



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 14, 2023**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

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

AGENDA

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM

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

3. PUBLIC COMMENT - 6:10 PM

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

3.A Instructions for Providing Public Comment

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

4. CONSENT AGENDA - 6:25 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.

4.A Agenda Bill for Consent Agenda, 5 Minutes

4.B Approve City Council Meeting Minutes

[City Council Study Session Minutes, February 21, 2023.pdf](#)

[Special City Council Meeting Minutes, Executive Session, February 28, 2023.pdf](#)

4.C Approve Accounts Payable and Payroll

Council Report PR 3-5-23.pdf

AP Report to Council of Cash Disbursements 03-15-23.pdf

4.D Authorize the City Manager to Execute a Construction Contract for the Yeomalt Drainage Improvements Project (\$497,341.00 Surface and Stormwater Management Fund, SSWM) - Public Works

Yeomalt Drainage Imp Contract.docx

Yeomalt Bid Form_030823.docx

Yeomalt Drainage Improvements Project Limits.pdf

Yeomalt Project Budget Page.pdf

4.E Consider Adopting Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward Funding for Work Funded in 2022 but to be Performed in 2023, Finance

2022 Budget Carry over into 2023 Transmittal Memo.docx

Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward 2022 Items.docx

Ordinance No. 2023-07 Exhibit A Carryover Request.pdf

Ordinance_No._2023-07_Exhibit_B_-_Carryover_Request.pdf

4.F Authorize the City Manager to Enter Into an Inter-Local Agreement with Kitsap Public Utility District for Fiber Optic Nodes in City Buildings - Public Works,

2023 Jan - KPUD Fiber Node ILA.docx

KPUD Fiber Node Service Areas.pdf

KPUD Node Location Map.pdf

4.G Authorize Amendment No. 3 to a Professional Services Agreement with Perteet, Inc. for the Preliminary and Final Design of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project (\$742,125.00 Tax Supported; \$118,610.00 Surface and Stormwater Management) - Public Works,

Eagle Harbor-Wyatt Way NM PSA Amendment No 3.docx

Eagle Harbor Supp 3-Fee Wrksht.pdf

EH Wyatt Project Location.pdf

4.H Introduce Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles for Adoption - Executive, 5 Minutes

Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx

5. COUNCIL ANNOUNCEMENTS - 6:30 PM

6. CITY MANAGER'S REPORT - 6:40 PM

7. REGULAR BUSINESS

7.A (6:45 PM) Review 2022 Year-End General Fund Balance and Consider Authorizing the City Manager to Prepare a Budget Amendment for the Police and Municipal Court Facility in the Amount of \$950,000.00 (Tax Supported) and the Valley Road Non-Motorized Improvement Project in the

Amount of \$350,000 (Tax Supported) - Finance/Public Works, 15 Minutes
General Fund Balance Memo Year End 2022.docx
Police and Court Facility Budget Amendment Summary Memo.docx
Police_Court Location Map.pdf
Valley Road Memo_Location Map.docx

- 7.B (7:00 PM) Nominate and Approve City Council Appointments to Police and Municipal Court Building Naming Advisory Committee - Executive,** 10 Minutes
Police and Municipal Court Building Ad Hoc Naming Advisory Committee Request Form and Workplan.docx
- 7.C (7:10 PM) Endorse Marketing Strategy and Proposed Expenditures for BI Rides and Direct the City Manager to Prepare a Memorandum of Understanding for Use of Marketing Funds,** 30 Minutes
FINAL-Kitsap Transit BI Marketing Plan 2.23.23.pdf
- 7.D (7:40 PM) Consider Budget Request (\$19,650) and Workplan for the Race Equity Advisory Committee for 2023 - Executive,** 15 Minutes
Presentation_REAC Work Plan 2023_for CC 03142023.pptx
- 7.E (7:55 PM) Receive Update on Sound to Olympics (STO) Trail Study Corridor - Public Works,** 10 Minutes
STO Trail Study Location Map.pdf
STO Trail Slide Presentation.pdf
- 7.F (8:05 PM) Consider Motion Regarding the Housing Action Plan - Deputy Mayor Quitslund,** 10 Minutes
Request from Councilmember Quitslund.pdf

8. COMMUNICATIONS

- 8.A (8:15 PM) Consider Request from Mayor Fantroy-Johnson to Discuss the Imagine Bainbridge 2035 Project - Mayor Fantroy-Johnson,** 5 Minutes
Agenda Request from Mayor Fantroy-Johnson.pdf

9. ADJOURNMENT - 8:20 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: March 14, 2023

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

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 at Hybrid Meetings.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



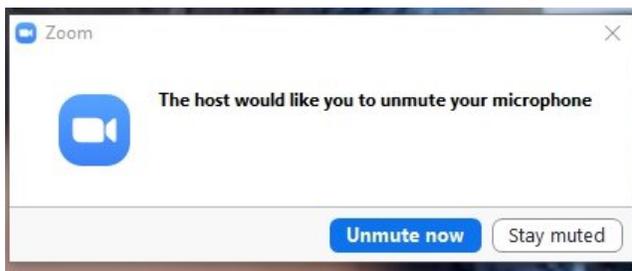
CITY OF
BAINBRIDGE ISLAND

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 may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please 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 in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.
2. Sign in to Zoom with your full name.
3. The Mayor will indicate when it is time for public comment.
4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



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

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

7. Attendee provides their comment.

8. A timer on the screen will track your time.
9. Stop speaking when the timer reaches the 3-minute mark.
10. Attendee is returned to attendee group, and microphone is muted.
11. Public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

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

5.6.1 Orderly Behavior and Civility in Remarks

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

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.

- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered "fighting words" under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

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: March 14, 2023

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:

[City Council Study Session Minutes, February 21, 2023.pdf](#)

[Special City Council Meeting Minutes, Executive Session, February 28, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, February 28, 2023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, FEBRUARY 21, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

Mayor Fantroy-Johnson, Deputy Mayor Quitslund and Councilmembers Deets, Moriwaki, Schneider, and Hytopoulos were present. Councilmember Pollock was absent, and the absence was noted as unexcused.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Deets moved and Councilmember Moriwaki seconded to approve the agenda as presented. The motion carried unanimously, 6-0.

There were no conflicts of interests disclosed.

3) REGULAR BUSINESS

3.A Receive Presentation on Regional Housing Needs from Puget Sound Regional Council - Planning

Cover Page

[Presentation_PSRC RHS BI CC 20230221.pdf](#)

Planning Director Charnas introduced the agenda item. Paul Ingram, Director of Growth Management at Puget Sound Regional Council provided a presentation. Council discussed the topic.

3.B Discuss Community Solar and Electric Vehicle Charging Programs with Puget Sound Energy

Cover Page

[PSE City Council Study Session - Intro Slides for 02.21.23.pptx](#)

[PSE Responses to Study Session Questions 02.21.23.docx](#)

[PSE Community Solar Site Considerations.pdf](#)

[PSE EV Charger and Community Solar Program Slides 02.21.23.pptx](#)

City Manager King introduced the agenda item. Mike Cox, Vice Chair of the Climate Change Advisory Committee (CCAC), introduced Kate Hartgering, Community Projects Manager, and Danielle Kievit, Clean Energy Product Manager, from Puget Sound Energy who provided a presentation. Council discussed the topic, together with CCAC members Mike Cox and Jens Boemer.

4) COMMITTEE REPORTS

Councilmember Moriwaki reported on Day of Remembrance events and a poetry event at the Bainbridge Island Museum of Art.

Councilmember Schneider attended the Association of Washington Cities "Action Days" in Olympia, along with Councilmember Hytopoulos, and gave a brief update on a few of the house bills working their way through the state legislature.

Councilmembers Deets and Hytopoulos attended a Kitsap Regional Coordinating Council meeting. Councilmember Deets also attended a change of command ceremony at Naval Base Kitsap and a Kitsap Emergency Management Council meeting.

Councilmember Hytopoulos suggested Council utilize this agenda item for its intended use as committee reports rather than including council announcements. She provided an update on proposed state legislation relating to affordable housing and possible impacts of a housing bill.

5) ADJOURNMENT

Deputy Mayor Quitslund adjourned the meeting at 8:13 p.m.

Brenda Fantroy-Johnson, Mayor

Peggy Nimb, Deputy City Clerk



**SPECIAL CITY COUNCIL MEETING - EXECUTIVE SESSION
TUESDAY, FEBRUARY 28, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

Mayor Fantroy-Johnson, Deputy Mayor Quitslund, and Councilmembers Deets, Hytopoulos, Moriwaki, and Schneider were present. Councilmember Pollock was absent.

2) EXECUTIVE SESSION

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

Mayor Fantroy-Johnson adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i). Council returned from executive session at 6:01 p.m.

3) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 6:01 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, FEBRUARY 28, 2023**

Meeting Minutes

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

Mayor Fantroy-Johnson called the meeting to order at 6:05 p.m. in Council Chambers and on the Zoom webinar platform.

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

Mayor Fantroy-Johnson led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Deets 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 Approve Proclamation Declaring the Month of March 2023, as "American Red Cross Month"

[Cover Page](#)

[American Red Cross Proclamation 2023.docx](#)

Councilmember Moriwaki read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring March 2023, as "American Red Cross Month."

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

Sean Entry and Jane Morrow accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

[Cover Page](#)

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

Michael Schwank commented on property taxes.

5) CONSENT AGENDA

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

Councilmember Schneider asked to pull item 5.E.

MOTION: I move to approve the Consent Agenda with the exception of item 5.E which was removed.
Moriwaki/Deets: The motion carried unanimously, 7-0.

5.B Approve Accounts Payable and Payroll
[Cover Page](#)
[Council Report PR 2-20-23.pdf](#)
[AP Report to Council of Cash Disbursements 03-01-23.pdf](#)

5.C Approve City Council Meeting Minutes
[Cover Page](#)
[Regular City Council Business Meeting Minutes, February 14, 2023.pdf](#)

5.D Authorize the City Manager to Execute the Amendment to the Interlocal Agreement with Kitsap County for the Purchase and Implementation of Police Records Management System (\$1,260.00 One-Time Cost & \$3,800.00 Ongoing Cost) - Police
[Cover Page](#)
[KC-529-21-A RMS ILA First Amendment.pdf](#)

5.F Authorize the City Manager to Enter Into an Interlocal Agreement with the Bainbridge Island Metropolitan Park & Recreation District for Disaster Response Support
[Cover Page](#)
[Disaster Hubs ILA Between COBI and Park District Feb_2023.docx](#)

5.G Consider Council Support of Request for Full Funding of Western Washington University Baccalaureate Expansion Program on the Olympic Peninsula
[Cover Page](#)
[Peninsulas Expansion - 1pgr 2023.pdf](#)

5.H Cancel the March 7, 2023, Study Session
[Cover Page](#)

ITEM REMOVED FROM THE CONSENT AGENDA

5.E Authorize Amendment No. 2 to a Professional Services Agreement with Pertect, Inc. for the Survey and Critical Areas Evaluation of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project (\$93,472.00, Tax Supported) - Public Works

Councilmember Schneider commented on the amendment.

MOTION: I move to authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Perteet Inc. in the amount of \$93,472.00 for the Eagle Harbor/Wyatt Non-Motorized Improvements and the Cooper Creek Fish Passage Project Survey and Critical Areas Evaluation.

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

6) COUNCIL ANNOUNCEMENTS

Councilmember Moriwaki mentioned a Race Equity Advisory Committee meeting, a Design Review Board meeting, and the upcoming Central Ward meeting.

Councilmember Deets mentioned volunteering for the Chilly Hilly event and provided an update on his office hours.

Councilmember Hytopoulos provided an update on pending legislation and the impacts of a housing bill.

Mayor Fantroy-Johnson mentioned attending the Black History Month soiree, the Bainbridge Island Police Department Gala, and the National Association for the Advancement of Colored People (NWACP), Bremerton branch meeting.

Councilmember Schneider mentioned the upcoming Poet Laureate reception at City Hall.

