CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, APRIL 23, 2024

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
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 / PLEDGE OF ALLEGIANCE - 6:00 PM**

2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**

3. **PRESENTATION(S)**

3.A **(6:10 PM) Present Proclamation Declaring April 2024, as "National Poetry Month,"** 5 Minutes
Proclamation for Poetry Month 2024.docx

3.B **(6:15 PM) Approve Proclamation Declaring April 30, 2024, as "National Therapy Animal Day,"** 5 Minutes
Proclamation for National Therapy Animal Day.docx

3.C **(6:20 PM) Present Proclamation Recognizing April 26, 2024, as "Arbor Day,"** 5 Minutes
Arbor Day Proclamation 2024.docx

4. **PUBLIC COMMENT - 6:25 PM**

In person public comment is accepted at this time on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing.
Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please

refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Remote public comment is allowed with advance notice by noon on the date of the meeting to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

4.A **Instructions for Providing Public Comment** 20 Minutes
Instructions for Providing Public Comment March 2024.pdf

5. CONSENT AGENDA - 6:45 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**
Council PR Report 4-5-24.pdf
AP Report to Council of Cash Disbursements 4-24-24.pdf
Council PR Report 4-20-24.pdf

5.C **Approve City Council Meeting Minutes**
Special City Council Meeting, Executive Session, Minutes, April 9, 2024.pdf
Regular City Council Business Meeting Minutes, April 9, 2024.pdf
Community Meeting/Special City Council Meeting Minutes, April 15, 2024.pdf

5.D **Authorize the City Manager to Enter Into a Construction Contract with Liden Land Development & Excavation, Inc. for the Grow Avenue Traffic Calming Project ($90,683.33, Tax Supported) and Authorize a Related Budget Amendment of $15,000 (Tax Supported) - Public Works,** 5 Minutes
Small Works Contract Grow Ave Traffic Calming Project Liden Land Dev.docx
Bid Form_Grow Avenue Traffic Calming.docx
CIP Grow Traffic Calming 01089.pdf
Grow Traffic Calming Concept.pdf

5.E **Authorize the City Manager to Execute a Construction Contract with Specialized Pavement Marking, LLC for the 2024 Annual Roads Striping Project ($278,402.28 - Tax Supported) and approve an associated budget amendment in the amount of $70,583.00 (Tax supported) - Public Works,**
Bid Tabulation_2024 Road Striping Project 00235_032824.pdf
Small Works Contract 2024 Road Striping Specialized Pavement Marking.docx
Attachment D _ Road List.docx

5.F **Authorize the City Manager to Approve a Capital Improvement Plan Budget Amendment in the Amount of $10,000 for the Lift Station Supervisory Control and Data Acquisition (SCADA) Telemetry Upgrades (Sewer Fund) - Public Works,**
Lift Station SCADA CIP Project Page.pdf

5.G **Authorize the City Manager to Sign the Wintergreen Multifamily Tax Exemption Contract - Planning,** 5 Minutes
Multifamily Tax Exemption Agreement for Wintergreen.pdf

Wintergreen Phase 1 Plat.pdf

5.H **Cancel the May 7, 2024 City Council Study Session**

5.I **Authorize the City Manager to enter into a Professional Services Agreement with Deckard Technologies, Inc. for Short Term Rental Data Collection and Registration Services ($89,775.00) and Authorize a Related 2023 budget Amendment of ($30,000, tax supported) – Executive**
Professional Services Agreement Deckard.docx

5.J **Authorize the City Manager to Enter into a Contract with Michael R. Pendleton Ph.D. to Conduct and Facilitate an Executive Performance Evaluation**

5.K **Approve Approach and Content for Winslow Way Decorative Displays - Executive**
Banner Program Visualsschedule 2024 - BIDA & COBI.pdf
Banner Program Summary 2024.docx

6. COUNCIL ANNOUNCEMENTS - 6:50 PM

7. CITY MANAGER'S REPORT - 7:00 PM

8. REGULAR BUSINESS

8.A **(7:05 PM) Receive Post Legislative Session Briefing from Lobbyist Briahna Murray,** 15 Minutes
City of Bainbridge Island 2024 Top Legislative Priorities.pdf
2024 Bainbridge Island Legislative Policy Statements.pdf

8.B **(7:20 PM) Consider Ordinance No. 2024-11 Establishing a Moratorium on Crematoria,** 20 Minutes
Ordinance Imposing Moratorium on Applications for Crematoria.docx

8.C **(7:40 PM) Consider Ordinance No. 2024-12 Amending the Duties of the Planning Commission relating to Historic Preservation,** 10 Minutes
Ordinance No. 2024-12 Transferring Certain Duties of Historic Preservation Commission to Planning Commission.docx

8.D **(7:50 PM) Authorize the City Manager to Proceed with Groundwater Modeling Scenarios and enter into Professional Services Agreement Amendment No. 1 with EA Engineering, Science, and Technology, Inc. for the Groundwater Management Plan ($70,000.00, Tax Supported) - Public Works,** 15 Minutes
GWMP City Council Update 042324.pptx
Amendment No. 1 to PSA with EA Engineering GWMP.docx

8.E **(8:05 PM) Discuss and Authorize the City Manager to Submit a Federal Active Transportation and Infrastructure Investment (ATIIP) Grant to Support 100% Design for the Sakai Pond and Coppertop Segments of the Sound to Olympics Trail and Designate the Source of the Required Local Match ($2M Grant with a Required $500K Match; Tax Supported) - Public Works,** 15 Minutes
STO_ATIIP Grant Map.pdf

atiip-webinar-april-2024.pdf

8.F **(8:20 PM) Consider License Agreement with Friends of the Farms to Provide Certain Services on the Morales Property, Johnson Farm, and M&E Properties - Executive,** 10 Minutes
Friends of the Farms - CoBI License Agreement for CC 04232024.docx

8.G **(8:30 PM) Confirm Appointments to the Planning Commission,** 5 Minutes
Case (Planning Commission) - Redacted.pdf
Eide (Planning Commission) - Redacted.pdf
Eisenberg (Planning Commission) - Redacted.pdf
Garcia (Plannng Commission) - Redacted.pdf
Landowski (Planning Commission) - Redacted.pdf
Larnach (Planning Commission) - Redacted.pdf
Neal (Planning Commission) - Redacted.pdf
Peters (Planning Commission) - Redacted.pdf
Preudhomme (Planning Commission) - Redacted.pdf
Scott (Planning Commission) - Redacted.pdf
Slonaker (Planning Commission) - Redacted.pdf
Tawresey (Planning Commission) - Redacted.pdf
Weise (Planning Commission) - Redacted.pdf

8.H **(8:35 PM) Receive Update on Winslow Subarea and Comprehensive Plan Projects - Planning,** 15 Minutes
04.18.2024_Winslow_and_Comprehensive_Plan_Monthly_Update_plc.pptx

9. COMMUNICATIONS - 8:50 PM

9.A **Consider Request to Place an Agenda Item Pertaining to Finch Green and the Multi-Family Tax Exemption Program on a Future Council Agenda,** 5 Minutes
Agenda Request from Deputy Mayor Quitslund_MFTE for Finch Green_.pdf

10. ADJOURNMENT - 8:55 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Declaring April 2024, as "National Poetry Month,"

SUMMARY: The attached proclamation declares the month of April 2024, as "National Poetry Month" in the City of Bainbridge island. It is one of the annual proclamations that may be signed by the Mayor without further Council action. The City's Poet Laureate, Michele Bombardier, will read a poem.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Proclamation for Poetry Month 2024.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of April 2024, as "National Poetry Month" in the City of Bainbridge Island.

WHEREAS, the Academy of American Poets established the month of April as National Poetry Month in 1996; and

WHEREAS, National Poetry Month seeks to highlight the extraordinary legacy and ongoing achievement of American poets; introduce Americans to the pleasures and benefits of reading poetry; bring poets and poetry to the public in immediate and innovative ways; and make poetry an important part of our children's education; and

WHEREAS, as National Poetry Month, under the leadership and direction of the Academy of American Poets, is now the largest literary celebration in the world; and

WHEREAS, the City of Bainbridge Island has established a community poet laureate; and

WHEREAS, Michele Bombardier is the Poet Laureate in 2024 and will present a poem in honor of National Poetry Month; and

WHEREAS, poetry enhances and enriches the lives of all Americans; and

WHEREAS, poetry, as an essential part of the arts and humanities, affects every aspect of life in America today, including education, the economy, and community pride and development; and

WHEREAS, poetry has produced some of the nation's leading creative artists and has inspired other artists in fields such as music, theatre, film, dance, and the visual arts.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim the month of April 2024, as

NATIONAL POETRY MONTH

in the City of Bainbridge Island and call upon public officials, educators, librarians, and all residents to observe this month, to celebrate the cultural riches our community has to offer, and to recognize the important role poetry plays in sustaining our community with appropriate ceremonies, activities, and programs.

DATED this 23rd day of April 2024

_____

Joe Deets, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:15 PM) Approve Proclamation Declaring April 30, 2024, as "National Therapy Animal Day,"

SUMMARY: The attached proclamation declares April 30, 2024, as "National Therapy Animal Day."

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring April 30, 2024, as "National Therapy Animal Day."

COMMUNITY ENGAGEMENT AND OUTREACH:

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

BACKGROUND:

ATTACHMENTS:

Proclamation for National Therapy Animal Day.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring April 30, 2024, as "National Therapy Animal Day."

WHEREAS, there are thousands of Pet Partners therapy animal teams serving in communities across the United States; and

WHEREAS, Pet Partners has designated April 30 as National Therapy Animal Day; and

WHEREAS, scientific research shows that interacting with therapy animals can reduce stress, relieve depression, slow heart rate, lower blood pressure and strengthen the immune system; and

WHEREAS, therapy animal teams in the City of Bainbridge Island play an essential role in improving human health and well-being through the human-animal bond; and

WHEREAS, therapy animal teams interact with a variety of people in our community including veterans, seniors, patients, students, and those approaching end of life; and

WHEREAS, these exceptional therapy animals who partner with their human companions bring comfort and healing to those in need; and

WHEREAS, we encourage more pet owners to consider becoming Pet Partners volunteers to help our community by creating greater access to meaningful therapy animal visits.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim April 30, 2024, as:

"NATIONAL THERAPY ANIMAL DAY"

in the City of Bainbridge Island and encourage our residents to celebrate our therapy animals and their human handlers. Further, we publicly salute the service of therapy animal teams in our community and in communities across the nation.

DATED this 23rd day of April 2024

Joe Deets, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:20 PM) Present Proclamation Recognizing April 26, 2024, as "Arbor Day,"

SUMMARY: The attached proclamation recognizes April 26 as "Arbor Day." This proclamation is one of the annual proclamations that the City Council authorized the Mayor to sign without further action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Arbor Day Proclamation 2024.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring Friday, April 26, 2024, as Arbor Day.

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, this year marks the 152nd anniversary of the first Arbor Day; and

WHEREAS, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and beauty to our community; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and provide character to our community; and

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Friday, April 26, 2024, as ARBOR DAY in the City of Bainbridge Island, and I urge all residents to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I further urge all residents to plant trees in order to promote the well-being of this and future generations.

DATED this 23rd day of April, 2024

Joe Deets, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions and guidelines for providing public comment are attached.

AGENDA CATEGORY: Presentation **PROPOSED BY:** Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Instructions for Providing Public Comment March 2024.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. Members of the public who wish to provide public comment in-person at a City Council business meeting should sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet, and speakers will have three minutes to speak from the podium. Please speak directly into the microphone, which is adjustable. A timer on the screen will indicate when 3 minutes (or such other time set by the Mayor) has elapsed. The Deputy Mayor will also hold a sign indicating when 30 seconds of the allotted time remains.

Guidelines for public comment are below. Remote public comment is allowed with advance notice to the City Clerk by noon on the date of the meeting at cityclerk@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Excerpts 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 a public topic, in violation of Section 9.12.2.

(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, under circumstances where such words constitute "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.

…..

9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comment shall be made consistent with Section 5.6.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Council PR Report 4-5-24.pdf

AP Report to Council of Cash Disbursements 4-24-24.pdf

Council PR Report 4-20-24.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

PAYROLL CHECK RUN: 4 - 05 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
EFT	3/20/2024		DSHS	147.08
Misc. Payroll	3/29/2024	110394-110407	Misc Check run (Paper Checks)	556.44
Misc. Vendor	4/4/2024	110408-110409	Vendor check run (Paper Checks)	37,721.02
Normal	4/5/2024	60484-60618	Regular check run (Direct Dep)	393,545.26
Normal	4/5/2024	110410	Regular check run (Paper Checks)	13.91
EFTPS	4/5/2024		Federal Tax Electronic Transfer	146,638.01
EFT	4/8/2024		DSHS	147.08
Vendor	4/8/2024	110411-110420	Vendor check run (Paper Checks)	423,118.61
			TOTAL:	**$ 1,001,887.41**

Prepared and Reviewed by: _____ Date 04/09/2024
Anthony Sains, Financial Analyst

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 4/9/2024
Carrie Freitas, Budget Manager

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: April 8, 2024 - April 22, 2024
CITY COUNCIL: April 9, 2024 - April 23, 2024

Last check from previous run: 361319 dated 04/10/2024 issued to Western Systems for $1,250.65
Last ACH from previous run: 3677 dated 04/10/2024 issued to Westbay Auto Parts Inc for $799.35

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	04/12/2024	3678	Benefit Admin Co/HSA, FSA benefits	269.50
ACH/EFT	04/12/2024	3679	PW/Campbell Nelson Inc/Purchase 3 new city electric vehicles	150,628.47
ACH/EFT	04/12/2024	3680	EX/Friends of the Farms/Farm management services	10,833.34
ACH/EFT	04/11/2024	3681	US Bank/Credit card purchases - Mar. 2024	53,753.95
Manual	04/11/2024	361320	POL,EOC/AT&T/Wireless charges	3,512.67
Manual	04/11/2024	361321	POL,PCD/AT&T/Fax long distance	9.67
Manual	04/11/2024	361322	CenturyLink/Citywide telemetry - Apr. 2024	1,227.36
Manual	04/11/2024	361323	ENG/Gray & Osborne Inc/Develop water system business plan	1,586.61
Manual	04/11/2024	361324	Kitsap County Treasurer/Mar. 2024 court fines & fees collected for the county	40.68
Manual	04/11/2024	361325	EXCC/Olympic Region Municipal Clerks Assoc/Annual membership dues	100.00
Manual	04/11/2024	361326	Puget Sound Energy/Citywide energy services	47,973.71
Manual	04/11/2024	361327	WA ST Treasurer/Mar. 2024 court fines collected for the State	3,080.42
			Total Manual Checks and Electronic Disbursements	**273,016.38**

Regular Run Checks	04/24/2024	361328-361365	**Total Regular Check Run**	**194,193.15**
Regular Run ACH	04/24/2024	3682-3755	**Total Regular ACH Run**	**2,199,089.71**
			Total Disbursements	**2,666,299.24**

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 4/16/2024

Karl R. Shaw, Accounting Manager Date

MANUAL 4/11/24 JK

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
3678	04/11/2024	EFT	5412	BENEFIT ADMINISTRATI	271014	240407	04/09/2024		M041124	269.50
Invoice: 240407							HSA/FSA BENEFITS			
					7.49	21011125 520000	COURT-BENEFITS			
					44.93	31011131 520000	EX-GF-BEN			
					37.43	41011141 520000	FIN-GF-BEN			
					7.49	51011211 520000	PD-C/E ADMIN-BENEFITS			
					22.45	61011581 520000	PCD - C/E ADMIN BENEFITS			
					74.87	71011321 520000	PW - C/E BENEFITS			
					74.84	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	3678 TOTAL:		269.50
3679	04/11/2024	EFT	10488	CAMPBELL NELSON INC	270874	20240025 040224	04/02/2024	20240025	M041124	50,209.49
Invoice: 20240025 040224							PW/PURCHASE EV VEHICLE TO REPLACE VEHICLE 43			
					50,209.49	73501448 66400001333	ELECTRIC SEDAN REPL #43			
					270875	20240026 040224	04/02/2024	20240026	M041124	50,209.49
Invoice: 20240026 040224							PW/ELEC VEHICLE PURCHASE TO REPLACE VEHICLE 44			
					50,209.49	73501448 66400001334	ELECTRIC SEDAN REPL #44			
					270876	20240027 040224	04/02/2024	20240027	M041124	50,209.49
Invoice: 20240027 040224							PW/ELEC VEHICLE TO REPLACE VEHICLE 45			
					50,209.49	73501448 66400001335	ELECTRIC SEDAN REPL #45			
							CHECK	3679 TOTAL:		150,628.47
3680	04/11/2024	EFT	5062	FRIENDS OF THE FARMS	270877	04/02/2024	04/02/2024		M041124	10,833.34
Invoice: 04/02/2024							EX/FARM MANAGEMENT FESS PER AGREEMENT			
					10,833.34	31011557 54110001019	FARM MNGT SVCS-FOTF OR STAHL			
							CHECK	3680 TOTAL:		10,833.34

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 161,731.31

	COUNT	AMOUNT
TOTAL EFT'S	3	161,731.31

*** GRAND TOTAL *** 161,731.31

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 4 73									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			11,102.84	
04/12/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				161,731.31
04/12/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			150,628.47	
04/12/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			161,731.31	161,731.31
APP 631-130000					DUE TO/FROM CLEARING			161,731.31	
04/12/2024	M041124	041124							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				11,102.84
04/12/2024	M041124	041124							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				150,628.47
04/12/2024	M041124	041124							
					SYSTEM GENERATED ENTRIES TOTAL			161,731.31	161,731.31
					JOURNAL 2024/04/73 TOTAL			323,462.62	323,462.62

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	4	73	04/12/2024		
001-130000				GENERAL - DUE TO/FROM CLEARING		11,102.84
001-213000				GENERAL - ACCOUNTS PAYABLE	11,102.84	
				FUND TOTAL	11,102.84	11,102.84
501 EQUIPMENT RENTAL & REVOLVING	2024	4	73	04/12/2024		
501-130000				ER&R-DUE TO/FROM CLEARING		150,628.47
501-213000				ER&R-ACCOUNTS PAYABLE	150,628.47	
				FUND TOTAL	150,628.47	150,628.47
631 CLEARING FUND	2024	4	73	04/12/2024		
631-130000				DUE TO/FROM CLEARING	161,731.31	
635-111100				CASH		161,731.31
				FUND TOTAL	161,731.31	161,731.31

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		11,102.84
501	EQUIPMENT RENTAL & REVOLVING		150,628.47
631	CLEARING FUND	161,731.31	
	TOTAL	161,731.31	161,731.31

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

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
3681	04/11/2024	PRTD	7314	US BANK	270554	030124BL	03/01/2024		USBMAR24	209.69
Invoice: 030124BL							HR/INDEED/JOB ADVERTISEMENTS FEB 2024			
					209.69	33011161 544000	HR-C/E-ADVERTISING			
					270555	031124KS	03/11/2024		USBMAR24	40.00
Invoice: 031124KS							FIN/WFOA/DRS UPDATE INCLUDING ROTH KS			
					40.00	41011144 443410	FIN - C/E TRAINING			
					270556	031124KS-A	03/11/2024		USBMAR24	9.85
Invoice: 031124KS-A							FIN/WSF/FERRY to 2024 MUNI CONFERENCE KS			
					9.85	41011144 443410	FIN - C/E TRAINING			
					270559	022824KB	02/28/2024		USBMAR24	425.00
Invoice: 022824KB							HR/TOWN & COUNTRY/GIFT CARDS EMPLOYEE RECOGNITION			
					425.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
					270560	022924KB	02/29/2024		USBMAR24	1,000.00
Invoice: 022924KB							HR/SAFEWAY/GIFT CARDS EMPLOYEE RECOGNITION			
					1,000.00	33011161 53110000302	EMPLOYEE RECOG-HR-C/E-SUPPLIES			
					270561	030124KB	03/01/2024		USBMAR24	40.00
Invoice: 030124KB							HR/MRSC/WEBINAR KB			
					40.00	33011164 443410	HR-C/E-TRAINING EXP			
					270562	030624KB	03/06/2024		USBMAR24	152.87
Invoice: 030624KB							EX/ACE HARDWARE/VACUUM CLEANER CITY HALL			
					152.87	31011131 531100	EX-GF-SUPPLIES			
					270563	030124AN	03/01/2024		USBMAR24	577.03
Invoice: 030124AN							EX/ECOSAFE ZERO WASTE USA/100 COMPOST KITCHEN PAIL			
					577.03	31011492 53110001194	CAP-WASTE RED-SUPPLIES			
					270564	030724DP	03/07/2024		USBMAR24	9.85
Invoice: 030724DP							FIN/WSF/FERRY TO 2024 MUNI CONFERENCE			
					9.85	41011144 443410	FIN - C/E TRAINING			
					270586	022824RN	02/28/2024		USBMAR24	153.62
Invoice: 022824RN							UPS STORE/SHIPPING			
					153.62	91415345 542500	GG-ROCKAWAY BCH-POSTAGE			
					270587	022824RN-A	02/28/2024		USBMAR24	133.07
Invoice: 022824RN-A							PW/AMAZON/MODEMS FOR WELL SITES			
					133.07	73411345 531100	OFFICE SUPPLIES			
					270588	031224RN	03/12/2024		USBMAR24	56.08
Invoice: 031224RN							PW/UPS STORE/SHIPPING			
					56.08	73011370 54250000261	BI LANDFILL MONITORING-POSTAGE			
					270589	030424MS	03/04/2024		USBMAR24	14.98
Invoice: 030424MS							PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER			
					14.98	61470581 549100	PCD - DEV ADMIN DUES/SUBSCR			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270590	030424MS-A	03/04/2024		USBMAR24	980.00
	Invoice: 030424MS-A						PCD/STORAGE 98110/ARCHIVE RECORDS STORAGE UNITS			
					980.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					270591	030724MS	03/07/2024		USBMAR24	27.99
	Invoice: 030724MS						PCD/SAFEWAY/CAKE FOR ARBORIST DEPARTURE			
					27.99	63470588 539100	CUR-NON TRAVEL FOOD/BEV			
					270592	030824MS	03/08/2024		USBMAR24	56.08
	Invoice: 030824MS						PCD/AMAZON/CUBICLE HOOKS, LIFE SAVERS, PENS			
					56.08	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					270593	031124MS	03/11/2024		USBMAR24	17.08
	Invoice: 031124MS						PCD/WALMART/CABINET LOCKS			
					17.08	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					270594	022824MB	02/28/2024		USBMAR24	169.45
	Invoice: 022824MB						PW/PAPE MACHINERY/INSPECTION			
					169.45	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
					270595	022824MB-A	02/28/2024		USBMAR24	40.44
	Invoice: 022824MB-A						PW/PAPE MACHINERY/AUC1681 KEY - 4			
					40.44	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
					270596	022924MB	02/29/2024		USBMAR24	739.00
	Invoice: 022924MB						PW/CED/LED, SPRING NUT			
					739.00	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270597	022924MB-A	02/29/2024		USBMAR24	202.30
	Invoice: 022924MB-A						PW/CED/LED, SPRING NUT			
					202.30	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					270598	022824MB-B	02/28/2024		USBMAR24	136.26
	Invoice: 022824MB-B						PW/AMAZON/MILWAUKEE WET-DRY VAC			
					136.26	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					270599	030124MB	03/01/2024		USBMAR24	223.82
	Invoice: 030124MB						PW/HOME DEPOT/SUPPLIES			
					223.82	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					270600	030524MB	03/05/2024		USBMAR24	75.00
	Invoice: 030524MB						PW/BOC/BOC CREDENTIAL			
					75.00	73011189 443410	O&M-C/E-FAC-TRAINING			
					270601	030624MB	03/06/2024		USBMAR24	39.00
	Invoice: 030624MB						PW/SLUYS BAKERY/DONUTS FOR SAFETY MTG			
					39.00	73011189 539100	O&M-NON TRAVEL FOOD/BEV			
					270602	030524MB-A	03/05/2024		USBMAR24	89.04
	Invoice: 030524MB-A						PW/SPECK PUMPS/SEALS, RUBBER COLLAR			
					89.04	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270603	030524MB-B	03/05/2024		USBMAR24	25.32
Invoice: 030524MB-B							PW/SPECK PUMPS/SHIPPING CHARGES			
					25.32	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					270604	030624MB-A	03/06/2024		USBMAR24	544.91
Invoice: 030624MB-A							PW/AMAZON/BAND SAW KIT			
					544.91	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					270605	031324MB	03/13/2024		USBMAR24	2,031.12
Invoice: 031324MB							PW/PARK CATALOG/TABLES FOR COURTYARD			
					2,031.12	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270606	031224MB	03/12/2024		USBMAR24	68.41
Invoice: 031224MB							PW/HOME DEPOT/SUPPLIES			
					68.41	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270607	031224MB-A	03/12/2024		USBMAR24	66.22
Invoice: 031224MB-A							PW/HOME DEPOT/SUPPLIES			
					66.22	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES			
					270608	031224MB-B	03/12/2024		USBMAR24	608.80
Invoice: 031224MB-B							PW/HOME DEPOT/SUPPLIES			
					608.80	73425358 531100	O&M-WWTP-SUPPLIES			
					270609	030724ES	03/07/2024		USBMAR24	9.85
Invoice: 030724ES							EX/WSF/WA MUNI FINANCE CONFERENCE FERRY CHARGE			
					9.85	31011134 443410	EX-GF-TRAINING			
					270610	032024CB	03/20/2024		USBMAR24	17.90
Invoice: 032024CB							EXCC/WSF/FERRY FARE WMCA ANNUAL CONFERENCE			
					17.90	36011143 443410	CLERK-GF-TRAINING			
					270611	032224CB	03/22/2024		USBMAR24	299.00
Invoice: 032224CB							EXCC/SIMPLIFILE/2024 SUBSCRIPTION FEE			
					299.00	36011143 548500	CLERK-SOFTWARE MAINT SUBSCRIP			
					270612	030824BK	03/08/2024		USBMAR24	5.47
Invoice: 030824BK							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270613	030824BK-A	03/08/2024		USBMAR24	5.47
Invoice: 030824BK-A							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270614	030824BK-B	03/08/2024		USBMAR24	5.47
Invoice: 030824BK-B							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270615	031424BK	03/14/2024		USBMAR24	103.22
Invoice: 031424BK							EX/KEDA/2024 ANNUAL MEETING BK			
					103.22	31011134 443410	EX-GF-TRAINING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270616	031324BK	03/13/2024		USBMAR24	88.46
Invoice: 031324BK							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					88.46	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270617	031524BK	03/15/2024		USBMAR24	5.47
Invoice: 031524BK							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270618	031524BK-A	03/15/2024		USBMAR24	5.47
Invoice: 031524BK-A							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270619	032024BK	03/20/2024		USBMAR24	-95.00
Invoice: 032024BK							EX/KEDA/CREDIT DUPLICATE REGISTRATION BK			
					-95.00	31011134 443410	EX-GF-TRAINING			
					270620	032224BK	03/22/2024		USBMAR24	5.47
Invoice: 032224BK							EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270621	022724AL	02/27/2024		USBMAR24	16.37
Invoice: 022724AL							EX/STAPLES/LABELS FOR HUBS TRAILERS			
					16.37	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270622	022724AL-A	02/27/2024		USBMAR24	224.24
Invoice: 022724AL-A							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					224.24	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270623	022724AL-B	02/27/2024		USBMAR24	2,627.79
Invoice: 022724AL-B							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					2,627.79	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270624	022724AL-C	02/27/2024		USBMAR24	39.30
Invoice: 022724AL-C							EX/AMAZON/PREPARE IN A YEAR GIVEAWAY			
					39.30	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
					270625	022724AL-D	02/27/2024		USBMAR24	21.37
Invoice: 022724AL-D							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					21.37	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270626	022824AL	02/28/2024		USBMAR24	154.21
Invoice: 022824AL							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					154.21	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270627	022824AL-A	02/28/2024		USBMAR24	87.67
Invoice: 022824AL-A							EX/COQUETTE/LUNCH FOR TRAILER PACK OUT			
					87.67	31011256 539100	EX-GF-EMERG PREP-NON TR MEALS			
					270628	022924AL	02/29/2024		USBMAR24	-83.51
Invoice: 022924AL							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					-83.51	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270629	022924AL-A	02/29/2024		USBMAR24	-327.72
Invoice: 022924AL-A					-327.72	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270630	030124AL	03/01/2024		USBMAR24	-56.76
Invoice: 030124AL					-56.76	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270631	030124AL-A	03/01/2024		USBMAR24	-132.96
Invoice: 030124AL-A					-132.96	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270632	030124AL-B	03/01/2024		USBMAR24	-132.96
Invoice: 030124AL-B					-132.96	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270633	030124AL-C	03/01/2024		USBMAR24	113.74
Invoice: 030124AL-C					113.74	31011256 539100	EX/THUYS/LUNCH FOR TRAILER PACK OUT EX-GF-EMERG PREP-NON TR MEALS			
					270634	030124AL-D	03/01/2024		USBMAR24	1,957.09
Invoice: 030124AL-D					1,957.09	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270635	030124AL-E	03/01/2024		USBMAR24	212.81
Invoice: 030124AL-E					212.81	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270636	030124AL-F	03/01/2024		USBMAR24	59.00
Invoice: 030124AL-F					59.00	31011256 541100	EX/BAINBRIDGE TRANSFER STATION/CARDBOARD DISPOSAL EX-GF-EMERG PREP-PROF SVCS			
					270637	030124AL-G	03/01/2024		USBMAR24	87.36
Invoice: 030124AL-G					87.36	31011256 542100	EX/ZOLEO/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PHONE			
					270638	030124AL-H	03/01/2024		USBMAR24	58.35
Invoice: 030124AL-H					58.35	31011256 531100	EX/ACE/HUBS TRAILERS - KEYS EX-GF-EMERG PREP-SUPPLIES			
					270639	030424AL	03/04/2024		USBMAR24	68.24
Invoice: 030424AL					68.24	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					270640	030424AL-A	03/04/2024		USBMAR24	69.37
Invoice: 030424AL-A					69.37	31011256 539100	EX/WESTSIDE P IZZA/LUNCH FOR TRAILER PACK OUT EX-GF-EMERG PREP-NON TR MEALS			
					270641	030424AL-B	03/04/2024		USBMAR24	233.75
Invoice: 030424AL-B					233.75	31011256 531100	EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES EX-GF-EMERG PREP-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270642	030424AL-C	03/04/2024		USBMAR24	409.57
Invoice: 030424AL-C							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					409.57	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270643	030724AL	03/07/2024		USBMAR24	92.50
Invoice: 030724AL							EX/NCSI/BACKGROUND CHECK VOLUNTEERS			
					92.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
					270644	030724AL-A	03/07/2024		USBMAR24	120.00
Invoice: 030724AL-A							IT/STARLINK/MONTHLY SUBSCRIPTION TSJC			
					120.00	81011881 542100	IT - C/E COMMUNICATION			
					270645	030724AL-B	03/07/2024		USBMAR24	300.00
Invoice: 030724AL-B							EX/STARLINK/MONTHLY SUBSCRIPTION MOBILE UNITS HUBS			
					300.00	31011256 542100	EX-GF-EMERG PREP-PHONE			
					270646	031124AL	03/11/2024		USBMAR24	-11.59
Invoice: 031124AL							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					-11.59	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270647	031524AL	03/15/2024		USBMAR24	-16.64
Invoice: 031524AL							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					-16.64	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270648	031524AL-A	03/15/2024		USBMAR24	-327.72
Invoice: 031524AL-A							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					-327.72	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270649	031524AL-B	03/15/2024		USBMAR24	-49.92
Invoice: 031524AL-B							EX/AMAZON/DISASTER HUBS - TRAILER SUPPLIES			
					-49.92	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					270650	032224AL	03/22/2024		USBMAR24	511.06
Invoice: 032224AL							EX/SURVEY MONKEY/ANNUAL SUBSCRIPTION FEE			
					511.06	31011256 548500	EX-GF-EMERG PREP-SOFTWARE			
					270666	022724JS	02/27/2024		USBMAR24	48.03
Invoice: 022724JS							CRT/AMAZON/LAMINATING SHEETS, SIGN STAND			
					48.03	21011125 531100	COURT-SUPPLIES			
					270667	022724JS-A	02/27/2024		USBMAR24	251.20
Invoice: 022724JS-A							CRT/ALASKA AIR/FLIGHT COURT MANAGER CONFERENCE			
					251.20	21011125 443410	COURT-TRAINING			
					270668	022624JS-A	02/26/2024		USBMAR24	65.39
Invoice: 022624JS-A							CRT/AMAZON/PENS, CORK BOARD			
					65.39	21011125 531100	COURT-SUPPLIES			
					270669	030624JS	03/06/2024		USBMAR24	38.21
Invoice: 030624JS							CRT/AMAZON/CORNER SHELF FOR BATHROOM			
					38.21	21011125 531100	COURT-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270670	030624JS-A	03/06/2024		USBMAR24	26.18
Invoice: 030624JS-A					26.18	21011125 531100	CRT/AMAZON/ORGANIZER BASKET, DRY ERASE MARKERS COURT-SUPPLIES			
					270671	030824JS	03/08/2024		USBMAR24	6.32
Invoice: 030824JS					6.32	21011125 531100	CRT/AMAZON/EASY PEEL NUMBER LABELS COURT-SUPPLIES			
					270672	031424JS	03/14/2024		USBMAR24	69.56
Invoice: 031424JS					69.56	21011125 531100	CRT/AMAZON/TRIAL SUPPLIES, STAPLER COURT-SUPPLIES			
					270673	031524JS	03/15/2024		USBMAR24	94.01
Invoice: 031524JS					94.01	21011125 531100	CRT/AMAZON/OFFICE SUPPLIES, ORGANIZATION CART COURT-SUPPLIES			
					270674	031424JS-A	03/14/2024		USBMAR24	107.00
Invoice: 031424JS-A					107.00	21011125 531100	CRT/AMAZON/COPY PAPER COURT-SUPPLIES			
					270675	031924JS	03/19/2024		USBMAR24	57.58
Invoice: 031924JS					57.58	21011125 531100	CRT/AMAZON/CROWD CONTROL STAND COURT-SUPPLIES			
					270676	031824JS	03/18/2024		USBMAR24	43.67
Invoice: 031824JS					43.67	21011125 531100	CRT/AMAZON/SCREENING TABLE COURT-SUPPLIES			
					270677	022924JS	02/29/2024		USBMAR24	251.20
Invoice: 022924JS					251.20	21011125 443410	CRT/ALASKA AIR/DUPLICATE CHARGE COURT-TRAINING			
					270678	022924JS-A	02/29/2024		USBMAR24	-251.20
Invoice: 022924JS-A					-251.20	21011125 443410	CRT/ALASKA AIR/CREDIT DUPLICATE CHARGE COURT-TRAINING			
					270679	022624RL	02/26/2024		USBMAR24	67.78
Invoice: 022624RL					67.78	31011131 539100	EX/CUPS/LUNCH MEETING COBI, PARKS, SCHOOLS, FIRE EX-GF-NON TRAVEL FOOD/SNACK			
					270681	022624RL-A	02/26/2024		USBMAR24	365.00
Invoice: 022624RL-A					365.00	31011131 549100	EX/WXMA/2024 MEMBERSHIP DUES BK EX-GF-DUES/SUBCR/MEMBERSH			
					270682	022724RL	02/27/2024		USBMAR24	24.21
Invoice: 022724RL					24.21	31011131 539100	EX/SAFEWAY/MEETING SUPPLIES EX-GF-NON TRAVEL FOOD/SNACK			
					270683	022824RL	02/28/2024		USBMAR24	125.00
Invoice: 022824RL					125.00	31011131 539100	EX/SWEET DAHLIA/JAN-FEB BIRTHDAY LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
										INVOICE DTL DESC
					270684	022824RL-A	02/28/2024	USBMAR24		1,334.42
Invoice: 022824RL-A							CC,CRT/FELKEY CREATIVE SERVICES/PORTRAIT PHOTOS			
					1,112.02	11011116 541100	COUNCIL - PROF SERVICES			
					222.40	21011125 541100	COURT-PROF SERVICES			
					270685	030124RL	03/01/2024	USBMAR24		116.84
Invoice: 030124RL							LEGAL/LEXIS NEXUS/ONLINE LEGAL SUBSCRIPTION			
					116.84	32011152 548500	LGL-GF-SOFTWARE MAINT/SUBSCR			
					270686	030524RL	03/05/2024	USBMAR24		29.97
Invoice: 030524RL							EX/COSTCO/SEMI-ANNUAL STAFF MEETING SUPPLIES			
					29.97	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					270687	030824RL	03/08/2024	USBMAR24		32.65
Invoice: 030824RL							EX/AMAZON/OFFICE SUPPLIES			
					32.65	31011131 531100	EX-GF-SUPPLIES			
					270688	031324RL	03/13/2024	USBMAR24		14.99
Invoice: 031324RL							EX/KITSAP SUN/MONTHLY SUBSCRIPTION			
					14.99	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
					270689	032024RL	03/20/2024	USBMAR24		27.28
Invoice: 032024RL							EX/AMAZON/OFFICE SUPPLIES			
					27.28	31011131 531100	EX-GF-SUPPLIES			
					270691	031924RL	03/19/2024	USBMAR24		40.00
Invoice: 031924RL							CC/KITSAP COUNTY ASSOC/LUNCHEON CM			
					40.00	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					270723	022724PN	02/27/2024	USBMAR24		122.43
Invoice: 022724PN							CC/TERIYAKI TOWN/CITY COUNCIL MEETING DINNER			
					122.43	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					270724	031324PN	03/13/2024	USBMAR24		153.50
Invoice: 031324PN							CC/PAUS ASIAN KITCHEN/CITY COUNCIL MEETING DINNER			
					153.50	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					270725	031424PN	03/14/2024	USBMAR24		601.50
Invoice: 031424PN							EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER RENTAL			
					601.50	36011143 545000	CLERK-RENTS			
					270726	031424PN-A	03/14/2024	USBMAR24		601.50
Invoice: 031424PN-A							EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKER RENTAL			
					601.50	36011143 545000	CLERK-RENTS			
					270727	031824PN	03/18/2024	USBMAR24		8.81
Invoice: 031824PN							EXCC/COSTCO GAS/TRAINING WMCA SPRING CONFERENCE PN			
					8.81	36011143 443410	CLERK-GF-TRAINING			
					270728	032024PN	03/20/2024	USBMAR24		111.35
Invoice: 032024PN							CC/ISLAND BITE/CITY COUNCIL MEETING DINNER			
					111.35	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270729	031824PN-A	03/18/2024		USBMAR24	35.80
				Invoice: 031824PN-A			EXCC/WA ST FERRIES/WMVA SPRING CONFERENCE PN			
					35.80	36011143 443410	CLERK-GF-TRAINING			
					270731	031824PN-B	03/18/2024		USBMAR24	26.84
				Invoice: 031824PN-B			EXCC/OLIVE GARDEN/DINNER WMCA SPRING CONFERENCE			
					26.84	36011143 443410	CLERK-GF-TRAINING			
					270732	031924PN	03/19/2024		USBMAR24	43.54
				Invoice: 031924PN			EXCC/AMAZON/USB DRIVES FOR PRR			
					43.54	36011143 531100	CLERK-C/E SUPPLIES			
					270733	031924PN-A	03/19/2024		USBMAR24	28.01
				Invoice: 031924PN-A			EXCC/OLIVE GARDEN/DINNER WMCA SPRING CONFERENCE PN			
					28.01	36011143 443410	CLERK-GF-TRAINING			
					270734	032224PN	03/22/2024		USBMAR24	323.89
				Invoice: 032224PN			EXCC/SIMPLIFILE/OOMBEAR EAST LLC ACCESS UTILITIES			
					323.89	36011143 541100	CLERK-C/E-PROF SVCS			
					270735	032224PN-A	03/22/2024		USBMAR24	13.94
				Invoice: 032224PN-A			EXCC/TAQUERIA EL RINCONSITO/LUNCH WMCA SPRING CONF			
					13.94	36011143 443410	CLERK-GF-TRAINING			
					270736	032224PN-B	03/22/2024		USBMAR24	28.08
				Invoice: 032224PN-B			EXCC/CHEVRON/WMCA SPRING CONFERENCE PN			
					28.08	36011143 443410	CLERK-GF-TRAINING			
					270737	032224PN-C	03/22/2024		USBMAR24	451.92
				Invoice: 032224PN-C			EXCC/REDLION INN/WMCA SPRING CONFERENCE PN			
					451.92	36011143 443410	CLERK-GF-TRAINING			
					270740	022624MH	02/26/2024		USBMAR24	51.65
				Invoice: 022624MH			PW/USPS/POSTAGE FOR SAMPLES			
					51.65	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
					270741	022724MH	02/27/2024		USBMAR24	44.48
				Invoice: 022724MH			PW/ARBOR SCIENTIFIC/EVAPORATING DISHES			
					44.48	73425358 531100	O&M-WWTP-SUPPLIES			
					270742	022924MH	02/29/2024		USBMAR24	94.13
				Invoice: 022924MH			PW/HOME DEPOT/RUGGED REACHER, SPONGE, BUCKET			
					94.13	73425358 531100	O&M-WWTP-SUPPLIES			
					270743	031124MH	03/11/2024		USBMAR24	196.00
				Invoice: 031124MH			PW/CAL STATE SACRAMENTO/PFIV INSPECTION TRAINING			
					196.00	73425358 443410	O&M-WWTP-TRAINING			
					270744	022724TE	02/27/2024		USBMAR24	3,210.48
				Invoice: 022724TE			PW/MAINTAINX/FACILITIES SOFTWARE			
					3,210.48	73011189 548500	O&M - C/E FACIL COMPUTER MAINT			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270745	030124JR	03/01/2024		USBMAR24	300.00
	Invoice: 030124JR						PW/STORAGE98110/STORAGE UNIT RENTAL			
					300.00	73637891 545000	RENTS & LEASES - OPERATING			
					270746	030124JR-A	03/01/2024		USBMAR24	450.00
	Invoice: 030124JR-A						PW/STORAGE98110/STORAGE UNIT RENTAL			
					450.00	73637891 545000	RENTS & LEASES - OPERATING			
					270747	022724JR	02/27/2024		USBMAR24	122.44
	Invoice: 022724JR						PW/AMAZON/LANDSCAPE TRAILER UPFIT PARTS			
					122.44	73501448 66400001288	LANDSCAPE TRAILER-PURCHASE			
					270748	022724JR-A	02/27/2024		USBMAR24	22.88
	Invoice: 022724JR-A						PW/AMAZON/LANDSCAPE TRAILER UPFIT PARTS			
					22.88	73501448 66400001288	LANDSCAPE TRAILER-PURCHASE			
					270749	022824JR	02/28/2024		USBMAR24	62.23
	Invoice: 022824JR						PW/AMAZON/COMPUTER SPEAKER TEDWARDS			
					62.23	73637891 531100	OFFICE SUPPLIES			
					270750	022724JR-B	02/27/2024		USBMAR24	42.00
	Invoice: 022724JR-B						PW/WCS GREEN RIVER COLLEGE/CERTIFICATION RENEW MA			
					42.00	73425358 549100	O&M-WWTP-DUES, SUBSCR			
					270751	022824JR-A	02/28/2024		USBMAR24	21.79
	Invoice: 022824JR-A						PW/AMAZON/LANDSCAPE TRAILER RATCHET STRAPS			
					21.79	73501448 66400001288	LANDSCAPE TRAILER-PURCHASE			
					270752	022824JR-B	02/28/2024		USBMAR24	90.92
	Invoice: 022824JR-B						PW/AMAZON/CITY HALL CONF RM TABLE OUTLETS			
					90.92	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270753	022824JR-C	02/28/2024		USBMAR24	2,129.41
	Invoice: 022824JR-C						PW/DECKED.COM/TRUCK BED STORAGE FOR FACILITIES			
					2,129.41	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					270754	030124JR-B	03/01/2024		USBMAR24	2,206.39
	Invoice: 030124JR-B						PW/ALEN.COM/AIR PURIFIER FILTERS			
					2,206.39	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					270755	030124JR-C	03/01/2024		USBMAR24	76.49
	Invoice: 030124JR-C						PW/BERLS.COM/WORLD DRYER CONTROL BOARD			
					76.49	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					270756	030124JR-D	03/01/2024		USBMAR24	39.51
	Invoice: 030124JR-D						PW/AMAZON/EYEWASH STATION-REFILL			
					39.51	73425358 531100	O&M-WWTP-SUPPLIES			
					270757	030424JR	03/04/2024		USBMAR24	216.20
	Invoice: 030424JR						PW/AMAZON/REAR WHEEL FOR ZTRAK			
					216.20	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					270758	030424JR-A	03/04/2024		USBMAR24	48.88
Invoice: 030424JR-A					PW/AMAZON/MOTORCYCLE DOCUMENT TUBE					
					48.88	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					270759	030424JR-B	03/04/2024		USBMAR24	161.61
Invoice: 030424JR-B					PW/AMAZON/MOTORHOT LAWN TRACTOR TIRES					
					161.61	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					270760	030524JR	03/05/2024		USBMAR24	58.50
Invoice: 030524JR					PW/SLUY'S BAKERY/DONUTS FOR SAFETY MEETING					
					58.50	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					270761	030524JR-A	03/05/2024		USBMAR24	1,893.41
Invoice: 030524JR-A					PW/JRO LICENSING/TAX, LICENSING, REGISTRATION					
					1,893.41	73501448 66400001288	LANDSCAPE TRAILER-PURCHASE			
					270762	030624JR	03/06/2024		USBMAR24	67.20
Invoice: 030624JR					PW/THE CANTERBURY INN/WOW CONFERENCE MH					
					67.20	73425358 443410	O&M-WWTP-TRAINING			
					270763	030724JR	03/07/2024		USBMAR24	.26
Invoice: 030724JR					PW/HOLIDAY INN EXPRESS/EXTRA TAX FOR HOTEL TP					
					.26	73637892 443410	O&M-ALLOC-WTR-TRAINING			
					270764	030924JR	03/09/2024		USBMAR24	11.77
Invoice: 030924JR					PW/GOODWILL/MASON JARS FOR SILVERWARE					
					11.77	73637891 531100	OFFICE SUPPLIES			
					270765	031124JR	03/11/2024		USBMAR24	237.90
Invoice: 031124JR					PW/AMAZON/TOILET SEATS FOR CITY HALL					
					237.90	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					270766	031324JR	03/13/2024		USBMAR24	104.32
Invoice: 031324JR					PW/AMAZON/FUEL TRANSFER DISCHARGE HOSE					
					104.32	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					270767	031324JR-A	03/13/2024		USBMAR24	19.64
Invoice: 031324JR-A					PW/UPS STORE/SHIPPING LIGHT RETURN TO C2C					
					19.64	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					270768	031924JR	03/19/2024		USBMAR24	524.16
Invoice: 031924JR					PW/SILKE COMMUNICATIONS/FCC LICENSE RENEWAL					
					524.16	73637891 549100	DUES/SUBSCRIPTIONS			
					270769	031924JR-A	03/19/2024		USBMAR24	13.08
Invoice: 031924JR-A					PW/AMAZON/FRAUDULENT CHARGE					
					13.08	73637891 549900	OM-ALLOC-STRT ADM-MISC			
					270770	032224JR	03/22/2024		USBMAR24	195.00
Invoice: 032224JR					PW/NWETC/CESCL TRAINING JGOODWIN					
					195.00	73431835 443410	O&M-SSWM MAINT-TRAVEL EXP			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270784	022924JB	02/29/2024		USBMAR24	95.00
Invoice: 022924JB					POL/US COAST GUARD/MERCHANT MARINER USER FEES EXAM					
					95.00	54025212 443410	MARINE - TRAINING			
					270785	022924JB-A	02/29/2024		USBMAR24	185.00
Invoice: 022924JB-A					POL/FLAGSHIP MARINE/CAPTAIN'S LICENSE RENEWAL COUR					
					185.00	54025212 443410	MARINE - TRAINING			
					270786	022924JB-B	02/29/2024		USBMAR24	208.06
Invoice: 022924JB-B					POL/OCCUPATIONAL MED CLINIC/PHYSICAL CAPTAINS LIC					
					208.06	54025212 541100	MARINE-PROF SVCS			
					270787	030424JB	03/04/2024		USBMAR24	31.77
Invoice: 030424JB					POL/THE MATADOR/MEAL					
					31.77	54025212 443410	MARINE - TRAINING			
					270788	030824JB	03/08/2024		USBMAR24	757.25
Invoice: 030824JB					POL/COURTYARD MARRIOTT/LODGING MCCARTY 4 NIGHTS					
					757.25	54025212 443410	MARINE - TRAINING			
					270789	030824JB-A	03/08/2024		USBMAR24	757.25
Invoice: 030824JB-A					POL/COURTYARD MARRIOTT/LODGING SWANN 4 NIGHTS					
					757.25	54025212 443410	MARINE - TRAINING			
					270790	031224JB	03/12/2024		USBMAR24	512.20
Invoice: 031224JB					POL/PORT OF BROWNSVILLE/FUEL					
					512.20	54025212 532000	MARINE - FUEL			
					270791	030724ZB	03/07/2024		USBMAR24	78.00
Invoice: 030724ZB					POL/SALTY DOG WASH/K9 DOG WASH					
					78.00	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					270792	032024ZB	03/20/2024		USBMAR24	78.00
Invoice: 032024ZB					POL/SALTY DOG WASH/K9 DOG WASH					
					78.00	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					270793	022724BB	02/27/2024		USBMAR24	51.51
Invoice: 022724BB					POL/AMAZON/SHARPS CABINET					
					51.51	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					270794	022724BB-A	02/27/2024		USBMAR24	-17.83
Invoice: 022724BB-A					POL/AMAZON/WALL ART RETURN CREDIT					
					-17.83	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					270795	022724BB-B	02/27/2024		USBMAR24	43.66
Invoice: 022724BB-B					POL/AMAZON/MASK DISPENSER					
					43.66	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					270796	022724BB-C	02/27/2024		USBMAR24	34.92
Invoice: 022724BB-C					POL/AMAZON/PICTURE FRAMES					
					34.92	51011191 531100	PD-C/E-PROP RM-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
				Invoice: 022824BB	270797	022824BB	02/28/2024		USBMAR24	26.14
					26.14	51011191 531100	POL/AMAZON/DESK ACCESSORIES PD-C/E-PROP RM-SUPPLIES			
				Invoice: 022924BB	270798	022924BB	02/29/2024		USBMAR24	25.60
					25.60	51011191 531100	POL/AMAZON/SHARPS CABINET PD-C/E-PROP RM-SUPPLIES			
				Invoice: 022724BB-D	270799	022724BB-D	02/27/2024		USBMAR24	73.19
					73.19	51011191 531100	POL/SIRCHIE/EVIDENCE BOX PD-C/E-PROP RM-SUPPLIES			
				Invoice: 022924BB-A	270800	022924BB-A	02/29/2024		USBMAR24	108.73
					108.73	51011191 531100	POL/AMAZON/WASTEBASKET EVIDENCE VAULT PD-C/E-PROP RM-SUPPLIES			
				Invoice: 022924BB-B	270801	022924BB-B	02/29/2024		USBMAR24	46.81
					46.81	51011191 531100	POL/AMAZON/STAPLER, KEY HANGERS PD-C/E-PROP RM-SUPPLIES			
				Invoice: 030124BB	270802	030124BB	03/01/2024		USBMAR24	423.00
					423.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENTAL POLICE - C/E PATROL RENTS			
				Invoice: 030124BB-A	270803	030124BB-A	03/01/2024		USBMAR24	11.98
					11.98	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
				Invoice: 030324BB	270804	030324BB	03/03/2024		USBMAR24	17.46
					17.46	51011191 531100	POL/AMAZON/CABINET LOCK KIT PD-C/E-PROP RM-SUPPLIES			
				Invoice: 030924BB	270805	030924BB	03/09/2024		USBMAR24	40.00
					40.00	53011212 443410	POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS POLICE - C/E PATROL TRAINING			
				Invoice: 030824BB	270806	030824BB	03/08/2024		USBMAR24	61.86
					61.86	51011211 549100	POL/SOUND PUBLISHING/SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
				Invoice: 031424BB	270807	031424BB	03/14/2024		USBMAR24	65.21
					65.21	51011211 531100	POL/AMAZON/SPEAKER BAR, CABLES PD-C/E-ADM-SUPPLIES			
				Invoice: 031524BB	270808	031524BB	03/15/2024		USBMAR24	-6.87
					-6.87	51011211 531100	POL/AMAZON/RETURN ETHERNET CABLE PD-C/E-ADM-SUPPLIES			
				Invoice: 031724BB	270810	031724BB	03/17/2024		USBMAR24	14.00
					14.00	51011211 531100	POL/AMAZON/ETHERNET PATCH CABLE PD-C/E-ADM-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
				Invoice: 031824BB	270811	031824BB	03/18/2024		USBMAR24	168.35
					168.35	51011211 531100	POL/AMAZON/ADJUTABLE DESK PD-C/E-ADM-SUPPLIES			
				Invoice: 022924LH	270812	022924LH	02/29/2024		USBMAR24	30.98
					30.98	51011211 531100	POL/SIMPLY STAMPS/ADDRESS STAMP PD-C/E-ADM-SUPPLIES			
				Invoice: 022924LH-A	270814	022924LH-A	02/29/2024		USBMAR24	34.84
					34.84	51011211 531100	POL/AMAZON/GORILLA DESK MATS X2 PD-C/E-ADM-SUPPLIES			
				Invoice: 022924LH-B	270815	022924LH-B	02/29/2024		USBMAR24	17.42
					17.42	51011211 531100	POL/AMAZON/GORILLA DESK MAT PD-C/E-ADM-SUPPLIES			
				Invoice: 030724LH	270816	030724LH	03/07/2024		USBMAR24	21.68
					21.68	51011211 531100	POL/AMAZON/FLEX CLIP COPYHOLDERS X2 PD-C/E-ADM-SUPPLIES			
				Invoice: 022624JL	270817	022624JL	02/26/2024		USBMAR24	15.27
					15.27	52011212 549900	POL/AMAZON/PERSONAL CHARGE BY MISTAKE PD-C/E-INV-MISC EXP			
				Invoice: 030824KL	270818	030824KL	03/08/2024		USBMAR24	36.78
					36.78	51011214 443410	POL/BEYOND MENU/MEAL PD-C/E-ADMIN-TRAINING			
				Invoice: 030824KL-A	270819	030824KL-A	03/08/2024		USBMAR24	12.00
					12.00	51011214 443410	POL/4TH AVE GARAGE/PARKING PD-C/E-ADMIN-TRAINING			
				Invoice: 030824KL-B	270820	030824KL-B	03/08/2024		USBMAR24	25.00
					25.00	51011211 549100	POL/CIT INTERNATIONAL/MEMBERSHIP RENEWAL PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
				Invoice: 030324CM	270821	030324CM	03/03/2024		USBMAR24	39.70
					39.70	54025212 443410	POL/THE MATADOR/MEAL MARINE - TRAINING			
				Invoice: 030424CM	270822	030424CM	03/04/2024		USBMAR24	32.78
					32.78	54025212 443410	POL/ELKS DOCS GAME ROOM/MEAL MARINE - TRAINING			
				Invoice: 030424CM-A	270823	030424CM-A	03/04/2024		USBMAR24	17.44
					17.44	54025212 443410	POL/COURTYARD MARRIOTT/MEAL MARINE - TRAINING			
				Invoice: 030424CM-B	270824	030424CM-B	03/04/2024		USBMAR24	27.35
					27.35	54025212 443410	POL/ROCK THE DOCK/MEAL MARINE - TRAINING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
				Invoice: 030524CM	270825	030524CM	03/05/2024		USBMAR24	36.99
					36.99	54025212 443410	POL/THE GREATROOM/MEAL MARINE - TRAINING			
				Invoice: 030524CM-A	270826	030524CM-A	03/05/2024		USBMAR24	28.35
					28.35	54025212 443410	POL/ROCK THE DOCK/MEAL MARINE - TRAINING			
				Invoice: 030624CM	270827	030624CM	03/06/2024		USBMAR24	27.35
					27.35	54025212 443410	POL/ROCK THE DOCK/MEAL MARINE - TRAINING			
				Invoice: 030624CM-A	270828	030624CM-A	03/06/2024		USBMAR24	52.22
					52.22	54025212 443410	POL/STEEL CREEK/MEAL MARINE - TRAINING			
				Invoice: 030724CM	270829	030724CM	03/07/2024		USBMAR24	33.38
					33.38	54025212 443410	POL/TIDES TAVERN/MEAL MARINE - TRAINING			
				Invoice: 030724CM-A	270831	030724CM-A	03/07/2024		USBMAR24	601.01
					601.01	54025212 443410	POL/TACOMA FUEL DOCK/FUEL MARINE - TRAINING			
				Invoice: 030824CM	270832	030824CM	03/08/2024		USBMAR24	565.40
					565.40	54025212 443410	POL/PORT OF BROWNSVILLE/FUEL MARINE - TRAINING			
				Invoice: 030824CM-A	270833	030824CM-A	03/08/2024		USBMAR24	26.87
					26.87	54025212 443410	POL/NETSHED NO 9/MEAL MARINE - TRAINING			
				Invoice: 030724CM-B	270834	030724CM-B	03/07/2024		USBMAR24	25.96
					25.96	54025212 443410	POL/STEEL CREEK/MEAL MARINE - TRAINING			
				Invoice: 031024CM	270835	031024CM	03/10/2024		USBMAR24	63.56
					63.56	53011212 443410	POL/LOVE'S TRUCK STOP/MEAL POLICE - C/E PATROL TRAINING			
				Invoice: 031124CM	270836	031124CM	03/11/2024		USBMAR24	5.50
					5.50	53011212 443410	POL/WSDOT GOOD TO GO/FERRY PASSAGE POLICE - C/E PATROL TRAINING			
				Invoice: 031024CM-A	270837	031024CM-A	03/10/2024		USBMAR24	27.17
					27.17	53011212 443410	POL/ZIP'S CAFETERIA/MEAL POLICE - C/E PATROL TRAINING			
				Invoice: 031124CM-A	270838	031124CM-A	03/11/2024		USBMAR24	12.67
					12.67	53011212 443410	POL/SHAMUSS SANDWICH SHOPPE/MEAL POLICE - C/E PATROL TRAINING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					270839	031124CM-B	03/11/2024		USBMAR24	31.91
				Invoice: 031124CM-B			POL/NORTHERN QUEST/MEAL			
					31.91	53011212 443410	POLICE - C/E PATROL TRAINING			
					270840	031224CM	03/12/2024		USBMAR24	12.67
				Invoice: 031224CM			POL/SHAMUSS SANDWICH SHOPPE/MEAL			
					12.67	53011212 443410	POLICE - C/E PATROL TRAINING			
					270841	031324CM	03/13/2024		USBMAR24	35.97
				Invoice: 031324CM			POL/PURGATORY CRAFT BEER/MEAL			
					35.97	53011212 443410	POLICE - C/E PATROL TRAINING			
					270842	031324CM-A	03/13/2024		USBMAR24	44.24
				Invoice: 031324CM-A			POL/ANTHONY'S AT SPOKANE/MEAL			
					44.24	53011212 443410	POLICE - C/E PATROL TRAINING			
					270843	031324CM-B	03/13/2024		USBMAR24	20.70
				Invoice: 031324CM-B			POL/HIDDEN BAGEL/MEAL			
					20.70	53011212 443410	POLICE - C/E PATROL TRAINING			
					270844	031424CM	03/14/2024		USBMAR24	20.85
				Invoice: 031424CM			POL/SHAMUSS SANDWICH SHOPPE/MEAL			
					20.85	53011212 443410	POLICE - C/E PATROL TRAINING			
					270845	031424CM-A	03/14/2024		USBMAR24	50.00
				Invoice: 031424CM-A			POL/NORTHERN QUEST/MEAL			
					50.00	53011212 443410	POLICE - C/E PATROL TRAINING			
					270846	031524CM	03/15/2024		USBMAR24	702.80
				Invoice: 031524CM			POL/NORTHERN QUEST/LODGING			
					702.80	53011212 443410	POLICE - C/E PATROL TRAINING			
					270847	031624CM	03/16/2024		USBMAR24	31.03
				Invoice: 031624CM			POL/THE SUNSET CAFE/MEAL			
					31.03	53011212 443410	POLICE - C/E PATROL TRAINING			
					270848	031524CM-A	03/15/2024		USBMAR24	60.14
				Invoice: 031524CM-A			POL/LOVE'S TRUCK STOP/MEAL			
					60.14	53011212 443410	POLICE - C/E PATROL TRAINING			
					270849	030924BM	03/09/2024		USBMAR24	94.47
				Invoice: 030924BM			POL/GALLS/BARS AND HOLDERS			
					94.47	53011212 531100	PD-C/E-PATROL SUPPLIES			
					270850	031224BM	03/12/2024		USBMAR24	17.90
				Invoice: 031224BM			POL/WSDOT FERRIES/PASSAGE TO EDMONDS			
					17.90	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
					270851	031224BM-A	03/12/2024		USBMAR24	17.90
				Invoice: 031224BM-A			POL/WSDOT FERRIES/RETURN TRIP FROM EDMONDS			
					17.90	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					270852	022624WS	02/26/2024		USBMAR24	6.43
				Invoice: 022624WS			POL/CHICK-FIL-A/MEAL			
					6.43	53011212 443410	POLICE - C/E PATROL TRAINING			
					270853	022724WS	02/27/2024		USBMAR24	45.00
				Invoice: 022724WS			POL/ARCO/FUEL			
					45.00	53011212 443410	POLICE - C/E PATROL TRAINING			
					270854	022724WS-A	02/27/2024		USBMAR24	16.36
				Invoice: 022724WS-A			POL/JIMMY JOHNS/MEAL			
					16.36	53011212 443410	POLICE - C/E PATROL TRAINING			
					270855	022824WS	02/28/2024		USBMAR24	9.73
				Invoice: 022824WS			POL/CHICK-FIL-A/MEAL			
					9.73	53011212 443410	POLICE - C/E PATROL TRAINING			
					270856	030124WS	03/01/2024		USBMAR24	45.00
				Invoice: 030124WS			POL/76 TAHOMA EXPRESS/FUEL			
					45.00	53011212 443410	POLICE - C/E PATROL TRAINING			
					270857	031824WS	03/18/2024		USBMAR24	9.73
				Invoice: 031824WS			POL/CHICK-FIL-A/MEAL			
					9.73	53011212 443410	POLICE - C/E PATROL TRAINING			
					270858	032024WS	03/20/2024		USBMAR24	29.59
				Invoice: 032024WS			POL/DICKEYS/MEAL			
					29.59	53011212 443410	POLICE - C/E PATROL TRAINING			
					270859	031924WS	03/19/2024		USBMAR24	17.66
				Invoice: 031924WS			POL/JIMMY JOHNS/MEAL			
					17.66	53011212 443410	POLICE - C/E PATROL TRAINING			
					270860	032124WS	03/21/2024		USBMAR24	28.65
				Invoice: 032124WS			POL/WOK & TERIYAKI HOUSE/MEAL			
					28.65	53011212 443410	POLICE - C/E PATROL TRAINING			
					270861	032224WS	03/22/2024		USBMAR24	67.61
				Invoice: 032224WS			POL/76 TAHOMA EXPRESS/FUEL			
					67.61	53011212 443410	POLICE - C/E PATROL TRAINING			
					270862	030324RS	03/03/2024		USBMAR24	27.13
				Invoice: 030324RS			POL/THE MATADOR/MEAL			
					27.13	54025212 443410	MARINE - TRAINING			
					270863	030424RS	03/04/2024		USBMAR24	18.55
				Invoice: 030424RS			POL/COURTYARD BY MARRIOTT/MEAL			
					18.55	54025212 443410	MARINE - TRAINING			
					270864	030424RS-A	03/04/2024		USBMAR24	29.30
				Invoice: 030424RS-A			POL/COURTYARD BY MARRIOTT/MEAL			
					29.30	54025212 443410	MARINE - TRAINING			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					270865	030424RS-B	03/04/2024		USBMAR24	25.35
Invoice: 030424RS-B					POL/ROCK THE DOCK/MEAL					
					25.35	54025212 443410	MARINE - TRAINING			
					270866	030524RS	03/05/2024		USBMAR24	42.30
Invoice: 030524RS					POL/THE GREATROOM/MEAL					
					42.30	54025212 443410	MARINE - TRAINING			
					270867	030524RS-A	03/05/2024		USBMAR24	26.35
Invoice: 030524RS-A					POL/ROCK THE DOCK/MEAL					
					26.35	54025212 443410	MARINE - TRAINING			
					270868	030624RS	03/06/2024		USBMAR24	26.35
Invoice: 030624RS					POL/ROCK THE DOCK/MEAL					
					26.35	54025212 443410	MARINE - TRAINING			
					270869	030624RS-A	03/06/2024		USBMAR24	52.12
Invoice: 030624RS-A					POL/STEEL CREEK/MEAL					
					52.12	54025212 443410	MARINE - TRAINING			
					270870	030724RS	03/07/2024		USBMAR24	27.86
Invoice: 030724RS					POL/TIDES TAVERN/MEAL					
					27.86	54025212 443410	MARINE - TRAINING			
					270871	030824RS	03/08/2024		USBMAR24	26.87
Invoice: 030824RS					POL/NETSHED NO 9/MEAL					
					26.87	54025212 443410	MARINE - TRAINING			
					270872	030724RS-A	03/07/2024		USBMAR24	37.99
Invoice: 030724RS-A					POL/STEEL CREEK/MEAL					
					37.99	54025212 443410	MARINE - TRAINING			
					270923	031124AW	03/11/2024		USBMAR24	20.00
Invoice: 031124AW					EX/BAINBRIDGE COMMUNITY FOUNDATION/POLITICAL DIVER					
					20.00	31011721 542450	DEI-COMMUNITY OUTREACH/PART			
					270935	030624LS	03/06/2024		USBMAR24	19.96
Invoice: 030624LS					EX/ST SUBSCRIPTIONS/SEATTLE TIMES SUBSCRIPTION					
					19.96	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
					270936	030824LS	03/08/2024		USBMAR24	11.00
Invoice: 030824LS					EX/WSP/LIVEABOARD WAITLIST BACKGROUND CHECK					
					11.00	31108517 54110000552	LIVE-A-BOARDS/MOORAGE-PROF SVC			
					270937	031924LS	03/19/2024		USBMAR24	24.70
Invoice: 031924LS					EX/USPS/MAIL BROKEN CITY DOCK KIOSK SCREEN REPAIR					
					24.70	31108517 54250000552	LIVE-A-BOARDS/MOORAGE-POSTAGE			
					270938	030124MD	03/01/2024		USBMAR24	3,165.70
Invoice: 030124MD					IT/OWL LABS/VIDEOCONFERENCING CAMERA, SPEAKER					
					3,165.70	81031881 53550000567	PEG CAP FUNDING-NON CAP ITEMS			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
				Invoice: 030424MD	270939	030424MD	03/04/2024		USBMAR24	196.56
					196.56	81011881 548500	IT/MICROSOFT/VISIO LICENSES ANNUAL IT - C/E COMPUTER SUPPORT			
				Invoice: 030424MD-A	270940	030424MD-A	03/04/2024		USBMAR24	71.27
					71.27	81011881 443410	IT/AMAZON/JSON BOOKS (ANET PROGRAMMING) IT - C/E TRAINING			
				Invoice: 030824MD	270941	030824MD	03/08/2024		USBMAR24	542.95
					542.95	81011881 443410	IT/ALASKA AIR/PLANE TICKET M365 CONFERENCE IT - C/E TRAINING			
				Invoice: 030824MD-A	270943	030824MD-A	03/08/2024		USBMAR24	407.96
					407.96	81011881 443410	IT/ALASKA AIR/PLANE TICKET LASERFISCHE CONFERENCE IT - C/E TRAINING			
				Invoice: 031124MD	270944	031124MD	03/11/2024		USBMAR24	12.00
					12.00	81011881 548500	IT/WETRANSFER/MAIL ENCRYPTION SOFTWARE POLICE IT - C/E COMPUTER SUPPORT			
				Invoice: 031224MD	270945	031224MD	03/12/2024		USBMAR24	449.77
					449.77	81011881 535500	IT/URBAN ARMOR/CASES FOR FIELD LAPTOPS IT - C/E COMPUTER PARTS & EQ			
				Invoice: 031224MD-A	270946	031224MD-A	03/12/2024		USBMAR24	88.29
					88.29	81011881 535500	IT/AMAZON/PHONE LINE SEPARATOR-COMBINER IT - C/E COMPUTER PARTS & EQ			
				Invoice: 031524MD	270948	031524MD	03/15/2024		USBMAR24	21.84
					21.84	81011881 548500	IT/CHATGPT/ARTIFICIAL INTELLIGENCE SERVICE IT - C/E COMPUTER SUPPORT			
				Invoice: 031524MD-A	270949	031524MD-A	03/15/2024		USBMAR24	350.00
					350.00	81011881 548500	IT/QR.IO GENERATOR/QR CODE CREATION SERVICE ANNUAL IT - C/E COMPUTER SUPPORT			
				Invoice: 031824MD	270950	031824MD	03/18/2024		USBMAR24	46.83
					46.83	81011881 535500	IT/AMAZON/PHONE EXTENSION CORDS, BINDERS, PORTFOLI IT - C/E COMPUTER PARTS & EQ			
				Invoice: 031824MD-A	270951	031824MD-A	03/18/2024		USBMAR24	38.20
					38.20	81011881 548500	IT/FS TECHSMITH/SNAGIT SCREEN CAPTURE SOFTWARE IT - C/E COMPUTER SUPPORT			
				Invoice: 032224MD	270952	032224MD	03/22/2024		USBMAR24	1,440.45
					1,440.45	81011881 443410	IT/HILTON/LODGING TAKIMA FOR ACCIS CONFERENCE IT - C/E TRAINING			
				Invoice: 032524MD	270953	032524MD	03/25/2024		USBMAR24	1,308.22
					1,308.22	81011881 535500	IT/AMAZON/TCL TELEVISION PLANNING CONFERENCE ROOM IT - C/E COMPUTER PARTS & EQ			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					270954	032524MD-A	03/25/2024		USBMAR24	136.49
	Invoice: 032524MD-A				IT/AMAZON/TV MOUNTING BRACKET PLANNING CONFERENCE					
					136.49	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					270955	032524MD-B	03/25/2024		USBMAR24	14.19
	Invoice: 032524MD-B				IT/ARLO TECHNOLOGIES/STORAGE VIDEO CAPTURED					
					14.19	81011881 548500	IT - C/E COMPUTER SUPPORT			
					270960	022824RA	02/28/2024		USBMAR24	57.90
	Invoice: 022824RA				PCD/CLICK2MAIL/POSTCARDS PLN52690					
					57.90	63470586 542450	PCD-PLANNING-COMM OUTREACH			
					270961	030224RA	03/02/2024		USBMAR24	275.00
	Invoice: 030224RA				PCD/WSAPT/PERMIT TECH RECOARDS MNGMT CONF					
					275.00	61011584 443410	PCD-GF-ADM-TRAINING			
					270962	030624RA	03/06/2024		USBMAR24	15.58
	Invoice: 030624RA				PCD/CLICK2MAIL/POSTCARDS PLN52723					
					15.58	63470586 542450	PCD-PLANNING-COMM OUTREACH			
					270963	022924CF	02/29/2024		USBMAR24	348.00
	Invoice: 022924CF				FIN/GFOA/GAAFR BOOK, RENEWAL FEES					
					348.00	41011141 549100	FIN-GF-DUES/SUBS/MEMBERSHIPS			
					270964	030624SH	03/06/2024		USBMAR24	160.00
	Invoice: 030624SH				EX/NATIONAL ASSOC GOV'T COMMUNICATORS/DUES					
					160.00	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					270965	030724SH	03/07/2024		USBMAR24	29.99
	Invoice: 030724SH				EX/MAIONARRAY/VIDEO TEMPLATES					
					29.99	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					270966	031324SH	03/13/2024		USBMAR24	15.96
	Invoice: 031324SH				EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION					
					15.96	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					270967	031824SH	03/18/2024		USBMAR24	11.99
	Invoice: 031824SH				EX/KITSAP SUN/DIGITAL SUBSCRIPTION					
					11.99	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					270968	032224SH	03/22/2024		USBMAR24	35.45
	Invoice: 032224SH				EX/NAMETAG COUNTRY/GUEST NAME TAGS					
					35.45	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
					270969	032524SH	03/25/2024		USBMAR24	47.92
	Invoice: 032524SH				EX/FACEBOOK/TSJC VIDEO BOOST BLACK HISTORY MONTH					
					47.92	31011572 542450	EX-GF-OUTREACH-ADV			
					270970	022624KM	02/26/2024		USBMAR24	260.35
	Invoice: 022624KM				ENG/UPS STORE/RENTAL RETURN					
					260.35	72423434 64500001187	WWTP CAP UPGR-CAP RENT/LEASE			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270971	022624KM-A	02/26/2024		USBMAR24	33.81
				Invoice: 022624KM-A			ENG/ACE HARDWARE/LOCK			
					33.81	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					270972	022824KM	02/28/2024		USBMAR24	39.11
				Invoice: 022824KM			ENG/STARBUCKS/MTG FOOD & BEVERAGES			
					39.11	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					270973	030324KM	03/03/2024		USBMAR24	43.11
				Invoice: 030324KM			ENG/AMAZON/FITFIRST LIGHT THERAPY LAMP			
					43.11	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					270975	030424KM	03/04/2024		USBMAR24	161.90
				Invoice: 030424KM			ENG/EVENTBRITE/SSWM TRAINING CB			
					161.90	72431831 443410	ENG - SSWM ADM TRAINING			
					270976	031224KM	03/12/2024		USBMAR24	84.00
				Invoice: 031224KM			PW,ENG/APWA/POSTERS			
					42.00	73637891 531100	OFFICE SUPPLIES			
					42.00	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					270977	031424KM	03/14/2024		USBMAR24	56.40
				Invoice: 031424KM			ENG/PAYGOV/COBI PERMIT PLN52745			
					56.40	72413434 64980000988	NEW WATER TANKS-PERMITS			
					270978	031424KM-A	03/14/2024		USBMAR24	1,880.00
				Invoice: 031424KM-A			ENG/PAYGOV/COBI PERMIT PLN52745			
					1,880.00	72413434 64980000988	NEW WATER TANKS-PERMITS			
					270979	032124KM	03/21/2024		USBMAR24	375.00
				Invoice: 032124KM			ENG/GREEN RIVER CC/TRAINING AC			
					375.00	72421351 443410	ENG - SEWER TRAINING			
								CHECK	3681 TOTAL:	53,753.95

