	YES	NO	PORT TOWNSEND	NO	NO
BURIEN	YES	NO	PUYALLUP	YES	NO
CAMAS	NO	NO	REDMOND	NO	NO
COVINGTON	YES	NO	RENTON	YES	NO
ELLENSBURG	YES	NO	SEATAC	NO	NO
EVERETT	YES	NO	SNOHOMISH	NO	NEW PROGRAM
FEDERAL WAY	NO	NO	SNOQUALMIE	NO	NO
FERNDALE	NO	NO RESPONSE	SUMNER	NO	NEW PROGRAM
ISSAQUAH	NO	NO	TUKWILA	YES	NO
KENMORE	YES	NO	TUMWATER	NO	NO
LACEY	NO	NO	UNIVERSITY PLACE	YES	NO
LONGVIEW	NO	NO	WALLA WALLA	YES	NO RESPONSE
LYNNWOOD	NO	NO	WASHOUGAL	NO	NO RESPONSE
MARYSVILLE	NO	NO	WOODINVILLE	NO	NO
MOSES LAKE	YES	NO RESPONSE			

**Which jurisdictions are eligible to have an MFTE program but do not have one at this time?**

City Name	Have an MFTE program?	City Name (Cont'd)	Have an MFTE program?	City Name (Cont'd)	Have an MFTE program?
ABERDEEN	NO	FRIDAY HARBOR	NO RESPONSE	OAK HARBOR	NO
ANACORTES	NO	GIG HARBOR	NO	ORTING	NO
ARLINGTON	CONSIDERING	KENNEWICK	NO	PACIFIC	NO RESPONSE
BAINBRIDGE ISLAND	NO	KENT	EXPIRED 2019	PASCO	NO RESPONSE
BATTLE GROUND	NO	LAKE FOREST PARK	CONSIDERING	POMEROY	NO RESPONSE
BONNEY LAKE	NO	LAKE STEVENS	CONSIDERING	POULSBO	NO RESPONSE
BOTHELL	CONSIDERING	LYNDEN	NO	PULLMAN	NO RESPONSE
BRIER	NO	MAPLE VALLEY	NO	RAYMOND	NO RESPONSE
CENTRALIA	NO	MERCER ISLAND	REPEALED 2019	RICHLAND	NO
COLVILLE	NO	MILL CREEK	NO	RIDGEFIELD	NO
DAYTON	CONSIDERING	MILTON	NO	SAMMAMISH	NO
DES MOINES	NO	MONROE	CONSIDERING	SHELTON	NO RESPONSE
DUPONT	NO	MOUNT VERNON	NO	SPOKANE VALLEY	CONSIDERING
DUVALL	NO	MOUNTLAKE TERRACE	EXPIRED	STANWOOD	NO
EAST WENATCHEE	CONSIDERING	MUKILTEO	NO	STEILACOOM	NO
EDGEWOOD	NO	NEWCASTLE	NO RESPONSE	SULTAN	NO
ENUMCLAW	NO	NEWPORT	NO RESPONSE	SUNNYSIDE	NO
FIFE	CONSIDERING	NORMANDY PARK	NO	WEST RICHLAND	NEWLY ELIGIBLE FOR PROGRAM
FIRCREST	CONSIDERING	NORTH BEND	NO	YELM	NO



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:20 PM) Consider Ordinance No. 2021-07, Revisions to Chapter 16.18 BIMC Pertaining to Permit Exemption for Defensible Space Wildfire Mitigation Activities and Related Matters - Planning,

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** David Greetham

### PREVIOUS PLANNING COMMISSION

**REVIEW DATE(S):** July 8, 2021

August 12, 2021

September 9, 2021

**PREVIOUS COUCIL REVIEW DATE(S):** July 20, 2021

August 10, 2021

### RECOMMENDED MOTION:

I move to forward for approval with the November 9, 2021 Consent Agenda Ordinance No. 2021-07.

### SUMMARY:

The Planning Department has partnered with the Fire Department to add specificity to the tree and vegetation activities that bring a property up to the minimum standards of Firewise USA within a 30-foot defensible space around habitable structures. Such activities are proposed to be added to the list of permit exempt vegetation maintenance activities governed by BIMC 16.18.040.

In addition, proposed code revisions include clarification of applicability to critical areas (BIMC 16.18.030), and added definitions for the terms "defensible space" and "ladder fuels" (BIMC 16.18.130).

Staff is requesting a revision to the Planning Commission's recommendation to limit the exemption to "habitable" structures versus all structures to reduce the amount of vegetation removed without a permit.

**BACKGROUND:** On July 8, 2021, the Planning Commission made a recommendation to consider on an emergency basis an exemption from certain permitting requirements set forth in Chapter 16.18 BIMC (Tree Removal, Forest Stewardship, and Vegetation Maintenance) to allow for a defensible space related to wildfire mitigation activities. On July 20, 2021, the City Council considered this request from the Planning Commission and directed the City Manager to work with the City Attorney to proceed with drafting an ordinance for the July 27, 2021 Council meeting.

On August 10, 2021, the City Council considered Resolution No. 2021-13. Resolution No. 2021-13 directed the City Manager to work with the City Attorney and other City staff to develop specific regulations for the Council to consider that would revise the Bainbridge Island Municipal Code to include provisions that will result in enhanced fire safety measures and wildfire mitigation activities on Bainbridge Island, and for the City Manager to work with City staff to bring a proposed future ordinance to the Council for the Council's consideration in that regard.

On August 12, 2021, the Planning Commission considered draft Ordinance No. 2021-07 relating to a permit exemption for specified vegetation management activities related to wildfire mitigation. The Planning Commission recommended several revisions and requested that a public hearing be set to consider the amended draft ordinance.

On September 9, 2021, the Planning Commission held a public hearing and recommended approval of the code revisions set forth in Ordinance No. 2021-07. For reference, the applicable Planning Commission meeting minutes are attached.

The proposed new code language in Exhibit A is shown with yellow highlight, with green highlight for the additional staff recommended term "habitable" (see staff memo).

**ATTACHMENTS:**

**ORDINANCE NO. 2021-07**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, revising and amending Chapter 16.18 of the Bainbridge Island Municipal Code related to the applicability of that chapter, fire safety measures and wildfire mitigation activities for residents of Bainbridge Island, and the definitions section of that chapter.

**WHEREAS**, on May 7, 2019, the City Council instructed City staff to draft a new ordinance to revise the City’s tree and vegetation regulations; and

**WHEREAS**, on February 25, 2020, the City Council endorsed the continuing work by City staff and the City Arborist to draft an ordinance that would include changes to Chapter 16.18 of the Bainbridge Island Municipal Code (“BIMC”) (Tree Removal, Forest Stewardship, and Vegetation Maintenance), Chapter 16.32 BIMC (Protection of Landmark Trees), and BIMC 18.15.010 (Development Standards and Guidelines); and

**WHEREAS**, at public meetings of the Planning Commission, City staff provided information and materials to the Planning Commission and the Planning Commission considered proposed regulations related to draft Ordinance No. 2020-28 on August 13, September 10, October 29, November 11, and December 10, 2020; and

**WHEREAS**, on December 17, 2020, the Planning Commission held a public hearing to consider draft Ordinance No. 2020-28, including Exhibits A – E, received public input, and after closing the public hearing, made a recommendation of approval of draft Ordinance No. 2020-28 (which was renumbered in 2021 to Ordinance No. 2021-07) to the City Council; and

**WHEREAS**, included in the draft ordinance was an exemption from permitting requirements related to applicable properties with a primary structure to perform work within a 30-foot defensible space pursuant to minimum standards of Firewise USA®, the Bainbridge Island Community Wildfire Protection Plan, or as recommended by the Bainbridge Island Fire Department; and

**WHEREAS**, the City notified the Washington State Department of Commerce on January 21, 2021 of its intent to revise its development regulations relating to tree removals and vegetation management practices; and

**WHEREAS**, the City issued a State Environmental Policy Act (“SEPA”) Determination of Non-Significance for Ordinance No. 2021-07 (formerly Ordinance No. 2020-28) on January 29, 2021; and

**WHEREAS**, on April 27, 2021, the City Council considered Ordinance No. 2021-07, took no action on the ordinance, and the Council expressed a collective interest in further considering the ordinance at a future meeting; and

**WHEREAS**, on May 13 and 27, 2021, City staff returned to the Planning Commission to discuss additional revisions to draft Ordinance No. 2021-07 based on City Council comments; and

**WHEREAS**, Kitsap County Fire District No. 2, which is commonly known as the Bainbridge Island Fire Department (“Fire Department”), has identified the need for reasonable provisions for wildfire mitigation and forest stewardship that support responsible wildfire mitigation and provide a pathway for wider forest stewardship planning; and

**WHEREAS**, on July 6, 2021, Governor Inslee signed an emergency order declaring a wildfire state of emergency for Washington State; and

**WHEREAS**, on July 8, 2021, the Planning Commission discussed and requested that the City Council take immediate action on an amendment to Chapter 16.18 BIMC (Tree Removal, Forest Stewardship, and Vegetation Maintenance) to adopt the recommended exemption from permitting requirements related to allowing certain fire safety activities within a 30-foot defensible space; and

**WHEREAS**, on July 14, 2021, the Washington State Department of Ecology issued a drought advisory for numerous counties in Washington State; and