7) CITY MANAGER'S REPORT

7.A Receive City Manager's Report

[Cover Page](#)

[022823 City Manager Report.docx](#)

City Manager King updated Council on electric hand tools, and Public Works Director Wierzbicki provided a demonstration.

City Manager King highlighted the Government Finance Officers Association award in financial reporting in 2022, and the Washington Public Officers certificates of excellence for debt policy and investment policy. Finance Director Pitts acknowledged the awards and thanked staff.

City Manager King also mentioned the speed limit flyer mailed to all households this week.

8) REGULAR BUSINESS

8.A Receive Annual Education for City Elected Officials on the Requirements of the Code of Conduct and Ethics Program - Ethics Board

[Cover Page](#)

[CODE OF CONDUCT AND ETHICS PROGRAM-v4 2023.pptx](#)

Jim Cash, Chair of the Ethics Board, provided a presentation on the program and addressed Council's questions. Interim City Attorney Haney provided additional information.

8.B Receive Public Safety Quarterly Report - Police

[Cover Page](#)

[Public Safety 2022 Full Slideshow.pdf](#)

City Manager King introduced the agenda item. Police Chief Clark provided a presentation and addressed Council's questions.

8.C Consider Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles - Executive

[Cover Page](#)

[Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx](#)

City Manager King introduced the item. Urban Fellow Francisco provided a presentation, and Council discussed the topic.

MOTION: I move to forward Ordinance No. 2023-08 amending Bainbridge Island Municipal Code Section 10.30.020.A, with regard to the definition of Bicycle to a future City Council meeting for introduction prior to adoption.

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

8.D Approve Naming Process for the Police and Municipal Court Building - Executive

[Cover Page](#)

[Presentation_Police and Municipal Court Building Naming Process.pptx](#)

[Naming Process for Police and Municipal Court Building.docx](#)

[Police and Municipal Court Building Ad Hoc Naming Advisory Committee Request Form and Workplan.docx](#)

City Manager King introduced the agenda item. Management Analyst Nebenzahl provided a presentation on the proposed process. Council suggested minor clarifications to the process.

MOTION: I move to approve the Police Court naming process, approve the creation of a Naming Advisory Ad Hoc Committee with appointments from City Council made at the March 14th business meeting, and direct the City Manager to open nominations for names.

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

City Manager King noted that they will strike the word "minimum" in phase 2, number 2, of the process and eliminate the double-negative.

8.E Consider Partnership with Bainbridge Island Parks and Trails Foundation Related to a Welcome Pole on the Sound to Olympics Trail and Authorize Spending of up to \$20,000 from the Public Art Subfund - Executive

[Cover Page](#)

[Potential locations for a Welcome Pole on the Sound to Olympics Trail](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided additional information.

MOTION: I move to authorize the City Manager to continue to work with the Bainbridge Island Parks and Trails Foundation related to a proposed donation of a Welcome Pole on the Sound to Olympics Trail, and authorize spending of up to \$20,000 from the Public Art Subfund.

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

9) COMMUNICATIONS

9.A Consider Request to Place Motion Regarding the Housing Action Plan on a Future Council Agenda - Deputy Mayor Quitslund
Cover Page
Requesting inclusion in the Business Meeting agenda on Feb. 28 2023.pdf

Deputy Mayor Quitslund asked to schedule his motion on the March 14, 2023, agenda, and Council concurred.

10) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 7:50 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

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 Report PR 3-5-23.pdf](#)

[AP Report to Council of Cash Disbursements 03-15-23.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

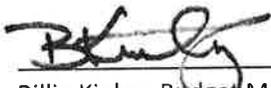
PAYROLL CHECK RUN: 3 - 06 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	3/5/2023	56732-56869	Regular check run (Direct Dep)	377,369.17
Normal	3/5/2023	110089	Regular check run (Paper Checks)	2,850.44
Vendor	3/5/2023	110090-110102	Vendor check run (Paper Checks)	358,098.03
EFTPS	3/5/2023		Federal Tax Electronic Transfer	141,918.40
			TOTAL:	880,236.04

Prepared and Reviewed by: 
 Ruth Schroeder, Payroll Specialist

Date 3-6-23

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.


 Billie Kinley, Budget Manager

Date 03/06/2023



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 27, 2023 - March 13, 2023
CITY COUNCIL: February 28, 2023 - March 14, 2023

Last check from previous run: 359902 dated 03/01/2023 issued to Wright, John for \$32.00
Last ACH from previous run: 1945 dated 03/01/2023 issued to Westbay Auto Parts for \$730.24

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	02/08/2023	1885	WA Assoc. of Sheriffs/Payment was rejected due to a closed bank account	N/A
ACH/EFT	03/03/2023	1946	WA State DOL/Firearm permits - Feb. 2023	270.00
ACH/EFT	03/09/2023	1947	ENG/Aspect Consulting/Third party Geo-Tech review	282.00
ACH/EFT	03/09/2023	1948	PW/Varitech Industries/Double wall salt brine storage	40,294.30
Manual	02/28/2023	359903	POL,EOC/AT&T/Wireless charges	3,313.68
Manual	02/28/2023	359904	CenturyLink/Weaver PRV water telemetry	58.43
Manual	02/28/2023	359905	ENG/Kitsap Sun/Subscription renewal 2023	614.85
Manual	02/28/2023	359906	Puget Sound Energy/Feb. 2023 green power contract	863.72
Manual	03/07/2023	359907	ENG/Alcorn Pump & Water Filtration/Pump ends and motors	50,427.53
Manual	03/07/2023	359908	POL/Spartan International/Breaching kits	2,791.87
Manual	03/07/2023	359909	Puget Sound Energy/194 Winslow Way W	10.86
Manual	03/07/2023	359910	WA Water Service/Decant facility water	167.84

Total Manual Checks and Electronic Disbursements	99,095.08
---	------------------

Regular Run Checks	03/15/2023	359911-359949	Total Regular Check Run	77,415.71
Regular Run ACH	03/15/2023	1949-1995	Total Regular ACH Run	379,079.67
Total Disbursements				555,590.46

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

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

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



Karl R. Shaw, Accounting Manager

3/8/2023

Date

JK

Paul R. Shaw



03/02/2023 11:55
jkin

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

3/2/2023

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
<hr/>										
1885	02/08/2023	VOID	4010 WA ASSOC OF SHERIFFS	261170	2023-00109	01/11/2023				-245.00
	Invoice: 2023-00109									
				-245.00	51011211 549100	POL/ANNUAL DUES/CLARK PD-C/E-ADM-DUES/SUBCR/MEMBRSH				
						CHECK		1885 TOTAL:		-245.00
									NUMBER OF CHECKS	1
									*** CASH ACCOUNT TOTAL ***	-245.00
									COUNT	AMOUNT
									1	245.00
									TOTAL VOIDED CHECKS	
									*** GRAND TOTAL ***	-245.00

ACH payment #1885 was returned by Umpqua Bank with a note stating the recipient's bank account had been closed. New banking information has been received and the ACH payment will be sent out again.

03/02/2023 11:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC	
2023	3	9								
APP	001-213000	03/02/2023	1885	VOID				GENERAL - ACCOUNTS PAYABLE		245.00
								AP CASH DISBURSEMENTS JOURNAL		
APP	635-111100	03/02/2023	1885	VOID				CASH	245.00	
								AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL									245.00	245.00
APP	631-130000	03/02/2023	02/12/23	VOID				DUE TO/FROM CLEARING		245.00
APP	001-130000	03/02/2023	02/12/23	VOID				GENERAL - DUE TO/FROM CLEARING	245.00	
SYSTEM GENERATED ENTRIES TOTAL									245.00	245.00
JOURNAL 2023/03/9 TOTAL									490.00	490.00

03/02/2023 11:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	9	03/02/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	245.00	245.00
				FUND TOTAL	245.00	245.00
631 CLEARING FUND 631-130000 635-111100	2023 3	9	03/02/2023	DUE TO/FROM CLEARING CASH	245.00	245.00
				FUND TOTAL	245.00	245.00

03/02/2023 11:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		245.00
631 CLEARING FUND	245.00	
TOTAL	245.00	245.00

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

Jacob Kines

From: Kim Goodman <KGoodman@waspc.org>
Sent: Thursday, March 2, 2023 9:34 AM
To: Accounts Payable
Subject: RE: Bank Account Closed?
Attachments: New OF Acct.pdf

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.

Thank you for reaching out.
Attached is our new account information.

Kim Goodman
Chief of Staff
WA Assn of Sheriffs & Police Chiefs
3060 Willamette Drive NE
Lacey WA 98516
phone 360.486.2380
fax 360.486.2381
www.waspc.org

"There are far better things ahead than any we leave behind" – CS Lewis

From: Accounts Payable <accountspayable@bainbridgewa.gov>
Sent: Wednesday, March 1, 2023 10:32 AM
To: Kim Goodman <KGoodman@waspc.org>
Subject: Bank Account Closed?
Importance: High

WA Assoc. of Sheriffs,

We recently tried sending an ACH payment to an Olympic Federal Savings bank account ending in 2275, but received an error message saying this bank account is closed. Will you please fill out the attached ACH information request form with your updated banking information?

Thank you,

JACOB KINES
Senior Accounting Technician – Accounts Payable



www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.780.8612 (office)



**City of
Bainbridge Island**

280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

Vendor
Number
4010

EFT
Date
02/08/2023

EFT
Number
00001885

245.00

Two Hundred Forty Five Dollars and 00 cents *****

*Deposited
To The
Account Of*

WA ASSOC OF SHERIFFS & POL CHIEFS
CORRECTIONAL OPTIONS SERVICES
3060 WILLAMETTE DR NE #200
OLYMPIA WA 98516

**EFT COPY
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

EFT Number: **00001885**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
01/11/2023	2023-00109	POL/ANNUAL DUES/CLARK	261170	245.00

Vendor No.	Vendor Name	EFT No.	EFT Date	EFT Amount
4010	WA ASSOC OF SHERIFFS & POL CHIEFS	00001885	02/08/2023	245.00

Accounts Payable Approval Stamp

Vendor Name: Vendor Number:
(if Available)

Amount approved for payment:

Reviewed by (e-sign): *Barbara Bunn* Initial if unable to e-sign:

Approved by (e-sign): *Joseph N. Clark Jr.* Initial if uable to e-sign:

Date Approved (mm/dd/yyyy):

ORG: OBJ: PRJ:

Contract #:

PO#:

Comments or Questions: Invoice: 2023-00109
Invoice Date: 1/11/23
POL/ANNUAL DUES/CLARK

Received by: _____

Rev. 04/01/20 CEM
For Internal Use Only





**WA ASSOCIATION OF
SHERIFFS & POLICE CHIEFS**

3060 WILLAMETTE DRIVE NE

LACEY WA 98516

Phone: (360) 486-2380

Fax: (360) 486-2381

INVOICE #

DUES 2023-00109

Bill To: BAIN00100
BAINBRIDGE ISLAND POLICE DEPART
625 WINSLOW WAY EAST
BAINBRIDGE ISLAND WA 98110-1812

Ship To: BAINBRIDGE ISLAND POLICE DEPART
625 WINSLOW WAY EAST
BAINBRIDGE ISLAND WA 98110-1812

PO NUMBER:		SHIP DATE:	TERMS:	
				1/11/2023
QUANTITY	U/M	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	EA	ACTIVE DUES CATEGORY D CLARK	\$245.00	\$245.00
				Subtotal \$245.00
				Freight \$0.00
				Tax \$0.00
				TOTAL \$245.00

**PAY BY CREDIT CARD AT WASPC.ORG
FOR ASSISTANCE, CALL 360-486-2380**

ORIGINAL COPY

JK



03/03/2023 07:32
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
1946	03/03/2023	MANL	969 DEPARTMENT OF LICENS	261642	FEB23FA	02/24/2023		FAFEB23	270.00
	Invoice: FEB23FA					POL/FEBRUARY 2023 CPLS			
				270.00	41654860 586000	GUN PERMIT OUT			
						CHECK		1946 TOTAL:	270.00
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			270.00
						COUNT		AMOUNT	
				TOTAL MANUAL CHECKS		1		270.00	
								*** GRAND TOTAL ***	270.00