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 53,753.95

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	53,753.95

*** GRAND TOTAL *** 53,753.95

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 4 75									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			44,013.17	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				53,753.95
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			2,223.09	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			1,096.45	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			1,986.70	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			202.30	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			1,779.12	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			2,060.52	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			356.90	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			35.70	
04/11/2024	USBMAR24	041124			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			53,753.95	53,753.95
APP 631-130000					DUE TO/FROM CLEARING			51,767.25	
04/11/2024	USBMAR24	041124							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				44,013.17
04/11/2024	USBMAR24	041124							
APP 401-130000					DUE TO/FROM CLEARING				2,223.09
04/11/2024	USBMAR24	041124							
APP 407-130000					DUE TO/FROM CLEARING				1,096.45
04/11/2024	USBMAR24	041124							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				202.30
04/11/2024	USBMAR24	041124							
APP 402-130000					DUE TO/FROM CLEARING				1,779.12
04/11/2024	USBMAR24	041124							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				2,060.52
04/11/2024	USBMAR24	041124							
APP 403-130000					DUE TO/FROM CLEARING				356.90
04/11/2024	USBMAR24	041124							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G				35.70
04/11/2024	USBMAR24	041124							
					SYSTEM GENERATED ENTRIES TOTAL			51,767.25	51,767.25
					JOURNAL 2024/04/75 TOTAL			105,521.20	105,521.20

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	4	75	04/11/2024		
001-130000				GENERAL - DUE TO/FROM CLEARING		44,013.17
001-213000				GENERAL - ACCOUNTS PAYABLE	44,013.17	
				FUND TOTAL	44,013.17	44,013.17
101 STREET FUND	2024	4	75	04/11/2024		
101-130000				STREETS - DUE TO/FROM CLEARING		202.30
101-213000				STREETS - ACCOUNTS PAYABLE	202.30	
				FUND TOTAL	202.30	202.30
108 AFFORDABLE HOUSING FUND	2024	4	75	04/11/2024		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		35.70
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	35.70	
				FUND TOTAL	35.70	35.70
401 WATER OPERATING FUND	2024	4	75	04/11/2024		
401-130000				DUE TO/FROM CLEARING		2,223.09
401-213000				ACCOUNTS PAYABLE	2,223.09	
				FUND TOTAL	2,223.09	2,223.09
402 SEWER OPERATING FUND	2024	4	75	04/11/2024		
402-130000				DUE TO/FROM CLEARING		1,779.12
402-213000				ACCOUNTS PAYABLE	1,779.12	
				FUND TOTAL	1,779.12	1,779.12
403 STORM & SURFACE WATER FUND	2024	4	75	04/11/2024		
403-130000				DUE TO/FROM CLEARING		356.90
403-213000				ACCOUNTS PAYABLE	356.90	
				FUND TOTAL	356.90	356.90
407 BUILDING & DEVELOPMENT FUND	2024	4	75	04/11/2024		
407-130000				DUE TO/FROM CLEARING		1,096.45
407-213000				ACCOUNTS PAYABLE	1,096.45	
				FUND TOTAL	1,096.45	1,096.45
501 EQUIPMENT RENTAL & REVOLVING	2024	4	75	04/11/2024		
501-130000				ER&R-DUE TO/FROM CLEARING		2,060.52
501-213000				ER&R-ACCOUNTS PAYABLE	2,060.52	
				FUND TOTAL	2,060.52	2,060.52
631 CLEARING FUND	2024	4	75	04/11/2024		

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	51,767.25	
631-213000				ACCOUNTS PAYABLE	1,986.70	
635-111100				CASH		53,753.95
				FUND TOTAL	53,753.95	53,753.95

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND			DUE TO	DUE FR
001	GENERAL FUND			44,013.17
101	STREET FUND			202.30
108	AFFORDABLE HOUSING FUND			35.70
401	WATER OPERATING FUND			2,223.09
402	SEWER OPERATING FUND			1,779.12
403	STORM & SURFACE WATER FUND			356.90
407	BUILDING & DEVELOPMENT FUND			1,096.45
501	EQUIPMENT RENTAL & REVOLVING			2,060.52
631	CLEARING FUND		51,767.25	
		TOTAL	51,767.25	51,767.25

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

CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
3682	04/24/2024	EFT	5	ACE HARDWARE	270882	55643	03/20/2024		04/21/24	50.01
Invoice: 55643							PW/BLEACH LIQ, CLOROX SPLASHLESS, FERRULE-STOPS			
					50.01	73425358 531100	O&M-WWTP-SUPPLIES			
					270906	55729	04/02/2024		04/21/24	44.18
Invoice: 55729							PW/SPLASH BLOCK BROWN, DWNSPOUT EXTNSN BRN, FASTNR			
					16.91	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					27.27	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					270907	55541	03/07/2024		04/21/24	34.93
Invoice: 55541							PW/CEILING TEXTR ORANGEPEEL			
					34.93	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270908	55716	03/29/2024		04/21/24	6.88
Invoice: 55716							POL/LUNDGREN.TRAFFIC SIGN MOUNT			
					6.88	51011217 531100	PD-C/E-PARKING ENF-SUPPLIES			
					270956	55755	04/04/2024		04/21/24	40.52
Invoice: 55755							PW/SINGLE CUT KEY, TOOL WLPPR SMOOTHER, SCRAPER			
					3.95	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					3.96	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					32.61	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES			
					271048	55792	04/10/2024		04/21/24	10.91
Invoice: 55792							PW/NOZZLE 3.0 ORIFICE 15DEG			
					10.91	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					271084	55793	04/10/2024		04/21/24	61.11
Invoice: 55793							PW/MOLD MILDEW CNTRL, LIQUID ANT BAIT			
					61.11	73011151 531100	O&M-C/E-PD FLEET-SUPPLIES			
					271085	55796	04/10/2024		04/21/24	10.91
Invoice: 55796							PW/CM NUT DRIVER 8 MM			
					10.91	73411345 531100	OFFICE SUPPLIES			
					271102	55805	04/11/2024		04/21/24	41.45
Invoice: 55805							PW/STEEL WOOL PAD, SANDSPONG ASST, JOINT KNIFE			
					7.63	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					33.82	73011831 53110000724	PD/COURT BLDG NON-CAP-SUPPLIES			
					271103	55807	04/11/2024		04/21/24	85.12
Invoice: 55807							PW/ACE ALL PURP TUB 9GL, RACK BAMBOO 7 SLOT			
					85.12	73411345 531100	OFFICE SUPPLIES			
							CHECK	3682 TOTAL:		386.02
3683	04/24/2024	EFT	8991	ALLIANCE 2020, INC	270980	5851066	03/31/2024		04/21/24	706.64
Invoice: 5851066							HR/BACKGROUND CHECKS			
					706.64	33011161 541100	HR-C/E-PROF SVCS			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								INVOICE DTL DESC		
								CHECK	3683 TOTAL:	706.64
3684	04/24/2024	EFT	10230	ALLMAX SOFTWARE LLC	270925	27850	03/22/2024		04/21/24	1,940.00
	Invoice: 27850							IT/TREATMENT PLANT SOFTWARE ANNUAL MAINTENANCE		
					1,940.00	81011881 548500		IT - C/E COMPUTER SUPPORT		
								CHECK	3684 TOTAL:	1,940.00
3685	04/24/2024	EFT	1258	ALPINE PRODUCTS INC	271104	TM-223144	04/12/2024		04/21/24	2,998.03
	Invoice: TM-223144							PW/WATERBORNE TRAFFIC PAINT		
					2,998.03	73111264 53110000908		PAVEMENT MARKINGS-SUPPLY		
								CHECK	3685 TOTAL:	2,998.03
3686	04/24/2024	EFT	7821	ARAMARK	270957	5120441807	04/04/2024		04/21/24	60.07
	Invoice: 5120441807							PW/COVERALL LS COTTON, PANT DICKIES		
					60.07	73638893 589310		LAUNDRY SERVICES		
					271105	5120445989	04/11/2024		04/21/24	54.25
	Invoice: 5120445989							PW/COVERALL LS COTTON, PANT DICKIES		
					54.25	73638893 589310		LAUNDRY SERVICES		
								CHECK	3686 TOTAL:	114.32
3687	04/24/2024	EFT	4365	AUTOMATIC FUNDS TRAN	270926	BAIN2403028	03/29/2024		04/21/24	510.15
	Invoice: BAIN2403028							FIN/B&O MARCH 2024		
					460.60	41011141 541100		FIN-GF-PROF SVCS		
					49.55	41011141 542500		FIN-GFE-POSTAGE/SHIPPING		
								CHECK	3687 TOTAL:	510.15
3688	04/24/2024	EFT	4638	BAINBRIDGE PERFORMIN	270883	CC24201	01/01/2024		04/21/24	4,375.00
	Invoice: CC24201							EX/2024-2025 BPA CULTURAL FUNDING		
					4,375.00	31011732 54110000297		EX-GF-CULTURAL ARTS & SCIENCES		
								CHECK	3688 TOTAL:	4,375.00
3689	04/24/2024	EFT	55	SOUND PUBLISHING, IN	271039	BIR993625	03/29/2024		04/21/24	88.59
	Invoice: BIR993625							PCD/LEGAL NOTICING PLN52372		
					88.59	63470586 544000		CUR-DEV-ZONING-ADV		
					271040	BIR993628	03/29/2024		04/21/24	99.73
	Invoice: BIR993628							PCD/LEGAL NOTICING PLN52122		
					99.73	63470586 544000		CUR-DEV-ZONING-ADV		
					271041	BIR993658	03/29/2024		04/21/24	85.47

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
	Invoice: BIR993658								PCD/LEGAL NOTICING PLN51737	
						85.47 63470586 544000			CUR-DEV-ZONING-ADV	
					271042	BIR993661	03/29/2024		04/21/24	67.01
	Invoice: BIR993661								PCD/LEGAL NOTICING PLN52612	
						67.01 63470586 544000			CUR-DEV-ZONING-ADV	
								CHECK	3689 TOTAL:	340.80
3690	04/24/2024	EFT	8889	BAINBRIDGE ARTISAN R	271037	2024-Q1	04/08/2024		04/21/24	743.00
	Invoice: 2024-Q1								EX/2024-2025 POET LAUREATE CULTUR	
						743.00 31011732 54110000297			EX-GF-CULTURAL ARTS & SCIENCES	
					271038	2024-Q1-2	04/08/2024		04/21/24	4,035.22
	Invoice: 2024-Q1-2								EX/2024-2025 BARN CULTURAL FUNDIN	
						4,035.22 31011732 54110000297			EX-GF-CULTURAL ARTS & SCIENCES	
					271049	2024-Q1-3	04/04/2024		04/21/24	2,347.58
	Invoice: 2024-Q1-3								EX/2024 BARN LTAC FUNDING	
						2,347.58 91140573 541100			GG-TOUR-PROF SERVICES	
								CHECK	3690 TOTAL:	7,125.80
3691	04/24/2024	EFT	9856	BARR-TECH LLC	271097	9487	03/31/2024		04/21/24	9,533.41
	Invoice: 9487								PW/BIOSOLIDS PROCESSED 138.89 TONS MARCH 2024	
						9,533.41 73425358 54790100551			BIOSOLIDS WASTE DISPOSAL	
								CHECK	3691 TOTAL:	9,533.41
3692	04/24/2024	EFT	50	BAINBRIDGE ISLAND EL	271009	20240015	02/15/2024		04/21/24	693.42
	Invoice: 20240015								PW/TEST RAS PUMP, REPLACE MOTOR	
						693.42 73425358 541100			O&M-WWTP-PROF SVCS	
								CHECK	3692 TOTAL:	693.42
3693	04/24/2024	EFT	971	BAINBRIDGE ISLAND HI	271086	2024-Q1	04/10/2024		04/21/24	4,926.00
	Invoice: 2024-Q1								2024 BIHM LTAC FUNDING	
						4,926.00 91140573 541100			GG-TOUR-PROF SERVICES	
					271087	2024-Q1-2	04/10/2024		04/21/24	2,500.00
	Invoice: 2024-Q1-2								EX/2024-2025 BIHM CULTURAL FUNDIN	
						2,500.00 31011732 54110000297			EX-GF-CULTURAL ARTS & SCIENCES	
								CHECK	3693 TOTAL:	7,426.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
3694	04/24/2024	EFT	2476	BISCC	271068	2024-Q1	04/08/2024		04/21/24	11,375.00
Invoice: 2024-Q1							EX/2023-24 HUMAN SERVICES FUNDING			
					11,375.00	31017690 54110000297	SEN CENTER-OPER SUPPORT			
								CHECK	3694 TOTAL:	11,375.00
3695	04/24/2024	EFT	64	BAINBRIDGE ISLAND AR	271066	2024-Q1	04/09/2024		04/21/24	3,000.00
Invoice: 2024-Q1							EX/PUBLIC ART ADMINISTRATION			
					3,000.00	31024759 54110200297	PUBLIC ART-MNGT SVCS			
								CHECK	3695 TOTAL:	3,000.00
3696	04/24/2024	EFT	5016	BAINBRIDGE ISLAND BO	271089	Q12024	04/04/2024		04/21/24	7,750.00
Invoice: Q12024							EX/2023-24 HUMAN SERVICES FUNDING			
					7,750.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
								CHECK	3696 TOTAL:	7,750.00
3697	04/24/2024	EFT	360	BUILDERS FIRSTSOURCE	270517	88746818	03/15/2024		04/21/24	90.20
Invoice: 88746818							PW/WW PRIMED, DAP EXTREME STRETCH WHITE			
					90.20	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					270700	67836097-CM	09/18/2023		04/21/24	-261.82
Invoice: 67836097-CM							PW/CREDIT MEMO DUPLICATE PAYMENT			
					-261.82	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					270701	70333519-CM	02/16/2024		04/21/24	-193.71
Invoice: 70333519-CM							PW/CREDIT MEMO DUPLICATE PAYMENT			
					-193.71	73111427 531100	OFFICE SUPPLIES			
					270887	88722244	03/11/2024		04/21/24	68.25
Invoice: 88722244							PW/1X2-48" WOOD STAKES X50			
					68.25	73111427 531100	OFFICE SUPPLIES			
					270958	71047805	04/03/2024		04/21/24	1,466.63
Invoice: 71047805							PW/ELITE DECKING, INCISED CEDARTONE, SCREW BRZ			
					1,466.63	73011755 531100	O&M-COMMONS SUPPLIES			
					270959	88809155	03/29/2024		04/21/24	92.41
Invoice: 88809155							PW/NATURAL PATIO PAVER, GREY CONCRETE BRICK			
					92.41	73431835 531100	OFFICE SUPPLIES			
					271106	88846684	04/08/2024		04/21/24	33.37
Invoice: 88846684							PW/PAINT CONTAINER LID RESEAL, BRUSH FOAM HIGH DEN			
					33.37	73011755 531100	O&M-COMMONS SUPPLIES			
					271107	88846788	04/08/2024		04/21/24	77.50
Invoice: 88846788							PW/KEY HEX SET, HAMMER BIT			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
										INVOICE DTL DESC
					77.50	73111264 531100				O&M-STREET-TRAF CONTROL-SUPPLY
					271108	88848894	04/08/2024		04/21/24	107.65
	Invoice: 88848894									PW/5LB 3"PLAT SCREW BRZ
					107.65	73011755 531100				O&M-COMMONS SUPPLIES
					271109	88859132	04/10/2024		04/21/24	11.31
	Invoice: 88859132									PW/ 4" ROLLER COVER X4
					11.31	73011255 531100				O&M-C/E-COURT FAC-SUPPLIES
								CHECK	3697 TOTAL:	1,491.79
3698	04/24/2024	EFT	9449	CASCADE COLUMBIA DIS	271011	892418	04/03/2024		04/21/24	462.33
	Invoice: 892418									PW/SODIUM HYPOCHLORITE
					462.33	73425358 531100				O&M-WWTP-SUPPLIES
								CHECK	3698 TOTAL:	462.33
3699	04/24/2024	EFT	104	CITY OF BREMERTON	270888	BKAT000828	04/01/2024		04/21/24	3,334.92
	Invoice: BKAT000828									IT/BROADCAST OF CITY MEETINGS
					3,334.92	81011881 542420				IT-C/E-TELEVISTED COUNCIL MEET
								CHECK	3699 TOTAL:	3,334.92
3700	04/24/2024	EFT	112	CODE PUBLISHING COMP	270889	GCI0013527	03/28/2024		04/21/24	940.22
	Invoice: GCI0013527									EXCC/MUNICIPAL CODE WEB UPDATE
					940.22	36011143 541100				CLERK-C/E-PROF SVCS
								CHECK	3700 TOTAL:	940.22
3701	04/24/2024	EFT	6363	LN CURTIS & SONS	271069	INV811802	04/10/2024		04/21/24	296.91
	Invoice: INV811802									POL/BLANK NAME PATCHES FOR UNIFORMS
					296.91	53011212 520000				POLICE - C/E PATROL BENEFITS
								CHECK	3701 TOTAL:	296.91
3702	04/24/2024	EFT	8816	ECOANALYSTS, INC.	270913	5007	04/03/2024		04/21/24	1,554.00
	Invoice: 5007									PW/QUARTERLY NPDES Q1 2024
					1,554.00	73425358 541100				O&M-WWTP-PROF SVCS
								CHECK	3702 TOTAL:	1,554.00
3703	04/24/2024	EFT	9872	LAUNCH PAD TECHNOLOG	271051	132394	04/09/2024		04/21/24	603.30
	Invoice: 132394									PW/PENDANT XMTTR, PLUG IN COMMUNICATOR
					603.30	73011183 531100				O&M-C/E-CH FAC-SUPPLIES

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								INVOICE DTL DESC		
								CHECK	3703 TOTAL:	603.30
3704	04/24/2024	EFT	1953	FERGUSON ENTERPRISES	270890	0034246	03/18/2024		04/21/24	1,061.21
	Invoice: 0034246						PW/WATER SUPPLIES			
					1,061.21	73411345 531100	OFFICE SUPPLIES			
					271052	2461962	04/01/2024		04/21/24	183.46
	Invoice: 2461962						PW/WATER SUPPLIES			
					183.46	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					271110	0037077	04/11/2024		04/21/24	224.04
	Invoice: 0037077						PW/WATER SUPPLIES			
					224.04	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	3704 TOTAL:		1,468.71
3705	04/24/2024	EFT	10459	GORDON THOMAS HONEYW	271070	MARCH 2024 1337	03/31/2024		04/21/24	4,300.00
	Invoice: MARCH 2024 1337						CC/GTH LOBBYING SERVICES			
					4,300.00	11011112 541100	COUNCIL-LOBBYING/PROMOTION PS			
							CHECK	3705 TOTAL:		4,300.00
3706	04/24/2024	EFT	513	GRAINGER	270914	9073844483	04/03/2024		04/21/24	96.38
	Invoice: 9073844483						PW/MIRROR 24 IN W 36 IN H			
					96.38	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
							CHECK	3706 TOTAL:		96.38
3707	04/24/2024	EFT	253	HACH COMPANY	271054	13969146	03/21/2024		04/21/24	134.64
	Invoice: 13969146						ENG/HYDROLAB, BATT 3V COIN CELL			
					134.64	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
					271055	13969147	03/21/2024		04/21/24	1,801.48
	Invoice: 13969147						ENG/PROBE ASSEMBLY, SENCOR, HYDROLAB			
					1,801.48	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
					271111	13994430	04/11/2024		04/21/24	1,273.06
	Invoice: 13994430						PW/ARSENIC FREE FLUORIDE RGT ACCUVAC			
					1,273.06	73411345 531100	OFFICE SUPPLIES			
					271112	13997090	04/12/2024		04/21/24	145.61
	Invoice: 13997090						PW/BUFFER SOLN, ORP STD SOLN ZOBELLS			
					145.61	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
							CHECK	3707 TOTAL:		3,354.79

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
3708	04/24/2024	EFT	7180	HELPLINE HOUSE	271072	2024-Q1	04/04/2024		04/21/24	25,681.26
Invoice: 2024-Q1							EX/2023-24 HUMAN SERVICES CONTRAC			
					25,681.26	31017122 54110000297	HELPLINE HOUSE FOOD BANK			
								CHECK	3708 TOTAL:	25,681.26
3709	04/24/2024	EFT	268	HOUSING RESOURCES BO	270891	14295	03/31/2024		04/21/24	1,125.00
Invoice: 14295							EX/QUARTERLY MANAGEMENT FEES ISLANDER MOBILE HOME			
					1,125.00	31180592 54130200297	IMHP MNGT FEES			
					270892	14312	04/01/2024		04/21/24	700.00
Invoice: 14312							EX/SITE ASSESSMENT 301 MADRONA WAY NE			
					700.00	31180592 54130400297	IMHP SPACE RENT DEFAULT			
								CHECK	3709 TOTAL:	1,825.00
3710	04/24/2024	EFT	9883	INVOICE CLOUD INC	270988	2698-2024_3	03/31/2024		04/21/24	1,655.99
Invoice: 2698-2024_3							FIN/INVOICE CLOUD SERVICES MAR 2024			
					827.99	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					828.00	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
								CHECK	3710 TOTAL:	1,655.99
3711	04/24/2024	EFT	7184	ISLAND VOLUNTEER CAR	271090	1085	03/31/2024		04/21/24	7,500.00
Invoice: 1085							EX/2023-24 HUMAN SERVICES FUNDING			
					7,500.00	31017690 54110200297	ISLAND VOLUNTEER CAREGIVERS			
								CHECK	3711 TOTAL:	7,500.00
3712	04/24/2024	EFT	5819	ISLANDWOOD	270989	2024-Q1	04/03/2024		04/21/24	4,267.92
Invoice: 2024-Q1							EX/2024-2025 ISLANDWOOD CULTURAL			
					4,267.92	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK	3712 TOTAL:	4,267.92
3713	04/24/2024	EFT	1496	KITSAP COUNTY SEWER	270991	KSCD7-COBI-2024-MAR	04/02/2024		04/21/24	26,242.56
Invoice: KSCD7-COBI-2024-MAR							PW/SEWER UTILITY CHARGE MAR 2024			
					26,242.56	73426356 551000	SIS-SD#7 PROCESSING CHGS			
								CHECK	3713 TOTAL:	26,242.56
3714	04/24/2024	EFT	10439	KELLEY CREATE CO	270927	IN1598076	04/01/2024		04/21/24	918.69
Invoice: IN1598076							CRT/COPIER LEASE			
					918.69	21011125 545000	COURT-RENTS & LEASES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					270992	IN1598078	04/01/2024		04/21/24	879.23
	Invoice: IN1598078						PCD/COPIER LEASE			
					879.23	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					270993	IN1598079	04/01/2024		04/21/24	807.29
	Invoice: IN1598079						PCD/COPIER LEASE			
					807.29	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					271058	36331283	04/10/2024		04/21/24	316.68
	Invoice: 36331283						PCD/COPIER LEASE			
					316.68	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					271060	36331285	04/10/2024		04/21/24	361.46
	Invoice: 36331285						PCD/COPIER LEASE			
					361.46	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					271074	36331286	04/10/2024		04/21/24	190.01
	Invoice: 36331286						CRT/COPIER LEASE			
					190.01	21011125 545000	COURT-RENTS & LEASES			
								CHECK	3714 TOTAL:	3,473.36
3715	04/24/2024	EFT	9852	KISSLER ENTERPRISES	271075	11140	03/31/2024		04/21/24	12,675.30
	Invoice: 11140						PW/WWTP BIOSOLIDS HAULING TO BARR-TECH			
					12,675.30	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
								CHECK	3715 TOTAL:	12,675.30
3716	04/24/2024	EFT	315	KITSAP HUMANE SOCIET	271076	51822	06/20/2023		04/21/24	6,612.93
	Invoice: 51822						ANIMAL CONTROL SERVICES			
					6,612.93	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK	3716 TOTAL:	6,612.93
3717	04/24/2024	EFT	1851	KRAZAN & ASSOCIATES	271091	INV J604458-5873	03/31/2024		04/21/24	8,381.45
	Invoice: INV J604458-5873						ENG/WINSLOW WATER TANK TESTING SER			
					8,381.45	72413434 64110000988	NEW WATER TANKS-PROF SVCS			
								CHECK	3717 TOTAL:	8,381.45
3718	04/24/2024	EFT	6577	LAKESIDE INDUSTRIES	271012	264626	03/31/2024		04/21/24	1,860.16
	Invoice: 264626						PW/EZ STREET ASPHALT 10 TONS			
					1,860.16	73111423 531100	OFFICE SUPPLIES			
					271092	265641	04/06/2024		04/21/24	1,443.98
	Invoice: 265641						PW/SHINE ASPHALT PLANT 15.39 TONS			
					1,443.98	73111423 531100	OFFICE SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 3718 TOTAL:	3,304.14
3719	04/24/2024	EFT	10342	LANGAN ENGINEERING A	270995	LAN 0401619	04/08/2024		04/21/24	8,245.61
	Invoice: LAN 0401619						ENG/ENV TESTING, SPECS AND PLANS F			
					8,245.61	72011182 54110001251	625 WINSLOW-ENG PROF SVCS			
									CHECK 3719 TOTAL:	8,245.61
3720	04/24/2024	EFT	5011	LEXISNEXIS RISK SOLU	271077	1272084-20240331	03/31/2024		04/21/24	218.40
	Invoice: 1272084-20240331						POL/MONTHLY SUBSCRIPTION			
					218.40	52011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT			
									CHECK 3720 TOTAL:	218.40
3721	04/24/2024	EFT	10209	PAE CONSULTING ENGIN	270996	20241143	03/31/2024		04/21/24	540.00
	Invoice: 20241143						ENG/CITY HALL SECURITY SYSTEM UPDA			
					540.00	72311418 64110001092	CH SECURITY-PROF SVCS			
									CHECK 3721 TOTAL:	540.00
3722	04/24/2024	EFT	5717	MAKERS ARCHITECTURE	270893	2257-13	03/20/2024		04/21/24	3,212.00
	Invoice: 2257-13						EX/ELEC VEHICLE OPTIONS/FACILITY			
					3,212.00	31011492 54110001195	CAP-TRANSP & FUELS-PROF SVCA			
									CHECK 3722 TOTAL:	3,212.00
3723	04/24/2024	EFT	10483	MIRIAM TECHNOLOGIES	271004	INV-7873	03/31/2024		04/21/24	245.71
	Invoice: INV-7873						FIN/WEBCHECK SERVICES MAR 2024			
					122.85	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					122.86	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
									CHECK 3723 TOTAL:	245.71
3724	04/24/2024	EFT	2574	NATIONAL BARRICADE C	271113	312886	04/10/2024		04/21/24	1,820.36
	Invoice: 312886						PW/ALUMINUM ROAD SIGNS			
					1,820.36	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					271114	312887	04/10/2024		04/21/24	1,087.91
	Invoice: 312887						PW/ALUMINUM ROAD SIGNS			
					1,087.91	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					271115	312888	04/10/2024		04/21/24	3,754.30
	Invoice: 312888						PW/ALUMINUM ROAD SIGNS			
					3,754.30	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 3724 TOTAL:	6,662.57
3725	04/24/2024	EFT	10503	NEARMAP US INC	270894	INV01281059	03/29/2024		04/21/24	6,825.00
	Invoice: INV01281059								IT/GIS MAPS SUBSCRIPTION & MAINTENANCE	
					6,825.00	81011882 548500			IT-GIS-SOFTWARE MAINT	
									CHECK 3725 TOTAL:	6,825.00
3726	04/24/2024	EFT	9455	KATHERINE D. JENNING	270928	1228	03/04/2024		04/21/24	900.00
	Invoice: 1228								EX/VIDEO & PHOTOGRAPHY SVCS	
					900.00	31011572 541100			EX-GF-OUTREACH-PROF SVCS	
									CHECK 3726 TOTAL:	900.00
3727	04/24/2024	EFT	9943	THE NEXT DAY DRY CLE	270915	03/31/2024	03/31/2024		04/21/24	112.38
	Invoice: 03/31/2024								POL/LAUNDRY SERVICE	
					57.28	51011211 520000			PD-C/E ADMIN-BENEFITS	
					55.10	53011212 520000			POLICE - C/E PATROL BENEFITS	
									CHECK 3727 TOTAL:	112.38
3728	04/24/2024	EFT	2430	OGDEN MURPHY WALLACE	271096	889985	04/11/2024		04/21/24	111,714.41
	Invoice: 889985								LEGAL/PROFESSIONAL SERVICES MAR 2024	
					858.00	32011152 54111101156			LIT-NEAL PRA SUIT	
					64,840.06	32471152 54111401217			HEX-GERLACH BLD PRMT (OMW-HEX)	
					507.00	32470152 54111100795			LIT-DUFRESNE	
					78.00	32111152 541110			LGL-STREET-OUTSIDE ATTY-CIVIL	
					1,620.95	32470152 54111101306			LIT-GERLACH CLAIM FOR DAMAGES	
					780.00	32011152 54111001131			ETHICS BOARD LEGAL ADVISOR	
					1,716.00	32011541 54111001270			GEN'L PRR WORK-OUTSIDEATTORNEY	
					390.00	91011211 541100			GG-C/E-CIVIL SVC-PROF SVCS	
					39,052.40	32011541 54111001298			CITY ATTORNEY	
					78.00	32470152 54111101307			LIT-GUDDAT PERMIT	
					1,794.00	32011152 541110			LGL-GF-LEGAL ADVICE	
									CHECK 3728 TOTAL:	111,714.41
3729	04/24/2024	EFT	4111	OLYMPIC SPRINGS INC	270895	365493	03/31/2024		04/21/24	68.42
	Invoice: 365493								PW/5 GAL PURIFIED WATER X7	
					68.42	73425358 531100			O&M-WWTP-SUPPLIES	
									CHECK 3729 TOTAL:	68.42
3730	04/24/2024	EFT	8895	OVATION! PERFORMING	271079	2024-Q1	04/10/2024		04/21/24	1,875.00
	Invoice: 2024-Q1								EX/2024-2025 CULTURAL FUNDING	
					1,875.00	31011732 54110000297			EX-GF-CULTURAL ARTS & SCIENCES	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
								CHECK	3730 TOTAL:	1,875.00
3731	04/24/2024	EFT	9650	PAPE MACHINERY INC	270997	15178840	04/04/2024		04/21/24	45.88
	Invoice: 15178840						PW/WOODCUTTER			
					45.88	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					271116	15199518	04/11/2024		04/21/24	13.95
	Invoice: 15199518						PW/PLUG X2			
					13.95	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES			
					271117	15200371	04/12/2024		04/21/24	27.98
	Invoice: 15200371						PW/KEY X2			
					27.98	73111423 531100	OFFICE SUPPLIES			
								CHECK	3731 TOTAL:	87.81
3732	04/24/2024	EFT	9156	PEACOCK FAMILY SERVI	271080	2024-Q1	04/03/2024		04/21/24	9,375.00
	Invoice: 2024-Q1						EX/2023-24 HUMAN SERVICES FUNDING			
					9,375.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
								CHECK	3732 TOTAL:	9,375.00
3733	04/24/2024	EFT	8229	PIPER THORNBURGH	271081	04/10/2024	04/10/2024		04/21/24	86.38
	Invoice: 04/10/2024						CRT/JUDGE PRO TEMPORE 4/9/2024			
					86.38	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS			
								CHECK	3733 TOTAL:	86.38
3734	04/24/2024	EFT	9349	PROPANE NORTHWEST	271013	1513252695	04/04/2024		04/21/24	990.80
	Invoice: 1513252695						PROPANE 523.80 GALLONS			
					990.80	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
								CHECK	3734 TOTAL:	990.80
3735	04/24/2024	EFT	2203	PST INVESTIGATIONS	270998	2024-202	04/08/2024		04/21/24	306.00
	Invoice: 2024-202						SUBSCRIPTION FEES Q1 2024			
					306.00	91011211 549100	GG-C/E-CIVIL SVC-DUES/SUBS			
								CHECK	3735 TOTAL:	306.00
3736	04/24/2024	EFT	9440	QBSI-XEROX	270929	IN4069172	03/26/2024		04/21/24	85.35
	Invoice: IN4069172						CRT/COPIER LEASE			
					85.35	21011125 545000	COURT-RENTS & LEASES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 3736 TOTAL:	85.35
3737	04/24/2024	EFT	7801	REDSIDE CONSTRUCTION	270896	PAYREQ3-00988	03/29/2024		04/21/24	1,761,035.64
Invoice: PAYREQ3-00988							ENG/WINSLOW WATER TANK REPLACEMENT			
					1,761,035.64	72413434 66300000988	NEW WATER TANKS-CONSTR			
									CHECK 3737 TOTAL:	1,761,035.64
3738	04/24/2024	EFT	5251	ROTARY CLUB OF BAINB	270909	11660	04/01/2024		04/21/24	100.00
Invoice: 11660							POL/QTR DUES/CLARK			
					100.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
									CHECK 3738 TOTAL:	100.00
3739	04/24/2024	EFT	10496	SEATTLE AUTOMOTIVE D	271062	S7-8961331	04/08/2024		04/21/24	435.86
Invoice: S7-8961331							PW/KIT BRAKE LINING, ROTOR, BRAKE CALIPER			
					435.86	73411345 531100	OFFICE SUPPLIES			
									CHECK 3739 TOTAL:	435.86
3740	04/24/2024	EFT	9910	SEIDL, MICHAEL TIMOT	270930	2208	04/02/2024		04/21/24	4,540.00
Invoice: 2208							EX/VIDEO PRODUCTION AND PHOTOGRAP			
					4,540.00	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV			
									CHECK 3740 TOTAL:	4,540.00
3741	04/24/2024	EFT	7385	CHARLES P. SHANE	270931	652	04/05/2024		04/21/24	200.00
Invoice: 652							LEGAL/PUBLIC DEFENDER SERVICES			
					200.00	32011281 541113	LGL-PUBLIC DEFENDER			
									CHECK 3741 TOTAL:	200.00
3742	04/24/2024	EFT	7173	SKILLINGS	270999	14156	04/04/2024		04/21/24	76,324.28
Invoice: 14156							ENG/Engineering Design Services fo			
					928.13	72424435 64110000989	SUNDAY COVE PUMP REHAB-PROF SV			
					577.50	72423434 64110000990	WOOD AVE PUMP STA-PROF SVCS			
					577.50	72423434 64110001086	LOWER LOVELL SLS-PROF SVCS			
					74,241.15	72423434 64110000820	REHAB WING PT PUMP STATION-DES			
									CHECK 3742 TOTAL:	76,324.28
3743	04/24/2024	EFT	8040	SOLENIS LLC	271001	132588335	03/27/2024		04/21/24	12,303.35
Invoice: 132588335							PW/PRAESTOL K 279 FLX IBC 1000L			
					12,303.35	73425358 531100	O&M-WWTP-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 3743 TOTAL:	12,303.35
3744	04/24/2024	EFT	8132	SPECTRA LABORATORIES	270919	24-02472	04/04/2024		04/21/24	366.00
	Invoice: 24-02472								PW/TKN, NITRATE, CBOD, AMMONIA TESTING	
					366.00	73425358 54110000391			LAB & TESTING SVCS-WWTP	
					271063	24-02654	04/10/2024		04/21/24	366.00
	Invoice: 24-02654								PW/TKN, NITRATE, CBOD, AMMONIA TESTING	
					366.00	73425358 54110000391			LAB & TESTING SVCS-WWTP	
					271093	24-02682	04/11/2024		04/21/24	88.00
	Invoice: 24-02682								PW/FLUORIDE, MANGANESE, IRON TESTING	
					88.00	73415345 54110000391			LAB SVCS-WATER ROCKAWAY	
					271119	24-02739	04/15/2024		04/21/24	78.00
	Invoice: 24-02739								PW/TOTAL COLIFORM, E COLI TESTING	
					78.00	73411345 54110000391			LAB SVCS-WATER	
					271121	24-02740	04/15/2024		04/21/24	26.00
	Invoice: 24-02740								PW/TOTAL COLIFORM, E COLI TESTING	
					26.00	73011897 54110000391			LAB SVCS-PWY FAC	
									CHECK 3744 TOTAL:	924.00
3745	04/24/2024	EFT	565	TACOMA SCREW PRODUCT	270920	140107113-00	04/03/2024		04/21/24	92.42
	Invoice: 140107113-00								PW/COMMERCIAL GLASS CLEANER 19OZ AEROSOL	
					92.42	73638935 531100			O&M-STD ALLOCATION-SUPPLIES	
					270921	140107586-00	04/03/2024		04/21/24	42.71
	Invoice: 140107586-00								PW/PAN HEAD SQUARE SELF DRILLING SCREWS	
					42.71	73011768 531100			O&M-C/E-PARKS-SUPPLIES	
									CHECK 3745 TOTAL:	135.13
3746	04/24/2024	EFT	10124	THUILLIER, JENNIFER	270898	202420	03/22/2024		04/21/24	180.00
	Invoice: 202420								EX/GRAPHIC AND COMMUNICATION SUPP	
					180.00	31011572 541100			EX-GF-OUTREACH-PROF SVCS	
									CHECK 3746 TOTAL:	180.00
3747	04/24/2024	EFT	10380	TRACY LOEFFELHOZ DUN	271033	2405	04/01/2024		04/21/24	1,230.00
	Invoice: 2405								EX/GRAPHIC DESIGN SERVICES	
					1,230.00	31011572 541100			EX-GF-OUTREACH-PROF SVCS	
									CHECK 3747 TOTAL:	1,230.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
3748	04/24/2024	EFT	1152	HD SUPPLY INC	271064	INV00320079	03/29/2024		04/21/24	68.80
Invoice: INV00320079							PW/DET-O-JET LOW FOAMING DETERGEANT 1 GAL			
					68.80	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK	3748 TOTAL:	68.80
3749	04/24/2024	EFT	553	UTILITIES UNDERGROUN	270900	4030124	03/31/2024		04/21/24	180.84
Invoice: 4030124							PW/EXCAVATION NOTIFICATIONS X137 MARCH 2024			
					180.84	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
								CHECK	3749 TOTAL:	180.84
3750	04/24/2024	EFT	10445	VALLEY DEFENDERS PLL	270901	APR24	04/01/2024		04/21/24	8,400.00
Invoice: APR24							LEGAL/PUBLIC DEFENDER SERVICES MAR 2024			
					8,400.00	32011281 541113	LGL-PUBLIC DEFENDER			
								CHECK	3750 TOTAL:	8,400.00
3751	04/24/2024	EFT	605	WA ST AUDITOR'S OFFI	271035	L160526	04/09/2024		04/21/24	1,112.80
Invoice: L160526							2023 IT & REGULAR AUDITS			
					656.13	91011423 541100	FIN-C/E STATE AUDITOR			
					86.28	91111433 541100	FIN-STREET-STATE AUDITOR			
					59.78	91411341 541100	GG-WTR-ADM-PROF SVCS			
					138.19	91421351 541100	GG-SWR-ADM-PROF SVCS			
					74.17	91431383 541100	GG-SSWM-ADM-PROF SVCS			
					49.12	91470148 541100	FIN-DEV-STATE AUDITOR			
					49.13	91471148 541100	FIN-BLDG-STATE AUDITOR			
								CHECK	3751 TOTAL:	1,112.80
3752	04/24/2024	EFT	4104	WA ST FERRIES	270934	RK422931	03/31/2024		04/21/24	270.30
Invoice: RK422931							MAR24 WAVE2GO FERRY CHARGES			
					234.50	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
					35.80	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
								CHECK	3752 TOTAL:	270.30
3753	04/24/2024	EFT	4010	WA ASSOC OF SHERIFFS	270922	DUES 2024-00413	04/01/2024		04/21/24	75.00
Invoice: DUES 2024-00413							POL/ANNUAL DUES/WEISS			
					75.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
								CHECK	3753 TOTAL:	75.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
3754	04/24/2024	EFT	2175	WEST SOUND WILDLIFE	271082	2024-Q1	04/08/2024		04/21/24	2,137.50
Invoice: 2024-Q1							WILDLIFE CONTROL SERVICES Q1 2024			
					2,137.50	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK	3754 TOTAL:		2,137.50
3755	04/24/2024	EFT	499	WESTBAY AUTO PARTS I	271005	852983	04/04/2024		04/21/24	50.40
Invoice: 852983							PW/SUPER HC IND V-BELT, SIMPLE GREEN CLEANER			
					50.40	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					271065	853841	04/09/2024		04/21/24	37.12
Invoice: 853841							PW/AIR FILTERS			
					37.12	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	3755 TOTAL:		87.52
						NUMBER OF CHECKS 74	*** CASH ACCOUNT TOTAL ***			2,199,089.71

	COUNT	AMOUNT
TOTAL EFT'S	74	2,199,089.71

*** GRAND TOTAL *** 2,199,089.71

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 4 126									
APP 402-213000					ACCOUNTS PAYABLE			141,796.93	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				2,199,089.71
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			188,695.55	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			1,773,459.87	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			12,847.22	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			2,635.26	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			69,849.72	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			7,273.58	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			166.58	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			1,825.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			540.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			2,199,089.71	2,199,089.71
APP 631-130000					DUE TO/FROM CLEARING			2,196,454.45	
04/24/2024	04/21/24	041624							
APP 402-130000					DUE TO/FROM CLEARING				141,796.93
04/24/2024	04/21/24	041624							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				188,695.55
04/24/2024	04/21/24	041624							
APP 401-130000					DUE TO/FROM CLEARING				1,773,459.87
04/24/2024	04/21/24	041624							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				12,847.22
04/24/2024	04/21/24	041624							
APP 407-130000					DUE TO/FROM CLEARING				69,849.72
04/24/2024	04/21/24	041624							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				7,273.58
04/24/2024	04/21/24	041624							
APP 403-130000					DUE TO/FROM CLEARING				166.58
04/24/2024	04/21/24	041624							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G				1,825.00
04/24/2024	04/21/24	041624							
APP 301-130000					DUE TO/FROM CLEARING				540.00
04/24/2024	04/21/24	041624							

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES TOTAL			2,196,454.45	2,196,454.45
					JOURNAL 2024/04/126 TOTAL			4,395,544.16	4,395,544.16

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	4	126	04/24/2024		
001-130000				GENERAL - DUE TO/FROM CLEARING		188,695.55
001-213000				GENERAL - ACCOUNTS PAYABLE	188,695.55	
				FUND TOTAL	188,695.55	188,695.55
101 STREET FUND	2024	4	126	04/24/2024		
101-130000				STREETS - DUE TO/FROM CLEARING		12,847.22
101-213000				STREETS - ACCOUNTS PAYABLE	12,847.22	
				FUND TOTAL	12,847.22	12,847.22
104 CIVIC IMPROVEMENT FUND	2024	4	126	04/24/2024		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		7,273.58
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	7,273.58	
				FUND TOTAL	7,273.58	7,273.58
108 AFFORDABLE HOUSING FUND	2024	4	126	04/24/2024		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		1,825.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	1,825.00	
				FUND TOTAL	1,825.00	1,825.00
301 CAPITAL CONSTRUCTION FUND	2024	4	126	04/24/2024		
301-130000				DUE TO/FROM CLEARING		540.00
301-213000				ACCOUNTS PAYABLE	540.00	
				FUND TOTAL	540.00	540.00
401 WATER OPERATING FUND	2024	4	126	04/24/2024		
401-130000				DUE TO/FROM CLEARING		1,773,459.87
401-213000				ACCOUNTS PAYABLE	1,773,459.87	
				FUND TOTAL	1,773,459.87	1,773,459.87
402 SEWER OPERATING FUND	2024	4	126	04/24/2024		
402-130000				DUE TO/FROM CLEARING		141,796.93
402-213000				ACCOUNTS PAYABLE	141,796.93	
				FUND TOTAL	141,796.93	141,796.93
403 STORM & SURFACE WATER FUND	2024	4	126	04/24/2024		
403-130000				DUE TO/FROM CLEARING		166.58
403-213000				ACCOUNTS PAYABLE	166.58	
				FUND TOTAL	166.58	166.58
407 BUILDING & DEVELOPMENT FUND	2024	4	126	04/24/2024		

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION		DEBIT	CREDIT
407-130000					DUE TO/FROM CLEARING			69,849.72
407-213000					ACCOUNTS PAYABLE		69,849.72	
						FUND TOTAL	69,849.72	69,849.72
631 CLEARING FUND	2024	4	126	04/24/2024				
631-130000					DUE TO/FROM CLEARING		2,196,454.45	
631-213000					ACCOUNTS PAYABLE		2,635.26	
635-111100					CASH			2,199,089.71
						FUND TOTAL	2,199,089.71	2,199,089.71

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		188,695.55
101	STREET FUND		12,847.22
104	CIVIC IMPROVEMENT FUND		7,273.58
108	AFFORDABLE HOUSING FUND		1,825.00
301	CAPITAL CONSTRUCTION FUND		540.00
401	WATER OPERATING FUND		1,773,459.87
402	SEWER OPERATING FUND		141,796.93
403	STORM & SURFACE WATER FUND		166.58
407	BUILDING & DEVELOPMENT FUND		69,849.72
631	CLEARING FUND	2,196,454.45	
	TOTAL	2,196,454.45	2,196,454.45

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

CITY OF BAINBRIDGE ISLAND

JK

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
361320	04/11/2024	PRTD	6420	AT&T MOBILITY	270873	287287004732X031924	03/11/2024		M041124	3,512.67
	Invoice: 287287004732X031924						POL,EOC/WIRELESS CHARGES			
					2,863.72	91011215 542100	GG-C/E-PD-PHONE			
					108.95	31011256 542100	EX-GF-EMERG PREP-PHONE			
					540.00	91011215 548500	GG-C/E-PD-SOFTWARE MAINT			
							CHECK	361320 TOTAL:		3,512.67
361321	04/11/2024	PRTD	1235	AT&T ONENET SERVICE	271007	1278815000	04/01/2024		M041124	8.94
	Invoice: 1278815000						POL/FAX LONG DISTANCE			
					8.94	91011215 542100	GG-C/E-PD-PHONE			
					271008	1278822987	04/01/2024		M041124	.73
	Invoice: 1278822987						PCD/FAX LONG DISTANCE			
					.73	91011189 542100	GG-C/E-CITY HALL-PHONE			
							CHECK	361321 TOTAL:		9.67
361322	04/11/2024	PRTD	551	CENTURYLINK	271015	0470APR24	04/03/2024		M041124	154.00
	Invoice: 0470APR24						CH FIRE ALARM MONIT			
					154.00	91011189 542100	GG-C/E-CITY HALL-PHONE			
					271016	3403APR24	04/03/2024		M041124	78.55
	Invoice: 3403APR24						COMMONS FIRE ALARM MONIT			
					78.55	91011755 542100	GG-C/E-COMMONS-PHONE			
					271017	4059APR24	04/03/2024		M041124	65.94
	Invoice: 4059APR24						FLETCHER BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					271018	5311APR24	04/03/2024		M041124	84.99
	Invoice: 5311APR24						ROCKAWAY BEACH PRV TELEMETRY			
					84.99	91415345 542100	GG-WTR ROCKAWAY-PHONES			
					271020	5378APR24	04/03/2024		M041124	65.94
	Invoice: 5378APR24						HEAD OF BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					271021	5640APR24	04/03/2024		M041124	154.00
	Invoice: 5640APR24						O&M FIRE ALARM MONIT			
					154.00	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					271022	5826APR24	04/03/2024		M041124	50.35
	Invoice: 5826APR24						SAND AVE WELL TELEM			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					271023	6299APR24	04/06/2024		M041124	84.99
	Invoice: 6299APR24						259 FERNCLIFF PRV TELEM			
					84.99	91411891 542100	GG-WTR-FAC-PHONE			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					271024	8490APR24	04/03/2024		M041124	192.09
	Invoice: 8490APR24						CH SECURITY ALARM MONIT			
					192.09	91011189 542100	GG-C/E-CITY HALL-PHONE			
					271025	9008APR24	04/03/2024		M041124	84.99
	Invoice: 9008APR24						VILLAGE SEWER PUMP			
					84.99	91421891 542100	GG-SWR-FAC-PHONE			
					271026	9791APR24	04/02/2024		M041124	138.05
	Invoice: 9791APR24						POL TI MANDUS			
					138.05	91011215 542100	GG-C/E-PD-PHONE			
					271027	9952APR24	04/03/2024		M041124	73.47
	Invoice: 9952APR24						CH ELEVATOR SVC LINE			
					73.47	91011189 542100	GG-C/E-CITY HALL-PHONE			
							CHECK	361322 TOTAL:		1,227.36
361323	04/11/2024	PRTD	2096	GRAY & OSBORNE INC	270878	23633.00-3	03/25/2024		M041124	1,586.61
	Invoice: 23633.00-3						ENG/DEVELOP WATER SYSTEM BUSINESS			
					1,586.61	72411342 54110001133	WATER SYSTEM BUS PLAN-PROF SVC			
							CHECK	361323 TOTAL:		1,586.61
361324	04/11/2024	PRTD	1505	KITSAP COUNTY TREASU	270903	MAR24	04/04/2024		M041124	40.68
	Invoice: MAR24						OUT COURT REMIT MARCH 2024			
					40.68	41612860 586000	CRIME VICTIMS-OUT			
							CHECK	361324 TOTAL:		40.68
361325	04/11/2024	PRTD	2576	OLYMPIC REGION MUNIC	270879	03/29/2024	03/29/2024		M041124	100.00
	Invoice: 03/29/2024						EXCC/ANNUAL DUES FOR CB, PN, RL, MH			
					100.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
							CHECK	361325 TOTAL:		100.00
361326	04/11/2024	PRTD	1205	PUGET SOUND ENERGY	270880	8906MAR24	04/01/2024		M041124	18.65
	Invoice: 8906MAR24						EAGLE HARBOR DR STREET LIGHT			
					18.65	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					270881	9047MAR24	04/01/2024		M041124	47,955.06
	Invoice: 9047MAR24						CITY WIDE ENERGY SERVICES			
					2,086.89	91011251 547100	GG-GF-COURT-ELECTRIC			
					3,279.39	91011215 547100	GG-C/E-PD-ELECTRIC			
					15.96	73416345 547100	CASEY STREET WTR-ELECTRICITY			
					6,529.79	91011189 547100	GG-C/E-CITY HALL-ELECTRIC			
					920.00	91011215 547100	GG-C/E-PD-ELECTRIC			
					113.34	91011557 547100	FARMS-ELECTRIC			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					858.00	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
					842.33	91011768 547100	GG-C/E-PARKS-ELECTRIC			
					3,337.87	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
					11.52	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
					5,582.54	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					369.80	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
					9,629.33	91411345 547100	GG-WTR-ELECTRIC			
					254.80	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					3,360.59	91421355 547100	GG-SWR-ELECTRIC			
					10,660.52	91425358 547100	GG-WWTP-ELECTRIC			
					102.39	91435838 547100	GG-DECANT-ELECTRIC			
							CHECK	361326 TOTAL:		47,973.71
361327	04/11/2024	PRTD	2251	WA ST TREASURER	270904	MAR24 SBCC	04/04/2024	M041124		289.50
	Invoice: MAR24 SBCC						OUT COURT REMIT SBCC MARCH 2024			
					289.50	41652860 586000	SBCC BLDG.-OUT			
					270905	MAR24	04/04/2024	M041124		2,790.92
	Invoice: MAR24						OUT COURT REMIT MARCH 2024			
					1,061.97	41611860 586000	PSEA 60% OUT			
					661.05	41610860 586000	PSEA 30% OUT			
					14.16	41619860 586000	PSEA 3 - STATE DISB OUT			
					187.71	41619860 586886	ST GENERAL FUND 93-OUT			
					93.88	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					2.23	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					517.20	41614860 586000	JUDICIAL INFO SYST.-OUT			
					8.76	41617860 586000	SCHOOL SAFETY ZONE-OUT			
					93.90	41618860 586000	TRAUMA CARE-OUT			
					41.10	41612860 586311	DOM VIOLENCE PROT ORD VIOLATIO			
					.69	41618860 586000	TRAUMA CARE-OUT			
					.43	41618860 586000	TRAUMA CARE-OUT			
					2.48	41618860 586000	TRAUMA CARE-OUT			
					105.36	41618860 586896	DOL TECH SUPPORT-OUT			
							CHECK	361327 TOTAL:		3,080.42
						NUMBER OF CHECKS 8	*** CASH ACCOUNT TOTAL ***			57,531.12

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	8	57,531.12

*** GRAND TOTAL *** 57,531.12

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 4 72									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			22,391.63	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				57,531.12
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			11,838.91	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			14,106.10	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			3,121.10	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,970.99	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			102.39	
04/11/2024	M041124	041124			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			57,531.12	57,531.12
APP 631-130000					DUE TO/FROM CLEARING			57,531.12	
04/11/2024	M041124	041124							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				22,391.63
04/11/2024	M041124	041124							
APP 401-130000					DUE TO/FROM CLEARING				11,838.91
04/11/2024	M041124	041124							
APP 402-130000					DUE TO/FROM CLEARING				14,106.10
04/11/2024	M041124	041124							
APP 650-130000					DUE TO/FROM CLEARING				3,121.10
04/11/2024	M041124	041124							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,970.99
04/11/2024	M041124	041124							
APP 403-130000					DUE TO/FROM CLEARING				102.39
04/11/2024	M041124	041124							
					SYSTEM GENERATED ENTRIES TOTAL			57,531.12	57,531.12
					JOURNAL 2024/04/72 TOTAL			115,062.24	115,062.24

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	4	72	04/11/2024		
001-130000				GENERAL - DUE TO/FROM CLEARING		22,391.63
001-213000				GENERAL - ACCOUNTS PAYABLE	22,391.63	
				FUND TOTAL	22,391.63	22,391.63
101 STREET FUND	2024	4	72	04/11/2024		
101-130000				STREETS - DUE TO/FROM CLEARING		5,970.99
101-213000				STREETS - ACCOUNTS PAYABLE	5,970.99	
				FUND TOTAL	5,970.99	5,970.99
401 WATER OPERATING FUND	2024	4	72	04/11/2024		
401-130000				DUE TO/FROM CLEARING		11,838.91
401-213000				ACCOUNTS PAYABLE	11,838.91	
				FUND TOTAL	11,838.91	11,838.91
402 SEWER OPERATING FUND	2024	4	72	04/11/2024		
402-130000				DUE TO/FROM CLEARING		14,106.10
402-213000				ACCOUNTS PAYABLE	14,106.10	
				FUND TOTAL	14,106.10	14,106.10
403 STORM & SURFACE WATER FUND	2024	4	72	04/11/2024		
403-130000				DUE TO/FROM CLEARING		102.39
403-213000				ACCOUNTS PAYABLE	102.39	
				FUND TOTAL	102.39	102.39
631 CLEARING FUND	2024	4	72	04/11/2024		
631-130000				DUE TO/FROM CLEARING	57,531.12	
635-111100				CASH		57,531.12
				FUND TOTAL	57,531.12	57,531.12
650 AGENCY FUND	2024	4	72	04/11/2024		
650-130000				DUE TO/FROM CLEARING		3,121.10
650-213000				ACCOUNTS PAYABLE	3,121.10	
				FUND TOTAL	3,121.10	3,121.10

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
001	GENERAL FUND		22,391.63
101	STREET FUND		5,970.99
401	WATER OPERATING FUND		11,838.91
402	SEWER OPERATING FUND		14,106.10
403	STORM & SURFACE WATER FUND		102.39
631	CLEARING FUND	57,531.12	
650	AGENCY FUND		3,121.10
	TOTAL	57,531.12	57,531.12

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

CITY OF BAINBRIDGE ISLAND

A/P CASH DISBURSEMENTS JOURNAL

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
361328	04/24/2024	PRTD	1030	SUNBELT RENTALS	270897	152237971-0001	04/02/2024		04/21/24	1,191.13
Invoice: 152237971-0001							PW/DIESEL AIR COMPRESSOR, COMPRESSOR HOSE RENTALS			
					1,191.13	73431835 545000	RENTS & LEASES - OPERATING			
							CHECK	361328 TOTAL:		1,191.13
361329	04/24/2024	PRTD	7994	PENINSULA SERVICES	270917	108630	03/31/2024		04/21/24	80.00
Invoice: 108630							POL/MOBILE SHREDDING			
					80.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
					270924	108629	03/31/2024		04/21/24	40.00
Invoice: 108629							CRT/DOCUMENT SHREDDING MARCH 2024			
					40.00	21011125 541100	COURT-PROF SERVICES			
							CHECK	361329 TOTAL:		120.00
361330	04/24/2024	PRTD	10506	AYDELOTTE, TOM	271028	BLD13788DEC	04/09/2024		04/21/24	4,000.00
Invoice: BLD13788DEC							PERMIT BLD13788DEC REFUND FEES			
					4,000.00	41623860 586000	SURETY DEPOSIT-OUT			
							CHECK	361330 TOTAL:		4,000.00
361331	04/24/2024	PRTD	8891	BAINBRIDGE ISLAND YO	271067	2024-Q1	04/11/2024		04/21/24	1,000.00
Invoice: 2024-Q1							EX/2024-2025 BIYO CULTURAL FUNDIN			
					1,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	361331 TOTAL:		1,000.00
361332	04/24/2024	PRTD	47	BAINBRIDGE DISPOSAL	270981	BBD INV30868	03/28/2024		04/21/24	1,358.21
Invoice: BBD INV30868							CITYWIDE DISPOSAL SERVICES			
					107.86	91011215 547900	GG-C/E-PD-GARBAGE			
					470.63	91011768 547900	GG-C/E-PARKS-GARBAGE			
					126.36	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
					633.20	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					20.16	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
					270982	BBD INV30880	03/28/2024		04/21/24	383.48
Invoice: BBD INV30880							CITY HALL DISPOSAL SERVICES MAR24			
					383.48	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
					270983	BBD INV30950	03/28/2024		04/21/24	171.81
Invoice: BBD INV30950							SENIOR CENTER-COMMONS DISPOSAL SVCS			
					171.81	91011755 547900	GG-C/E-COMMONS-GARBAGE			
					270984	BBD INV30958	03/28/2024		04/21/24	344.40
Invoice: BBD INV30958							BIG BELLY DISP SERVICES MAR24			
					344.40	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					270985	BBD INV31233	03/28/2024		04/21/24	181.59
	Invoice: BBD INV31233						DISPOSAL SERVICES TSJC			
					110.97	91011215 547900	GG-C/E-PD-GARBAGE			
					70.62	91011251 547900	GG-GF-COURT-GARBAGE			
					270986	BBD INV31244	03/28/2024		04/21/24	1,510.12
	Invoice: BBD INV31244						PUBLIC WORKS YARD, DECANT FACILITY			
					755.06	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					755.06	91435838 547900	GG-DECANT-GARBAGE			
							CHECK	361332 TOTAL:		3,949.61
361333	04/24/2024	PRTD	10154	RESILIENCE GUILD	271088	2024-Q1	04/09/2024		04/21/24	3,125.00
	Invoice: 2024-Q1						EX/2023-2024 HUMAN SERVICES FUNDING			
					3,125.00	31011256 54110000297	BAINBRIDGE PREPARES			
							CHECK	361333 TOTAL:		3,125.00
361334	04/24/2024	PRTD	10004	BAINBRIDGE TRANSFER	271010	BTS INV1049	03/28/2024		04/21/24	752.94
	Invoice: BTS INV1049						ONE OFF CHARGE TRANSFER STATION 7215 NE VINCENT RD			
					109.99	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					642.95	91011755 547900	GG-C/E-COMMONS-GARBAGE			
							CHECK	361334 TOTAL:		752.94
361335	04/24/2024	PRTD	5623	BHC CONSULTANTS	270885	0019983	04/03/2024		04/21/24	5,407.06
	Invoice: 0019983						ENG/COMP PLAN SEWER UPDATE			
					5,407.06	72421352 54110001305	SWR-COMP PLAN ANLYS - PRF SVC			
							CHECK	361335 TOTAL:		5,407.06
361336	04/24/2024	PRTD	8890	BAINBRIDGE ISLAND JA	270987	2024-Q1	04/01/2024		04/21/24	10,560.00
	Invoice: 2024-Q1						EX/2024-2025 BIJAC CULTURAL FUNDI			
					10,560.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	361336 TOTAL:		10,560.00
361337	04/24/2024	PRTD	5923	THE BLOEDEL RESERVE	271029	2024-Q1-2	03/26/2024		04/21/24	7,983.00
	Invoice: 2024-Q1-2						2024 BLOEDEL LTAC FUNDING			
					7,983.00	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK	361337 TOTAL:		7,983.00
361338	04/24/2024	PRTD	9626	STEPHANIE BOWER	270886	03/27/2024	03/27/2024		04/21/24	1,600.00
	Invoice: 03/27/2024						ENG/PENCILK AND WATERCOLOR SKETCH ILLUSTRATIONS			
					1,600.00	72334561 63110001088	MAD AVE NM IMPR-SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 361338 TOTAL:	1,600.00
361339	04/24/2024	PRTD	9405	CITY OF BAINBRIDGE I	271050	26000122	03/28/2024		04/21/24	54,752.00
Invoice: 26000122							CITYWIDE SSWM FEES 2024			
					13,924.00	91011897 547400	GG-C/E-O&M YARD FAC-SSWM FEE			
					472.00	91011897 547400	GG-C/E-O&M YARD FAC-SSWM FEE			
					236.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					2,360.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					944.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					236.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					236.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					236.00	91411345 547400	GG-WTR-COBI SSWM FEE			
					236.00	91421355 547400	GG-SWR-COBI SSWM FEE			
					236.00	91011768 547400	GG-C/E-PARKS-COBI SSWM FEE			
					1,416.00	91011753 547400	GG-C/E-HIST SOC-COBE SSWM FEE			
					236.00	91011189 547400	GG-C/E-CITY HALL-SSWM FEE			
					2,124.00	91011189 547400	GG-C/E-CITY HALL-SSWM FEE			
					236.00	91431835 547400	GG-SSWM-COBI SSWM FEE			
					2,596.00	91011215 547400	GG-C/E-PD-COBI SSWM FEE			
					236.00	91421355 547400	GG-SWR-COBI SSWM FEE			
					708.00	91011189 547400	GG-C/E-CITY HALL-SSWM FEE			
					236.00	91011189 547400	GG-C/E-CITY HALL-SSWM FEE			
					4,720.00	91011189 547400	GG-C/E-CITY HALL-SSWM FEE			
					236.00	91411345 547400	GG-WTR-COBI SSWM FEE			
					236.00	91011515 547400	EXEC-C/E-HELPLINE HSE-SSWM FEE			
					944.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					236.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					708.00	91021182 547400	GG-OS-PROP MNGT-SSWM FEES			
					3,540.00	91435838 547400	GG-DECANT-SSWM FEES			
					5,428.00	91011768 547400	GG-C/E-PARKS-COBI SSWM FEE			
					236.00	91011768 547400	GG-C/E-PARKS-COBI SSWM FEE			
					3,068.00	91011768 547400	GG-C/E-PARKS-COBI SSWM FEE			
					472.00	91011755 547400	GG-C/E-COMMONS-COBI SSWM FEE			
					472.00	91011755 547400	GG-C/E-COMMONS-COBI SSWM FEE			
					4,012.00	91425358 547400	GG-WWTP-SSWM FEES			
					3,540.00	91011212 54740000724	PD/COURT BLDG NON-CAP-SSWM FEE			
									CHECK 361339 TOTAL:	54,752.00
361340	04/24/2024	PRTD	6920	COMCAST	270911	APR24	03/20/2024		04/21/24	11.33
Invoice: APR24							POL/HD CONVERTER BOX 624 WINSLOW WAY E			
					11.33	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
									CHECK 361340 TOTAL:	11.33
361341	04/24/2024	PRTD	10425	GOODSTEIN LAW GROUP	271095	1202403	04/05/2024		04/21/24	14,616.00
Invoice: 1202403							HEX/PROFESSIONAL SERVICES MAR 2024			
					9,468.00	34470586 54111001309	HEX-BAKER HILL 7-PLN52091 SUB			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					5,148.00	34470586 54111001338 HEX-LUKINS BULKHEAD-PLN52399				
								CHECK	361341 TOTAL:	14,616.00
361342	04/24/2024	PRTD	10508	HILL, STACIE	271056	BLD27183	04/09/2024		04/21/24	440.50
Invoice: BLD27183							ENG/PERMIT BLD27183 REFUND FEES			
					440.50	72655860 58600000370 GEO TECCH-3RD PARTY REVIEWS				
								CHECK	361342 TOTAL:	440.50
361343	04/24/2024	PRTD	4850	HOME DEPOT CREDIT SE	271057	797168804	03/29/2024		04/21/24	2,097.33
Invoice: 797168804							PW/2PLY TISSUE, RENOWN TWL, PAPER TOWELS			
					2,097.33	73011189 531100 O&M - C/E FACIL OFC SUPPLIES				
								CHECK	361343 TOTAL:	2,097.33
361344	04/24/2024	PRTD	7961	KATY BIGELOW, ARBORI	270990	7894	04/05/2024		04/21/24	165.00
Invoice: 7894							PW/ELM ASSESSMENT 9390 MILLER RD			
					165.00	73111427 541100 O&M-ACCESS RDSIDE PROF SVCS				
								CHECK	361344 TOTAL:	165.00
361345	04/24/2024	PRTD	2306	KITSAP COUNTY PROSEC	271036	APR24	04/08/2024		04/21/24	11,317.63
Invoice: APR24							LEGAL/FOURTH AMENDMENT TO PROSECUTIO			
					11,317.63	32011521 541112 LGL-OUTSIDE PROSECUTOR				
								CHECK	361345 TOTAL:	11,317.63
361346	04/24/2024	PRTD	338	KITSAP COUNTY SHERIF	271073	24000105	03/31/2024		04/21/24	4,217.67
Invoice: 24000105							POL/PRISONER BOARD/MARCH			
					4,217.67	51011236 551000 POLICE - C/E PRISONER DETENT'N				
								CHECK	361346 TOTAL:	4,217.67
361347	04/24/2024	PRTD	10485	KELLER ROHRBACK LAW	271030	197508	03/25/2024		04/21/24	1,015.00
Invoice: 197508							PROFESSIONAL SERVICES FEB 2024			
					1,015.00	32470152 54111101306 LIT-GERLACH CLAIM FOR DAMAGES				
								CHECK	361347 TOTAL:	1,015.00
361348	04/24/2024	PRTD	694	KITSAP PUD #1	270994	042835-000 JAN-MAR24	03/15/2024		04/21/24	157.54
Invoice: 042835-000 JAN-MAR24							ENG/METER RENTAL & IRRIGATION 1/16-3/15/24			
					157.54	72111421 54500001189 HALLS HILL SLOPE REVEG-RENTAL				

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
									CHECK 361348 TOTAL:	157.54
361349	04/24/2024	PRTD	10475	MALLORY SAFETY AND S	271031	5846689	03/12/2024	20240019	04/21/24	5,963.18
Invoice: 5846689							ENG/METAL DETECTOR - TSJC			
					5,963.18	72011182 53110000724	POL/CRT SUPPLIES			
									CHECK 361349 TOTAL:	5,963.18
361350	04/24/2024	PRTD	6151	OAK HALL INDUSTRIES	271078	4913401	03/07/2024		04/21/24	2,258.21
Invoice: 4913401							CRT/JUDGE'S ROBES X2 TOM ALPAUGH			
					2,258.21	21011125 531100	COURT-SUPPLIES			
									CHECK 361350 TOTAL:	2,258.21
361351	04/24/2024	PRTD	8286	SUPERINTENDENT OF P	270916	18591	03/29/2024		04/21/24	950.00
Invoice: 18591							POL/FINGERPRINTING			
					950.00	41654861 586110	FINGERPRINT OUT-GOES TO SPI			
									CHECK 361351 TOTAL:	950.00
361352	04/24/2024	PRTD	9196	POWERDMS, INC	271032	INV-47449	01/22/2024		04/21/24	6,838.80
Invoice: INV-47449							PCD/POWERPOLICY PROFESSIONAL SUBSCRIPTION			
					6,838.80	61011584 443410	PCD-GF-ADM-TRAINING			
									CHECK 361352 TOTAL:	6,838.80
361353	04/24/2024	PRTD	10507	RANA, KULPREET & KAT	271061	BLD27206	04/09/2024		04/21/24	53.50
Invoice: BLD27206							ENG/PERMIT BLD27206 REFUND FEES			
					53.50	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
									CHECK 361353 TOTAL:	53.50
361354	04/24/2024	PRTD	6820	RICH BOTTALICO	271118	2881	03/27/2024		04/21/24	1,572.48
Invoice: 2881							PW/REPAIR MOWER DECK BRACKET			
					1,572.48	73637958 548100	ROADSIDE MOWER ALLOC-REPAIRS			
									CHECK 361354 TOTAL:	1,572.48
361355	04/24/2024	PRTD	8129	SMARSH INC	271000	INV-161490	03/31/2024		04/21/24	38.51
Invoice: INV-161490							IT/ADDITIONAL TEXT ARCHIVE CONNECTIONS			
					38.51	81011881 548500	IT - C/E COMPUTER SUPPORT			
									CHECK 361355 TOTAL:	38.51

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
361356	04/24/2024	PRTD	9233	STRIVE PHYSICAL REHA	271098	100RL	04/08/2024		04/21/24	275.00
Invoice: 100RL							POL/PHYSICAL ASSESSMENT FOR RL			
					275.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK	361356 TOTAL:		275.00
361357	04/24/2024	PRTD	8183	JOHN A. GREEN	270899	16297	03/25/2024		04/21/24	164.61
Invoice: 16297							PW/DECALS FOR NEW LANDSCAPE TRAILER			
					164.61	73501448 66400001288	LANDSCAPE TRAILER-PURCHASE			
							CHECK	361357 TOTAL:		164.61
361358	04/24/2024	PRTD	6088	ULINE SHIPPING SUPPL	271122	176495743	04/04/2024		04/21/24	34.40
Invoice: 176495743							PW/6X9 W/M HANDICAP RESTROOM			
					34.40	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
							CHECK	361358 TOTAL:		34.40
361359	04/24/2024	PRTD	10504	UTTER, ANDERS	271034	PLN52786	04/08/2024		04/21/24	2,980.00
Invoice: PLN52786							PERMIT PLN52786 REFUND FEES			
					2,980.00	47047 345810	ZONING & SUBDIVISION FE			
							CHECK	361359 TOTAL:		2,980.00
361360	04/24/2024	PRTD	10143	VILLIERS-FURZE, MICH	270932	502	03/30/2024		04/21/24	390.00
Invoice: 502							CRT/SPANISH INERPRETER SERVICES			
					390.00	21011125 541230	COURT-INTERPRETER			
							CHECK	361360 TOTAL:		390.00
361361	04/24/2024	PRTD	4520	DEPARTMENT OF NATURA	271094	4900/0100175646/2024	04/01/2024		04/21/24	41,036.13
Invoice: 4900/0100175646/2024							EX/PS EAGLE HARBOR COBI 5/1/24-4/30/25			
					41,036.13	31011757 545000	EX-GF-OWM-LEASE			
							CHECK	361361 TOTAL:		41,036.13
361362	04/24/2024	PRTD	7420	WA ST DEPT OF ENTERP	270912	731132535	03/28/2024		04/21/24	727.75
Invoice: 731132535							POL/TICKET BOOKS X88			
					727.75	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	361362 TOTAL:		727.75

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
361363	04/24/2024	PRTD	4634	WA DEPT OF RETIREMEN	270933	1610231	03/29/2024		04/21/24	68.38
Invoice: 1610231							2023 OLD AGE SURVIVOR INS ADM FEE			
					68.38	91011172 520000	GG-C/E-PENSION SVCS-ADMIN-BEN			
							CHECK	361363 TOTAL:		68.38
361364	04/24/2024	PRTD	10353	VESTIS FIRST AID AND	271006	SEA1-001771	04/05/2024		04/21/24	463.46
Invoice: SEA1-001771							PW/FIRST AID RESTOCK WWTP			
					463.46	73637891 531100	OFFICE SUPPLIES			
							CHECK	361364 TOTAL:		463.46
361365	04/24/2024	PRTD	9907	WINN, SCOTT	270902	03/29/2024	03/29/2024		04/21/24	1,900.00
Invoice: 03/29/2024							EX/RACIAL EQUITY TRAINING			
					1,900.00	31011721 44341001199	DEI-TRAINING			
							CHECK	361365 TOTAL:		1,900.00
						NUMBER OF CHECKS 38	*** CASH ACCOUNT TOTAL ***			194,193.15

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	38	194,193.15

*** GRAND TOTAL *** 194,193.15

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 4 125									
APP 403-213000					ACCOUNTS PAYABLE			5,722.19	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				194,193.15
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			141,800.29	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			4,000.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			10,017.42	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			342.70	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			7,983.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			1,600.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			472.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			18,611.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			1,444.00	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			2,035.94	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			164.61	
04/24/2024	04/21/24	041624			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			194,193.15	194,193.15
APP 631-130000					DUE TO/FROM CLEARING			192,157.21	
04/24/2024	04/21/24	041624							
APP 403-130000					DUE TO/FROM CLEARING				5,722.19
04/24/2024	04/21/24	041624							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				141,800.29
04/24/2024	04/21/24	041624							
APP 622-130000					DUE TO/FROM CLEARING				4,000.00
04/24/2024	04/21/24	041624							
APP 402-130000					DUE TO/FROM CLEARING				10,017.42
04/24/2024	04/21/24	041624							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				342.70
04/24/2024	04/21/24	041624							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				7,983.00
04/24/2024	04/21/24	041624							
APP 301-130000					DUE TO/FROM CLEARING				1,600.00
04/24/2024	04/21/24	041624							
APP 401-130000					DUE TO/FROM CLEARING				472.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
	04/24/2024	04/21/24	041624							
APP 407-130000						DUE TO/FROM CLEARING				18,611.00
	04/24/2024	04/21/24	041624							
APP 650-130000						DUE TO/FROM CLEARING				1,444.00
	04/24/2024	04/21/24	041624							
APP 501-130000						ER&R-DUE TO/FROM CLEARING				164.61
	04/24/2024	04/21/24	041624							
						SYSTEM GENERATED ENTRIES TOTAL			192,157.21	192,157.21
						JOURNAL 2024/04/125 TOTAL			386,350.36	386,350.36

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2024	4	125	04/24/2024		
001-130000				GENERAL - DUE TO/FROM CLEARING		141,800.29
001-213000				GENERAL - ACCOUNTS PAYABLE	141,800.29	
				FUND TOTAL	141,800.29	141,800.29
101 STREET FUND	2024	4	125	04/24/2024		
101-130000				STREETS - DUE TO/FROM CLEARING		342.70
101-213000				STREETS - ACCOUNTS PAYABLE	342.70	
				FUND TOTAL	342.70	342.70
104 CIVIC IMPROVEMENT FUND	2024	4	125	04/24/2024		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		7,983.00
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	7,983.00	
				FUND TOTAL	7,983.00	7,983.00
301 CAPITAL CONSTRUCTION FUND	2024	4	125	04/24/2024		
301-130000				DUE TO/FROM CLEARING		1,600.00
301-213000				ACCOUNTS PAYABLE	1,600.00	
				FUND TOTAL	1,600.00	1,600.00
401 WATER OPERATING FUND	2024	4	125	04/24/2024		
401-130000				DUE TO/FROM CLEARING		472.00
401-213000				ACCOUNTS PAYABLE	472.00	
				FUND TOTAL	472.00	472.00
402 SEWER OPERATING FUND	2024	4	125	04/24/2024		
402-130000				DUE TO/FROM CLEARING		10,017.42
402-213000				ACCOUNTS PAYABLE	10,017.42	
				FUND TOTAL	10,017.42	10,017.42
403 STORM & SURFACE WATER FUND	2024	4	125	04/24/2024		
403-130000				DUE TO/FROM CLEARING		5,722.19
403-213000				ACCOUNTS PAYABLE	5,722.19	
				FUND TOTAL	5,722.19	5,722.19
407 BUILDING & DEVELOPMENT FUND	2024	4	125	04/24/2024		
407-130000				DUE TO/FROM CLEARING		18,611.00
407-213000				ACCOUNTS PAYABLE	18,611.00	
				FUND TOTAL	18,611.00	18,611.00
501 EQUIPMENT RENTAL & REVOLVING	2024	4	125	04/24/2024		

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
501-130000					ER&R-DUE TO/FROM CLEARING		164.61
501-213000					ER&R-ACCOUNTS PAYABLE	164.61	
					FUND TOTAL	164.61	164.61
622 EXPENDABLE TRUST FUND	2024	4	125	04/24/2024			
622-130000					DUE TO/FROM CLEARING		4,000.00
622-213000					ACCOUNTS PAYABLE	4,000.00	
					FUND TOTAL	4,000.00	4,000.00
631 CLEARING FUND	2024	4	125	04/24/2024			
631-130000					DUE TO/FROM CLEARING	192,157.21	
631-213000					ACCOUNTS PAYABLE	2,035.94	
635-111100					CASH		194,193.15
					FUND TOTAL	194,193.15	194,193.15
650 AGENCY FUND	2024	4	125	04/24/2024			
650-130000					DUE TO/FROM CLEARING		1,444.00
650-213000					ACCOUNTS PAYABLE	1,444.00	
					FUND TOTAL	1,444.00	1,444.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND			DUE TO	DUE FR
001	GENERAL FUND			141,800.29
101	STREET FUND			342.70
104	CIVIC IMPROVEMENT FUND			7,983.00
301	CAPITAL CONSTRUCTION FUND			1,600.00
401	WATER OPERATING FUND			472.00
402	SEWER OPERATING FUND			10,017.42
403	STORM & SURFACE WATER FUND			5,722.19
407	BUILDING & DEVELOPMENT FUND			18,611.00
501	EQUIPMENT RENTAL & REVOLVING			164.61
622	EXPENDABLE TRUST FUND			4,000.00
631	CLEARING FUND		192,157.21	
650	AGENCY FUND			1,444.00
		TOTAL	192,157.21	192,157.21

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

CITY OF
BAINBRIDGE ISLAND

PAYROLL REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

PAYROLL CHECK RUN: 4 - 20 - 2024

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	4/18/2024		Regular check run (Direct Dep)	448,096.27
Normal	4/18/2024	110421-110428	Vendor check run (Paper Checks)	136,538.68
EFTPS	4/18/2024		Federal Tax Electronic Transfer	177,022.60
EFT	4/18/2024		DSHS	147.08
			TOTAL:	**761,804.63**

Prepared and Reviewed by: _____ Date 04/18/2024
Anthony Sains, Financial Analyst

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 4/18/2024
Carrie Freitas, Budget Manager

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **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: Approve City Council Meeting Minutes

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Special City Council Meeting, Executive Session, Minutes, April 9, 2024.pdf

Regular City Council Business Meeting Minutes, April 9, 2024.pdf

Community Meeting/Special City Council Meeting Minutes, April 15, 2024.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, APRIL 9, 2024

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

Mayor Deets called the meeting to order at 5:30 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, 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 Deets adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) for 30 minutes.