**WHEREAS**, on July 20, 2021, the City Council discussed the recommendation of the Planning Commission and directed the City Manager to work with the City Attorney to prepare for the Council’s consideration at its July 27, 2021 meeting an ordinance to adopt the recommendation of the Planning Commission; and

**WHEREAS**, the revisions to the Bainbridge Island Municipal Code recommended by the Planning Commission required additional legal review to ensure that the intended regulations were clear for the public and City staff to understand and for City staff to enforce, as applicable; and

**WHEREAS**, on August 10, 2021, the City Council adopted Resolution No. 2021-13 to direct the City Manager to work with City staff to work and coordinate with the Fire Department, on a high-priority basis, to provide information and outreach to the Bainbridge Island community regarding the importance of fire safety measures and wildfire mitigation activities, including specific actions residents can take to help protect their property and the community from fires, including vegetation and structure fires; and

**WHEREAS**, pursuant to Resolution No. 2021-13, City staff coordinated with the Fire Department to outline tree and vegetation activities allowed within 30 feet of a primary residence without a permit that reflect the best practices recommended by Firewise USA® and the Bainbridge Island Community Wildfire Protection Plan; and

**WHEREAS**, on August 12, 2021, the Planning Commission considered proposed Ordinance No. 2021-07 and recommended moving the draft forward for a public hearing; and

**WHEREAS**, on September 9, 2021, the Planning Commission held a public hearing on proposed Ordinance No. 2021-07 and made a recommendation of approval to the City Council; and

**WHEREAS**, on October 26, 2021, the City Council considered this Ordinance No. 2021-07 and received public input related to the ordinance; and

**WHEREAS**, on November 9, 2021, the City Council further considered this Ordinance No. 2021-07 and adopted the ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as findings of fact in support of this ordinance, as well as supplemental findings of fact to the related ordinances that preceded this ordinance regarding the interim official control regulating Landmark Trees as described herein.

**Section 2.** Chapter 16.18 of the Bainbridge Island Municipal Code is hereby amended and revised as set forth in the attached **Exhibit A**, which is incorporated by reference as if fully set forth herein.

**Section 3. 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 4. 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 5.** This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NUMBER:  
ATTACHED:

October 21, 2021

\_\_\_\_\_, 2021

\_\_\_\_\_, 2021

\_\_\_\_\_, 2021

2021-07

Exhibit A: Revised and Amended Chapter 16.18  
BIMC (Tree Removal, Forest Stewardship, and  
Vegetation Maintenance)

EXHIBIT A

To Ordinance No. 2021-07

**Chapter 16.18  
TREE REMOVAL, FOREST STEWARDSHIP, AND VEGETATION MAINTENANCE**

Sections:

- 16.18.010 Overview.**
- 16.18.020 Findings.**
- 16.18.025 Purposes.**
- 16.18.030 Applicability.**
- 16.18.040 Activities allowed without a permit.**
- 16.18.050 Activities requiring a permit.**
- 16.18.060 General regulations and standards.**
- 16.18.070 Tree removal/vegetation maintenance permit administration and review process.**
- 16.18.080 After-the-fact tree removal/vegetation maintenance permit.**
- 16.18.090 Mitigation and restoration.**
- 16.18.100 Performance assurance.**
- 16.18.110 Appeals.**
- 16.18.120 Violations, restoration and enforcement.**
- 16.18.130 Definitions.**

**16.18.010 Overview.**

A. The policies presented in this chapter rest on an assumption that in, the care of trees and vegetation on their property, citizens will be guided by common sense and best practices, responsive to the purposes stated in BIMC 16.18.025. Sanctions shall be applied to activities that are found by the planning director to be reckless and destructive, and to any action or negligence that adversely affects a neighboring property, pursuant to the provisions of BIMC 16.18.120 and other applicable provisions of the code.

B. To a large extent, work carried out in landscaped yards and forested areas does not require a permit (see BIMC 16.18.040). However, property owners who are considering major changes to the landscape and trees on their property should seek advice and professional services from a licensed arborist who is certified by the American Society of Consulting Arborists or the International Society of Arboriculture, or a landscape professional who is certified by the city.

C. This chapter is one of several in the municipal code that pertain to the care of trees, vegetation, and forested areas on Bainbridge Island. Its policies and nonregulatory provisions pertain especially to the plans and ongoing activities of island residents, outside of their homes or places of business but on their own property, when the use and enjoyment of the property involves stewardship and maintenance of trees and vegetation. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.020 Findings.**

A. Forested areas and trees on individual lots are integral parts of Bainbridge Island’s character; they enhance the city’s appearance and livability, as well as providing significant environmental benefits and natural resource values.

B. Conserving and managing the island’s forested areas and native vegetation is a central goal of the Bainbridge Island Comprehensive Plan: see Guiding Principles 1 and 5 and related Policies; Goals LU-6, 12 and 13; EN-3, 4, 5, 18 and 19; WR-3 and 4; and Policies LU 4.10 and EN 15.3.

C. Trees are valued by homeowners and, when well cared for, enhance property values.

D. Removal of trees and understory vegetation, combined with extensive disturbance of soils, cause loss of habitat and wildlife, runoff and soil erosion, degradation of surface water and aquifer recharge, and adverse impacts on air quality, as well as loss of aesthetic appeal.

E. The community forest resources of the island are best understood as a mosaic, with some large and many small pieces, on publicly owned and private properties. When clearing for development further fragments the mosaic, both individual and community interests are affected.

F. On Bainbridge Island and elsewhere, examples exist to demonstrate that development for residential and other uses can be compatible with careful conservation of forest conditions and other natural features; and that such development can be cost-effective, attractive, energy-efficient, and well adapted to our climate. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.025 Purposes.**

This chapter is adopted for the following purposes:

A. To promote the public health, safety, and general welfare of Bainbridge Island citizens without preventing the reasonable use of private property.

B. To preserve and enhance the city’s physical and aesthetic character, to promote the healthy functioning of our island’s natural systems, and to provide economic benefits to the community, for the sake of present and future generations.

C. To implement the purposes of the State Growth Management Act relating to conservation of natural resources, pursuant to Chapter 36.70A RCW.

D. To implement goals and policies in the current comprehensive plan, the Community Forest Management Plan (2006), the Bainbridge Island Open Space Study (October 2008), and the Bainbridge Island Community Wildfire Protection Plan (2010), or subsequent updated versions.

E. To promote forest stewardship practices and carefully planned development that results in minimal disturbance to the prior conditions of a property and neighboring properties.

F. To implement a long-range policy of maintaining the island's forest canopy cover while taking measures to prevent wildfires and protect structures in accordance with recommendations of the Bainbridge Island fire department.

G. To allow limited tree and vegetation removal to provide for solar access, agriculture and gardens.

H. To promote infiltration of stormwater and aquifer recharge; to minimize erosion and prevent pollution; to prevent landslides; to protect the waters of Puget Sound and the quality and quantity of water in wells.

I. To maintain in a healthy state significant trees, clusters of trees, and forested areas, allowing for thinning, pruning, removal of invasive and undesirable vegetation, selective harvest and replanting, developing and maintaining trails, and removal of dead or dangerous trees. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.030 Applicability.**

Provisions of this chapter apply citywide to all properties where trees and naturally occurring vegetation are found, except where the following chapters of the municipal code apply:

A. This chapter does not apply to any portion of a parcel that is identified as a critical area pursuant to Chapter 16.20 BIMC, Critical Areas, including buffers or setbacks, or that is designated as an Aquifer Recharge Protection Area (ARPA). However, this chapter does apply to parcels that are designated as a critical area under Chapter 16.20 BIMC for the sole reason that they are located in an aquifer recharge area, including designated aquifer recharge protection areas (ARPAs) or prescribed critical area buffers or setbacks. Chapter 16.20 BIMC applies to critical areas, designated ARPAs, and buffer zones, and critical area setbacks.

B. This chapter does not apply to the portion(s) of a shoreline property within 200 feet landward of an ordinary high water mark, where the regulations of Chapter 16.12 BIMC (the Shoreline Master Program) apply. (Ord. 2018-19 § 1 (Exh. A), 2018)

#### **16.18.040 Activities allowed without a permit.**

The following activities are allowed without a tree removal/vegetation maintenance permit, subject to any other applicable city regulations:

A. Routine landscaping and maintenance of vegetation, such as pruning and planting, removal of invasive/exotic species, management of brush and seedling trees. Pruning should comply with ANSI A300 (Part 1 – 2017), Tree, Shrub and Other Woody Plant Management – Standard Practices, to maintain long term health. This includes maintenance of trees and vegetation required to be retained or planted through a land use permit such as a subdivision, site plan review, or conditional use permit.

B. Outside of the Mixed Use Town Center and High School Road zoning districts, removal of some healthy significant trees (see BIMC 16.18.130, Definitions) is allowed without a permit, except for trees required to meet any tree retention provisions of this chapter, BIMC 18.15.010 (Landscaping, screening, and tree retention, protection and replacement), Chapter 17.12 BIMC (Subdivision Design Standards) or other applicable provisions of the code.

1. On a lot that is larger than one acre, a property owner may remove up to six significant trees in any 36-month period without a permit.
2. On a lot one acre or less in size, a property owner may remove up to three significant trees in any 36-month period without a permit.
3. After the tree removal limits of this section have been reached, see BIMC 16.18.050, 16.18.060, and 16.18.070 related to obtaining a tree removal/vegetation maintenance permit.