03/03/2023 07:32
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023	3	11								
APP	650-213000	03/03/2023	FAFEB23	030323			ACCOUNTS PAYABLE		270.00	
							AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100	03/03/2023	FAFEB23	030323			CASH			270.00
							AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									270.00	270.00
APP	631-130000	03/03/2023	FAFEB23	030323			DUE TO/FROM CLEARING		270.00	
APP	650-130000	03/03/2023	FAFEB23	030323			DUE TO/FROM CLEARING			270.00
SYSTEM GENERATED ENTRIES TOTAL									270.00	270.00
JOURNAL 2023/03/11 TOTAL									540.00	540.00

03/03/2023 07:32
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2023 3	11	03/03/2023	DUE TO/FROM CLEARING CASH	270.00	270.00
				FUND TOTAL	270.00	270.00
650 AGENCY FUND 650-130000 650-213000	2023 3	11	03/03/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	270.00	270.00
				FUND TOTAL	270.00	270.00

03/03/2023 07:32
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	270.00	
650 AGENCY FUND		270.00
TOTAL	270.00	270.00

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

JK



03/07/2023 13:59
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC										
1947	03/09/2023	EFT	2138 ASPECT CONSULTING LL	261614	50138	02/16/2023		M030723		282.00
	Invoice: 50138							ENG/THIRD PARTY GEO-TECH REVIEW BLD25788		
					282.00	72655860	58600000370	GEO TECCH-3RD PARTY REVIEWS		
								CHECK	1947 TOTAL:	282.00
1948	03/09/2023	EFT	10116 VARITECH INDUSTRIES	261585	060-1025770	01/12/2023	20220030	M030723		40,012.30
	Invoice: 060-1025770							PW/DOUBLE WALL SALT BRINE STORAGE		
					40,012.30	73111252	53110001243	STORM RESP-STRT-SUPPLIES-TANKS		
								CHECK	1948 TOTAL:	40,012.30
								NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***
										40,294.30
								COUNT		AMOUNT
								TOTAL EFT'S	2	40,294.30
										*** GRAND TOTAL ***
										40,294.30

03/07/2023 13:59
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 3 45									
APP 650-213000	03/07/2023	M030723	030723			ACCOUNTS PAYABLE		282.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	03/07/2023	M030723	030723			CASH			40,294.30
						AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	03/07/2023	M030723	030723			STREETS - ACCOUNTS PAYABLE		40,012.30	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								40,294.30	40,294.30
APP 631-130000	03/07/2023	M030723	030723			DUE TO/FROM CLEARING		40,294.30	
APP 650-130000	03/07/2023	M030723	030723			DUE TO/FROM CLEARING			282.00
APP 101-130000	03/07/2023	M030723	030723			STREETS - DUE TO/FROM CLEARING			40,012.30
SYSTEM GENERATED ENTRIES TOTAL								40,294.30	40,294.30
JOURNAL 2023/03/45 TOTAL								80,588.60	80,588.60

03/07/2023 13:59
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 STREET FUND 101-130000 101-213000	2023 3	45	03/07/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	40,012.30	40,012.30
				FUND TOTAL	40,012.30	40,012.30
631 CLEARING FUND 631-130000 635-111100	2023 3	45	03/07/2023	DUE TO/FROM CLEARING CASH	40,294.30	40,294.30
				FUND TOTAL	40,294.30	40,294.30
650 AGENCY FUND 650-130000 650-213000	2023 3	45	03/07/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	282.00	282.00
				FUND TOTAL	282.00	282.00

03/07/2023 13:59
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101	STREET FUND		40,012.30
631	CLEARING FUND	40,294.30	
650	AGENCY FUND		282.00
		TOTAL	40,294.30
			40,294.30

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

JK



03/08/2023 08:42
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635		111100	CASH						NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
						INVOICE DTL	DESC			
1949	03/15/2023	EFT	5 ACE HARDWARE	261559	527341	02/16/2023		03/12/23	26.18	
	Invoice: 527341			26.18	73421355 531100	PW/POINTING TROWEL, DISFCTANT KRUD KTR WIN COLL-SUPPLIES				
	Invoice: 527491			261560	527491	02/17/2023		03/12/23	9.82	
	Invoice: 527661			9.82	73421355 531100	PW/CLOROX SPLASHLESS 77OZ WIN COLL-SUPPLIES				
	Invoice: 527801			261561	527661	02/21/2023		03/12/23	46.92	
	Invoice: 527831			46.92	73637950 531100	PW/BIBB HOSE, THREAD TAPE O&M ALLOC-50WTR/50DEV-SUPPLIES				
	Invoice: 527801			261562	527801	02/22/2023		03/12/23	70.97	
	Invoice: 527831			70.97	73111261 531100	PW/SLEDGE HAMMER 12LB OFFICE SUPPLIES				
	Invoice: 527911			261563	527831	02/23/2023		03/12/23	29.45	
	Invoice: 528181			29.45	73011768 531100	PW/GOOF OFF SPRAY VOC 12OZ O&M-C/E-PARKS-SUPPLIES				
	Invoice: 528251			261564	527911	02/23/2023		03/12/23	63.31	
	Invoice: 528331			63.31	73111264 531100	PW/STOP NTS USS, ANCHOR WEDGE O&M-STREET-TRAF CONTROL-SUPPLY				
	Invoice: 528531			261565	528181	02/27/2023		03/12/23	17.45	
	Invoice: 528501			17.45	73411345 531100	PW/ATLAS NITRILE GLOVES, SHOP TOWELS OFFICE SUPPLIES				
	Invoice: 528251			261566	528251	02/27/2023		03/12/23	30.53	
	Invoice: 528331			30.53	73411345 531100	PW/PLASTIC BUCKET 5G WHITE OFFICE SUPPLIES				
	Invoice: 528531			261567	528331	02/28/2023		03/12/23	8.73	
	Invoice: 528421			8.73	73111264 531100	PW/BLADE HACK 12"18T BIMTCD2 O&M-STREET-TRAF CONTROL-SUPPLY				
	Invoice: 528421			261648	528531	03/02/2023		03/12/23	19.62	
	Invoice: 528501			19.62	73111427 531100	PW/SPRAY PAINT WHITE, COMP CONN OFFICE SUPPLIES				
	Invoice: 528421			261673	528421	03/01/2023		03/12/23	40.38	
	Invoice: 528501			40.38	73011897 531100	PW/ISOPRPL ALCOHOL, BLEACH O&M-C/E-PWY FAC-SUPPLIES				
	Invoice: 528501			261674	528501	03/01/2023		03/12/23	85.14	
	Invoice: 528501			85.14	73421355 531100	PW/LED 300W BATTERY, UB1280 BATTERY WIN COLL-SUPPLIES				
								CHECK	1949 TOTAL:	448.50

03/08/2023 08:42
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
1950	03/15/2023	EFT	8991 ALLIANCE 2020, INC	261615	5843350	02/28/2023		03/12/23	148.28
	Invoice: 5843350			148.28	33011161 541100	HR/BACKGROUND CHECKS HR-C/E-PROF SVCS			
						CHECK		1950 TOTAL:	148.28
1951	03/15/2023	EFT	7821 ARAMARK	261568	5120183171	02/09/2023		03/12/23	80.63
	Invoice: 5120183171			80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES			
						CHECK		1951 TOTAL:	80.63
1952	03/15/2023	EFT	9942 ARCOSA AGGREGATES IN	261645	WEST3013041	03/01/2023		03/12/23	295.96
	Invoice: WEST3013041			295.96	91111427 547900	DUMP FEE - CONCRETE 10.57 TONS GG-STREET-ROADSIDE-GARBAGE			
				261646	WEST3013042	03/01/2023		03/12/23	337.12
	Invoice: WEST3013042			337.12	91111427 547900	DUMP FEE - CONCRETE 12.04 TONS GG-STREET-ROADSIDE-GARBAGE			
						CHECK		1952 TOTAL:	633.08
1953	03/15/2023	EFT	4365 AUTOMATIC FUNDS TRAN	261618	126516	02/23/2023		03/12/23	83.20
	Invoice: 126516			10.40	43411341 541100	FIN/DELINQUENT INVOICES FIN - WATER ADMIN PROF SERVICE			
				10.40	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				31.20	91411891 542500	GG-WTR-FAC-POSTAGE			
				31.20	91421891 542500	GG-SWR-FAC-POSTAGE			
						CHECK		1953 TOTAL:	83.20
1954	03/15/2023	EFT	55 SOUND PUBLISHING, IN	261508	BIR970631	02/03/2023		03/12/23	49.58
	Invoice: BIR970631			49.58	11011113 544000	CC/LEGAL NOTICE ORDINANCE 2023-03 COUNCIL - LEGAL NOTICES			
				261509	BIR970635	02/03/2023		03/12/23	111.92
	Invoice: BIR970635			111.92	11011113 544000	CC/LEGAL NOTICE ORDINANCE 2023-05 COUNCIL - LEGAL NOTICES			
				261626	BIR971390	02/17/2023		03/12/23	204.00
	Invoice: BIR971390			204.00	72011494 54400001198	ENG/GROUNDWATER MANAGEMENT PLAN GWMP-ADV			
				261627	BIR971547	02/17/2023		03/12/23	323.00
	Invoice: BIR971547			323.00	72433438 64400000663	ENG/YEOMALT DRAINAGE IMPROVEMENTS YEOMALT RECONSTR-ADV			