3) ADJOURNMENT

Council returned from executive session at 6:00 p.m., and Mayor Deets adjourned the meeting.

_____
Joe Deets, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, APRIL 9, 2024

Meeting Minutes

1) CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Deets called the meeting to order at 6:02 p.m. in Council Chambers and on the Zoom webinar.

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider were present.

Mayor Deets led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Fantroy-Johnson seconded to approve the agenda as presented. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring April 21-27 as "National Volunteer Week on Bainbridge Island" - Executive

Cover Page
National Volunteer Week Proclamation 2024.docx

Deputy Mayor Quitslund read the proclamation.

Water Resources Specialist Berg, together with Water Resources volunteers Sarah Pearl and Steve and Jane Hannuksela, accepted the proclamation.

3.B Present Proclamation Declaring April 22, 2024, as "Bainbridge Island Earth Day"

Cover Page
Earth Day Proclamation 2024.docx

Mayor Deets read the proclamation. Jeanette Franks from Sustainable Bainbridge and Weed Warriors accepted the proclamation.

3.C Approve Proclamation for Sexual Assault Awareness Month

Cover Page
Sexual Assault Awareness Month 2024.docx

Councilmember Fantroy-Johnson read the proclamation. Courtney Oliver from Bainbridge Youth Services and Bainbridge Youth Service Advisory Board members accepted the proclamation.

3.D Receive Presentation from Bainbridge Youth Services relating to Sexual Assault Awareness Month
Cover Page

Bainbridge Youth Service Advisory Board members provided information on Sexual Assault Awareness Month.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment
Cover Page
Instructions for Providing Public Comment March 2024.pdf

Lisa Macchio spoke in favor of a moratorium in favor of crematoria.

Luke Tjemsland spoke in favor of a moratorium on crematoria.

Barbara Olnoya spoke about the solid waste policy and partnership with Bainbridge Disposal.

Diane Landry spoke in favor of dedicating staff for solid waste management.

Tim Dinan from Cook Family Funeral Home spoke about the need for a crematorium.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda,
Cover Page

Councilmember Moriwaki asked to pull item 5.C, and Deputy Mayor Quitslund asked to pull item 5.G.

MOTION: I move to approve the Consent Agenda as amended.
Moriwaki/Fantroy-Johnson: The motion carried unanimously, 7-0.

5.B Approve Accounts Payable and Payroll
Cover Page
Council PR Report 2024 3-20-24.pdf
AP Report to Council of Cash Disbursements 4-10-24.pdf

5.D Authorize the City Manager to Enter Into a 3-year Agreement with GLCC Services, LLC (Green Living Cleaning Company) for 2024-2027 City Facility Janitorial Services in the amount of $675,384.00 ($655,122.00 Tax Supported; $20,262.00 Sewer Fund) - Public Works
Cover Page
Bid Tabulation Form_MASTER_2024 Janitorial 2024-2027.pdf
Janitorial 2024-2027 AGREEMENT FOR PURCHASED SERVICES_prevailing wage.docx
Attachment B-1 Janitorial schedule 2024-2027 final 03282024.pdf

5.E **Authorize the City Manager to Enter into a 5-year Inter-Local Agreement with the City of Seattle for a Regional Global Positioning System (GPS) Station at the Ted Spearman Justice Center - Public Works**
Cover Page
City of Bainbridge Island_City of Seattle_Ref Network ILA.docx

5.F **Authorize the City Manager to Enter Into a Construction Contract with Precision Concrete Cutting Inc for the Sidewalk Safety Evaluation and Repairs Project ($98,282.00, Tax Supported) - Public Works**
Cover Page
Sidewalk Safety Evaluation and Repairs Contract.docx
Attachment C_Sidewalks Map.docx

ITEMS REMOVED FROM THE CONSENT AGENDA

5.C **Approve City Council Meeting Minutes**
Cover Page
City Council Study Session Minutes, March 19, 2024.pdf
Special City Council Meeting - Executive Session Minutes, March 26, 2024.pdf
Regular City Council Business Meeting Minutes, March 26, 2024.pdf

Councilmember Moriwaki asked for a correction to the Regular City Council Business Meeting Minutes dated March 26, 2024, to correct the title of Carol Reitz, President of the Bainbridge Island Japanese American Community.

MOTION: I move to approve City Council meeting minutes as amended.
Moriwaki/Quitslund: The motion carried unanimously, 7-0.

5.G **Adopt Ordinance No. 2024-08 Amending Titles 2 and 18 of the Bainbridge Island Municipal Code related to City Advisory Groups - Executive**
Cover Page
Ordinance No. 2024-08 Relating to City Advisory Groups for CC 04092024.docx

Deputy Mayor Quitslund explained his concerns with the ordinance, and Council discussed the topic.

MOTION: I move to amend the ordinance, striking the phrase "up to" in Sections 1 and 2 so that the Municipal Code continues to say that the Planning Commission and the Design Review Board shall consist of 7 members.
Quitslund/Mathews: The motion carried unanimously, 7-0.

MOTION: I move to adopt Ordinance No. 2024-08 amending Titles 2 and 18 of the Bainbridge Island Municipal Code related to City Advisory Groups.
Quitslund/Moriwaki: The motion carried unanimously, 7-0.

6) COUNCIL ANNOUNCEMENTS

Council members provided updates on local and regional events.

7) CITY MANAGER'S REPORT

City Manager King provided information on a community meeting on the Winslow Way Affordable Housing project on April 15, 2024, at 5:00 p.m.

8) REGULAR BUSINESS

8.A Provide Policy Direction with Regard to the Payment of Building and Planning Fees

Cover Page

City Manager King provided information on the agenda item, and Council discussed the topic.

MOTION: I move to direct the City Manager to require the payment and collect all applicable Planning and Building Development Fees, except for affordable housing fees pursuant to Resolution No. 2023-07.
Mathews/Fantroy-Johnson: The motion carried unanimously, 7-0.

MOTION: I move to direct the City Manager to expedite permit applications from not-for-profit, governmental organizations, and affordable housing projects, by reviewing subject applications before other commercial or private applications.
Quitslund/Fantroy-Johnson: The motion carried 6 – 1.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Clarence Moriwaki, Leslie Schneider, Ashley Mathews
NOES: Kirsten Hytopoulos
ABSENT: None
ABSTAIN: None

City Manager King will report back to Council on the impacts of this change.

8.B Provide Policy Direction with Regard to a Standardized Percentage for Third Party Payments on Leased or Licensed City Properties, and City use of Leased or Licensed City Properties

Cover Page

City Manager King provided information on the agenda item.

MOTION: I move to establish a standardized percentage of five percent (5%) of gross rental proceeds from third party users of city leased or licensed properties, and a standard condition to allow the city to use facilities free of charge with reasonable notice.
Moriwaki/Fantroy-Johnson: The motion carried unanimously, 7-0.

8.C Endorse Policy Objectives for Solid Waste Contract - Executive

Cover Page
CCAC Recommendations on City Objectives for a Solid Waste Management Contract with Bainbridge Disposal 04.01.2024

City Manager King provided information on the agenda topic. He introduced Hans Van Dusen, the City's consultant, who provided information on his background. Council discussed the topic with Mr. Van Dusen.

MOTION: I move to endorse policy objectives to be addressed via a new Solid Waste Management Contract.
Moriwaki/Schneider: The motion carried unanimously, 7-0.

8.D Authorize the City Manager to Amend the 2023-28 Capital Improvement Plan to Include the Bainbridge Island Japanese American Exclusion Memorial Water Line Extension Project ($900,000; Grant Supported) - Public Works
Cover Page
BIJAEM Water Main Location Map.pdf
02.09.24 BIJAEM EagleHarbor WaterExt CostEst Prelim.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information, and Council discussed the agenda item.

MOTION: I move to authorize the City Manager to amend the 2023-28 Capital Improvement Plan to include the Bainbridge Island Japanese American Exclusion Memorial Water Line Extension Project
Moriwaki/Fantroy-Johnson: The motion carried unanimously, 7-0.

8.E Concur with Police Department and City Administration's Approach to Address a Person's Removal when the Property Owner does not Make a Request and no Criminal Violations are Occurring
Cover Page
Council Presentation on Homelessness 04-09-24.pdf

City Manager King introduced the agenda item. Police Chief Clark provided additional information.

MOTION: I move to concur with the Police Department's and City Administration's approach that the Police Department will not take action to remove an individual when the property owner does not request the party be removed and there are no criminal violations.
Moriwaki/Mathews: The motion carried 6 – 0 with one abstention.

AYES: Brenda Fantroy-Johnson, Jon Quitslund, Joe Deets, Clarence Moriwaki, Leslie Schneider, Ashley Mathews
NOES: None
ABSENT: None
ABSTAIN: Kirsten Hytopoulos

9) COMMUNICATIONS

9.A Request to Place a Discussion on a Moratorium on Crematoria as a Conditional Use Pending Review of that Use by the Planning Commission and City Council, and Consideration of Amendments to Section 18.09.005 of the Bainbridge Island Municipal Code
Cover Page
Revised Request for Council Discussion on Crematoria as Use and BIMC 18.09.005 HYTOPOULOS MATTHEWS.pdf

Mayor Deets introduced the agenda item. Councilmember Hytopoulos provided additional information, and Council discussed the topic.

MOTION: I support placing this item on a future Council agenda.
Schneider/Fantroy-Johnson: The motion carried unanimously, 7-0.

10) ADJOURNMENT

Mayor Deets adjourned the meeting at 8:26 p.m.

_____
Joe Deets, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

COMMUNITY MEETING / SPECIAL CITY COUNCIL MEETING
MONDAY, APRIL 15, 2024

Meeting Minutes

Public Question and Answer Session on Winslow Affordable Housing Project at 625 Winslow Way E.

1.A Community Meeting About Affordable Housing Project at 625 Winslow Way E.
Cover Page

Mayor Deets, Deputy Mayor Quitslund, and Councilmembers Fantroy-Johnson, Hytopoulos, Mathews, Moriwaki, and Schneider attended the community meeting which began at 5:00 p.m. at the Bainbridge Island Library, 1270 Madison Avenue N., Bainbridge Island, WA.

City Manager King provided a presentation on the Affordable Housing Project, followed by a question and answer session.

The meeting ended at 6:30 p.m.

_____
Joe Deets, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize the City Manager to Enter Into a Construction Contract with Liden Land Development & Excavation, Inc. for the Grow Avenue Traffic Calming Project ($90,683.33, Tax Supported) and Authorize a Related Budget Amendment of $15,000 (Tax Supported) - Public Works,

SUMMARY: Staff are requesting that the City Council authorize the City Manager to enter into a construction contract with Liden Land Development & Excavation, Inc. for the Grow Avenue Traffic Calming project and authorize a related budget amendment of $15,000 (tax supported).

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a construction contract with Liden Land Development & Excavation, Inc. for the Grow Avenue Traffic Calming Project and authorize a related budget amendment of $15,000 (tax supported.)

COMMUNITY ENGAGEMENT AND OUTREACH: A Slow-on-Grow Proposal was submitted to the City by a neighborhood group for consideration in support of the project. Additionally, an Engage Bainbridge site was created for this project.

FISCAL IMPACT:

Amount:	$90,683.33
Ongoing Cost:	N/A
One-Time Cost:	$90,683.33
Included in Current Budget?	No

BACKGROUND: Grow Avenue was identified through the City's 2021 Neighborhood Traffic Calming and Safety Project as a priority corridor for traffic calming with a focus on the area along Grow Avenue between High School Road and Wyatt Way. The proposed plan was developed in coordination with residents of Grow Avenue and has been made available for community input.

The traffic calming measures will address day-to-day traffic speeds on Grow Avenue, and will also serve to mitigate traffic speeds associated with any "spillover" traffic associated with the upcoming Madison Avenue reconstruction project.

A version of the proposed plan was reviewed and recommended to move forward by the City's Traffic Operations Committee at their October 4, 2023 meeting. Additionally, the Bainbridge Island Fire Department and the Bainbridge Island School District transportation officials were consulted to ensure that emergency equipment and school buses can navigate the proposed improvements.

Bids were solicited utilizing the Municipal Research and Services Center (MRSC) Small Works Roster. Two bids were received and opened on Friday, April 12, 2024.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the Grow Avenue Traffic Calming Project construction contract to Liden Land Development and Excavation Inc in the amount of $90,683.33. The engineer's estimate is $60,000 to $70,000.

ATTACHMENTS:

Small Works Contract Grow Ave Traffic Calming Project Liden Land Dev.docx

Bid Form_Grow Avenue Traffic Calming.docx

CIP Grow Traffic Calming 01089.pdf

Grow Traffic Calming Concept.pdf

FISCAL DETAILS: City Council approved $95,000 for Grow Avenue traffic calming measures for the 2024 fiscal year in the 2023-2024 Capital Improvement Plan. Approximately $90,000 is remaining in the project, therefore a budget amendment in the amount of $15,000 is requested to cover the costs of contract project management and contingency.

Fund Name(s): Capital Construction Fund

Coding: Capital Improvement Plan Project # 01089

CITY OF BAINBRIDGE ISLAND

SMALL WORKS ROSTER CONTRACT

THIS SMALL WORKS ROSTER CONTRACT ("Contract") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Liden Land Development & Excavation, Inc., a Washington State corporation ("Contractor"). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the "Parties") agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the Grow Avenue Traffic Calming Project ("Project"). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work, City Hall Existing Drawings, and Standard Detail (Attachment A)
- Insurance Requirements (Attachment B)
- Declaration of Retainage
- Guarantee Form
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see https://secure.lni.wa.gov/wagelookup/)
- Certification of Compliance with Wage Payment Statutes

2. Notice to Proceed; Time of Completion. The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within twenty-one (21) calendar days from the City's issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Ninety Thousand Six Hundred Eighty-Three and 33/100 Dollars ($90,683.33), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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 Contract.

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

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

6.1 Nondiscrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract 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.

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.3 Violation of this Section. Violation of this Section 6 shall be a material breach of this Contract 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. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the "one call" locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City's final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor's work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the

Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. **Claims**. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. **Contractor's Risk of Loss**. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. **Insurance**. The Contractor shall maintain insurance as follows:

[X] Commercial General Liability as described in Attachment B.
[X] Automobile Liability as described in Attachment B.
[X] Workers' Compensation as described in Attachment B.
[X] Contractors Pollution Liability as described in Attachment B.

15. **Payment and Performance Bonds**. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. **Termination**. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may

terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. **Attorney's Fees and Costs**. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. **General Administration**. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. **Ownership of Documents**. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. **Subletting or Assigning of Contracts**. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

21. **Relationship of Parties**. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

22. **Nonwaiver of Breach**. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. **Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

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

LIDEN LAND DEVELOPMENT & EXCAVATION, INC.	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Blair King, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

CITY CONTACT:

Matthew Oxford
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110
Phone: 206.780.3709
Fax: 206.780.3710

CONTRACTOR CONTACT:

Print Name:_____
Address:_____
_____
_____
Phone:_____
Fax: _____
Contractor License #: _____
(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

City of Bainbridge Island
Public Works Department Engineering

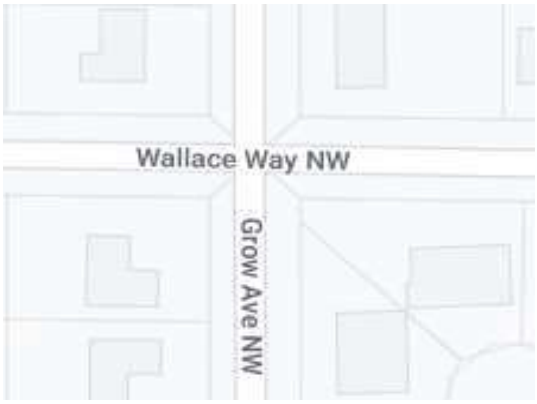
GROW AVENUE TRAFFIC CALMING
Bid Opening Date: April 12, 2024
Bids Open @ 10:00am

Note: Bids Are Opened in Order Received. Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: $60,000-$70,000	Bidder 1 Sound Pacific Construction	Bidder 2 Liden Land Development and Excavation			
Proposal	X	X			
Signature Page	X	X			
Statement of Bidders Qualifications	X	X			
TOTAL BASE BID AMOUNT	$121,655.60	$90,683.33			

A total of 2 bids were received for the Grow Avenue Traffic Calming Project. Project Manager, Matthew Oxford, has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, Liden Land Development and Excavation Inc in the amount of $90,683.33.

Project: Grow Ave Traffic Calming **Number:** **01089**
Location: Grow Ave

Project Description



Description: Project will include minor traffic calming improvements such as speed humps, chicanes, neighborhood traffic circles and/or other applications between Winslow Way and High School Road.

Benefit: Project will mitigate speeding and improve pedestrian and bicyclist safety on Grow Avenue.

Schedule: YR1: Design and construct

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
TBD	-	-	95	-	-	-	-	-	95
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**-**	**95**	**-**	**-**	**-**	**-**	**-**	**95**
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	95	-	-	-	-	-	95
Sub-total	**-**	**-**	**95**	**-**	**-**	**-**	**-**	**-**	**95**

Estimated Impact on Future Operating Budget

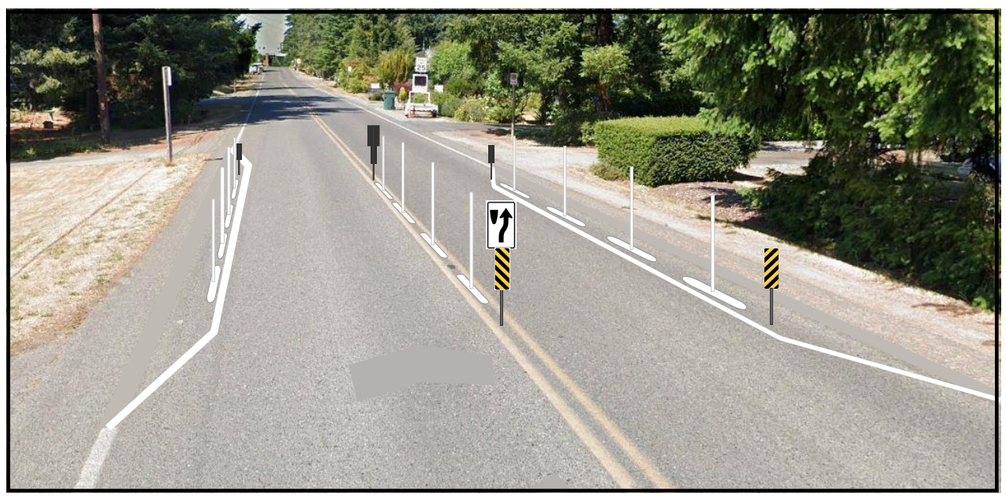
	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

GROW AVENUE TRAFFIC CALMING MEASURES LOCATIONS

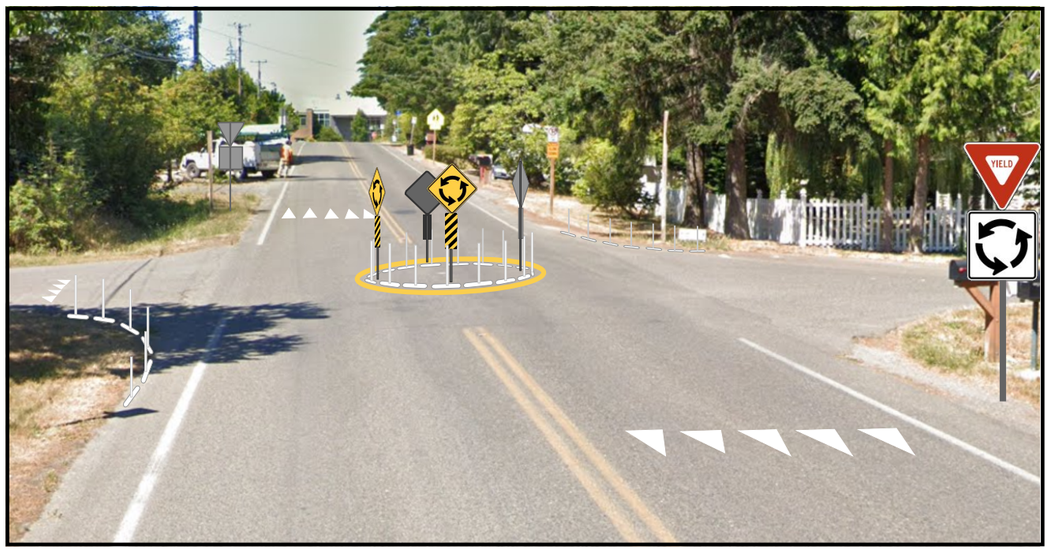
CITY OF BAINBRIDGE ISLAND

TC = TRAFFIC CIRCLE AT WALLACE AND IHLAND SP = SLOW POINT - NARROWED LANES CONSTRAINED TO 9'

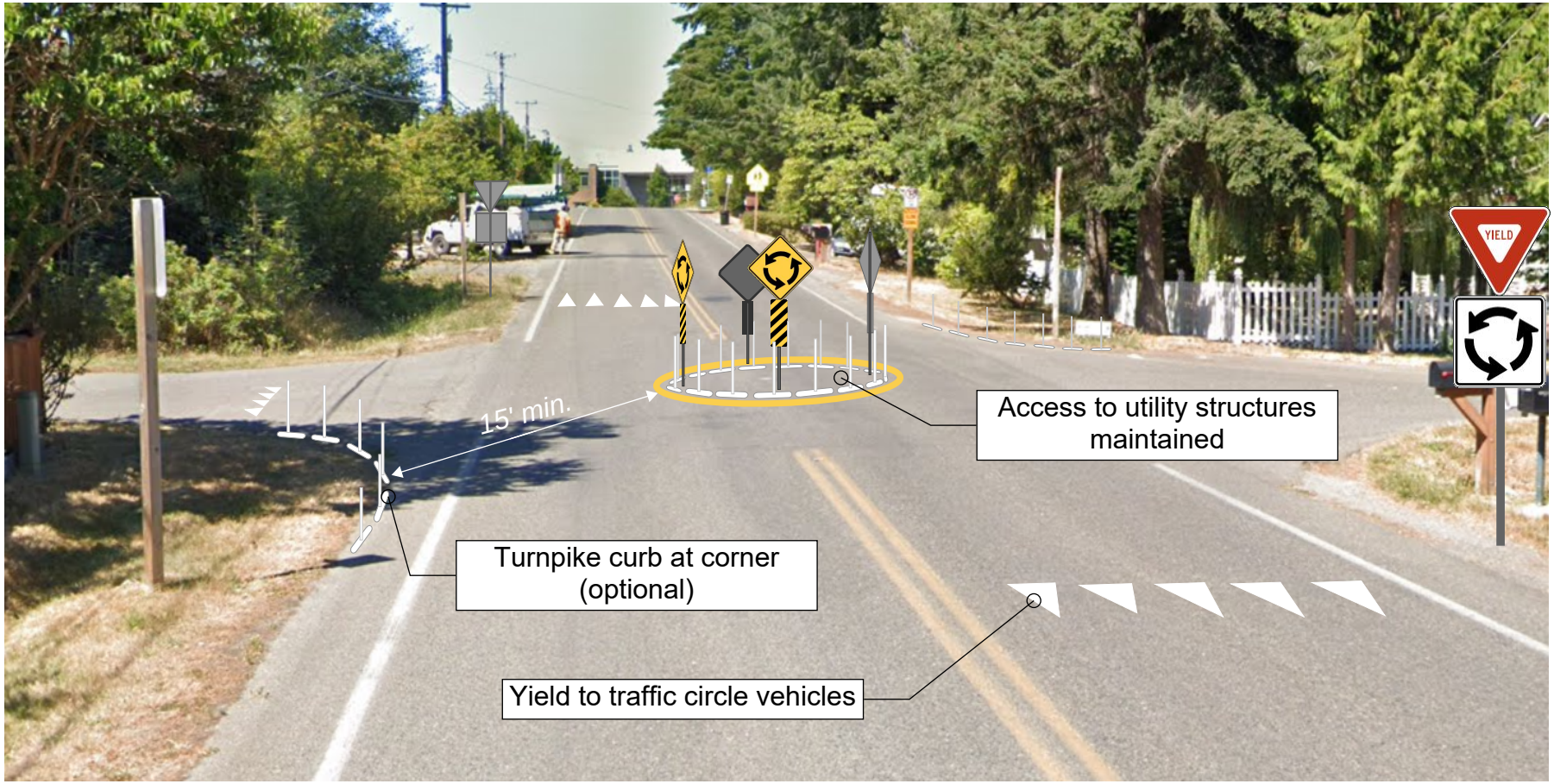
SLOW POINT TYPICAL LAYOUT ON GROW AVENUE (LOOKING NORTH)

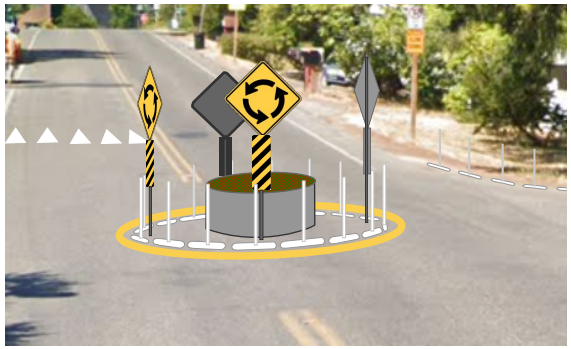


TRAFFIC CIRCLE LAYOUT AT IHLAND



TRAFFIC CIRCLE LAYOUT AT GROW AVENUE AND IHLAND





Opportunity for community provided/ managed planters

Typical surface mounted turnpike curb with delineators in white

SLOW POINT (LANE NARROWING) ON GROW

Typical surface mounted turnpike curb with delineators in white

Advanced warning signage

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract with Specialized Pavement Marking, LLC for the 2024 Annual Roads Striping Project ($278,402.28 - Tax Supported) and approve an associated budget amendment in the amount of $70,583.00 (Tax supported) - Public Works,

SUMMARY: Staff is requesting authorization from City Council to award the 2024 Annual Road Striping construction contract to the apparent low bidder, Specialized Pavement Marking, LLC in the amount of $278,402.28 and approve an associated budget amendment in the amount of $70,583.00.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a construction contract with Specialized Pavement Marking, LLC in the amount of $278,402.28 (Tax Supported) and approve an associated budget amendment in the amount of $70,583.00 (Tax Supported) for the 2024 Annual Roads Striping project in substantially the form as included with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH: None Planned.

FISCAL IMPACT:	
Amount:	$278,402.28
Ongoing Cost:	
One-Time Cost:	$278,402.28
Included in Current Budget?	No

BACKGROUND: Road striping is critical safety work that the City contracts for on an annual basis. The work includes road striping on approximately eighty (80) miles of roadway totaling 1,013,648 linear feet of paint stripe and other miscellaneous traffic marker improvements. See Attachment D Striping List for a list of the roads.

Bids were solicited through the Municipal Research and Services Center (MRSC) Small Works Roster process, and the City received one bid. See attached bid form. The engineer's estimate is $190,000.00 to $205,000.00.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the 2024 Road Striping project to the apparent low bidder, Specialized Pavement Marking, LLC in the amount of $278,402.28.

ATTACHMENTS:

Bid Tabulation_2024 Road Striping Project 00235_032824.pdf

Small Works Contract 2024 Road Striping Specialized Pavement Marking.docx

Attachment D _ Road List.docx

FISCAL DETAILS: The Public Works operations budget includes approximately $207K for annual road striping, therefore, a budget amendment of $70,583 is requested to support the contract work. The cost of road striping has been steadily increasing every year, however, in previous years the City has benefitted from competition in the bidding process. This year, the City only received one bid.

The Public Works Department will likely increase the budget and engineer's estimate for 2025-26 biennial budget to better reflect the market price for the work.

Fund Name(s): Streets Fund

Coding: Munis Project #00235

CITY OF BAINBRIDGE ISLAND

2024 Road Striping

BID TABULATION

Bid Opening Date: March 28, 2024

** For WSDOT projects, the bids listed shall be in lowest to highest bid amount order, not by bid submittal time **

ITEM NO.	DESCRIPTION	UNITS	QTY	Eng Est		Specialized Pavement Marking, LLC		All Stripes, LLC		Pavement Markings, Inc.		Stripe Rite, Inc.	
				UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE	UNIT PRICE	BID PRICE
1	Mobilization	LS	1	$8,000.00	$8,000.00	$5,500.00	5,500.00		0.00		0.00		0.00
2	SPCC Plan	LS	1	$850.00	$850.00	$1,250.00	1,250.00		0.00		0.00		0.00
3	Project Temporary Traffic Control	LS	1	$23,000.00	$23,000.00	$42,500.00	42,500.00		0.00		0.00		0.00
4	Paint Line	LF	983,490	$0.12	$118,018.80	$0.18	177,028.20		0.00		0.00		0.00
5	Painted Wide Line	LF	65,336	$0.25	$16,334.00	$0.28	18,294.08		0.00		0.00		0.00
6	Removing Plastic Traffic Marking	EA	11	$82.00	$902.00	$175.00	1,925.00		0.00		0.00		0.00
7	Removing Plastic Crosswalk Line	SQ FT	1,709	$6.00	$10,254.00	$5.00	8,545.00		0.00		0.00		0.00
8	Removing Painted Traffic Marking	EA	24	$82.00	$1,968.00	$140.00	3,360.00		0.00		0.00		0.00
9	Minor Change	DOL	20,000	$1.00	$20,000.00	$1.00	20,000.00		0.00		0.00		0.00
				Subtotal	$199,326.80		$278,402.28		$0.00		$0.00		$0.00
				Line C (9.2% not applied to road projects)	N/A		N/A		$0.00		$0.00		$0.00
				Grand Total (Line A + D)	$199,326.80		$278,402.28		$0.00		$0.00		$0.00

CITY OF BAINBRIDGE ISLAND

SMALL WORKS ROSTER CONTRACT

THIS SMALL WORKS ROSTER CONTRACT ("Contract") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Specialized Pavement Marking, LLC, an Oregon State limited liability company ("Contractor"). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the "Parties") agree as follows:

1. **Contractor Services.** The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the **2024 Road Striping Project** ("Project"). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Scope of Work (Attachment A)
- Insurance Requirements (Attachment B)
- Amendments to the Standard Specifications and Special Provisions (Attachment C)
- 2024 Road List (Attachment D)
- Declaration of Retainage
- Certification of Compliance with Wage Payment Statutes
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see https://secure.lni.wa.gov/wagelookup/)

2. Notice to Proceed; Time of Completion. The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within twenty-one (30) working days from the City's issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Two Hundred Seventy-Eight Thousand Four Hundred Two and 28/100 Dollars ($278,402.28), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. <u>Prevailing Wage</u>. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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 Contract.

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

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

6.1 Nondiscrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract 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.

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.3 Violation of this Section. Violation of this Section 6 shall be a material breach of this Contract 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. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the "one call" locator system, before commencing any excavation activities.

9. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

10. Change Order/Contract Modification.

10.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

10.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City

within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

10.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

10.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

10.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

10.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

11. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the

applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

12. **Contractor's Risk of Loss**. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

13. **Insurance**. The Contractor shall maintain insurance as follows:

[X] Commercial General Liability as described in Attachment B.
[X] Automobile Liability as described in Attachment B.
[X] Workers' Compensation as described in Attachment B.
[ ] Builders Risk as described in Attachment B.
[X] Contractors Pollution Liability as described in Attachment B.

14. **Payment and Performance Bonds**. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

15. **Termination**. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract

exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

16. **Attorney's Fees and Costs**. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

17. **General Administration**. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

18. **Ownership of Documents**. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

19. **Subletting or Assigning of Contracts**. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

20. **Relationship of Parties**. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage

other independent contractors to perform the same or similar work that the Contractor performs hereunder.

21. **Nonwaiver of Breach**. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

22. **Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

23. **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

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

SPECIALIZED PAVEMENT MARKING, LLC	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Blair King, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

Attachment D

Road List

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	Remove Plastic Crosswalk Line (Per SQ FT)	Remove Plastic Traffic Marker (EA)	Remove Painted Traffic Marking (EA)
Agate Pass Road	3,485	0	0	0	0	0
Agatewood Road	1,600	0	0	0	0	0
Agate Point Road	3,229	0	0	0	0	0
Arrow Point Drive	9,504	0	0	0	0	0
Baker Hill Road	10,666	21,332	0	0	0	0
Battle Point Drive	10,930	0	0	0	0	0
Bayhill Road	350	0	0	0	0	0
Bergman Road	2,817	0	0	0	0	0
Bill Point Rd	0	0	0	0	0	2
Birkland Road	0	0	0	0	0	1
Bjune Drive	302	1,641	0	325	3	0
Blakely Avenue	15,840	31,680	0	0	0	0
Blakely Hill Road	4,224	100	0	0	0	0
Brien Drive	0	988	0	0	0	0
Bucklin Hill Road	5,333	10,666	3,900	0	0	0

Byron Drive	1,297	0	0	0	0	0
Cave Avenue	0	0	0	72	1	0
Cherry Avenue	2,400	0	0	0	0	0
Commodore Lane	1,984	0	0	0	0	0
Cosgrove Avenue	0	0	0	0	0	0
County Park Road	0	0	0	0	0	0
Country Club Road	8,976	0	0	0	0	0
Crown Dr.	0	0	0	60	0	1
Crystal Springs Drive	9,194	0	0	0	0	0
Daniel Ct.	0	0	0	0	0	1
Day Road	12,461	24,922	0	0	0	0
Dingley Road	774	1,548		0	0	0
Dolphin Drive	2,640	0	0	0	0	0
Eagle Harbor Drive	12,725	25,450	0	0	0	0
Emerald Way	0	0	0	0	0	0
Ericksen Avenue	2,600	10,750	4,992	120	1	0
Euclid Avenue E	7,603	0	0	0	0	0
Evergreen Rd	0	0	0	0	0	1
Falk Road	2,763	0	0	0	0	0

Fay Bainbridge Park	0	0	0	0	0	0
Ferncliff Avenue	8,818	9,874	7,300	0	0	0
Fletcher Bay Road	12,091	22,722	1,460	0	0	0
Finch Road	2,640	3,822	1,600	0	0	0
Fort Ward Hill Road	7,973	4,934	0	0	0	1
Foster Road	1,954	0	0	0	0	0
Frey Road	1,320	0	0	0	0	0
Grand Avenue	4,752	7,104	2,520	0	0	0
Grow Avenue	4,150	8,300	0	210	2	0
Hansen Road	0	0	0	0	0	0
Halls Hill Road	3,854	0	0	0	0	0
Harborview Drive	2,587	0	0	0	0	0
Henderson Road	4,013	0	0	0	0	0
Hidden Cove Rd	11,088	22,176	0	0	0	0
High School Road	7,260	16,592	9,355	0	0	0
Ihland	0	0	0	0	0	0
Kallgren Rd.	0	0	0	0	0	1
Knight Rd	0	0	0	0	0	0
Komedal Road	2,429	0	0	0	0	0
Koura Road	7,248	16,684	0	0	0	0

Lafayette Avenue	3,960	7,920	0	0	0	0
Lariat Loop	0	0	0	0	0	0
Lofgren Road	1,901	3,802	0	0	0	0
Lovegren Road	2,563	0	0	0	0	0
Lovell Avenue	2,640	5,280	0	0	0	0
Lynnwood Center Road	6,653	10,660	2,646	0	0	0
Lytle Rd	0	0	0	0	0	0
Madison Avenue & Madison Ave. N	22,326	35,452	15,984	200	0	0
Mandus Olson	2,590	0	0	0	0	0
Manitou Beach Road	8,501	17,002	0	0	0	0
Manitou Park	0	0	0	0	0	1
Manzanita Avenue	5,280	0	0	0	0	0
McDonald Avenue	2,323	0	0	0	0	2
Miller Road	15,101	30,202	0	0	0	0
Moran Road	2,904	5,808	0	0	0	0
Murden Cove	1,848	0	0	0	0	0
Nakata Place	0	0	0	0	0	0
New Brooklyn Road	10,666	19,373	1,959	0	0	0

New Sweden Avenue	3,907	0	0	0	0	2
Nicholson Place	0	0	0	0	0	0
North Street	528	0	0	0	0	0
Oddfellow Road	2,904	5,808	0	0	0	0
Old Creosote Drive	3,653	0	0	0	0	2
Old Mill Road	5,280	0	0	0	0	2
Olympic Terrace	2,798	0	0	0	0	0
Palomino Rd	0	0	0	0	0	0
Parfitt Way	3,640	0	0	0	0	0
Park Avenue	1,742	3,484	0	0	0	0
Parkhill Rd	0	0	0	0	0	1
Peterson Hill Road	1,320	0	0	0	0	0
Phelps Road	8,026	16,052	6,060	0	0	0
Point Monroe	0	0	0	0	0	0
Pleasant Beach Drive	6,970	13,940	920	0	0	0
Point White Drive	8,026	16,052	0	0	0	0
Ralston Road	581	0	0	0	0	0
Rockaway Beach Road	5,280	0	0	0	0	0
Rose Avenue	1,584	0	0	0	0	0

Sands Avenue	2,534	0	0	0	0	0
Seabold Road	400	0	0	0	0	0
Seabold Church Road	581	0	0	0	0	0
Spragur Road	0	0	0	0	0	0
Sorrel Rd	0	0	0	0	0	0
South Beach Road	3,168	0	0	0	0	0
Sportsman Club Road	8,606	17,212	0	0	0	0
Springridge Road	5,966	0	0	0	0	0
Sullivan Rd	0	0	0	0	0	0
Sunrise Drive	15,787	31,574	0	0	0	0
Tani Creek Road	0	0	0	0	0	0
Taylor Avenue	6,791	0	0	0	0	1
Toe Jam Hill Road	7,920	0	0	0	0	1
Tolo Road	326	0	0	0	0	0
Torvanger Road	1,320	0	0	0	0	0
Valley Road	2,587	5,174	0	0	0	0
Vincent Road	2,734	0	0	0	0	0
Vista Rd	0	0	0	0	0	1
Wallace Way	1,320	2,640	0	0	0	0
Ward Road	0	0	0	0	0	0

Wardwell Road	286	572	0	0	0	0
Washington Avenue	0	0	0	0	0	0
Weaver Road	3,117	0	0	0	0	0
Welfare Rd	0	0	0	0	0	1
West Port Madison Road	5,333	0	0	0	0	0
Wing Point Way	6,500	4,500	3,240	0	0	0
Wing Point Road	1,145	2,290	0	0	0	0
Winther Road	1,320	0	0	0	0	0
Winslow Way	3,676	2,774	1,900	302	2	0
Wood Avenue	1,742	0	0	0	0	0
Wyatt Way	5,280	30,768	1,500	420	2	0
Yeomalt Place	0	0	0	0	0	0
Yaquina Avenue	3,168	0	0	0	0	0
3-T Road	890	0	0	0	0	1
Total	**453,866**	**529,624**	**65,336**	**1709**	**11**	**24**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Approve a Capital Improvement Plan Budget Amendment in the Amount of $10,000 for the Lift Station Supervisory Control and Data Acquisition (SCADA) Telemetry Upgrades (Sewer Fund) - Public Works,

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to approve a Capital Improvement Plan budget amendment in the amount of $10,000 for the Lift Station SCADA Telemetry Upgrades.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Public Works

RECOMMENDED MOTION: Authorize the City Manager to approve a Capital Improvement Plan budget amendment in the amount of $10,000 (sewer funds) for the Lift Station SCADA Telemetry Upgrades.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

Amount:	$10,000
Ongoing Cost:	N/A
One-Time Cost:	$10,000
Included in Current Budget?	No

BACKGROUND: The Lift Station Water and Sewer Telemetry Upgrade Agreement for Professional Services consists of upgrades to the existing master SCADA (Supervisory Control and Data Acquisition) system located at the Wastewater Treatment Plan, with remote telemetry units at various water and sewer pumping and storage facilities. The upgrades will replace obsolete program controls with the intent to improve overall system reliability.

The planned telecommunications system between the Woodward sewer lift station and the Wastewater Treatment Plant relied on an upgraded DSL hardwired connection and routing from the Lumen/Century Link provider through the Woodward School site. Amendment No. 6 to the Agreement for Professional Services is needed to provide cellular service capabilities in-lieu of DSL at the Woodward lift station site in the amount of $7,456.04. The cellular service deployment will be targeted to this location with adequate coverage and will improve service provider response and reliability issues.

The City Council approved the original Water and Sewer Telemetry Upgrade Agreement for Professional Services at their July 9, 2019, meeting in the amount of $297,346.90. Amendment No. 1 was approved by City Council at their June 9, 2020, meeting for additional design features to the Sakai Village, Lovell Avenue, Ferncliff, and Ericksen Avenue lift stations. Both Amendments No. 2 and 3 were for contract extensions, extending the dates to September 31, 2021, and December 31, 2023, respectively. Amendment No. 4 added cell service to various water and sewer sites and revised the contract amount to $404,724.78. Amendment No. 5 extended the contract duration to December 31, 2024. Amendment No. 6 will add cell service to the Woodward lift station and revise the contract amount to $412,180.82.

ATTACHMENTS:

Lift Station SCADA CIP Project Page.pdf

FISCAL DETAILS: Capital Improvement Project 00821, the Lift Station SCADA Upgrades Project has approximately $5K remaining. The $10K budget request will assist with completing the project given the change in scope for the Woodward Lift Station.

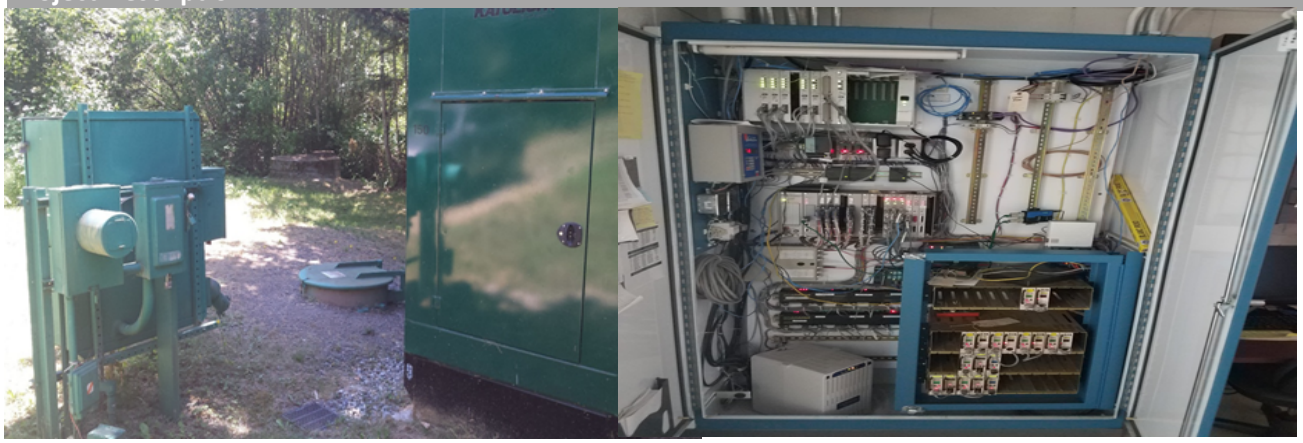
Fund Name(s): Sewer Fund

Coding: Munis Project 00821

Project: Lift Station SCADA Upgrades

Location: Various 00821

Project Description



Description: The SCADA system controls the operation, monitoring, and alarms for critical sewer infrastructure. Scope includes the upgrade of remote telemetry unit (RTU) equipment. The tone RTU and older programmable logic control (PLC) telemetry systems that have not been upgraded since installation in 1995 at nine stations are beyond their useful life and require replacement. These stations include Ferry Terminal, Lower Hawley, Island Terrace, and Klickitat.

Capital Funding

	Prior Yrs.	2023	2024	Subsequent	Total
FUNDING SOURCES					
Sewer Fund	$ 398,000	5,000	-	-	403,000
	-	-	-	-	-
	$ 398,000	**5,000**	**-**	**-**	**403,000**

Budget Notes

	Amount	Source	Description
Original budget	$ 175,000	Q12018 Budget Amendment	
	$ 35,000	2020 CIP	
	$ 70,000	Q12020 Budget Amendment	
	$ 22,000	2021 CIP	Labor added
	$ 85,000	2021 BUA	2nd QTR Amendment
	$ 11,000	2022 BUA 3	Approved 12/13/22
	$ 5,000	2023 BUA-1	Add
Total Project Budget	**$ 403,000**		

Financial Update

Spending through January 22, 2024

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund	403,000	375,817	21,537	397,355	5,645

Current Project Status

Construction contract awarded. Construction to start in 2021.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize the City Manager to Sign the Wintergreen Multifamily Tax Exemption Contract - Planning,

SUMMARY: The developer of Wintergreen Townhomes has submitted a Multifamily Property Tax Exemption (MFTE) application for Phase 1 of the Wintergreen Townhomes development. The application requests approval under the 20-year MFTE program pursuant to Bainbridge Island Municipal Code (BIMC) 3.63.050.C.2 and Revised Code of Washington (RCW) Chapter 84.14.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to sign the Wintergreen Multifamily Tax Exemption Contract.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City's MFTE program, BIMC Chapter 3.38, was approved in 2021; this is the first MFTE application the City has received and reviewed. The 20-year MFTE program requires at least 25 percent of the total housing units to 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 for households with incomes at or below low-income (up to 80% Area Median Income).

Wintergreen Townhomes Phase 1 is a 30 lot townhome development, and the developer has partnered with Housing Resources Bainbridge to designate 17 of the 30 lots for affordable housing. Housing Resources Bainbridge will add the 17 lots to its community land trust portfolio to manage long-term affordability.

City planning staff have reviewed the MFTE application and have determined that it meets the requirements of BIMC 3.63 and Chapter 84.14 RCW for the 20-year MFTE program. The next steps are for the City to enter into

a contract with the developer, and once completed, for the City Manager to approve a MFTE Conditional Certificate.

The contract provisions and the criteria for approving the conditional exemption certificate are established by Chapter 84.14 RCW and Chapter 3.63 BIMC. Note that an application may be denied only if there is substantial evidence that the application fails to meet the established criteria.

ATTACHMENTS:

Multifamily Tax Exemption Agreement for Wintergreen.pdf

Wintergreen Phase 1 Plat.pdf

FISCAL DETAILS: The MFTE program is designed to provide an incentive for construction of affordable housing by exempting qualifying new housing from property taxes on the residential value of the new construction for up to 20 years after construction is complete. The property tax that would have been paid by the property owner of the new construction participating in the MFTE program is shifted to other taxpayers, resulting in no loss of property tax to taxing jurisdictions and a slight increase in property tax paid by other taxpayers. Using $12.7 million as the estimated value of the residential construction for the Wintergreen project, a taxpayer would pay an additional $5.26 annually in property tax, based on a $1.1 million median Bainbridge Island home value.

Fund Name(s):

Coding:

WHEN RECORDED, MAIL TO:

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

ATTN: **Christine Brown, City Clerk**

WASHINGTON STATE COUNTY AUDITOR/RECORDER/S INDEXING FORM

Document Title(s) *(or transactions contained therein):* **WINTERGREEN TOWNHOMES PHASE 1** **MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT**
Reference Number(s) of Documents assigned or released: Final Plat No. PLN51836 FSUB recorded under AFN202301190075 Declaration of Affordable Housing Covenants recorded under AFN202208090139 Building Permits Nos.: BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR ☐ Additional reference numbers on page ____ of document.
Grantor(s) *(Last name first, then first name and initials):* **Wintergreen Townhomes LLC**
Grantee(s)*:* **City of Bainbridge Island**
Legal Description *(abbreviated form; i.e., lot, block, plat name, section-township-range):* PLAT OF WINTERGREEN TOWNHOMES PHASE 1, A PORTION OF THE SE QUARTER OF THE SW QUARTER OF THE SECTION 23, TOWNSHIP 25 NORTH, RANGE 02 EAST, W.M., ☒ Additional legal on Exhibit "A" of document.
Assessor's Property Tax Parcel Account Number(s): 5175-000-044-0003, 5715-000-045-0002, 5715-000-046-0001, 5715-000-047-0000, 5715-000-048-0009, 5715-000-049-0008, 5715-000-050-0004, 5715-000-051-0003, 5715-000-052-0002, 5715-000-053-0001, 5715-000-054-0000, 5715-000-055-0009, 5715-000-056-0008, 5715-000-057-0007, 5715-000-058-0006, 5715-000-059-0005, 5715-000-060-0002, 5715-000-061-0001, 5715-000-062-0000, 5715-000-063-0009, 5715-000-064-0008, 5715-000-065-0007, 5715-000-066-0006, 5715-000-067-0005, 5715-000-068-0004, 5715-000-069-0003, 5715-000-070-0000, 5715-000-071-0009, 5715-000-072-0008, 5715-000-073-0007, 5715-000-074-0006

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document.

MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT
[WINTERGREEN TOWNHOMES PHASE 1]

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION CONTRACT (the "Contract") is made and entered into by and between the City of Bainbridge Island, a Municipal Corporation of the State of Washington (the "City"); and Wintergreen Townhomes LLC , a Washington limited liability company (the "Owner").

WHEREAS, the City has an interest in stimulating new construction or rehabilitation of multiple-unit (multifamily) housing in Residential Targeted Areas in order to increase and improve housing opportunities, provide affordable housing opportunities, and encourage development densities supportive of transit use; and

WHEREAS, the City has, pursuant to the authority granted to it by Revised Codes of Washington (RCW) Chapter 84.14, designated various areas of the City as Residential Targeted Areas for the provision of a limited property tax exemption for new or rehabilitation multifamily housing; and

WHEREAS, the City has, as set forth in Bainbridge Island Municipal Code (BIMC) Chapter 3.63, enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the Kitsap County Assessor that the owner is eligible to receive a limited property tax exemption; and

WHEREAS, the Owner is interested in receiving a limited property tax exemption for constructing thirty dwelling units of NEW multifamily housing ("Project") within the Winslow Plan Study Area Residential Targeted Area pursuant to BIMC 3.63.030; and

WHEREAS, the Owner submitted to the City a complete application for twenty (20) year Property Tax Exemption, pursuant to BIMC 3.63.050.C.2, outlining the proposed Project to be constructed on property located at 1309-1367 Nolta Loop NE in the City of Bainbridge Island ("Property") and legally described in Exhibit A of this Contract; and

WHEREAS, in consideration of the City's approval of Permits No. BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR, the Owner accepts certain conditions affecting the use of the Property and the improvements authorized by Permit Nos. PLN51836 FSUB, BLD 26972 MFR, BLD 27135 MFR, BLD 27890 MFR, BLD 27891 MFR. It is the purpose of this Contract to set forth those conditions and to impose enforceable restrictions on the use and occupancy of the residential portion of the Property; and

WHEREAS, on February 2, 2024, the City Manager determined that the application met all the eligibility and procedural requirements to qualify for a Conditional Certificate of Acceptance of Property Tax Exemption as provided in BIMC 3.63.070.A and C, except for entering in to and recording this Contract; and

WHEREAS, on April 23,2024, the City Council authorized the City Manager to execute this contract; and

WHEREAS, the City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption.

NOW, THEREFORE, for and in consideration of the mutual promises aforesaid and made and relied upon by the parties hereto, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Owner and the City mutually agree as follows:

SECTION 1 — DEFINITIONS

Unless otherwise expressly provided herein, the following terms shall have the respective meanings set forth below. If a term is not defined herein, then it shall be defined as provided in BIMC 3.63.020, BIMC 18.36.030 or given its usual and customary meaning.

"Affordable Units" means the seventeen units in the Project designated by the Owner and approved by the City, as set forth in Exhibit B, which qualify as "Affordable housing" pursuant to BIMC 3.63.020 and reserved for occupancy by Eligible Households pursuant to Section 3.

"City's Designee" means that individual(s) authorized by the City to administer this Contract.

"Completion Date" means the date of the first certificate of occupancy issued by the City for the Project.

"Compliance Period" means twenty (20) years from the date of initial occupancy of the Affordable Units.

"Dwelling Unit" means a residential living facility, used, intended, or designed to provide physically segregated, complete independent living facilities for one or more persons, including living, sleeping, cooking and sanitation facilities.

"Eligible Household" means a single person, family, or unrelated persons living together, who have a Household Income that does not exceed eighty percent (80%) of Median Income.

"Household Income" means gross annual income from all household members over the age of 18 residing in the household. Gross annual income consists of those items listed in Exhibit D, Annual Income Certification Form. Income of dependents over the age of 18 who reside within a household for less than three (3) months of the year will not be counted toward Household Income.

"Household Size" means all of the persons, related or unrelated, occupying an Affordable Unit.

"Housing Expense" means a household's monthly housing cost including utilities or an equivalent Utility Allowance.

"Median Income" means the median household income for the Bremerton-Silverdale metropolitan statistical area as most recently published by the Secretary of Housing and Urban Development (HUD), as amended. In the event that HUD no longer publishes median family income figures, the City may estimate the Median Income applicable to the City in such manner as the City shall determine in its sole discretion.

"Qualified Nonprofit or Local Government," hereinafter also referred to as a "Sponsoring Entity" means an agency that initially owns the Affordable Units and that sells the same to Eligible Households to ensure permanent affordable homeownership.

"Permanent affordable homeownership" has the meaning set forth in RCW 84.14.021.

"Property" means the real property, together with improvements, legally described in Exhibit A.

"Project" means the Owner's multifamily residential townhome development containing thirty Dwelling Units, also known as "Wintergreen Townhomes."

"Utility" or "Utilities" means water, electricity, natural gas, sewer, and garbage collection but not including phone, internet service, or cable or satellite television.

"Utility Allowance" means that portion of Housing Expenses that the City determines, from time to time, is adequate for the reasonable Utility costs of Affordable Units in the event the Owner makes tenants responsible for payment for their own Utilities.

SECTION 2 — THE PROJECT

A. General Description. The Owner will construct the Project for the purpose of providing multifamily housing, and the Owner shall own, manage, and operate (or cause the management and operation of) the Project. The

Project shall include not less than seventeen (17) dwelling units to be designated as Affordable Units (collectively, the "Affordable Units"), meeting the requirements set forth in this Contract.

B. The Owner agrees to complete construction of the Project within three (3) years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption, or within any extension thereof granted by the City.

SECTION 3 — AFFORDABLE UNITS FOR ELIGIBLE HOUSEHOLDS

A. Number of Affordable Units. The Project shall include the number and types of Affordable Units as set forth in the table below.

Dwelling Units in the Project

Unit Type (Bedrooms)	Affordable Units	Total Units
Studio		
Open 1-bedroom		
1-bedroom		
2-bedroom	17	30
3-bedroom		
4+ bedroom		
Total	17	30

B. Location. The location of the affordable housing units shall be approved by the City, with the intent that the units are generally mixed with all other market rate housing in the development.

C. Similar Quality Construction. All of the Dwelling Units in the Project shall be constructed of similar quality. The Affordable Unit(s) shall have substantially the same net square footage, equipment, and amenities as other Dwelling Units in the Project with a comparable number of rooms.

D. Designation of Affordable Units. The Owner agrees to designate the Dwelling Units identified in Exhibit B as Affordable Units. The Owner, from time to time, may propose to change the specific Dwelling Units designated as Affordable Units herein, in which case the Owner shall notify the City of the proposed change in writing for the City's approval. The City will review the proposed changes and shall approve or deny the proposed changes based upon the criteria that at all times at least seventeen of all of the Dwelling Units in the Project are designated as Affordable Units, and provided that at all times the same unit mix and affordability mix is retained.

E. Sale of Affordable Units to Sponsoring Entity – Duties of Sponsoring Entity.

(1) Owner shall sell the Affordable Units to a Sponsoring Entity. As of the date of this Contract, Owner has partnered with Housing Resources Bainbridge, a qualified nonprofit to act as the Sponsoring Entity. The Sponsoring Entity shall ensure permanent affordable homeownership in the Affordable Units by selling the Affordable Units only to Eligible Households. If the Sponsoring Entity is changed for any reason at any time, the City shall approve in writing the Owner's selection of the successor Sponsoring Entity prior to the execution of the purchase and sale agreement conveying interest in and to one or any Affordable Units from Owner to the Sponsoring Entity.

(2) The Sponsoring Entity shall ensure permanent affordable homeownership by utilizing the methods set forth in RCW 84.14.021(6), including the recording of a ground lease or deed restriction meeting the requirements of that section. In addition to the requirements set forth in RCW 84.14.021(6), said ground lease or deed restriction shall provide that if an Eligible Household owner of an Affordable Unit, subsequent to Owner, desires to sell,

transfer, or otherwise dispose of said Affordable Unit, said Eligible Household owner must first notify the Sponsoring Entity in writing. The Sponsoring Entity shall use all reasonable means to work with such Eligible Household Owner to identify Eligible Households for subsequent ownership. If, within sixty (60) days of receipt of the notice, the Sponsoring Entity has not identified an Eligible Household willing and able to purchase the Affordable Unit, the Sponsoring Entity may exercise its right of first refusal to purchase the Affordable Unit and continue to search for an Eligible Household for purchase. Notwithstanding the foregoing, the Sponsoring Entity has a right of first refusal to purchase any Affordable Unit offered for sale, regardless of whether the Sponsoring Entity has used reasonable means to identify an Eligible Household purchaser.

(3) The Housing Expense of an Eligible Household purchasing an Affordable Unit shall not exceed thirty percent (30%) of eighty percent (80%) of Median Family Income, with adjustments for assumed Household Size.

F. Income Qualifications for Eligible Households.

(1) To qualify as an Eligible Household for initial occupancy of an Affordable Unit, a household's Household Income may not exceed eighty percent (80%) of Median Family Income, with adjustments for assumed Household Size.

G. Occupancy Limits for Affordable Units. The Sponsoring Entity shall utilize the following occupancy standards for Affordable Units:

Occupancy Limits

Unit Type (Bedrooms)	Minimum Occupants
Studio	1 person
1-bedroom	1 person
2-bedroom	2 persons
3-bedroom	3 persons
4-bedroom	4 persons

H. Completion of Certificate of Household Eligibility. Prior to allowing any household to purchase or lease and occupy any Affordable Unit, the Sponsoring Entity shall require the prospective buyer to complete a Certification of Household Eligibility ("COHE") that shall be substantially in the form set forth in Exhibit C. The Sponsoring Entity shall also undertake a good faith effort to verify the prospective buyers' Household Income, as reported on the completed COHE. The Sponsoring Entity's obligation to verify the reported Household Income shall be limited to requesting copies of and reviewing the prospective buyers' federal income tax returns, unless the Owner has actual knowledge, or reason to believe, that the information provided by the prospective tenant is materially inaccurate. In the event federal income tax returns are not available, the Owner shall verify Household Income using wage or salary statements, or other income records that the City may consider appropriate.

I. Equal Access to Common Facilities. Occupants of the Affordable Units shall have equal access to all amenities and facilities of the Project, such as parking, fitness centers, community rooms, and swimming pools. If a fee is charged for the use of an amenity or facility, then all occupants in the Project must be charged equally for such use.

SECTION 4 – MULTI-FAMILY LIMITED PROPERTY TAX EXEMPTION

A. The City agrees to issue the Owner a Conditional Certificate of Acceptance of Tax Exemption ("Conditional Certificate") once this Contract is approved by the City Council, fully executed, and recorded with the Kitsap County Auditor's Office. The Conditional Certificate shall expire three (3) years from the date the City Manager approved the Owner's application for tax exemption, unless extended by the City Manager as provided in BIMC 3.63.080.

B. The Owner shall, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, file with the City Manager an application for Final Certificate of Tax Exemption ("Final Certificate") with the information required by BIMC 3.63.090. Required information includes:

(1) A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire Property;

(2) A description of the completed work and a statement of qualification for the exemption;

(3) The total monthly rent or total sale amount of each multifamily housing unit rented or sold to date;

(4) A statement that the work was completed within the required three-year period or any authorized extension; and

(5) A statement that the Project meets affordable housing requirements of BIMC 3.63.050.C.

C. The City agrees, conditioned on the Owner's successful completion of the improvements in accordance with the terms of this Contract and on the Owner's filing of the materials described in Section B above, to file a Final Certificate with the Kitsap County Assessor within forty (40) days of application.

D. The Owner agrees, by December 15 of the year in which the City issued a Final Certificate for the Project, to provide the City information sufficient to complete the City's report to the Washington State Department of Commerce as set forth in BIMC 3.63.110.

E. If the Owner converts any of the new or rehabilitated multi-family housing units constructed under this Contract into another use, the Owner shall notify the Kitsap County Assessor and the City Manager within sixty (60) days of such change in use pursuant to BIMC 3.63.120.B.

F. Owner agrees that the Contract is subject to the City of Bainbridge Island Multi-Family Housing Tax Exemption set forth in BIMC Chapter 3.63.

SECTION 5 — ENFORCEMENT

A. Enforcement Provisions. The Owner shall exercise reasonable diligence to comply with the requirements of this Contract and shall correct any such noncompliance within sixty (60) calendar days after such noncompliance is first discovered by the Owner, or would have been discovered by the exercise of reasonable diligence, or within sixty (60) calendar days after the Owner receives notice of such noncompliance from the City, whichever is earliest; provided however, that such period for correction may be extended by the City if the Owner is exercising due diligence to correct the noncompliance. If such noncompliance remains uncured after such period, then the Owner shall be in default and the City on its own behalf may take any one or more of the following actions:

(1) By any suit, action or proceeding at law or in equity, require the Owner to perform its obligations under this Contract, or enjoin any acts or things which may be unlawful or in violation of the rights of the City hereunder; it being recognized that the beneficiaries of the Owner's obligations hereunder cannot be adequately compensated by monetary damages in the event of the Owner's default;

(2) Have access to, and inspect, examine and make copies of, all of the books and records of the Owner pertaining to the Project. Provided, however, the City shall not divulge such information to any third party unless required by law or unless the same is necessary to enforce the City's rights hereunder; and

(3) Take such other action at law or in equity as may appear necessary or desirable to enforce the obligations, covenants, conditions and agreements of the Owner under this Contract.

SECTION 6 – CANCELLATION OF TAX EXEMPTION

A. The City reserves the right to cancel the Final Certificate should the Owner, its successors and assigns, fail to comply with any of the terms and conditions of this Contract, BIMC 3.63.120, or for any reason that the Project or that portion of the Property on which the Project is constructed no longer qualifies for the tax exemption.

B. Upon determining that a tax exemption is to be canceled, the City Manager shall notify the Owner by certified mail, return receipt request. The Owner may appeal the determination in accordance with BIMC 3.63.120.F.

C. The Owner acknowledges that, in the event the City cancels the tax exemption, state law requires that an additional real property tax is to be imposed in the amount of (1) the difference between the tax paid and the tax that would have been paid if it had included the value of the non-qualifying improvements, dated back to the date that the improvements became non-qualifying; (2) a penalty of twenty percent (20%) of the difference calculated under (1) of this Paragraph C; and (3) interest at the statutory rate on delinquent property taxes and penalties, calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and BIMC 3.63. The Owner acknowledges that, pursuant to RCW 84.14.110, any additional tax owed, together with interest and penalty, become a lien on that portion of the Property on which the Project is constructed and attached at the time the portion of the Property is removed from multi-family use or the amenities no longer meet applicable requirements, and that the lien has priority to and must be fully paid and satisfied before a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the Property may become charged or liable. The Owner further acknowledges that RCW 84.14.110 provides that any such lien may be foreclosed in the manner provided by law for foreclosure of liens for delinquent real property taxes.

SECTION 7 — REPORTING REQUIREMENTS

A. Notice of Occupancy Permit. The Owner shall notify the City's Designee of receipt of the first occupancy permit for the Project within thirty (30) calendar days of the permit's issuance.

B. Initial Project Certification. After the Completion Date and until ninety percent (90%) of all units in the Project are occupied, the Owner shall file with the City a Project Certification form, substantially in the form of Exhibit E, attached with copies of the COHE required under Section 3 of this Contract.

C. Annual Project Certification. The Owner shall coordinate to file with the City Manager, within thirty (30) days following the first anniversary of the City's filing of the Final Certificate and each year thereafter for the duration of the property tax exemption, a report substantially in the form of Exhibit E, attached with copies of the COHE and which includes information required by BIMC 3.63.110, which includes:

(1) A statement of occupancy and vacancy of the newly constructed or rehabilitated Project during the past twelve (12) months ending with the anniversary date;

(2) A certification by the Owner that the Project has not changed use since the date the City approved the Final Certificate and that Project conforms with the requirements of this contract and the applicable requirements of BIMC 3.63;

(3) A description of any subsequent changes or improvements constructed after issuance of the Final Certificate;

(4) The total sale amount of each unit sold during the 12 months ending with the anniversary date (or total monthly rent of each multifamily housing unit rented if applicable);

(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 20-year exemption, information demonstrating the owner's compliance with the affordability requirements of this chapter, including, but not limited to, or the income of each purchaser of the affordable 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.

D. Maintain Complete Records. The Owner shall maintain complete and accurate records pertaining to the Affordable Units and shall, during regular business hours, permit any duly authorized representative of the City, including, without limitation, the City's Designee, to inspect the books and records of the Owner pertaining to the Affordable Units, including the Initial and Annual Project Certifications, and if applicable, income documentation of households residing in Affordable Units in the Project. Failure to maintain such records or failure to allow inspection by the City or any duly authorized representative shall constitute a material default hereunder. The Owner shall retain all records pertaining to the Affordable Units for at least twenty (20) years.

E. Form of Certification. Notwithstanding anything in this Section to the contrary, the Owner shall submit all documentation required by this Section on the forms designated herein, which may be modified by the City from time to time. Changes to forms by the City shall not increase the Owner's obligations hereunder.

SECTION 8 — SALE OR TRANSFER OF THE PROJECT

The Owner hereby covenants and agrees not to sell, transfer or otherwise dispose of the Project or any portion thereof without first providing a written statement executed by the purchaser that the purchaser understands the Owner's duties and obligations under this Contract and will enter into a contract with the City for the continuation of those obligations. Such notice must be received by the City at least ten (10) working days prior to the close of escrow.

SECTION 9 — TERM

This Contract shall become effective upon its execution and shall continue in full force and effect throughout the Compliance Period, unless sooner modified or terminated by the City or property owner consistent with BIMC 3.63.120, as adopted on the date of execution of this Agreement.

SECTION 10 — NO DISCRIMINATION

The Owner shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, age, national origin, marital status, citizenship or immigration status, honorably discharged veteran or military status, or presence of any mental or physical handicap as set forth in RCW 49.60.030, as now existing and as may be amended, in the lease, use, or occupancy of the Project or in connection with the employment or application for employment of persons for the operation and management of the Project.

SECTION 11 — COVENANTS RUN WITH LAND

A. Any conveyance of an interest in an Affordable Unit shall be subject to the affordability requirements of this Contract for a period of ninety-nine (99) years, beginning with the date the first Affordable Unit is sold either to the Sponsoring Entity or an Eligible Household, and at each successive sale thereafter. The City and Owner hereby declare their understanding and intent that the covenants, conditions, and restrictions set forth herein directly benefit the land (i) by enhancing and increasing the enjoyment and use of the Project by certain Eligible Households, and (ii) by furthering the public purposes of providing housing for Eligible Households.