C. Removal of trees and ground cover in emergency situations involving immediate danger to life or structure or substantial fire hazards. If this activity would ordinarily require a tree removal/vegetation maintenance permit, it shall be obtained as soon as possible after the emergency situation is stabilized.

D. Removal of dead or fallen trees. The city encourages property owners to leave dead trees in place for ecological benefit such as wildlife snags or nurse logs where possible. If a standing dead tree poses a hazard, creating a shorter wildlife snag is recommended.

E. Routine maintenance activities in rights-of-way and required roadside buffers, including removal of hazard trees and invasive/exotic species, trimming of overgrown hedges, thinning and planting to replace removed vegetation to control vegetation on road and utility rights-of-way (see Chapter 12.04 BIMC).

F. The installation and maintenance of fire hydrants, water meters, and pumping stations, and street furniture by the city or utility companies or their contractors.

G. Pruning and limbing of significant trees that are required to be retained, to remove dead or hazardous branches, and to improve the tree's form and long-term vitality, provided that such work is done by an ISA certified arborist. (Ord. 2018-19 § 1 (Exh. A), 2018)

H. Voluntary wildfire mitigation activities, other than tree and vegetation removals requiring a permit in BIMC 16.18.050.A. or Chapter 16.32 BIMC (Protection of Landmark Trees), within a 30-foot defensible space of habitable structures, including, but not limited to, the following:

- 1) Vegetation removal underneath a propane tank;
- 2) For trees less than 30 feet in height, pruning up to ten feet from the ground to remove ladder fuels, as long as pruning doesn't exceed 1/3 of tree height;
- 3) Removal of trees to provide at least 18 feet between crowns;
- 4) Removal of trees within 5 feet of the furthest attached exterior point of a habitable structure.

Property owners may obtain assistance with wildfire mitigation activities from the Bainbridge Island Fire Department, the City Arborist, and private tree professionals in accordance with City prepared guidance. Further information can be obtained from the applicable sections of the Fire Code (Chapter 20.04 BIMC), the Climate Action Plan, and the Bainbridge Island Community Wildfire Protection Plan. The Fire Department and Department of Planning and Community Development will maintain a checklist to provide guidance in implementing wildfire mitigation, and it is the intent that both the checklist and this code section will be reviewed annually to ensure they are consistent with best practices to mitigate wildfire danger.

#### **16.18.050 Activities requiring a permit.**

The following activities require an applicant to obtain a tree removal/vegetation maintenance permit prior to commencing:

A. A permit is required for any tree removal or vegetation maintenance in an area required to be retained or planted, pursuant to BIMC 18.15.010, through a land use permit such as a subdivision, a site plan review, or a conditional use permit. Tree retention requirements for the R-2.9, R-3.5 and R-4.3 single-family residential zones (subsection E of this section) also apply (see below).

B. For developed properties located within the Mixed Use Town Center and High School Road zoning districts, a tree removal/vegetation maintenance permit is required for removing any tree eight inches in diameter or greater, measured four and one-half feet above grade. The applicant must demonstrate that the requested removal meets one of the following criteria:

1. The tree is dead, or determined to be hazardous, as certified by an International Society of Arboriculture (ISA) Tree Risk Assessment Qualified (TRAQ) arborist; or
2. The removal is necessary to allow reasonable use or enable permitted construction, and no alternative is feasible; or
3. The removal is necessary to maintain utilities, provide access, or fulfill the terms of an easement or covenant recorded prior to the adoption of the ordinance codified in this chapter.

C. For undeveloped properties within the Mixed Use Town Center and High School Road zoning districts, a tree removal/vegetation maintenance permit is required to remove any tree except trees that are hazardous, dead, fallen, or contributing to an emergency. The tree removal permit will be reviewed for consistency with any applicable provisions of BIMC 18.15.010 that would apply to future development permits.

D. For properties located outside of the Mixed Use Town Center and High School Road zoning districts, a tree removal/vegetation maintenance permit is required for removing more than the number of significant trees allowed without a permit, pursuant to BIMC 16.18.040.B. A permit is required:

1. On a lot that is larger than one acre, a property owner needs an approved permit to remove seven or more significant trees in any 36-month period, up to any retention requirements of subsection E of this section (if applicable).
2. On a lot one acre or less in size, a property owner needs an approved permit to remove four or more significant trees in any 36-month period, up to any retention requirements of subsection E of this section (if applicable).

E. In the R-4.3, R-3.5 and R-2.9 zoning districts, existing single-family residential development, developing single-family residences and vacant parcels shall retain at least 30 tree units per acre, or at least as many tree units as the property had on October 31, 2018, pursuant to BIMC 18.15.010.G. Replanting may be required as described in BIMC 18.15.010.G. (Ord. 2018-19 § 1 (Exh. A), 2018)

#### **16.18.060 General regulations and standards.**

A. While nonnative and invasive species should be kept under control and eradicated if possible, native understory vegetation shall be maintained and land disturbing activity shall be kept to a minimum. Stump pulling and use of heavy equipment is only allowed if the activity will not affect the health of adjacent trees.

B. An applicant shall protect any trees or landscaped area that must be retained during approved tree removal or vegetation maintenance work, pursuant to the protection provisions of BIMC 18.15.010.C.4.

C. Once a portion of a property is cleared, the property owner shall ensure that invasive species do not reestablish or expand into cleared areas.

D. Any tree or vegetation removal or maintenance undertaken without a permit pursuant to this section shall be done to ensure long-term health of the trees or vegetation. A property owner shall follow the ANSI A300 (Part 1 – 2017), Tree, Shrub and Other Woody Plant Management – Standard Practices (Pruning), or 60 percent live-crown ratio, whichever standard is more appropriate for the species.

E. A forest practice permit from the State Department of Natural Resources may be required pursuant to Chapter 76.09 RCW. Failure to obtain a forest practice permit when applicable shall be grounds for denial of all applications for permits or approvals, including building permits and subdivision approvals, relating to nonforestry uses of the land for a period of six years, in accordance with RCW 76.09.060. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.070 Tree removal/vegetation maintenance permit administration and review process.**

A. For activities requiring a permit, the process begins with submission of a complete permit application, usually after discussion of the proposed activity with a member of the planning staff.

B. Tree removal and vegetation maintenance activities shall comply with this chapter's provisions for permits and related regulations. Permits for tree removal/vegetation maintenance may require the planting of replacement trees and/or other city permits such as a site assessment review (Chapter 15.19 BIMC).

C. The planning director shall grant a tree removal/vegetation maintenance permit if the application meets the requirements of this chapter and is consistent with other relevant city codes, including but not limited to Chapters 15.19, 15.20, 16.12, 16.20 and 17.12 BIMC and BIMC 18.15.010. If the tree removal permit application is denied, the decision may be appealed pursuant to BIMC 16.18.110.

D. No work authorized by a tree removal/vegetation maintenance permit shall commence until a permit notice has been posted by the applicant at a conspicuous location on the subject property. The notice shall describe specific plans for tree removal and land disturbing activity and shall remain posted in said location until the authorized tree removal has been completed.

E. Any tree removal/vegetation maintenance permit granted under this chapter shall expire one year from the date of issuance. Upon a showing of good cause, the permit may be extended for six months by the

planning director. Approved tree removal permits shall not be amended without authorization of the planning director.

F. A tree removal/vegetation maintenance permit may be suspended or revoked by the planning director because of incorrect information supplied or any violation of the provisions of this chapter. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.080 After-the-fact tree removal/vegetation maintenance permit.**

A. In response to a report that one or more trees have been removed improperly or vegetation maintenance activity did not comply with requirements of this code, the city's code enforcement officer shall investigate. If in fact the reported activity was legitimate without a permit, no action will be taken. If the reported activity would have been allowed if a permit had been applied for, an after-the-fact tree removal/vegetation maintenance permit shall be issued. The person or persons responsible for unauthorized tree removal shall be made aware of all the conditions for approval and any applicable regulations and remedies. The fee for an after-the-fact permit shall be established by a resolution of the city council.

B. If the reported activity would not have been permitted, entirely or in some particulars, the code enforcement officer, in consultation with the planning director or the city attorney, shall follow the procedures for enforcement and penalty in BIMC 16.18.120. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.090 Mitigation and restoration.**

A. For alterations to or removal of significant trees or vegetation that require a permit under this chapter, the following minimum performance standards for mitigation shall be met when replanting or other mitigation is required; provided, that if the applicant can demonstrate that greater functions or values can be obtained through the application of different standards, these standards may be modified:

1. Historic structural and functional values shall be restored, including water quality and habitat functions;
2. Historic soil types and configuration shall be replicated;
3. The disturbed area shall be replanted with vegetation that replicates the vegetation historically found on the site in species types, sizes, and densities. The historic functions and values should be replicated at the location of the alteration;
4. Any applicable tree retention or replanting requirements shall be met through restoration, if required.

B. Information demonstrating compliance with the requirements of this section shall be submitted to the director. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.100 Performance assurance.**

A. The planning director may require, as a condition for the granting of a permit, that the applicant furnish a performance assurance in a form approved by the planning director, in order to obligate the applicant, after the approved tree removal has been accomplished, to complete all required replanting, erosion control, and cleanup on the property. The surety device shall be in an amount equal to the estimated cost of such services, with surety and conditions satisfactory to the planning director.