03/08/2023 08:42
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL	DESC		
Invoice: BIR971847			261814	BIR971847	02/24/2023		03/12/23	73.67
			73.67	11011113 544000		CC/LEGAL NOTICE ORDINANCE 2023-05 COUNCIL - LEGAL NOTICES		
						CHECK	1954 TOTAL:	762.17
1955 03/15/2023 EFT		9856 BARR-TECH LLC	261679	8654	02/28/2023		03/12/23	5,854.55
Invoice: 8654			5,854.55	73425358 54790100551		PW/BIOSOLIDS PROCESSED 90.07 TONS FEB 2023 BIOSOLIDS WASTE DISPOSAL		
						CHECK	1955 TOTAL:	5,854.55
1956 03/15/2023 EFT		50 BAINBRIDGE ISLAND EL	261677	20230013	02/27/2023		03/12/23	270.27
Invoice: 20230013			270.27	73425358 531100		PW/COBI-VFD CARD WWTP O&M-WWTP-SUPPLIES		
						CHECK	1956 TOTAL:	270.27
1957 03/15/2023 EFT		78 BROWNE WHEELER ENGIN	261751	10882	02/22/2023		03/12/23	1,837.50
Invoice: 10882			1,837.50	72413434 64110001170		ENG/PSA FERNCLIFF WTR MAIN EXTENSI FERNCLIFF WTR EXT-PROF SVCS		
						CHECK	1957 TOTAL:	1,837.50
1958 03/15/2023 EFT		360 BUILDERS FIRSTSOURCE	259857	62446919	11/10/2022		03/12/23	-645.38
Invoice: 62446919			-645.38	73414434 63110001096		PW/CREDIT PICK UP RETURNED ITEMS PRIT PARK WELL DEV/REHAB-SUPPL		
Invoice: 86505149			259858	86505149	11/21/2022		03/12/23	20.73
			20.73	73111427 531100		PW/1LB 3" DECK SCREW STAR GRY, CABLE TIES OFFICE SUPPLIES		
Invoice: 86411384			259874	86411384	11/02/2022		03/12/23	38.57
			38.57	73414434 63110001096		PW/GRIP RITE TACKER STAPLE, BIT TIP HOLDER MAG PRIT PARK WELL DEV/REHAB-SUPPL		
Invoice: 86792268			261404	86792268	02/01/2023		03/12/23	25.75
			25.75	73011189 531100		PW/100 Z-MTL 10' BROWN 2X1X3/8 O&M - C/E FACIL OFC SUPPLIES		
Invoice: 86876384			261570	86876384	02/21/2023		03/12/23	24.02
			24.02	73111427 531100		PW/PLAT SCREWS, ARCHITECTRL KNOTTY RAD EDG OFFICE SUPPLIES		
Invoice: 86890327			261571	86890327	02/24/2023		03/12/23	18.79
			18.79	73431835 531100		PW/4X4-8' #2 HF TRTD GC ICT OFFICE SUPPLIES		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH										
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
INVOICE DTL DESC												
Invoice: 63999603				261647	63999603	02/17/2023		03/12/23	3,156.32			
				3,156.32	73111427 531100	PW/STK SELECT DRY, KEY HOLE OFFICE SUPPLIES						
								CHECK	1958 TOTAL:			2,638.80
1959 03/15/2023 EFT			104 CITY OF BREMERTON	261819	BKAT000724	01/03/2023		03/12/23	3,188.25			
Invoice: BKAT000724				3,188.25	81011881 542500	IT/BROADCAST CITY COUNCIL MEETINGS						
				261820	BKAT000728	02/01/2023		03/12/23	3,188.25			
Invoice: BKAT000728				3,188.25	81011881 542500	IT/BROADCAST CITY COUNCIL MEETINGS						
								CHECK	1959 TOTAL:			6,376.50
1960 03/15/2023 EFT			8435 COATES DESIGN INC	261496	125523	02/22/2023		03/12/23	23,681.88			
Invoice: 125523				23,681.88	72311942 64110000724	ENG/POLICE & COURT FACILITY - PROJ PD/COURT BLDG-PROF SVCS/DESIGN						
								CHECK	1960 TOTAL:			23,681.88
1961 03/15/2023 EFT			9323 CONSOR NORTH AMERICA	261572	N223434WA.00-9	02/27/2023		03/12/23	46,808.37			
Invoice: N223434WA.00-9				46,808.37	72413434 64110000988	ENG/WINSLOW WATER TANK DESIGN SERV NEW WATER TANKS-PROF SVCS						
								CHECK	1961 TOTAL:			46,808.37
1962 03/15/2023 EFT			142 COPIERS NORTHWEST IN	261616	INV2606856	02/22/2023		03/12/23	912.05			
Invoice: INV2606856				456.02	31011131 545000	EX,FIN/COPIER LEASE						
				456.03	41011141 545000	EX-GF-RENTS & LEASES FIN-GF-RENTS & LEASES						
								CHECK	1962 TOTAL:			912.05
1963 03/15/2023 EFT			142 COPIERS NORTHWEST IN	261622	INV2610055	02/28/2023		03/12/23	359.95			
Invoice: INV2610055				119.99	81011881 531100	IT,ENG,PCD/PAPER SUPPLIES OCE PRINTER-PLOTTER						
				119.98	72011321 531100	IT - C/E SUPPLIES						
				119.98	61011581 531100	ENG - C/E ADMIN SUPPLIES PCD - C/E ADMIN SUPPLIES						
								CHECK	1963 TOTAL:			359.95
1964 03/15/2023 EFT			6363 LN CURTIS & SONS	261623	INV676612	02/14/2023		03/12/23	21.11			
Invoice: INV676612				21.11	53011212 520000	POL/TIE/SHIELDS POLICE - C/E PATROL BENEFITS						

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CASH ACCOUNT: 635	111100	CASH												
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET					
												INVOICE DTL	DESC	
												CHECK	1969 TOTAL:	123,670.51
1970	03/15/2023	EFT	268 HOUSING RESOURCES BA	261628	12379	03/01/2023		03/12/23	700.00					
	Invoice: 12379					EX/IRA SITE ASSESSMENT 301 MADRONA WAY NE								
				700.00	31180592 54130400297	IMHP SPACE RENT DEFAULT								
												CHECK	1970 TOTAL:	700.00
1971	03/15/2023	EFT	280 INTEGRA CHEMICAL COM	261629	0139206-IN	02/21/2023		03/12/23	2,183.46					
	Invoice: 0139206-IN					PW/VITA-D-CHLOR TABLETS 35LB								
				2,183.46	73411345 531100	OFFICE SUPPLIES								
												CHECK	1971 TOTAL:	2,183.46
1972	03/15/2023	EFT	9883 INVOICE CLOUD INC	261764	2698-2023_2	02/28/2023		03/12/23	1,457.93					
	Invoice: 2698-2023_2					FIN/INVOICE CLOUD SERVICES FEB 2023								
				728.96	43411341 541100	FIN - WATER ADMIN PROF SERVICE								
				728.97	43421351 541100	FIN - SEWER ADMIN PROF SERVICE								
												CHECK	1972 TOTAL:	1,457.93
1973	03/15/2023	EFT	8646 ISLAND HANDS	261695	2302	03/01/2023		03/12/23	15,155.15					
	Invoice: 2302					PW/2020-2023 JANITORIAL CONTRACT								
				14,689.23	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS								
				465.92	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS								
												CHECK	1973 TOTAL:	15,155.15
1974	03/15/2023	EFT	9565 KATHERINE L KIRKLAND	261822	028	02/22/2023		03/12/23	1,150.00					
	Invoice: 028					EX/DESIGN STRATEGY & LAYOUT COBI CONNECTS								
				1,150.00	31011572 54110001015	NEWSLETTER-PROF SVCS								
	Invoice: 029													
				261823	029	02/22/2023		03/12/23	1,550.00					
				1,550.00	31011572 54110001015	EX/DESIGN STRATEGY & LAYOUT PERMIT HANDOUT								
						NEWSLETTER-PROF SVCS								
												CHECK	1974 TOTAL:	2,700.00
1975	03/15/2023	EFT	315 KITSAP HUMANE SOCIET	261696	282	03/01/2023		03/12/23	6,612.93					
	Invoice: 282					ANIMAL CONTROL (2021-2023)								
				6,612.93	91011393 541100	FIN - C/E ANIMAL CONTROL FEES								
	Invoice: 2177													
				261697	2177	01/02/2023		03/12/23	6,612.93					
				6,612.93	91011393 541100	ANIMAL CONTROL (2021-2023)								
						FIN - C/E ANIMAL CONTROL FEES								

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
						CHECK	1975 TOTAL:		13,225.86
1976	03/15/2023	EFT	7849 LAW OFFICE OF THOMAS	261825	MAR23	03/03/2023		03/12/23	4,843.13
	Invoice: MAR23			4,843.13	32011281 541113	LEGAL/PUBLIC DEFENDER SERVICES MARCH 2023		LGL-PUBLIC DEFENDER	
						CHECK	1976 TOTAL:		4,843.13
1977	03/15/2023	EFT	9263 BELLEVUE PRINTING LL	261826	56736	02/22/2023		03/12/23	6,433.83
	Invoice: 56736			2,565.06	31011572 542500	EX/CHANGING SPEED LIMITS MAILER		EX-GF-OUTREACH-POSTAGE	
				3,868.77	31011572 549500	EX-GF-OUTREACH-PRINTING			
						CHECK	1977 TOTAL:		6,433.83
1978	03/15/2023	EFT	9943 THE NEXT DAY DRY CLE	261699	02/28/2023	02/28/2023		03/12/23	263.92
	Invoice: 02/28/2023			132.29	51011211 520000	POL/LAUNDRY SERVICE		PD-C/E ADMIN-BENEFITS	
				69.60	52011212 520000	POLICE - C/E INVEST BENEFITS		POLICE - C/E PATROL BENEFITS	
				62.03	53011212 520000				
						CHECK	1978 TOTAL:		263.92
1979	03/15/2023	EFT	2430 OGDEN MURPHY WALLACE	261511	871978	02/17/2023		03/12/23	47,379.69
	Invoice: 871978			6,487.50	32011152 54111101156	LEGAL/PROFESSIONAL SERVICES JAN 2023		LIT-NEAL PRA SUIT	
				825.00	32471152 54111401217	HEX-GERLACH BLD PRMT (OMW-HEX)		LIT-RICH (SUP. CT.)	
				712.50	32470152 54111101240	LIT-WOOD VS COBI (PCHB)		LIT-RUEDA VS COBI & WHITE(OMW)	
				412.50	32011152 54111101250	LIT-ARIEL SCHULTZ-PCHB APPEAL		LGL-PSE FRANCHISE	
				1,650.00	32470152 54111101262	ETHICS BOARD LEGAL ADVISOR		LGL-GF-LEGAL ADVICE	
				990.00	32011545 54111101265	GG-C/E-CIVIL SVC-LEGAL ADVICE		INTERIM CITY ATTORNEY	
				375.00	32011152 54111001046	PRES RESP SHORE(CT OF APPEALS)		HEX-STETSON RIDGE HOA (OMW)	
				1,080.00	32011152 54111001131	PUBLIC DEFENSE STANDARDS			
				5,767.50	32011152 5411110				
				112.50	91011211 5411110				
				17,527.50	32011541 54111001266				
				6,564.69	32470152 54111100897				
				2,550.00	32470152 54111401255				
				2,325.00	32011541 54111001267				
						CHECK	1979 TOTAL:		47,379.69
1980	03/15/2023	EFT	4111 OLYMPIC SPRINGS INC	261657	355409	02/28/2023		03/12/23	39.10
	Invoice: 355409			39.10	73425358 531100	PW/5 GALLON PURIFIED WATER X4		O&M-WWTP-SUPPLIES	
				261700	355408	02/28/2023		03/12/23	59.72

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 355408				59.72	51011215 531100	POL/PURIFIED WATER POLICE - C/E FACIL SUPPLIES			
						CHECK		1980 TOTAL:	98.82
1981	03/15/2023 EFT		9650 PAPE MACHINERY INC	261701	14217958	02/24/2023		03/12/23	32.74
Invoice: 14217958				16.37	73111423 531100	PW/HANDLE MOLDINGS OFFICE SUPPLIES			
				16.37	73111427 531100	OFFICE SUPPLIES			
						CHECK		1981 TOTAL:	32.74
1982	03/15/2023 EFT		8229 PIPER THORNBURGH	261658	03/02/2023	03/02/2023		03/12/23	412.90
Invoice: 03/02/2023				412.90	21011125 541210	CRT/JUDGE PRO TEMPORE SERVICES FEB 2023 COURT-JUDGE PRO TEMPORE SVCS			
						CHECK		1982 TOTAL:	412.90
1983	03/15/2023 EFT		8922 REXEL USA INC.	261702	3S87860	03/02/2023		03/12/23	375.99
Invoice: 3S87860				375.99	73011897 531100	PW/ELECTRICAL SUPPLIES O&M-C/E-PWY FAC-SUPPLIES			
						CHECK		1983 TOTAL:	375.99
1984	03/15/2023 EFT		7385 CHARLES P. SHANE	261500	172	02/21/2023		03/12/23	24.75
Invoice: 172				24.75	32011281 541113	LEGAL/ARRAIGNMENT, MET WITH CLIENT, REVIEWED JABS LGL-PUBLIC DEFENDER			
						CHECK		1984 TOTAL:	24.75
1985	03/15/2023 EFT		8132 SPECTRA LABORATORIES	261660	23-00981	02/22/2023		03/12/23	23.00
Invoice: 23-00981				23.00	73415345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER ROCKAWAY			
Invoice: 23-00982				261661	23-00982	02/22/2023		03/12/23	69.00
				69.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER			
Invoice: 23-01070				261662	23-01070	02/28/2023		03/12/23	46.00
				46.00	73415345 54110000391	PW/MANGANESE, IRON TESTING LAB SVCS-WATER ROCKAWAY			
Invoice: 23-01104				261663	23-01104	02/28/2023		03/12/23	92.00
				92.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER			
				261664	23-01151	02/28/2023		03/12/23	46.00