B. The City and the Owner hereby declare that the covenants and conditions contained herein shall bind the Owner and all subsequent owners of the Project or any interest therein, and the benefits shall inure to the City, all

for the Compliance Period. Except as provided in Section 8 of this Contract, each and every contract, deed or other instrument hereafter executed conveying the Project or any portion thereof or interest therein, including the Affordable Units, shall contain an express provision making such conveyance subject to the covenants and conditions of this Contract, provided however, that any such contract, deed or other instrument shall conclusively be held to have been executed, delivered and accepted subject to such covenants and conditions, regardless of whether or not such covenants and conditions are set forth or incorporated by reference in such contract, deed or other instrument.

C. Hold Harmless. The Owner shall defend, indemnify, and hold the City, its officers, officials, employees, volunteers and its Designee and any other party authorized hereunder to enforce the terms of this Contract, harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from this Contract. This provision shall survive termination or expiration of this Contract.

D. No Third-Party Beneficiaries. The provisions of this Contract and of the documents to be executed and delivered in connection herewith are and will be for the benefit of the Owner and the City only and, are not for the benefit of any third party (including, without limitation, any tenants or tenant organizations), and accordingly, no third party shall have the right to enforce the provisions of this Contract or of the documents to be executed and delivered in connection herewith.

E. The provisions, covenants, and conditions contained in this Contract are binding upon the parties hereto and their legal heirs, representatives, successors, assigns, and subsidiaries and are intended to run with the land.

SECTION 12 — FORECLOSURE

In the case of any foreclosure, the immediate successor in interest in the Property pursuant to the foreclosure shall assume such interest subject to the lease(s) between the prior Owner and the tenant(s) and to this Contract for Affordable Units. This provision does not affect any state or local law that provides longer time periods or other additional protections for tenants.

SECTION 13 — ESTOPPEL CERTIFICATE

The City agrees, upon the request of the Owner or its successor in interest, to promptly execute and deliver to the Owner or its successor in interest or to any potential or actual purchaser, mortgagor, or encumbrancer of the Project, a written certificate stating, if such is true, that the City has no knowledge of any violation or default by the Owner of any of the covenants or conditions of this Contract, or if there are such violations or defaults, the nature of the same.

SECTION 14 — AGREEMENT TO RECORD

The Owner shall cause this Contract to be recorded in the real property records of Kitsap County, Washington. The Owner shall pay all fees and charges incurred in connection with such recording and shall provide the City with a copy of the recorded document.

SECTION 15 — RELIANCE

The City and the Owner hereby recognize and agree that the representations and covenants set forth herein may be relied upon by City and the Owner. In performing its duties and obligations hereunder, the City may rely upon statements and certificates of the Owner and Eligible Households, and upon audits of the books and records of the Owner pertaining to occupancy of the Project. In performing its duties hereunder, the Owner may rely on the Certificates of Household Eligibility unless the Owner has actual knowledge or reason to believe that such Certificates are inaccurate.

SECTION 16 — GOVERNING LAW

This Contract shall be governed by the laws of the State of Washington, except to the extent such laws conflict with the laws of the United States or the regulations of federally insured depository institutions or would restrict activities otherwise permitted in relation to the operation of federally insured depository institutions. Venue for any legal actions shall be in Kitsap County Superior Court or, if pertaining to federal laws, the U.S. District Court for Western Washington.

SECTION 17 — NO CONFLICT WITH OTHER DOCUMENTS

The Owner warrants that it has not executed and will not execute, any other agreement with provisions contradictory to, or in opposition to, the provisions hereof, and that in any event the requirements of this Contract are paramount and controlling as to the rights and obligations herein set forth and supersede any other requirements in conflict herewith.

SECTION 18 — AMENDMENTS

This Contract shall be amended only by a written instrument executed by the parties hereto or their respective successors in interest, and duly recorded in the real property records of Kitsap County, Washington. Amendments to Exhibit B shall be considered approved in writing when the Revised Exhibit B is signed by the Owner and the City without the need for a further written document attaching the revised exhibit and striking prior versions of the exhibit. In the event of conflict between versions of Exhibits B, the version maintained by the City as the then-current version, signed by Owner and City, shall prevail.

SECTION 19 — NOTICE

A. Any notice or communication hereunder, except legal service of process, shall be in writing and may be given by registered or certified mail. The notice or communication shall be deemed to have been given and received when deposited in the United States Mail, properly addressed with postage prepaid. If given otherwise, it shall be deemed to be given when delivered to and received by the party to whom addressed. Such notices and communications shall be given to the Parties' representatives hereto at their following addresses:

If to the City:
City of Bainbridge Island
280 Madison Ave. N
Bainbridge Island, WA 98110
Attn: City Manager

If to the Owner:
Wintergreen Townhomes LLC
PO Box 2879
Poulsbo, WA 98370
Attn: David Smith

With a copy to:
Housing Resources Bainbridge
PO Box 11391
Bainbridge Island, WA 98110
Attn: Phedra Elliott

B. Any party may change its identified representative and address for notices upon ten (10) calendar days prior written notice to the other parties. Legal counsel for a party may deliver notices on behalf of the represented party and such notice shall be deemed delivered by such party.

SECTION 20 — SEVERABILITY

If any provision of this Contract shall be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

SECTION 21 — CONSTRUCTION

Unless the context clearly requires otherwise, words of the singular number shall be construed to include the plural number, and vice versa, when appropriate. All the terms and provisions hereof shall be construed to effectuate the purposes set forth in this Contract and to sustain the validity hereof.

SECTION 22 — TITLES AND HEADINGS

The titles and headings of the sections of this Contract have been inserted for convenience of reference only, are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof or be considered or given any effect in the construing this document or any provision hereof or in ascertaining intent, if any question of intent shall arise.

SECTION 23 – AUTHORITY TO EXECUTE

Each person executing this Contract on behalf of a Party represents and warrants that he or she is fully authorized to execute and deliver this Contract on behalf of the Party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Contract is enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Owner and City have each executed the Multi-Family Housing Limited Property Tax Exemption Contract as of the later of the signature dates included below.

[Signature pages follow.]

APPLICANT, _____ CITY OF BAINBRIDGE ISLAND

Date:_____ Date:_____

By:_____ By:_____

Name_____ Blair King, City Manager

Title_____

STATE OF WASHINGTON)
: ss
COUNTY OF _____)

On this ___ day of _____, 202__, before me personally appeared _____, to me known to be the _____, of _____, a Washington limited liability company, the entity that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute the said instrument, and that said instrument was the free and voluntary act and deed of said entity for the uses and purposes therein mentioned.

In Witness Whereof I have hereunto set my hand and affixed by official seal the day and year first above written.

_____
Print name:_____
Notary Public in and for the State of Washington
Residing at:_____
My commission expires:_____

STATE OF WASHINGTON)
: ss
COUNTY OF KITSAP)

On this ___ day of _____, 202__, before me personally appeared BLAIR KING, to me known to be the CITY MANAGER of the CITY OF BAINBRIDGE ISLAND, a Washington municipal corporation, the city that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said city, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument, and that said instrument was the free and voluntary act and deed of said city for the uses and purposes therein mentioned.

In Witness Whereof I have hereunto set my hand and affixed by official seal the day and year first above written.

_____
Print name:_____
Notary Public in and for the State of Washington
Residing at:_____
My commission expires:_____

Attachments

Exhibit A: Legal Description

Exhibit B: Designation of Affordable Units

Exhibit C: Certification of Household Eligibility Form

Exhibit D: Annual Income Certification form.

Exhibit E: Annual Project Certification Form

Exhibit A

Legal Description

RECORDED PLAT OF WINTERGREEN TOWNHOMES PHASE I - #5715 VOL 36 PGS 97-105 AFN202301190075 RESULTANT PARCEL D OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 201607270165, AND AS DEPICTED ON SURVEY RECORDED UNDER AUDITOR'S FILE NO. 201607270166, IN VOLUME 82 OF SURVEYS, PAGE 209, RECORDS OF KITSAP COUNTY, WASHINGTON, BEING A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE SECTION 23, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., CITY OF BAINBRIDGE ISLAND, IN KITSAP COUNTY, WASHINGTON; TOGETHER WITH AND SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

Exhibit B: Designation of Affordable Units

	Studio	1-Bed.	2-Bed.	3-Bed.	4+ Bed.	Total units
Affordable Dwellings by Unit Numbers (e.g. #104)	0	0	All Units have Nolta Loop NE Addresses: 1309, 1311, 1313, 1315. 1317, 1319, 1321, 1323, 1325, 1327, 1329, 1331, 1333, 1335, 1363, 1365, 1367	0	0	17

Exhibit C: Certification of Household Eligibility Form

Details for Income-Restricted Units: For each income-restricted unit listed below, the property owner must attach the buyer's completed and signed Annual Income Certification form.

Unit number	Buyer Last Name	Household (HH) Size	Buyer Move-in Date	Occupancy Start Date	Monthly HH Income	Afford. Level (% AMI)	Monthly Housing Expense
1309							
1311							
1313							
1315							
1317							
1319							
1321							
1323							
1325							
1327							
1329							
1331							
1333							
1335							
1363							
1365							
1367							

Exhibit D: Annual Income Certification form.

CITY OF
BAINBRIDGE ISLAND

Multifamily Property Tax Exemption (MFTE) Annual Income Certification Form

This form is to be filled out by the tenant and returned to the property manager by [Date].

Resident name: _____

Unit number: _____

Monthly Mortgage:_____

Monthly utilities paid by resident: _____

Number of persons in household: _____

Current annual income: _____

Amount of income received from each source in the past 12 months:

Income source	Amount
Employment	
Payments in lieu of earnings (e.g., unemployment, disability compensation)	
Income from business operations and income from real or personal property	
Periodic payments (e.g., Social Security, pensions, child support)	
Public assistance payments	

I/we certify that the information presented in this form is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

Resident signature: _____ Date: _____

Resident signature: _____ Date: _____

Resident signature: _____ Date: _____

Exhibit E: **Annual Project Certification Form**

Reporting Requirements

The property owner must file this annual report with the City of Bainbridge Island Department of Planning and Community Development within thirty (30) days after the first anniversary of the date the Final Certificate of Tax Exemption was filed and recorded with the county assessor, and each year thereafter for the term of the exemption period. Failure to submit this annual declaration may result in cancellation of the tax exemption.

Applicant Name:

_____

Mailing Address:

_____

Phone: _____ Email Address: _____

Owner Name:

_____

Mailing Address:

_____

Phone: _____ Email Address: _____

Project Information

Project Address:

_____

Tax Assessor Parcel Number(s):

_____

Project Name:

_____

Date Final Certificate of Tax Exemption for this property was filed: _____

Has the property changed from multifamily use since the date of filing the Final Certificate of Tax Exemption?

Yes No

Are any units in the property offered as short-term (less than 1 month) rental units?

Yes No

If the property has changed use since the date of filing the Final Certificate of Tax Exemption, describe the changes.

Describe any improvements made to the property after the filing the Final Certificate of Tax Exemption or the last annual report.

Details for Income-Restricted Units: For each income-restricted unit listed below, the property owner must attach the tenant's completed and signed Annual Income Certification form.

	Studio	1-Bed.	2-Bed.	3-Bed.	4+ Bed.	Total units
Affordable Dwellings by Unit Numbers (e.g. #104)	0	0	All Units have Nolta Loop NE Addresses: 1309, 1311, 1313, 1315. 1317, 1319, 1321, 1323, 1325, 1327, 1329, 1331, 1333, 1335, 1363, 1365, 1367	0	0	17

Affirmation

As taxpayer(s) of the land described in this application, I declare under penalty of perjury under the laws of the State of Washington that this application and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

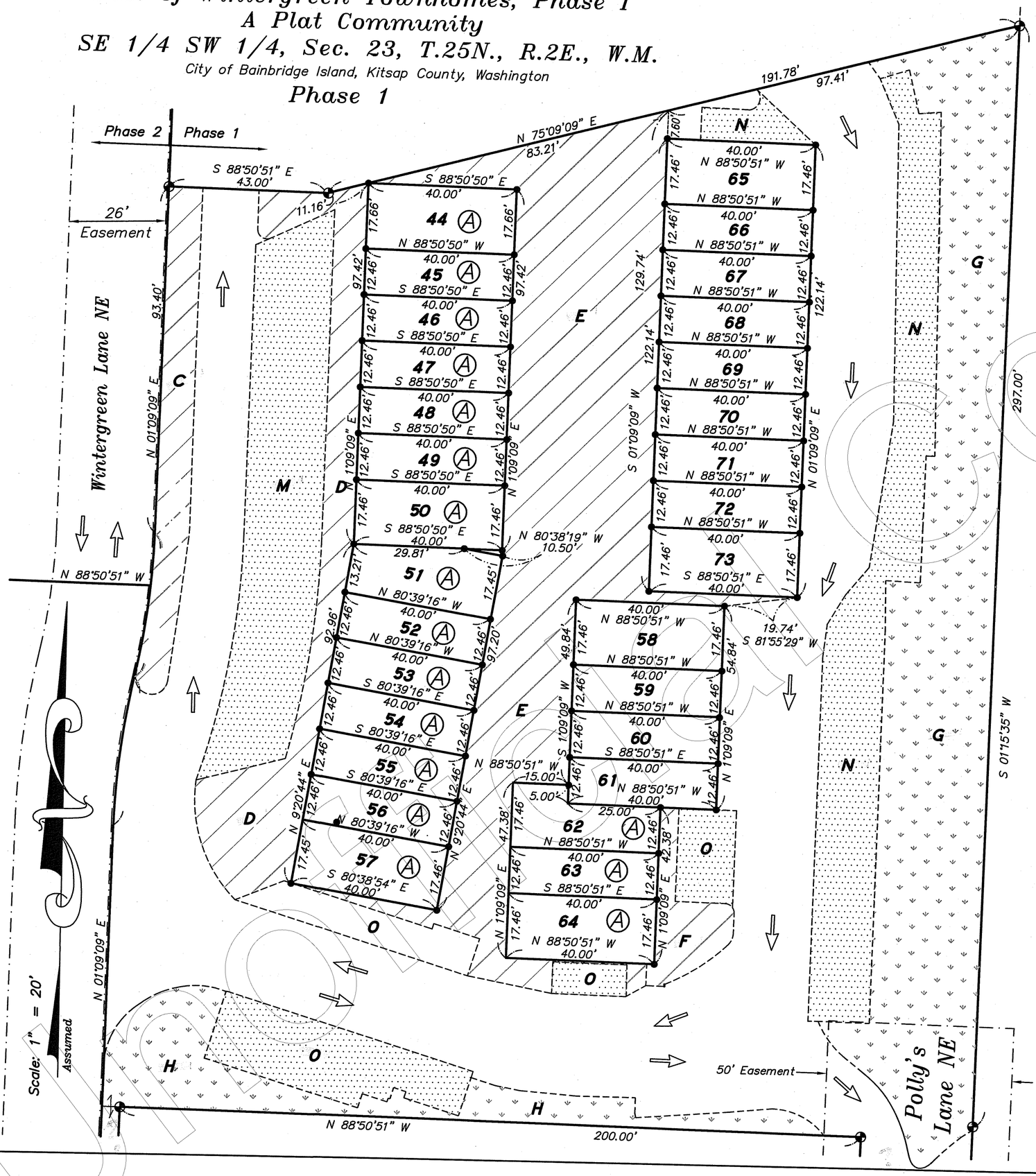
Owner signature: _____ Date: _____

Attachments

[Annual income certification forms for income-restricted units]

Plat of Wintergreen Townhomes, Phase I
A Plat Community
SE 1/4 SW 1/4, Sec. 23, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Phase 1



Lot Areas			
44	706 sq. ft.	60	498 sq. ft.
45	498 sq. ft.	61	498 sq. ft.
46	498 sq, ft,	62	573 sq. ft.
47	498 sq. ft.	63	498 sq. ft.
48	498 sq. ft.	64	698 sq. ft.
49	498 sq. ft.	65	698 sq. ft.
50	698 sq. ft.	66	498 sq. ft.
51	636 sq, ft,	67	498 sq. ft.
52	498 sq. ft.	68	498 sq. ft.
53	498 sq, ft,	69	498 sq. ft.
54	498 sq. ft.	70	498 sq. ft.
55	498 sq, ft,	71	498 sq. ft.
56	498 sq. ft.	72	498 sq. ft.
57	698 sq. ft.	73	698 sq. ft.
58	698 sq. ft.		
59	498 sq. ft.		

Note: Lot areas shown above equal maximum lot coverage for each lot. An additional 2,500 sq. ft. shall be allocated to the Community Space Tracts in Phase I.

Areas	
Resultant Lot D	70,814 sq. ft.
Natural Area	9,456 sq. ft.
Community Space	11,837 sq. ft.
Parking	9,072 sq. ft.

Affordable Housing as Defined in BIMC 18.36

All units designated as affordable units on this plan shall be Affordable Housing as defined in Bainbridge Island Municipal Code (BIMC) 18.36 as the same exists on the date this plat is recorded. For further details, see the BIMC and the Declaration of Affordable Housing Covenants recorded under Kitsap County Auditor's File No. 202208090139.

The townhomes on the lots designated as Affordable Housing, Lots 44–57 and 62–64, shall be built before or at the same time as the townhomes on Lots 58–61 and 65–73.

Legend

= Community Space Tract
= Natural Area Tract
= Parking Tract
= Access easement
(A) = Affordable townhouse
● = Set 3/4" iron pipe or magnetic nail with washer
◒ = Set 2" brass disk monument in concrete

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

GAVIN M. OAK
STATE OF WASHINGTON
46166
REGISTERED
PROFESSIONAL LAND SURVEYOR
1/3/23

ADAM • GOLDSWORTHY • OAK
A G O LAND SURVEYING, LLC
1015 NE HOSTMARK ST. (360)779-4299
POULSBO, WA 98370 (206)842-9598

DATE 1/3/23 FIELD BOOK
DRAWING 6877P9 SHEET 9/9

36/109

Original

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Cancel the May 7, 2024 City Council Study Session

SUMMARY: Council will consider canceling the May 7, 2024 City Council Study Session.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** City Council

RECOMMENDED MOTION: Cancel the May 7, 2024 City Council Study Session.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to enter into a Professional Services Agreement with Deckard Technologies, Inc. for Short Term Rental Data Collection and Registration Services ($89,775.00) and Authorize a Related 2023 budget Amendment of ($30,000, tax supported) – Executive

SUMMARY: City staff are requesting that the City Council authorize the City Manager to enter into a Professional Services Agreement with Deckard Technologies, Inc. for a three-year term for short term rental data collection and registration services and approve a related budget amendment of $30,000.00 (tax supported) in 2024.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Authorize the City Manager to enter into Professional Services Agreement with Deckard Technologies, Inc. for short term rental data collection and registration services in the amount of $89,775.00 and a related budget amendment ($30,000, tax supported).

COMMUNITY ENGAGEMENT AND OUTREACH: The Short-Term Rental Ordinance was drafted with input from the Bainbridge Island Innkeepers and the Chamber of Commerce.

FISCAL IMPACT:

Amount:	$89,775.00
Ongoing Cost:	
One-Time Cost:	$89,775.00
Included in Current Budget?	No

BACKGROUND: On February 13, 2024, the City Council adopted a Short Term Rental (STR) Ordinance No. 2024-02. Ordinance No. 2024-02 establishes a registration system to track the number of short term rentals, ensures the operators pay city taxes and fees, and reinforces existing nuisance regulations, which become effective September 30, 2024. In order to comply with the registration and tracking requirements set forth in the ordinance, a Request for Proposals (RFP) was released, and four bid responses were received. Deckard Technologies, Inc.'s response to the City's proposal was the lowest responsible proposal that met all requirements of the RFP.

Specific deliverables of this service contract include:

- Registration Portal for STR owners

- Outreach campaign - mail letters to STR Owners advising of path to compliance; mail 300 ft notification letters to neighbors of STR properties

- Report database for City Staff to track compliance of STRs on the Island

- Public-facing portal for residents to view status of neighboring STRs and to submit complaints

- 24/7 bilingual hotline to address complaints (will follow escalation workflow as designated by City)

- Tax portal to ensure taxes are correctly remitted to City

- Dedicated Account Manager, on-demand reporting & analysis, unlimited accounts & training sessions for Staff

Not approving this contract would require a significant shift of current staff responsibilities to accommodate doing all of the above in-house.

ATTACHMENTS:

Professional Services Agreement Deckard.docx

FISCAL DETAILS: This contract will require a $30,000 budget amendment in the 2024 operating budget and an additional increase of $60,000 in the 2025-2026 biennial operating budget.

Fund Name(s): General Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Deckard Technologies, Inc., a Delaware corporation ("Provider").

WHEREAS, the City needs professional services in connection with Short Term Rental (STR) Data Collection Services; and

WHEREAS, the Provider 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 Provider as follows:

1. SERVICES BY PROVIDER

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until April 30, 2027, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Provider pursuant to this Agreement shall be submitted to the City, and the Provider 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 Provider annually Twenty-Nine Thousand Nine Hundred Twenty-Five Dollars ($29,925), plus actual expenses, in accordance with **Attachment B**, but not more than a total of Eighty-Nine Thousand Seven Hundred Seventy-Five Dollars ($89,775) over a three-year period;

B. The City shall pay all fees in the amount and in the time periods set forth in the Attachment B. In no event shall the fees payable to Provider hereunder exceed any maximum amount set out in Attachment B. City shall reimburse Provider for actual and reasonable expenses incurred in performing the services that are set forth in Attachment B or otherwise approved in advance by City, including meals, incidental expenses and reasonable travel costs

incurred for travel in such amounts as authorized by the Federal or specified State or local travel regulations. Original receipts must be presented with any invoice for such costs and/or expenses and Provider shall attest that the costs and/or expenses are actual and allocated to the services.

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

A. The Provider and the City understand and expressly agree that the Provider is an independent contractor in the performance of each and every part of this Agreement. The Provider expressly represents, warrants, and agrees that the Provider'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 Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Provider shall make no claim of City employment nor shall the Provider claim any related employment benefits, social security, and/or retirement benefits.

B. The Provider 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 Provider shall pay the same before it becomes due.

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

D. The Provider 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 Provider 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, gender identity, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

B. However, 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 Provider and the City, its officers, officials, employees, and volunteers, the Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the

parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Provider'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.

10. INSURANCE

The Provider shall maintain the insurance described in **Attachment A**.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Provider 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 Provider as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

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

To the Provider:
Deckard Technologies, Inc.
1620 Fifth Ave. Suite 400
San Diego, CA 92101
Attention: Dustin Reilich

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

DECKARD TECHNOLOGIES, INC.	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Blair King, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

ATTACHMENT A
INSURANCE REQUIREMENTS

A. Insurance Term

The Provider 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 Provider, its agents, representatives, or employees.

B. No Limitation

The Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Provider 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 Provider 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 Provider'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. Technology Errors & Omissions insurance appropriate to the Provider's profession.

5. Network Security (Cyber) and Privacy insurance appropriate to the Provider's profession.

D. Minimum Amounts of Insurance

The Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Technology Errors & Omissions insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit, as applicable.

4. Network Security (Cyber) and Privacy insurance shall be written with limits no less than $2,000,000 per claim, $2,000,000 policy aggregate limit, and $100,000 per claim for regulatory action (fines and penalties, and $100,000 per claim for event management services), as applicable.

E. Other Insurance Provision

The Provider'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 to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Provider'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 Provider shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Provider 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 Provider 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 Provider 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 Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Provider 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 Provider from the City.

J. City Full Availability of Provider Limits

If the Provider 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 Provider, irrespective of whether such limits maintained by the Provider 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 Provider.

ATTACHMENT B
SCOPE OF SERVICES

On an annual basis, Deckard Technologies / Rentalscape is to provide the following services to the City of Bainbridge Island, consistent with the City's Short Term Rental Ordinance:

1. Short Term Rental Service. Client desires to engage Deckard to use the Rentalscape Platform to prepare real estate property data for short-term rentals ("STRs") on all identifiable properties within the City of Bainbridge Island in the State of Washington based upon publicly available data and such other data relevant to the Designated Geography to be provided to the client by Deckard (reports accessible from Rentalscape). The Reports shall include at a minimum:

- **1.1.** Information on STRs currently active in the Designated Geography;
- **1.2.** The aggregate revenue from actively listed bookings;
- **1.3.** The average number of nights booked per reservation;
- **1.4.** The major platforms used by STR hosts;
- **1.5.** Average daily rates;
- **1.6.** Booking trends during the Reporting Period;
- **1.7.** Identify, by address, the following violations of STR ordinances within the Designated Geography;
  - **1.7.1.** Listings or advertisements that do not include an STR permit number;
  - **1.7.2.** Listings or advertisements that represent or offer occupancy in excess of the occupancy maximums in the Designated Geography; and
  - **1.7.3.** Properties advertised as STRs that are only permitted as long-term rentals;
- **1.8.** Identify the actively listed STRs by month and address;
- **1.9.** The total number of properties actively listed in the Designated Geography each month during the Reporting Period;
- **1.10.** List the property owners; and
- **1.11.** List the permit history of each property offering STRs in the Designated Geography.

2. Designated Geography: Bainbridge Island, WA

3. Reporting Period. Reports available in the Rentalscape Platform throughout the year.

4. Fees; Payments.

- **4.1.** Annual Software Subscription: $6,125 (Identification, compliance monitoring and rental activity in Rentalscape for identified STRs). We approximate 175 properties by the end of year one as being Monitored in Rentalscape.
  - **4.1.1** Identify property address
  - **4.1.2** Identify property owner address
  - **4.1.3** Real-time reporting of all new listing & daily calendar monitoring
  - **4.1.4** 10,000+ Websites monitored daily, worldwide
  - **4.1.5** FutureCast™ - Identify future bookings as they are made on the rental platform
  - **4.1.6** Automatic identification of violations

- **4.2.** Outreach Campaign: $4,900 Three letter campaigns to inform and encourage property owners to become compliant with the Registration Process.
  - **4.2.1** Letter to inform STR owners/hosts about compliance requirements and procedures
  - **4.2.2** All letter templates will receive City approval pre-campaign
  - **4.2.3** Campaign includes one Introductory letter and two additional escalation letters

4.3. STR Registration/Licensing Portal: $5,000 annually. Develop and host an online portal for STR Registration and Payment collection based on the needs of the city with a standard FullPay or Stripe payment interface with daily reconciliation to finance.

- **4.3.1** Online, intuitive portal for registration and renewal
- **4.3.2** Fields customizable to meet City needs
- **4.3.3** Pursue delinquent payments from hosts
- **4.3.4** Provide daily reports on new and modified permits

4.4. Tax Collection Portal: $5,000 annually. Develop and host an online portal for Tax collection on a monthly or quarterly basis depending on the needs of the City with a standard FullPay or Stripe payment interface with daily reconciliation to finance.

- **4.4.1** Easy to use online tax payment portal
- **4.4.2** Configurable tax, late fee, and interest rates on a per-property basis
- **4.4.3** Provide daily reports on tax payments and remittances to the City

4.5. 24/7 Live Hotline and Online Complaint Form. $3,900 annually. Live answered Bilingual Hotline that can dispatch to responsible parties depending on identified call flow and host an online complaint form for the City that alerts these complaints to Code Enforcement and logs in the Rentalscape platform.

- **4.5.1** 24/7 US based bi-lingual Call Center with live agents – Premier
- **4.5.2** Online complaint form

4.6. Public Facing Portal. $5,000 annually. Public Facing Portal to be hosted on City site illustrating permitted STR properties in the City with Parcel Number, Permit Number and Responsible Party Contact information per City guidelines.

- **4.6.1** Public facing portal link to be placed on City's website
- **4.6.2** Permit Data and Responsible Party contact info for STR Property

4.7 Reporting & Analysis: INCLUDED.

- **4.7.1** On demand, dynamic reporting, offering multiple ad hoc reports
- **4.7.2** Filters allowing users to focus on specific segments for the STR population

4.8 Dedicated Account Manager: INCLUDED.

- **4.8.1** Single point of contact for City staff for all matters
- **4.8.2** Ensures the City is following Industry best practices
- **4.8.3** Shepherds the implementation process from start to finish
- **4.8.4** Periodic meetings/calls throughout the life of the account

4.9 Unlimited Accounts & Training Sessions: INCLUDED

- **4.9.1** No limit on the number of Rentalscape user accounts
- **4.9.2** No per-session training costs

4.10. Optional Expert Services upon Request by the City are available at $250 per hour.

4.11. Maximum Price: In no event will the total subscription fees in the first year exceed $29,925.

4.12. Timing: Client will pay the annual subscription fees within 30 days of receipt of invoices from Deckard.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Enter into a Contract with Michael R. Pendleton Ph.D. to Conduct and Facilitate an Executive Performance Evaluation

SUMMARY: Council will consider approval of a contract with Michael R. Pendleton Ph.D. for the City Manager's annual evaluation.

AGENDA CATEGORY: Contract **PROPOSED BY:** City Council

RECOMMENDED MOTION: Authorize the City Manager to enter into a contract with Michael R. Pendleton Ph.D. to conduct and facilitate an executive performance evaluation.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: A subcommittee of the City Council has identified Dr. Michael Pendleton as a resource to help conduct and facilitate a performance evaluation for the City Manager. Upon Council direction, a contract with Dr. Pendleton will be finalized and executed.

ATTACHMENTS:

FISCAL DETAILS: $185.00 per hour. Report preparation set fee of $725.00. Council contingency is the assumed source of funding.

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:**

AGENDA ITEM: Approve Approach and Content for Winslow Way Decorative Displays - Executive

SUMMARY: This program includes three different displays in the City's rights of way in downtown - banners over Winslow Way, banners on poles next to Winslow Way and the Holiday Stars and Scrolls. The three displays were managed by the Bainbridge Island Downtown Association (BIDA) in previous years. Starting in 2024 the programs are jointly managed by the City and BIDA, with City staff responsible for putting up and taking down the displays. The new approach is an effort to streamline the process and provide consistency in this public space.

The attached documents detail the approach and provide information about the content of the 2024 banners.

Due to concerns and potential ramifications of creating an open public forum, banners across Winslow Way will be limited to joint efforts between the City and BIDA.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve joint management approach for the banners over and next to Winslow Way and content of displays as presented.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: There are three different aspects of the decorative displays over Winslow Way.

1. Banners over Winslow Way

- As of 2024, BIDA and the City will jointly manage the banner program.
  - Banners will be hung and taken down by City staff.
  - Banners will be stored and inventoried by City staff.

- During inclement weather seasons, banners will not be hung over Winslow Way.
- BIDA will provide and pay for banners for events arranged by BIDA and co-sponsored by the City.
- The City will pay for banners for events arranged by City staff.
- BIDA and the City will mutually agree to the design of the banners.

- There is one banner location for hanging banners.
- The Bainbridge Island Downtown Association and the City are the only organizations which can hang banners.

Banners over Winslow Way rotation schedule

March – May: Sustainability, Shop Local

June – Mid July: Grand Old Fourth/Celebrate Bainbridge

Mid-July – September: Emergency Preparedness

Mid-October – Nov. 1: Hometown Halloween

2. Stars and Scrolls

- Starting in 2023 and continuing into 2024 and future years, City staff will hang and take down the Stars and Scrolls display.
- The existing Stars and Scrolls locations will be used.
- The star high up in the tree in the 700 block of Winslow Way will not be maintained or managed by City staff.

Stars and Scrolls over Winslow Way rotation schedule

November – mid. Jan: Stars and Scrolls

3. Pole Banners along Winslow Way

- City staff will put up and take down pole banners.
- Banners will be stored and inventoried by City staff.
- There are 10 banners, each measuring 18' x 60", attached to brackets.
- BIDA will provide and pay for the banners.
- BIDA will provide the City on an annual basis with the images to be shown on the banners.

Pole banner rotation schedule

- Early Spring: Bainbridge is Love
- Spring: Bainbridge is Blooming
- July: Celebrate Bainbridge
- Winter: Bainbridge is Joy

ATTACHMENTS:

Banner Program Visualsschedule 2024 - BIDA & COBI.pdf

Banner Program Summary 2024.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

Banner Program

Bainbridge Island Downtown Association (BIDA) in conjunction with City of Bainbridge Island (COBI)

BIDA banners planned for 2024:

1) Bainbridge is Love
2) Bainbridge is Blooming
3) Celebrate Bainbridge
4) Hometown Halloween
5) Bainbridge is Joy / Stars and Scrolls

Name of campaign	~ Dates to display	Visual reference
Bainbridge is Love - Pole banners	Jan 15 - Mar 15	
Bainbridge is Blooming - Pole banners	Mar 15 - Jun 1	

Celebrate Bainbridge - Over the street - Pole banners	Jun 1 - Aug 1	
Halloween - Over the street	Oct 15 - Nov 1	
Stars and Scrolls - Throughout the street	Nov 15 - Jan 15	

Bainbridge is Joy - Pole banners	Nov 15 - Jan 15	

CITY OF BAINBRIDGE ISLAND

Program Summary

Winslow Way Decora?ve Displays

Last updated April 11, 2024

This summary document addresses three different displays in the City s rights of way in downtown. The three displays were managed by the Bainbridge Island Downtown Associa?on (BIDA) in the past. Star?ng in 2024 the programs are jointly managed by the City and BIDA, with City staff responsible for pu? ng up and taking down the displays. The City Council will review and approve the content before any displays are put up in the public right of way.

Banners over Winslow Way

- As of 2024, BIDA and the City will jointly manage the banner program.
  - Banners will be hung and taken down by City staff.
  - Banners will be stored and inventoried by City staff.
  - During inclement weather seasons, banners will not be hung over Winslow Way.
  - BIDA will provide and pay for banners for events arranged by BIDA and co-sponsored by the City.
  - The City will pay for banners for events arranged by City staff.
  - BIDA and the City will mutually agree to the design of the banners.
- There is one banner loca?on for hanging banners.
- The Bainbridge Island Downtown Associa?on and the City are the only organiza?ons which can hang banners.

Banners over Winslow Way rota?on schedule

March May: Sustainability, Shop Local
June Mid July: Grand Old Fourth/Celebrate Bainbridge
Mid-July September: Emergency Preparedness
Mid-October Nov. 1: Hometown Halloween

Stars and Scrolls

- Star?ng in 2023 and con?nuing into 2024 and future years, City staff will hang and take down the Stars and Scrolls display.
- The exis?ng Stars and Scrolls loca?ons will be used.
- The star high up in the tree in the 700 block of Winslow Way will not be maintained or managed by City staff.

Stars and Scrolls over Winslow Way rota?on schedule

November mid. Jan: Stars and Scrolls

Pole Banners along Winslow Way

- City staff will put up and take down pole banners.

- Banners will be stored and inventoried by City staff.
- There are 10 banners, each measuring 18' x 60", a? ached to brackets.
- BIDA will provide and pay for the banners.
- BIDA will provide the City on an annual basis with the images to be shown on the banners. The City Council will review and approve the banners.

Pole banner rota? on schedule

- Early Spring: Bainbridge is Love
- Spring: Bainbridge is Blooming
- July: Celebrate Bainbridge
- Winter: Bainbridge is Joy

City Council Regular Business Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:05 PM) Receive Post Legislative Session Briefing from Lobbyist Briahna Murray,

SUMMARY: This past year, the City Council engaged the services of Briahna Murray of Gordon Thomas Honeywell to represent the city's interests before the state legislature during the 2024 legislative session. Ms. Murray will provide a post legislative session briefing.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Executive

RECOMMENDED MOTION: Receive briefing, provide follow up if needed.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: On November 14, 2023, the City Council established its top legislative priorities for 2024.

* Funding for the Bainbridge Island Japanese American Exclusion Memorial;
* Affordable and Workforce Housing;
* Planning for growth to meet unique local circumstances; and
* Reliable Ferry Service.

The City Council also adopted a 2024 Legislative Policy Document. Along with the legislative priorities, this policy document was intended to guide the city's engagement in the legislative process.

* Climate Action Implementation
* Transportation
* Land Use and Planning

* Affordable Housing
* Utilites and Infrastructure
* Public Safety
* Local Government Finance & General Government.

ATTACHMENTS:

City of Bainbridge Island 2024 Top Legislative Priorities.pdf

2024 Bainbridge Island Legislative Policy Statements.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

2024 Top Legislative Priorities

Bainbridge Island Japanese American Exclusion Memorial

The City of Bainbridge Island requests $200,000 as the remaining funding needed to extend a water line to the new Visitor Center at the Japanese Exclusion Memorial. During World War II, Bainbridge Island Japanese Americans became the first in the nation to be forcibly removed from their community and incarcerated. The new Visitor Center project is funded through philanthropic funds raised through the Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA). Late in project development, it was discovered that a water line needs to be extended to the Visitor Center to meet fire flow and potable water needs. A $200,000 state allocation would provide the remaining funding needed to ensure the water line can be constructed.

Affordable and Workforce Housing

At the direction of the Legislature, the Department of Commerce and Kitsap Regional Coordinating Council recently indicated that Bainbridge Island must plan to accommodate 2,000 new homes by 2044. As of 2021, Bainbridge Island workers commuting from areas outside of Bainbridge increased by 51%. The city asks for the state's partnership to provide 100 housing units on city-owned land to serve households making less than 60% of the area median income. To provide more housing on the Island, the city needs the support and engagement of the state, non-profit housing providers, and other funding partners.

Planning for Growth to Meet Unique Local Circumstances

The City of Bainbridge Island is updating its comprehensive plan to outline a vision for how the community will grow over the next twenty years. The city's comprehensive plan will accommodate Bainbridge Island's unique local circumstances, such as limited water availability from a designated sole-source aquifer, limited on-island emergency medical facilities, and access to and from the Island being limited to the Agate Pass Bridge, which lacks adequate bicycle and pedestrian facilities, and unreliable ferry service. As the Legislature enacts new statutes impacting community growth plans, the city requests that the proposals consider communities' unique local circumstances, be technically sound/implementable within reasonable time frames, and be adequately funded with new resources.

Reliable Ferry Service

The City of Bainbridge Island urges the Legislature and the Washington State Department of Transportation to address funding, staffing, and vessel availability to provide reliable ferry service to and from the Island. Inadequate ferry service significantly hinders residents' quality of life and the island's workforce and economic vitality.

CITY OF
BAINBRIDGE ISLAND

2024 Legislative Policy Document

The Bainbridge Island City Council endorses the following policy statements, providing direction to city staff and the city's lobbyist on those issues of import to the Council. Along with the City's 2024 Legislative Priorities, these statements will guide the City's engagement in the legislative process.

Climate Action Implementation

The Bainbridge Island City Council has approved a Climate Action Plan (CAP) that identifies specific actions the city may take to address climate change. The CAP has three overarching goals: (A) Reduce greenhouse gas (GHG) emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035. (B) Ensure that Bainbridge Island is climate savvy and can withstand the impacts of climate change. (C) Inspire community action and partner with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions. The City Council supports legislative proposals that align with and assist in the implementation of the City's adopted Climate Action Plan (CAP). Specifically, the city encourages the Legislature to:

- Support allocating funding to cities through either grants or direct distribution, to assist in successful implementation of the city's adopted Climate Action Plan (CAP).
- Support funding and proposals promoting renewable energy sources, energy efficiency, and energy conservation, including facilitating Puget Sound Energy (PSE) investing in decarbonization.
- Support establishing a clean energy navigator program to facilitate consumers and businesses accessing clean energy programs and energy audit services.
- Support implementation of the state building and energy code that is otherwise delayed until March 2024.
- Support funding and proposals advancing alternative fuel vehicles and associated infrastructure, including electric vehicle charging stations and incentives and investments for electrification of public and private fleets, including heavy-medium duty fleet components such as school buses.
- Support legislation establishing a circular economy for recycled goods, including extended producer responsibility models and proposals facilitating organic waste management.
- Support statewide and local planning for climate change resiliency, including mitigating the impact of wildfires and potential of sea-level rise. The City supports a specific allocation of $3-6 million for shoreline roadway climate adaptation mitigation for shoreline repairs.

Transportation

As an island that relies heavily on the Washington State Ferry (WSF) service and the Agate Pass Bridge, the City of Bainbridge Island encourages the state's strong partnership in facilitating a multimodal and reliable transportation network connecting to the island and throughout the city. On the island, the city maintains 270 lane miles of paved roads and 5 miles of gravel roads. The city encourages the Legislature to:

- Support full funding and reliable operations of the Washington State Ferry System.
- Support legislation and funding for cities to maintain and preserve local streets and roadways.
- Support legislation and funding for active transportation methods including investments in public transit, ADA-oriented infrastructure, implementation of complete streets, and bicycle and pedestrian infrastructure.
- Support funding to advance improvements to State Route 305 developed in coordination with regional partners, including:
    - The SR305/Day Road intersection improvements.
    - High School Road and Lovgreen Road intersections.
    - Replacement of the Agate Pass bridge with enhancements for non-motorized transportation and transit.
    - $3-6 million to improve the portion of the Sound to Olympics Trail from Sakai to Copper Top

Land Use & Planning

The City's Comprehensive Plan establishes a long-range vision for the island. The plan includes goals, policies, maps, actions, and capital improvements that guide the community toward that vision. The Growth Management Act requires the City to update its comprehensive plan in 2024. Additionally, the City is completing a Winslow Subarea Plan update to set the land use and transportation policies within that specific region. As the Legislature considers changes to local planning, the City encourages those efforts to align with and complement the work that is underway. As such, the City encourages the Legislature to:

- Support legislation and proposals that facilitate cities meeting population, job, and housing targets through additional revenue and incentives, and oppose proposals that otherwise take a punitive approach.
- Oppose legislation that hinders the City's current efforts to update its comprehensive plan as required by the Growth Management Act, including new or changing requirements that would require work to be re-done or duplicated.
- Oppose legislation that removes or preempts the city's authority over land use decision-making. Specifically, the city is concerned with any land use mandates surrounding ferry terminals that go into effect prior to having reliable and frequent ferry service. Additionally, the city aims to focus density in the Winslow Subarea and neighborhood centers.
- Support increased funding for planning efforts and oppose any new planning obligations that are not accompanied with associated funding.

Affordable Housing

In compliance with legislative direction provided in HB 1220, the city is required to plan to accommodate nearly 2,000 new homes by 2044. The City of Bainbridge Island adopted a Housing Action Plan in June 2023 identifying actions that the city can take to address housing affordability. In 2021, about half of Bainbridge Island's jobs were in the service industry. Increasingly, this workforce cannot afford to live on the island. Over the last decade, workers commuting from areas outside of Bainbridge increased by 51%. The city encourages the state to invest heavily in affordable and workforce housing, including the following:

- Support enhanced flexibility with local housing funds generated through sales tax credits (HB 1406) and sales tax revenues (HB 1590) to allow funds to be spent on a broader range of AMI levels that align with the housing needs developed by the Department of Commerce and the Kitsap Regional Coordinating Council.
- Support legislation that provides financial incentivizes to private developers to create affordable housing.
- Encourage any new state-mandated affordability requirements to be flexible, allowing each city to tailor affordability requirements to best meet local market conditions.

Utilities & Infrastructure

The City of Bainbridge Island operates water, sewer, and stormwater utilities. Utility rates recently increased because of historically low rates, inflation, and the need to replace aging utility infrastructure. The City asks that the state:

- Support funding and proposals that increase funding for improvements to municipal water and wastewater systems, including $1 million for the planning, design, and construction of wastewater beneficial reuse and $5 million for wastewater plant repairs.
- Support legislation clarifying that the City is able to assume responsibility for providing solid waste management service without providing payment to a solid waste hauler.
- Support funding for National Pollutant Discharge Elimination System (NPDES) permit compliance and other mitigation measures and projects to reuse, divert, or treat urban runoff.
- Support funding for fish-passage culvert replacements and low-impact stormwater retrofit projects.

Public Safety

The City of Bainbridge Island Police Department is committed to maintaining public safety for the community. Additionally, the city operates a Municipal Court. The city encourages the Legislature to:

- Oppose legislation which would weaken the authority of local law enforcement to control the issuance of concealed weapon permits.
- Support legislation that would protect the public from crimes, including identity theft, committed by use of computers, the Internet or other electronic means.
- Support legislation that would provide funds for local law enforcement technology.
- Support legislation to allow flexible work policies and part-time commissioned officers to increase officer recruitment and retention.

Local Government Finance & General Government

The city's 2023-24 budget reflects a commitment to maintain and provided resources for obligations for previous commitments, rather than taking on new commitments. The City's primary source of revenue for the general fund is property tax, followed by sales tax. The City has approximately 140 positions – nearly 14 positions less than in 2008. The City requests that the state support fiscal structure that is equitable and sustainable, and that it refrain from approving unfunded mandates.

- Support funding and legislation to provide full cost reimbursement to cities for all state-mandated programs and responsibilities.

- Support legislation that increases local revenues or improves cities' ability to generate revenue, including new taxing authority that can be imposed through a vote of the city council and updating the cap on property tax growth to reflect inflationary growth.
- Oppose legislation that would result in reduced revenue for the City of Bainbridge Island.
- Oppose legislation that increases employee benefits without system reforms which would offset increased employer costs.
- Support legislation exempting personal contact information collected by the city for listservs used to distribute public information from disclosure under the Public Records Act.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (7:20 PM) Consider Ordinance No. 2024-11 Establishing a Moratorium on Crematoria,

SUMMARY: Council will consider the attached Ordinance No. 2024-11 establishing a moratorium on crematoria.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Executive

RECOMMENDED MOTION: Consider adoption of Ordinance No. 2024-11 establishing a moratorium on crematoria.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City Council will consider the adoption of an ordinance establishing a moratorium on crematoria. The City Council also requested further background information on how crematoria are regulated.

A license or endorsement issued under chapter 18.39 RCW or chapter 68.05 RCW is required to operate a crematory. A Washington State Funeral Director and Embalmer Inspector as well as a Funeral and Cemetery Board oversees the licenses, funeral directors, embalmers, and cemetery operators within the state. The Inspector and Board Investigate violations of state regulations related to the funeral and cemetery industry and recommend rules and regulations for administering licensing and regulatory laws.

The State inspector annually inspects funeral homes and preparation room facilities Statewide to ensure that they meet equipment, utilities, and sanitation requirements; coordinates inspection findings with County Health officials; and assists in enforcing health standards regulations.

The Puget Sound Clean Air Agency (PSCAA) oversees the air quality requirement of crematoria. PSCAA requires a permit application process for crematoria. A notice of construction is submitted and must specify the

model of the crematory to be used and how much natural gas will be used. Registration fees must be paid prior to approval. A State Environmental Policy Act (SEPA) review, Best Available Control Technology (BACT) Review, and Tribal Consultation are typically conducted. Emissions estimates for the project and the facility are calculated as well as an ambient toxics impact analysis.

To be approved under the Puget Sound Clean Air Agency, the owner-operator of a registered source shall develop and implement an operation and maintenance plan to ensure continuous compliance with relevant regulations. The plan shall reflect good industrial practice and shall include, but not be limited to the following:

(1) Periodic inspection of all equipment and control equipment;

(2) Monitoring and recording of equipment and control equipment performance;

(3) Prompt repair of any defective equipment or control equipment;

(4) Procedures for startup, shut down, and normal operation;

(5) The control measures to be employed to ensure compliance with Section 9.15 of this regulation; and

(6) A record of all actions required by the plan. The plan shall be reviewed by the source owner or operator at least annually and updated to reflect any changes in good industrial practice.

A submitted application to the PSCAA can be reviewed at
https://pscleanair.gov/DocumentCenter/View/4730/12158-wks?bidId=

Staff researched and found four crematoria in Kitsap County. Two were located in Poulsbo, (Stone Chapel Poulsbo Mortuary and Simplicity Creation), one in Bremerton, (Tuell-McKee Funeral Home), and one in Port Orchard, (Kitsap Creation and Burial Services). The Pouslbo crematoria are zoned Rural Residential and Commercial Mixed Use, the Bremerton crematorium is zoned Urban Low Residential, and the Port Orchard crematorium is zoned Commercial Mixed Use. Two of the four crematoria neighbored Urban Medium Residential or Residential High Density.

Representatives from Cook Family Funeral Home provided additional sites: Miller Woodlawn in Bremerton, Drennan Ford Funeral Home in Sequim, Haven and Rest in Gig Harbor, Kosec Funeral Home in Port Townsend, and Flintoff Funeral Home in Issaquah.

Two types of cremation exist: flame-based cremation and alkaline hydrolysis. Flame-based cremation uses flame and heat to reduce the human remains to bone fragments or cremated remains. This is completed with a cremator. Flame-based cremation is the most common type of cremation and is available most commonly. Alkaline hydrolysis uses a water-based dissolution process to reduce human remains to bone fragments, cremated remains--or, more specifically, hydrolyzed remains--with alkaline chemicals, heat, agitation, and pressure to accelerate natural decomposition. A newer technology, alkaline hydrolysis is only found in one facility in the state, in the Seattle area.

Many memorial planning and funeral home websites discuss the benefits and disadvantages of cremation:

Attached is a draft ordinance that will effectuate a six-month moratorium on crematoria. The draft includes an initial finding of facts, which may be supplemented by comments from the dais. If adopted, the Council must schedule a public hearing within sixty days from its adoption. The ordinance is drafted as an emergency to immediately take effective upon adoption rather than five days after ordinance publication. To be adopted as an emergency, the ordinance must receive the affirmative votes of a majority plus one of the whole membership of the Council, i.e. five votes in favor is required.

ATTACHMENTS:

Ordinance Imposing Moratorium on Applications for Crematoria.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-11

AN ORDINANCE of the City of Bainbridge Island, Washington, imposing a six-month moratorium on the acceptance and processing of development permit applications related to crematoria; setting forth preliminary findings in support of this moratorium; declaring an emergency and establishing an immediate effective date; stating the effect of the moratorium on vested rights; providing for a public hearing to be held within 60 days; providing for the moratorium to control if there are conflicts with City code; providing interpretive authority; and providing for severability.

WHEREAS, the Bainbridge Island City Council has the authority, pursuant to Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, to establish moratoria related to land uses; and

WHEREAS, the permitted uses table in Bainbridge Island Municipal Code ("BIMC") 18.09.020 does not list crematoria, thereby leaving it up to the Director of Planning and Community Development to determine whether the use is allowed or not allowed and, if allowed, the process and criteria by which crematoria may receive permit approval; and

WHEREAS, the City Council has significant concerns about the potential impacts of crematoria on neighborhood character, air quality, and public health, about whether crematoria should be a permitted or conditional use, and about the process and criteria by which crematoria should be evaluated if such use is allowed; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the City's regulations to ensure that crematoria are addressed in an appropriate manner and are appropriately located in the City, and that an appropriate process is in place to evaluate permit applications to ensure that any use-specific impacts are addressed and mitigated; and

WHEREAS, the City Council intends to study this issue with input from the Planning Commission and the Bainbridge Island community concerning the most appropriate way to regulate crematoria; and

WHEREAS, because crematoria are not specifically addressed in the permitted uses table or in the City of Bainbridge Island's land use regulations, an applicant could vest rights to have an application considered under the current City codes without the regulations the City Council anticipates adopting applying to the use, thereby resulting in such uses being inappropriately located and resulting in impacts that the City codes do not address; and

WHEREAS, a six-month moratorium on the acceptance and processing of land use applications for crematoria will provide the City Council with the necessary time to review the City's current regulations and make any necessary amendments to address crematoria in an appropriate manner; and

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of the public health, property, safety, and welfare. A public emergency exists requiring that the moratorium become effective immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City's Council's initial findings of fact in support of the moratorium established by this ordinance. The City Council may, in its discretion, adopt additional or revised findings after the public hearing described in Section 6 below.

Section 2. Declaration of Emergency; Effective Date. The City Council hereby declares that the moratorium adopted by this ordinance is an emergency measure that is necessary for the immediate protection of the public health, public safety, public property, and public peace. This ordinance shall therefore take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth in this Section. In addition, as it relates to further explanation, this moratorium is being imposed to temporarily prevent the acceptance and processing of development permits related to crematoria. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 3. Moratorium Imposed. Pursuant to Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, the City hereby imposes a temporary moratorium on the acceptance and processing of the following applications ("Permit Applications"):

> All building permit applications, subdivision applications, short subdivision applications, binding site plan applications, site plan review applications, pre-application consultations, and all other land use applications related to a crematorium or crematoria.

As used in this ordinance, the terms "crematorium" and "crematoria" mean buildings or establishments at which bodies of the dead are cremated.

Sections 4. Effect on Vested Rights. The moratorium imposed under Section 3 of this ordinance shall apply prospectively only and shall operate to prevent acceptance and processing of Permit Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit which has vested under state law and the City of Bainbridge Island's regulations prior to the effective date of this ordinance.

Section 5. Duration of Moratorium. This moratorium shall be in effect for a period of six months from the date of its enactment and shall automatically expire thereafter unless the

same is extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless permanent regulations are adopted and this moratorium is terminated by the City Council.

Section 6. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 7. Conflict with Other Provisions of City Code. If the provisions of this moratorium ordinance are found to be inconsistent or in conflict with other provisions of the Bainbridge Island Municipal Code, the provisions of this moratorium ordinance shall control.

Section 8. Interpretive Authority. The Bainbridge Island City Manager is hereby authorized to issue official interpretations arising under or necessitated by this ordinance.

Section 9. 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.

PASSED by the City Council this ____ day of April, 2024.

APPROVED by the Mayor this _____ day of April, 2024.

_____
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: April 19, 2024
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2024-11

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:40 PM) Consider Ordinance No. 2024-12 Amending the Duties of the Planning Commission relating to Historic Preservation,

SUMMARY: The attached ordinance amends the duties of the Planning Commission to add responsibilities relating to historic preservation programs.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to forward Ordinance No. 2024-12 amending the duties of the Planning Commission relating to historic preservation to the May 14, 2024 for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: On April 4, 2024, during a properly noticed regular monthly meeting, all members of the Historic Preservation Commission (HPC) submitted their resignations which were to go into effect immediately. City staff reviewed the permit processes that normally are routed through the HPC so that permit customers can receive uninterrupted service to their permit applications. Staff found that the Planning Commission is well suited to assume these permit reviews that involve proposals related to buildings that are listed on the local register of historic places or that have been formally identified as register-eligible.

The Planning Commission has extensive experience in reviewing and assessing permit proposals. All positions on the Historic Preservation Commission are vacant, and therefore, the Historic Preservation Commission is unavailable to perform the assigned duties in BIMC 18.24.020, which the Planning Commission will now take on pending future action by City Council. Council intends to undertake a review of the City's historic preservation regulations and to evaluate the role and responsibility of the Historic Preservation Commission going forward.

ATTACHMENTS:

Ordinance No. 2024-12 Transferring Certain Duties of Historic Preservation Commission to Planning Commission.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2024-12

AN ORDINANCE of the City of Bainbridge Island, Washington, amending BIMC 18.24.020.E.7 and BIMC 18.24.020.E.10 to transfer the duty to review certain proposals related to register eligible and local historic register properties and certain proposals related to specific buildings in the Fort Ward overlay district from the Historic Preservation Commission to the Planning Commission pending further review by the Council.

WHEREAS, Bainbridge Island Municipal Code ("BIMC") 18.24.020.E.7 provides for the City's Historic Preservation Commission to "[r]eview proposals to alter, reconstruct, remodel or restore the exterior of, move or demolish register eligible and local register properties and/or structures as provided in BIMC 18.24.050, 18.24.060, 18.24.070, and 18.24.080;" and

WHEREAS, BIMC 18.27.020.E.10 provides for the Historic Preservation Commission to "[r]eview proposals to alter, reconstruct, remodel or restore the exterior of specific Fort Ward buildings as identified in Fort Ward overlay district, BIMC 18.24.110;" and

WHEREAS, due to the recent resignations of Historic Preservation Commission members, all positions on the Historic Preservation Commission are vacant and the Historic Preservation Commission is therefore unavailable to perform the assigned duties in BIMC 18.24020.E.7 and 18.24.020.E.10; and

WHEREAS, the Bainbridge Island City Council intends to undertake a review of the City's historic preservation regulations and to evaluate the role and responsibility of the Historic Preservation Commission going forward; and

WHEREAS, while the City Council's review is pending, the duties set forth in BIMC 18.24.020.E.7 and 18.24.020.E.10 may need to be performed and the Council has determined that the most appropriate body to perform the duties is the Bainbridge Island Planning Commission.

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

Section 1. Transfer of Duties under BIMC 18.24.020.E.7.. Pending further action of the City Council, the duties of the Historic Preservation Commission under BIMC 18.24.020.E.7 are hereby transferred to the Bainbridge Island Planning Commission, and BIMC 18.24.020.E.7 is amended to read as follows:

7. Review proposals to alter, reconstruct, remodel or restore the exterior of, move or demolish register eligible and local register properties and/or structures as provided in BIMC 18.24.050, 18.24.060, 18.24.070, and 18.24.080, provided, that pending further review by the City Council the duties of the Historic Preservation Commission under this subsection shall be performed by the Planning Commission.

Section 2. Transfer of Duties under BIMC 18.24.020.E.10. Pending further action of the City Council, the duties of the Historic Preservation Commission under BIMC 18.24.020.E.10 are hereby transferred to the Bainbridge Island Planning Commission, and BIMC 18.24.020.E.10 is amended to read as follows:

> 10. Review proposals to alter, reconstruct, remodel or restore the exterior of specific Fort Ward buildings as identified in Fort Ward overlay district, BIMC 18.24.110, provided, that pending further review by the City Council the duties of the Historic Preservation Commission under this subsection shall be performed by the Planning Commission.

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

PASSED by the City Council this ___ day of April, 2024.

APPROVED by the Mayor this ___ day of April, 2024.

_____
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: April 19, 2024
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 2024-12

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:50 PM) Authorize the City Manager to Proceed with Groundwater Modeling Scenarios and enter into Professional Services Agreement Amendment No. 1 with EA Engineering, Science, and Technology, Inc. for the Groundwater Management Plan ($70,000.00, Tax Supported) - Public Works,

SUMMARY: City staff will provide an update on the Groundwater Management Plan. Additionally, City staff are requesting that the City Council authorize the City Manager to enter into a Professional Services Agreement Amendment No. 1 with EA Engineering, Science, and Technology, Inc. (EA Engineering) for the the Groundwater Management Plan.

AGENDA CATEGORY: Presentation **PROPOSED BY:** Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to proceed with the Groundwater Management Modeling Scenarios in substantial conformance with the April 23, 2024, staff presentation, and enter into Professional Services Agreement Amendment No. 1 with EA Engineering, Science, and Technology, Inc. for the Groundwater Management Plan ($70,000.00, Tax Supported).

COMMUNITY ENGAGEMENT AND OUTREACH: Staff are planning an online engagement to educate the community on the groundwater modeling scenarios.

FISCAL IMPACT:

Amount:	$70,000.00
Ongoing Cost:	N/A
One-Time Cost:	$70,000.000
Included in Current Budget?	Yes

BACKGROUND: City staff last presented an update to the City Council on the Groundwater Management Plan on March 12, 2024. At that meeting staff provided an overview of the ongoing work to calibrate and correct the groundwater model and develop the parameters for groundwater modeling scenarios. The scenarios will represent potential future conditions on the Island related to population growth and groundwater pumping, as well as environmental factors such as sea level rise and changes in annual precipitation.

The update will provide an overview of the draft groundwater modeling scenarios, which have been revised with input from the Groundwater Management Sub-Committee and the Technical Advisory Committee. Staff are seeking authorization from the City Council to proceed with the groundwater modeling, which will inform the basis of the Groundwater Management Plan.

All of the Sub-Committee meetings can be viewed on the project page (https://www.bainbridgewa.gov/1320).

Additionally, as reported to the City Council and the Sub-Committee, EA Engineering has performed a significant amount of unforeseen work to calibrate and correct the groundwater model, thereby ensuring the reliability of the final modeling scenarios. In addition, the scope of the modeling work has expanded to include a wider range of variables - including population increases informed by the Winslow Sub-Area Plan - that were not anticipated when the original agreement scope was developed. The Council and the Sub-Committee have expressed their satisfaction with the additional calibration work, and expressed an interest in pursuing the expanded modeling scope, which will produce improved results for the final plan and greater insights into the impacts associated with the City's larger planning framework.

The amended agreement, which requires an additional $70,000 will cover the costs associated with the calibration and correction work, the additional modeling scenarios, and additional consultant staff support for the Council, Sub-Committee and Technical Advisory Committee meetings.

ATTACHMENTS:

GWMP City Council Update 042324.pptx

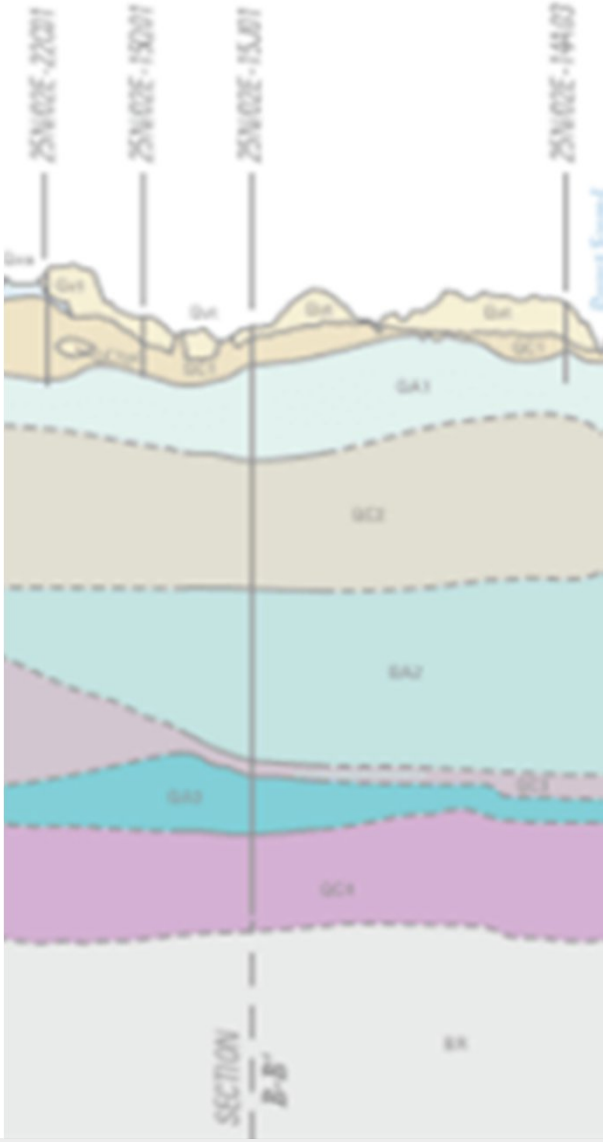
Amendment No. 1 to PSA with EA Engineering GWMP.docx

FISCAL DETAILS: The current agreement amount is $239,850.36. An additional $70,000 of budgeted tax supported funds will bring the total agreement value to $309,850.36. There is a total of $332,671 in existing budget in the professional services line item of the general fund committed to the Groundwater Modeling Scenarios including Aspect Consultants leaving a balance of $22,821 remaining.

Fund Name(s): General Fund

Coding: Munis Project #001198

Groundwater Management Plan Update – April 23, 2024



CITY OF BAINBRIDGE ISLAND

Agenda

1. Since 3/12 Council update:
    - Held Technical Advisory Committee meeting 3/21
    - Held Sub-Committee meeting 4/8
2. Review / authorize final draft modeling scenarios
3. Next steps

Technical Advisory Committee (TAC) Meeting 3/21/24

Members include:

- Kitsap Public Health
- State Department of Ecology
- US Geological Survey
- Suquamish Tribe
- Kitsap Public Utility District

Agenda/discussion included:

- Overview of modeling scenario approach
- Primary discussion focus on re-charge scenario

Groundwater Sub-Committee Meeting 4/8/24

Agenda/discussion included:

- Overview of final draft modeling scenarios
- General agreement on modeling scenarios in this presentation
- Committee follow-up on details:
  - Population relationship to groundwater pumping
  - Clarification on basis for recharge

100-year Groundwater Modeling Scenario Planning - Recap

- Comparison scenario – Compare 2024 calibrated model with 2022 model
- Baseline scenario – Current conditions projected into the future

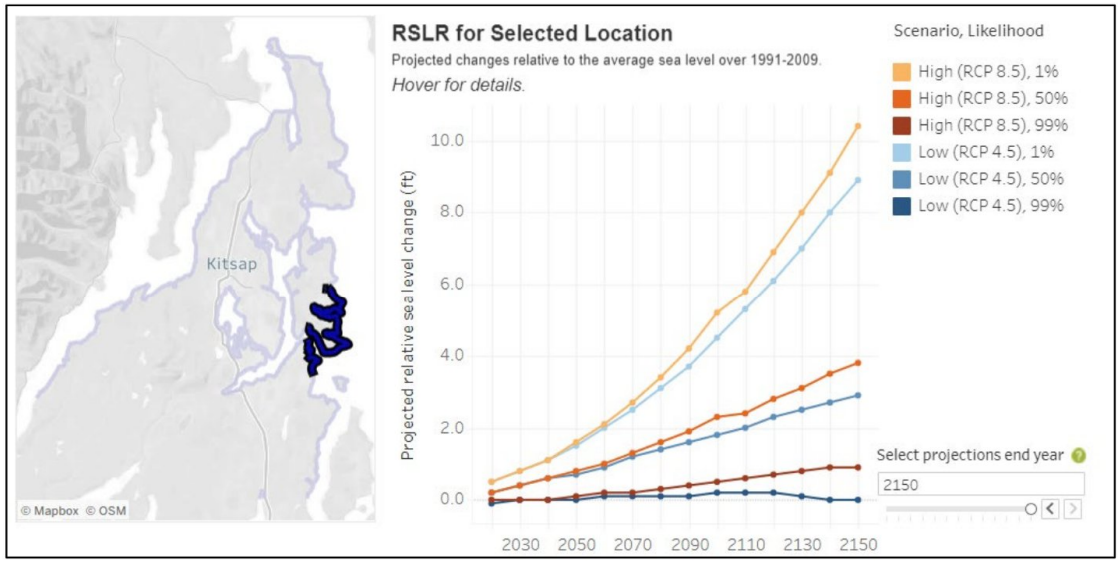
- Sea-Level Rise Stress Sensitivity Scenarios – Baseline + low/high sea-level rise
- Recharge Stress Sensitivity Scenarios – Baseline + low/high recharge
- Pumping Stress Sensitivity Scenarios – Baseline + low/high population growth

- Prediction Scenarios – Combination of Baseline + stresses (basis for planning)

100-year Groundwater Modeling Scenario Planning

Sea-Level Rise Stress Sensitivity Scenarios

- Baseline + low sea level rise (2.8 ft in 100 yrs)
- Baseline + high sea level rise (6.9 ft in 100 yrs)



Projected Sea Level Rise near Bainbridge Island associated with various Emission Scenarios

100-year Groundwater Modeling Scenario Planning

Recharge Stress Sensitivity Scenarios

Approach

- Baseline +15% recharge (low stress)
- Baseline -15% recharge (high stress)

Notes

- Some debate at TAC meeting regarding approach and values
- Consultant team / prevailing science indicates more precipitation and recharge in future
- +/- 15% substantiated by merging of UW climate model and USGS findings

100-year Groundwater Modeling Scenario Planning

Pumping Stress Sensitivity Scenarios – Based on Population Growth

Low growth based on lowest 30-year rate:

- 100-year population = 46,380 (84%)

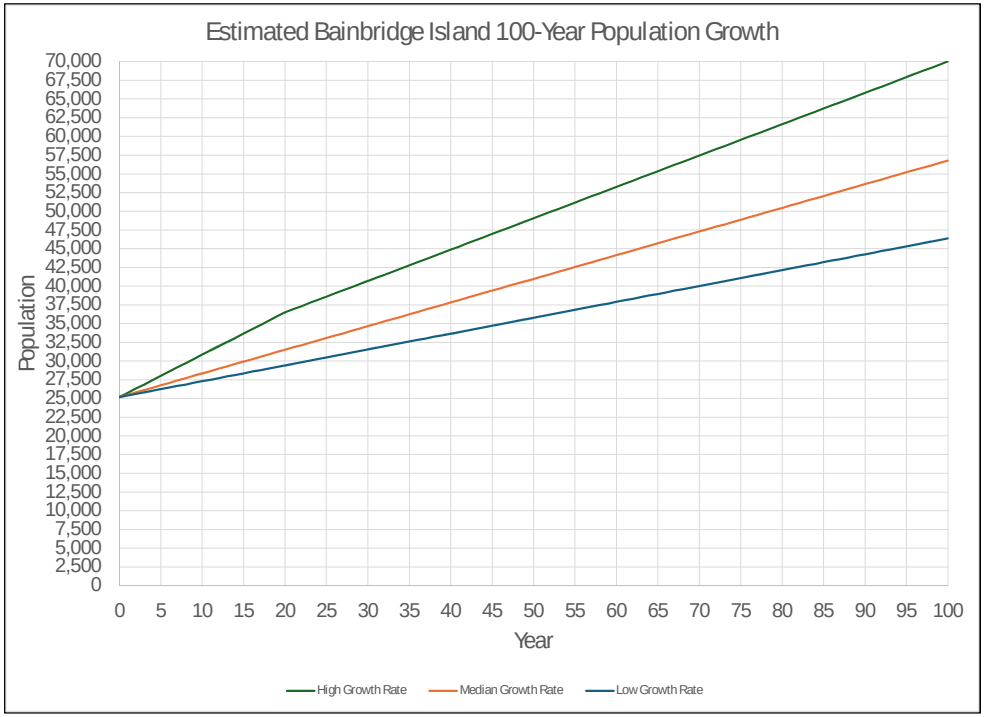
Med. growth based on highest 30-year rate:

- 100-year population = 56,780 (125%)

High growth based on 20-year Sub-Area plan projection + med. growth rate:

- 100-year population = 70,010 (178%)

Confirm population vs. pumping relationship with sub-committee



100-year Groundwater Modeling Scenario Planning

Prediction Scenarios – Combination of Baseline + stresses (basis for planning)

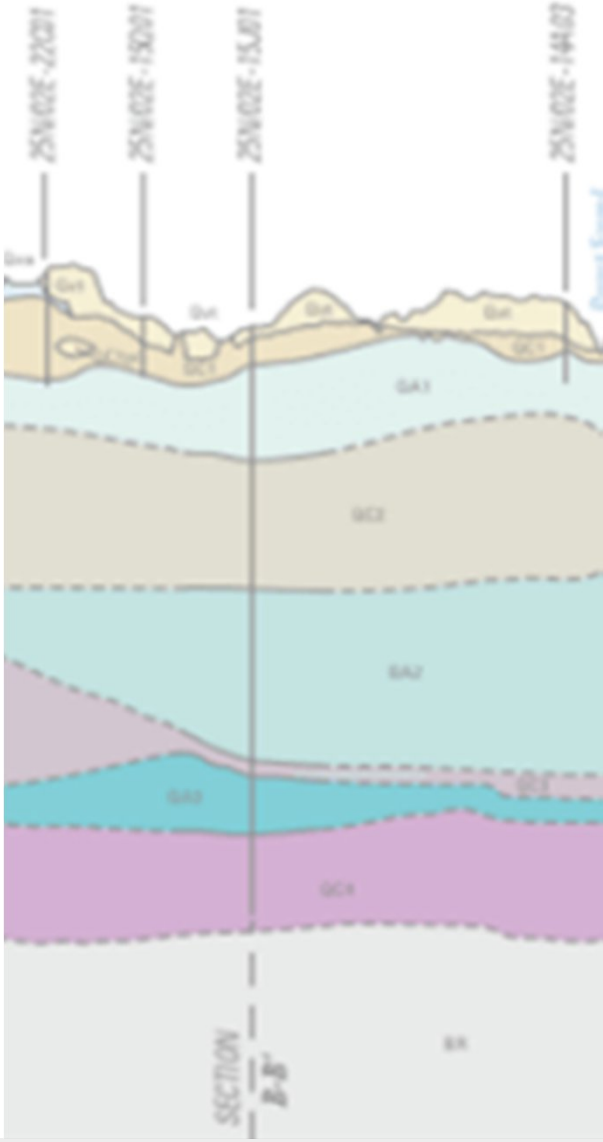
- Combination of lowest stress outcomes
- Combination of highest stress outcomes
- Combination of stresses with highest sensitivity analysis

Schedule / Next Steps

- April 23rd - City Council authorization of modeling scenarios
- Late April– Final modeling check-in with sub-committee
- May – Perform modeling
  Online public engagement
- June – Report-out to sub-committee and Council on modeling results
- July-Aug – Develop management recommendations

Groundwater Management Plan Update

Q&A



CITY OF
BAINBRIDGE ISLAND

AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Amendment") amends the Agreement for Professional Services ("Agreement") entered into on June 15, 2023, by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and EA Engineering, Science, and Technology, Inc., a Maryland corporation ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with the City's Groundwater Management Plan; and

WHEREAS, the City desires to revise and increase the services provided under the Agreement, and to amend the maximum amount payable under the Agreement.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 3.A. is hereby amended to read as follows:

   A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of ~~Two Hundred Thirty-Nine Thousand Eight Hundred and 36/100 dollars~~ Three Hundred Nine Thousand Eight Hundred Fifty and 36/100 dollars ($~~239,850.36~~ 309,850.36).

2. Attachment B, Scope of Services, is hereby amended and restated in its entirety as set forth in Exhibit A attached hereto.