B. In order to stay enforcement, the director may choose to enter into a voluntary correction agreement (VCA). This is a civil contract entered between the city and the applicant. The VCA will outline several performance items that will be required within an agreed-upon time frame. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.110 Appeals.**

Appeals of the planning director's decision on a tree removal/vegetation maintenance permit application shall be in accordance with the administrative decision procedures established in Chapter 2.16 BIMC. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.120 Violations, restoration and enforcement.**

A. It is a violation of this chapter for any person to fail to comply with a requirement of this chapter. It is also a violation of this chapter for any person to:

1. Initiate or maintain, or cause to be initiated or maintained, the removal of significant tree(s) or native vegetation within the city without first obtaining permits or authorizations required by this chapter, or in a manner that violates the terms or conditions of such permits or authorizations or this chapter;
2. Misrepresent any material fact in any application, plans or other information submitted to obtain permits or authorizations under this chapter; or
3. Remove or deface any sign, notice, complaint, or order required by or posted in accordance with this chapter.

B. When a significant tree or vegetation has been removed or altered in violation of this chapter, all ongoing development work shall stop, and the significant tree or vegetation shall be restored or replaced. The city shall have the authority to issue a stop work order to cease all ongoing development work, and

order restoration, rehabilitation, or replacement measures at the owner's or other responsible party's expense to compensate for violation of provisions of this chapter.

C. Restoration Plan Required. All development work shall remain stopped until a restoration plan is prepared and approved by the director. Such a plan shall be prepared by a qualified professional using the best available science and shall describe how the actions proposed meet the minimum requirements described in BIMC16.18.090. The director shall, at the violator's expense, seek expert advice in determining the adequacy of the plan. Inadequate plans shall be returned to the applicant or violator for revision and resubmittal.

D. Site Investigations. The director is authorized to make site inspections and take such actions as are necessary to enforce this chapter. The director shall present proper credentials and make a reasonable effort to contact any property owner before entering onto private property.

E. Penalties. Any development or activity carried out contrary to the provisions of this chapter shall constitute a public nuisance and may be enjoined as provided by the statutes of the state of Washington. Enforcement of this chapter and the imposition of penalties for violations of this chapter shall be as provided for in Chapter 1.26 BIMC; provided, that in addition to the civil penalties provided for in BIMC1.26.090, an additional penalty shall be imposed on any person, party, firm, corporation, property owner, or other legal entity who fails to complete a required restoration plan, who conducts any disturbance (including cutting or removing trees or vegetation) in violation of this chapter, or who is otherwise in violation of this chapter.

For such violations, the additional penalty shall be in the amount equal to 200 percent of the cost of restoration as approved under a restoration plan pursuant to subsections B and C of this section for a minor violation. For a major violation, the additional penalty shall be in the amount equal to 200 percent of the cost of restoration as approved under a restoration plan pursuant to subsections B and C of this section, or \$2,500, whichever is greater. The director shall determine whether the disturbance is a minor or major violation. Any person, party, firm, corporation, or other legal entity who knowingly and willfully refuses to complete a required restoration pursuant to subsections C and D of this section shall be guilty of a misdemeanor punishable by not more than 30 days in jail and/or not more than a \$1,000 fine. (Ord. 2018-19 § 1 (Exh. A), 2018)

**16.18.130 Definitions.**

"Applicant" means a person, corporation, or organization that files an application for a land use or development permit with the city: either the owner of the land in question, or the authorized agent of such a person.

“Aquifer recharge protection area (ARPA)” means a portion of a development site comprised of native or equivalent vegetation in which existing vegetation, topography and supporting soils are free of development, uses or activities detrimental to the aquifer recharge of the total site area.

“Arborist” means an individual engaged in the profession of arboriculture who, through experience, education, and related training, possesses the competence to provide for or supervise the management of trees and other woody plants. Must be concurrently an International Society of Arboriculture (ISA) Certified Arborist to perform any role required of a Certified Arborist.

“Arborist, ISA Certified” means an arborist holding a current International Society of Arboriculture (ISA) Certified Arborist credential.

“Arborist, Tree Risk Assessment Qualified (TRAQ)” means an arborist who has successfully completed the International Society of Arboriculture (ISA) TRAQ training course and assessment and holds a valid ISA TRAQ credential.

“Clearing” means the destruction and removal of vegetation by manual, mechanical, or chemical methods.

“Defensible space” means an area either natural or person-made where material capable of causing a fire to spread has been treated, cleared, reduced, or changed to act as a barrier between an advancing wildfire and the loss to life, property, or resources. In practice, “defensible space” is defined as an area a minimum of 30 feet around a habitable structure that is cleared of flammable brush or vegetation.

“Invasive/exotic species” means opportunistic plant species (either native or non-native) that colonize disturbed ecosystems and may come to dominate the plant community in ways that are seen by us as reducing the values provided by the previous plant community.

“Ladder fuels” means fuels which provide vertical continuity between strata, thereby allowing fire to carry from surface fuels into the crowns of trees or shrubs with relative ease. Ladder fuels help initiate and assure the continuation of crowning.

“Land disturbing activity” means any activity that results in a change in the existing soil cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity. Vegetation maintenance practices are not considered land disturbing activity. Stormwater facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

“Low impact development (LID)” means a stormwater and land use management strategy that strives to mimic predisturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration

by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

“Low impact development best management practices (LID BMPs)” means distributed stormwater management practices, integrated into a project design, that emphasize predisturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to: bioretention, rain gardens, permeable pavements, roof downspout controls, dispersion, improvements to soil quality and depth, minimal excavation foundations, vegetated roofs, and water reuse.

“Significant tree” means a: (1) a live evergreen tree 10 inches in diameter or greater, measured four and one-half feet above existing grade; or (2) a live deciduous tree 12 inches in diameter or greater, measured four and one-half feet above existing grade; or (3) in the Mixed Use Town Center and High School Road zoning districts, any live tree eight inches in diameter or greater, measured four and one-half feet above existing grade; or (4) any live trees located within a required critical area or critical area buffer as defined in Chapter 16.20 BIMC.

“Vegetation” means plant matter, including trees, shrubs and ground cover. (Ord. 2018-19 § 1 (Exh. A), 2018)



Department of Planning and Community Development

Memorandum

Date: October 21, 2021  
To: City Council

From: Heather Wright, AICP, Director  
Nicholas Snyder, City Arborist

Subject: Ordinance No. 2021-07 – Updates to Proposed Wildfire Regulations in Chapter 16.18 BIMC (Tree Removal, Forest Stewardship, and Vegetation Maintenance)

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This memo is to address a specific aspect of the proposed revisions to Chapter 16.18 BIMC which are proposed via Ordinance No. 2021-07.

The proposed revisions to BIMC 16.18.040.H.4 and BIMC 16.18.130 as recommended by the Planning Commission would allow an exemption from a permit for tree removals within 5 feet of a structure and thinning to 18 feet between canopies within 30 feet of a structure. These standards are in accordance with Firewise USA standards and the recommendation of the Bainbridge Fire Department (“BIFD”).

A structure is commonly defined as a person-made assemblage of goods (BIMC 18.36.030). As written, property owners could remove trees that are within 30 feet of structures including but not limited to fences, tool sheds, wellhouses, workshops, garages, swimming pools, chicken coops, barns, carports, and even underground septic systems.

Based on City staff’s further work with the BIFD, such a broadly written exemption doesn’t seem to meet the intent of the proposed regulations. Staff has worked with the Chief and Deputy Chief at BIFD to refine the characterization of the types of structures that the BIFD will typically expend resources on to save in a wildfire situation. Staff is recommending that the term “habitable structures” be used, which includes homes, ADUs, and garages.

City staff is recommending that the term “habitable structure” be used in the proposed regulations. For ease of reference, the word “habitable” is highlighted in green in Exhibit A to Ordinance No. 2021-07. Based on the Council’s direction, staff will prepare the ordinance for Council action at a future meeting (November 9, 2021) accordingly.



## Planning Commission Special Meeting September 9, 2021

### Meeting Minutes

#### 1) **CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW**

Chair McCormick Osmond called the meeting to order at 6:00 PM. Commissioners in attendance were Vice-chair Joe Paar, William Chester, Lisa Macchio, Sarah Blossom, Ashley Mathews and Yesh Subramanian. City Staff in attendance were Planning & Community Development Director Heather Wright, Planning Manager David Greetham, Engineering Manager Paul Nylund, Senior Planner Kelly Tayara and Administrative Specialist Jane Rasely who monitored recording and prepared minutes.

The Land Acknowledgement was read. The agenda was reviewed. There were not any conflicts disclosed.

#### 2) **PLANNING COMMISSION MEETING MINUTES**

2.a Meeting Minutes from August 12 and September 2, 2021.

[Cover Page](#)

[Planning Commission Meeting Minutes DRAFT 081221.pdf](#)

[Planning Commission Meeting Minutes DRAFT 090221.pdf](#)

**Motion: I move to approve the meeting minutes from August 12 and September 2, 2021**

**Mathews/Chester: Passed Unanimously**

#### 3) **PUBLIC COMMENT**

None.