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CASH ACCOUNT: 635	111100	CASH												
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET					
												INVOICE DTL DESC		
												CHECK	1990 TOTAL:	117.39
1991	03/15/2023	EFT	167 WA ST DEPT OF ECOLOG	261812	23-WA0020907B-1	02/20/2023		03/12/23	3,165.48					
			Invoice: 23-WA0020907B-1											
				3,165.48	73425358 549800									
												PW/WATER QUALITY PROGRAM FEES		
												O&M-WWTP-PERMITS		
												CHECK	1991 TOTAL:	3,165.48
1992	03/15/2023	EFT	4010 WA ASSOC OF SHERIFFS	261170	2023-00109	01/11/2023		03/12/23	245.00					
			Invoice: 2023-00109											
				245.00	51011211 549100									
												POL/ANNUAL DUES/CLARK		
												PD-C/E-ADM-DUES/SUBCR/MEMBRSH		
												CHECK	1992 TOTAL:	245.00
1993	03/15/2023	EFT	710 WCIA	261714	15816	03/01/2023		03/12/23	50.00					
			Invoice: 15816											
				50.00	52011212 443410									
												POL/NO SHOW/CLARK		
												POLICE - C/E INVEST TRAINING		
												CHECK	1993 TOTAL:	50.00
1994	03/15/2023	EFT	5709 WEBCHECK INC	261640	INV-7484	02/28/2023		03/12/23	131.04					
			Invoice: INV-7484											
				65.52	43411341 541100									
				65.52	43421351 541100									
												FIN/WEBCHECK SERVICES FEB 2023		
												FIN - WATER ADMIN PROF SERVICE		
												FIN - SEWER ADMIN PROF SERVICE		
												CHECK	1994 TOTAL:	131.04
1995	03/15/2023	EFT	499 WESTBAY AUTO PARTS I	261578	775476	02/21/2023		03/12/23	30.32					
			Invoice: 775476											
				30.32	73011189 531100									
												PW/V-BELT		
												O&M - C/E FACIL OFC SUPPLIES		
Invoice: 775781				261579	775781	02/22/2023		03/12/23	7.58					
				7.58	73638935 531100									
												PW/FLF-50 FUSE		
												O&M-STD ALLOCATION-SUPPLIES		
Invoice: 775942				261580	775942	02/23/2023		03/12/23	77.47					
				77.47	73638935 531100									
												PW/AIR BRAKE VALVES, CORE DEPOSIT		
												O&M-STD ALLOCATION-SUPPLIES		
Invoice: 776027				261582	776027	02/23/2023		03/12/23	187.73					
				93.86	73111423 531100									
				93.87	73111427 531100									
												PW/AIR BRAKE VALVES, CORE DEPOSIT		
												OFFICE SUPPLIES		
												OFFICE SUPPLIES		
Invoice: 776144				261669	776144	02/24/2023		03/12/23	-77.47					
				-77.47	73638935 531100									
												PW/REMAN VALVE, CORE DEPOSIT REFUND		
												O&M-STD ALLOCATION-SUPPLIES		

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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
2023	3	53									
APP	402-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,558.80	
APP	635-111100		03/08/2023	03/12/23	030823			CASH AP CASH DISBURSEMENTS JOURNAL			379,079.67
APP	631-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		503.97	
APP	101-213000		03/08/2023	03/12/23	030823			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,908.87	
APP	001-213000		03/08/2023	03/12/23	030823			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		102,984.65	
APP	401-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		180,859.34	
APP	403-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		341.79	
APP	301-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		57,920.06	
APP	108-213000		03/08/2023	03/12/23	030823			AFFORD HSG - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		700.00	
APP	407-213000		03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		12,302.19	
GENERAL LEDGER TOTAL										379,079.67	379,079.67
APP	631-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING		378,575.70	
APP	402-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			16,558.80
APP	101-130000		03/08/2023	03/12/23	030823			STREETS - DUE TO/FROM CLEARING			6,908.87
APP	001-130000		03/08/2023	03/12/23	030823			GENERAL - DUE TO/FROM CLEARING			102,984.65
APP	401-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			180,859.34
APP	403-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			341.79
APP	301-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			57,920.06
APP	108-130000		03/08/2023	03/12/23	030823			AFFORD HSG DUE TO/FROM CLEAR'G			700.00
APP	407-130000		03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			12,302.19
SYSTEM GENERATED ENTRIES TOTAL										378,575.70	378,575.70
JOURNAL 2023/03/53 TOTAL										757,655.37	757,655.37

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	53	03/08/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	102,984.65	102,984.65
				FUND TOTAL	102,984.65	102,984.65
101 STREET FUND 101-130000 101-213000	2023 3	53	03/08/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,908.87	6,908.87
				FUND TOTAL	6,908.87	6,908.87
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2023 3	53	03/08/2023	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	700.00	700.00
				FUND TOTAL	700.00	700.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	53	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	57,920.06	57,920.06
				FUND TOTAL	57,920.06	57,920.06
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	53	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	180,859.34	180,859.34
				FUND TOTAL	180,859.34	180,859.34
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	53	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,558.80	16,558.80
				FUND TOTAL	16,558.80	16,558.80
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	53	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	341.79	341.79
				FUND TOTAL	341.79	341.79
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 3	53	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,302.19	12,302.19
				FUND TOTAL	12,302.19	12,302.19
631 CLEARING FUND	2023 3	53	03/08/2023			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	378,575.70	
631-213000				ACCOUNTS PAYABLE	503.97	
635-111100				CASH		379,079.67
FUND TOTAL					379,079.67	379,079.67

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		102,984.65
101 STREET FUND		6,908.87
108 AFFORDABLE HOUSING FUND		700.00
301 CAPITAL CONSTRUCTION FUND		57,920.06
401 WATER OPERATING FUND		180,859.34
402 SEWER OPERATING FUND		16,558.80
403 STORM & SURFACE WATER FUND		341.79
407 BUILDING & DEVELOPMENT FUND		12,302.19
631 CLEARING FUND		
	378,575.70	
	TOTAL	378,575.70

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

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
359903	02/28/2023	PRTD	6420 AT&T MOBILITY	261505	287287004732X021923	02/11/2023		M022823			3,313.68
			Invoice: 287287004732X021923			POL, EOC/WIRELESS CHARGES					
				3,114.88	91011215 542100	GG-C/E-PD-PHONE					
				108.80	31011256 542100	EX-GF-EMERG PREP-PHONE					
				90.00	91011215 548500	GG-C/E-PD-SOFTWARE MAINT					
								CHECK	359903 TOTAL:	3,313.68	
359904	02/28/2023	PRTD	551 CENTURYLINK	261506	6124FEB23	02/16/2023		M022823			58.43
			Invoice: 6124FEB23			WEAVER PRV WATER TELEM					
				58.43	91411891 542100	GG-WTR-FAC-PHONE					
								CHECK	359904 TOTAL:	58.43	
359905	02/28/2023	PRTD	1884 KITSAP SUN	261494	KS2193901-2023	02/01/2023		M022823			614.85
			Invoice: KS2193901-2023			ENG/SUBSCRIPTION RENEWAL 2023					
				614.85	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS					
								CHECK	359905 TOTAL:	614.85	
359906	02/28/2023	PRTD	1205 PUGET SOUND ENERGY	261495	220001703	02/21/2023		M022823			863.72
			Invoice: 220001703			FEB23 GREEN POWER CONTRACT					
				863.72	91011189 547101	ELECTRIC-GREEN POWER					
								CHECK	359906 TOTAL:	863.72	
						NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***			4,850.68
						COUNT	4	AMOUNT			
						TOTAL PRINTED CHECKS	4	4,850.68			
								*** GRAND TOTAL ***			4,850.68

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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
2023	2	189									
APP	001-213000		02/28/2023	M022823	022823			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,792.25	
APP	635-111100		02/28/2023	M022823	022823			CASH AP CASH DISBURSEMENTS JOURNAL			4,850.68
APP	401-213000		02/28/2023	M022823	022823			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		58.43	
GENERAL LEDGER TOTAL										4,850.68	4,850.68
APP	631-130000		02/28/2023	M022823	022823			DUE TO/FROM CLEARING		4,850.68	
APP	001-130000		02/28/2023	M022823	022823			GENERAL - DUE TO/FROM CLEARING			4,792.25
APP	401-130000		02/28/2023	M022823	022823			DUE TO/FROM CLEARING			58.43
SYSTEM GENERATED ENTRIES TOTAL										4,850.68	4,850.68
JOURNAL 2023/02/189 TOTAL										9,701.36	9,701.36

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 2	189	02/28/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	4,792.25	4,792.25
				FUND TOTAL	4,792.25	4,792.25
401 WATER OPERATING FUND 401-130000 401-213000	2023 2	189	02/28/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	58.43	58.43
				FUND TOTAL	58.43	58.43
631 CLEARING FUND 631-130000 635-111100	2023 2	189	02/28/2023	DUE TO/FROM CLEARING CASH	4,850.68	4,850.68
				FUND TOTAL	4,850.68	4,850.68

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,792.25
401	WATER OPERATING FUND		58.43
631	CLEARING FUND	4,850.68	
	TOTAL	4,850.68	4,850.68

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JOURNAL ENTRIES TO BE CREATED

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YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	3	42	APP 401-213000	03/07/2023	M030723	030723			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		50,427.53	
APP	635-111100		03/07/2023	M030723	030723			CASH AP CASH DISBURSEMENTS JOURNAL				53,398.10
APP	001-213000		03/07/2023	M030723	030723			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,802.73		
APP	403-213000		03/07/2023	M030723	030723			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		167.84		
GENERAL LEDGER TOTAL											53,398.10	53,398.10
APP	631-130000		03/07/2023	M030723	030723			DUE TO/FROM CLEARING		53,398.10		
APP	401-130000		03/07/2023	M030723	030723			DUE TO/FROM CLEARING				50,427.53
APP	001-130000		03/07/2023	M030723	030723			GENERAL - DUE TO/FROM CLEARING				2,802.73
APP	403-130000		03/07/2023	M030723	030723			DUE TO/FROM CLEARING				167.84
SYSTEM GENERATED ENTRIES TOTAL											53,398.10	53,398.10
JOURNAL 2023/03/42 TOTAL											106,796.20	106,796.20

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	42	03/07/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,802.73	2,802.73
				FUND TOTAL	2,802.73	2,802.73
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	42	03/07/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	50,427.53	50,427.53
				FUND TOTAL	50,427.53	50,427.53
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	42	03/07/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	167.84	167.84
				FUND TOTAL	167.84	167.84
631 CLEARING FUND 631-130000 635-111100	2023 3	42	03/07/2023	DUE TO/FROM CLEARING CASH	53,398.10	53,398.10
				FUND TOTAL	53,398.10	53,398.10

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		2,802.73
401 WATER OPERATING FUND		50,427.53
403 STORM & SURFACE WATER FUND		167.84
631 CLEARING FUND	53,398.10	
	TOTAL	
	53,398.10	53,398.10