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

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

EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC.	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Blair King, City Manager
Title_____	

Tax I.D. #_____

City Bus. Lic. #_____

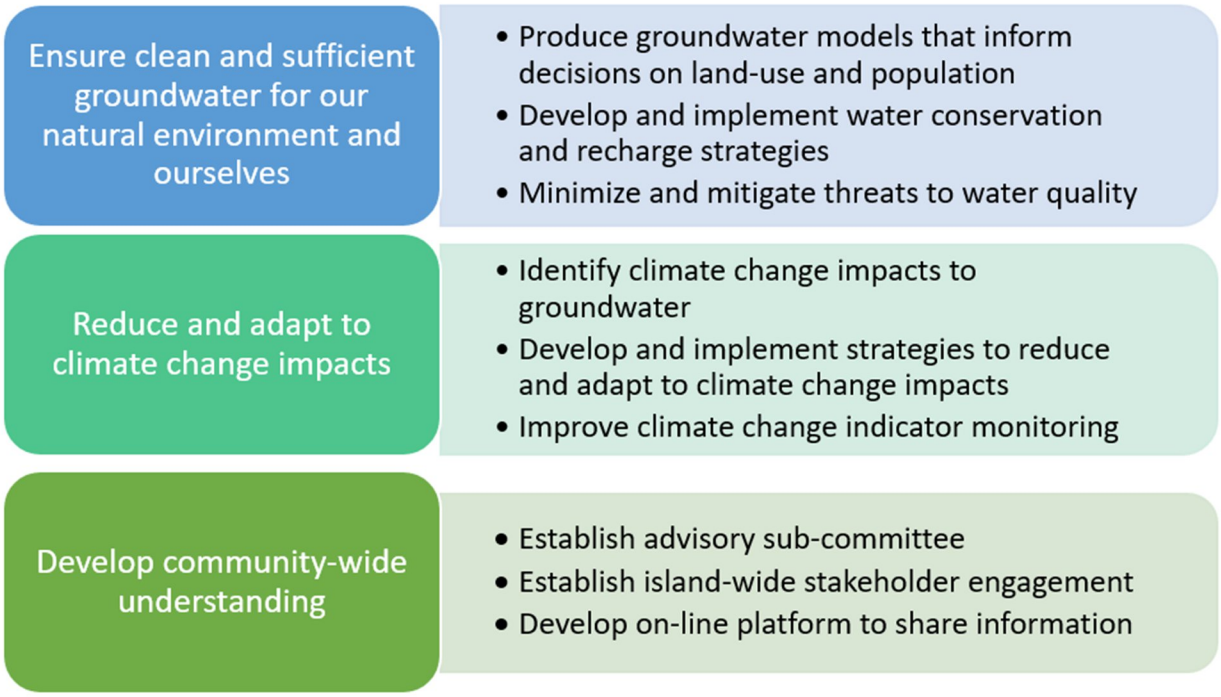
EXHIBIT A

ATTACHMENT B
SCOPE OF SERVICES
(As Amended by Amendment No. 1)

Overview

The City of Bainbridge Island (City) residents, workers and visitors depend on groundwater for all water supply needs. Groundwater also plays a vital role in supporting healthy streams and wetlands across Bainbridge Island. Recognizing management of this precious resource requires a comprehensive, island-wide approach, the City's 2016 Comprehensive Plan directs that a Groundwater Management Plan (GWMP) be adopted. The GWMP will identify and recommend management actions that can be adapted as needs change.

The Bainbridge Island City Council has set the following goals and objectives for the GWMP:



Groundwater on Bainbridge Island has been designated as a sole source aquifer by the US Environment Protection Agency (USEPA). This designation recognizes that there is no other water supply source for the island.

There is a wealth of information and knowledge regarding the groundwater system underlying Bainbridge Island and the surrounding area. This includes hydrogeologic characterization investigations and construction of groundwater flow models completed by the US Geological Survey (USGS), groundwater monitoring data collected by the City and Kitsap Public Utility District (KPUD), Washington Department of Ecology (Ecology), Washington Department of Natural Resources (DNR), the US Environmental Protection Agency (EPA) and Aspect Consulting.

The City's 2016 Comprehensive Plan (City of Bainbridge Island, 2017) includes Water Resources Element 6 (WR-6). This element sets out a vision for Bainbridge Island's water resources that are *climate resilient and can support life*

on the Island. The vision further provides for monitoring groundwater elevations and groundwater quality, regularly updating the Bainbridge Island groundwater model to support groundwater management decisions, water conservation education and use of low-impact development techniques.

The City has requested EA to prepare this scope of work to assist in the completion of the GWMP. The primary deliverables will be a Summary Document that describes the purpose, methods and major conclusions and recommendations, an Appendix containing all the technical documents related to the GWMP and references, and a High-Level Summary document that presents the GWMP with descriptions and graphics for public presentation. The High-Level document will be accompanied by a Story Map presenting the GWMP in graphical form that will be available on the City's web page.

This document closely follows the GWMP scope of work prepared by the City's Hydrogeologist in March 2022. The City has also prepared a significant portion of the GWMP and worked with Aspect Consulting to improve the groundwater model and evaluate the effects of increased groundwater withdrawals. This scope of work includes review of existing information including the completed portions of the GWMP. This work is intended to effectively continue and complete the GWMP, building on existing information. The focus of this project is to complete the remaining sections of the GWMP, obtain input from all interested stakeholders and produce quality products for use by the City and the public while satisfying the requirements of Ch. 173-100 WAC.

EA understands that in addition to production of comprehensive, technically sound products, a critical component of this project is to engage and work with appropriate City staff, City and County government, State and Federal agencies, the Suquamish Tribe, water purveyors, and other interested stakeholders. This work will coordinate with and seek input from the City's Groundwater Management Sub-Committee, Groundwater Technical Advisory Committee and City Council. EA will also work with and seek input from interested stakeholders and the public.

Task 1 - Project Management

Task Description: The objective of this task is to plan and manage project tasks, schedule, and budget, communicate effectively with the City and within the EA Team with the goal of delivering products on time and within budget. This effort includes budget, task, and schedule management, reporting to the City, and incorporating input from Ecology.

1.1 EA Team Meetings

Subtask: This purpose of this Subtask is to manage the EA Team to discuss project activities and progress, identify issues, obstacles, and solutions, maintain the project schedule and budget management. This task assumes up to 1 hour bi-weekly on-line team meetings over the life of the project, currently scheduled to last 82 weeks. Meetings will only be held if deemed necessary and will include EA Project Team members, as necessary. EA's Project Manager will be responsible for organizing and documenting meetings. This task will also be used for less formal communications between Project Team members as necessary.

Subtask deliverables include scheduling, conducting and documenting meetings regarding attendance, topics, and action items. Eight additional team meetings are included in the amended scope.

1.2 EA - City of Bainbridge Island Meetings

Subtask: This purpose of this Subtask is to maintain regular communications between the City and the EA Team to discuss project activities and progress, identify issues, obstacles, and solutions, and to provide updates regarding the project schedule and budget. This task assumes up to 1 hour bi-weekly on-line project meetings over the life of the project, currently scheduled to last 82 weeks. Meetings will only be held if deemed necessary by the City and the EA Project Manager and will only include EA Project Team members needed for the discussion. EA's Project Manager will be responsible for organizing and documenting meetings. This task will also be used for less formal communications between Project Team members with the City as necessary.

Subtask deliverables include scheduling, conducting and documenting meetings regarding attendance, topics, and action items.

1.3 Monthly Status Reporting

Subtask: This purpose of this Subtask is to provide the City monthly status reports and invoices. EA will provide the monthly reports and invoices per the schedule, format and method requested by the City.

Subtask deliverables include monthly billing statements and progress reports to the City summarizing work completed, any problems or obstacles encountered and how they will be addressed, update on schedule and budget, and next steps.

1.4 Senior Technical Review

Subtask: EA employs a Senior Technical Review (STR) Program as an integral component of EA's Quality Management Plan to prevent errors and omissions and to ensure EA's Quality Control standards are met. The program is predicated on an independent and comprehensive review of all project analyses and services by one or more qualified senior EA employees to ensure that appropriate standards have been addressed. The STR will be independent of those who perform the work.

Subtask deliverables include maintaining quality control on all deliverables prior to transmission to the City.

Task 2 - Public and Regulatory Engagement

Task Description: The objective of this task is to work in coordination with the City's Groundwater Management Sub-Committee, Groundwater Technical Advisory Committee and City Council, as well as other stakeholders and the public while completing the GWMP. Stakeholders include City and County government, State and Federal agencies, the Suquamish Tribe, water purveyors, the public and several other organizations that may have interest in providing input to the GWMP. A preliminary list of potential stakeholders has been provided by the City and is included in the table below.

Potential List of Interested Stakeholders	
Suquamish Tribe	Friends of the Farm
Kitsap Public Utility District	Kitsap Realtors Association
Kitsap Public Health District	Bainbridge Island Chamber of Commerce
US Geological Survey	Bainbridge Island Wineries & Breweries
Washington Department of Ecology	Industrial Water Users
Group A Water Systems	Bainbridge Island Schools
Homeowner Water Associations	Bainbridge Island Parks
Bainbridge Island Homeowner Well Associations	Bainbridge Island Watershed Council
Bainbridge Island Land Trust	Sustainable Bainbridge
Wild Fish Organizations	Bainbridge Island Fire Department

EA will work with City staff to identify a list of stakeholders who should be contacted and informed of the GWMP with an invitation to be notified of project milestones and opportunities to provide input to the GWMP. Specific organizations, committees and sub-committees who are already involved in the GWMP or known to have interest have been identified by the City. These include:

2.1 Groundwater Technical Advisory Committee, composed of regional and agency partners. Three additional Technical Advisory Committee meetings are included in the amended scope.

2.2 GWMP Advisory Sub-Committee, A community-based City committee composed of two members from the City's Environmental Technical Advisory Committee, the Climate Change Advisory Committee, and the Utility Advisory Committee. These committees are composed of citizen volunteers with qualified experienced professionals. Five additional GWMP Advisory Sub-Committee meetings are included in the amended scope.

2.3 Bainbridge Island City Council.

EA will work with City staff to develop a communications plan for each of the organizations listed above. The plan will include compiling a list of contacts, committee meeting dates, important milestones, and opportunities and options for these organizations to provide input to the GWMP.

It is anticipated that several sections of the GWMP will be made available to interested parties and that EA will be responsible for notification of the availability of documents for review, distribution of materials (via email or City web page) for review and comment, recording and compilation of comments received, and preparation of responses to questions and comments regarding the GWMP. It is anticipated that all written communications and documents distributed to interested parties outside of City government will be approved by City staff prior to distribution. EA will conform with all relevant City standards and procedures when communicating with the public.

EA will also work with Ecology to ensure the GWMP meets all requirements of Chapter 173-100 WAC, and that Ecology can review and comment on the GWMP.

Subtask deliverables include those items noted above, as well as attendance at committee meetings, presentations regarding the GWMP, as necessary, answering questions and responding to requests for information. EA understands that some of the activities under these subtasks are not yet well defined, but EA will be flexible regarding what is needed to keep interested parties informed and will maintain close communications with the City regarding any activity under these subtasks before they are conducted. Three additional City Council meetings are included in the amended scope.

2.4 Public Meeting(s)

It is anticipated that a minimum of one public meeting will be scheduled to present and discuss the GWMP. For this task, EA anticipates preparing a PowerPoint presentation, attending the meeting in person, assisting, or leading the presentation at the meeting, and being available to answer questions and respond to information requests. It is assumed that the meeting will be held following completion of the draft GWMP, although meeting times and dates will be scheduled at the City's discretion.

Subtask deliverables include meetings with the City to discuss schedule, content, roles, and responsibilities. EA will work with the City to create a PowerPoint presentation that will be provided in draft form for review by the City prior to finalizing and presentation at the meeting. It is assumed that the meeting will be held in person and EA staff will be available to help present information, answer questions, and provide follow-up information. EA is available to assist the City on this subtask in any other way that would be helpful.

Task 3 - Draft GWMP

Task Description: The objective of this task is to complete all relevant sections of the GWMP. This task will compile and generate the detailed information that will be contained in the Technical Appendices to the GWMP and will closely follow the outline of the GWMP created by the City's hydrogeologist and approved by the GWMP Sub-Committee. Information generated in this task will satisfy the requirements of Chapter 173-100 WAC and complete the GWMP. Information and analysis performed under this task will be used in the Story Map and High-Level Summary document. This task will also compile and organize all relevant information and will include a list of references with links to data, reports, and other relevant information.

The City has provided a copy of the City's Scope of Work and GWMP report that has been completed to date. EA will use that document as a guide and complete the sections of the document that have not yet been prepared. Because the scope of work included a detailed schedule, listing individual tasks, EA has followed this format and has broken out this Task into multiple Subtasks.

Because the City has already prepared the *Area Hydrogeologic Characterization* and the *Knowledge and Data Gaps* sections of the GWMP, EA's responsibility includes reviewing these sections and supporting documentation to get familiar with this information and will make recommendations to the City for finalizing these sections. EA will create and complete the other sections needed to complete the GWMP.

Task 3.1 Review Area Characterization Section

This Subtask is intended to review the work the City has previously completed for this section of the GWMP and provide recommendations to the City regarding any suggested edits or revisions to the document. This section of the document summarizes information from many other technical reports and data sources. Thus, as part of the review of the Area Characterization section, EA will also perform a more cursory review of several of those sources of information to become more familiar with the hydrogeologic setting and conditions present on Bainbridge Island.

Subtask deliverables include reviewing the Area Characterization section of the GWMP and related background information and making note of any comments or recommended revisions.

3.2 Area Characterization Recommendations

This Subtask includes documenting comments and recommended edits to the Area Characterization section of the GWMP previously prepared by the City and reviewed in the previous Subtask.

Subtask deliverables includes preparation of a memo to the City documenting EA's review, comments, and recommendations for completing this section of the GWMP. EA will then make any of the recommended changes that are agreed upon by the City to the Area Characterization section of the GWMP.

3.3 Review Knowledge and Data Gaps Section

This Subtask is intended to review the work the City has previously completed for this section of the GWMP and provide recommendations to the City regarding any suggested edits or revisions to the document. This section of the document summarizes information from other technical reports and data sources. Thus, as part of the review of the Knowledge and Data Gaps section, EA will also perform a more cursory review of several of those sources of information to become more familiar with the sources of information and conditions present on Bainbridge Island.

Subtask deliverables include reviewing the Knowledge and Data Gaps section of the GWMP and related background information and making note of any comments or recommended revisions.

3.4 Knowledge and Data Gaps Recommendations

This subtask includes documenting comments and recommended edits to the Knowledge and Data Gaps section of the GWMP previously prepared by the City and reviewed in the previous Subtask.

Subtask deliverables includes preparation of a memo to the City documenting EA's review, comments, and recommendations for completing this section of the GWMP. EA will then make any of the recommended changes that are agreed upon by the City to the Knowledge and Data Gaps section of the GWMP.

3.5 Water Quality and Quantity Issues - Problem Definition

The objective of this Subtask is to complete section 6 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Land use impacts to groundwater quality and quantity including:
    - Infrastructure / Assets (including landfills, hazardous and non-hazardous materials storage, use and disposal, water wells, water distribution, wastewater treatment and stormwater)
    - Commercial / Industrial (hazardous and non-hazardous materials storage, use, and disposal / mining activities)
    - Agricultural (hazardous and non-hazardous materials including storage, use and disposal of fuel, fertilizer, pesticide, herbicides)
    - Residential (water use, recharge, on-site septic systems)
    - Recreational / Parks (septic systems, fertilizer, hazardous and non-hazardous material use, storage, and disposal)
    - Open Space
    - Wetlands / streams (including buffers)
- Groundwater extraction and repercussions: water table declines and / or depletion of surface waters.
- Saltwater intrusion:
    - Aquifer over-utilization causing seawater intrusion.
    - Sea level rise and repercussions for saltwater intrusion
- Discussion of extent of the groundwater problems caused or potentially caused by each land use including effects which may extend across groundwater management area boundaries, supported by as much documentation as possible.
    - Analyze historical trends in water quality in terms of their likely causes.
    - Document declining water table levels and other water use conflicts,
    - Establish the relationship between water withdrawal distribution and rates and water level changes within each aquifer or zone,
    - Predict the likelihood of future problems and conflicts if no action is taken.
    - Identify land and water use management policies that affect groundwater quality and quantity in the area.
    - Areas where insufficient data exists to define the nature and extent of existing or potential groundwater problems shall be documented.
    - Recognize existing and future uses of the aquifer are in accordance with water quality standards of the department, the department of social and health services, and the federal environmental protection agency.

EA will perform the research and analysis necessary to complete this section of the GWMP, including incorporation of the groundwater modeling work performed by Aspect and yet to be performed by EA. As part of this process, EA may propose revisions to the organization of this section for the City and GWMP Sub-Committee's consideration.

Subtask deliverables include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

3.7 Water Quality and Quantity Management Goals and Objectives

Although this topic was listed on the City's project schedule as a specific task, goals and objectives are discussed in several other sections of the draft sections of the GWMP. This item should be discussed with the City to determine

if it is specifically desired to be included in the GWMP. It may be helpful to develop quantifiable goals, such as maintaining a specific groundwater elevation in areas susceptible to seawater intrusion.
Subtask deliverables include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

3.8 Land and Water Management Strategies Alternatives

The objective of this Subtask is to complete section 7 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Strategies for reaching the program's goals and objectives that address each of the groundwater problems discussed in the problem definition section.
- If necessary, alternative data collection and analysis programs shall be defined to enable better characterization of the groundwater and potential quality and quantity problems.
- Each of the alternative strategies shall be evaluated in terms of feasibility, effectiveness, cost, time, and difficulty to implement, and degree of consistency with local comprehensive plans and water management programs such as the coordinated water system plan, the water supply reservation program, and others.
- Alternative management strategies shall address water conservation and the effects of climate change on these practices, conflicts with existing water rights and minimum instream flow requirements, programs to resolve such conflicts, and long-term policies and construction practices necessary to protect existing water rights and subsequent facilities installed in accordance with the groundwater management area program and/or other water right procedures.

Subtask deliverables include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

3.9 Stakeholder Review/ Input

The objective of this Subtask is to provide completed draft sections of the GWMP to interested stakeholders for review and comment. EA will facilitate distribution of the relevant sections to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

Subtask deliverables include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

3.10 Recommendations

The objective of this Subtask is to complete section 8 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Recommended management strategies chosen from the alternatives section.
- Recommendations may include periodically updating the groundwater model; expansion/refinement of the monitoring well network); and the initiation of a citizen volunteer groundwater monitoring program.
- Rationale for choosing these strategies as opposed to the other alternatives identified.
- Special Area Designations to Enhance Ground Water Protection
- Proposed Citizen Volunteer Groundwater Monitoring Program
- Groundwater Education Program

Subtask deliverables include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

3.11 Implementation Plan

The objective of this Subtask is to complete section 9 of the GWMP. Per WAC 173-100-100(6), this section will be organized as follows:

- A detailed work plan for implementing each aspect of the groundwater management strategies as presented in the recommendations section. For each recommended management action, the parties responsible for initiating the action and a schedule for implementation shall be identified. Where possible, the implementation plan should include specifically worded statements such as model ordinances, recommended governmental policy statements, interagency agreements, proposed legislative changes, and proposed amendments to local comprehensive plans, coordinated water system plans, basin management programs, and others as appropriate.
- A monitoring system for evaluating the effectiveness of the program.
- A process for the periodic review and revision of the ground-water management program.

Subtask deliverables include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

3.12 Executive Summary, Acknowledgements and References

The objective of this Subtask is to complete sections (Executive Summary), 2 (Acknowledgements) and 11 (References) of the GWMP. Portions of these sections have been completed. EA will update and complete these sections and obtain copies or links to all references.

Subtask deliverables include preparation of text and graphics to complete these sections of the GWMP. This document will be provided to the City in Draft form for review.

3.13 Stakeholder Review/ Input

The objective of this Subtask is to provide completed draft sections of the GWMP to interested stakeholders for review and comment. EA will facilitate distribution of the relevant sections to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

Subtask deliverables include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

3.14 City of Bainbridge Island GWMP Review

The objective of this Subtask is to provide a complete draft including all sections of the GWMP to the City for review and comment. EA will prepare a review package including all text and graphics, as well as all comments received by stakeholders.

Subtask deliverables include assembling a review package for the City for the complete GWMP. EA will be available to meet with the City to discuss any aspect of the project and deliverables. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

Task 4 - Groundwater Modeling

Task Description: The objective of this task is to become familiar with the groundwater model provided by the City from Aspect Consulting. EA will review the model and identify potential modeling scenarios that could be performed to support management decisions and alternatives in the GWMP. EA will discuss potential modeling scenarios with the City and Interested Stakeholders and make recommendations regarding potential modeling scenarios.

It is assumed that at least one modeling scenario will be selected. Following approval by the City, EA will make any modifications necessary to use the model for the selected scenario. For example, model drain cells may need to be assigned new reach numbers to quantify changes in groundwater discharge to specific areas resulting from groundwater pumping. It is not anticipated that significant changes will be made to the model or that it will need to be re-calibrated. EA will then use the model to evaluate the selected scenario and prepare a technical memorandum describing the scenario, how the model was used, and a summary of the results.

The schedule for Task 5 is intended to have at least one modeling scenario complete around the time the Draft GWMP is complete. Results of the modeling effort will be incorporated into the Final GWMP.

4.1 Review Model Report and Files

The objective of this Subtask is to become familiar with the groundwater model to understand its design, calibration, and potential uses. This review will include work performed by Aspect Consulting, including the model itself, as well as USGS modeling and hydrologic framework investigations for Kitsap County and Bainbridge Island.

Subtask deliverables becoming familiar with the model and hydrostratigraphy of Bainbridge Island for the purpose of using the groundwater model prepared by Aspect Consulting.

4.2 Modeling Scenario Alternatives and Recommendations

After becoming familiar with the model, its limitations, and objectives of the GWMP, EA will identify four potential uses and modeling scenarios that would be beneficial in the development of the GWMP. Initially, it is assumed that the modeling scenarios will include 1) evaluating capture of streamflow by groundwater withdrawals, 2) an assessment of groundwater availability in the southern portion of Bainbridge Island, 3) an assessment of criteria that could be used to revise the Groundwater Management Early Warning Levels, and 4) evaluation of shallow aquifers that are used by permit-exempt wells in order to identify and prioritize areas that have higher risk of limited water availability. The modeling scenarios will be described after input and concurrence by the GWMP Subcommittee and City, including a discussion of limitations, complications of running the scenario, usefulness of the results, and a recommendation for completing the modeling scenario. This information will be presented in a Draft technical memo and provided to the City for review and discussion before finalizing and running the scenarios.

Subtask deliverables include a technical memo describing up to four modeling scenarios that could be beneficial for the GWMP. The memo will also include a recommendation regarding the preferred modeling exercises. EA will also be available to discuss the results of their analysis with the City and interested stakeholders.

4.3 Stakeholder Review/Input

The objective of this Subtask is to provide modeling recommendations memo to interested stakeholders for review and comment. EA will facilitate distribution of the technical memo to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

Subtask deliverables include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments

received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

4.4 Create Modeling Files and Run Scenario(s)

The objective of this Subtask is to make the necessary revisions to the model files and run the modeling scenario(s) approved by the City. The modeling work will be performed in Groundwater Vistas version 8, which is the same software used by Aspect Consulting in their recent modeling work for the City.

Subtask deliverables include editing the modeling files as needed to run the selected scenario(s) and running the model. All edits and work on the model will be documented and presented in a technical memo to be prepared in the following Subtask. All new modeling files and outputs will be provided to the City.

Support for additional review, edits, corrections and recalibration of the groundwater model is included in the amended scope, as well as support for the development of between 12 and 14 modeling scenarios as determined by the staff leads and input from the Sub-Committee and City Council.

4.4 Modeling Results Technical Memorandum

The objective of this Subtask is to document the modeling work performed in the previous Subtask.

Subtask deliverables include EA preparing a technical memo that describes the objectives, methods, and results of the modeling work. This will include text and graphics that will be incorporated into the GWMP. A Draft of the technical memo will be provided to the City for review and comment.

4.5 City of Bainbridge Island Review

The objective of this Subtask is to provide the groundwater modeling technical memo to the City for review and comment. EA will provide the memo prepared in the previous Subtask, including all text and graphics, to the City for review and comment.

Subtask deliverables providing the modeling memo to the City for review and comment. EA will be available to meet with the City to discuss any aspect of the modeling work and memo. Any suggested revisions and edits will be made before sharing the memo with interested stakeholders.

4.6 Stakeholder Review/ Input

The objective of this Subtask is to provide the modeling memo to interested stakeholders for review and comment. EA will facilitate distribution of the technical memo to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

Subtask deliverables include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the memo to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

Task 5 - Wastewater Beneficial Re-Use Coordination

Task Description: This task includes communications/coordination with Anchor, HDR and City staff regarding the City's Wastewater Beneficial Re-Use project. This includes calls, meetings, and coordination. The purpose of this task is to ensure that groundwater data modeling scenarios use consistent assumptions and that deliverables supplement each other between the two projects. Specific activities under this task will be further defined as the project proceeds.

Subtasks include meetings, calls, data sharing and coordination with City staff.

Task 6 - Final GWMP

Task Description: The objective of this task is to produce a Final version of all sections of the GWMP. This task will incorporate the results of the groundwater modeling work and all comments provided by the City as well as written comments and responses from interested stakeholders. Although this section is broken into Subtasks that mirror the Subtasks in Task 3, the work under each Subtask is essentially the same.

Subtasks include the following:

6.1 Introduction
6.2 Area Characterization
6.3 Knowledge and Data Gaps
6.4 Water Quality and Quantity Issues - Problem Definition
6.5 Water Quality and Quantity Management Goals and Objectives
6.6 Land and Water Management Strategies Alternatives
6.7 Recommendations
6.8 Implementation Plan
6.9 Executive Summary, Acknowledgements and References
6.10 Stakeholder Review/ Input
6.11 City of Bainbridge Island GWMP Review
6.12 Final Edits and Revisions

EA will make any necessary edits and revisions to all sections and appendices of the GWMP. ~~Final graphics and figures will be produced to update the Story Map and High-End Summary document as necessary.~~ Although it is not anticipated that significant revisions will be required, the schedule has been set up to allow for unanticipated delays or revisions.

Task deliverables include Final versions of the GWMP, ~~the Story Map,~~ the High-End Summary document, the groundwater modeling files, and any other documentation produced to support this project. All files will be delivered in electronic format, using a method acceptable to the City.

~~6.13 On-line Story Map Build, Test, Implement~~

~~The objective of this Subtask is to create a Story Map for the City's GWMP web page that describes the purpose, content, results, and recommendations of the GWMP. The story map will be composed primarily of maps, graphs, photos, and other graphics to present the GWMP to the public. It is anticipated that the Story Map will be visually pleasing, informative, and easy to understand. EA will work with City staff to outline the design, content, length, and format.~~

~~Subtask deliverables include meetings with the City to discuss content, draft Story Map(s) for the City's review, and final Story Map(s) in a format ready for publication on the City's web page.~~

~~6.14 High-Level Public Information Document~~

~~The objective of this Subtask is to produce a visually pleasing, easy to understand document presenting a high-level summary of the GWMP. This document could be made available in printed form and as an electronic document to be made available on the City's web page. It is anticipated that this document will summarize all sections of the GWMP and contain links to more detailed sources or information. EA will work closely with City staff to outline the design, content, length, and format and will ensure that all City standards and requirements are met.~~

~~Subtask deliverables include meetings with the City to discuss content, a draft document for the City's review, and a final document that incorporates all comments and edits requested by the City. The document can be provided in printed and electronic form ready for publication on the City's web page.~~

Schedule

Please refer to the Draft schedule which will be finalized upon approval of the scope of work and budget. It is anticipated that the project will be completed between June 2023 and December 2024.

Budget

Please refer to the attached Draft budget spreadsheet.

Non-Direct Expenses

Although not currently shown in the budget worksheet, a travel budget is proposed to allow for up to 4 round trips (184 miles x 4 = 736 miles) between Olympia and Bainbridge Island and 2 round trips between Bandon, OR and Bainbridge Island (888 miles x 2 = 1776 miles + 2 nights lodging and 4 days per diem). The current mileage rate is 0.655/mile. Travel costs for these 6 round trips would total around $2,101.36.

Original Project Budget Summary		2024 Amendment	
Item	Sub Total	Changes	New Sub Total
Task 1 - Project Management	$ 35,194.00	$ -	$ 35,194.00
Task 2 - Public and Regulatory Engagement	$ 25,042.00	$ 10,000.00	$ 35,042.00
Task 3 - Draft GWMP	$ 41,929.00	$ 10,000.00	$ 51,929.00
Task 4 - Groundwater Modeling	$ 82,302.00	$ 87,858.00	$ 170,160.00
Task 5 - Wastewater Beneficial Re-Use Coordination	$ 4,040.00	$ (3,858.00)	$ 182.00
Task 6 - Final GWMP	$ 49,242.00	$ (34,000.00)	$ 15,242.00
Direct Costs	$ 2,101.36	$ -	$ 2,101.36
TOTAL	**$ 239,850.36**	**$ 70,000.00**	**$ 309,850.36**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (8:05 PM) Discuss and Authorize the City Manager to Submit a Federal Active Transportation and Infrastructure Investment (ATIIP) Grant to Support 100% Design for the Sakai Pond and Coppertop Segments of the Sound to Olympics Trail and Designate the Source of the Required Local Match ($2M Grant with a Required $500K Match; Tax Supported) - Public Works,

SUMMARY: City staff is requesting that the City Council authorize the City Manager to submit a federal Active Transportation and Infrastructure Investment (ATIIP) grant to support 100% design for the Sakai Pond Trail and Copper Top Segments of the Sound to Olympics Trail, and designate the source of a match of $500,000. Possible sources for the match include a decision to increase revenue via the Transportation Benefit or reduce spending by redirecting funding from non-motorized transportation projects currently in the Capital Improvement Plan.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to submit a federal Active Transportation and Infrastructure Investment (ATIIP) grant to support 100% design for the Sakai Pond Trail and Copper Top Segments of the Sound to Olympics Trail and provide a $500,000 local match from the following source _____ ($2.0 M grant with a required $500K match; tax supported)

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

Amount:	If received, the grant would require a funding match of $500,000 and staff time to support this new body of work.
Ongoing Cost:	N/A
One-Time Cost:	If received, the grant would require City funding of $500K.
Included in Current Budget?	No

BACKGROUND: As a part of this agenda item, City staff are requesting that the City Council authorize the City Manager to submit a federal Active Transportation and Infrastructure Investment (ATIIP) Grant to support 100% design for the Sakai Pond and Coppertop Segments of the Sound to Olympics Trail. The grant request would be for $2M and would require a $500K match. The Bainbridge Island Parks and Trails Foundation has offered to support the City in the preparation of the grant application, which is due in mid-June.

The Sound to Olympics (STO) Trail is a proposed 40-mile shared-use trail connecting the Puget Sound in Winslow on Bainbridge Island to the Olympic Discovery Trail in Jefferson County. The STO Trail is designated

a part of the Great American Rail Trail (GART), a 3700-mile cross-country route connecting the Atlantic and Pacific coasts. The STO is the proposed route of the GART across Bainbridge Island, generally following SR 305 from the ferry terminal in Winslow 6.6 miles north to the Agate Pass Bridge.

The City has built approximately 1.1 miles of the Sound to Olympics Trail along SR305 from the Bainbridge ferry terminal to Sakai Park just north of High School Road and desires to continue planning the remainder of the trail, as well as preliminary design of the next segment, known as the Copper Top segment. The Sound to Olympics Trail is incorporated into the City Council approved 2022 Sustainable Transportation Plan.

On March 26, 2024, City staff presented the City Council with the preferred alternatives for both the Sakai Pond segment and the remaining alignment. The City Council authorized moving forward with the preferred alternatives, which is critical to beginning the design work funded by the City's recently received Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. Given the recently received estimate for the 100% design of the Sakai Pond Segment, City staff are limiting expectations for the RAISE grant design work to 30% for the entire corridor.

The second part of this item is to request direction related to the source of funding for this new expenditure. Options for raising new revenue or identifying reductions in other spending are provided in the Fiscal Details section.

ATTACHMENTS:

STO_ATIIP Grant Map.pdf

atiip-webinar-april-2024.pdf

FISCAL DETAILS: The grant request is for $2.0 million; the City is proposing a 25% or $500,000 match. The minimum required match is 20% or $400,000 but the higher match is intended to improve the City's chances of receiving the grant.

There is no existing budget for this project so it represents an increase to City spending. Options to provide funding include:

• Increase revenue – The City can, through its Transportation Benefit District, increase its revenue by City Council vote to:

(1) increase the vehicle license fee by $10 from $40 to $50, which would generate an estimated $200,000 annually. This increase must happen at least 24 months after the last increase and public notice must be provided before April 1 of the year of the increase per the Revised Code of Washington. Therefore, this increase would first be available in 2025. This increase would be ongoing revenue.

(2) increase the City sales tax by 0.1% from the current 9.2% to 9.3%, which would generate an estimated $800,000 annually. This increase would be ongoing revenue.

• Decrease other spending to dedicate previously approved funds for this grant match – Looking at approved Capital Improvement Plan projects, projects that are approved but without significant spending

include the Lynwood Center Road non-motorized improvements ($200,000) and Bucklin Hill non-motorized improvements (total of $1.2 authorized; $25,000 spent to date). These projects could be reduced in scope, or delayed for further consideration of construction until 2027-2028.

Fund Name(s): Capital Construction Fund

Coding: Capital Improvement Plan Project # 01213

ATIIP federal grant would support 100% design of the Sakai Pond Alternative 1 segment and the Middle Schools/ Coppertop Segment

U.S. Department of Transportation
Federal Highway Administration

ACTIVE TRANSPORTATION INFRASTRUCTURE INVESTMENT PROGRAM (ATIIP)

Webinar for Potential Applicants

We will begin at 9am ET

U.S. Department of Transportation
Federal Highway Administration

Welcome to **Active Transportation Infrastructure Investment Program (ATIIP):** Webinar for Potential Applicants

Audio

- To listen via computer: Select "Computer Audio"
- To listen via phone:
  - Call 669-254-5252
  - Webinar ID: 161 930 7364
  - Passcode: 494413
- All participants automatically join on mute, with cameras off

Webinar Technical Support

- Email Webconference@dot.gov

Questions for Presenters

- Please type your questions in the Q&A box

More Information:

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip

U.S. Department of Transportation
Federal Highway Administration

Presenters

Darren Buck
Office of Human Environment
Federal Highway Administration
U.S. Department of Transportation

Danny Capri
Office of Tribal Transportation
Federal Highway Administration
U.S. Department of Transportation

Mishel McCants
Office of Acquisition and Grants Management
Federal Highway Administration
U.S. Department of Transportation

U.S. Department of Transportation
Federal Highway Administration

Agenda

- Program Overview
- Application Review Process
- Application Process
- Resources
- Questions

U.S. Department of Transportation
Federal Highway Administration

PROGRAM OVERVIEW

U.S. Department of Transportation
Federal Highway Administration

Active Transportation Overview

ATIIP takes a holistic, network-level approach to walking, biking, and rolling. The program addresses gaps in active transportation routes that push people to other modes of travel.

RELEVANT DOT AND FHWA STRATEGIC GOALS:

MODE SHIFT:
Increase the percentage of person trips by transit and active transportation modes from roughly 4% in 2020 to 6% in 2026

SAFETY:
Deliver the safe expansion of active transportation networks. Work towards the goal of **zero** roadway fatalities and serious injuries

CLIMATE:
Eliminate 50-52% of Greenhouse Gas Emissions by 2030 and 100% by 2050

EQUITY:
Increase social and economic opportunity for disadvantaged and underserved communities from the provision of affordable multimodal transportation options

ACCESSIBILITY:
Increase independent travel for people with disabilities by enabling multimodal accessibility of public transportation facilities, roadways, sidewalks, and street crossings

U.S. Department of Transportation
Federal Highway Administration

Overview

- Established by Section 11529 of the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL) (Pub. L. 117-58)
- Appropriated $45M in FY23

Photo: pedbikeimages.org/Chris Metka

U.S. Department of Transportation
Federal Highway Administration

Program Goals

- **Providing safe and connected active transportation spines and networks**
  - **Active Transportation:** mobility options powered primarily by human energy, including bicycling, walking, and certain forms of micromobility (BIL § 11529(l)(1)).
  - **Active Transportation Spine:** facilities built for active transportation connecting between communities, metropolitan regions, or States (BIL § 11529(l)(3)).
  - **Active Transportation Network:** facilities built for active transportation connecting between destinations within a community or metropolitan region (BIL § 11529(l)(2)).

- **Funding planning/design and construction projects**
  - **Planning / Design:** active transportation plans and project design
  - **Construction:** project development including land acquisition, permits, site work, and all eligible project costs

U.S. Department of Transportation
Federal Highway Administration

Eligible Organizations (BIL § 11529(l)(5))

- Local or regional government organizations
- MPOs and regional planning councils
- A multicounty special district
- A State
- Tribes
- A multistate group of governments

PROJECTS ON FEDERAL LAND

For eligible projects located in part on Federal land, an eligible organization shall enter into a cooperative agreement with the appropriate Federal agency prior to submitting an application (BIL § 11529(b)(2)).

U.S. Department of Transportation
Federal Highway Administration

Statutory Funding Requirements

Use of Funds

- **Not less than 30%** to construct active transportation networks (BIL § 11529(d)(1)(A))
- **Not less than 30%** to construct active transportation spines (BIL § 11529(d)(1)(B))
- **No less than $3 million** to fund planning and design projects (BIL § 11529(d)(2))

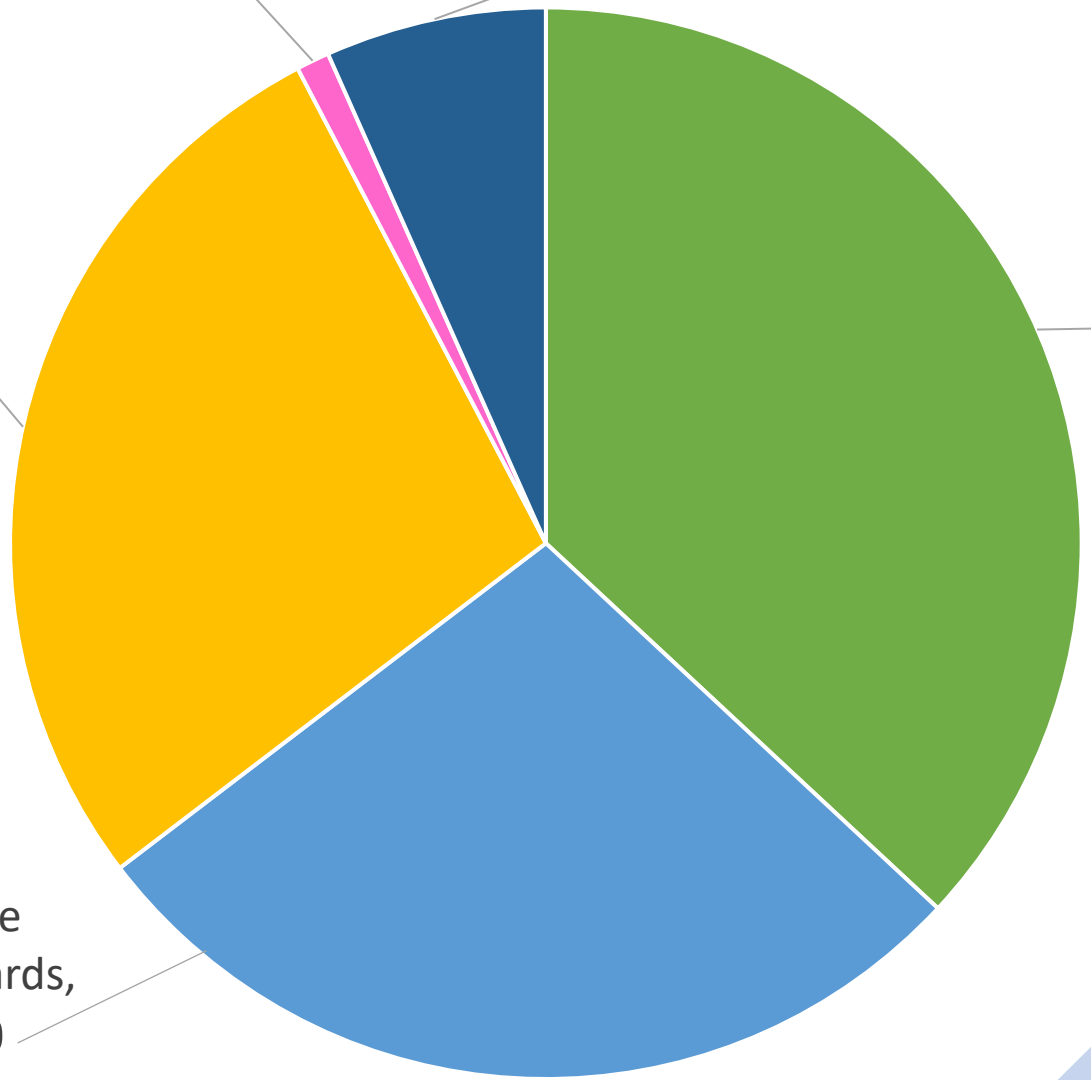
Minimum Total Project Costs

- Planning / Design: **$100,000** (BIL § 11529(l)(6)(B)(ii))
- Construction: **$15 million** (BIL § 11529(l)(6)(B)(i))

Photos: pedbikeimages.org/DanBurden

MATCHING FUNDS
Federal share of cost matching **should not exceed 80%** (BIL § 11529(f)(1))

EXCEPTION FOR DISADVANTAGED COMMUNITIES. Eligible projects serving communities with **a poverty rate of over 40%** based on the majority of census tracts served by the eligible project **have an increased Federal share of 100%** (BIL § 11529(f)(2))



$45M for FY23

U.S. Department of Transportation
Federal Highway Administration

U.S. Department of Transportation
Federal Highway Administration

Grant Minimums and Maximums

Construction Grants

- *Recommended* minimum: **$7.5 million**
- *Recommended* maximum:
  - **$12 million** for general applicants
  - **$15 million** for qualified disadvantaged communities

Planning & Design Grants

- *Recommended* minimum: **$100,000**
- *Recommended* maximum: **$2 million**

Photo: pedbikeimages.org/DanBurden

U.S. Department of Transportation
Federal Highway Administration

Grant Size and Total Project Cost Examples

Example Scenario	ATIIP Award	Match + Additional non-ATIIP Federal funds that are not eligible for match	Total Project Cost
Example A: Construction grant with minimum recommended ATIIP award amount	$7.5M	$7.5M	$15M
Example B: Construction grant with maximum recommended ATIIP award amount	$12M	$3M	$15M
Example C: Construction grant with maximum recommended ATIIP award amount (qualified disadvantaged community)	$15M	$0	$15M
Example D: Planning/Design grant with minimum recommended ATIIP award amount	$100k	$20k	$120k
Example E: Planning/Design grant with maximum recommended ATIIP award amount	$2M	$400k	$2.4M

U.S. Department of Transportation
Federal Highway Administration

APPLICATION REVIEW PROCESS

U.S. Department of Transportation
Federal Highway Administration

Application Review Process Overview (NOFO Section E.2)

Application Intake and Eligibility Review

- Eligible Organization
- Eligible Project
- Cost-Sharing/Match Requirement
- Eligible Projects Partially on Federal Land

Technical Review

- Evaluation of merit criteria
- Evaluation of project readiness
- Assignment of overall project rating
- Evaluation of priority considerations

Senior Review Team Review

FHWA Administrator Final Project Selection

U.S. Department of Transportation
Federal Highway Administration

Intake and Eligibility Review

- Eligible Organization
- Eligible Project
- Cost-Sharing/Match Requirement
- Eligible Projects Partially on Federal Land

U.S. Department of Transportation
Federal Highway Administration

Technical Review (NOFO Section E.1.i)

The evaluation of eligible applications will be conducted by a Technical Review Team who may consist of FHWA staff with broad expertise in the subject areas included in the criteria. The Technical Review Team will evaluate each eligible application against:

1. **Six Merit Criteria**
2. **Two (Planning & Design) or three (Construction) Project Readiness Factors**
3. **Two FHWA Priority Considerations**

ATIIP Merit Criteria:

1. Mobility and Community Connectivity
2. Community Support
3. Commitment to Increasing Walking and Biking
4. Financial Completeness
5. Equitable Development
6. Other DOT Goals and Priorities

Each criterion will be rated high, medium, low, or non-responsive.

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #1: Mobility and Community Connectivity:

FHWA will assess whether the eligible organization submitted a plan for an eligible project that is likely to provide substantial additional opportunities for walking and bicycling, including effective plans to (1) create an active transportation *network* connecting destinations within or between communities, including schools, workplaces, residences, businesses, recreation areas, and other community areas, or create an active transportation *spine* connecting two or more communities, metropolitan regions, or States; and (2) integrate active transportation facilities with transit services, where available, to improve access to public transportation.

The application should include:

- A description and map of the proposed project
- Information on how the project will provide opportunities for walking and bicycling and the extent of those opportunities, including access to key destinations and economic opportunities associated with those opportunities
- Information on the sizes and kinds of destinations the project would connect within or between communities, including schools, workplaces, residences, businesses, recreations areas
- The percentage of the community's population living within walking or biking distance of the project
- The locations at which the active transportation facilities will integrate with transit services, if available, and the extent to which the project will improve access to public transportation

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #2: Community Support:

FHWA will assess whether the eligible organization demonstrates broad community support through the use of public input in the development of transportation plans, and the commitment of community leaders to the success and timely implementation of an eligible project.

Applicants should:

- Demonstrate support from municipalities in the project area, relevant community leaders, and other partners, such as through letters of support
- Provide evidence of partnerships leveraged within the project area that will help achieve project benefits
- Describe the commitment community leaders have made to the success and timely implementation of the project
- Describe the history of transportation planning in the project area and evidence of public involvement, especially within disadvantaged communities

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #3: Commitment to Increasing Walking and Biking

FHWA will assess whether the eligible organization provides evidence of the following that facilitate significant increases in walking and biking:

- commitment to and improvement of traffic safety,
- regulations (such as development/land use codes that support/enable active transportation),
- financial incentives (such as transportation demand management strategies), or
- community design policies (such as policies or design guidance that prioritize safety, comfort, and accessibility of pedestrians and bicyclists).

Applicants should:

- Detail the steps the applicant is taking to address traffic safety
- Detail how any regulations, financial incentives, or community design policies related to active transportation ~~and~~ have facilitated increases in walking and biking and the extent of that increase
- Describe how the project integrates principles from DOT's National Roadway Safety Strategy (NRSS) and the Safe Systems Approach (SSA)

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #4: Financial Completeness

FHWA will assess the extent to which the eligible organization demonstrates commitment of State, local, or eligible Federal matching funds, and in-kind contributions such as land, in addition to the 20% required local match.

If the eligible organization qualifies for a 100% Federal share, the application will receive a High score for this criterion.

Highly rated applications:

- Demonstrate fully committed funding that goes above and beyond the 80 percent match requirement

or

- the project qualifies for a 100 percent Federal share pursuant to Section C.2.ii of the NOFO

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #5: Equitable Development

FHWA will assess the extent to which the eligible organization demonstrates that the project will address existing disparities in bicyclist and pedestrian fatality rates based on race or income level or provide access to jobs, schools, and services for low-income communities, disadvantaged communities, and people with disabilities.

Applicants should:

- Describe how the intend to measure change in existing disparities and what metrics the applicant will use throughout the lifecycle of the project
- Provide a plan for how the applicant will identify groups based on race or income level with existing disparities to the general population of the community in terms of bicyclist and pedestrian fatality rates; and explain how the project intends to decrease such disparities.
- Describe how the project intends to provide access to jobs and services for low-income communities and disadvantaged communities, and how the project would support economic competitiveness and wealth creation, such as through increased mobility and expanded connectivity

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Merit Criteria**

Criterion #6: Other DOT Goals and Priorities

FHWA will assess whether the eligible organization demonstrates how their investment in active transportation will advance:

- Safety for pedestrians and cyclists,
- Accessibility to jobs and key destinations,
- Economic competitiveness,
- Environmental protection, and
- Quality of life.

The focus of this criterion is on demonstrating how the applicant's investment in active transportation will advance mode shift to reduce GHG emissions, improve access for people of all ages and abilities, and address workforce considerations.

Applications should demonstrate how the implementation of the proposed project:

- Advances safety for all pedestrians and cyclists
- Advances and improves access to jobs, schools, and key destinations
- Advances workforce development goals
- Advances environmental protection goals, such as through an analysis of the project's anticipated increase in the percentage of person trips by active transportation and by transit integrated with active transportation facilities; resultant reductions in air pollution and GHG emissions; and any changes in land-use patterns that may reduce emissions
- Is comfortable for and accessible to the needs of all active transportation users, including young children, older adults, and people with disabilities

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Project Readiness** (NOFO Section E.1.ii)

The Technical Review Team will also evaluate the following Project Readiness factors:

1. TECHNICAL CAPACITY:
Assesses the applicant's capacity to successfully deliver the project in compliance with applicable Federal requirements based on factors including the recipient's experience working with Federal agencies, civil rights compliance (Title VI, ADA, Section 504), previous experience with DOT or FHWA discretionary grant awards, and the technical experience and resources dedicated to the project.

2. FINANCIAL COMPLETENESS:
Assesses the availability of matching funds and whether the applicant presented a complete funding package. All applicants should describe a plan to address potential cost overruns and future maintenance and preservation costs and how those costs will be funded

3. ENVIRONMENTAL REVIEW AND PERMITTING RISK *(only for Construction grants):*
Analyzes the project's environmental approvals (NEPA and other necessary Federal permits) and the likelihood of the necessary approval affecting project obligation

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of **Project Readiness**

Rating	1	2	3
Technical Capacity	Uncertain	Somewhat Certain/Unknown	Certain
Financial Completeness	Incomplete Funding	Partially Complete/Appear Stable and Highly Likely to be Available	Complete, Stable and Committed
Environmental Review and Permitting Risk (ONLY for applications for Construction grants)	High Risk	Moderate Risk	Low Risk

Construction Grants:

Rating	Description
High	All 3's
Medium-High	Two 3's, one 2
Medium	One 3, two 2's
Medium-Low	All 2's
Low	Any 1's

Planning & Design Grants:

Rating	Description
High	All 3's
Medium-High	One 3, one 2
Medium	All 2's
Low	Any 1's

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Assignment of **Overall Project Rating** (NOFO Section E.1.iii)

Overall Merit Rating	Individual Criteria Rating
Highly Recommended	Merit Criteria • At least three 'High' ratings; and • No more than one 'Low" rating; and • No 'Non-Responsive' ratings; and Project Readiness • At least a Medium-High rating
Recommended	Merit Criteria • At least one 'High' rating; and • No more than one 'Low' rating; and • No 'Non-Responsive' ratings; and Project Readiness • At least a Medium rating
Not Recommended	Merit Criteria • One or more 'Non-Responsive' ratings; or • Combination of ratings that do not fit within the definitions of Highly Recommended, Recommended; or Project Readiness • A Medium-Low or Low rating

U.S. Department of Transportation
Federal Highway Administration

Technical Review: Evaluation of FHWA Priority Considerations (NOFO Section E.1.iv)

The Technical Review Team will also prioritize projects that meet the following FHWA Priorities:

Projects that connect key community institutions through active transportation infrastructure, particularly schools

Projects that provide substantial benefits to disadvantaged communities within or around the project area

U.S. Department of Transportation
Federal Highway Administration

Senior Review Team (SRT) Review (NOFO Section E.2.iii)

- The Technical Review Team will send all **Highly Recommended** and **Recommended** projects to the FHWA Senior Review Team (SRT). The FHWA SRT consists of senior FHWA officials who have been requested to serve by the FHWA Administrator to advise the Administrator.
- The FHWA SRT may propose the selection of a project that is rated **Recommended** over a **Highly Recommended** project by considering how well the project addressed the merit criteria and number of criteria rated High, as well as the responsiveness to the FHWA Priority Selection Considerations.
- When identifying applications to recommend to the FHWA Administrator, the FHWA SRT may consider geographic diversity including, as applicable, the need for a balance between the needs of rural and urban communities. They may also consider an application's responsiveness to the DOT Priority Selection Considerations.

U.S. Department of Transportation
Federal Highway Administration

APPLICATION PROCESS

U.S. Department of Transportation
Federal Highway Administration

Application Process Overview

NOFO

- The NOFO opened on March 19, 2024
- The NOFO will close on June 17, 2024
- The NOFO is available at https://grants.gov/search-results-detail/353043

Webinars for Potential Applicants

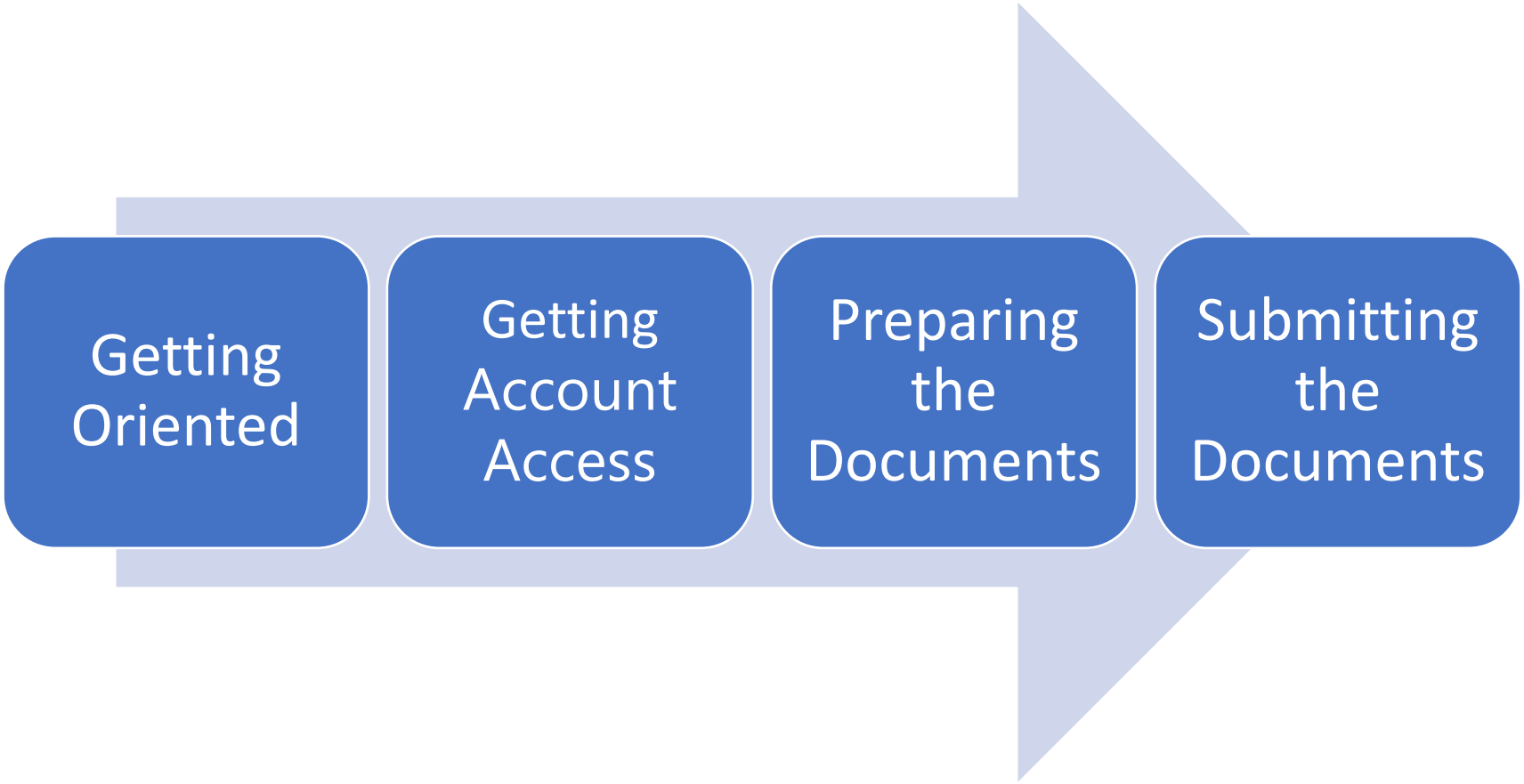
- A webinar for Tribal potential applicants is scheduled for April 10 at 9am EDT; potential applicants may register at https://usdot.zoomgov.com/webinar/register/WN_cXYfivcnSoWuMP44q5x5Og

More information

- https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/

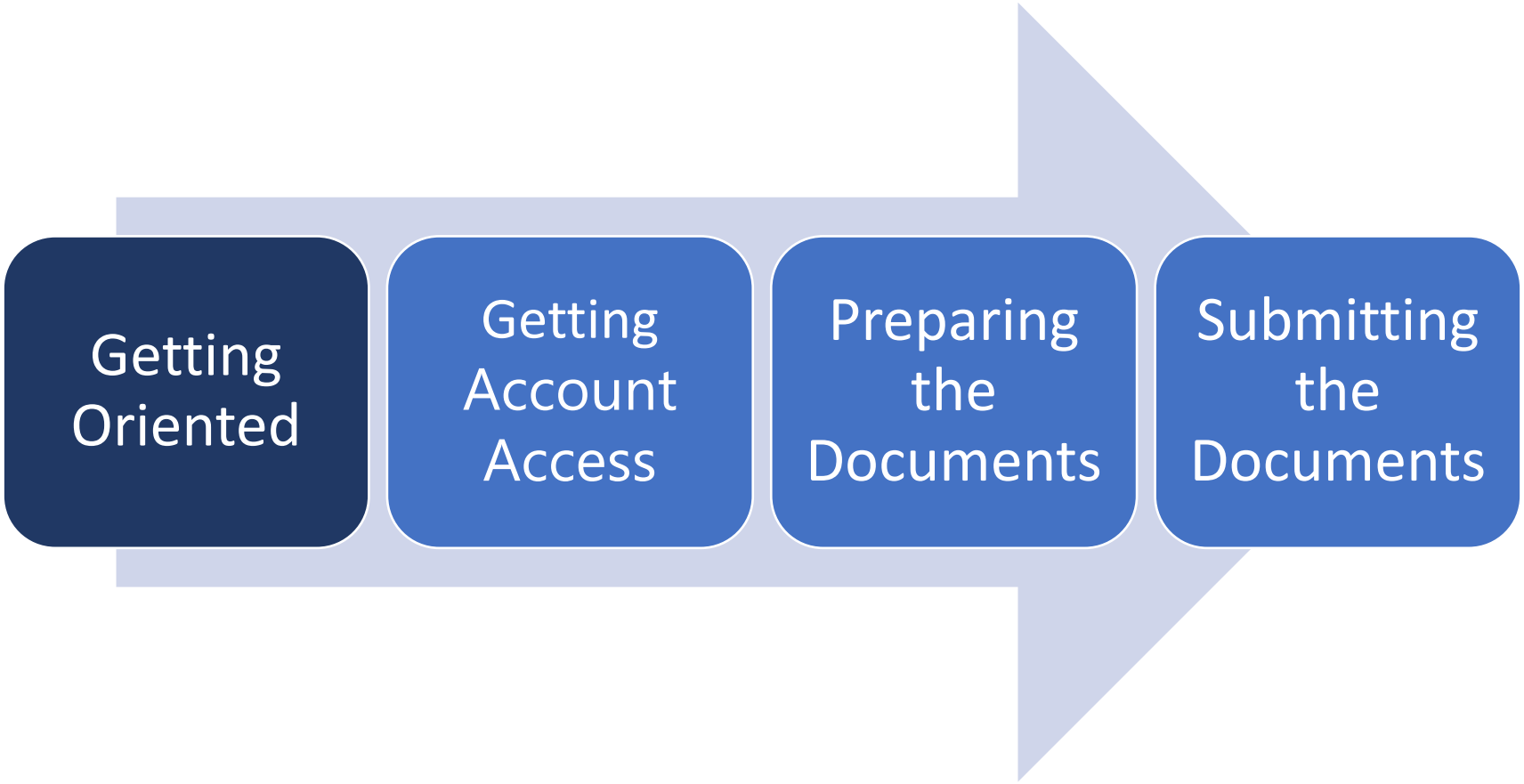
U.S. Department of Transportation
Federal Highway Administration

Application Process



U.S. Department of Transportation
Federal Highway Administration

Getting Oriented



U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

- Funding Opportunity Number: 693JJ324NF00012
- Funding Opportunity Title: Active Transportation Infrastructure Investment Program
- All applications must be submitted electronically through **Grants.gov** by 11:59 PM (Eastern Time) on Monday June 17, 2024.

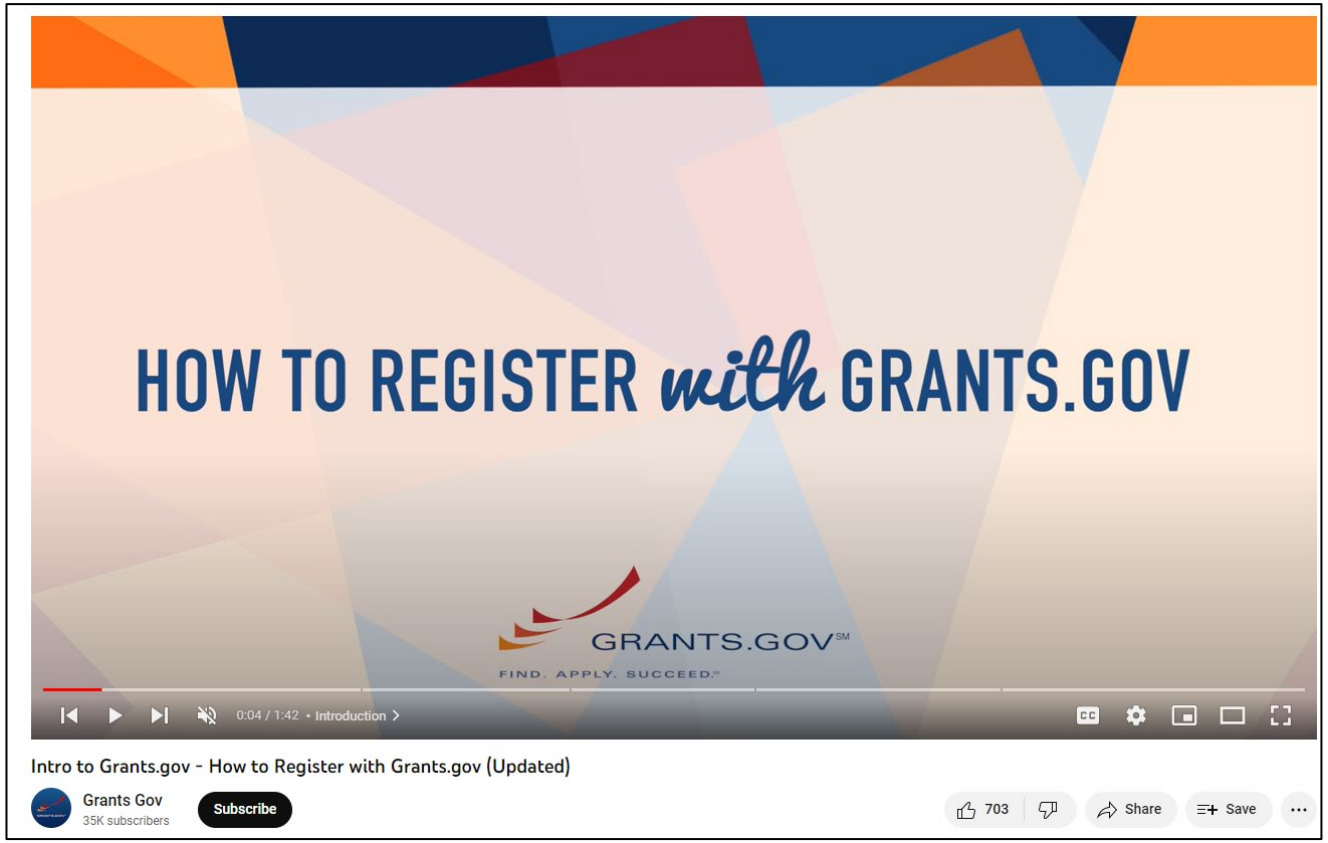
Direct Link to NOFO: grants.gov/search-results-detail/353043

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Resources:

Video on how to register, set up a profile, and navigate grants.gov



Direct Link to grants.gov video: https://youtu.be/sj3X2XPAQ5g

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Resources:

Grants.gov Support Center

Links to:

- FAQs
- Grants Learning Center
- Online Help

Direct Link to grants.gov support center: https://www.grants.gov/web/grants/support.html

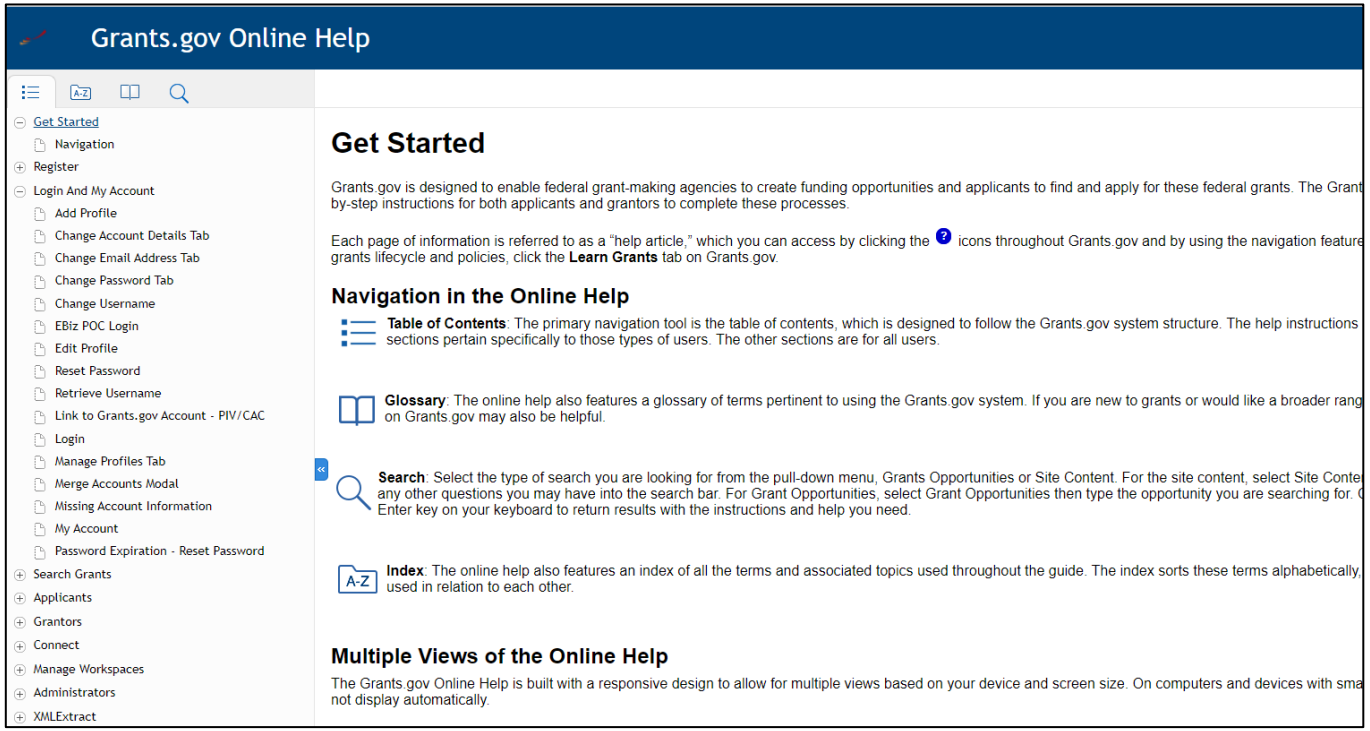
U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Resources:

Grants.gov Online Help

Step by Step Instructions



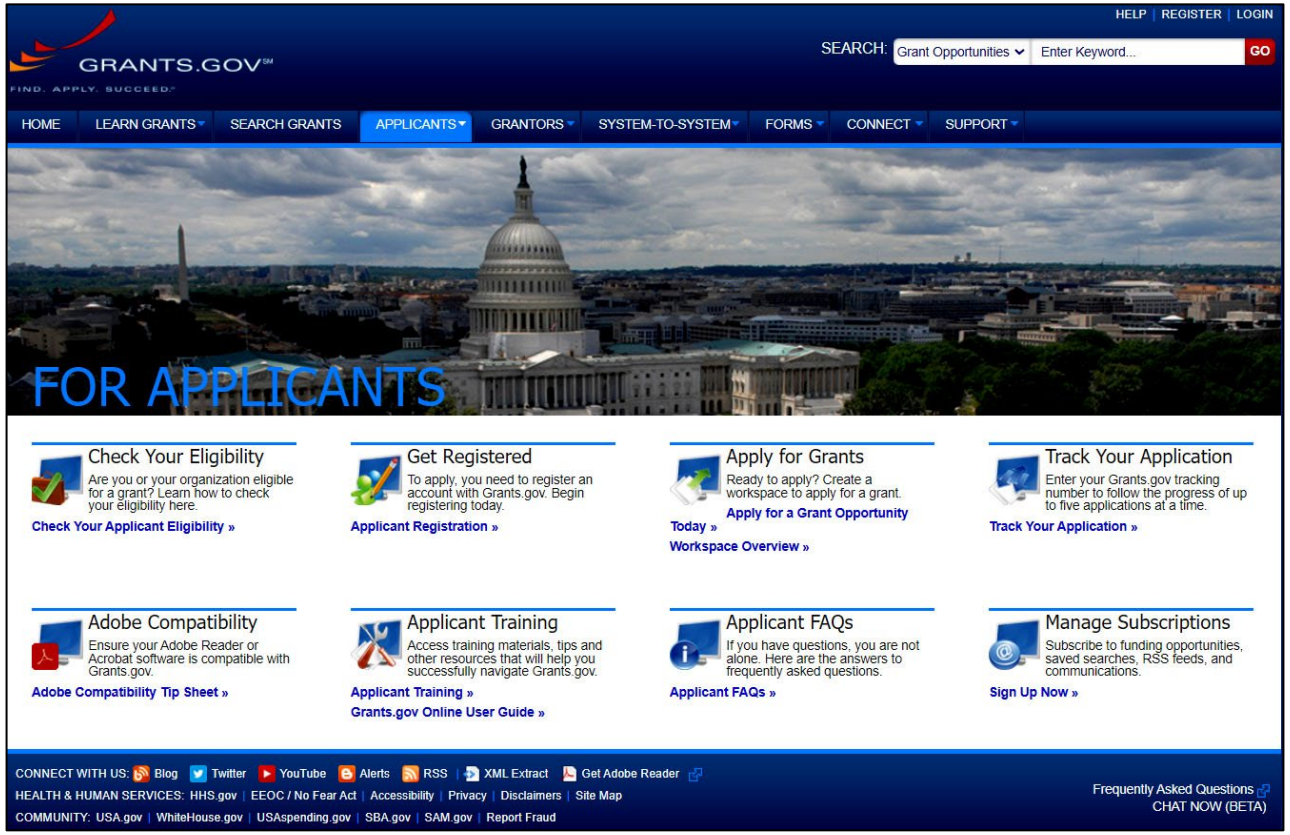
Direct Link to grants.gov Online Help:
https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Resources:

Grants.gov information for applicants



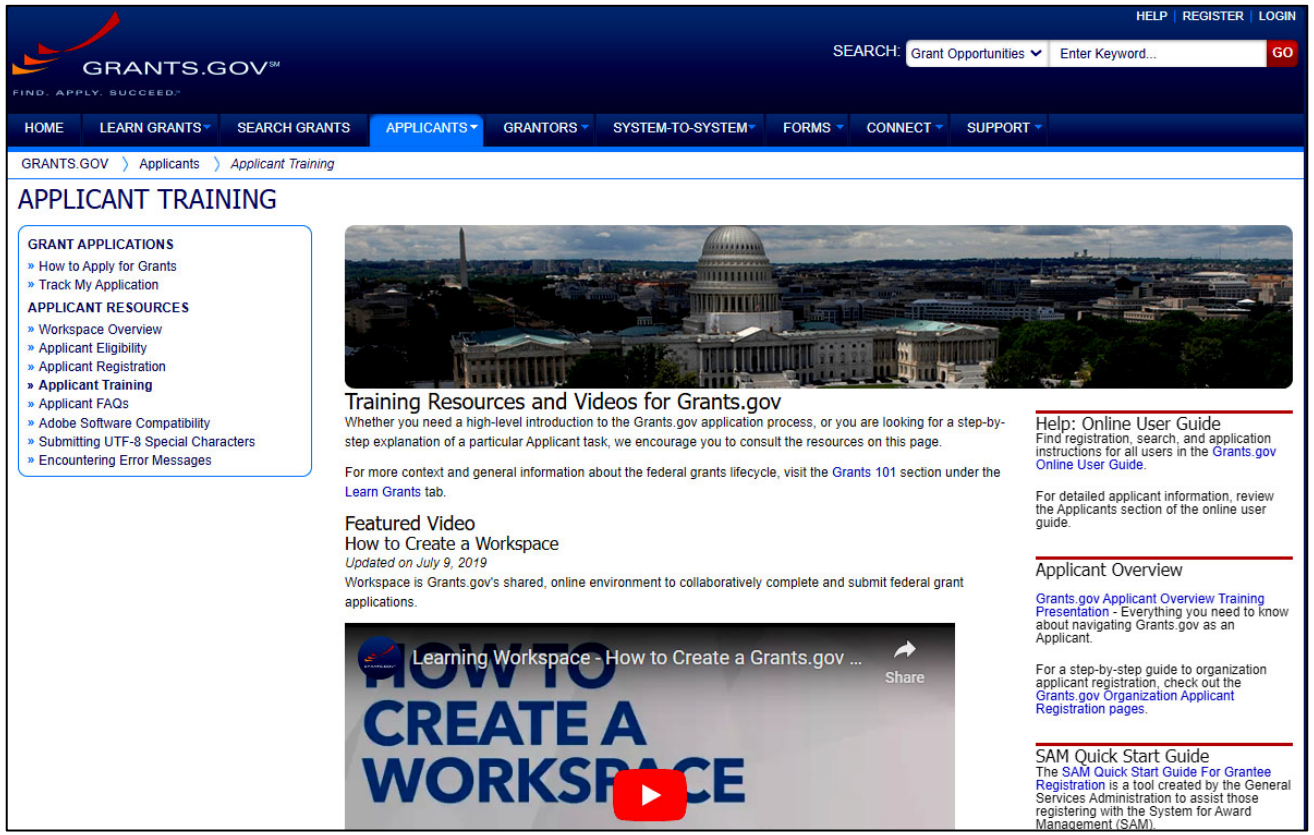
Direct Link to grants.gov: https://www.grants.gov/web/grants/applicants.html

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Resources:

Grants.gov online training for applicants



Direct Link to grants.gov training: https://www.grants.gov/web/grants/applicants/applicant-training.html

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Oriented

Grants.gov Helpdesk

- 1-800-518-4726 (U.S.)
- 1-606-545-5053 (International)
- support@grants.gov

Available 24 hours a day, 7 days a week (excluding Federal holidays).