#### **PUBLIC HEARING**

[Public Hearing on proposed amendment to BIMC Chapter 16.18. Tree Removal, Forest Stewardship and Vegetation Maintenance RE: Permit exemption for defensible space wildfire mitigation activities \(Ordinance No. 2021-07, Exhibit A\)](#)

[Cover Page](#)

[Ordinance No. 2021-07 Wildfire Mitigation Aug 12 PC](#)

[Ex\\_A\\_Ordinance\\_2021-07\\_Sept\\_2021.docx](#)

Planning Manager David Greetham provided a review of proposed changes to the Tree and Vegetation Code.

Public Hearing was opened at 6:08 PM.  
There was not any public comment.  
Public Hearing was closed at 6:09 PM.

**Motion: I make a motion that we approve all of the discussed changes that come from, I think, the majority of Katy's points, the additions you have made, potentially a review of the checklist that Lisa suggested and any of the other references that Chief Teran as well as David had made. There's a bunch of things we've discussed, but put all that in, I make a motion to move forward.**

**Subramanian/Paar: Passed Unanimously**

**4) UNFINISHED BUSINESS**

4.a Planning Commission Deliberation & Recommendation on Wintergreen Townhomes Subdivision, Site Plan Review and Conditional Use Permit Adjustment (PLN51836 SUB SPR CUPA)

Cover Page

Wintergreen SUB\_SPR\_CUPA Staff Report\_PC Revised 31AUG2021.pdf

51836 SPR CUPA SUB Public Comment.pdf

REVISED Wintergreen Prelim Plat Dwgs 20210831

Preliminary Plat Drawings 20210325

SITE PLAN Depicting Affordable Units

REVISED Renderings 083121

Renderings 20210521

3 Story 1&2 BR Plan 20210831

2 Story 1&2 BdRm Plan 20210831

Wintergreen Townhomes Schematic Landscape 20210628

Wintergreen Landscape Rendering 20210628

UTILITY PLAN

Civil Plan sheet 4 dated 16MAR2021.pdf

SEWER CONNECTION PLAN

Soil Map 20201204

Wintergreen SEPA Environmental Checklist

Trip Generation Memo

Design for Bainbridge Worksheet with Applicant's Response 06142021

Design for Bainbridge Worksheet Final by DRB 20210621

Aerial Photo with 25' setback

Building Height 20210827

305-Wintergreen Cross Section

Income Limits

Environmental Noise Study 20210206

Noise Barrier Fencing

Comprehensive Plan affordable housing provisions from Applicant

Background 17734 HEX Decision

Background HEX Reconsideration

Relationship of the Visconsi to Wintergreen Approval

Visconsi Sepa checklist staff comment 20130424

Visconsi Final Plat Set Sheets C-1-5, 20130909

Visconsi Final Plan Set Sheets L-1, 2, 3, 4, 5, 10, 12 20130909

VISCONSI MDNS 20131122

GIS Aerial 2018 25' and 50' from SR305  
Comments from Joe Dunstan 20210829  
EMAIL from Joe Dunstan re: Final DRB thoughts RE wintergreen project 20210829  
EMAIL from Joe Dunstan re: Wintergreen setback correction for PC meeting  
Sept 2 - 7 Corr involving public, DRB Chair and member, Councilmember, and Planning Commissioner.pdf  
Corr from applicant dated 07SEP2021.pdf  
07SEP2021 Corr between Planning Director and Planning Commissioner.pdf  
Sept 6-8, 2021 Corr between City Planner and Planning Commissioners.pdf  
Community Space Management and Maintenance Plan submitted 08SEP2021.pdf  
08SEP2021 Corr between Planning Commissioners and Planning Director.pdf  
08SEP2021 Corr from applicant 2 with three attachments.pdf  
Public comment received since 16AUG2021.pdf

### **Public Comment**

Ron Peltier - Stated he thought it was a great site for affordable housing but there were too many units being proposed for the site.

Helen Stone - Stated she was a resident of Ferncliff Village and without affordable housing, she would not be able to live here and that there was a disconnect between what the Comprehensive Plan says the community wants and what is acted upon by those who are in a position to do so.

Dawn Janow - Supported the statement Ms. Stone made and said if this project didn't pass, what project would?

Michael Cyger - Supported the statement Ms. Stone made and said this was a tremendous opportunity for the city to come together and they had to trust staff and their review.

Greg Spils - Supported Ms. Stone's statements and spoke about the ambiguity around the setback and wondered why that was a reason to kill the project.

Mike Spence - Stated support for the project and spoke about the loss of students in the schools and the lack of teacher applications in recent years because of the cost of housing. He said affordable housing would go a long way to promoting diversity in the schools.

Lisa Neal - Asked the Planning Commission to consider snide comments she said the applicant had made over the past year. She stated she didn't want the Planning Commission to be fooled that this project was about anything other than money. She thought it was unfair to build units for people at certain income levels and think that they are not entitled to the same environmental and quality of life protections that everyone else received when something was built.

Phedra Elliott - Thanked the Planning Commission for continuing to discuss this and working hard to get to, "Yes."

The Planning Commission provided staff a list of items they were hoping to have more information about at the next meeting.

### **5) PLANNING DIRECTOR'S REPORT**

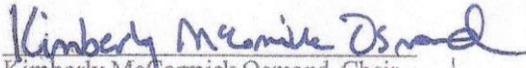
Planning & Community Development Director Heather Wright provided an update on items of interest to the Planning Commission.

6) **FOR THE GOOD OF THE ORDER**

7) **ADJOURNMENT**

Meeting was adjourned at 9:21 PM.

  
Jane Rasely, Administrative Specialist

  
Kimberly McCormick Osmond, Chair



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (8:35 PM) Respond to Council Request to Discuss Increased Density Bonus for Affordable Housing Development on Property Owned by Religious Organizations,

**SUMMARY:** The purpose of this agenda item is for the City Council to:

- Review the requirements of RCW 36.70A.545 related to an increased density bonus for affordable housing located on property owned or controlled by religious organizations.
- Review existing City affordable housing regulations and regulations and programs that other jurisdictions have developed to implement RCW 36.70A.545.
- Refer this topic to the Planning Commission with direction for the Commission to work with City staff to prepare regulations via an ordinance to implement RCW 36.70A.545.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** First Motion: I move to refer this topic to the Planning Commission to work with City staff to prepare an ordinance to effectuate what is intended by RCW 36.70A.545, including to develop implementing regulations consistent with local needs.

Second Motion: I move to direct the Planning Commission, in working with City staff to prepare an ordinance to effectuate RCW 36.70A.545, to do so based on the following City Council direction:

- That the starting point for deliberations is to double the existing affordable housing density bonuses described in BIMC 18.12.030 and BIMC 18.21.030;
- That the regulations are clear that projects which are processed pursuant to RCW 36.70A.545 must meet all applicable land use and environmental regulations; and
- That the regulations include a requirement that the property(ies) at issue have sufficient carrying capacity to support the development, including as relates to utilities (e.g., water, sewer, and/or septic), and other services.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** As described in more detail in the staff memorandum attached with this agenda item, the Washington State Legislature in 2019 approved Substitute House Bill (SHB) 1377 which would facilitate affordable housing projects on properties owned or controlled by eligible religious organizations. The law facilitates affordable housing development by requiring a density bonus, subject to certain conditions. Although current City affordable housing regulations allow a certain amount of affordable housing on properties owned or controlled by religious organizations, including via a density bonus, it is recommended that the City enact regulations to implement the purpose and intent of the 2019 legislation. The applicable state law provision is RCW 36.70A.545 (see attached). Such development is supported by the City's Comprehensive Plan, specifically Housing Element Policy HO 3.4.

The City Council has requested to discuss this topic because at least one religious organization has expressed interest to the City in potentially pursuing an affordable housing project under what is provided for in RCW 36.70A.545.

**ATTACHMENTS:**

[Staff Memo - Density Bonus for Affordable Housing for Religious Organizations.docx](#)

[RCW 36.70A.545 Increased density bonus for affordable housing located on property owned by a religious organization.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Department of Planning and Community Development

## Memorandum

Date: October 22, 2021

To: City Council  
via Blair King, City Manager

From: Jennifer Sutton, AICP Senior Planner  
Heather Wright, AICP Director  
Joe Levan, City Attorney

Subject: Discuss Increased Density Bonus for Affordable Housing Development on Property Owned or Controlled by Religious Organizations

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### I. MEETING PURPOSE

The purpose of tonight's City Council discussion is to:

- Review the requirements of [RCW 36.70A.545](#) related to an increased density bonus for affordable housing located on property owned or controlled by religious organizations.
- Review existing City affordable housing regulations and regulations and programs that other jurisdictions have developed to implement [RCW 36.70A.545](#).
- Refer this topic to the Planning Commission with direction for the Commission to work with City staff to prepare regulations via an ordinance to implement [RCW 36.70A.545](#).

### II. Background

In 2019, the Washington State Legislature enacted Substitute House Bill (SHB) 1377 to facilitate the development of affordable housing projects on property owned or controlled by religious organizations. As above referenced, the applicable state law provision is [RCW 36.70A.545](#). The law facilitates affordable housing development by requiring a density bonus, subject to certain conditions. Such development is supported by the City's Comprehensive Plan, specifically [Housing Element Policy HO 3.4](#). The City Council is considering this topic at this time because at least one religious organization has expressed interest to the City in potentially pursuing an affordable housing project under this relatively new law.