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	359921	TOTAL:	1,288.02
359922	03/15/2023	PRTD	6920 COMCAST	261683	MAR23	02/20/2023		03/12/23	11.27
	Invoice: MAR23			11.27	51011211 545000	POL/HD CONVERTER BOX			
						PD-C/E-ADMIN RENTS/LEASE			
						CHECK	359922	TOTAL:	11.27
359923	03/15/2023	PRTD	152 DAILY JOURNAL OF COM	261507	3386270	02/22/2023		03/12/23	288.00
	Invoice: 3386270			288.00	72011494 54400001198	ENG/GROUNDWATER MANAGEMENT ADS			
						GWMP-ADV			
	Invoice: 3386400			261624	3386400	02/25/2023		03/12/23	436.80
				436.80	72433438 64400000663	ENG/YEOMALT DRAINAGE ADS			
						YEOMALT RECONSTR-ADV			
						CHECK	359923	TOTAL:	724.80
359924	03/15/2023	PRTD	10190 DTG ENTERPRISES INC	261688	20088683	02/27/2023		03/12/23	108.00
	Invoice: 20088683			108.00	73435838 545000	PW/DECANT FACILITY RENTAL			
						O&M-DECANT-RENTS			
	Invoice: 20089041			261689	20089041	02/27/2023		03/12/23	108.00
				108.00	73011897 545000	PW/RESTROOM RENTAL HIDDEN COVE RD			
						O&M-C/E-PWYD FAC-RENTS			
						CHECK	359924	TOTAL:	216.00
359925	03/15/2023	PRTD	8374 HEARING ADVANTAGE, I	261821	11500	03/03/2023		03/12/23	70.00
	Invoice: 11500			70.00	73637891 541100	PW/HEARING SCREENING			
						PROFESSIONAL SERVICES			
						CHECK	359925	TOTAL:	70.00
359926	03/15/2023	PRTD	4850 HOME DEPOT CREDIT SE	261625	2011765	02/09/2023		03/12/23	463.35
	Invoice: 2011765			463.35	73111264 53110001264	PW/ALL PURPOSE PLASTIC TUBS, CONCRETE			
						SPEED LIMIT REDUCTIONS-SUPPLY			
	Invoice: 4514016			261692	4514016	02/07/2023		03/12/23	285.54
				285.54	73111423 531100	PW/TOOLS FOR STANDBY TRUCK			
						OFFICE SUPPLIES			
						CHECK	359926	TOTAL:	748.89

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CASH ACCOUNT: 635		111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	INVOICE DTL DESC			
359927	03/15/2023	PRTD	10217 INSPECTION & PERMIT	261693	23092	02/24/2023		03/12/23	175.00	PW/INSPECTION SERVICES HIDDEN COVE RD			
	Invoice: 23092			175.00	73321569 63110001093					SALT STORAGE FAC-SUPPLIES			
								CHECK	359927	TOTAL:			175.00
359928	03/15/2023	PRTD	863 INTERSTATE BATTERIES	261694	22075005	03/02/2023		03/12/23	157.19	POL/MTP-65HD BATTERY			
	Invoice: 22075005			157.19	53011212 531100					PD-C/E-PATROL SUPPLIES			
								CHECK	359928	TOTAL:			157.19
359929	03/15/2023	PRTD	3114 JOHNSON CONTROLS FIR	261654	23383205	02/20/2023		03/12/23	152.41	PW/ALARM MONITORING			
	Invoice: 23383205			152.41	73011897 54110000390					PWY-ALARM SVCS			
	Invoice: 23383256				261655 23383256					PW/ALARM MONITORING			
					304.09 73011183 54110000390					FAC BLDG/FIRE ALARM-CITY HALL			
	Invoice: 23383282				261656 23383282					PW/ALARM MONITORING			
					152.41 73011755 54110000390					FAC BLDG/FIRE ALARM-COMMONS			
								CHECK	359929	TOTAL:			608.91
359930	03/15/2023	PRTD	2306 KITSAP COUNTY PROSEC	261824	MAR23	03/03/2023		03/12/23	10,958.76	LEGAL/PROSECUTION SERVICES MARCH 2023			
	Invoice: MAR23			10,958.76	32011521 541112					LGL-OUTSIDE PROSECUTOR			
								CHECK	359930	TOTAL:			10,958.76
359931	03/15/2023	PRTD	338 KITSAP COUNTY SHERIF	261630	20230001	02/21/2023		03/12/23	2,819.85	POL/PRISONER BOARD/JAN			
	Invoice: 20230001			2,819.85	51011236 551000					POLICE - C/E PRISONER DETENT'N			
								CHECK	359931	TOTAL:			2,819.85
359932	03/15/2023	PRTD	304 KITSAP TRACTOR & EQU	261576	P1471201	02/22/2023		03/12/23	65.89	PW/FUSE 60AMP, FUSE SLOW-BLOW			
	Invoice: P1471201			32.94	73111423 531100					OFFICE SUPPLIES			
				32.95	73111427 531100					OFFICE SUPPLIES			
								CHECK	359932	TOTAL:			65.89

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
359933	03/15/2023	PRTD	4322 KUSTOM SIGNALS INC	261632	600841	02/17/2023		03/12/23	2,807.87
	Invoice: 600841					POL/RADAR UNIT X1			
				2,807.87	53011212 531100	PD-C/E-PATROL SUPPLIES			
						CHECK	359933	TOTAL:	2,807.87
359934	03/15/2023	PRTD	2574 NATIONAL BARRICADE C	261633	299316	02/17/2023		03/12/23	678.78
	Invoice: 299316					PW/DELINEATOR YELLOW POST, DRIVE RIVET			
				263.82	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				414.96	73111264 53110001264	SPEED LIMIT REDUCTIONS-SUPPLY			
						CHECK	359934	TOTAL:	678.78
359935	03/15/2023	PRTD	8433 NEXTREQUEST CO.	261827	27298	03/02/2023		03/12/23	18,766.23
	Invoice: 27298					IT/PUBLIC RECORDS REQUEST MANAGEMENT SOFTWARE			
				18,766.23	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	359935	TOTAL:	18,766.23
359936	03/15/2023	PRTD	9349 PROPANE NORTHWEST	261703	1509550019	02/27/2023		03/12/23	884.54
	Invoice: 1509550019					PROPANE 569.20 GALLONS			
				884.54	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE			
						CHECK	359936	TOTAL:	884.54
359937	03/15/2023	PRTD	9440 QBSI-XEROX	261501	IN3284943	02/22/2023		03/12/23	74.21
	Invoice: IN3284943					CRT/COPIER LEASE			
				74.21	21011125 545000	COURT-RENTS & LEASES			
						CHECK	359937	TOTAL:	74.21
359938	03/15/2023	PRTD	394 RED'S ELECTRIC MOTOR	261634	38096	02/13/2023		03/12/23	1,089.81
	Invoice: 38096					PW/TEFC BALDOR MOTOR			
				1,089.81	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	359938	TOTAL:	1,089.81
359939	03/15/2023	PRTD	601 SOUND REPROGRAPHICS	261659	94948	02/02/2023		03/12/23	234.97
	Invoice: 94948					FIN,EX,CC/BUSINESS CARDS AN, BK, BFJ			
				78.33	41011141 531100	FIN-GF-SUPPLIES			
				78.32	31011131 531100	EX-GF-SUPPLIES			
				78.32	11011116 531100	COUNCIL - SUPPLIES			
				261828	95706	02/23/2023		03/12/23	130.81
	Invoice: 95706					EX/SPEED LIMIT CHANGE FLIERS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL	DESC		
			130.81	31011572 549500				
			261829	95812	03/02/2023		03/12/23	294.79
Invoice: 95812			294.79	31011256 542450	EX/BAINBRIDGE PREPARES RESIDENTS SHEET			
			261830	95895	03/01/2023		03/12/23	248.65
Invoice: 95895			248.65	31011256 542450	EX/CHILD SAFETY TEAM GRAPHICS			
					EX-GF-EMERG PREP-COMM OUTREACH			
					CHECK	359939	TOTAL:	909.22
359940	03/15/2023	PRTD 2467 STAPLES	261635	8069419053	02/25/2023		03/12/23	189.52
Invoice: 8069419053			94.76	51011211 531100	POL/FLASH DRIVES, CLX DISF WIPES			
			37.90	52011212 531100	PD-C/E-ADM-SUPPLIES			
			56.86	53011212 531100	POLICE - C/E INVEST SUPPLIES			
					PD-C/E-PATROL SUPPLIES			
					CHECK	359940	TOTAL:	189.52
359941	03/15/2023	PRTD 7095 SUPERIOR SAW & SUPPL	261665	166836	02/28/2023		03/12/23	182.58
Invoice: 166836			182.58	73111427 548100	PW/SHARPEN DOUBLE EDGE CHIPPERS, SAW CHAINS			
					O&M-ACCESS RDSIDE R&M			
					CHECK	359941	TOTAL:	182.58
359942	03/15/2023	PRTD 6714 TOSHIBA FINANCIAL SE	261636	33509236	02/22/2023		03/12/23	224.64
Invoice: 33509236			224.64	73637891 545000	PW/COPIER LEASE			
					RENTS & LEASES - OPERATING			
Invoice: 33509237			261637	33509237	02/22/2023		03/12/23	234.85
			234.85	51011211 545000	POL/COPIER LEASE			
					PD-C/E-ADMIN RENTS/LEASE			
					CHECK	359942	TOTAL:	459.49
359943	03/15/2023	PRTD 558 TOWN & COUNTRY MARKE	261577	00041449	02/20/2023		03/12/23	36.41
Invoice: 00041449			36.41	73637891 539100	PW/FOOD AND DRINKS			
					O&M-NON TRAVEL FOOD/BEV			
					CHECK	359943	TOTAL:	36.41
359944	03/15/2023	PRTD 9420 UNITED BLOWER, INC	261666	4300-3814	02/16/2023		03/12/23	441.00
Invoice: 4300-3814			441.00	73425358 531100	PW/FILTER ELEMENT X3			
					O&M-WWTP-SUPPLIES			

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
						CHECK	359944	TOTAL:	441.00		
359945	03/15/2023	PRTD	2190 UNITED PARCEL SERVIC	261710	000028Y3Y1073	02/18/2023		03/12/23	14.61		
Invoice: 000028Y3Y1073				14.61	91011215 542500	POL/SHIPPING					
				261711	000028Y3Y1083	02/25/2023		03/12/23	11.76		
Invoice: 000028Y3Y1083				11.76	91011215 542500	POL/SHIPPING					
						CHECK	359945	TOTAL:	26.37		
359946	03/15/2023	PRTD	952 WA ST PATROL	261638	I23004614	03/01/2023		03/12/23	113.75		
Invoice: I23004614				113.75	41654861 586100	FIN/BACKGROUND CHECKS					
						AGENCY DISBURSEMENTS					
						CHECK	359946	TOTAL:	113.75		
359947	03/15/2023	PRTD	512 WABO - WASHINGTON AS	261832	44284	02/14/2023		03/12/23	125.00		
Invoice: 44284				125.00	31011256 443410	EX/WABO EVALUATORS PROGRAM		BUILDING SAFETY			
						EX-GF-EMERG PREP-TRAINING					
						CHECK	359947	TOTAL:	125.00		
359948	03/15/2023	PRTD	9919 WATER MANAGEMENT LAB	261713	209617	02/14/2023		03/12/23	37.00		
Invoice: 209617				37.00	73411345 541100	PW/TOTAL DISSOLVED SOLIDS					
						PROFESSIONAL SERVICES					
						CHECK	359948	TOTAL:	37.00		
359949	03/15/2023	PRTD	1210 WATER PURVEYORS ASSO	261639	WP2302	02/24/2023		03/12/23	200.00		
Invoice: WP2302				200.00	73411345 549100	PW/WATERPAK MEMBERSHIP DUES					
						DUES/SUBSCRIPTIONS					
						CHECK	359949	TOTAL:	200.00		

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NUMBER OF CHECKS 39 *** CASH ACCOUNT TOTAL *** 77,415.71

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	39	77,415.71

*** GRAND TOTAL *** 77,415.71

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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
2023 3 49	APP 001-213000	03/08/2023	03/12/23	030823			GENERAL - ACCOUNTS PAYABLE		43,906.42	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 635-111100	03/08/2023	03/12/23	030823			CASH			77,415.71
							AP CASH DISBURSEMENTS JOURNAL			
	APP 401-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		27,232.97	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 402-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		3,172.56	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 101-213000	03/08/2023	03/12/23	030823			STREETS - ACCOUNTS PAYABLE		1,774.86	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 622-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		150.00	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 631-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		345.35	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 403-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		544.80	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 301-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		175.00	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 650-213000	03/08/2023	03/12/23	030823			ACCOUNTS PAYABLE		113.75	
							AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		77,415.71	77,415.71
	APP 631-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING		77,070.36	
	APP 001-130000	03/08/2023	03/12/23	030823			GENERAL - DUE TO/FROM CLEARING			43,906.42
	APP 401-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			27,232.97
	APP 402-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			3,172.56
	APP 101-130000	03/08/2023	03/12/23	030823			STREETS - DUE TO/FROM CLEARING			1,774.86
	APP 622-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			150.00
	APP 403-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			544.80
	APP 301-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			175.00
	APP 650-130000	03/08/2023	03/12/23	030823			DUE TO/FROM CLEARING			113.75
							SYSTEM GENERATED ENTRIES TOTAL		77,070.36	77,070.36
							JOURNAL 2023/03/49 TOTAL		154,486.07	154,486.07