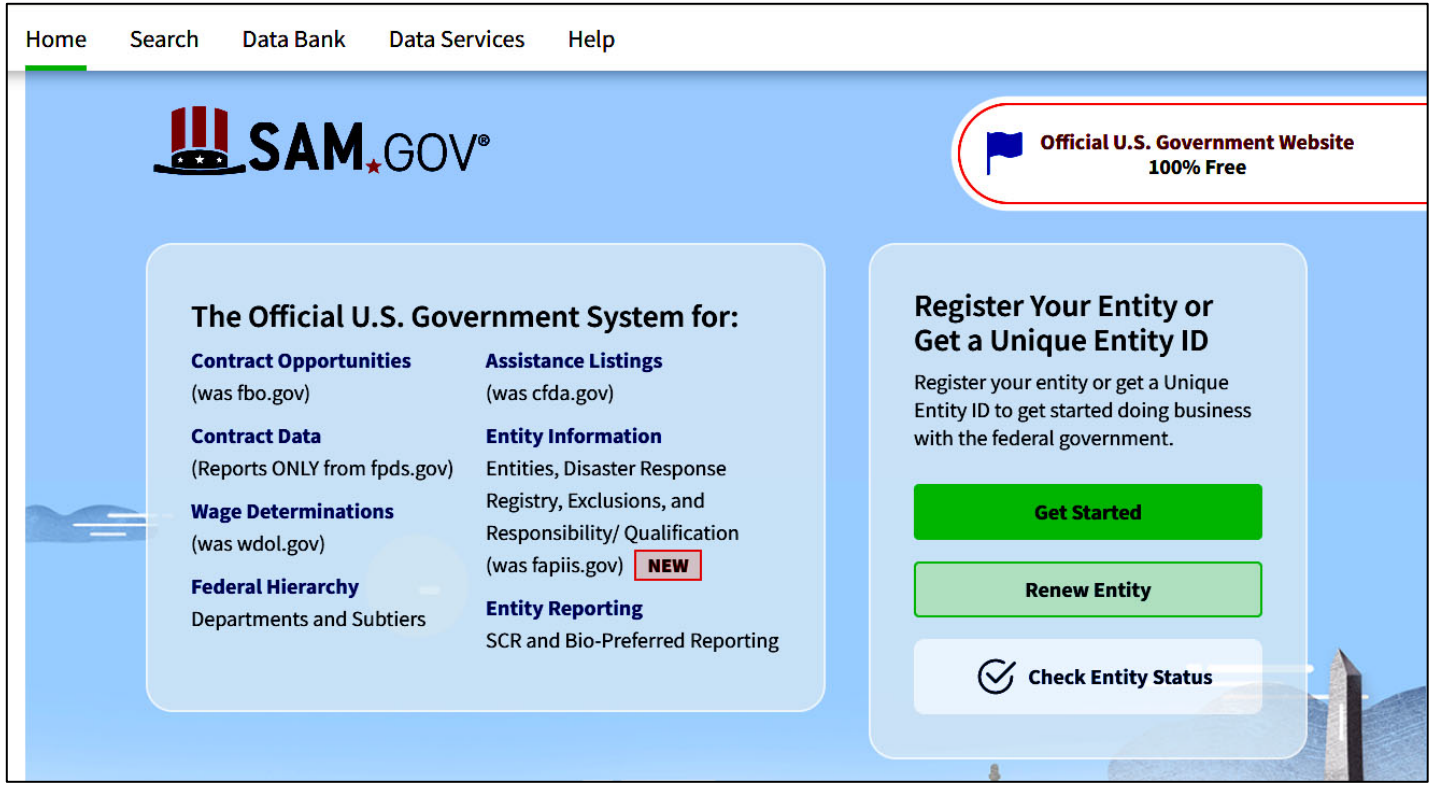
U.S. Department of Transportation
Federal Highway Administration

Getting Account Access

U.S. Department of Transportation
Federal Highway Administration

Application Process: Getting Account Access

- Must be registered in SAM.gov
- Must have an UEI (Unique Entity Identifier) (replaces DUNS Number)
- These processes can take several weeks to complete, so should be started well before the application deadline

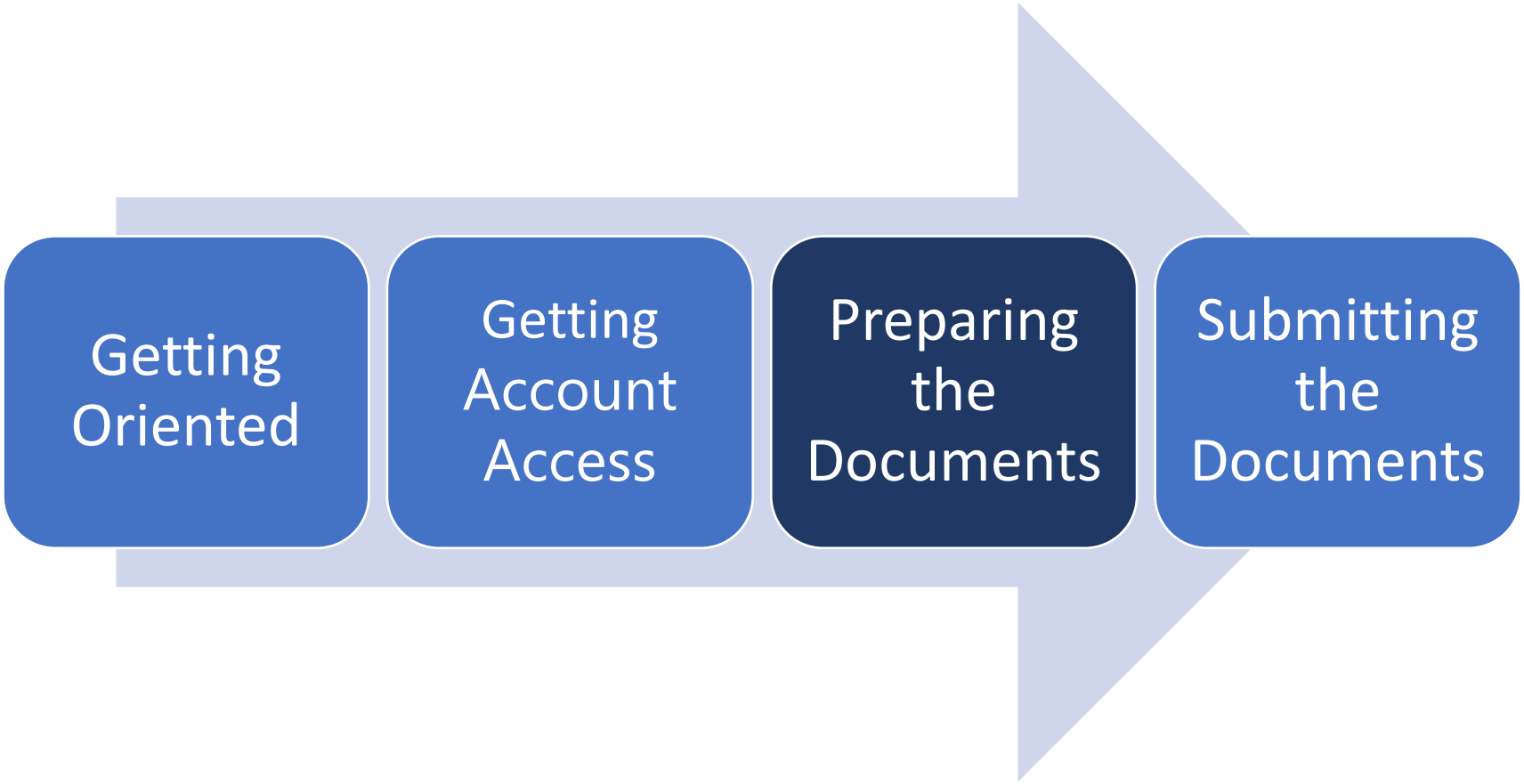


Grants.gov registration information: https://www.grants.gov/web/grants/applicants/registration.html

Direct Link to SAM: https://sam.gov/content/home or https://sam.gov

U.S. Department of Transportation
Federal Highway Administration

Preparing the Documents



U.S. Department of Transportation
Federal Highway Administration

Application Process: Preparing the Documents

Applications **must** include the following (submitted as individual PDFs):

Planning and Design Projects	Construction Projects
Standard Form 424 (Application for Federal Assistance)	
Grants.gov Lobbying Form (Certification Regarding Lobbying)	
Standard Form LLL (Disclosure of Lobbying Activities)	
Standard Form 424A (Budget Information for Non-Construction Programs)	**Standard Form 424C** (Budget Information for Construction Programs)
Standard Form 424B (Assurances for Non-Construction Programs)	**Standard Form 424D** (Assurances for Construction Programs)
Project Narrative	

Forms are available for download at:
https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html.

U.S. Department of Transportation
Federal Highway Administration

Application Process: Preparing the Documents

The **Project Narrative** should:

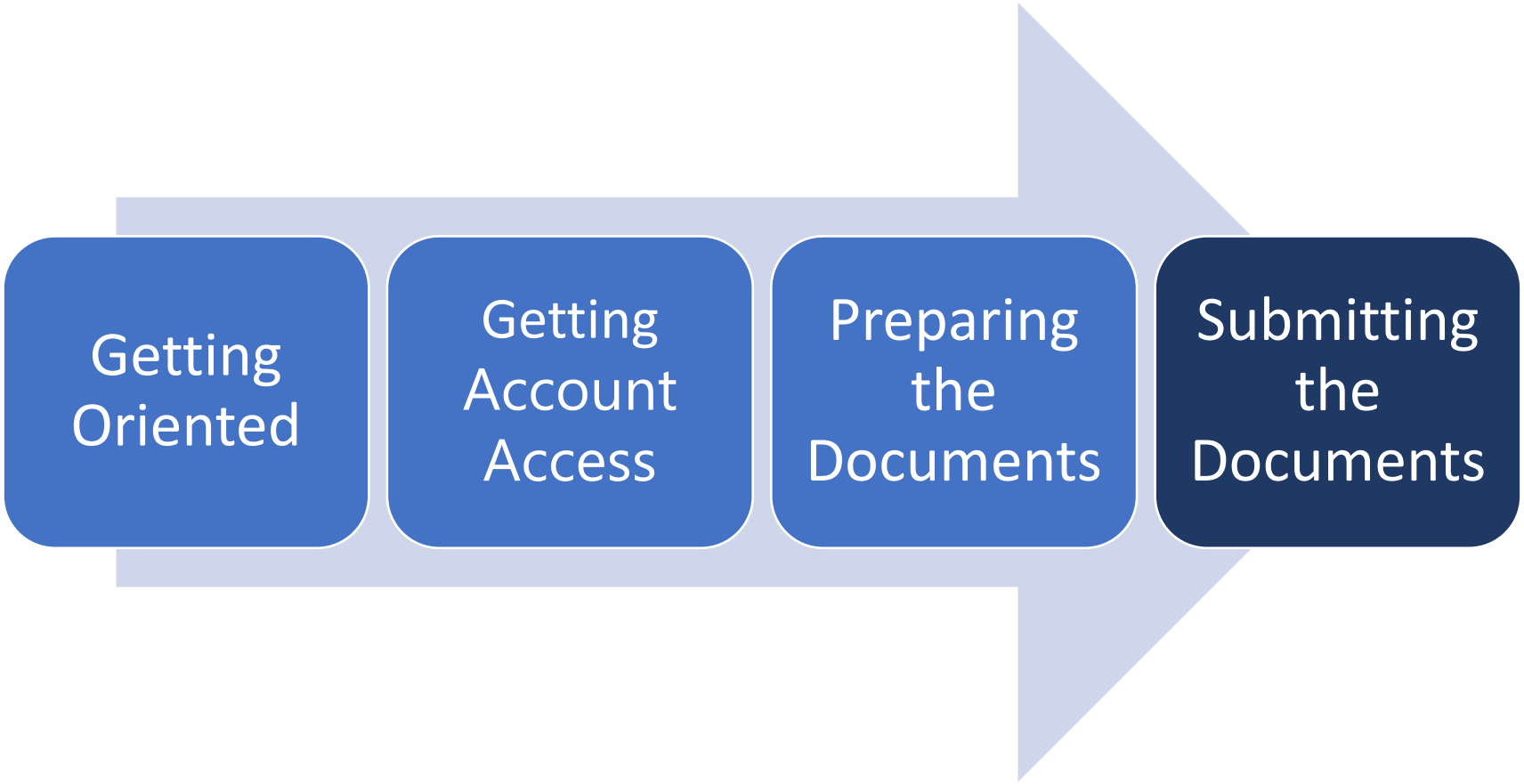
- For construction grants, be no more than 20 pages with standard formatting.
- For planning and design grants, be no more than 15 pages with standard formatting.
- Appendices do not count towards the page limits.
- Include information necessary for FHWA to determine that the project satisfies program requirements, merit criteria, and project readiness assessments.
- Provide supporting data and documentation in a form that is directly verifiable by DOT (to the extent practicable).

FHWA recommends that the **Project Narrative** follow the outline below:

- Basic Project Information – Project Description, Location, and Parties
- Grant Funds, Sources, and Uses of all Project Funding
- Merit Criteria
- Project Readiness and Environmental Risk
- Administration Priorities and Departmental Strategic Plan Goals
- FHWA Priority Selection Considerations
- Letters of Support

U.S. Department of Transportation
Federal Highway Administration

Submitting the Documents

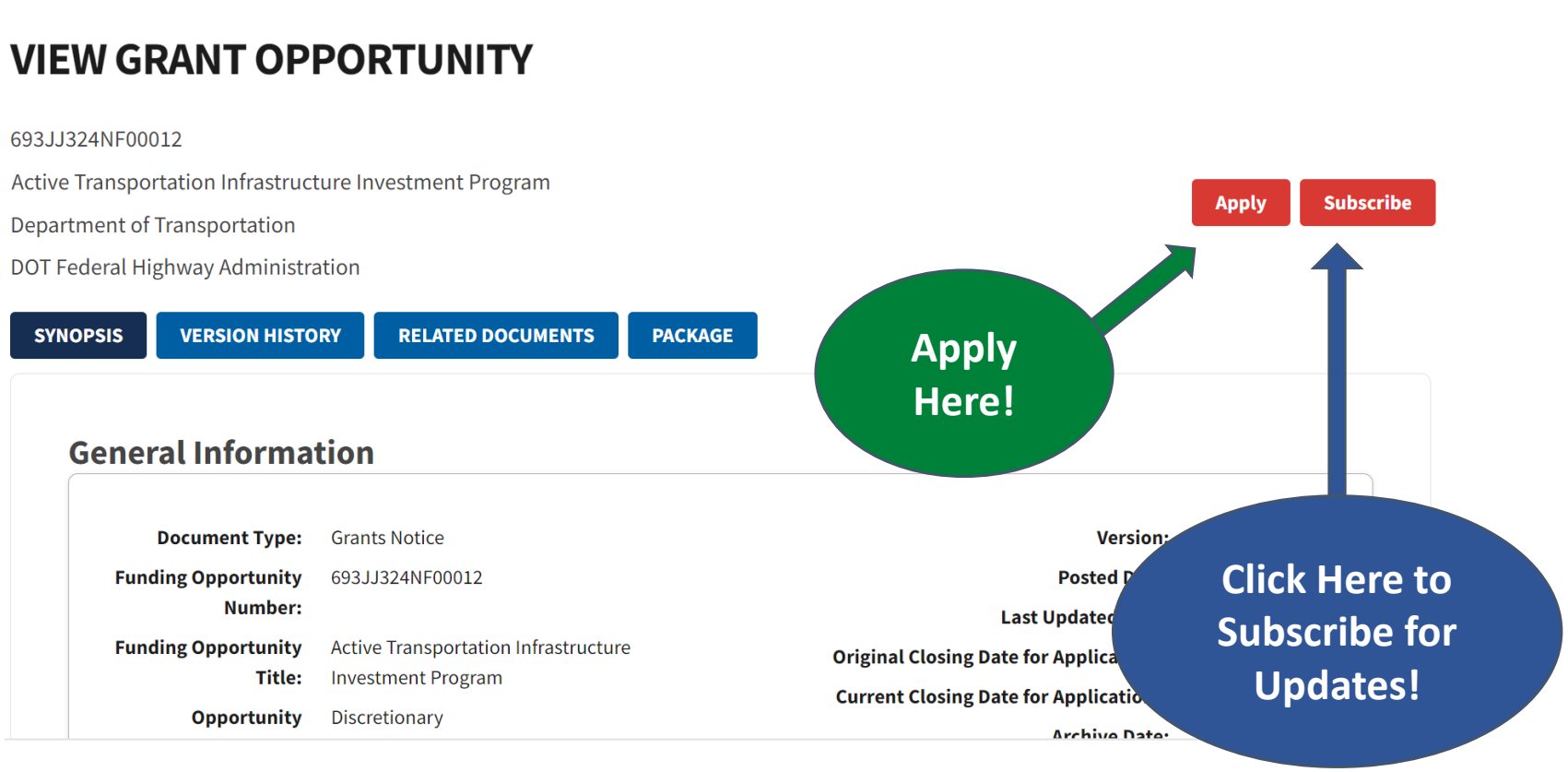


U.S. Department of Transportation
Federal Highway Administration

Application Process: Submitting the Documents

Select **Apply** to submit the application.

Once you have an account, you can stay informed by clicking **Subscribe** to subscribe to grant opportunity updates.

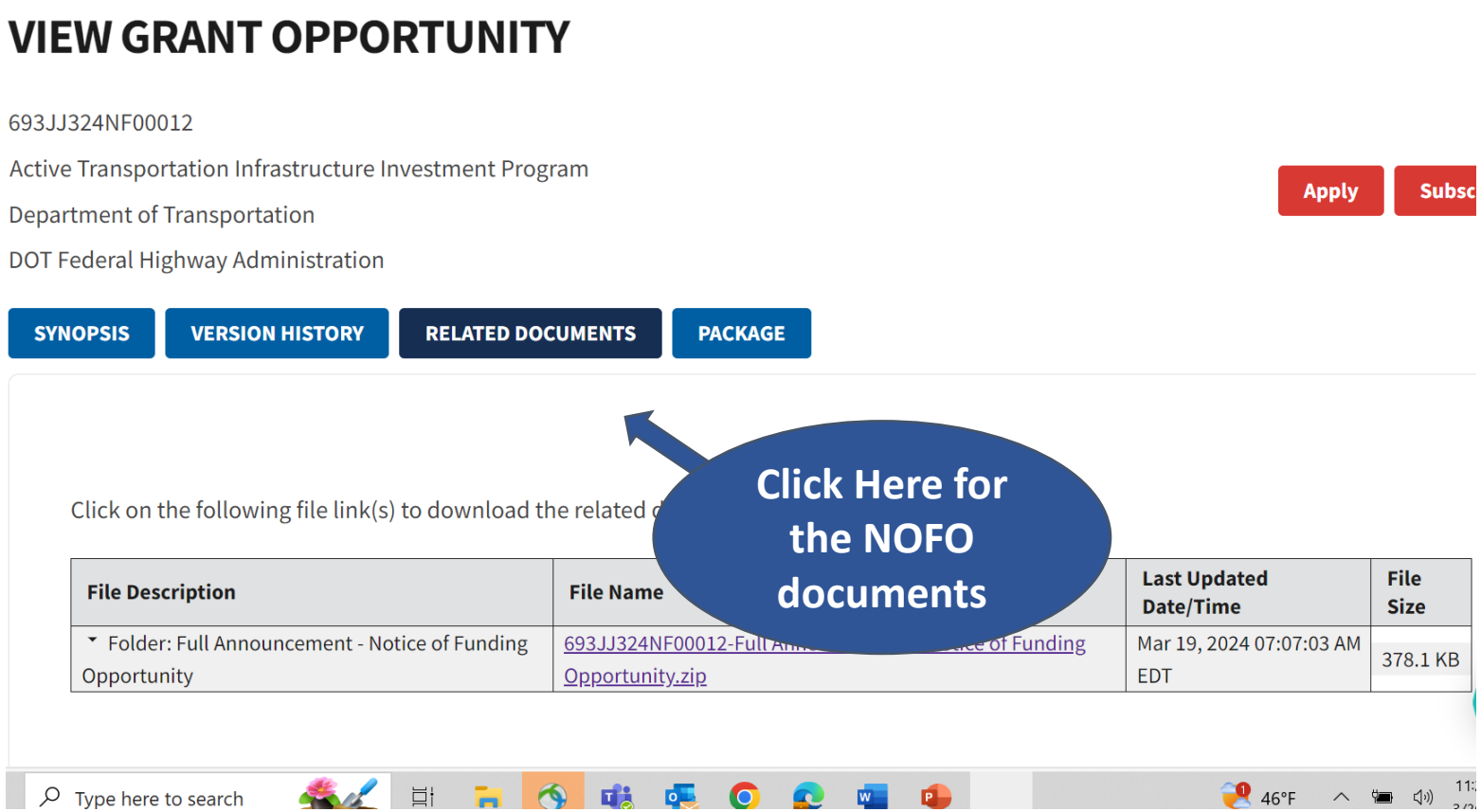


Direct Link to NOFO: grants.gov/search-results-detail/353043

U.S. Department of Transportation
Federal Highway Administration

Application Process: Submitting the Documents

See **Related Documents** to view the NOFO and Final Application Checklist

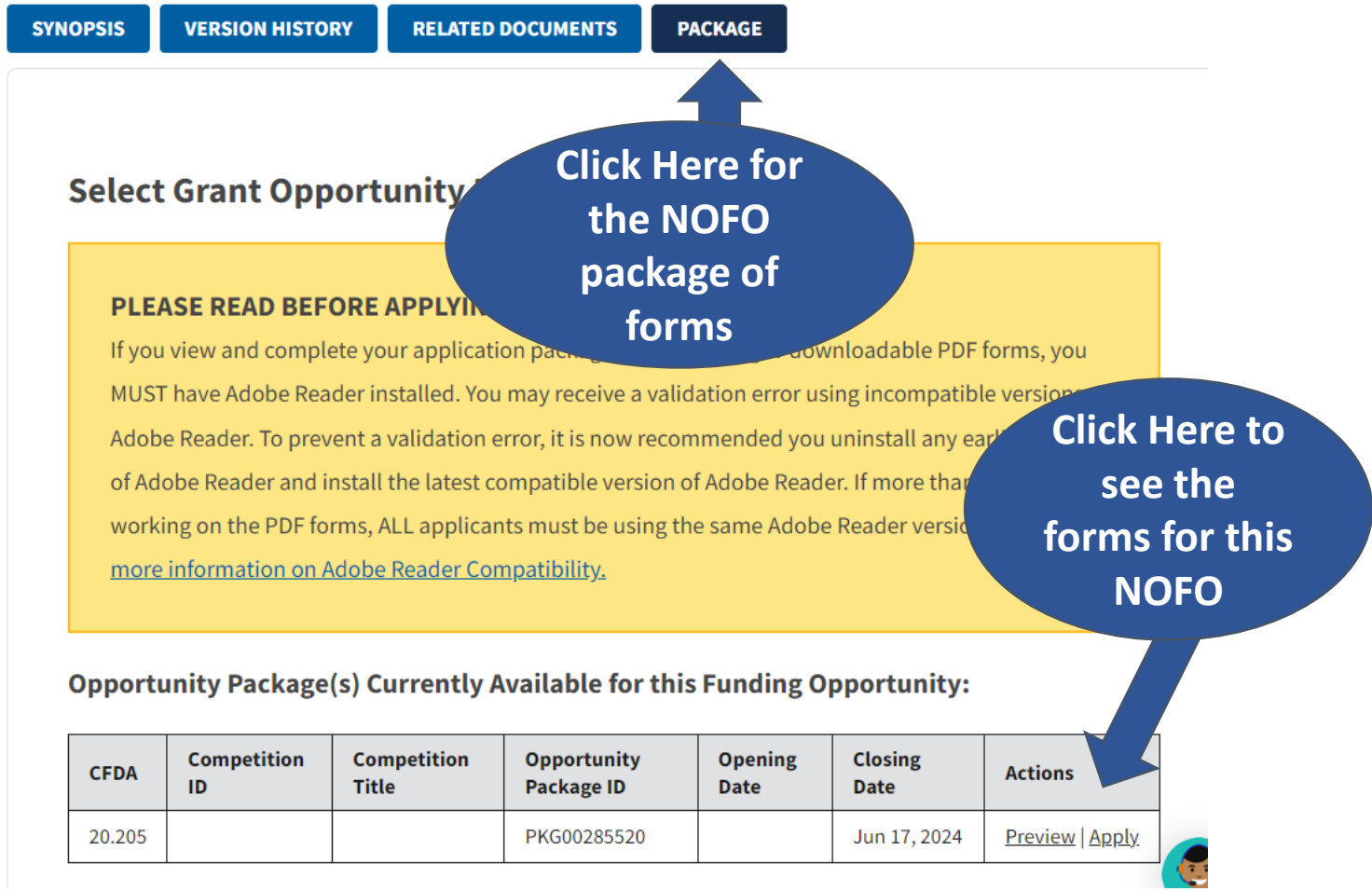


Direct Link to NOFO: grants.gov/search-results-detail/353043

U.S. Department of Transportation
Federal Highway Administration

Application Process: Submitting the Documents

Under the **Package** tab, select **Preview** to view the NOFO Forms

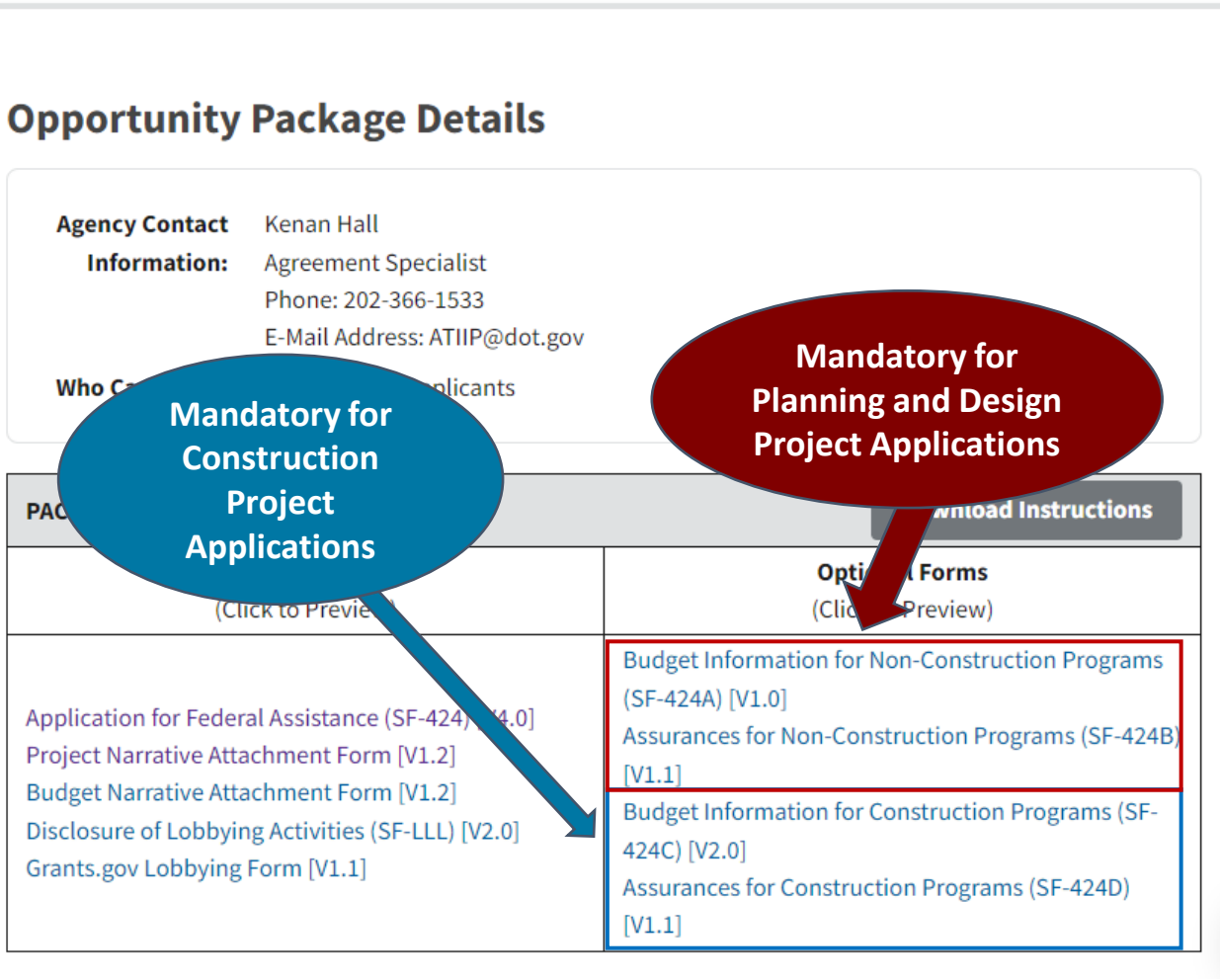


Direct Link to NOFO: grants.gov/search-results-detail/353043

U.S. Department of Transportation
Federal Highway Administration

Application Process: Submitting the Documents

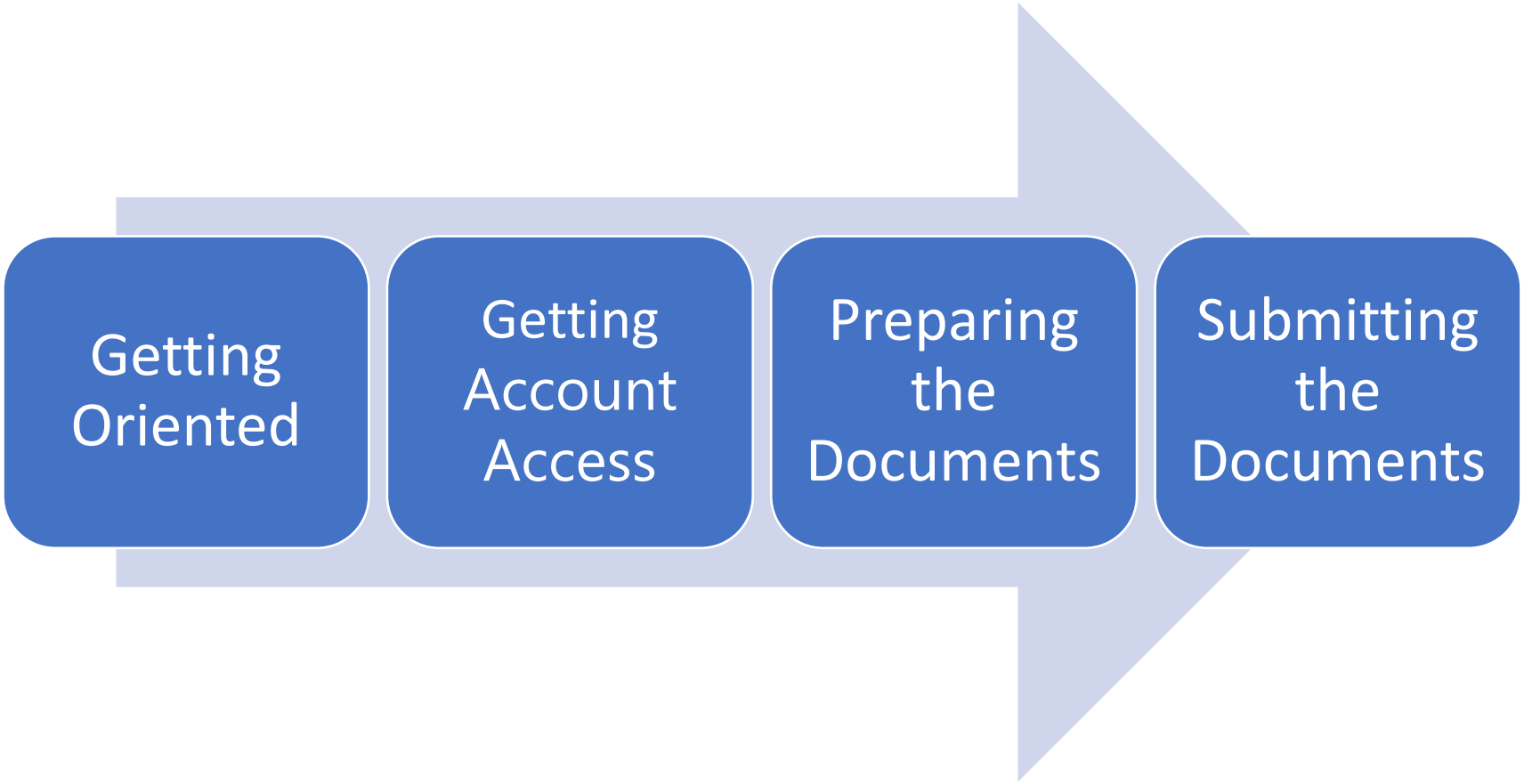
Refer to the list of required forms in Section D.2.a of the NOFO for each project type, as some forms listed as *Optional Forms* on this webpage are actually required based on the project type.



Direct Link to NOFO: grants.gov/search-results-detail/353043

U.S. Department of Transportation
Federal Highway Administration

Application Process



U.S. Department of Transportation
Federal Highway Administration

RESOURCES

U.S. Department of Transportation
Federal Highway Administration

ATIIP Program Website

- Links to NOFO, guidance, resources, etc.
- Information will be updated as it becomes available
- Sign up to receive email updates
- Email the program contact

Direct link to program website: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/

U.S. Department of Transportation
Federal Highway Administration

FHWA Program Resources

- FHWA Guidance: Bicycle and Pedestrian Planning, Program, and Project Development (May 2023)
- Technical Assistance Resources for Active Transportation (March 2024)
- Guidebook for Measuring Multimodal Network Connectivity (February 2018)
- Pedestrian and Bicycle Funding Opportunities (November 2023)

U.S. Department of Transportation
Federal Highway Administration

QUESTIONS?

Website: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/

NOFO: grants.gov/search-results-detail/353043

Email: atiip@dot.gov

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:20 PM) Consider License Agreement with Friends of the Farms to Provide Certain Services on the Morales Property, Johnson Farm, and M&E Properties - Executive,

SUMMARY: The City of Bainbridge Island owns approximately 60 acres of farmland in seven parcels across the Island. Based upon the 2006 report by the American Farmland Trust with Cascade Harvest Coalition, these fee-ownership properties were acquired to stop the loss of productive farmland and to promote healthy farming practices. These properties were managed on behalf of the City by a non-profit organization, Friends of the Farms, pursuant to a Master Lease and Management Agreement. In December 2023, the Council took action to terminate the Master Lease. In December, the City Council authorized a Transition Period of up to three months to ensure a smooth transition and allow the parties to negotiate a successor agreement, which was extended by one month via a temporary license agreement to continue negotiations for a successor agreement.

The attached license agreement provides for an ongoing arrangement between Friends of the Farms and the City of Bainbridge Island. The agreement allows Friends of the Farms to use three of the City's public farmland properties, Morales Farm, Johnson Farm and M&E, for certain purposes consistent with the mission of Friends of the Farms.

AGENDA CATEGORY: Contract **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to approve the license agreement with Friends of the Farms to provide certain services on the Morales property, Johnson Farm, and M&E properties and direct the City Manager to take necessary steps to complete the agreement.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In December 2023, the City Council terminated its Master Lease with Friends of the Farm for city owned farmland to pursue a different direction in management of its farmlands. At that time the Council expressed interest in entertaining a new agreement and with Friends of the Farm consistent with the mission of

Friends of the Farms and the Council's interest in encouraging community engagement in environmental activities.

Subsequently, the city approved an agreement that established a Transition Period of January 2024, with the option to extend for up to two months, including establishing services to be provided by Friends of the Farms and payment by the City during the Transition Period. The parties negotiated in good faith and agreed to a one-month extension via a temporary license agreement to complete negotiations. No compensation was provided during the one-month extension.

The license agreement grants to Friends of the Farms a license to access and use the Morales Farm, Johnson Farm, and M&E Property for certain specified purposes.

Morales Farm:

* Intern housing - satellite bedrooms and Morales farmhouse

* Community garden

Johnson Farm:

* P-Patch

* Orchard

* Educational programming

* Community events

M&E Property:

* Native Food Forest

* Educational programming

* Community events

* Informational signage

* Sheds

The term of the agreement is 5 years. The City will not pay Friends of the Farms a fee as part of this agreement. Friends of the Farms will not pay the City for use of the property, but will pay the City 5% of revenue earned from events organized on the City-owned property.

ATTACHMENTS:

Friends of the Farms - CoBI License Agreement for CC 04232024.docx

FISCAL DETAILS: Friends of the Farms shall be solely responsible for all costs associated with Friends' authorized uses of the Morales Farm, Johnson Farm, and M&E Property.

The City shall be responsible for making any necessary capital repairs to any infrastructure owned by the City and used in connection with the Morales Farm, Johnson Farm, or M&E Property. The City shall be responsible for certain maintenance on the Morales Farm, Johnson Farm, and M&E Property including the mowing of open spaces, and the maintenance of the trail system.

Fund Name(s):

Coding:

LICENSE AGREEMENT

THIS LICENSE AGREEMENT ("License") is entered into by the City of Bainbridge Island, a Washington municipal corporation ("City") and the Trust for Working Landscapes, a Washington nonprofit corporation, doing business as Friends of the Farms ("Friends"), for the purpose hereafter set forth.

RECITALS

A. The City is the owner of three agricultural parcels commonly known as the "Morales Farm," the "Johnson Farm," and the "M&E Property." The Morales Farm, the Johnson Farm, and the M&E Property are located in the City and are legally described on Exhibit A attached to this License and incorporated herein as if fully set forth.

B. Friends previously occupied the Morales Farm, the Johnson Farm, the M&E Property, and other City agricultural lands under a Master Lease and Management Agreement. The Master Lease and Management Agreement was terminated by the City and Friends effective December 31, 2023 (the "Lease").

C. Friends has requested the ability to use the Morales Farm, Johnson Farm, and M&E Property for specific purposes consistent with the City's and Friends' shared goals of preserving and enhancing agricultural properties and providing education and outreach to the public concerning agriculture (the "Shared Goals").

D. The City and Friends have agreed to this License to enable Friends to use the Morales Farm, Johnson Farm, and M&E Property for the purposes set forth herein.

NOW. THEREFORE, in consideration of the mutual promises of the City and Friends, and of other good and valuable consideration, the City and Friends agree as follows:

AGREEMENT

1. License Granted. The City hereby grants to Friends a license to access and use the Morales Farm, Johnson Farm, and M&E Property, including any necessary and related appurtenances, according to the terms and conditions set forth in this License. This License is a license to use property only and conveys no real property ownership or leasehold interest in the Morales Farm, Johnson, Farm, or M&E Property, or any permanent structure located thereon, to Friends.

2. Term of License. This License shall be valid for a period of five years from the Effective Date described below, unless sooner terminated as provided below. This License may be renewed for an additional five years upon mutual agreement of the parties.

3. Consideration. Friends shall not be required to pay the City for the use of the Morales Farm, Johnson Farm, and M&E Property as described in Section 2 above. The services provided by Friends are of benefit to the City and serve the City's agricultural preservation goals

and therefore constitute good and valuable consideration to the City for this License. The use of the Morales Farm, Johnson Farm, and M&E Property by Friends is of benefit to Friends, and serves Friends mission related to local agriculture and therefore constitutes good and valuable consideration to Friends for this License.

4. Use of Farm Properties. Friends is authorized to use the Morales Farm, Johnson Farm and M&E Property for purposes consistent with the Shared Goals, including the following purposes:

A. General Programming. Friends shall have the right to manage and schedule and coordinate all programming and events on the Morales Farm, Johnson Farm and M&E Property, including without limitation, any special events, weddings, athletic events, educational camps, and other events and programs consistent with the Shared Goals. Friends shall be solely responsible for the management of rental agreements with third parties for events such as weddings and athletic events and shall pay the City five percent (5%) of the gross rental revenue. .Friends will use reasonable diligence to assist event and programming organizers in determining if a Special Events permit is required from the City. If a Special Events permit is required, Friends will work with the event planner to complete all steps necessary to obtain the permit. In the event the City desires to use the Morales Farm, Johnson Farm and M&E Property for any events or programming, Friends will use reasonable efforts to accommodate such use by the City, to the extent such activities (i) are consistent with the Shared Goals, and (ii) do not interfere with Friends' existing planned or scheduled events. All use by the City shall be without charge.

B. Morales Farm. Friends may use the Morales Farm for the following purposes:

(i) Intern Housing Program: Friends owns three satellite bedrooms located on the Morales Farm. Friends will continue to own, manage, and maintain such satellite bedrooms and shall at all times keep them in good repair and in safe and sanitary condition. Friends will operate a housing program for interns and young farmers employed in farm operations on the property or on other farms in the vicinity. Friends shall have the exclusive responsibility for determining who may participate in the intern housing program.

(ii) Morales Farmhouse: Friends shall have exclusive use of the Morales Farmhouse to support its programming, including the use of the Farmhouse bathroom and kitchen. Friends shall pay all utility costs incurred at the Morales Farmhouse and related to their use of the property, including but not limited, to, any costs for electricity, heat, telephone, internet, and television.

(iii) Community Garden: Friends has established a community garden immediately south of the Morales Farmhouse. Friends shall have exclusive responsibility for determining who may use the garden and how it may be

used. Friends shall and shall be responsible for all maintenance and repair of the community garden.

C. Johnson Farm. Friends may use the Johnson Farm for the following purposes:

(i) P-Patch: Friends has an established p-patch program and may continue that program on the Johnson Farm. The footprint of the p-patch as it exists on the Effective Date of this License, and as depicted on Exhibit B attached hereto, shall not change without consultation with and the express permission of the City. Friends shall have exclusive responsibility for determining who may use the p-patch and how the p-patch may be used. Friends shall be responsible for maintaining fencing around the p-patch and for all repair and maintenance of the p-patch.

(ii) Orchard: Friends has an established relationship with the Bainbridge Island Fruit Club for maintenance and programming at the orchard on the Johnson Farm. Friends will manage, in coordination with the Bainbridge Island Fruit Club, all activities related to the orchard.

(iii) Educational Programming: Friends will offer educational programming to local students, community members and visitors. The programming will be consistent with Friends' mission related to local agriculture.

(iv) Community Events: Friends will manage public use of the Johnson Farm for public events.

D. M&E Property. Friends established a Native Food Forest on the M&E Property during the time that the Master Lease and Management Agreement was in effect. Friends may continue to operate and maintain the Native Food Forest in its current location and will provide the following services on the M&E Property in conjunction with the Native Food Forest use:

(i) Educational Programming: Friends will offer educational programming to local students, community members and visitors. The programming will be consistent with Friends' mission related to local agriculture and the Native Food Forest.

(ii) Community Events: Friends will manage public use of the M&E Property for public events.

(iii) Informational Signage: Friends may provide and maintain accessible informational signage that complies with the City's sign regulations. The signage would provide directional information and other information regarding the Native Food Forest and the on-site uses.

(iv) Sheds: Friends will own, manage, maintain, and repair the recently constructed storage shed near the Charles Place entrance on the M&E Property. At Friends' sole cost and expense, Friends shall have the right to remove the existing shed structures located on the M&E property, near its northern boundary and east of the pond located across such boundary.

5. Condition of Property. Friends covenants and warrants that it is familiar with and has fully inspected the Morales Farm, Johnson Farm, and M&E Property and that the same are reasonably safe and suitable for Friends' intended uses as permitted under this License. Friends accepts the Morales Farm, Johnson Farm, and M&E Property "as-is" without warranty of any kind, whether express or implied.

6. Water. Friends shall be entitled to utilize shared irrigation and water resources from wells on City agricultural lands in cooperation with the Farm Manager referred to in Section 11 below. If water is provided by a municipal water purveyor at any time during the term of this License, such as Kitsap County Public Utilities District or the City of Bainbridge Island, Friends shall be responsible for paying for the water in their authorized use of the farm properties. Friends of the Farms shall not be responsible for use, negligence, or vandalism unrelated to Friends' activities.

7. Costs. Friends shall be solely responsible for all costs associated with Friends' authorized uses of the Morales Farm, Johnson Farm, and M&E Property. The City shall not be obligated to contribute funds to Friends or otherwise make expenditures in support of Friends' uses, except as expressly provided in this License. Friends may charge reasonable fees to third parties for programming and services provided by Friends on the Morales Farm, Johnson Farm, and M&E Property.

8. Damages from Use. Friends shall be solely responsible for all damage to the Morales Farm, the Johnson Farm, and the M&E Property arising from Friends' uses, including but not limited to, any damage to the Morales Farmhouse or any other buildings or infrastructure on the site, caused by or arising out of Friends' use or the use of any invitee, tenant, or other person using the Morales Farm, the Johnson Farm, or the M&E Property with the permission of Friends. Ordinary wear and tear shall not be Friends' responsibility except as provided in this License. If Friends' use causes damage to the Morales Farm, the Johnson Farm, or the M&E Property, Friends shall promptly repair such damage at no cost the City.

9. Maintenance by the City. Except as provided in this License, the City shall not be obligated to make any repairs or improvements to the Morales Farm, Johnson Farm, or M&E Property as a condition of this License.

A. **Capital Repairs**. Notwithstanding anything in this License to the contrary, the City shall be responsible for making any necessary capital repairs to any infrastructure owned by the City and used in connection with the Morales Farm, Johnson Farm, or M&E Property, including without limitation to the Morales Farmhouse, and all related water, electric and septic system infrastructure.

B. **Trails and Open Spaces**. Notwithstanding anything in this License to the contrary, Friends and the City hereby acknowledge that the City shall be responsible for certain maintenance on the Morales Farm, Johnson Farm, and M&E Property including the mowing of open spaces, and the maintenance of the trail system.

C. **Morales Farmhouse**. Subject to Friends' responsibility for damage set forth in Section 7, the City shall be responsible for providing regular maintenance and repair of the Morales Farmhouse and associated City owned infrastructure, except that Friends shall be responsible for routine annual maintenance associated with the Morales Farmhouse septic system.

10. Cooperation with Other Farmers. Friends will work cooperatively with neighboring tenant farmers and anyone leasing portions of the Morales Farm, Johnson Farm, or M&E Property from the City. Friends will not deny neighboring tenant farmers and landowners access to shared roads, irrigation systems, and any other shared infrastructure.

11. Cooperation with Farm Manager. The City has contracted with Brian Stahl ("Farm Manager") to manage the farm leases and agricultural uses on the Morales Farm, Johnson Farm, and M&E Property, as well as on other agricultural properties owned by the City. Friends agrees to work cooperatively with the Farm Manager and any designee or successor of the Farm Manager, in Friends' use of the Morales Farm, Johnson Farm, and M&E Property.

12. Access by City. The City shall retain the right to enter upon the Morales Farm, Johnson Farm, and M&E Property at any time after giving reasonable notice to Friends. The City hereby covenants and agrees not to take any action that would materially adversely affect the rights of Friends to use the Morales Farm, Johnson Farm and M&E Property for the purposes set forth in this License. The City shall provide at least five (5) business days notice prior to commencing any work that will require excavation of the Morales Farm, Johnson Farm, or M&E Property, including any drainage work.

13. Alterations. Except as otherwise provided in this License, Friends shall not make any permanent additions or alterations to the Morales Farm, Johnson Farm, or the M&E Property without the consent of the City. For the avoidance of doubt, Friends may continue to operate the satellite bedrooms, community garden, p-patch, and Native Food Forest referenced in Section 4, in the ordinary course of operations, consistent with past practices.

14. Annual Report. Friends shall provide an annual report to the City Manager and City Council of the City detailing the activities and uses conducted on the Morales Farm, Johnson Farm, and M&E Property during the preceding calendar year. The Annual Report will be submitted no later than March 15 of each year.

15. Liens. Friends shall not suffer any lien to be recorded against the Morales Farm, Johnson Farm, or M&E Property as a consequence of any action of Friends, including but not limited to, liens of contractors, subcontractors, or suppliers related to any maintenance or work completed at Friends' request. In the event that any such lien is filed, Friends shall immediately satisfy and remove the same, provided, that if the correctness or validity of a claim of lien filed

pursuant to Chapter 60.04 RCW is disputed by Friends, Friends may exercise its rights to bond for the amount of the lien in lieu of payment as provided in RCW 60.04.161, as the same exists or may hereafter be amended, as long as the lien is released by the filing of the bond.

16. License. This License is a license to use property and does not grant Friends any property interest, by lease or otherwise, in the Morales Farm, Johnson Farm, or M&E Property.

17. Nondiscrimination and Compliance with Laws.

A. **Nondiscrimination.** Friends agrees not to discriminate against any programming participant, employee or applicant for employment, or any other person in the performance of this License or the use of the Morales Farm, Johnson Farm, or M&E Property because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, gender identity, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. **Compliance.** Friends shall comply with all federal, state, and local laws and ordinances applicable to the uses made under this License.

C. **Material Breach.** Violation of this section shall be a material breach of this License and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further licenses or agreements with the City.

18. Indemnification.

A. By Friends. Friends agrees to indemnify, defend, and hold harmless the City, its employees, officers, volunteers, agents, successors, and assigns from and against any and all damages, injuries, claims, or other liability of whatsoever kind or nature (including, but not limited to, reasonable attorneys' fees) incurred by Friends, or Friends' invitees, guests, tenants, or other third parties, relating to, resulting from, directly arising from, or associated with Friends' use of the Morales Farm, Johnson Farm, or M&E Property under this License, except for injuries and damages caused by the negligence or intentional misconduct of the City. Friends expressly agrees that the indemnity obligations in this License shall apply to claims brought against the City, its officers, volunteers, agents, successors, and assigns by employees or agents of Friends, notwithstanding any immunity provisions of the worker's compensation or industrial insurance statutes. This indemnification shall survive the expiration or termination of this License.

B. By City. To the extent permitted by applicable law, the City agrees to indemnify, defend, and hold harmless Friends, its employees, officers, volunteers, agents, successors, and assigns from and against any and all damages, injuries, claims, or other liability of whatsoever kind or nature (including, but not limited to, reasonable attorneys' fees) directly arising from, or associated with injuries and damages caused by the City's negligence or intentional misconduct with respect to the Morales Farm, Johnson Farm, or M&E Property.

19. Insurance. Friends shall maintain the insurance described in Exhibit C.

20. Termination.

A. Termination by City for Default. The City may terminate this License at any time if Friends defaults in the performance of any of its material obligations under this License. In such event, the City shall provide written notice of termination to Friends setting forth the nature of the default, and Friends shall have sixty (60) days to cure such default and avoid termination, provided, that if the alleged default is such that it cannot reasonably be cured within sixty (60) days, Friends may cure such default by commencing in good faith to cure the default promptly after its receipt of such written notice and prosecuting the cure of such default to completion with diligence and continuity within a reasonable time thereafter. If the default is not cured as provided in this subsection, this License shall terminate.

B. Termination by City for Convenience. The City may terminate this License at any time without cause by providing six (6) months written notice to Friends.

C. Termination for Failure to Maintain Insurance. As provided in the Insurance Requirements in Exhibit C, the City may terminate this License immediately if Friends fails to maintain the required insurance and fails to cure its noncompliance within five (5) days after notice by the City.

D. Termination by Friends for Convenience. Friends may terminate this License at any time without cause upon providing sixty (60) days' written notice to the City.

E. Automatic Termination. This License shall automatically terminate if:

(i) Friends files a petition for bankruptcy, reorganization, or similar arrangement under any statute, or makes an assignment for the benefit of creditors, or takes advantage of any statute relating to insolvency; or

(ii) A case in bankruptcy or receivership under the laws of any state is commenced against Friends, unless the same is dismissed within sixty (60) days after commencement; or

(iii) Friends dissolves as a nonprofit corporation, voluntarily or involuntarily, or changes from a nonprofit corporation to a for profit corporation; or

(iv) Friends ceases to be a 501(c)(3) organization under the Internal Revenue Code.

F. Effect of Termination or Expiration. Upon the expiration or termination of this License, the rights and obligations of the parties under this License shall terminate except as provided herein. Friends shall thereafter have no further authority to use the Morales Farm, Johnson Farm, or M&E Property. Friends shall immediately vacate any and all portions of the Morales Farm, Johnson Farm, and M&E Property used and occupied by Friends and shall remove any personal property of Friends from the premises, including but not limited to, the satellite bedrooms on the Morales Farm and the shed on the Johnson Farm.

21. Sublicensing and Assignment. This License, or any interest herein or claim hereunder, shall not be sublicensed, assigned or transferred in whole or in part by Friends to any other person or entity.

22. Extent of License – Modification. This License, 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 License may be amended, modified, or added to only by written instrument properly signed by both parties.

23. Severability.

A. Invalidity. If a court of competent jurisdiction holds any part, term, or provision of this License 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 License did not contain the particular provision held to be invalid.

B. Conflicts. If any provision of this License 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.

24. Fair Meaning. The terms of this License shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship.

25. Nonwaiver. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this License 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 License, 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.

26. 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 Friends: _____
_____
_____
_____

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.

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

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

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

30. Attorney's Fees. If either party commences litigation against the other to enforce this License or to redress any breach thereof, the prevailing party in any such litigation shall be entitled to recover its costs and reasonable attorney's fees from the non-prevailing party.

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

IN WITNESS WHEREOF, the parties have executed this License effective as of the later of the signature dates included below ("Effective Date").

TRUST FOR WORKING LANDSCAPES DBA FRIENDS OF THE FARMS	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By;_____	By:_____
Name:_____	Blair King, City Manager
Title:_____	
Tax ID #_____	
City Business License #_____	

EXHIBIT A

LEGAL DESCRIPTION OF LICENSED PROPERTIES

MORALES FARM

THE WEST 330 FEET OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M .. IN KITSAP COUNTY, WASHINGTON;

EXCEPT THAT PORTION CONVEYED TO STATE OF WASHINGTON FOR SECONDARY HIGHWAY NO. 21. BY DEED RECORDED MAY 26, 1951, UNDER AUDITOR'S FILE NO. 533335:

AND EXCEPT ROADS.

JOHNSON FARM

RESULTANT PARCEL A OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200108090145. RECORDS OF KITSAP COUNTY. WASHING TON. DESCRIBED AS FOLLOWS:

THAT PORTION OF THE NORTH ONE-HALF OF THE SOUTH ONE-HALF OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY. WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 28: THENCE ALONG THE NORTH-SOUTH CENTERLINE OF SAID SECTION 28. SOUTH 00*56'10 WEST I 316.84 FEET TO THE NORTH

SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28 AND THE TRUE POINT OF BEGINNING; THENCE ALONG THE NORTH LINE OF SAID SUBDIVISION. NORTH 89*04'22 WEST 393.41 FEET; THENCE LEAVING SAID NORTH LINE. SOUTH 21 *36'14 EAST 393.06 FEET; THENCE NORTH 89*04'22 WEST 635.79 FEET: THENCE SOUTH 89* I l '42 WEST 71.58 FEET TO THE EAST LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 8103300054; THENCE ALONG SAID EAST LINE, SOUTH 00*49'49 WEST 12.46 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL; THENCE ALONG THE SOUTH LINE OF SAID PARCEL AND THE PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1144465. SOUTH 89*01'21 WEST 365.18 FEET TO THE WEST LINE OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28: THENCE ALONG SAID WEST LINE, NORTH 00*49'49 EAST 9.82

FEET; THENCE CONTINUING ALONG THE SOUTH LINE OF SAID PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1144465, NORTH 89*04'22 WEST 357.52 FEET TO THE EAST LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 982136; THENCE ALONG SAID EAST LINE SOUTH 00*46'38 WEST 149.99 FEET TO THE SOUTHEAST CORNER THEREOF: THENCE ALONG THE SOUTH LINE OF SAID PARCEL NORTH 89*04'22 WEST 240.00 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE ALONG THE WEST LINE OF SAID PARCEL. NORTH 00*46'38 EAST 40.00 FEET TO THE SOUTH LINE OF THAT PARCEL DESCRIBED UNDER AUDITOR'S FILE NO. 1086501: THENCE ALONG SAID SOUTH LINE, NORTH 89*04'22 WEST 253.67 FEET TO THE EAST LINE OF THE WEST 463.75 FEET OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28; THENCE ALONG SAID EAST LINE, SOUTH 00*43'28 WEST 167.61 FEET TO THE SOUTH LINE OF THE NORTH ONE-HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28: THENCE ALONG SAID SOUTH LINE AND THE SOUTH LINE OF THE NORTH ONE-HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 28, SOUTH 89*02'53 EAST 2165.31 FEET TO THE SOUTHEAST CORNER OF SAID NORTH ONE-HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER; THENCE ALONG THE EAST LINE OF SAID SUBDIVISION. NORTH 00*56'10 EAST 658.42 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THE RIGHT OF WAY OF FLETCHER BAY ROAD N.E. CONVEYED UNDER AUDITOR'S FILE NO. 1003493.

EXCEPT THE RIGHT OF WAY OF ISLAND CENTER ROAD N.E. CONVEYED UNDER AUDITOR'S FILE NO. 280318.

EXCEPT THE RIGHT OF WAY OF N.E. JOHNSONVILLE LANE RECORDED UNDER AUDITOR'S FILE NO. 200106270142.

SUBJECT TO AND TOGETHER WITH EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

M&E PROPERTY

Tax Account No. I 02502-1-029-2008

WEST HALF OF Tl IE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; AND EAST HALF OF THE WEST HALF OF THE NORTH HALF Of THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER:

EXCEPT THE FOLLOWING DESCRIBED TRACTS:

PARCEL A: THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10. TOWNSHIP 25N, RANGE 2 EAST, W.M., KITSAP CO.. WA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SUBDIVISION WHICH IS SOUTH 88*05'05 EAST

473.56 FEET FROM THE NORTHWEST CORNER THEREOF; THENCE SOUTH

6*07'33 EAST 112.26 FEET; THENCE SOUTH 72*19'53 EAST 159.83 FEET; THENCE NORTH 29*44'49 EAST 174.76 FEET TO THE NORTH LINE OF SAID SUBDIVISION; THENCE NORTH 88*05'05 WEST 251.12 FEET TO THE POINT OF BEGINNING.

PARCEL B: BEGINNING AT A POINT 300 FEET SOUTH OF THE NORTHWEST CORNER OF SAID EAST HALF OF THE WEST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 360 FEET MORE OR LESS, TO THE SOUTHWEST CORNER THEREOF; THENCE EAST 270 FEET: THENCE IN A NORTHEASTERLY DIRECTION TO THE POINT OF BEGINNING ALL IN SECTION 10, TOWNSHIP 25N, RANGE 2 EAST. W.M., KITSAP CO.. WA: TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE SOUTHWESTERLY 20 FEET OF THE ABOVE EXCEPTED PARCEL A.

SUBJECT TO THAT EASEMENT RESERVED UNTO AKIO SUYEMATSU, HIS HEIRS, SUCCESSORS AND ASSIGNS, IN THAT STATUTORY WARRANTY DEED DATED MARCH 28. 1986 AND RECORDED UNDER KITSAP COUNTY RECORDING NO. 8604040097. FOR INGRESS, EGRESS AND UTILITIES OVER, UNDER AND ACROSS THE EAST IO FEET OF THE HEREIN DESCRIBED PROPERTY FOR THE BENEFIT OF AKIO SUYEMATSU'S ADJACENT PROPERTY, BEING THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 24, NORTH, RANGE 2 EAST.

Tax Account No. I 02502-1-028-2009

EAST HALF OF THE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH. RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS AND UTILITIES OVER A PORTION OF THE WEST HALF OF THE EAST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER. SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY.WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED PROPERTY: THENCE NORTH 30 FEET; THENCE WEST 30 FEET; THENCE SOUTH 30 FEET: THENCE EAST 30 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OYER, UNDER AND ACROSS THE FOLLOWING DESCRIBED PROPERTY:

PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT NORTH 87°55'25" WEST 1331.44 FEET AND NORTH 1°11 '59"' EAST 342.62 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 10; THENCE NORTH 1°11'59" EAST 315.00 FEET TO THE NORTHWEST CORNER OF THE PLAT OF "VIEW CREST" RECORDED IN VOLUME 9 OF PLATS, PAGE 30, RECORDS OF KITSAP COUNTY, WASHINGTON; THENCE NORTH 88°00' 12" WEST 330.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 88°00' 12" WEST 20.00 FEET; THENCE SOUTH 1 °11·51 " WEST 315.00 FEET; THENCE SOUTH 88°00' 12" EAST 20 FEET; THENCE NORTH 1°11·51-- EAST 315.00 FEET TO THE TRUE POINT OF BEGINNING.

SITUATE IN KITSAP COUNTY, WASHINGTON.

EXHIBIT B

P-PATCH FOOTPRINT

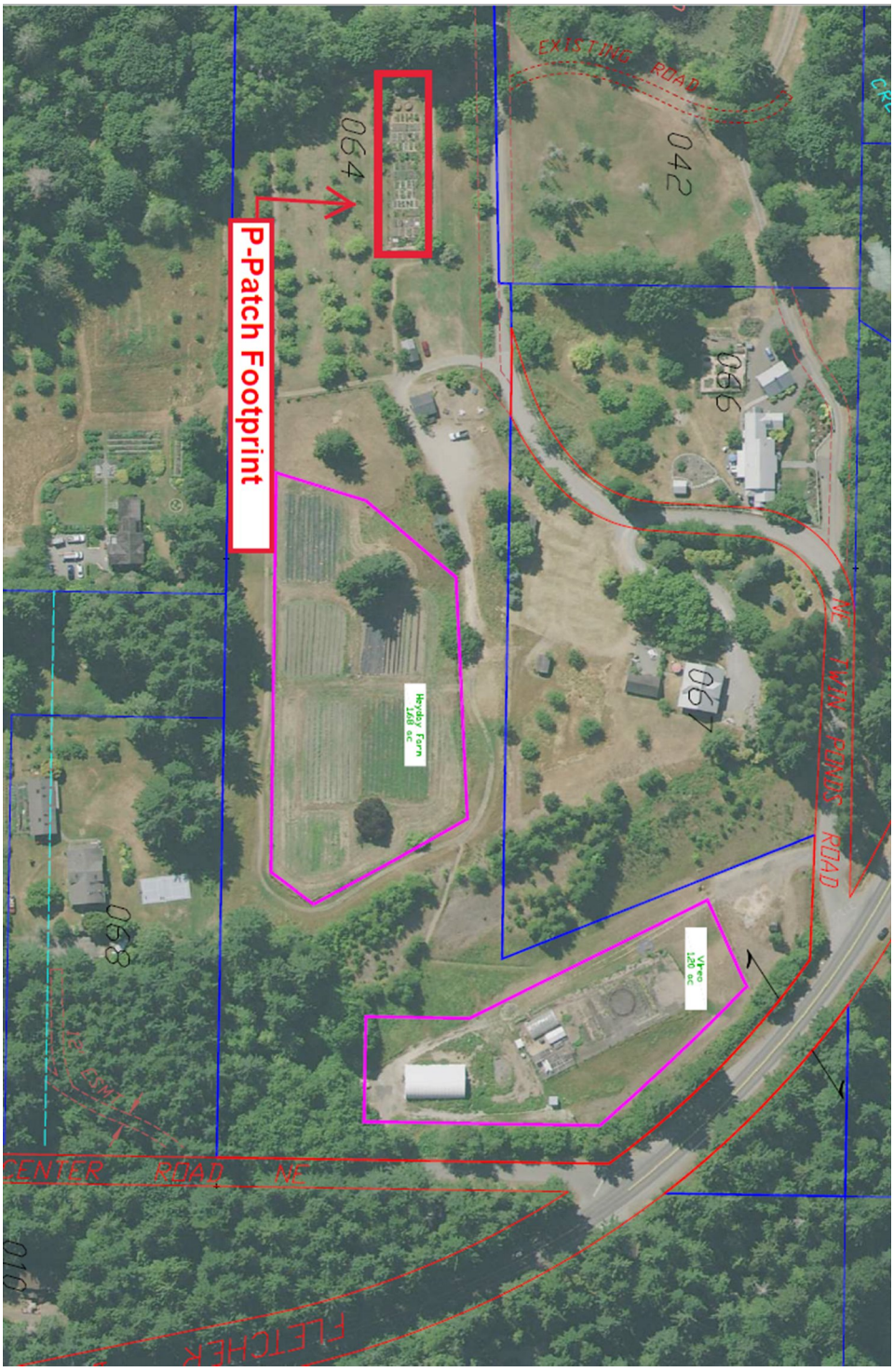


EXHIBIT C

INSURANCE REQUIREMENTS

A. Insurance Term

Friends shall procure and maintain for the duration of the License insurance against claims for injuries to persons or damage to property which may arise from or in connection with the property uses by Friends, its agents, representatives, or employees.

B. No Limitation

Friends' maintenance of insurance as required by the License shall not be construed to limit the liability of the Friends 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

Friends 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 Friends' 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.

D. Minimum Amounts of Insurance

Friends shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

E. Other Insurance Provision

Friends' Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Friends' 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, provided, however, that [Chubb Insurance], as Friends' current insurance provider, shall be acceptable for all purposes.

G. Verification of Coverage

Before commencing use occupancy under the License, the Friends shall provide to the City Manager a Certificate of Insurance evidencing the required insurance. Friends 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 Friends before commencement of the uses and occupancy. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

Friends 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 Friends to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving fourteen (14) days' notice to Friends to correct the breach, immediately terminate this License 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.

J. City Full Availability of Property Manager Limits.

If Friends 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 Friends, irrespective of whether such limits maintained by Friends are greater than those required by this License or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Friends.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:30 PM) Confirm Appointments to the Planning Commission,

SUMMARY: A call for participation was issued for volunteers to serve on the Planning Commission. The member selection panel consisted of Mayor Deets, Councilmember Fantroy-Johnson, Council liaison Mathews, Planning Commissioners Birtley and Schaab and Race Equity Advisory Committee Member Hall. The member selection panel recommends the appointments as shown in the suggested motion. 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). The applications for all of the applicants who submitted a timely application for the positions under consideration are included in this agenda item.

AGENDA CATEGORY: Appointment **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Alexander Preudhomme to the Planning Commission, Position 3, to a three-year term ending in June, 2027.

I move to confirm the recommended appointment of Criss Garcia to the Planning Commission, Position 4, to a three-year term ending in June, 2027.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Case (Planning Commission) - Redacted.pdf

Eide (Planning Commission) - Redacted.pdf

Eisenberg (Planning Commission) - Redacted.pdf

Garcia (Plannng Commission) - Redacted.pdf

Landowski (Planning Commission) - Redacted.pdf

Larnach (Planning Commission) - Redacted.pdf

Neal (Planning Commission) - Redacted.pdf

Peters (Planning Commission) - Redacted.pdf

Preudhomme (Planning Commission) - Redacted.pdf

Scott (Planning Commission) - Redacted.pdf

Slonaker (Planning Commission) - Redacted.pdf

Tawresey (Planning Commission) - Redacted.pdf

Weise (Planning Commission) - Redacted.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

A. Stuart Case (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Monday, May 8, 2023 4:31 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	A. Stuart Case

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired

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:	In the late 1990's, I served as an elected City Councilor for the City of Clyde Hill, WA. In the last 1970's, I served as Secretary for the Ravenna Bryant Community Association, among my major accomplishments was to initiate several conversations that led to the construction of the Eckstein Field House Community Center and Senior Residence as approved by the voters.
Please share your community interests (groups, committees, organizations) if any:	I served on the Vestry(Board of Governors) of St. Barnabas Parish which led to my serving as the head of the parish with the honor as Sr. Warden to hire our current rector. I have served on several nonprofit boards dealing with juvenile residential care, youth symphony orchestras, Jaycees.
Do you have potential conflicts of interest? If so, please explain:	No.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	*Field not completed.*
Type the Year	2023

Roz Lassoff Eide (Planning Commission)

From: noreply@civicplus.com
Sent: Tuesday, May 16, 2023 2:08 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Ross Eide

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Stay-at-home Parent
Current Position	Stay-at-home Parent

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Electric Utility Municipalization Task Force
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Former Attorney working for a firm that represented numerous towns and cities in the state of Arizona. In addition, I have always had deep interest in municipal government as my father was a City Manager for several communities throughout the country. Growing up with this has given me a deep knowledge and unique insight in to the running and day-to-day operations of cities. You could say it is in my Blood.
Please share your community interests (groups, committees, organizations) if any:	I volunteer with a theater arts non-profit group here on the Island, serving on its board and as President at one point. I am also the primary care provider for my two sons. In this aid and volunteering in their schools and with their after school-activities.
Do you have potential conflicts of interest? If so, please explain:	No conflicts of interest that I am aware of.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

Ross N. Eide
Bainbridge Island, WA
[redacted]

Stay-at-home Dad July 2011 – Present
Primary Childcare Provider
Developed advanced conflict resolution skills, specifically with individuals with extreme temperament swings and without a fully developed communication skill set.
Advanced multitasking skills, requiring out-of-the box thinking.

Ovation! Performing Arts Northwest Nov. 2017 - Present
Board President – overseeing the running of a teaching theater arts nonprofit which provides acting classes, choirs, and performs two musicals a year.
Producer, Bye Bye Birdie -
Associate Producer, Masquerade: The Music of Andrew Lloyd Webber – Help Coordinate the production and creative teams.
Co-host Ovation! Gala Auction – Hosted and helped raise over $29,000 and sang in public.

Mandatorybuy.com, Founder/Operator Nov. 2016 – Dec. 2017
Experimented with a General Product Retail Website
Developed Site Content with an emphasis on 'Listical' articles
Coordinated and Managed website and the numerous Social Media Accounts.

City of Bainbridge Island Jan. 2016 – Feb. 2017
Electric Utility Municipalization Task Force – Member of Task Force created to study the creation of a Municipally Owned and Managed Power Company.

Law Office of Ross Eide, Seattle, WA June 2010 – Feb 2011
Solo Practitioner handling Family Law, Criminal Law, International Law and General Litigation.

City of Lake Forest Park, WA,
Community Service Commission, Committee Member March 2009 - Dec 2009
Mentor, Lake Forest Park Youth Council March 2009 – Oct. 2012

Perkins Coie, Seattle, WA June 2008 – April 2009
Litigation Support Contract Attorney
Assisting in the litigation discovery process by reviewing documents for production.

Cooper & Rueter, L.L.P., Casa Grande, AZ Jan. 2006 – Dec. 2007
Associate Attorney
General Attorney practicing in multiple areas including; Corporate Law, Transactions, Municipal Law, Real Estate, Estate Planning, Criminal Defense, Family Law and Indian Law. Obtain extensive Courtroom and

Litigation experience.

Merchant and Gould, Minneapolis, MN Aug. - Sept. 2005
Case Management
Reviewed documents, labeling and organizing them for the purpose of making witness kits for litigation depositions. Organized and filed documents for current and closed cases.

Spokane County Prosecutor's Office May 2003 - Aug. 2003
Law Clerk
Conducted Felony and Misdemeanors Initial Appearances and DUI's in Spokane County.

International Criminal Justice Law Clinic, Gonzaga Law School Aug. - Dec. 2002
Intern
Researched and wrote on the application of Vienna Convention on Consular Relations Article 36 to the arrests of foreign nationals in the United States.

EDUCATION
University of Miami, Miami, FL
Candidate for LL.M., International Law, August 2004 – May 2005 (working on thesis)
Class Rank: 3.81 G.P.A. (Ranked Number 1 in the class)
Honors: CALI Award for Excellence in Islamic Law.
Activities: LL.M. Representative for the International Student Society.