Although current City affordable housing regulations allow a certain amount of affordable housing on properties owned or controlled by religious organizations, including via a density bonus, [RCW 36.70A.545](#) states, in part, that applicable cities and counties "must allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multifamily residence located on real property owned or controlled by a religious organization provided that ..." certain requirements are met. The law requires an increased density bonus as described, but it does not specify the amount of such an increase, nor in which zoning areas in the City that such an increase must occur. Based on research and analysis conducted by the City

Attorney, it is recommended that the City adopt regulations via an ordinance to implement the purpose and intent of [RCW 36.70A.545](#), including to provide clarity on how such development will be “consistent with local needs” as provided for in [RCW 36.70A.545](#).

### III. Other Cities Respond to SHB 1377

The City asked the [Municipal Research Service Center](#) to research if any other jurisdictions have taken action to adopt regulations in response to SHB 1377. The following is a summary of information that City staff has gathered to date:

Bellevue: The City of Bellevue is currently considering regulations to respond to SHB 1377. The draft regulations propose a 50% density bonus for eligible properties. Bellevue has an existing 15% density bonus for affordable housing. Base density in Bellevue ranges between 1.2 to 45 units per acre. The City of Bellevue Planning Commission held a public hearing on this proposal on [September 22, 2021](#). Based on feedback from the nonprofit development community, the Planning Commission recommended that the proposed amount of bonus density did not go far enough. The Bellevue City Council is likely to discuss this topic in November.

Seattle: In June 2021, the City Council approved Council Bill 120081 with amendments, implementing proposed legislation to provide a development bonus for affordable housing on religious organization property. The legislation became effective in August 2021. (See, <https://www.seattle.gov/opcd/ongoing-initiatives/affordable-housing-on-religious-organization-property>).

Kenmore: Kenmore’s program ([KMC 18.110.020.C.3](#)) applies in zones with base density ranging between 4-48 units per acre. In considering a request for an increased density bonus for affordable housing located on property owned or controlled by a religious organization per RCW [36.70A.545](#), a density bonus for a project providing moderate-income affordable housing units shall not exceed the maximum density allowed by the zoning district of the subject property. To achieve a greater density bonus, the project shall provide a significant proportion of low-or very-low income affordable housing units. Kenmore grants between 1-2 bonus density units for every unit of affordable housing.

Wenatchee: Wenatchee’s program [[WMC 10.46.110\(3\)\(b\)](#)] is open-ended and appears to apply city-wide. Additional density may be granted for affordable housing pursuant to the new state law requirements when local needs can be demonstrated to be compliant with the comprehensive plan. Base density in residential zones in Wenatchee range between 4-40 units per acre. Base density in mixed use zones ranges between 2.1-9.0 Floor Area Ratio.

### IV. Existing City Affordable Housing Programs

Current City affordable housing regulations include the use of density bonuses. Since 2005, the City has had a voluntary inclusionary zoning program which grants bonus density in exchange for providing affordable housing units. This voluntary inclusionary zoning program has not been used to date to produce any affordable housing units in the Mixed Use Town Center/High School Road or Neighborhood Center zones. In the less dense residential zones, there have been two single-family lots created through the bonus density provisions of [BIMC 18.21.0.30](#). Homes have not yet been constructed on the lots.

Currently, the Wintergreen subdivision housing project in the High School Road 1 zone is under review and is planned to utilize the affordable housing bonus density provisions of [BIMC 18.12.030.E.1](#).

The voluntary inclusionary zoning program regulations are described below.

Residential Zones

In the less-dense residential zones, the affordable housing provisions are set forth in [Chapter 18.21 BIMC](#), as excerpted below:

[18.21.030 Optional residential density bonus for affordable housing.](#)

A. Applicability. This section applies to all land use applications, except the following: (1) the construction of one single-family dwelling on one lot that can accommodate only one dwelling based upon the underlying zoning designation, (2) the Mixed Use Town Center and the High School Road districts (provisions for these zones are contained in BIMC [18.12.030.E](#)), (3) neighborhood centers (NCs) (provisions for this zone are contained in BIMC [18.12.030.D](#)), and (4) the critical areas overlay districts identified in the comprehensive plan, which are not eligible for density bonuses.

B. Rental Affordable Housing. Density for land subject to the provisions of this section may be increased by up to 50 percent above the underlying base density when each of the additional units is provided for households whose incomes are at or below low income.

C. For-Purchase Affordable Housing. Density for land subject to the provisions of this section may be increased above the base density by the following amounts:

1. Up to a maximum of 50 percent above the underlying base density when each of the additional units or residential building lots is provided for households whose incomes are at or below low income.
2. Up to a maximum of 40 percent above the underlying base density when each of the additional units or residential building lots is provided for households whose incomes are at or below moderate income.
3. Up to a maximum of 20 percent above the underlying base density when the first 10 percent of the housing units are affordable to households with incomes at or below moderate income. The remaining 10 percent may be affordable to households whose incomes are at or below middle income.

D. Summary Table. The provisions of subsections B and C of this section are summarized in Table 18.21.

Table 18.21: Affordable Housing Density Bonus Provision Summary

Affordable Housing – Optional For Purchase	For Rent
Up to 50% density bonus if each of the bonus units are affordable to households whose incomes are at or below low income.	Up to 50% density bonus when each of the bonus units is affordable to households with incomes at or below low income.
Up to a 40% density bonus if each of the bonus units are affordable to households whose incomes are at or below moderate income.	
Up to a maximum of 20% above the underlying base density when the first 10% of the housing units are affordable to households with incomes at or below moderate income. The remaining 10% may be affordable to households whose incomes are at or below middle income.	

Winslow Mixed Use Zones

In the Mixed Use Town Center (“MUTC”) and High School Road districts, where floor area ratio (“FAR”) is used instead of units per acre for development potential, the affordable housing incentive provisions are set forth in [BIMC 18.12.030.E.1](#), as excerpted below.

[E. Bonus Density in Winslow Mixed Use and High School Road Districts](#). Eligible properties may 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.

a. FAR Bonus. Up to 100 percent of the maximum residential FAR bonus 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.	<p>Must comply with following ratios:</p> <p>(a) 100 percent of bonus for all moderate; OR</p> <p>(b) 0.2 of bonus for extremely low, very low, or low income groups;</p> <p>0.5 of bonus for moderate income group; and</p> <p>0.3 of bonus for middle income group.</p>	<p>Must comply with following ratios:</p> <p>0.1 of bonus for extremely low, very low or low income groups;</p> <p>0.6 of bonus for moderate income group; and</p> <p>0.3 of bonus for middle income group.</p>

## Neighborhood Centers

In the Neighborhood Center (“NC”) zone, the affordable housing provisions are set forth in [BIMC 18.12.030.D.2 & 5](#), as excerpted below.

[D. Bonus Density in NC District](#). Bonus density shall be available in the NC district as follows:

2. Three units per acre with the provision of affordable housing, in accordance with the provisions of Chapter [18.21](#) BIMC; or ... (APPLIES TO ISLAND CENTER & ROLLING BAY NC AREAS)
5. Five units per acre with public water and sewer and the provision of affordable housing in accordance with Chapter [18.21](#) BIMC; or ... (APPLIES TO LYNWOOD CENTER NC AREA)

## V. NEXT STEPS:

Because the regulations at issue fall within the scope of regulations considered by the Planning Commission, City staff recommends that the City Council refer this matter to the Planning Commission and direct the Commission to work with City staff to prepare an ordinance to effectuate what is intended by [RCW 36.70A.545](#).

City staff recommends that the Council’s referral to the Planning Commission include the following direction:

- That the starting point for deliberations is to double the existing affordable housing density bonuses described in BIMC 18.12.030 and BIMC 18.21.030;
- That the regulations are clear that projects which are processed pursuant to [RCW 36.70A.545](#) must meet all applicable land use and environmental regulations; and
- That the regulations include a requirement that the property(ies) at issue have sufficient carrying capacity to support the development, including as relates to utilities (e.g., water, sewer, and/or septic), and other services.

## RCW 36.70A.545

### Increased density bonus for affordable housing located on property owned by a religious organization.

(1) Any city or county fully planning under this chapter must allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multifamily residence located on real property owned or controlled by a religious organization provided that:

(a) The affordable housing development is set aside for or occupied exclusively by low-income households;

(b) The affordable housing development is part of a lease or other binding obligation that requires the development to be used exclusively for affordable housing purposes for at least fifty years, even if the religious organization no longer owns the property; and

(c) The affordable housing development does not discriminate against any person who qualifies as a member of a low-income household based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or mental or physical disability; or otherwise act in violation of the federal fair housing amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

(2) A city or county may develop policies to implement this section if it receives a request from a religious organization for an increased density bonus for an affordable housing development.

(3) An affordable housing development created by a religious institution within a city or county fully planning under RCW 36.70A.040 must be located within an urban growth area as defined in RCW 36.70A.110.

(4) The religious organization developing the affordable housing development must pay all fees, mitigation costs, and other charges required through the development of the affordable housing development.

(5) If applicable, the religious organization developing the affordable housing development should work with the local transit agency to ensure appropriate transit services are provided to the affordable housing development.

(6) This section applies to any religious organization rehabilitating an existing affordable housing development.

(7) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing structure in which one hundred percent of all single-family or multifamily residential dwelling units within the development are set aside for or are occupied by low-income households at a sales price or rent amount that may not exceed thirty percent of the income limit for the low-income housing unit;

(b) "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the affordable housing development is located; and

(c) "Religious organization" has the same meaning as in RCW 36.01.290.