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	49	03/08/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	43,906.42	43,906.42
				FUND TOTAL	43,906.42	43,906.42
101 STREET FUND 101-130000 101-213000	2023 3	49	03/08/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	1,774.86	1,774.86
				FUND TOTAL	1,774.86	1,774.86
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	175.00	175.00
				FUND TOTAL	175.00	175.00
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	27,232.97	27,232.97
				FUND TOTAL	27,232.97	27,232.97
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,172.56	3,172.56
				FUND TOTAL	3,172.56	3,172.56
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	544.80	544.80
				FUND TOTAL	544.80	544.80
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	77,070.36 345.35	77,415.71
				FUND TOTAL	77,415.71	77,415.71

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2023 3	49	03/08/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	113.75	113.75
				FUND TOTAL	113.75	113.75

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		43,906.42
101	STREET FUND		1,774.86
301	CAPITAL CONSTRUCTION FUND		175.00
401	WATER OPERATING FUND		27,232.97
402	SEWER OPERATING FUND		3,172.56
403	STORM & SURFACE WATER FUND		544.80
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	77,070.36	
650	AGENCY FUND		113.75
	TOTAL	77,070.36	77,070.36

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Construction Contract for the Yeomalt Drainage Improvements Project (\$497,341.00 Surface and Stormwater Management Fund, SSWM) - Public Works

SUMMARY: Staff is requesting authorization from City Council to award the Yeomalt Drainage Improvements project construction contract to the apparent low bidder, Seton Construction, Inc., in the amount of \$497,341.00.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a construction contract with Seton Construction, Inc., in the amount of \$497,341.00 for the Yeomalt Drainage Improvements project construction contract, in substantially the form as included with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH: Public Works will be informing impacted residents about the project through postcard notifications.

FISCAL IMPACT:

Amount:	\$497,341.00
Ongoing Cost:	
One-Time Cost:	\$497,341.00
Included in Current Budget?	Yes

BACKGROUND: The Yeomalt Drainage Improvements project consists of installing new drainage pipe, storm structures, and storm filters along Yeomalt Point Drive, Madrona Drive, and Dingley Road. Other work includes pavement resurfacing, shoulder repair, and full-depth reclamation.

Bids were solicited through the area newspapers, Daily Journal of Commerce, City's bids & awards webpage, and listserv. The bid opening was held on March 8, 2023 and 7 bids were received.

City staff reviewed the bid results and the contractor's qualifications and recommends that City Council award the Yeomalt Drainage Improvements project to the apparent (responsive) low bidder, Seton Construction, Inc., in the amount of \$497,341.00. See attached bid form. The engineers' estimate is \$633,310.00.

Construction is anticipated to begin late summer 2023.

ATTACHMENTS:

[Yeomalt Drainage Imp Contract.docx](#)

[Yeomalt Bid Form 030823.docx](#)

[Yeomalt Drainage Improvements Project Limits.pdf](#)

[Yeomalt Project Budget Page.pdf](#)

FISCAL DETAILS: Capital Improvement Plan Project #00663 has a budget of \$884K, with \$809K remaining for the construction phase.

Fund Name(s): SSWM Fund

Coding:

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the _____, day of _____, 2023, by and between the City of Bainbridge Island (“City” and/or “CONTRACTING AGENCY”) and Seton Construction, Inc. (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **YEOMALT DRAINAGE IMPROVEMENTS**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Four Hundred Ninety-Seven Thousand, Three Hundred Forty-One and 00/100 Dollars (\$497,341.00) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the “Contract Documents”:

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2023 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Amendments to the Standard Specifications
4. Special Provisions
5. Indemnity and Insurance Agreement
6. Special Indemnity and Insurance Agreement
7. Prevailing Wage Schedules and Regulations
8. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
9. Certification of Compliance with Wage Payment Statutes
10. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR’s Initials: _____

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

SETON CONSTRUCTION, INC:

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Blair King, City Manager

Date: _____



City of Bainbridge Island
Public Works Department – Engineering

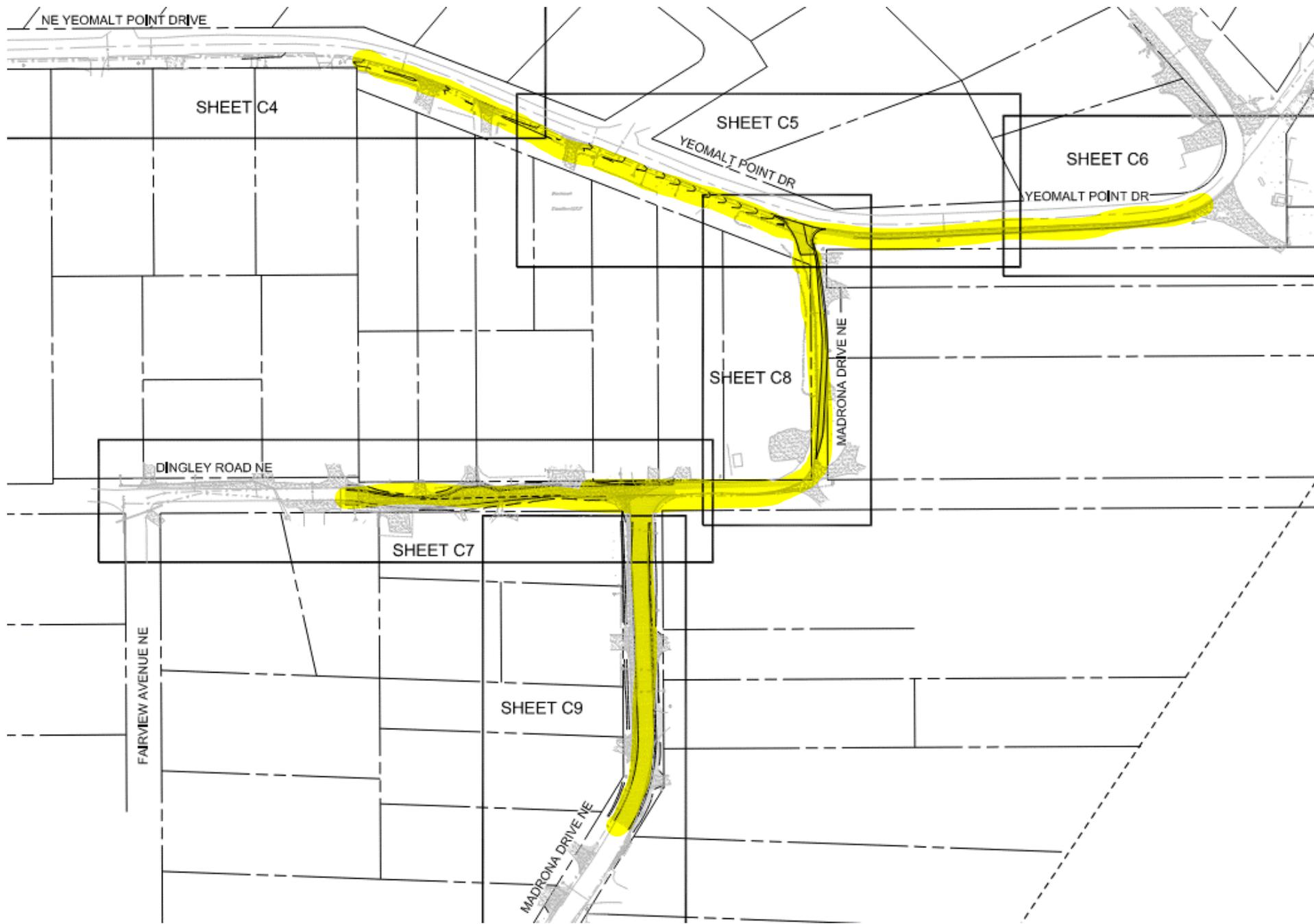
YEOMALT DRAINAGE IMPROVEMENTS

Bid Opening Date: March 8, 2023

Bids Open @ 10:00am

Note: Bids Are Opened in Order Received	Pape & Sons Construction Inc	Liden Land Development & Excavation Inc	Rodarte Construction Inc	Northwest Cascade Inc	Seton Construction Inc	Active Construction Inc	Sound Pacific Construction LLC
Bids Solicited by: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Small Works Roster							
The Engineers Estimate is: \$633,310.00							
Proposal	✓	✓	✓	✓	✓	✓	✓
Proposal - Signature Page	✓	✓	✓	✓	✓	✓	✓
Non-Collusion Declaration	✓	✓	✓	✓	✓	✓	✓
Proposal Bond (5%)	✓	✓	✓	✓	✓	✓	✓
Statement of Bidders Qualifications	✓	✓	✓	✓	✓	✓	✓
Statement of Proposed Subcontractors	✓		✓	✓	✓	✓	
TOTAL BASE BID AMOUNT	\$667,475.00	\$639,196.50	\$521,010.00	\$591,828.00	\$497,341.00	\$624,624.00	\$746,960.00

A total of 7 bids were received for the Yeomalt Drainage Improvements. Project Manager, Chris Munter, has reviewed all bids and recommends that the City Council award the contract to the apparent low bidder, Seton Construction Inc in the amount of \$497,341.00.

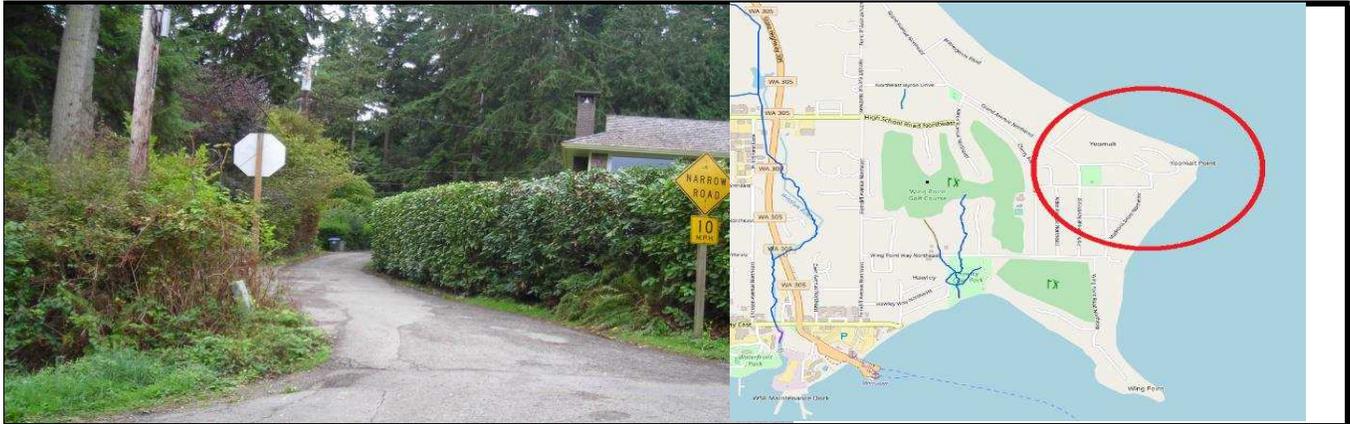


Project: Yeomalt Area Drainage Improvements

Number: 00663

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

Project Description



Description: Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality.