Gonzaga University School of Law
Juris Doctor, *cum laude*, May 2004
Class Rank: Top 12%
Law Review: Gonzaga Law Review, Associate Editor
Honors: CALI Award for Excellence in Criminal Law, International Business Transactions and Legal Research and Writing IV; Admiralty Moot Court Competition Member, 2004; Gonzaga Moot Court Council,

University of Lund, Lund, Sweden
Suffolk School of Law Summer Abroad Program, Summer 2002
Program in International Human Rights Law and Comparative Legal Cultures

Arizona State University,
B.S., Marketing, May 1998
Certificates of Studies: International Business, and Scandinavian Studies, May 1999

Roz Lassoff

Eisenberg (Planning Commission)

From: noreply@civicplus.com
Sent: Thursday, May 11, 2023 10:05 AM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Steve Eisenberg

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	retired
Current Position	none

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Rahway Valley Sewerage Commission Union County, NJ
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Served as a Commissioner representing my community in the regional utility authority consisting of 11 towns, 250k people and a $200 mil facility and infrastructure
Please share your community interests (groups, committees, organizations) if any:	Living in a community, (where I lived for 35 years, bringing up kids, starting my own small manufacturing and contr4acting business, and being a politically incorrect centrist by their standards), you don't readily get accepted in tight-knit social circles or get invited into their organizations. If you are lucky, which I was, you get people you don't know walking up to you saying they liked a thought-provoking comment that appeared in the local and regional newspaper or you said at a BofE or Town Committee meeting.
Do you have potential conflicts of interest? If so, please explain:	It seems to me, thinking inside a conventional box, being wedded to some nostalgic personal view of community, can be a conflict with progress. As a new transplant to Bainbridge Island six months into the pandemic, during BLM and an historic election, first as a renter and ultimately buying a condominium, you are an anonymous outsider who gets to observe a world akin to a "newborn" trying to make sense of what makes things tick as it slowly returns to a new normal.

	Being a retired but intellectually engaged newby on BI can be a blessing and a curse. Mostly a blessing!
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	*Field not completed.*
Type the Year	2023

Roz Lassoff

Garcia (Plannng Commission)

From: noreply@civicplus.com
Sent: Tuesday, April 25, 2023 5:48 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Criss Garcia

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	MultiCare Health System
Current Position	Manager, Project Principal

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Planning Commission & City Council for City of Jacksonville, Oregon.
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Southern Oregon Regional Solutions Advisory Committee 2018-2020 Executive Appointment by Oregon Governor Kate Brown The Regional Solutions Program is attached to the Governor's Office. The Regional Solutions program works with state agencies, local governments, public and private sectors, and philanthropic organizations as appropriate to identify regional priorities for community and economic development, develop and coordinate regional projects, address issues and seize opportunities. Rogue Valley Area Commission on Transportation 2018-2020 The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon's economy and livability. The commission meets monthly to oversee Department of Transportation activities relating to highways, public transportation, rail, transportation safety, motor carrier transportation, and drivers and motor vehicles. City of Jacksonville, OR 97530 Jacksonville, Oregon is a municipality in southern Oregon with

	a population of 2,860. The city provides independent police, fire and water services with an annual budget of approximately $10M. City Councilor, Budget Committeeperson, Planning Commissioner 2011 to 2020 City councilors act as members of the budget committee, advisors to the mayor and advocates of the citizens. I acted as liaison to the parks committee and as an advising manager for Jacksonville's municipal government. Responsibilities include: Preparing and approving an annual $10 M municipal budget; Representing and advocating for the citizens of Jacksonville in the municipal process; Conducting and participating in public meetings; Making quasi-judicial decisions in cases of appeal; Granting exceptions and/or specifying permit conditions for approval; Representing Jacksonville in regional forums; Project & Program Management-11+ years of confidently managing highly visible, cross functional & complex multiyear strategic projects, programs and business portfolios. Team Leadership - Experienced coach and mentor with direct report managerial experience. Presentation and Public Speaking - A concise speaker who gets to the heart of complex topics. Strategic Analysis - Understands how to identify, quantify and approach new opportunities. Master of Business Administration, Graduation Year (2018), University of Oregon, Eugene, OR Bachelor of Arts, Biology, Honors, Graduation Year (1995), University of Montana, Missoula, MT Project Management Professional (PMP) - Issued April 2015, Credential ID 1801977 Agile Certified Practitioner (PMI-ACP) - Issued October 2020, Credential ID 2817499
Please share your community interests (groups, committees, organizations) if any:	Past Exalted Ruler and Trustee, Benevolent & Protective Order of Elks, Ashland Oregon. As an organization the Elks has tremendous resources dedicated to scholarships, veterans and helping everyone in our society reach their full potential.

Do you have potential conflicts of interest? If so, please explain:	Not that I'm aware of.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

Criss Garcia

[redacted] | linkedin.com/in/theraven

CAREER SUMMARY

A strategic thinker with strong leadership experience in healthcare, technology and business.

Passionate about building the teams, systems and capabilities needed to transform organizations. Comfortable taking on complex problems, managing change and building relationships at all levels of an organization.

SKILLS AND STRENGTHS

- **Project & Program Management**-11+ years of confidently managing highly visible, cross functional & complex multiyear strategic projects, programs and business portfolios.
- **Team Leadership -** Experienced coach and mentor with direct report managerial experience.
- **Presentation and Public Speaking** -A concise speaker who gets to the heart of complex topics.
- **Strategic Analysis -** Understands how to identify, quantify and approach new opportunities.

- **Project Management Professional (PMP) -** Issued April 2015, Credential ID 1801977
- **Agile Certified Practitioner (PMI-ACP)** - Issued October 2020, Credential ID 2817499

PROFESSIONAL ACCOMPLISHMENTS

- Led operational, clinical and technical transitions for a 107 bed regional medical center with a Level IV trauma facility into the MultiCare system.
- Delivered $3.2M annual revenue by leading acquisition and integration of pediatric therapy center in 12 weeks, delivered under budget.
- Organized and led MultiCare's program initiatives delivering reliable processes to accrue beneficial financial and clinical outcomes defined under the Quadruple Aim.
- Designed and led Asante's strategic population health program focused on innovating the patient care delivery model for primary care and improving better patient access and provider productivity.
- Organized, negotiated and implemented value based payer contracts creating over $17M net new revenue.
- Developed and delivered thirty physician led value initiatives improving operational efficiencies and clinical outcomes over a two-year period with over $10M in real savings
- Led $1.2M project to implement "Positive ID" bedside collection and medication scanning in Epic Beaker, on time and under budget.
- Led migration/conversion effort for 158 lab and transcription interfaces to Epic Beaker over an 18 month period, on time and under budget.

- Designed and developed an online customer billing portal with yearly revenues processing in excess of $1.37 M.
- Developed and deployed Utility Billing System for the utilities department using C#/MSSQL with more than $25M in annual revenue.

WORK HISTORY

MultiCare Health System, Tacoma, WA, Manager-Project Principal, (08/2021)-Present
MultiCare Health System, Tacoma, WA, Senior Project Manager, (04/2021)-(08/2021)
Asante Health System, Medford, OR, Population Health Program Manager, (10/2017)-(04/2021)
Asante Health System, Medford, OR, Project Manager, (10/2015)-(10/2017)
Asante Health System, Medford, OR, Senior Application Analyst, (02/2012)-(10/2015)
City of Ashland, Ashland, OR, Senior Information System Analyst, (11/2004)-(02/2012)
Vortx, Ashland, OR, CEO-Principal, (06/2000)-(10/2004)
Harry and David, Medford, OR, Web Applications Developer, (02/2002)-(03/2002)
Project A, Ashland, OR, SQL Specialist, (10/2000)-(02/2002)
Harry and David, Medford, OR, Senior Programmer Analyst, (01/2000)-(05/2000)
Plexis Healthcare Systems, Ashland, OR, Electronic Data Interchange Team Lead, (11/1997)-(01/2000)

EDUCATION

Master of Business Administration, Graduation Year (2018), University of Oregon, Eugene, Oregon
Bachelor of Arts, Biology, Honors, Graduation Year (1995), University of Montana, Missoula, Montana

Landowski (Planning Commission)

Roz Lassoff

From: Dirk Roundy
Sent: Thursday, May 18, 2023 8:51 AM
To: Roz Lassoff
Subject: FW: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, May 7, 2023 4:32 PM
To: cityadmin@bainbridgewa.gov
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Michael Landowski
Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Sound Transit
Current Position	Systems Engineer

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 would bring with me to the role an engineering degree from the University of Wisconsin, experience in preparing reports for recommendation to the Sound Transit Board of Directors, a background in reviewing, negotiating, and enforcing contracts, hand-on skills in housing renovations, and a passion and understanding of the importance of zoning and ordinances.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge BARN, Friends of the Farm, Bainbridge Island Land Trust
Do you have potential conflicts of interest? If so, please explain:	No conflicts of interest.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

MICHAEL LANDOWSKI

[redacted]
Bainbridge Island, WA 98110

May 7th, 2023

Dear Bainbridge Island Planning Commission,

I moved to Bainbridge Island just over a year ago from Milwaukee, Wisconsin, where I was living as a first-time homeowner in a duplex near a manufacturing plant which produced large metal forgings. When I purchased the home, I knew that it would require long days and nights working to improve it from its previously neglected state – but this is all that I could afford, and I was excited for the challenge.

What I did not realize was the impact that the local zoning ordinances would have on my health and happiness while living at the home. The neighboring forge, which produced loud banging sounds and vibrations at all hours of the day, was 'grandfathered in' to the local ordinances, and after numerous conversations with my local representatives, I felt helpless to change that. Ultimately this led to the decision to sell the home and move to Bainbridge Island, a place which we had grown to love during our travels. This experience has helped me gain an appreciation for the responsibility that the Planning Commission has to ensure what is best for the city and its' residents and is a large reason as to why I am applying to become a volunteer with the Planning Commission.

I feel that I would be a great addition to the Planning Commission, as I not only feel passionately about the importance of reviewing and preparing an effective Comprehensive Plan for the city, but I bring with me the following unique characteristics and skillsets to role:

- A technical aptitude through my engineering degree from the University of Wisconsin
- Experience in developing reports for recommendation to the Sound Transit Board of Directors
- A youthful perspective in an area with an aging population
- Skills in reviewing, negotiating, and enforcing contract and terms and conditions
- A passion for improving mobility and transit
- Hands-on knowledge of the local ecosystem through gardening at Johnson Farm and volunteering with the Bainbridge Island Land Trust
- A renter who understands the importance of housing affordability on Bainbridge Island

I appreciate the opportunity to assist the Bainbridge Island Planning Commission in its important role in upholding, reviewing, and preparing the Comprehensive Plan, and look forward to talking with you further about my experiences and my desire to help.

Thank you,

Michael Landowski

MICHAEL LANDOWSKI

Bainbridge Island Planning Commission - Volunteer

[redacted]
Bainbridge Island, WA
[redacted]

A trusted engineer with a passion for transit, zoning, and housing, who is looking to bring their diverse perspective to the Bainbridge Island Planning Commission in their role in upholding the Comprehensive Plan and ensuring a promising future for the city.

EDUCATION

B.S. Mechanical Engineering, University of Wisconsin
2012 – 2017, 3.5 GPA

- Certificate in Entrepreneurship
- Czech Republic Exchange
- Engineer in Training (EIT)

SKILLS & SOFTWARE

Cost estimating, contract enforcement, project management, systems engineering, reporting, commissioning, automation

Excel, Power BI, Solidworks, AutoCAD, Power Automate, DAX, Machine Vision

INVOLVEMENT

Friends of the Farm

Bainbridge Island Land Trust

Bainbridge BARN

EMPLOYMENT HISTORY

Associate Engineer – Systems, Sound Transit Seattle, WA
Mar 2022 – Present

- Acts as the subject matter expert on multiple light rail vehicle systems including brakes, propulsion, and HVAC
- Develops reports for recommendation to the leadership team
- Oversees commissioning activities for the Siemens fleet
- Witnesses vehicle level tests and systems integration tests
- Builds and manages PowerBI reports to help operations better manage fault and diagnostics data in Seattle and Tacoma

Sales Engineer, Konecranes Milwaukee, WI
Jun 2019 — Dec 2021

- Sold engineered-to-order and automated overhead cranes to various industrial sectors throughout 28 states
- Awarded for sales excellence in 2020 with over $9M in sales
- Consulted with customers, presented new technologies, reviewed specifications, and negotiated terms and conditions
- Estimated costs with engineering team and wrote proposals

Technical Leadership Development Program, Konecranes Global (various)
Jun 2017 — Jun 2019

- Acted as service technician and structural inspector for 9 mo
- Developed and presented engineering reports for customers
- Designed parts and weldments for retrofits, and worked with product managers to create material product launches
- Created an application which contributed to $1.5M+ in sales

Engineering Intern, Sustainable Engineering Group Madison, WI
Jun 2016 — Aug 2016

Product Development Co-op, Greenheck Fan Wausau, WI
Jun 2015 — Dec 2015

Larnach (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Saturday, May 6, 2023 7:33 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Kevin Larnach

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110-1478
Current Employer	Self Employed
Current Position	Consultant / Advisor

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:	Financial skills (CPA) Technology knowledge and skills (Master of Technology Management) Certified project manager Consulting and strategy experience Collaboration within and across local and geographically dispersed teams Ability to analyze and understand issues and reach solutions
Please share your community interests (groups, committees, organizations) if any:	Residential and commercial rejuvenation and development Social and emotional learning for children K-6 Sporting clubs - sailing, golf and racquet sports An overall interest in helping Bainbridge Island thrive in an ever changing environment whilst still being mindful of its current splendor and history
Do you have potential conflicts of interest? If so, please explain:	No conflicts
Please attach a cover letter and resume' to describe your background and interest in this role. Feel	

free to provide other materials, if you wish.

Type the Year	2023

May 6, 2023

Re: Planning Commission Volunteer Application

To City of Bainbridge Island,

I apply for this role with an interest and desire to contribute to the future of Bainbridge Island in a significant manner. I have been a resident of the city for the past 2 years, and will bring a range of relevant skills and capabilities to this role, including:

• Experience and ability to serve in an advisory capacity developed through my professional consulting career and board / committee memberships for several non-profit organizations - business councils, homeowner associations and sporting clubs
• Ability to address complex topics and reach conclusions
• Strong oral and written presentation capabilities
• Ability to achieve consensus across different stakeholders and objectives
• Strong understanding and interest in technology, demographics, economic trends, and current issues that impact the City of Bainbridge

I am known amongst my colleagues for hard work, business acumen and collaborative ability across diverse backgrounds and levels within organizations.

My education and professional work experience (Resume) is outlined at https://www.linkedin.com/in/kevinlarnach. I was born in Australia, and am now a permanent resident of the USA having been here for the past 13 years.

Thank you for considering this application.

Kind Regards,

Kevin Larnach
[redacted]
Bainbridge Island WA 98110
[redacted]

Neal (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Wednesday, May 17, 2023 11:02 AM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Lisa Neal

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self
Current Position	Attorney

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Island Center Subarea Planning Process Salary Commission
Please share your qualifications for this appointment (skills, activities, training, education) if any:	Please see attached.
Please share your community interests (groups, committees, organizations) if any:	Please see attached.
Do you have potential conflicts of interest? If so, please explain:	No.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

PLANNING COMMISSION APPLICATION

LISA NEAL

May 17, 2023

Greetings:

The Planning Commission is to be comprised of members who reflect the community. BIMC 2.14.020.C.1. The Planning Commission not only reviews applications for land uses, but does the first work on new ordinances, as well as the revisions to the Comprehensive Plan. To do this work, a Commissioner must have a knowledge of the Island and community, and ideally should be someone who has lived here for longer than one or two years. Also, the Commission should not be weighted toward development and realty interests. The current Commission members are heavily weighted toward landowners, realtors, and persons involved with the building/sales and planning industry. Respectfully, the Commission openings should be filled by persons who have a more diverse perspective, and who have previously shown an interest in and knowledge of the policy issues that come before the Planning Commission. The Commission openings should be filled by persons who will not be in a position to gain monetarily from their decisions made while in voluntary government service.

I have lived here since January of 1996, and have been involved in public discussion of land use issues since my arrival. My husband and I researched the Comprehensive Plan before moving here, even purchasing our own copy when we were considering the Island for our home. We made our decision to move to the Island rather than another Northwest community based on that research. We also deeply researched areas of the Island before choosing the Fletcher Bay area to buy a home. As a lawyer whose work routinely involves statute construction, and as a longtime resident who regularly makes informed comments to the Commission and the Council on complex land use issues, and as one who is not also involved in development, who does not own large blocks of property, and who does not make a living by selling real estate, I am uniquely qualified to fill a position. I have attached a number of memos I have prepared over the recent

years that illustrate my analysis and involvement. In short, mine is a voice that speaks for typical Island resident, and is one that should be heard on the Commission.

Recently, I weighed in to request that the Winslow Subarea Planning Process not exclude community members from the governing committee, pointing out that the current Code requires a committee (which had not yet been put in place – for a year). I have commented several times on the Housing Action Plan, pointing out it was created by consultants, Staff members, and developers, and was heavily weighted toward more density without requiring affordability. During the Island Center Subarea Planning Process, I informed the Committee that the law allows (and the Comprehensive Plan and GMA supports) mandating affordability for all new density, and that Committee listened and implemented that requirement. This input was opposed by Staff and one of the consultants, Charlie Wenzlau (who was involved in the HAP). Not only were their positions violative of the Comprehensive Plan which allows increased density in Neighborhood Centers like Island Center *only* for affordable housing or through transfer of rights from other areas (LU 5.2), and not only was offering their own opinions on policy outside the proper scope of their role in the process, but the then-recent Wintergreen project shows they were wrong (as the project owner is making money on the affordable units, and has been incentivized by the bonus density and extra profit to build the affordable units). We need persons on the Planning Commission who are knowledgeable and who will stand up for the Comprehensive Plan and our community.

The Commission will be working on possible revisions to our Comprehensive Plan soon. I was closely involved in the last Comprehensive Plan revisions, working with, among others, Charles Schmid and Olaf Ribeiro in reviewing drafts and providing comments to the Planning Commission and to Council. I alerted Councilmembers to certain elements in the draft Plan that they had also seen and flagged as inaccurate representations of the Island's desires, and these were removed by the Council.

I have also been involved in Code revisions in the past two years. I have consistently advocated for revision to BIMC 18.12.030(D) to remove bonus density for any housing. I worked

with the "Fairy Dell" group to analyze the building permits for that project with regard to the current Code, spoke with planners and Councilmembers, investigated the work on the lots, reviewed the permit applications, and spoke with the City Arborist and the assigned Planner regarding the Plans. My work revealed that the Plans reflected retention of trees and buffers that was not actually required to happen due to lot size. I have advocated for changes to the current Code to close these loopholes and to require accurate representations of canopy retention on Plans. Council has placed revision to regulations for such permits on its workplan.

I also have a deep understanding of the Growth Management Act's requirements, not only regarding Comprehensive Plans, but also regarding the allocation of anticipated population growth. Over the years, I have often corrected statements that the Growth Management Act "requires growth" to instruct that the Act requires management, not promotion, of growth. I have repeatedly researched "the numbers," including actual current population and future assumptions and allocations and buildable lands, and have corrected Planning Department representations that we will have to increase density on the Island to meet future population allocations. I have confirmed multiple times, through review of the Buildable Lands Report, the Census, and through speaking with the Councilmembers involved in population allocation negotiations, that we have much more than enough density for all allocations through the year 2050. I also know that the Growth Management Act does not require a community to outgrow its natural and infrastructure resources. It is important that someone who understands the law is on the Commission when it reviews our Comprehensive Plan. From the multiple Commission meetings I've viewed/attended, it is unclear to me whether any of the current, or departed, Commissioners possessed such understanding.

I have also done extensive research regarding the affordable housing issue. In addition to my close review of the Affordable Housing Task Force's report and the 2019 consultant report (ECONorthwest), I have researched affordable housing measures state- and nationwide over the past several years. In that research, I found that a current Washington state law that would allow us to mandate affordable housing for any upzone in density has never been used on the Island,

including in Winslow, or in the last Lynwood Center Subarea Plan. I have interviewed several past Councilmembers and learned they were not aware of the law. I have advocated that we should not fail to use this law in the future, most recently in response to the City Council Affordable Housing Ad Hoc Committee's recommendation. Through my research, I have also learned a great deal regarding the failures nationwide of various strategies, and learned of strategies used elsewhere that may not be used here due to Constitutional prohibitions. I have researched the history of our current and prior strategies and ordinances and learned why they failed. I have commented to Council regarding the scope of work for the HAP, noting that the scope of work appears to omit the absence of analysis regarding the need for workforce housing on the Island. I have also advocated for implementation of an ordinance that would prioritize Islanders, either residents or current workers, for grants of affordable housing units. All of this knowledge will inform work on future affordable housing ordinances, if I am appointed.

Finally, I have worked on several Council campaigns over the past seven years, and through that community engagement met with many Island residents and heard their concerns. That engagement continued while I served on the Island Center committee. I also usually attend any Ward meetings, both for the South Ward where I live, and other Wards, and hear the many issues discussed by Islanders. I, therefore, have a broad understanding of Islanders' concerns with regard to land use that will be of great assistance on the Commission, if I am appointed.

In short, I am interested in the work, I have a deep knowledge base developed over years of paying attention, and I have the necessary skill set to work through what are frequently complex legal and factual issues. Attached are a few memos I have submitted over the years. I look forward to having the opportunity to help my community navigate these issues as a Planning Commissioner. Thank you.

Policy Brief on Population Targets & Affordable Housing

Existing Conditions

Growth Restrictions and Requirements

The Growth Management Act

The GMA requires planning for growth to protect the environment; nothing in the GMA requires growth.

Comprehensive Plan

Relevant to this discussion, our Comprehensive Plan ("Comp Plan") provides:

> **Policy EN 1.1**
>
> A primary goal of the *Comprehensive Plan* is protecting the Island's natural environment; land use decisions implement this *goal*.

The Housing Element recognizes that the Growth Management Act provides that we "encourage the availability of *affordable housing* to all economic segments . . . " RCW 36.70A.020(4).

We are, therefore, required to **encourage** "affordable housing," but we **must** support the goal of protecting the Island's natural resources; we may not fail to protect while encouraging. In other words, protecting the environment is the priority, under the GMA, not the encouragement of AH, which is a secondary consideration. Too much growth lately has been allowed at the expense of the environment.

Vision 2050 recognizes that the GMA mandates identification and protection of locally important open space. RCW 36.70A.170.

Increases in density in Neighborhood Centers are allowed only through TDRs and affordable housing. Comprehensive Plan LU 5.2.

Growth Allocation Through 2044 and Capacity

The City has agreed to and must plan for an increase of 4,524 persons through 2044. (City Council Agenda Bill passed March 1, 2022). According to the 2021 Buildable Land Report, the Island can accommodate 5,301 persons with current zoning. (2021 Buildable Lands Report Ex. 41, p. 58). In other words, **no new density is required** to accommodate this population allocation.

https://www.kitsapgov.com/dcd/PEP%20Documents/DRAFT%20Buildable%20Lands%20Report%20-%20August%202021.pdf

Contrary to statements that Bainbridge has grown too slowly/less quickly than other Kitsap

communities, Bainbridge has hit 96% of the anticipated growth, one of the highest percentages in Kitsap County. 2021 BLR p. 21. Bainbridge hit 232% of its employment growth target. Bainbridge achieved density in excess of the maximum allowed density in several zoning areas, including the Ferry Terminal Overlay Zone.

The Winslow Master Plan UW study reports that Winslow has a capacity (vacant lands) of 3.989, plus (redeveloped) 696, for a total of 4,685. WMP Study p. 31. In other words, we have close to the capacity needed for the agreed-to future growth allocation **just in Winslow.**

Affordability Mandates Authorized

RCW 36.70A.540 allows Bainbridge Island to mandate affordability for all increases in density, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting, or any other incentive. Recent development on Bainbridge Island (the Wintergreen project) illustrates that "even" affordable housing can be profitable for the developer, disproving the mantra that such projects "won't pencil out" without significant market rate bonus density.

Statutory support, therefore, exists for mandating that any new density be affordable; Bainbridge Island could even require affordable units without providing bonus density, as the statute allows for many other benefits in exchange.

BIMC Code

a. BIMC 18.12.030(D) - applicable in NC Districts; and (E) - applicable in Winslow Mixed Use and High School Road Districts;

b. HDDP - BIMC 2.16.020.S, applicable in the Winslow Sanitary Sewer System Area; and

c. BIMC 18.21 - applicable in all areas, save lots that can only accommodate one dwelling unit.

In the works is another ordinance for religious organizations. I have argued for sunsetting of the HDDP, and against a standalone religious organization code section, as a. and c. could be amended to accommodate the goals of those ordinances.

BIMC 18.12.030(D) should be amended to remove bonus density for anything other than affordable housing to make that section consistent with (E) and with the Comprehensive Plan's LU 5.2:

Policy LU 5.2

Increased density over and above the existing zoning in the Neighborhood Centers *should* only occur through a shift in *density* from areas identified in the Island-wide Conservation Strategy through *PDRs*, *TDR*s or other mechanisms and through the use of *density bonuses* for *affordable housing*.

(2017 Comprehensive Plan, italics in the original)

See also *Policy Brief on Changes Needed to BIMC 18.12.030(D)*.

Concurrency Required

Planning for growth must include analysis of whether infrastructure exists to support that growth:

https://app.leg.wa.gov/wac/default.aspx?cite=365-196-840

This concept is called "concurrency":

https://mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Concurrency.aspx

Regulation WAC 365-196-840 requires that "public facilities and services necessary to support development" are available. Public facilities include transportation, water, sewer, and parks. WAC 365-196-415(2)(a)(ii). The GMA *requires* determining concurrency of transportation facilities at the time of reviewing a permit application. The law further, however, allows jurisdictions to "adopt a concurrency mechanism for other facilities that are deemed necessary for development." WAC 365-196-840(2). WAC 365-196-415 provides the Comprehensive Plan planning required, which includes projecting use based on the Comp Plan draft's land use element. No such analysis, for any capital and public facilities, has been done regarding the now-agreed-to 4,500.

On Bainbridge Island, from 2010 - 2020, we only added 1,800 people, and what we know today is that our sewage treatment facility is at 99% capacity (and as an aside, the City continues to issue building permits!). Roundabouts on 305 are being warranted by traffic congestion. Our agreement to take on 2.5 times MORE people over next 24 years was made without an analysis of whether current infrastructure can support that growth, or the feasibility of adding that infrastructure. Similarly, our groundwater management plan is not complete, but could likely fail to result in any analysis of the sustainability of current use.

Bainbridge Island's failure to adopt such mechanisms is a factor in its failure to slow and target growth to where it can be accommodated.

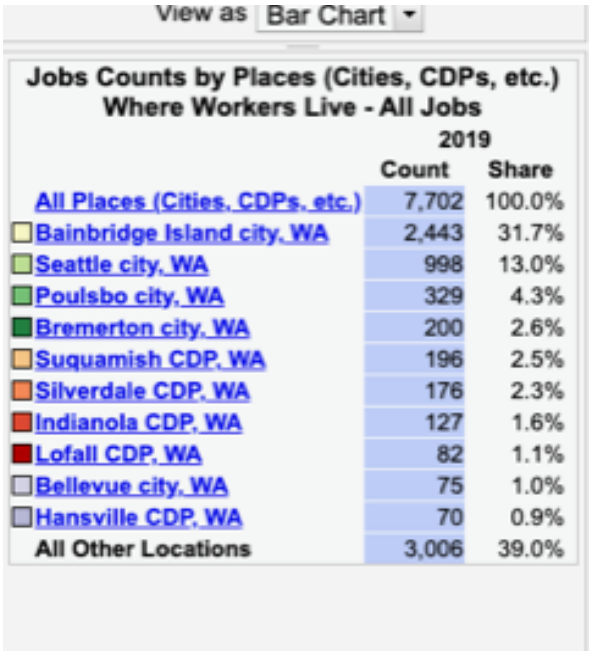
Groundwater Management Plan

Part of concurrency is whether water is available. City Council approved hiring a hydrologist to develop a sustainable Groundwater Management Plan in 2018, but we do not presently have a full report on the Island's supply of groundwater, including for the 50% of the Island on private wells, or a plan to maintain sustainability, including an analysis of the carrying capacity. Again, this comes back to preservation of the environment. Any talk of increasing density before we know whether we are already drawing down the aquifers is premature.

Island Workers and Current Housing

"Workforce Housing"

An emphasis on the need for "workforce housing" often underlies calls for more density. The City Council has funded a Housing Action Plan ("HAP") (funded at the 8-17-21 CC Meeting). The Housing Needs Assessment ("HNA") that will underpin the HAP was presented to Council on October 18, 2022. Much or all of the information regarding Island workers who commute onto the Island came from the Census. https://onthemap.ces.census.gov/


View as Bar Chart

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers Live - All Jobs

	2019 Count	Share
All Places (Cities, CDPs, etc.)	7,702	100.0%
Bainbridge Island city, WA	2,443	31.7%
Seattle city, WA	998	13.0%
Poulsbo city, WA	329	4.3%
Bremerton city, WA	200	2.6%
Suquamish CDP, WA	196	2.5%
Silverdale CDP, WA	176	2.3%
Indianola CDP, WA	127	1.6%
Lofall CDP, WA	82	1.1%
Bellevue city, WA	75	1.0%
Hansville CDP, WA	70	0.9%
All Other Locations	3,006	39.0%

Regarding workers on BI, onthemap.ces.census.gov. (Go to the link, search for Bainbridge Island, select it, click on “perform analysis on selection area”, choose “all jobs”, and go). Choosing Home Destination Analysis provides the snapshot above. Checking Inflow/Outflow provides an analysis of where workers live. Employed on BI but living outside BI are 5,259. Living on BI but working in Seattle are 6,470.

An interesting note is that Poulsbo workers live outside Poulsbo at a higher percentage than Bainbridge workers:

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers Live - All Jobs

	2019 Count	2019 Share
All Places (Cities, CDPs, etc.)	6,959	100.0%
Poulsbo city, WA	733	10.5%
Silverdale CDP, WA	481	6.9%
Bremerton city, WA	383	5.5%
Bainbridge Island city, WA	227	3.3%
Suquamish CDP, WA	180	2.6%
Lofall CDP, WA	174	2.5%
Seattle city, WA	152	2.2%
Indianola CDP, WA	148	2.1%
Hansville CDP, WA	141	2.0%
Kingston CDP, WA	111	1.6%
All Other Locations	4,229	60.8%

This fact is despite the massive development in Poulsbo over the past few years.

Statistics provided by HRB reveals that of the 59 current (adult) residents (rental and 6 resales), about 60% are retired or disabled, and about 37% work on Bainbridge Island. Statistics regarding the Ferncliff development (land donated, all affordable units) indicates that about 50% of the purchasers of Ferncliff Phase I worked in Seattle. Of the 16 homes sold for Phase II, 6 households had an Island worker, 6 households were retired, and 4 households worked off Island.

The March 2022 HRB waitlist for ownership was comprised of about 50% of persons live on BI now or work on Bainbridge (17 out of 35). The March 2022 HRB waitlist for rentals was 92 households, with 28 having at least one person who works on the Island, 30 with at least one retired person, and 27 with at least one member on disability. So the rental waitlist is comprised of about 30% Island worker households.

COBI provided the HNA drafters with stats regarding its workers on page 57 of the draft HNA. Overall, 37 percent of the employees (management, non-management and police) live on Bainbridge Island. The HNA did not provide stats regarding BISD or BIFD.

More comments about the HNA:

- The HNA presentation asked: "How Much of this commuting is due to the lack of suitable affordable housing or housing meeting needs?" Indeed. That was one of the main issues that this report was to answer. Will this answer be forthcoming?
- Note that the number of Islanders who commute off Island for work is more than those who commute onto the Island. The core political question is why should those workers

subsidize other workers' commutes as is implied by this Report? Not surprisingly, the wealthy here have attracted more services such as restaurants and spas, and this sector has grown (as it has nationwide). Health care is included in this sector analysis, but we note that we lost the Harrison facility, and anecdotally doctors have left the Island from ongoing concerns such as the merged Virginia Mason-Harrison facility. More nurses living on the Island will not increase the number of doctors and the lack of doctors, not nurses, is impacting the availability of medical care on the Island. The report fails to provide any data on who among these on-Island workers do not already live here.

- The draft Report provides at p. 49 a breakdown of on-Island jobs. The Report fails to provide income levels, but one could assume that the Services and Retail Trade jobs are mostly lower income. The total number for those two categories is 4,245. The Report fails to provide data on how many of these workers commute onto the Island. The report fails to provide this data found on Onthemap.ces.census.gov reveals that the jobs (all jobs) on Bainbridge provide the following levels of income:

$1250/month or less	1,641
$1251 - $3333/month.	2,090
More than $3333/month	3,971

- Unfortunately, the Census data does not provide a breakdown above $3,333 per month. However, the number of jobs below $3,333 per month is close to the number of Service and Retail Trade jobs in the HNA.

Housing Costs and Values

- The Census provided that the median value of owner-occupied units was $783,600 for 2020, while the Report states the median sales price in November of 2020 was $1.2M. These are sales prices, not values. The data is shown on Exhibit 33, p. 43.
- Spot checks of recent, large, developments in Kitsap County reveals prices north of $700,000. The Kitsap County developments have been large (thousands of units). This price point illustrates the fallacy of "build more" as a solution.

I was unable to find any discussion of the value of current housing stock on Bainbridge Island in the draft HNA. Table 31 of the 2015 Housing Needs Assessment provides that over 82% of the existing (2013 assessed value) housing stock was valued at under $500,000. The data set included condominiums and mobile homes.

Based on informal review (my own) of assessed value data pulled from Kitsap County, we have 10,960 housing units, and in 2019, 2,637 are valued at $500,000 or less, and 4,034 were valued at $600,000 or under.

Affordable Housing Developments

The City recently committed $2M in ARPA funds toward the $4M purchase 13 units that were previously affordable, had been sold by owner Housing Kitsap, and are now part of a mostly

market rate development at Wyatt & Madison.

https://www.housingresourcesbi.org/2m-from-arpa-enables-purchase-of-13-units-at-wyatt-madison/

Wintergreen is anticipated to include about 24 affordable units, using BIMC 18.12.030(E). These were all bonus units under the Code section. The developer acknowledged it will make a profit even on the bonus affordable units.

Ferncliff Village is discussed above. The upshot is that about 50% of the purchasers of Ferncliff Phase I worked in Seattle, and 25% of Phase II purchasers worked off Island (37% worked on Bainbridge, with the remainder being retired).

The draft HNA provides a chart of subsidized rental units, Exhibit 55, p. 62.

Conclusion The desire to subsidize housing for some Island Workers here is not only politically problematic, but the result of affordable housing is sometimes, if not often, that most of the residents work off Island.

What is "Affordable" and Who Will Be Subsidized?

The HNA Analysis

The draft HNA includes an Housing Affordability chart includes mostly professional workers, and illustrates that two-income households including teachers and construction managers can afford a house costing about $700,000 - 800,000. Other professions can afford more. Unless the suggestion is that those of us making less should subsidize those making more, the lack of data at the lower range of incomes makes it impossible to assess what housing is needed (assuming we decide to subsidize housing). (HNA P. 64).

Median Income

The 2020 median household income for Bainbridge Island (est.) was $125,861. The 2020 median household income for Kitsap County was $78,969. HNA p. 19. Eighty percent of BI's median income is $100,688.

Affording a Housing Unit

The draft HNA at p. 64 provides Exhibit 52 "Housing affordability by income compared to monthly housing costs, 2022." The median family income levels and incomes shown are for Bremerton-Silverdale, not Bainbridge Island. The draft HNA explains that our Code requires using the Bremerton-Silverdale median income levels. The lowest income shown is for Postal Service Clerk, and the remainder are professional positions. While the chart illustrates that those earning the incomes shown cannot afford most houses on Bainbridge Island, the chart does not provide any information regarding households earning under 80% of the applicable MFI.

Gaining More Affordable Housing

COBI May Mandate AH When Upzoning

RCW 36.70A.540(3)(d) provides:

> 3. Affordable housing incentive programs enacted or expanded under this section may be applied within the jurisdiction to address the need for increased residential development, consistent with local growth management and housing policies, as follows:
>
> * * *
>
> (d) The jurisdiction may establish a minimum amount of affordable housing that must be provided by all residential developments being built under the revised regulations, consistent with the requirements of this section.

The full Code section is found here:

https://apps.leg.wa.gov/Rcw/default.aspx?cite=36.70A.540#:~:text=The%20legislature%20encourages%20cities%2C%20towns,rate%20housing%20developments%20throughout%20the

Under this Code section, whenever COBI upzones an area (such as with the Winslow Master Plan and the Lynwood Center Subarea Plan amendments) it may require that all of the upzoned density is affordable. We missed opportunities on the two upzones mentioned.

Additional guidance is found at WAC 365-196-870(2)(b)(i)-(iii). "WACs" are regulations enacted by agencies to provide implementation guidance. The full WAC may be found here:

https://apps.leg.wa.gov/wac/default.aspx?cite=365-196-870

The regulation states in part:

> * * *
>
> (2) Counties and cities may establish an incentive program that is either required or optional.
>
> * * *
>
> (b) Counties and cities may establish an incentive program that requires a minimum amount of affordable housing that must be provided by all residential developments built under the revised regulations. The minimum amount of affordable housing may be a percentage of the units or floor area in an development or of the development capacity of the site under the revised regulations. These programs may be established as follows:
>
> * * *
>
> (ii) The city or county adopts revised regulations to increase development capacity through zoning changes, bonus densities, height and bulk increases, parking reductions, or other regulatory changes or other incentives.

* * *

(c) Counties and cities may choose to offer incentives through development regulations, or through conditions on rezones or permit decisions.

Any upzoning on Bainbridge should mandate that all upzoned units are affordable. We failed to do this when we upzoned Winslow, and when we upzoned Lynwood Center. We surplused the affordable units on Government Way.

"Affordable" is Defined

The WAC makes clear that the income levels must be consistent with RCW 36.70A.540(2)(b). WAC Section (4) states "[t]he housing must be affordable to and occupied by low-income households. (a) Low-income renter households are defined as households with incomes of fifty percent or less of the county median family income, adjusted for family size." For buyers, the prices must be affordable to "low-income first-time homebuyers" under FHA rules. WAC 365-196-870(5)(b). "Affordable" rent means 30% of income is spent on housing. WAC 365-196-870(5)(a). The WAC (section 4(c)) does provide that after hearings, cities and counties may adjust the income levels, but the upper limit is 80% of median income.

RCW 43.185A.1010 further provides that any housing unit that costs 30% of the household's income is "affordable housing." That does not mean, however, that incentive programs or mandates may be created that require housing over the limits in RCW 36.70A.540.

In other words, there does not appear to be any support in state law for mandating or incentivizing ("encouraging") housing for those households earning more than 80% of the median income. Restricting housing size, or encouraging ADUs, has been discussed as promoting housing for those earning in this range, but recent ADUs in the Roost sold for over $500,000, indicating this may not be a viable strategy.

More than Bonus Density May Provide Incentives

Both the Code section and the WAC provide a list of items that can be used as incentives, if a community elects to not require affordable housing. Payment in lieu (WAC 365-196-870(8)); density bonuses, height and bulk bonuses, fee waivers or exemptions, parking reductions, and expedited permitting may be used either solely or in combination combined to create incentive programs. RCW 36.70A.540(1)(a).

For existing zoning that is not being changed, these provisions provide something in addition to density bonuses.

What We Can't Do

1. We cannot tax and put the money into an affordable housing fund, because that was tried before. Prior to 2007, the City assessed extra permitting fees to fund an AH trust. The Court of Appeals found the City must justify the fee under the applicable statute for permit costs that allows such fees only to defray actual expenses (RCW 82.02.020). *Home Builders v. City of Bainbridge Island*, 137 Wn. App. 338 (2007).
2. We cannot tax land transfers as happens in some states, because our Constitution prohibits such specific taxes.
3. We cannot give away Suzuki and underwrite infrastructure for Suzuki if the project is not 100% affordable.

POLICY BRIEF

Changes Needed to BIMC 18.12.030(D)

BIMC 18.12.030(D) is the bonus density code for Neighborhood Centers. The code section allows bonus density for things other than affordable housing (code is set out below). This allowance conflicts with the Comprehensive Plan at LU 5.2, which allows increases in Neighborhood Center density only through affordable housing and transfer of development rights. BIMC 18.12.030(D) should be amended to conform to the Comprehensive Plan.

Discussion

BIMC 18.12 provides Dimensional Provisions for developments. BIMC 18.12..030 (D) provides "Bonus Density in NC [Neighborhood Centers] District:

> D. Bonus Density in NC District. Bonus density shall be available in the NC district as follows:
>
> 1. Three units per acre with the provision of transfer of development rights (TDRs), in accordance with Chapter 18.27 BIMC; or
>
> 2. Three units per acre with the provision of affordable housing, in accordance with the provisions of Chapter 18.21 BIMC; or
>
> 3. Three units per acre if the development is commercial/residential mixed use and public sewer and public water are not provided, or five units per acre if the mixed use development is on public water and sewer. The residential units must be located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor.
>
> a. In instances where a project contains both mixed use and residential-only buildings, the bonus density shall only be calculated based on the mixed use buildings. The residential-only buildings shall not be used to calculate the bonus density; or
>
> 4. Five units per acre with the provisions of TDRs and public sewer and water; or
>
> 5. Five units per acre with public water and sewer and the provision of affordable housing in accordance with Chapter 18.21 BIMC; or
>
> 6. Up to 12 units per acre for those specific parcels located in Lynwood Center and so designated on the land use map as NC/R-12 for the Lynwood Center special planning area; provided, that all requirements

of this title applicable to the NC are met, and that:

a. The development is commercial/residential mixed use with the residential units located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor; and

b. Public sewer and water are provided; and

c. The requirements of Chapters 18.18 and 18.21 BIMC are met; and

d. A community center is constructed that is of similar style and quality to the entire development, is no less than 2,000 square feet, provides kitchen facilities, public rest rooms and outside access. The community center is to be used primarily for community functions.

BIMC 18.12.030(D) is inconsistent with the Comprehensive Plan. Policy LU- 5.2 sets out the requirements for increasing density in Neighborhood Centers:

Policy LU 5.2

Increased density over and above the existing zoning in the Neighborhood Centers *should* only occur through a shift in *density* from areas identified in the Island-wide Conservation Strategy through *PDRs*, *TDR*s or other mechanisms and through the use of *density bonuses* for *affordable housing*.

(2017 Comprehensive Plan, italics in the original)

Conclusion: BIMC 18.12.303(D) is inconsistent with the Comprehensive Plan, because it allows bonus density that is not transferred in and affordable.

March 1, 2022 Email to City Council

Re: Population allocation

Council –

It appears that Council will address the Island's future growth number (or at least what number we will agree to) tonight, without benefit of public comment. We object to the lack of transparency and the prevention of full public input after an appropriate notice period.

The statistics provided to Council appear faulty. The Staff Memo dated February 25, 2022, and provided in tonight's Agenda packet, shows a historic annual growth rate of 1.007% between 2013 and 2020. It is not clear what numbers were used to create the annual growth rate. Lisa wrote to the City Manager requesting clarification regarding the origin of the conclusion provided, but has not received a response.

Using census numbers, we have added 1,800 people from 2010 (23,025) through 2020 (24,825), totaling a 7.25% increase, or an annualized increase of about .70% per year, not 1.07%.

https://www.census.gov/quickfacts/bainbridgeislandcitywashington

As an aside, we don't know about you, but that increased population of 1,800 has not been pleasant. Already our downtown is inaccessible to residents due to tourism and highly dense development, residents often cannot park, downtown, or at the Parks, and the Winslow sewer plant cannot keep up "when it rains a lot." The prospect of adding 4,500 more people over the next 24 years is not a pleasant one to contemplate. BISD already overshot needed capacity with its 80M levy for school buildings. If you agree to too much new population, however, you will again burden your current residents with the cost of new schools.

That said, the Council should not use an estimated population starting point from some date other than 2010, the last census. Against the Staff Memo 1.07%, we note that the latest Buildable Lands Report shows a percentage change between 2013 and 2019 (six years, and pre-Covid) of 5.7%, less than 1%. As shown, using the actual population numbers indicates a much lower growth number, about .70% per year. Projecting .70% over 24 years results in the final

number suggested by Staff, a growth of 4,524 through the year 2044. We currently have 5,301 in zoned population capacity, or 117% of the amount needed through 2044. We do not, in other words, need to "do anything" to accommodate the suggested 4,524.

The 4,500 number may be too high, however. While Bainbridge Island and the other Kitsap HCT communities agreed on an increase of 4,500 back in October of 2019, that agreement was in front of the census, before it was known where we were on the population scale. That number would have been reduced by the 2019-2020 population increase, because communities get "credit" for where they actually are when the clock starts on adding population toward a future goal. (For example, Kitsap as a whole will receive "credit" toward the PSRC projection for the massive developments in Poulsbo, Port Orchard and Bremerton, when Comprehensive Plan compliance is analyzed. Google the news articles, we are talking almost 10,000 units.) According to the 2021 Buildable Lands Report at p. 30, the 2019 estimated population was 24,520, so that difference of 305 must be taken off the 4,500. That results in the number 4,200.

The agreement to plan for 4,500 in new population was also made before we had received the UW Winslow "Master" Plan [hereafter Subarea Plan] study (Study). The Study at p. 31 indicates that Winslow, the only area of the Island served by substantial sewer service, has a population capacity of 3,989 (in vacant properties). Additional capacity would require redevelopment of other properties. This number supports agreeing to yet a lower number, under 4,000.

Further, however, since the agreement, we've had two major spills from the Winslow sewer plant. Given the failures of our current sewer plant, and the unfairness of demanding that people who are not "on" the sewer plant to pay to upgrade the plant to accommodate new growth, however, it would appear Winslow cannot accommodate any more population. It may be necessary to "downzone" Winslow to avoid polluting the Sound.

Obviously, there is capacity outside Winslow for "organic" growth (meaning the right of property owners to develop their own property under current zoning). This number is not

readily apparent from the 2021 BLR. Page 217 (only the August draft is available online) of the 2021 BLR pdf provides a chart for Bainbridge Island segregated by Zone, not areas of the Island. (The BLR assumes household size of 2.5.) Zones R- .4 through R-2 have available units totaling 1,663. The Vision 2050 Housing Background Paper states that the region's household size is forecasted to decrease to 2.36 people by the year 2050. (This is lower than the 2.45 used in the Subarea Plan Study and lower than the 2.5 assumed in the BLR.) Therefore, what we assume is 1,663 housing units outside Winslow can accommodate 3,924 people. Such growth, would, however, be in the absence of a reasonable transit system on the Island, and would adversely affect our "carbon footprint," as well as adversely impact aquifer recharge areas.

This brings us to our final point. These projections and agreements are being made in the absence of a Groundwater Management Plan. We may already be acting in an unsustainable manner, drawing down our aquifers with our <u>current</u> population. Until we know the status of our aquifers, we cannot agree to *any* population increase, and should be putting the brakes on bonus density ordinances and large scale housing developments. If we are sustainable now, we need to project out through 24 years of global warming to determine how many additional straws can be put into our aquifers before our wells go dry. (Fifty-percent of the Island is on a private well.) Until we know that, it is simply irresponsible to grow the Island's population.

Please send a low number to the KRCC subcommittee, and instruct our hydrologist to come to a conclusion soon.

Thank you –

Lisa and Chris Neal

Peters (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, January 12, 2024 12:36 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A.tion in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Pleas 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.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Applicant Information

Name	Kathleen A Peters
Email	[redacted]

Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	retired
Current Position	not applicable
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	ETAC
Please share your qualifications for this appointment (skills, activities, training, education) if any:	45 years working in state and local government on natural resource science and management. B.S. in Fisheries Science (UW 1978), WA Ag & Forestry Ed Foundation class 14
Please share your community interests (groups, committees, organizations) if any:	Land trust board (GPC), volunteer with CoBI for salmon monitoring, BARN member.
Do you have potential conflicts of interest? If so, please explain:	none
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	[redacted]
Type the Year	2024

Kathleen Ann Peters (previous name Kathleen Hopper)

Education: University of Washington, B.S. Fisheries Science 1978
USFWS Fisheries Acad. (WV) Fish Health Long Course 1983-1984

Work History:

October 2013-June 2022 "*retired"*
Job Title: Natural Resources Coordinator
Employers name: Kitsap County Dept. of Community Development, Port Orchard, WA
Responsible for a variety of tasks, primarily focused on salmon and steelhead recovery planning and implementation, in Kitsap County. Manage several complex multi-million dollar restoration projects on County lands and roadways. This entails coordinating with federal & state permitting and funding agencies, local tribes and interested citizens, as well as keeping the Kitsap County Board of Commissioner informed with activities within their districts.

July 2005-October 2013
Job title: Habitat Biologist/Coordinator for Salmon Recovery
Employers name: Kitsap County Dept. of Community Development, Port Orchard, WA
Major duties: Responsible for coordinating the local (2 counties, 5 cities, 2 tribes) habitat restoration component of the implementation of the Puget Sound Salmon Recovery Plan. Organize and promote salmon habitat restoration competitive grant process yearly for the Salmon Recovery Funding Board. Serve as local technical and community representative in local and state salmon recovery forums. Work closely with elected officials, local government staff, and volunteers in a variety of forums. Manage all aspects of the grant funded position and assist others with obtaining and utilizing grants for fish and habitat resources enhancement and protection.

January 2000-December 2004
Job title: Director of Facilities
Employers name: Long Live the Kings, Seattle, WA
Major duties: Responsible for operation of several wild salmon recovery projects and the technical advisor to facilitators for the Hatchery Scientific Review Group (HSRG), funded through the U.S. Congress to evaluate anadromous fish hatcheries in Puget Sound and Coastal Washington. Supported the HSRG on all aspects of analyzing hatcheries and their operations.

July 1994 – December 1999
Job title: Region 4 Hatchery Operations Manager
Employers name: Washington Dept. of Fish and Wildlife, Olympia, WA
Major duties: My responsibilities included the supervision and operation of twenty steelhead, salmon and trout hatcheries (Region 4 – King, Snohomish, Skagit, Whatcom Counties; plus part of Pierce County). I also acted as the WDFW representative in a wide variety of technical, professional and policy forums.

I supervised approximately 68 professional and technical employees and oversaw an annual operating budget of over $4.5 million.

June 1989 – June 1994
Job title: Salmon Culture Operations Manager
Employers name: Washington Dept. of Fisheries, Olympia, WA
Major duties: I supervised the operation of nine salmon hatcheries in a capacity similar to the above position. I participated in the planning for and was responsible for the implementation of the rearing programs for eight different stocks of wild salmon through "supplementation" hatcheries on the Mid-Columbia River. I was responsible for overseeing the hatchery aspects of a recovery program for Snake River fall and spring Chinook (at Lyons Ferry), which were two of the first stocks in the Pacific Northwest listed as threatened under the Endangered Species Act.

July 1986 – May 1989 *Job title*: Fish Virologist/Pathologist 3
Employers name: Washington Dept. of Fisheries, Olympia, WA
Major duties: Designed, implemented and supervised fish health research and associated activities on a statewide basis. I was responsible for all aspects of operation of the only state fish virology laboratory. The laboratory isolated the first strain of North American VHSV in the USA.

August 1984 - May 1986 *Job title*: Fish Pathologist 2
Employers name: Wash. Dept. of Fisheries, Olympia, WA
Major duties: Planned, organized and directed fish health programs at individual salmon hatcheries.

October 1981 – August 1983 *Job title*: Fish Biologist 2
Employers name: Wash. Dept. of Fisheries, Olympia, WA
Major duties: Assistant Fish Virologist

June 1978 – June 1981 *Job title*: Fish Hatchery Mgr. I and Fish Hatchery Mgr. Trainee
Employers name: Wash. Dept. of Fisheries, Olympia, WA
Major duties: Managed a multi-species salmon hatchery (Hupp Springs) from October 1979 to June 1981 as a Hatchery Manager 1. Performed all routine duties at large multi-species hatcheries as a Manager Trainee (Washougal, June 1978 to January 1979 and Minter Creek, January to October 1979).

Other job related Information:

- **Member – Washington Agriculture and Forestry Education Foundation, Class XIV**
- **American Fisheries Society**: NPIC chapter officer 1993-1995 (newsletter editor), membership committee of the Fish Health Section (four years), certified Fish Health Inspector (1986-1991)
- ***The Progressive Fish Culturalist*** Associate Editor 1991-1994
- Appointed by Governor Gardner to serve on the Interagency Committee of the Status of Women for two terms (1986-1990)

Preudhomme (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Sunday, December 17, 2023 5:43 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A.tion in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Pleas 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.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Applicant Information

Name	Alexander X Preudhomme
Email	[redacted]

Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self-Employed
Current Position	Owner - Architectural Consultant Firm

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 a background in both urban planning and architecture. I have a Bachelor's in Architecture from the University of Notre Dame with a strong focus on urban planning. This program required all its students to study architecture and urban planning for a year in Italy. After my education, I worked at Opticos Design, Inc., a planning firm that specializes in 'missing middle housing,' a term describing the range of housing types larger than a single-family home but smaller than mid-rise apartment complexes. While at Opticos Design, I worked on form-based codes for a variety of cities and also engaged in public workshops. After my time at Opticos Design, I worked at a residential architecture firm for a few years, designing houses and preparing permit sets. And currently, I consult with architecture and urban planning firms and develop traditional design work.
Please share your community interests (groups, committees, organizations) if any:	I have several community interests outside of planning. My wife, 11 month old, and I are very interested in the idea of social capital and have a nice community of neighbors who help each other out and occasionally have ice cream socials. We attend St. Cecilia's church on High School Rd. and worked on a young adults group. I am active in the Kitsap Boardgaming Guild, a group of adult board game enthusiasts that regularly meets at Sister's Cider House. I also am active

	with Bainbridge Island recreation center sports, including volleyball, basketball, and disc golf.
Do you have potential conflicts of interest? If so, please explain:	No
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	[redacted]
Type the Year	2023

[redacted]

Alexander X. Preudhomme
[redacted]

17 December 2023

Dear member selection panel and Bainbridge Island city council members,

As Bainbridge Island goes through important changes to its comprehensive plan and Windslow sub-area focus region, I am both eager and excited to serve on the BI planning commission and to offer my skills and expertise to aid the city council in making Bainbridge Island grow and thrive well into the coming decades.

Having a diverse array of experiences both in urban planning and architecture makes me uniquely qualified to serve on the planning commission. Prior to my work in residential architecture, I worked with Opticos Design Inc., the premier planning firm for 'missing middle housing,' a term describing the full range of housing types larger than single family detached houses and smaller than mid-rise apartment complexes (i.e. duplexes, cottage courts, etc.). During my time with Opticos, I helped cities update their zoning laws to legalize missing middle housing, creating a more diverse and affordable range of housing types available. Specifically, I spearheaded a form-based code for the City of Medford, Oregon, which prioritized building forms over numerical values like FAR or du/acre to achieve more affordable and attractive housing, while also not breaking from the scale or character of Medford's walkable areas. I have worked on the codes of many different and unique cities and I am excited to now focus my efforts locally.

In addition to my work with city codes, I have engaged in several public design workshops for the cities of Davis, California, South Bend, Indiana, and Memphis, Tennessee during their comprehensive plan updates. On the neighborhood-scale, I have worked with developers, creating innovative housing complexes with a focus on community, sustainability and walkability. I worked on the schematic design of Cul-de-sac Tempe, dubbed as 'America's first fully car-free community' in Tempe, Arizona. I also worked on a 'mews' and missing middle housing development in Missoula, Montana. And finally, at the building-scale, my work in architecture has allowed me to see firsthand how city codes directly impact clients and designers in the building permit process.

My diverse background of experiences in both urban planning and architecture is why I believe that I will make a good fit for the planning commission. Our island has important work ahead and having a stake in this community for the long-term, I see working on the planning commission as a fun way to give back to the community I love.

Thank you,

Alexander X. Preudhome

[redacted]

Alexander X. Preudhomme

[redacted]

Personal Information

[redacted]

Technical Skills

Fine Art:
Hand drawing, painting (watercolor, acrylic, oil), digital painting

Drafting, Modeling & Rendering:
Revit, SketchUp, AutoCAD, GIS, Lumion, Twinmotion, Unreal Engine, Omniverse, Adobe Suite

Industrial:
3D printing, laser engraving, stone carving, silicon casting, basic coding, visual scripting, woodworking, board game designing & publishing

Sustainability:
Climate Consultant, Hydroponics

Honors and Awards

•Noel Blank Design Award*
2018: Considered the highest honor for the top two thesis projects as selected by the fifth-year thesis jurors

•ICAA Acanthus Award
2018: From the Chicago chapter of the Institute of Classical Arts and Architecture

•Andrew F. Kervick Award*
2013-2018: For drawing of the highest merit over the entire course of study

•Ray Stuermer Memorial Award*
2016-2017: For excellence in design

•ICAA Acanthus Award
2017: From the Chicago chapter of the Institute of Classical Arts and Architecture

•Work on Exhibition
2017: At the Railway Exchange Building in Chicago

•Tau Sigma Delta Honors Society*
2016-2018

•Nellie Wynn Kervick Award*
2015-2016: For excellence in design and drawing during the year in Rome

•Dean's List* 2013-2018
*: Awarded by the School of Architecture at Notre Dame

Education

2013-2018 — **University of Notre Dame, Indiana**
Bachelors of Architecture (Magna Cum Laude) with a focus on Urban Planning
- Resident Assistant 2016-2018
- Year abroad studying in Rome, Italy 2015-2016

Experience

2022-Pres. — **Architectural Consultant - Bainbridge Island, WA**
Owner, *Architecture & Urban Planning*
- Advises architecture firms on implementation of traditional & classical design in residential architecture
- Prepares permit drawing sets for planning departments
- Aids in project management and implementation
- Creates digital renderings of design options for clients

2019-2022 — **Skurman Architects - San Francisco, CA**
Senior *Designer, Residential Architecture*
- Managed projects while collaborating with founder
- Designed residences in California, New York, and Israel
- Lead designer for schematic design work
- Created hand and digital renderings of design proposals
- Managed internship program and leads on-boarding
- Lead marketing, business development & website design (skurman.com)

2018-2019 — **Opticos Design, Inc. - Berkeley, CA**
Designer, Urban Planning
- Developed form-based code for the city of Medford, OR
- Collaborated at design workshops for the cities of Davis, CA, Memphis, TN, and South Bend, IN
- Developed multi-family developments with 'Missing Middle' housing types (duplexes, cottage courts, fourplexes, courtyard apartments, etc.)
- Worked on early development of Culdesac Tempe - 'America's first car-free city'
- Developed 'Mews' alternative housing scheme for a development in Missoula, MT

2015-2017 *Summers* — **Skurman Architects - San Francisco, CA**
Intern
- Coordinated design drawings with details & plans
- Painted watercolor renderings for clients & marketing
- Worked with firm principal on new project designs

Research & Development

2018-Pres. — **Shapes and Sizes: Urban Squares of the World**
Documentation of size, shape & climate of renowned spaces
- https://www.alexpreudhomme.com/urban-square

2017-Pres. — **Commercial Civicism: Building Social Capital in a Market Reality** -Analysis of buildings with dual civic and commercial functions & feasibility study of modern civic buildings

2017-Pres. — **Comparing Worldwide Vernacular for a Changing Climate**
Comparative analysis of historical housing types through the lens of the Koppen Climate classification system

The Portfolio of

Alexander X. Preudhomme

alexpreudhomme.com

Urban Planning

A Development in Missoula, MT

With Opticos Design, Inc.

A Development in Missoula, MT

With Opticos Design, Inc.

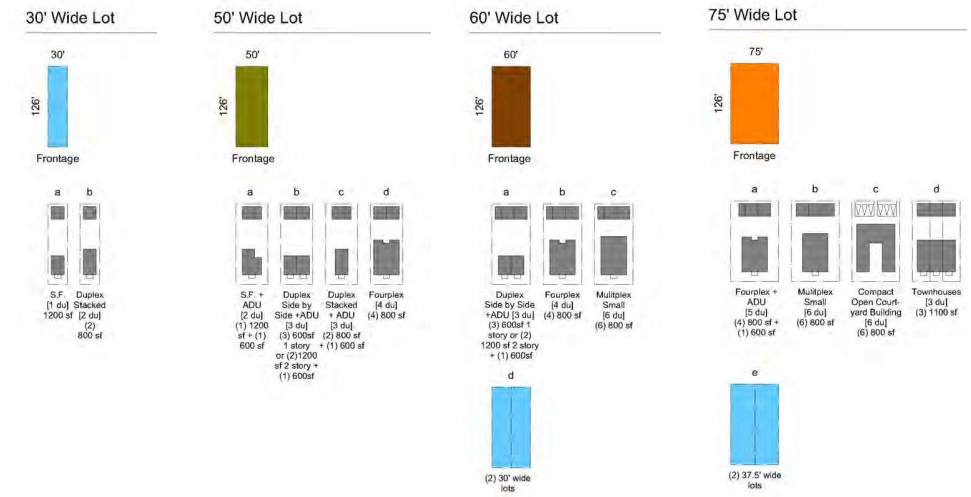
Key

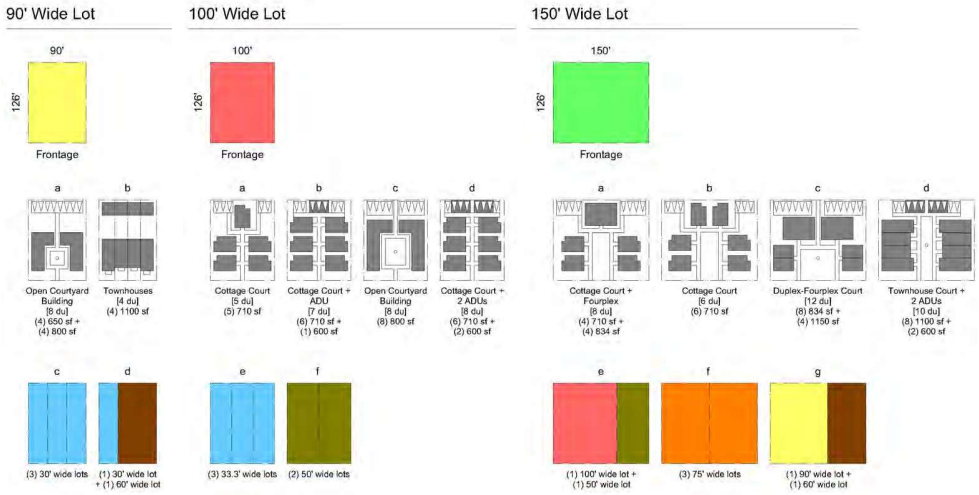
- Single Family (17)
- Duplexes (6)
- Cottages (21)
- Fourplexes (3)
- Mews units (8)
- Carriage House (11)
- Townhouses (0)
- Garage

Option 1	
Number of Units	**81**
Average Unit Size:	1,070 sq. ft.
Number of Covered Parking Spots:	152
Area w/out Mary Jane Blvd:	7.80 acres
Density	**10.4 du/acre**
Area w/ Mary Jane Blvd:	8.52 acres
Density	**9.5 du/acre**
Area of Total Open Public Space:	0.73 acres
% of Land as Open Public Space	8.5%

Lot Studies for the City of South Bend, IN

With Opticos Design, Inc.





Digital Sketching for a Design Workshop in Memphis, TN

With Opticos Design, Inc. (Made with ProCreate)

What could be Built on Typical Lots?

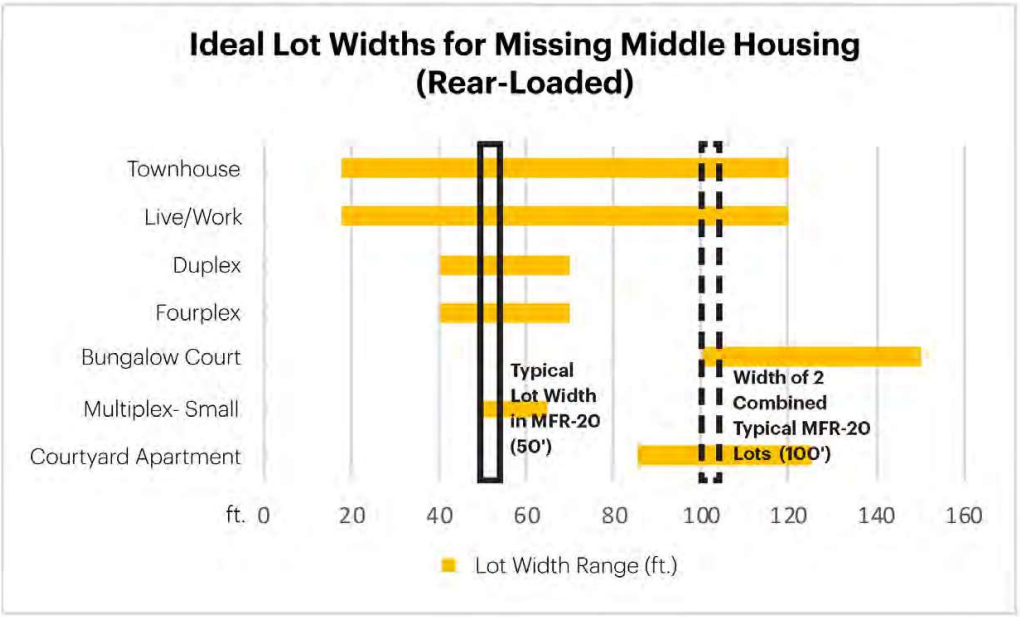
The chart below shows that a variety of Missing Middle Housing types could be built on a typical MFR-20 lot. Duplexes, Fourplexes, Mulit-plexes, Townhouses, and Live/work all fit within the typical lot. In addition, the courtyard apartment and bungalow court types could fit on two combined lots.

However, density requirements, lot area requirements, and setback requirements prevent these housing types.

Parking also is a major hindrance in allowing for Missing Middle Housing as well. Missing Middle Housing is meant to be in walkable environments. This is necessary because many Missing Middle Housing types become unfeasible with high parking requirements. Reducing the requirement to a minimum of 1 off-street parking spot in walkable areas will enhance the feasibility of Missing Middle development.

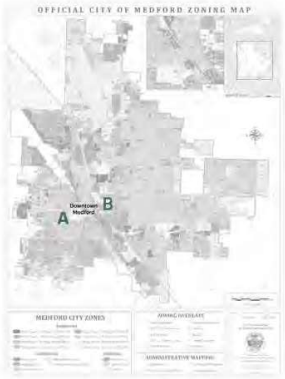
Right:

The chart on the right only shows ideal lot widths of MMH in the rear-loaded condition because the typical lot in MFR-20 is rear-loaded.



Building Types Allowed in Code By Density and Lot Width	MFR-20
Lot Area (sq. ft.)	
less than 3,000	T
3,000-4,500	-
4,500-6,500	D
6,500-8,000	-
8,000-9,000	M
9,000-12,500	M
12,500-14,000	M
14,000-18,750	M
18,750 and over	M

S- Single Family Detached
R- Townhouse
D- Duplex
M- Multi-Family Dwelling
- Missing Middle Housing



What does the Existing Code Allow?

This chart identifies types of housing are allowed in each range of lot widths. The black box shows the typical lot size for this zone.

Duplexes are allowed in this zone if their lot is between 5,000 to 12,500 sq. ft. However, for lots greater than 5,808 sq. ft., the duplex is not dense enough to meet MRF-20 density requirements of 15-20 du/acre.

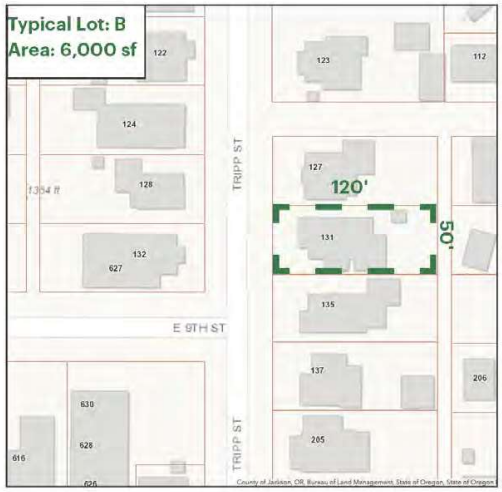
Multi-Family Dwellings are allowed on lots greater than 8,000 sq. ft. and there is no maximum lot area requirement for them.

Townhouses are permitted on lots from 1,800-3,000 sq. ft.. Two Townhouses are permitted on a typical lot if the lot is divided into two separate lots. The existing code's language on setbacks for rowhouses makes it unclear if setbacks are needed for each individual lot or for the entire row of townhouses.

What are Typical Lot Sizes for this Zone?

The most common lot sizes within the MFR-20 zone in walkable contexts are between 5,000-6,000 sq. ft. with an average lot width is 50'.

Most lots in this zone are rear-loaded. Differentiating between front and rear-loaded lot configurations in the code is important due to the nature of how different front and rear-loaded lots can be developed.



2) Building Type Standards

Add more Missing Middle Housing types:

Building type standards provide specific lot regulations to create predictable built forms through specific building types. Medford's code includes building type standards for single-family houses, duplexes, townhouses, and multi-family dwellings.

Since Medford's code already has building type standards, there is existing framework in the code to easily add more Missing Middle Housing types. In addition, we propose standards for each additional desired housing type in response to the intended physical character of each zone. We recommend for these standards to be added to section 10.713 of Medford's zoning code.

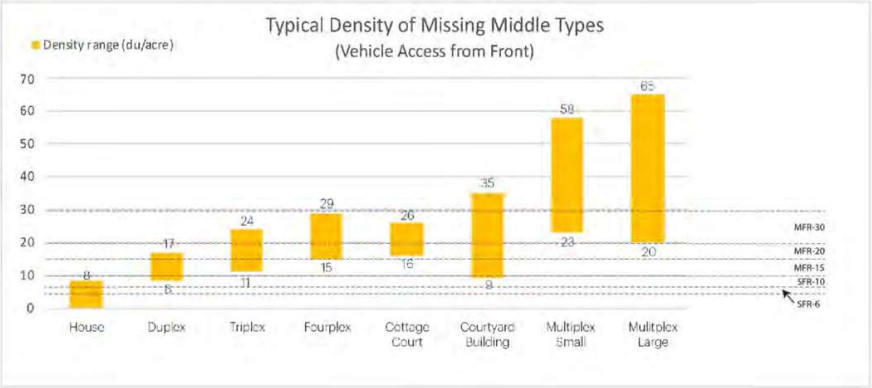
We recommend to not allow the 'multi-family dwelling' (mid-scale apartment) type where Missing Middle types are intended. It is a block-scale type that is incompatible with house-scale neighborhood contexts. We have included a more predictable replacement for the 'multi-family dwellings' (Multiplex: Large) for use in walkable contexts.

We recommend including the carriage house type in all zones to broaden housing choice and limiting it in the MFR Zones to one unit on a detached garage of up to 10 garages.

Matrix of Allowed Building Types

Building Type	Number of Units	SFR-00	SFR-2	SFR-4	SFR-6	SFR-10	MFR-15	MFR-20	MFR-30
Carriage House	1				x	x	x	x	x
House	1	x	x	x	x	x			
Townhouse	1					x	x	x	
Duplex	2				x	x	x		
Triplex	3					x	x	x	
Fourplex	4						x	x	x
Cottage Court	5-12						x	x	
Courtyard Building	4-20						x	x	x
Multiplex: Small	5-10							x	x
Multiplex: Large	11+								x
Mid-Scale Apartment	varies								
Pocket Neighborhood	varies					x	x	x	x

See individual building type for standards.
Any building type allowed in more than one zone is required to comply with the standards of the applicable zone.



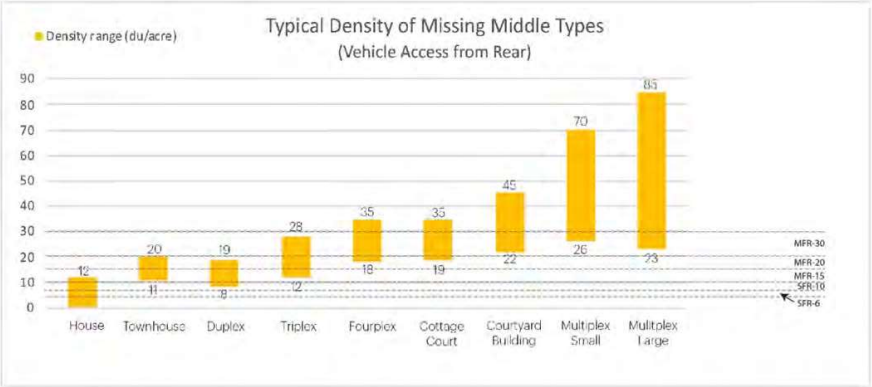


Diagram 4.a: This diagram shows the Missing Middle Housing types that would be allowed in each zone based on existing density limits. The yellow bars represent the typical density ranges for each housing type. The black dotted lines represent the current density limits for each zone.

	COTTAGE COURT			
	A series of detached dwelling units on one lot organized around a shared green. (House-Scale)			
	Allowed Zones	MFR-15	MFR-20	
	Special Standards	Cottage courts on corner lots required to provide a passage from side street to the shared green. Shared green must be accessible via a 10'-0" min. right of way.		
	Density Range (du/acre)	10 to 20	15 to 28	
	Lot Area Range	10,000 square feet min. & 24,000 square feet max.		
	Lot Area of Individual Cottages	960 square feet min. (Creating individual lots for each cottage is not required).		
	Building Coverage Factor (max.) for Entire Lot	60%	65%	
A	Lot Width	Front-Loaded: 115' min. & 150' max. Rear-Loaded: 100' min. & 150' max.		
C	Lot Depth	100' min. & 150' max.		
D	Lot Frontage to Street	100% of any single façade within 20' of the front or side street lot line must be within the façade zone.		
F	Building Setback of Front Yard (Façade Zone). This serves as the façade zone for side streets.	10' min. & 20' max.	10' min. & 15' max.	
G	Separation between Buildings on Lot	10' min.		
H	Building Setback of Side Yard	6' min.	5' min.	
I	Building Setback of Rear Yard	5' min.	5' min.	
	Height to Eave (Max.)	25' max.	35' max.	
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.		
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from façades of front street cottages.		
O	Allowable Encroachments into setbacks	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.		
P	Width of Shared Green	20' min. clear & 30' max.		
Q	Depth of Shared Green	30' min.		
	Area of Shared Green*	10% of lot area min.		
R	Allowable Encroachment on Shared Green	Only eaves allowed to project into the shared green.		
	Orientation of Main Entrance of Dwellings	Main Entrance of each dwelling unit must face either a street or a shared green.		