[ 2019 c 218 § 3.]



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:55 PM) Confirm Reappointment of Judge Sara McCulloch as Municipal Court Judge and Authorize the City Manager to Execute an Associated Employment Agreement (\$90,307 per year) - Executive,

**SUMMARY:** Judge Sara McCulloch's current term as Bainbridge Island Municipal Court Judge will expire on December 31, 2021. This item is for the City Council to confirm the reappointment of Judge McCulloch as Municipal Court Judge for another 4-year term, and to authorize the City Manager to execute an associated employment agreement for years 2022-2025. Pursuant to BIMC 2.20.030, the municipal court judge shall be appointed by the city manager, subject to confirmation by the City Council.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to confirm the reappointment of Sara McCulloch as Municipal Court Judge and authorize the City Manager to execute an associated employment agreement for years 2022-2025 in substantially the form as included with this agenda item.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The term of a Municipal Court Judge as set forth in RCW 3.50.040 is four years. In response to a Request for Qualifications, Sara McCulloch was initially appointed to a four-year term beginning January 1, 2014. She was reappointed to a second four-year term on January 1, 2018, and her current term will expire on December 31, 2021.

Pursuant to BIMC 2.20.030, the Municipal Court Judge shall be appointed by the City Manager, subject to confirmation by the City Council. Appointments shall be made on or before December 1st of the year preceding the year in which the term commences. The City Manager has interviewed Judge McCulloch and is reappointing her for another four-year term. This agenda item is for the Council to confirm the reappointment and to authorize the City Manager to execute the associated employment agreement with Judge McCulloch.

No firm pattern and practice has been established for consideration of the appointment of the municipal court judge at the City of Bainbridge Island. Other than the qualifications of being an attorney, admitted to practice law in the state of Washington, and that the person be a citizen of the United States of America and the state of Washington, there are no other formal job requirements. The City of Bainbridge Island has not adopted a job description for the municipal judge.

Because the Municipal Court Judge position is a term-limited position and compensation is established by the Administrative Office of Courts, an employment agreement has been used to establish terms of employment. The attached employment agreement is recommended and is consistent with the compensation and benefits offered to other unrepresented managerial positions within the City of Bainbridge Island. The terms of employment in the contract attached with the agenda item are substantially similar to the current employment agreement.

Based upon the interview of Sara McCulloch and her understanding of the community, the city manager is appointing Ms. McCulloch to a four-year term in accordance with BIMC 2.20.030.A. & B.

With regard to the appointment process, the expiration of the incumbent's term was brought to the city manager's attention in the past several weeks. In fact, based upon verbal information, the new city manager believed that the term expired December 31, 2022, a year into the future. With the totality of the work load, and due to the lateness of this matter, for all practical purposes there is insufficient time to conduct a request for qualifications without compromising other higher priority tasks. As a general principle, it is desirable to establish a pattern and practice of requesting qualifications prior to the end of the term and to invite qualified candidates, including the incumbent, to submit qualifications. This was not possible this appointment cycle. The possibility of a provisional confirmation to allow for a solicitation was reviewed with the City Attorney. However, the appointment is for four years and the judge can only be removed upon conviction of misconduct or malfeasance in office.

**ATTACHMENTS:**

[Municipal Court Judge Employment Agreement - 2022-2025.docx](#)

**FISCAL DETAILS:** This contract change was considered in the 2022 budget modification ordinance No. 2021-27 which is scheduled for public hearing on October 26, 2021.

**Fund Name(s):**

**Coding:**

**MUNICIPAL COURT JUDGE EMPLOYMENT AGREEMENT  
FOR YEARS 2022-2025**

**THIS MUNICIPAL COURT JUDGE EMPLOYMENT AGREEMENT** (“Agreement”) is made and entered into by and between the City of Bainbridge Island, Washington, a municipal corporation of the State of Washington (“City”), and Sara McCulloch (“Municipal Court Judge”).

**WHEREAS**, the City is a municipality organized under the laws of the State of Washington; and

**WHEREAS**, the City Manager, as the chief administrative official of the City, appoints the Municipal Court Judge, and the City Council confirms the Municipal Court Judge; and

**WHEREAS**, the City Manager has reappointed Sara McCulloch as the Municipal Court Judge for a term of four years in accordance with and under Bainbridge Island Municipal Code (“BIMC”) Chapter 2.20, subject to confirmation by the City Council; and

**WHEREAS**, the City recognizes the Bainbridge Island Municipal Court as an independent branch of government. Nothing in this contract is intended to be inconsistent with the Washington Constitution, state law, or municipal law governing the judicial branch of government; and

**WHEREAS**, the City desires to provide certain benefits, establish certain conditions of employment, and set the general working conditions for the Municipal Court Judge; and

**WHEREAS**, Sara McCulloch desires to continue her employment as Municipal Court Judge for the City in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained the parties agree as follows:

**1. DUTIES**

A. The City agrees to continue to employ the services of the Municipal Court Judge to preside over the Municipal Court in accordance with Chapter 2.20 BIMC and Chapter 3.50 RCW.

B. The Municipal Court Judge agrees to continue her employment and act as the Municipal Court Judge for the City and to perform her duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and to comply with all general rules and regulations established by the State of Washington and the City.

C. The Municipal Court Judge declares that she is qualified to serve as a Municipal Court Judge in that she is a citizen of the United States and of the State of Washington, and an attorney admitted to practice law before the courts of record of the State of Washington.

- D. The Municipal Court Judge shall abide by the Code of Judicial Conduct and Washington State Court Rules.

**2. STATUS AND TERM**

- A. The Municipal Court Judge shall be reappointed for a four-year term, commencing January 1, 2022, and terminating December 31, 2025, unless otherwise amended by the parties.
- B. The position of Municipal Court Judge is fifty percent of a full-time equivalent (part-time) appointed position.

**3. JUDGE’S RIGHT TO RESIGN OR TERMINATE AGREEMENT**

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Municipal Court Judge to resign and terminate this Agreement at any time, subject only to the provisions set forth in Section 8 of this Agreement.

**4. SALARY**

Reflecting the fact that the position of Municipal Court Judge is part-time, the City agrees to pay the Municipal Court Judge a salary of fifty percent (50%) of 95% of a Washington State District Court Judge’s salary, as adjusted on July 1 of each year by the Washington Citizen’s Commission on Salaries for Elected Officials, payable in equal installments at the same time as other employees of the City. As of the Effective Date of this Agreement on January 1, 2022, the Municipal Court Judge will be receiving a monthly salary of Seven Thousand Five Hundred Twenty-Five Dollars and Fifty-Eight Cents (\$7,525.58).

**5. BENEFITS**

- A. The Municipal Court Judge shall not have a car allowance; however, a City vehicle will be available for trips over fifty (50) miles in total distance. If the Municipal Court Judge uses her own vehicle for trips related to City business, the City shall reimburse the Municipal Court Judge for such use in accordance with the then-current IRS approved mileage rate.
- B. The City shall provide the Municipal Court Judge with a cell phone. The Municipal Court Judge shall use said cell phone in accordance with City policies regarding such use.
- C. The City shall pay fifty percent (50%) of the medical insurance premiums for the Municipal Court Judge. The City shall pay fifty percent (50%) of the medical insurance premiums for the Municipal Court Judge’s spouse and dependents.
- D. The City shall make available to the Municipal Court Judge, her spouse, and her dependents the same dental insurance and vision plan that is provided to non-represented employees of the City. The City shall pay fifty percent (50%) of the premiums for said dental

insurance plan and one hundred percent (100%) of the premiums for said vision plan for the Municipal Court Judge, her spouse, and her dependents.

E. The City shall make available to the Municipal Court Judge, her spouse, and her dependents the same Employee Assistance Plan that is made available to non-represented employees of the City, provided the Municipal Court Judge is covered by a City-sponsored medical insurance program. The City shall pay one hundred percent (100%) of the premiums for said Employee Assistance Plan for the Municipal Court Judge, her spouse, and her dependents.

F. The City shall pay one hundred percent (100%) of the premium for term life insurance in the amount of Forty Thousand Dollars (\$40,000.00). The Municipal Court Judge shall name the beneficiary(ies) of said term life insurance. The Municipal Court Judge shall have the option to purchase additional life insurance if desired.

G. The City shall pay one hundred percent (100%) of the premiums for long-term disability insurance for the Municipal Court Judge with no more than a 90-day elimination period.

## **6. RETIREMENT**

The Municipal Court Judge is enrolled in the Public Employee Retirement System of Washington (“PERS”) and the City shall make all legally required City contributions for the Municipal Court Judge’s participation in said system. The Municipal Court Judge shall be responsible for paying all legally required employee contributions for the Municipal Court Judge’s participation in said retirement system.

In addition to base salary paid by the City to the Municipal Court Judge, the City agrees to pay a match of up to one hundred dollars (\$100) per month into an Internal Revenue Service Code Section 457 plan program in accordance with the City’s usual payroll schedule.

## **7. VACATION, SICK, AND MANAGEMENT LEAVE**

The Municipal Court Judge shall accrue prorated vacation leave based on years of service as provided in the City’s Employee Manual. The Municipal Court Judge is entitled to accrue all unused vacation leave, up to a maximum of three-hundred twenty (320) hours. Upon termination of employment, accrued but unused vacation leave shall be paid to the Municipal Court Judge.

The Municipal Court Judge shall accrue prorated sick leave at a rate of four (4) hours per month. The Municipal Court Judge is entitled to accrue all unused sick leave, up to a maximum of one-thousand forty (1,040) hours. Upon termination of employment for any reason, any accrued unused sick leave shall be forfeited and shall not be paid in cash.

On January 1 of each year, the Municipal Court Judge shall be credited with twenty-four (24) hours of management leave, which may not be carried over annually.

## **8. RESIGNATION AND TERMINATION**

- A. The Municipal Court Judge may resign at any time, with or without cause, and shall give the City at least thirty (30) days' advance written notice of the effective date of her resignation.
- B. The Municipal Court Judge shall be removed only by action of the Commission of Judicial Conduct and the Supreme Court as provided in Article IV, Section 31 of the Washington Constitution and in accordance with BIMC 2.20.150 and RCW 3.50.095.
- C. It is understood that after notice of termination or resignation in any form, the Municipal Court Judge and the City will cooperate to provide for an orderly transition.

## **9. HOURS OF WORK**

The Municipal Court Judge shall be available as needed to provide the Municipal Court services in accordance with Chapter 2.20 BIMC and Chapter 3.50 RCW. The parties recognize that the Municipal Court Judge will be exempt from the provisions relating to overtime payment and compensatory time under the Fair Labor Standards Act.

## **10. PROFESSIONAL DEVELOPMENT**

The City shall budget and pay for the professional dues and subscriptions of the Municipal Court Judge and associated costs (including travel, lodging, and meal expenses) reasonably necessary for her continuation and full participation in regional, state, and local associations and organizations that are necessary and desirable for her continued professional participation, growth, and advancement and in order to better serve the interests of the City.

## **11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The City Manager may fix in writing any such other terms and conditions of employment, as the City Manager may determine from time to time, relating to the performance of the Municipal Court Judge, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal, state, or local law. All provisions of the Bainbridge Island Municipal Code, City ordinances, City regulations, City rules, and the Employee Manual, as they now exist or hereafter may be amended, shall also apply to the Municipal Court Judge as they would to other employees of the City, except as may be specifically agreed upon herein.

## **12. INDEMNIFICATION**

Beyond that required under federal, state, or local law, the City shall defend, hold harmless, and indemnify the Municipal Court Judge against any tort, professional liability claim, demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Municipal Court Judge's duties or resulting from the exercise of judgment or discretion in connection with the performance of program duties or

responsibilities, unless the act or omission involved willful or wanton conduct. The Municipal Court Judge may request, and the City shall not unreasonably refuse to provide, independent legal representation at the City's expense. Legal representation, provided by the City for the Municipal Court Judge, shall extend until a final determination of the legal action, including any appeals brought by either party. The City shall indemnify the Municipal Court Judge against any and all losses, damages, judgments, interest, settlements, fines, court costs, and other reasonable costs and expenses of legal proceedings, including reasonable attorneys' fees and any other liabilities incurred by, imposed on, or suffered by the Municipal Court Judge in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties. Any settlement of any claim must be made with prior approval of the City in order for indemnification, as provided in this section, to be available. The Municipal Court Judge recognizes that the City shall have the right to compromise and settle any claim or suit arising out of, or in connection with, the performance of the Municipal Court Judge's duties.

### **13. MISCELLANEOUS PROVISIONS**

A. Paragraph Headings. The headings in this Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any of the provisions of the Agreement.

B. Provisions Severable. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

C. Rights and Remedies. The rights and remedies provided in this Agreement are cumulative, and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Agreement are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

D. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.

E. Governing Law and Venue. This Agreement shall be construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

F. Preparation of Agreement. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of this document.

G. No Waiver. No waiver of any breach by either party of the terms of this Agreement shall be deemed a waiver of any subsequent breach of the Agreement.

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

I. Amendment. No amendment of this Agreement shall be effective unless the amendment is in writing, signed by each of the parties.

J. Notices. All notices and demands of any kind which either party hereto may be required or desires to serve upon the other party under the terms of this Agreement shall be in writing and shall be served upon such other party by personal service, by leaving a copy of such notice or demand at the address hereinafter set forth, whereupon service shall be deemed complete, or by mailing a copy thereof by certified or registered mail, airmail if the address is outside the state in which the same is mailed, postage prepaid, with return receipt requested, addressed as follows:

**To the City:**

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

**To the Municipal Court Judge:**

Honorable Sara McCulloch  
PO Box 151  
Rolling Bay, WA 98061

In case of service by mail, it shall be deemed complete on the day of actual delivery as shown on the addressee's registry of certification receipt or at the expiration of the third day after the date of mailing, whichever first occurs. The addresses to which notices and demands shall be delivered or sent may be changed from time to time by notice served as hereinabove provided by either party upon the other party.

K. Appropriations. No commitment of public funds will be made prior to the approval of this Agreement. The terms of this Agreement are contingent upon sufficient appropriations being made by the City Council for the performance of this Agreement. If the City Council determines that there will be insufficient funds available for the performance of this agreement, the City Council shall provide 90 days' notice to the Municipal Court Judge and engage in good faith efforts to renegotiate this contract. If sufficient appropriations are not made after the required notice and efforts to renegotiate, this Agreement shall terminate. Termination of this Agreement does not result in the removal of the Municipal Court Judge. Termination pursuant to the terms of this Agreement shall not result in any claim for payment or damages by the Municipal Court Judge or the City. The City's decision as to whether sufficient appropriations are available shall be accepted by the Municipal Court Judge and shall be final.

L. Effective Date. The effective date of this Agreement (“Effective Date”) shall be January 1, 2022.

**IN WITNESS WHEREOF**, the City has caused this Agreement to be signed and executed on its behalf by the City Manager and the Municipal Court Judge has signed and executed this Agreement, both in duplicate, as of the later of the signature dates included below.

**MUNICIPAL COURT JUDGE**

**CITY OF BAINBRIDGE ISLAND**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Sara McCulloch, Municipal Court Judge

Blair King, City Manager



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (9:00 PM) Authorize Mayor to Sign a Letter to City of Glasgow Requesting a Meeting with a Member from the Climate Change Advisory Committee,

**SUMMARY:** John Kydd, a member of the Climate Change Advisory Committee, has asked for the attached letter to the City of Glasgow to authorize him to meet with their climate action plan representatives when he is attending a conference at the end of October.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Authorize Mayor to sign a letter to City of Glasgow requesting a meeting with John Kydd, from the Climate Change Advisory Committee.

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Letter to City of Glasgow.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



October 26, 2021

Dear Colleague,

This letter certifies that John Kydd, a member of the City of Bainbridge Island's Climate Change Advisory Committee, will be in Glasgow during COP 26. If possible, John would like to meet with city climate personnel to secure more details on your impressive Climate Action Plan. Our city has much to learn from yours, and we hope that some time could be spared to address the questions he will be bringing and to learn more about how you implemented some of your programs. John is prepared to do video interviews regarding projects we may seek to emulate here since video can inspire more than text. If this contact is possible, would you advise who John could confer with by email or Zoom before he departs at the end of October so meetings could be arranged?

In closing, our city congratulates you and your municipality for the tremendous effort you have made to address climate change and to host this critical global meeting.

Best regards,

Rasham Nassar  
Mayor of the City of Bainbridge Island on behalf of the City Council



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** October 26, 2021

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (9:05 PM) Authorize Letter Requesting Full Return of Washington State Ferry Service to 2019 Levels,

**SUMMARY:** Council will discuss the attached letter requesting that the Washington State Ferry system return to 2019 service levels.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** I move to authorize \_\_\_\_\_ to sign the letter requesting full return of Washington State Ferry service to 2019 levels.

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Letter to WSF Requesting Restoration of Service Levels for CC 10262021.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



November 9, 2021

Roger Millar  
Secretary of Transportation  
Washington State Department of Transportation

Patty Rubstello  
Assistant Secretary – Washington State Ferries  
Washington State Department of Transportation  
*Via Email*

Dear Mr. Millar and Ms. Rubstello,

On behalf of the City Council and the community of Bainbridge Island, I am reaching out to you today with two important requests regarding ferry service to our island. As you are aware, the state ferry system has recently moved to a new schedule, through which there is frequently only one ferry in operation on the Bainbridge Island – Seattle run. This is the most-used ferry route in Washington, transporting nearly 2.6 million total riders in 2020 and over 6.2 million total riders in 2019.

Bainbridge Island requests restoration of ferry service at 2019 service levels. This service level is essential for several reasons: it is a vital connection to medical services for the residents of Bainbridge Island; essential workers on both sides of Puget Sound rely upon the ferry for transportation; transit dependent users such as the elderly, disabled, low-income, and youth rely upon the ferry as a basic form of public transportation; economic vitality depends upon the ferry; and it is the most direct connection to the greater Seattle area and Sea-Tac Airport.

Bainbridge Island also requests urgent attention to implementing the hybrid-electric ferry fleet. This project has been underway for several years, and when complete, will provide significant greenhouse gas emissions savings in addition to providing a quieter environment for marine life.

We appreciate your attention to these matters.

Best regards,

City of Bainbridge Island

cc: Senator Christine Rolfes  
Representative Drew Hansen  
Representative Tarry Simmons

280 Madison Avenue North  
Bainbridge Island, Washington 98110-1812  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)  
206.842.7633