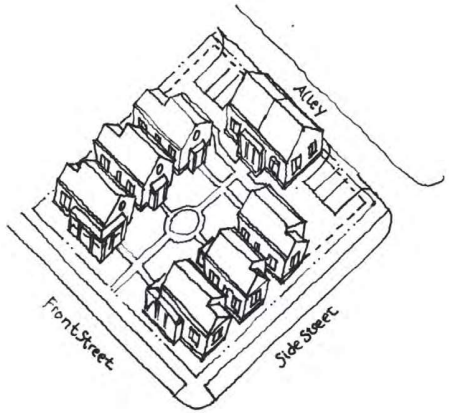
Driveways and parking may not enter onto or occupy shared green.
***Vehicular Access allowed from front street if driveway does not exceed 14 feet max. width.*

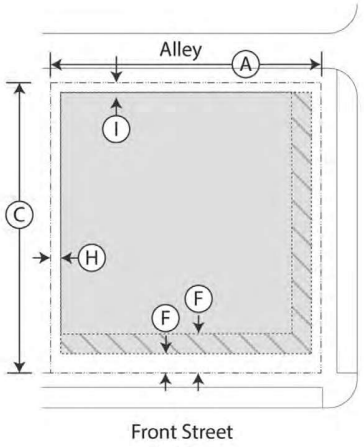
COTTAGE COURT
LOT DIAGRAMS

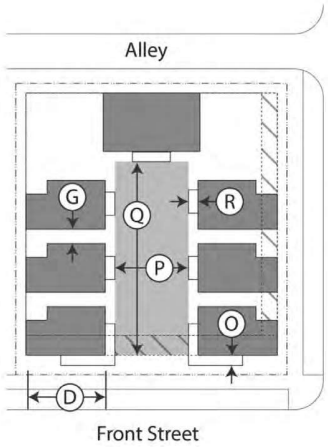
Key

- Buildable Area
- Facade Zone
- Building Footprint*
- Lot Line
- Setbacks

*Building footprint shown is one of many allowed configurations



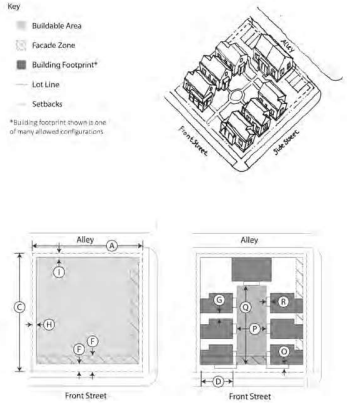




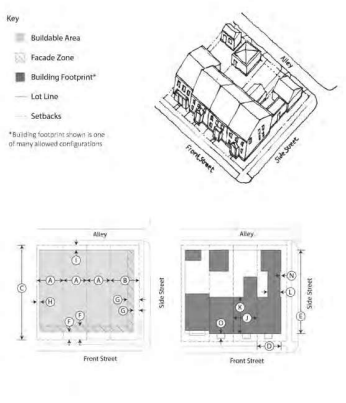
A Smart Code for 'Missing Middle Housing' in Medford, OR

With Opticos Design, Inc.

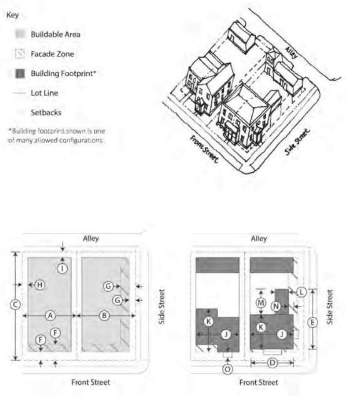
COTTAGE COURT
LOT DIAGRAMS



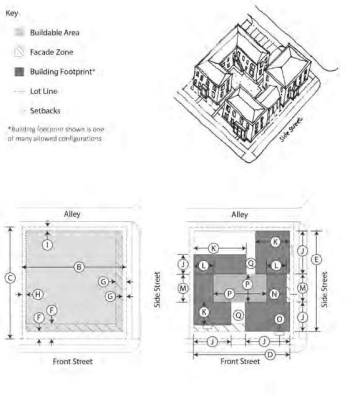
TOWNHOUSE
LOT DIAGRAMS



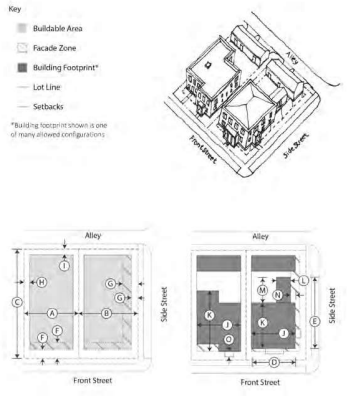
DUPLEX
LOT DIAGRAMS



COURTYARD BUILDING
LOT DIAGRAMS



FOURPLEX
LOT DIAGRAMS



COTTAGE COURT

A series of detached dwelling units on one lot organized around a shared green. (House-Scale)

		MFR-15	MFR-20
	Allowed Zones		
	Special Standards	Cottage courts on corner lots required to provide a passage from side street to the shared green. Shared green must be accessible via a 10'-0" min. right of way.	
	Density Range (du/acre)	10 to 20	15 to 28
	Lot Area Range	10,000 square feet min. & 24,000 square feet max.	
	Lot Area of Individual Cottages	960 square feet min. (Creating individual lots for each cottage is not required).	
	Building Coverage Factor (max.) for Entire Lot	60%	65%
A	Lot Width	Front-Loaded: 115' min. & 150' max. Rear-Loaded: 100' min. & 150' max.	
C	Lot Depth	100' min. & 150' max.	
D	Lot Frontage to Street	100% of any single façade within 20' of the front or side street lot line must be within the façade zone.	
F	Building Setback of Front Yard (Façade Zone). This serves as the façade zone for side streets.	10' min. & 20' max.	10' min. & 15' max.
G	Separation between Buildings on Lot	10' min.	
H	Building Setback at Side Yard	6' min.	5' min.
I	Building Setback at Rear Yard	5' min.	5' min.
	Height to Eave (Max.)	25' max.	35' max.
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.	
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from façades of front street cottages.	
O	Allowable Encroachments into setbacks	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.	
P	Width of Shared Green	20' min. clear & 30' max.	
Q	Depth of Shared Green	30' min.	
	Area of Shared Green*	10% of lot area min.	
R	Allowable Encroachment on Shared Green	Only eaves allowed to project into the shared green.	
	Orientation of Main Entrance of Dwellings	Main Entrance of each dwelling unit must face either a street or a shared green.	

*Driveways and parking may not enter onto or occupy shared green.
**Vehicular Access allowed from front street if driveway does not exceed 14 feet max. width.

TOWNHOUSE

A row of attached dwelling units in one building all separated with lot lines. (Less than 4 units in array= house-scale; more than 4 units in array= block-scale)

		SFR-10	MFR-15	MFR-20
	Allowed Zones			
	Special Standards	Min. 2 and max. 4 attached townhouses in a row.	Min. 2 and max. 4 attached townhouses in a row.	Min. 2 and max 8 attached townhouses in a row.
		Lot must be rear-loaded if alley exists in rear.		
	Density Range (du/acre)	6 to 14	10 to 20	15 to 28
	Lot Area Range*	1,700 square feet min. & 4,800 square feet max.		
	Building Coverage Factor (max.)	65%	70%	75%
A	Lot Width (Interior Lot)*	Front-Loaded: 30' min. & 45' max. Rear-Loaded: 20' min. & 40' max.		
B	Lot Width (Corner Lot)*	Front-Loaded: 40' min. & 45' max. Rear Loaded: 30' min. & 45' max.		
C	Lot Depth	85' min. & 120' max.		
D	Lot Frontage of Front Yard (% of Front Façade Length that must be in Façade Zone)	80% min.	85% min.	90% min.
E	Lot Frontage of Side Street Yard (% of Side Street Façade Length that must be in Façade Zone)	55% min.	60% min.	65% min.
F	Building Setback of Front Yard (Façade Zone)	10' min. & 20' max.	10' min. & 20' max.	10' min. & 15' max.
G	Building Setback of Side Street Yard (Façade Zone)	10' min. & 15' max	10' min. & 15' max	10' min. & 15' max
H	Building Setback of Side Yard	8' min. if not attached	6' min. if not attached.	5' min. if not attached.
I	Building Setback of Rear Yard	5' min.	5' min.	5' min.
	Height to Eave (Max.)	25' max.	35' max.	35' max.
J	Main Body Building Width	40' max.		
K	Main Body Building Depth	60' max.		
L	Side Wing Width	14' max. (15' separation between wings)		
N	Side Wing Offset from Main Body Façade	5' min.		
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.		
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from front façade of main body		
O	Allowable Encroachments	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.		
	Orientation of Main Entrance	Main Entrance must face either the main street, side street, or a shared green.		

*Individual Townhouse Standards for Lot Area Range, Lot Width, and Lot Depth can differ from the zone standards. Use townhouse standards in these circumstances.
**Vehicular Access allowed from front street if driveway does not exceed 14 feet max. width.

DUPLEX

Two attached or stacked dwelling units in one building on an individual lot. (House-Scale)

		SFR-6	SFR-10	MFR-15
	Allowed Zones			
	Special Standards	n/a		
	Density Range (du/acre)	4 to 10	6 to 14	10 to 20
	Lot Area Range	4,000 square feet min. & 12,000 square feet max.		
	Building Coverage Factor (max.)	50%	55%	60%
A	Lot Width (Interior Lot)	Front-Loaded: 55' min. & 75' max. Rear-Loaded: 40' min. & 70' max.		
B	Lot Width (Corner Lot)	Front-Loaded: 60' min. & 80' max. Rear Loaded: 45' min. & 75' max.		
C	Lot Depth	100'-0" min. & 150'-0" max.		
D	Lot Frontage of Front Yard (% of Front Façade length that must be in façade zone)	50% min.	55% min.	60% min.
E	Lot Frontage of Side Street Yard (% of Side Street Façade length that must be in façade zone)	40% min.	45% min.	50% min.
F	Building Setback of Front Yard (Façade Zone)	15' min. & 25' max.	10' min. & 20' max.	10' min. & 20' max.
G	Building Setback of Side Street Yard (Façade Zone)	10' min. & 20' max.	10' min. & 15' max	10' min. & 15' max.
H	Building Setback of Side Yard	10' min.	8' min.	6' min.
I	Building Setback of Rear Yard	5' min.	5' min.	5' min.
	Height to Eave (Max.)	35' max.	35' max.	35' max.
J	Main Body Building Width	40' max.		
K	Main Body Building Depth	50' max.		
L	Side Wing Width	20' max. (15' separation between wings)		
M	Side Wing Length	35' max.		
N	Side Wing Offset from Main Body Façades	5' min.		
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.		
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from front façade of main body		
O	Allowable Encroachments	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.		
	Orientation of Main Entrance	Main Entrance of dwelling units must face either the main street, side street, or a shared green.		

**Vehicular Access allowed from front street if driveway does not exceed 14 feet max. width.

COURTYARD BUILDING

A series of attached and/or stacked dwelling units in one to three detached buildings on an individual lot organized around a shared green. (House-Scale)

		MFR-15	MFR-20	MFR-30
	Allowed Zones			
Q	Special Standards	Shared green must be accessible via a 10'-0" min. passage.		
	Density Range (du/acre)	10 to 20	15 to 28	20 to 45
	Lot Area Range	8,500 square feet min. & 21,750 square feet max.		
	Building Coverage Factor (max.)	60%	65%	70%
A	Lot Width (Interior Lot)	Front-Loaded: 100' min. & 135' max. Rear-Loaded: 85' min. & 125' max.		
B	Lot Width (Corner Lot)	Front-Loaded: 120' min. & 155' max. Rear-Loaded: 105' min. & 145' max.		
C	Lot Depth	100' min. & 150' max.		
D	Lot Frontage of Front Yard (% of Front Façade length that must be in façade zone)	60% min.	65% min.	70% min.
E	Lot Frontage of Side Street (% of Side Street Façade length that must be in façade zone)	50% min.	55% min.	60% min.
F	Building Setback of Front Yard (Façade Zone)	10' min. & 20' max.	10' min. & 15' max.	10' min. & 15' max.
G	Building Setback of Side Street Yard (Façade Zone)	10' min. & 15' max	10' min. & 15' max	10' min. & 15' max
H	Building Setback of Side Yard	6' min.	5' min.	5' min.
I	Building Setback of Rear Yard	5' min.	5' min.	5' min.
	Height to Eave (Max.)	25' max.	35' max.	35' max.
J	Main Body Building Width	60' max.		
K	Main Body Building Depth	60' max.		
L	Side Wing Width	20' max.		
M	Side Wing Length	40' max.		
N	Side Wing Offset from Main Body Front Façades	5' min.		
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.		
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from front façade of main body		
O	Allowable Encroachments	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.		
P	Dimensions of Shared Green (Clear)	20' min. by 20' min.	25' min. by 25' min.	30' min. by 30' min.
	Percentage of lot for Shared Green*	10% min.		
R	Length and Width of Entire Building	150' max.		
S	Main Body Offset from other Main Bodies on Site	10' min.		
	Orientation of Main Entrance	Main Entrance of dwelling units must face either the street or a shared green.		

*Driveways and parking may not enter onto or occupy shared green.
**Vehicular Access allowed from front street if driveway does not exceed 14 feet max. width.

FOURPLEX

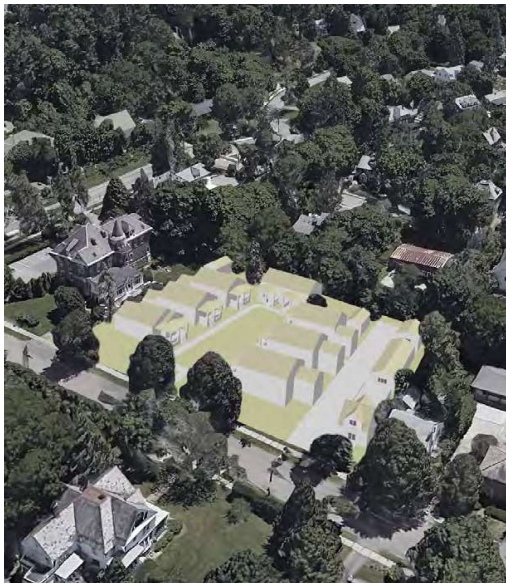
Four attached or stacked dwelling units in one building on an individual lot. (House-Scale)

		MFR-15	MFR-20	MFR-30
	Allowed Zones			
	Special Standards	n/a		
	Density Range (du/acre)	10 to 20	15 to 28	20 to 45
	Lot Area Range	5,000 square feet min. & 12,000 square feet max.		
	Building Coverage Factor (max.)	60%	65%	70%
A	Lot Width (Interior Lot)	Front-Loaded: 60' min. & 75' max. Rear-Loaded: 50' min. & 65' max.		
B	Lot Width (Corner Lot)	Front-Loaded: 65' min. & 80' max. Rear Loaded: 55' min. & 70' max.		
C	Lot Depth	100' min. & 150' max.		
D	Lot Frontage of Front Yard (% of Front Façade length that must be in façade zone)	60% min.	65% min.	70% min.
E	Lot Frontage of Side Yard (% of Side Street Façade length that must be in façade zone)	50% min.	55% min.	60% min.
F	Building Setback of Front Yard (Façade Zone)	10' min. & 20' max.	10' min. & 15' max.	10' min. & 15' max.
G	Building Setback of Side Street Yard (Façade Zone)	10' min. & 15' max	10' min. & 15' max.	10' min. & 15' max
H	Building Setback of Side Yard	6' min.	5' min.	5' min.
I	Building Setback of Rear Yard	5' min.	5' min.	5' min.
	Height to Eave (Max.)	35' max.	35' max.	35' max.
J	Main Body Building Width	45' max.		
K	Main Body Building Depth	60' max.		
L	Side Wing Width	20' max. (15' separation between wings)		
M	Side Wing Length	35' max.		
N	Side Wing Offset from Main Body Façades	5' min.		
	Garage/ Parking/ Accessory Building Side and Rear Setback**	3' min.		
	Garage/ Parking/ Accessory Building Front Street Setback	30' min. from front façade of main body		
O	Allowable Encroachments	Porches, bay windows & trellises may encroach the setback on front facades up to 5' and no closer than 3' from side or rear property lines.		
	Orientation of Main Entrance	Main Entrance of dwelling units must face either the main street, side street, or a shared green.		

Area 1: Cottage Court

For this example, a larger lot has been subdivided with the vacant parcel being used to demonstrate a cottage court alternative. Cottage courts, also called pocket neighborhoods, offer smaller housing alternatives with communal amenities such as shared open space and storage sheds. The small detached homes match the character of the adjacent neighborhood. To build this typology in single family zones, typically requires a cottage court ordinance or a PUD (Planned Unit Development).

Typical Specifications	
Lot Information	
Width	275'
Depth	179'
Lot Area	38,490 sf.
Net Density	10.19 units/acre
Lot Coverage	30.2%
Unit Information	
Number of Units	9
Average Unit Size	1000 sf.
Off-Street Parking	
Number of Spots per Unit	1 per unit



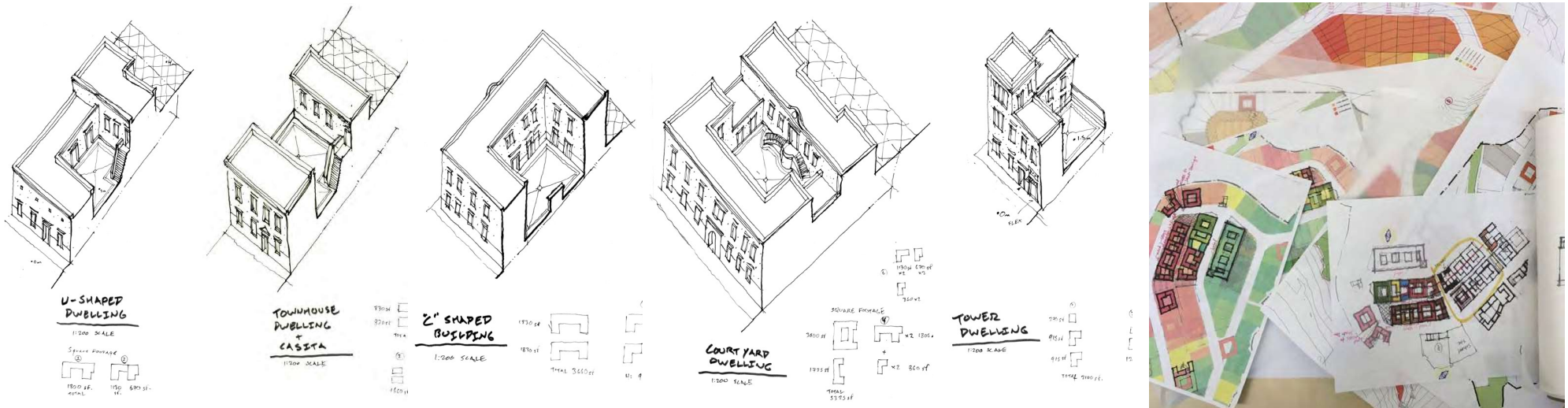
Opticos Design, Inc. © 2018 | July 2018

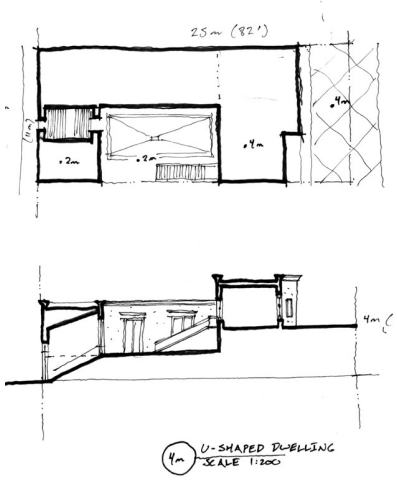
Digital Watercoloring for a Design Workshop in Kauai, HI

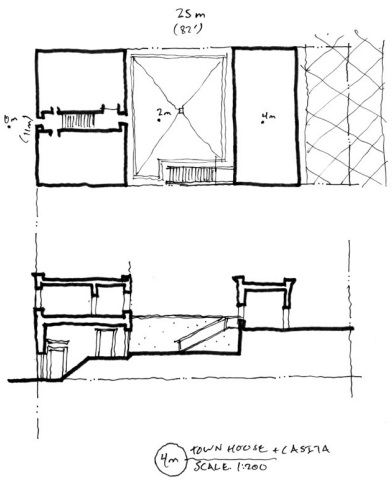
With Opticos Design, Inc.

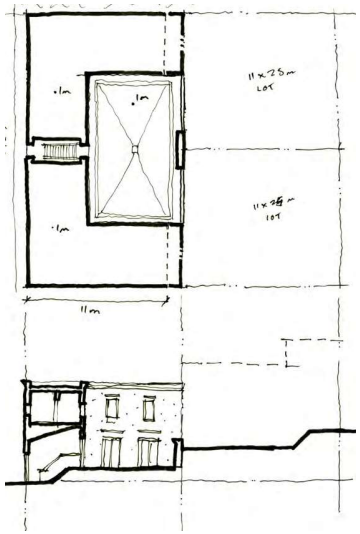
Courtyard Housing Study for a Development in San Miguel Del Allende, Mexico

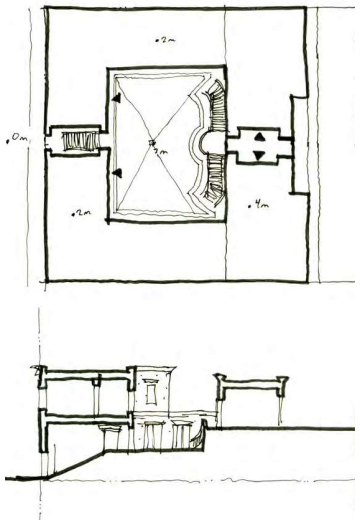
With Opticos Design, Inc.

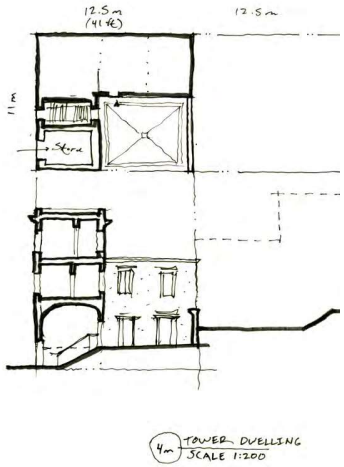












3D Printed Models for a Development outside San Miguel Del Allende, Mexico

Research Project

3D Printed Scaled Model of Development

Rendering of Development based on 3D Scaled Model

A Development outside San Miguel Del Allende, Mexico

Research Project

A Development outside San Miguel Del Allende, Mexico

Research Project

A Development outside San Miguel Del Allende, Mexico

Research Project

The Transect Zones - From Suburban to Urban

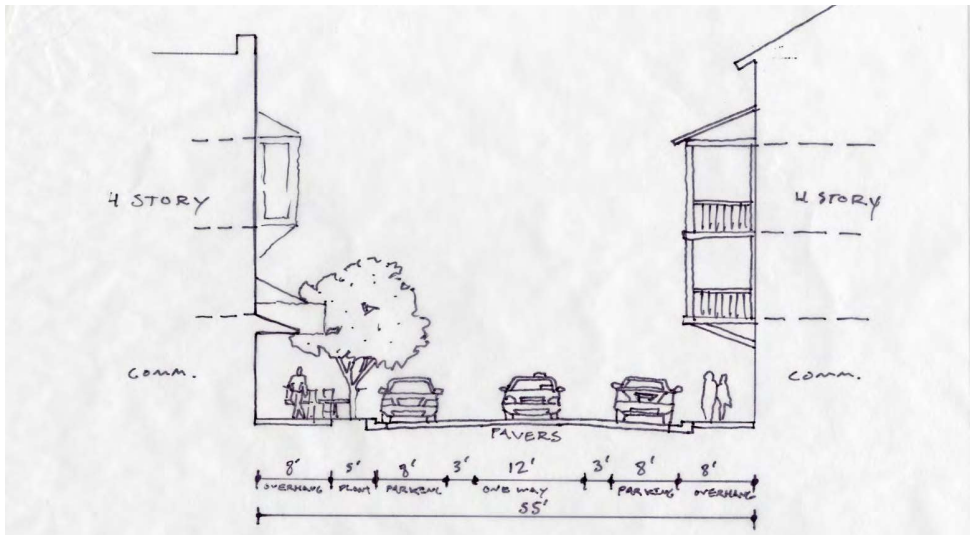
With Opticos Design Inc.

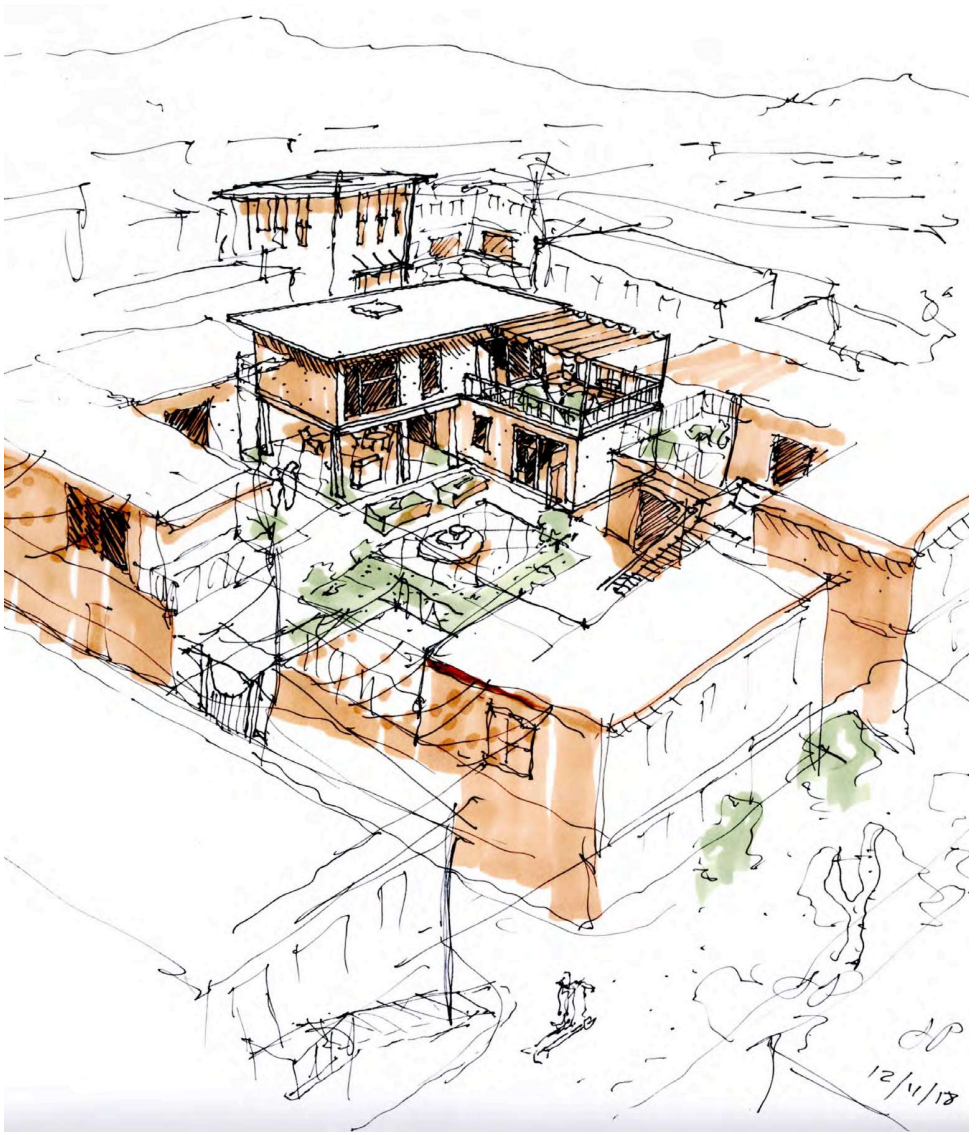
Preliminary Design of Cul-De-Sac Tempe: 'America's First Car-Free City'

With Opticos Design, Inc.

Preliminary Design of Cul-De-Sac Tempe: 'America's First Car-Free City'

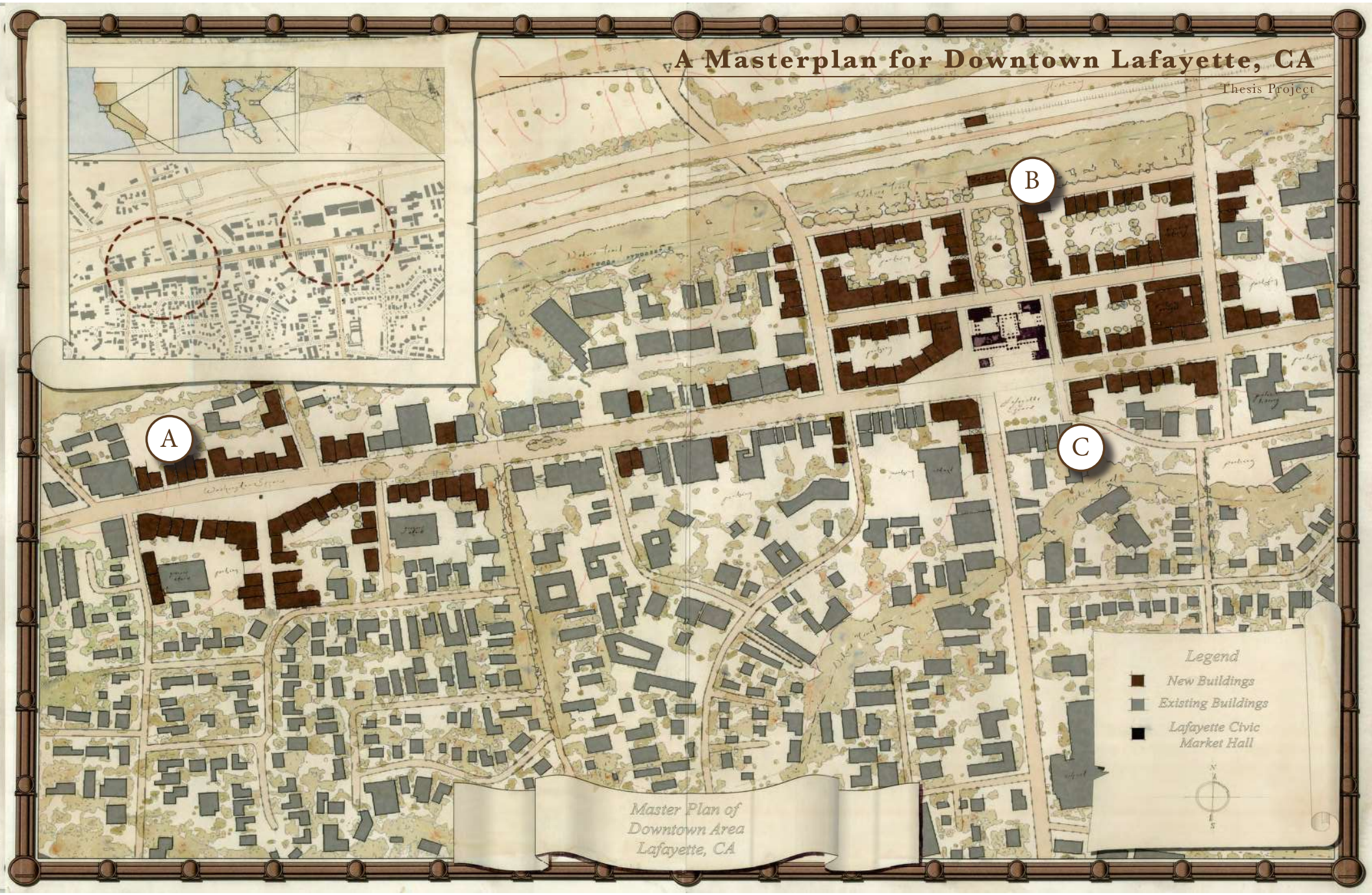
With Opticos Design, Inc.





A Masterplan for Downtown Lafayette, CA

Thesis Project



A Form-Base Code for Lafayette, CA

Thesis Project

Existing Code

Conventional Zoning

- P1- Special Business
- SRB- Downtown Core-Business
- RB- Downtown-Business
- C- Retail
- MR- Multi-Family Residential
- R- Single-Family Residential

Proposed Code

Form Based Coding

- T5- Downtown Urban Core
- T5C-Downtown Core-Park Commons
- T4MS-Downtown Main Street
- T4N- Downtown Neighborhoods
- T3MS-Estate Main Street
- T3-Estate
- S-Special

Conventional Zoning Verses Form Based Coding

A Proposal for a New Square in Lafayette, CA

Thesis Project

A

A Proposal for a New Square in Lafayette, CA

Thesis Project

B

View of
Park Commons
Lafayette, CA

A Proposal for a New Square in Lafayette, CA

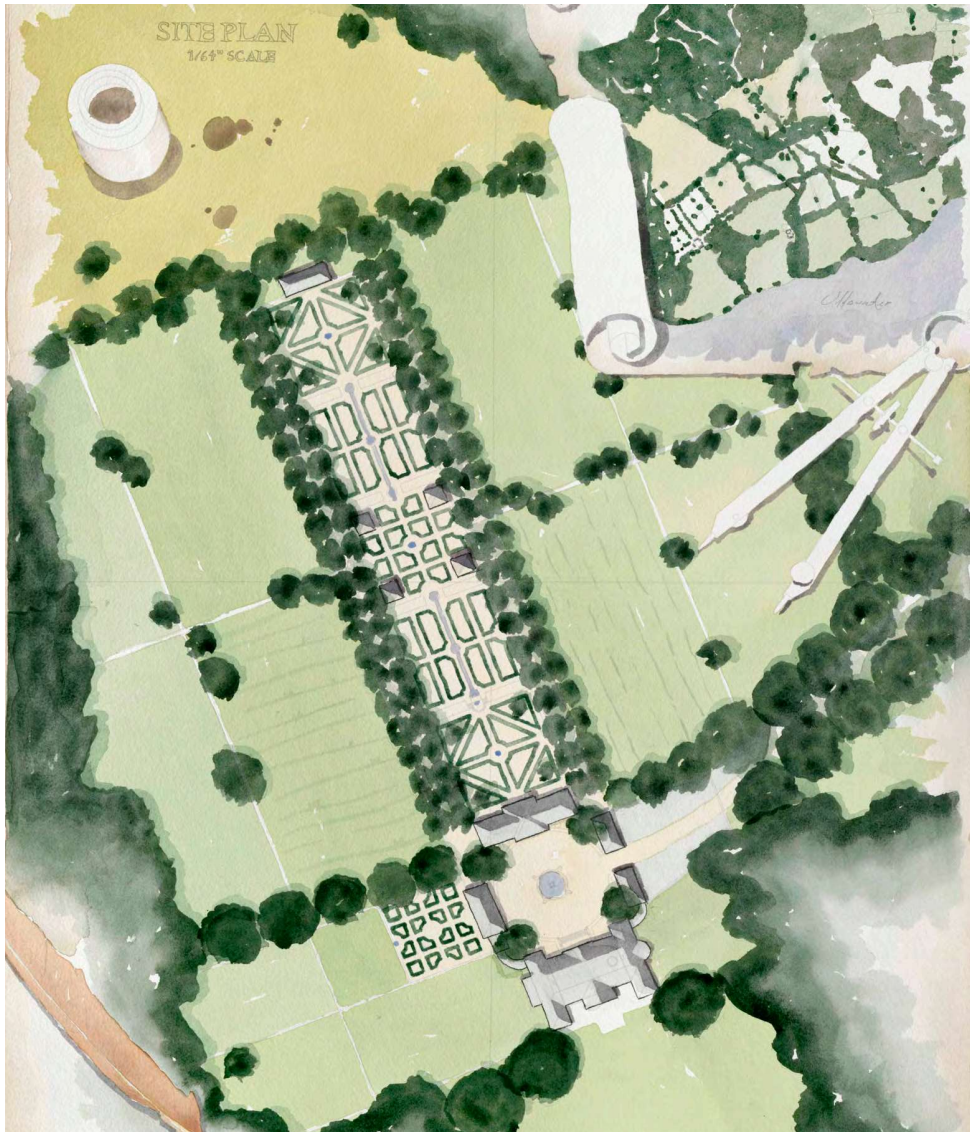
Thesis Project

C

Aerial View of
Lafayette Square
Lafayette, CA

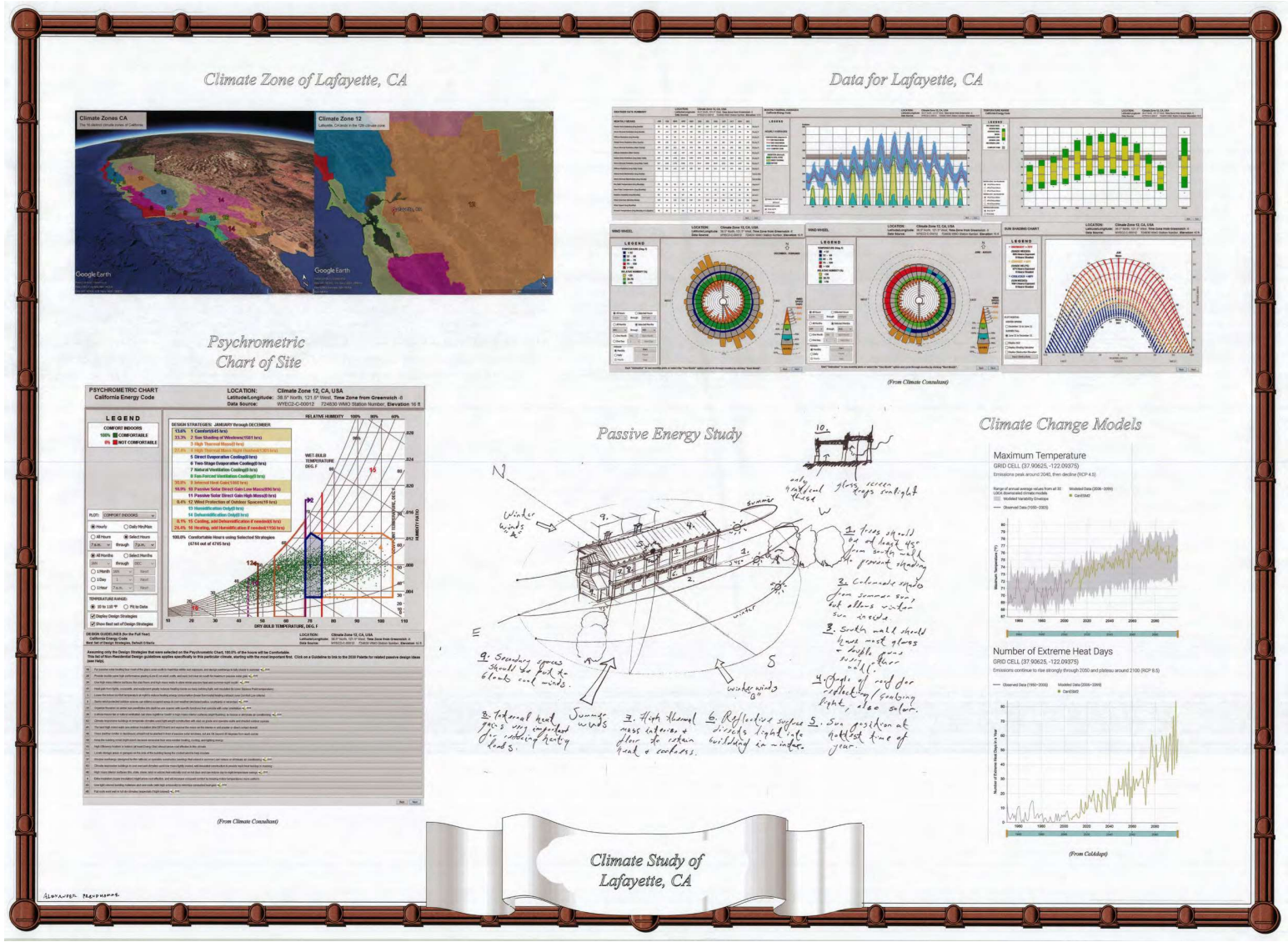
A Landscape Plan and Retreat Hamlet in the Lake District, United Kingdom

(Medium: Watercolor)



A Passive Energy Study for a Building in Lafayette, CA

Data from *Climate Consultant*



Roz Lassoff

Scott (Planning Commission)

From: noreply@civicplus.com
Sent: Monday, May 15, 2023 3:09 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	kent scott

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	bainbridge island
State	wa
Zip	98110
Current Employer	retired
Current Position	retired

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Public Art Committee, Design Review Board, Open Space Commission,
Please share your qualifications for this appointment (skills, activities, training, education) if any:	My work experience involves 40 years of planning, design, and construction for projects ranging from institutional, government, and private parties and included affordable housing, urban design, mixed use infill, public parks, and large public destinations - parks, interpretive and education facilities.
Please share your community interests (groups, committees, organizations) if any:	As a 35 year resident I have been involved with public policy discussions - housing, non-motorized transportation and land use. I have also been a consultant to and steward for the Bainbridge Land Trust. I believe the Comp Plan, the Climate Action Plan should provide guidance for Island policies.
Do you have potential conflicts of interest? If so, please explain:	None.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

Resume for **Kent Scott**
For **Bainbridge Island Planning Commission**
15 May 2023

Experienced planner / designer / with over 40 years of varied public and private work and extensive community involvement

Professional Summary

- *Experienced with public process / collaborative teams / stakeholder outreach*
- *Motivated to build upon institutional precedent / goals / long term vision / social justice and equity*
- *Experienced with diverse planning, design, and construction management - scheduling, financials, contracts, and document management*
- *Broad project experience including accessibility compliance, parks, utility upgrades, affordable and senior housing, zoos/interpretive centers, and open space for institutional, private, government, non-profit, and community groups*
- *Thoughtful and direct collaborator with leadership, staff, consultants, vendors and end users*
- *Committed action oriented hands-on team member who values camaraderie and team success*

Professional Experience

City of Seattle, Seattle Parks and Recreation, Seattle WA **2016 to 2021** Senior Capital Projects Coordinator

- *Manager of diverse projects - building remodels and public facilities from planning to completion*
- *Fluent with processes and requirements - planning, management process, coordination with facilities, permitting and codes*
- *Broad experience with aligned City of Seattle departments including Seattle City Light, Seattle Public Utilities and Seattle Department of Transportation as well as other jurisdictions*
- *Managed project from feasibility through completion including presentations, quality control, and value engineering*
- *Coordinated art and interpretive elements*

King County Housing Authority, Seattle WA **2010 to 2012** Public Space Manager for Greenbridge and Seola Crossing

- *Facilities included 140 acres, 300 homers, trails, parks, public housing and recreation facilities* ● *Assessment through construction of public space improvements*

Bainbridge Island Metro Parks & Recreation District, Bainbridge Island WA **2008 to 2010** Special Projects / Community Outreach

- *Provided construction management for $5M turf field project - documents, contracts, consultants, bidding, construction documents, and communications*
- *Supported conservation, education, and improvement of natural systems of District's 1600 acres through outreach to aligned organizations - schools, businesses, non-profits, government* ● *Developed and managed volunteer programs with service organizations, schools, citizens* ● *Managed the public process for various master plans and design initiatives*

GGLO, Seattle WA **2003 to 2008** Principal

- *Director of landscape architecture and planning group*
- *Project manager of multi-disciplinary planning and design projects with oversight of staff, consultants, communications, graphics, and products*
- *Provided oversight and managed various design and construction projects from $200K to $2M* ● *Developed strategic planning and office initiatives and managed planning, design, research, and feasibility projects*
- *Collaborations with 4Culture, King County Housing Authority, Seattle Housing Authority, various neighborhood organizations and groups including Downtown, Fremont, Whittier Heights, West Seattle, White Center, Ballard, and Delridge*

The Portico Group, Seattle, WA **1999 to 2003** Associate Principal

- *Principal in Charge of cultural and natural system based projects throughout the U.S.* ● *Successful management of the office's largest planning project and marketing for the largest design project - $5M fees / $400M construction*
- *Management of complex consultant teams – natural system assessment, visitor services, interpretive design, marketing and financial analysis, public relations, engineering, pricing*

Jones & Jones, Seattle, WA **1984 to 1999** Senior Associate

- *Project manager for cultural and natural system based projects throughout the U.S. with work in Mexico, Japan, and Korea*
- *Extensive construction experience throughout the US on destination facilities - zoos / interpretive centers / nature reserves*
- *Coordinated complex consulting teams including First Nation groups, National Park Service, state/county/local agencies, business groups, private landowners, and professional consultants*

Other Experience

Squeaky Wheels Bicycle Advocacy, Bainbridge Island WA **2015 to 2018** *Board Member* (volunteer position)

- *Managed development of strategic plan, vision, goals, and action items for organization* ● *Expanded outreach, improved coordination with aligned organizations, initiated volunteer programs working with Cascade Bicycle Club, Puget Sound Regional Council, Bainbridge City Council, City of Bainbridge Island*

Bainbridge Island Land Trust, Bainbridge Island WA **2009 to present** *Project Manager* (volunteer position)

- *Developed baseline/environmental document including consultant coordination and stewardship/management plan for significant natural area linking existing Island open spaces* ● *Stewardship manager for conservation properties - owner coordination, annual assessment and report*

Additional Information

- *City of Bainbridge Island Design Review Committee - previous member*
- *City of Bainbridge Island Public Art Committee - previous member*
- *City of Bainbridge Island Open Space Committee - previous member*
- Avid cyclist and walker; passionate gardener; shepherd of ducks, geese, bees, and, sheep; 4th generation Cascadian
- Lived and traveled in Japan, Korea, Jordan, Europe, and much of the US

Slonaker (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Wednesday, May 17, 2023 2:45 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	William (Bill) Slonaker

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Retired
Current Position	Retired

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:	University of Michigan, College of Engineering, BS Oceanography 1972 DLI Engineering, Bainbridge Island, VP Sales & Marketing 1992-1997 Windermere Real Estate, Bainbridge Island, Realtor 2003-2010
Please share your community interests (groups, committees, organizations) if any:	Volunteer with Bainbridge Community Foundation
Do you have potential conflicts of interest? If so, please explain:	None
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

May 17, 2023

Attn: Roz Lassof
City of Bainbridge Island
280 Madison Ave NE
Bainbridge Island, WA 98110

Re: Volunteer Opportunity: Planning Commission

Hello Roz,

I am uploading this application letter and CV to be considered for a volunteer position on the Planning Commission. If I have neglected to include anything that you need, please let me know.

Beth, my wife, and I have lived on Bainbridge Island since 1992, having moved here to work with DLI Engineering on Winslow Way. We have lived, worked and raised our family on the island. Both of our children attended school here and graduated from BHS. Along the way, we have seen the island almost double in population, two new schools built and many other changes.

Due to my work, we have previously lived in several communities, but once we were established here I was no longer interested in any position that would require relocation. Bainbridge Island is special, in many ways. I feel deeply about preserving the special character of the island. I retired in 2018 and we intend to spend our retirement years here.

When we moved to the island in 1992, the city had recently been created and was evolving from the City of Winslow to becoming the City of Bainbridge Island. We experienced firsthand the excitement and the long process of becoming an island-wide city and meeting the needs of the state's Growth Management Act.

During part of this time I was affiliated with Windermere as a licensed real estate agent and developed some understanding of how the Planning Department and the Planning Commission work. Mostly, I was a consumer of their services, getting information for my clients on what was possible in terms of developing land or lots, or in remodeling a home. Having a technical degree and work experience, and as an agent it was my role to help clients understand building codes, island zoning, waterfront issues and guiding them to the best solution given their particular situation.

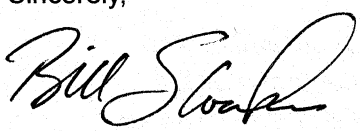
Regarding the Planning Commission's duties and responsibilities, I have an understanding of the island's community and demographics, its ebb and flow of people through the day, weeks and seasons, where people shop, and what is attractive to residents vs what is attractive to visitors. I also know what it is like to work fulltime on the island, and to commute to Seattle. I understand how the zoning works for the island and why the original zoning was created,

concentrating mandated growth in the Winslow, Rolling Bay and Lynnwood neighborhood centers. My real estate experience could be helpful regarding new developments, land subdivision and amendments to the comprehensive plan and zoning.

There has been a common thread throughout my career. My technical clients were Fortune 100 companies and I was successful in understanding complicated issues that impacted stakeholder groups in different ways and helped find solutions to difficult problems. I believe I have developed a sense of listening and working within a zone of compromise for everyone. I think this, and my age and experience, could be valuable as part of the planning commission's charter.

I hope that I can help current and future residents of Bainbridge Island while retaining the unique character of the island as it grows in the future. I'm looking forward to hearing from you.

Sincerely,



Bill Slonaker

[redacted]

Bainbridge Island, WA 98110

[redacted]

William (Bill) Slonaker
[redacted]
Bainbridge Island, Washington 98110
[redacted]

Summary - Education

Throughout most of my career, I have worked in high tech companies, large and small, in management, marketing or sales. My education at the University of Michigan College of Engineering (BS Oceanography, 1972) provided me with an excellent foundation for this work. I retired in 2018.

Professional Work Experience

10/2009 - 01/2018
Mobius Institute Bainbridge Island, WA
mobiusinstitute.com
NA Business Manager
Mobius Institute is a training company and accredited ISO certification body in vibration analysis and reliability, started by a colleague from DLI Engineering. I joined the company to reorganize the online marketing and web sales for Mobius globally, then managed the North America training business.

09/2002 - 12/2009
Windermere Real Estate Bainbridge Island, WA
windermerebainbridge.com
Realtor
After a career of business related traveling, I joined Windermere in Poulsbo, then Bainbridge Island, and built a solid business through referrals from friends and acquaintances developed over 30 years on the island.

01/1997 - 01/2002
Rockwell Automation Milwaukee, WI
rockwellautomation.com/en-us/products/hardware/allen-bradley/condition-monitoring
Western Region Sales Manager
Built up and managed sales and service for condition monitoring instrumentation and software used by regional power companies, food producers and major equipment manufacturers to monitor critical large manufacturing machinery and processes in a 22 state region.

01/1996 - 01/1997
Maximo Software (PSDI) Cambridge, MA
ibm.com/products/maximo/asset-management
Regional Sales Manager
Managed team sales of PSDI Maximo software for asset management in the PNW manufacturing vertical market, primarily to Boeing and related aerospace companies. Won the global competition for a 6,000 user system license for Maximo throughout Boeing's Facility Asset Management Organization.

09/1992 - 12/1996
DLI Engineering (AZIMA) Bainbridge Island, WA
symphonyindustrial.ai
VP Sales And Marketing
Managed sales and marketing for condition monitoring services and sales to regional power companies, US Navy, global energy companies, NASA and high tech manufacturing. Managed a global network of direct sales personnel, distributors, and independent representative companies. DOD contractor to the US Navy for all nuclear aircraft carriers and Military Sealift Command.

06/1989 - 09/1992
SKF Condition Monitoring San Diego, CA
skf.com/us/products/condition-monitoring-systems
Director of Marketing - CM San Diego
Managed marketing communications for condition monitoring products developed and sold by ABB SKF (Sweden). Integrated the San Diego (Palomar) unit into the global marketing of SKF, published new marketing materials in seven languages, developed a multi-course training system for SKF's worldwide sales organization stressing reliability improvement to increase productivity in manufacturing processes.

01/1987 - 05/1989
Cincinnati Sub-Zero Cincinnati, OH
cszindustrial.com
Western Sales Manager
Sales and application engineering for custom designed environmental test systems used to physically stress electronic and/or mechanical systems while simultaneously testing functionality to improve reliability. Typical applications included aerospace electronics packages, satellites, computers, aircraft and defense industry products.

01/1982 - 12/1987
Teradyne, Inc. (Telcom Div.) Boston, MA
teradyne.com
PNW Area Manager
Direct sales of 4TEL distributed functional test systems for telecommunications companies in the Pacific Northwest and Western Canada. Finalized the system sale to British Columbia Telephone to test all phone lines for the province of British Columbia.

Product Marketing Manager
Marketing management and sales of Aerotronic combined stress and test systems to electronic manufacturers to improve product reliability. Developed and implemented product and sales training for Teradyne sales engineers.

08/1975 - 01/1982
Thermotron Industries Holland, MI
thermotron.com
Regional Sales Manager/Product Manager/Application Engineer
Developed combined environmental stress screening and functional test systems for use by electronics manufacturers to find early failure mechanisms in design and manufacturing. These systems were used initially by the defense industry for weapons development, and were later adopted by the general manufacturing industry for reliability improvement.

Tawresey (Planning Commission)

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, April 28, 2023 1:40 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	John Tawresey

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	Self Employed
Current Position	Civil/Structural Engineer

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	2004 Affordable Housing Task Force
Please share your qualifications for this appointment (skills, activities, training, education) if any:	I have extensive experience with the BIMC and its evolution from 1978 to the present through the development of Bainbridge Landing (Cave Ave. 1978), Winslow Landing (Ferncliff Ave. 1998), Weaver Landing (Weaver Ave. 1998) and Cave Landing (Cave Ave. 2016). These developments are consistent with the community's vision of land use and Bainbridge Island's Comprehensive Plan. However, at my age, I do not plan any more developments. My first-hand knowledge of the BIMC history and knowledge of provisions (those that have worked and those that haven't) will be helpful information for the Planning Commission. I am a civil engineer specializing in structural engineering and have designed water and sewer system. I am knowledgeable about stormwater and critical area issues, and someone needs to check the numbers on utility issues for the Planning Commission. I have an MBA and was CFO of KPFF Consulting Engineers for 40 years, growing the company from 40 employees to 1,100 employees with revenue of $110,000,000. Financial considerations are a necessary constraint on land use regulations, and someone needs to run the numbers for the

	Planning Commission. Affordable housing is the most pressing issue.
Please share your community interests (groups, committees, organizations) if any:	Lifeguard, Bainbridge Island Aquatic Center Bainbridge Island School Board, 2007-2012 2004 Affordable Housing Task Force Seattle Ferry Commuter for 40 years Husband of Winslow Mayor Alice Tawresey 1978 – 1990 Little League and Babe Ruth Baseball coach Three children attended Bainbridge Schools last on graduated in 2002, and all have health insurance.
Do you have potential conflicts of interest? If so, please explain:	My wife and I own property on Cave Ave. With our years of experience, we both understand the concepts of conflict of interest and Washington State's appearance of fairness regulations. The motivation for volunteering for the Planning Commission is to help the City make better land use decisions to meet the intent of the Comprehensive Plan and State GMA.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	
Type the Year	2023

Roz Lassoff Weise (Planning Commission)

From: noreply@civicplus.com
Sent: Sunday, April 16, 2023 9:20 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;

4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design

demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name	Lori S. Weise

Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired and part time health care planning consultant

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Historical Preservation Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any:	38 year career as health care urban planner, the last 20 years of my career served as Vice President, Strategic Planning and Business Development, Cedars SInai Health System, Los Angeles. Masters of Urban Planning degree from UCLA
Please share your community interests (groups, committees, organizations) if any:	Currently President of the Board Congregation Kol Shalom, will become immediate past president and continue on the Board July 1, 2023. Current board member Bainbridge Island Land Trust and chair of its Finance Committee
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2023

Lori Weise

Lori consults on strategic and business planning projects for healthcare and other non-profit organizations. Prior to moving to Bainbridge Island in 2019, Lori was Vice President, Strategic Planning and Business Development for Cedars-Sinai Health System, one of the largest nonprofit academic medical centers in the US. In her 20-year career at Cedars-Sinai, Lori was responsible for strategic and business plans that provided direction to senior management and the board of directors for the Medical Center, physician practices, research institutes and other Cedars-Sinai related entities. Prior to working at Cedar-Sinai, Lori served as Director of Planning at several non-profit community hospitals and management consulting organizations.

Lori continues to offer services on a pro bono basis to ***501 Commons***, (the Greater Seattle affiliate of Executive Service Corp) to providing her expertise from her 40-year career to the non-profit sector combining her skills in strategic planning, business planning, market demand and financial forecasting, and facility planning. She has extensive implementation experience in negotiation of business terms, joint ventures, due diligence and real estate/capital planning. She is particularly suited to working with non-profits looking to draft a strategic plan or prepare business plans in support of program or site expansion.

Lori has a BA in Political Science and an MA in Urban and Health Planning from UCLA. She is a board member at ***the Bainbridge Island Land Trust*** where she currently serves as Chair of the Finance Committee and on the Board of Directors of ***Congregation Kol Shalom*** currently serving as President. Lori and her husband Steve enjoy hiking and running in the Pacific Northwest, travel and cooking, and especially appreciate being located nearer to their children and grandchildren.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (8:35 PM) Receive Update on Winslow Subarea and Comprehensive Plan Projects - Planning,

SUMMARY: Staff committed to providing monthly updates to the City Council on the two long-range planning projects - Winslow Subarea Plan Update and the Comprehensive Plan periodic update.

The City's consulting team has begun to work on a Draft Environmental Impact Statement (DEIS) that combines a review of Winslow Subarea Plan alternatives with the complementary island-wide alternatives for the Comprehensive Plan. The island-wide alternatives were developed from three primary drivers: mandates including employment targets, community input from the scoping process, and policy direction from recently adopted plans. One noteworthy finding that will be shared during this monthly update related to employment targets is the increase in home-based businesses on Bainbridge Island. Typically, only commercial and industrial development (in square footage) counted toward employment targets. This new dataset (sourced from business licenses) provides an alternate way to conceptualize employment on the island.

AGENDA CATEGORY: Report **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH: substantial ongoing community engagement during scoping; monthly Steering Committee meetings and monthly updates to Councilcil updtaes

FISCAL IMPACT:

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

BACKGROUND: The Comprehensive Plan and Winslow Subarea Plan serve as policy documents that guide city services and decisions regarding land use, housing, transportation, and more. They serve to unify and further the work of other recently adopted policy including the Climate Action Plan and the Sustainable Transportation Plan. Alternatives for both plans are being analyzed in the Draft Environmental Impact Statement (DEIS) to ensure the public and decisionmakers have technical information related to impacts and trade-offs of potential actions. The City expects the DEIS to be complete and available for public comment on July 12th. Staff is currently working with the consultant teams on plans for broad public engagement and community review and feedback on the DEIS during the 60-day comment period. The Steering Committee meeting on April

11th focused on lessons learned from the City of Redmond's EIS process, including the process for developing the Preferred Alternative.

More background information, including City Council approved work plans and engagement plans, can be found on the project webpages: https://cityofbainbridgeisland.civilspace.io/en/projects/winslow-subarea-plan-update and

https://cityofbainbridgeisland.civilspace.io/en/projects/2024-comprehensive-plan-periodic-update.

ATTACHMENTS:

04.18.2024_Winslow_and_Comprehensive_Plan_Monthly_Update_plc.pptx

FISCAL DETAILS:

Fund Name(s):

Coding:

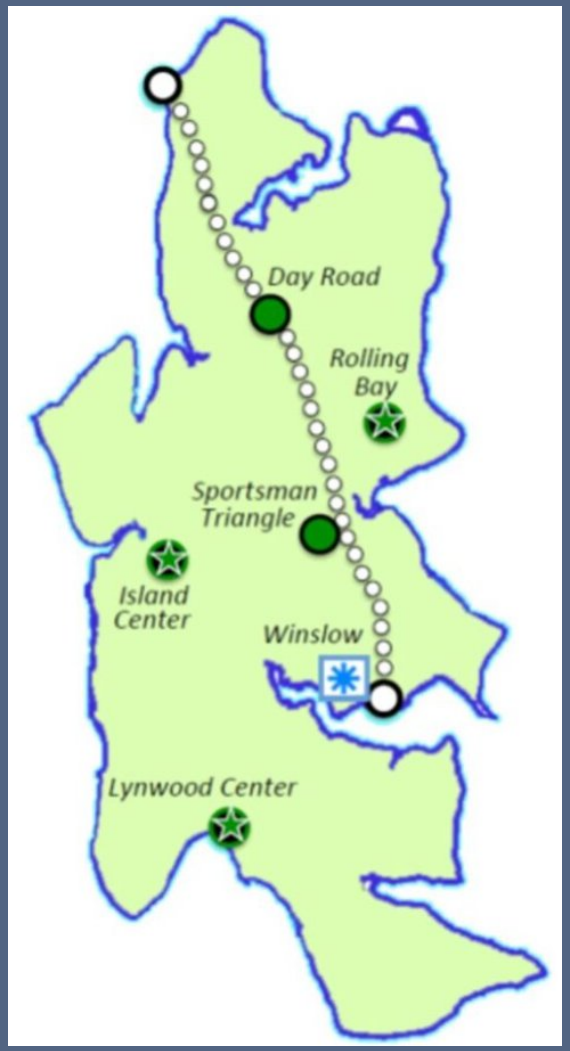
Monthly Update:

Winslow Subarea Plan

and

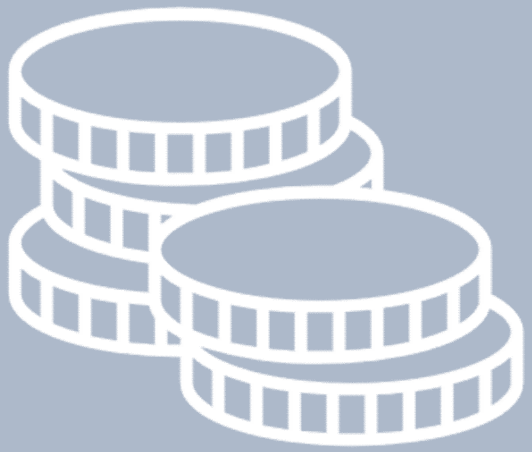
Comprehensive Plan Periodic Review
Periodic Review

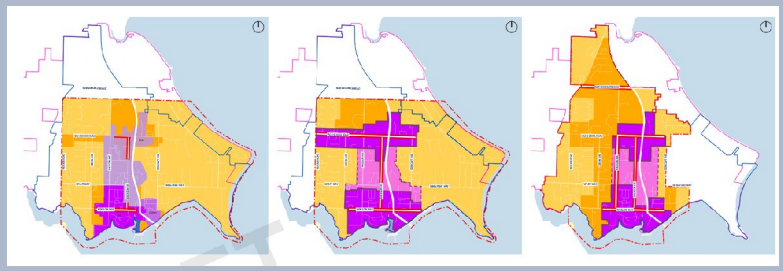
April 18, 2024



Complementary Alternatives for Comprehensive Plan

Winslow Subarea Plan Alternatives form the backbone for the “flip side of the coin”



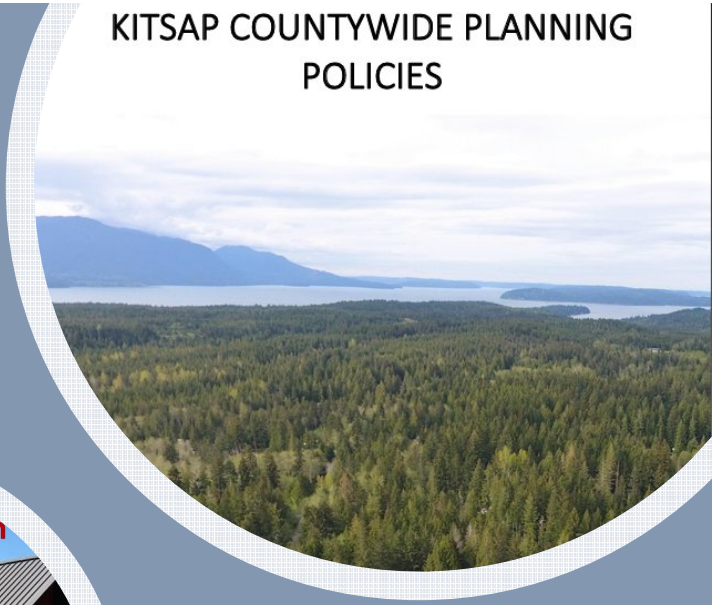


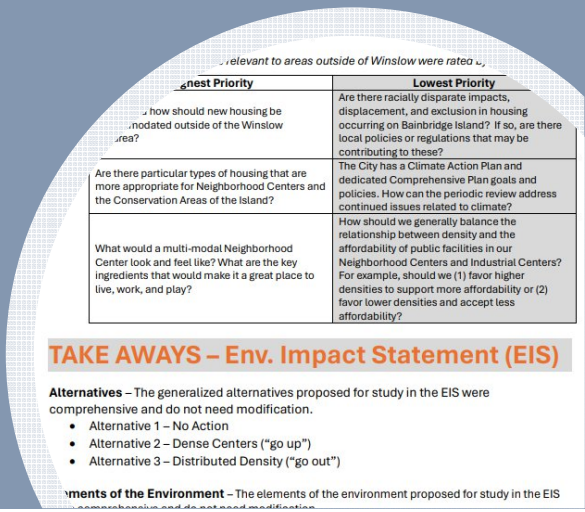
“Go up, go out, do nothing”

What about other inputs?

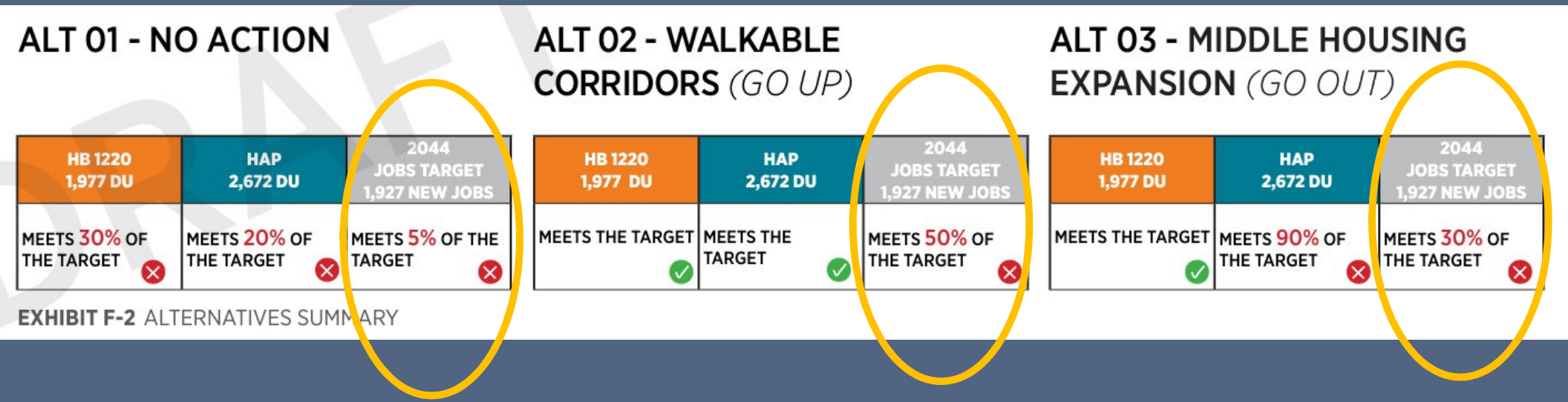
Three Primary Inputs

- Community engagement: scoping comments
- Recent policy documents
- State mandates including growth targets





Jobs Targets Unmet in Winslow



ALT 01 - NO ACTION

HB 1220 1,977 DU	HAP 2,672 DU	2044 JOBS TARGET 1,927 NEW JOBS
MEETS 30% OF THE TARGET ✗	MEETS 20% OF THE TARGET ✗	MEETS 5% OF THE TARGET ✗

ALT 02 - WALKABLE CORRIDORS *(GO UP)*

HB 1220 1,977 DU	HAP 2,672 DU	2044 JOBS TARGET 1,927 NEW JOBS
MEETS THE TARGET ✓	MEETS THE TARGET ✓	MEETS 50% OF THE TARGET ✗

ALT 03 - MIDDLE HOUSING EXPANSION *(GO OUT)*

HB 1220 1,977 DU	HAP 2,672 DU	2044 JOBS TARGET 1,927 NEW JOBS
MEETS THE TARGET ✓	MEETS 90% OF THE TARGET ✗	MEETS 30% OF THE TARGET ✗

EXHIBIT F-2 ALTERNATIVES SUMMARY

Employment targets are the primary mandate not anticipated to be accommodated in Winslow

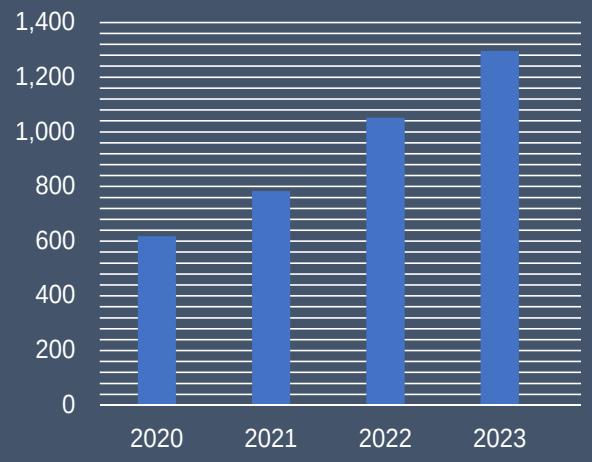
How Employment Capacity is Typically Measured

- Zoning allowance for commercial and industrial (square footage)

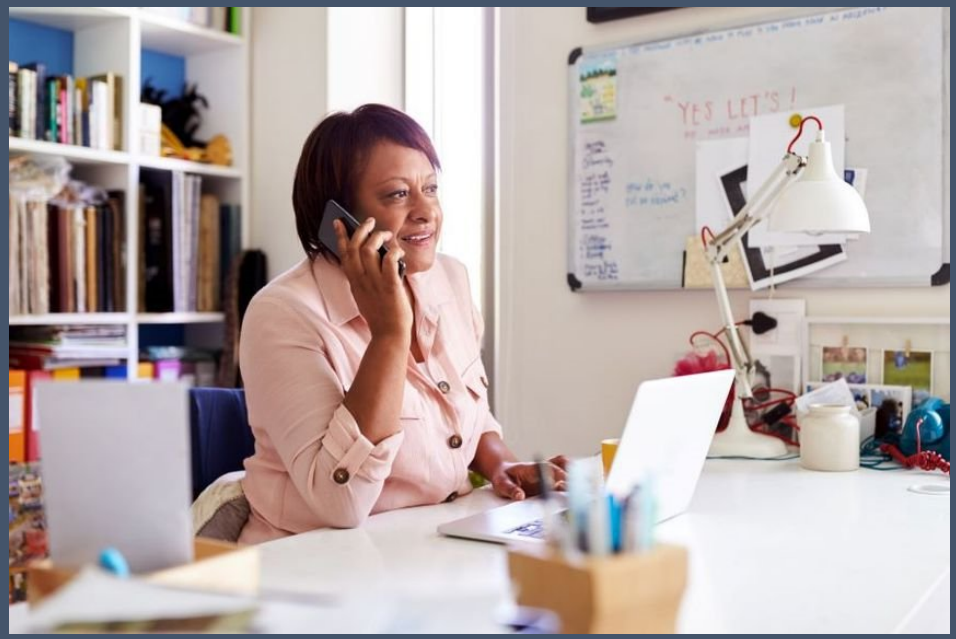
Local Circumstances Also Include

- Significant home-based businesses (does not include remote workers)

Home Based Businesses on Bainbridge Island



Nearly 1,300 HBBs in 2023



The End

April 18, 2024

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: April 23, 2024 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Consider Request to Place an Agenda Item Pertaining to Finch Green and the Multi-Family Tax Exemption Program on a Future Council Agenda,

SUMMARY: Council will consider the attached request from Deputy Mayor Quitslund to place a discussion pertaining to Finch Green and the Multi-Family Tax Exemption Program on a future Council agenda.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Discussion and potential placement on a future Council agenda.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Agenda Request from Deputy Mayor Quitslund_MFTE for Finch Green_.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

April 12, 2024

FROM: Deputy Mayor Jon Quitslund

RE: Request to Place an Item on a Council Business Meeting agenda, pertaining to extending applicability of the Multi Family Tax Exemption Program.

RATIONALE

The MFTE program (codified in BIMC 3.63) provides an incentive for development of multifamily and affordable housing by exempting qualifying housing (either for rent or owner-occupancy) from property taxes for either 12 or 20 years. If at least 25% of the housing units are built by a qualified nonprofit agency that will assure permanent affordable homeownership, the benefit extends for 20 years.

As a future site of permanently affordable multifamily housing, located within walking distance of four public schools, the library, and transit service, the Finch Green development is just exactly what Bainbridge Island aims to support as we seek to build a more inclusive community. However, as things stand, the Finch Green project is located on a triangle just outside the MFTE-eligible area defined by the Winslow Study Area and the current Sewer Service Area.

If the benefits of the MFTE program are extended to the Finch Green site, this would have a very significant impact on the project's development budget: costs would be lowered by approximately $600,000. This reduction will have a ripple effect, since support in this form strengthens the case that can be made for additional funding from donors and other sources.

The team that has been working to make the Finch Green project a reality has consulted with Senior Planner Jennifer Sutton, who will be prepared to answer questions that the Council may have, and to offer an opinion on the most appropriate way to extend MFTE benefits to Finch Green.

If this request can be included in the agenda for the April 23 Business Meeting, a discussion of the matter might be undertaken in the May 14 Business Meeting.