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

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	61	823	-	-	-	-	-	-	884
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	61	823	-	-	-	-	-	-	884
FUNDING USES (1000's)									
Project Management	1	21	-	-	-	-	-	-	22
Design/construction	60	802	-	-	-	-	-	-	862
Sub-total	61	823	-	-	-	-	-	-	884

Estimated Impact on Future Operating Budget (1000's)

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME:

AGENDA ITEM: Consider Adopting Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward Funding for Work Funded in 2022 but to be Performed in 2023, Finance

SUMMARY: Funding for certain items, as described in the attachment to Ordinance No. 2023-07 and in the attached memo, were approved in the 2022 budget and work was started and is still in progress. These one-time funds will be carried over into the 2023 budget to provide support that will allow the planned work to be completed, If approved, these actions will increase authorized 2023 City spending by \$2,714,638. Had these funds been spent as appropriated in 2022, overall fund balances would have been \$2.7 million lower which includes \$1.67 million for the general fund.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Adopt Ordinance No. 2023-07 amending the 2023 Budget to carry forward funding for work funding in 2022 but to be performed in 2023.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$2,714,638
Ongoing Cost:	\$0.00
One-Time Cost:	\$2,714,638
Included in Current Budget?	

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

ATTACHMENTS:

[2022 Budget Carry over into 2023 Transmittal Memo.docx](#)

[Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward 2022 Items.docx](#)

[Ordinance No. 2023-07 Exhibit A Carryover Request.pdf](#)

[Ordinance No. 2023-07 Exhibit B - Carryover Request.pdf](#)

FISCAL DETAILS: Total increase in appropriation by fund as follows: General Fund \$1,666,224 Street Fund \$391,557 Civic Improvement Fund \$29,085, Affordable Housing Fund \$80,000 Transportation Benefit Fund \$100,000, Water Fund \$92,169, Sewer Fund \$74,242, and Storm and surface water Fund \$281,362.

Fund Name(s): Other

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: March 10, 2023
To: City Council
Blair King, City Manager
From: DeWayne Pitts, Finance Director
Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2023 budget in accordance with the decisions made in 2022.

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

General Fund Carryover Requests – 19 items, \$1,666,224

- Climate Action Plan (Executive) : \$371,295 – This item carries forward funding of \$371,295 and provides 2023 budget authority for implementation of the City's CAP. City Council identified addressing climate change as one of its' top priorities for the 2021-2022 as well as the 2023-2024. The original Adopted Budget included one-time funding of \$500,000 to support the City's implementation of some of the highest priority items in the CAP that was adopted in November 2020. This item carries forward the remaining budget for continued implementation of the CAP.
- Diversity, equity and inclusion (DEI) Initiatives (Executive): \$66,231 – This item carries forward funding of \$66,231 and provides 2023 budget authority for continued DEI initiatives. The 2021-2022 Adopted Budget included \$100,000 to support DEI initiatives, training and community outreach. This funding is intended to support future work and initiatives to be identified by City leadership and the City's Race Equity Advisory Committee (REAC). This item carries forward the remaining budget for continued implementation of those initiatives.

- Community Outreach (Executive): \$103,680 – This item carries forward funding and provides 2023 budget authority related to continuing weekly video updates, COBI connects, and other outreach activities.
- Emergency preparedness supplies for Hubs (Executive): \$287,895 – This item carries forward remaining funding and budget authority related to emergency management hub supplies. The City’s emergency preparedness program includes establishing hubs to provide services to Island residents and visitors in times of inclement weather, natural disasters, or other emergencies. With the decision to provide significant funding for solar panels and batteries at selected hub locations with American Rescue Plan Act (ARPA) funding, ensuring that the hubs will be adequately supplied has become a priority. A funding request of \$20,000 for each of the 15 hubs was provided in 2022.
- Emergency preparedness Solar Panels/Batteries (Executive): \$228,438 – This item carries forward funding and provides 2023 budget authority for funds for solar panels and batteries as part of the City’s Emergency Preparedness initiatives. City staff and Council went through a lengthy process to develop a list of eligible ARPA projects. A total of \$250,000 was allocated for Solar panels and batteries for the various Emergency Operation locations throughout the island. This item is 100% supported by the American Rescue Plan Act grant.
- Health and Human Services Funding (Executive): \$2,500 – This item carries forward and provides 2023 budget authority to complete contracted payments for 2022 services.
- Cultural Community Services Funding (Executive): \$47,486 – This item carries forward and provides 2023 budget authority to complete contracted payments for 2022 services.
- Records Management System (Public Safety): \$28,502 – This item carries forward funding and provides 2023 budget authority for amounts remaining to be paid for the 2022 Kitsap County ILA that have not yet been billed to the City.
- Housing Action Plan (Planning): \$51,775 – This item carries over funding of \$51,775 for an existing encumbered contract with Econorthwest for ongoing work related to the Housing Action Plan. The City Council originally added \$100,000 to the 2021-2022 City budget to complete a Housing Action Plan during the 2022 budget year which was supplemented by an additional \$57,000 approved in the first budget amendment of 2022. This work is supported by a \$100,000 Housing Action Plan grant of \$100,000.
- Winslow Subarea Plan (Planning): \$121,576 – This item carries forward funding of \$121,576 for an existing encumbered contract with LMN architects for work related to the Winslow Subarea Plan.
- Comprehensive Plan Implementation Project (Planning): \$18,132 – This item carries forward funding of \$18,132 for a contract with Econorthwest and provides 2023 budget authority as part of the City’s Comprehensive Plan update. Appropriation authority for these projects was approved and provided for originally in the 2019-2020 Adopted Biennium Budget and carried

over until present. The current encumbered contract with ECO Northwest provides economic analysis of inclusionary zoning programs and revisions to the City's transfer of development rights program.

- Groundwater Management Program (Public Works): \$2, 915 – This item carries forward funding and provides 2023 budget authority to fund the ongoing groundwater management plan.
- Rockaway Beach Mitigation (Public Works) project: \$52,000 – This budget amendment supports the project design and construction, additional planting, invasive species removal and temporary irrigation costs for the Rockaway Beach 5-year Hydraulic projected related to seawall and roadway reconstruction.
- BI Landfill Monitoring (Public Works): \$60,515 – This item carries over funding of \$60,515 related for an existing encumbered contract with Aspect Consulting for work related to the 40-acre landfill cleanup site purchased from Kitsap County in 2001. Monitoring has been ongoing since 2002 and this report will include analysis of the of the semi-annual sampling events from June 2018 through December 2022, and an evaluation of potential next steps. Budget was earmarked for this in the original 2021-2022 Adopted Budget.
- Shade Covenant (Public Works): \$4,048 – This item carries forward funding and provides 2023 budget authority for ongoing contract work with Tree Solutions and other services related to the Shade Covenant.
- Fuel System Software Upgrade (Public Works): \$89,980 – This item carries forward funding and provides 2023 budget authority for ongoing contract work with NWESTCO, LLC related to the Fuel System Software Upgrade.
- Waste Management Services Evaluation (Public Works): \$91,290 – This item carries forward funding and provides 2023 budget authority for ongoing contract work with Tetra Tech for their work evaluating the Island's waste management services.
- Electric Tools (Public Works): \$12,295 – This item carries forward funding and provides 2023 budget authority for the current encumbered contracts with Bainbridge Rental for work related to the purchase of electric tools, and the electrification of existing tools.
- Waterfront Park Restroom Repairs/Maintenance (Public Works): \$26,121 – This item carries forward funding and provides budget authority for contract work by Quality Coating Enterprises for the remodeling of the Waterfront Park Restroom Shower.

Street Fund Requests – 8 items, \$391,557

- Bainbridge Island Metropolitan Parks Interlocal Agreement for trail maintenance: \$34,756 – This item carries forward funding and provides 2023 budget authority to for Interlocal contract work for Trail BI Parks work for island wide trail maintenance.

- Wetland Mitigation for Farmland Trail (Public Works): \$2,243 – This item carries forward funding of and provides 2023 budget authority for contract work with Struck Environmental for work related to a wetland mitigation plan for City farmland trail.
- Halls Hill Road slope revegetation (Public Works): \$58,000 – This item carries forward funding and provides 2023 budget authority to fund the revegetation of Halls Hill Road slope.
- Eagle Harbor Replanting (Public Works): \$47,000 – This item carries forward funding and provides 2023 budget authority for landscaping and design work planned for the median between the bike path and travel lane on a portion of Eagle Harbor Drive.
- Dana’s Trail/Sustainable Transportation (Public Works): \$60,000 – This item carries forward funding and provides 2023 budget authority for work related to the implementation, construction, signage and community education of the trail extensions through Bainbridge Island School District property to New Brooklyn Road to include sidewalk and other trail improvements.
- ADA Transition Plan Development (Public Works): \$109,033 – This item carries forward funding and provides 2023 budget authority for ongoing contract work done by Accessology to develop an ADA Transition Plan which will form the basis for future sidewalk and pedestrian ramp improvement projects and priorities. This work is funded in part with ARPA funds.
- Traffic Impact Fee Update (Public Works): \$40,318 – This item carries forward funding and provides 2023 budget authority for ongoing contract work by Fehr & Peers for the update of the City’s Traffic Impact Fee Report, last updated in 2015.
- Salt Brine Storage (Public Works): \$40,208 – This item carries forward funding and provides 2023 budget authority for the contracted purchase of double wall salt brine storage tanks to replace the existing non-compliant tanks as required by WA State Department of Ecology.

Civic Improvement Fund Request – 1 item, \$29,085

- Lodging Tax Advisory Committee Contract Awards: \$29,085 - This item carries forward funding and provides 2023 budget authority to complete contracted payments for 2022 services.

Affordable Housing Fund Request – 1 item, \$80,000

- Helpline House Mortgage and Rent Assistance (Executive): \$80,000 – This item carries forward funding and provides 2023 budget authority to fund Helpline House’s efforts to provide rental and mortgage assistance for Island residents.

Transportation Benefit Fund Request – 1 item, \$100,000

- Engagement activities related to BI Ride (Executive): \$100,000 - This item carries forward funding of \$100,000 and provides 2023 budget authority for the ILA with Kitsap Transit for communications support and engagement services related to B.I. Ride.

Water Fund Requests – 4 items, \$92,169

- Water Rights Evaluation Project (Public Works): \$1,152 – This item carries forward funding and provides 2023 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.
- Rockaway ATEC system repairs (Public Works): \$21,062 – This item carries forward funding and provides 2023 budget authority for repairing a critical drinking water treatment system for the Rockaway Beach water system.
- Sands Ave well rehabilitation (Public Works): \$56,211 – This item carries forward funding and provides 2023 budget authority continuing contract work by Aspect Consulting for evaluation of the existing Sands Avenue Wells, well planning, design, and construction support. The Sands Avenue Well site consists of two high-capacity wells that feed the Winslow Water System. Both wells are key suppliers to the Winslow water system and over the years both experienced a decline in production.
- Water/Sewer Rate Study (Public Works): \$13,744 – This item carries forward funding and provides 2023 budget authority for the ongoing contract work by FCS Group for their work on the Water and Sewer rate study.

Sewer Fund Request – 3 items, \$74,242

- Water/Sewer Rate Study (Public Works): \$13,744 – This item carries forward funding and provides 2023 budget authority for the ongoing contract work by FCS Group for their work on the Water and Sewer rate study.
- WWTP capacity upgrade study (Public Works): \$6,595 – This item carries forward funding and provides 2023 budget authority for work contracted by Tetra Tech, Inc for the WWTP capacity upgrade study.
- Wastewater Beneficial Reuse (Public Works): \$53,903 – This item carries forward funding and provides 2023 budget authority for work contracted by HDR Engineering, Inc for their study exploring the feasibility of a wastewater beneficial reuse program. This work is 100 % funded by ARPA.

Stormwater Fund Requests – 3 items, \$284,427

- Island wide stormwater study (Public Works): \$157,517 - This item carries forward funding and provides 2023 budget authority for professional services related to creating a storm and surface water (SSWM) master plan that would inform investments in SSWM assets and water quality.

The work will result in an organized and prioritized plan for investments in SSWM infrastructure for the next 6 – 10 years.

- Manzanita Watershed Study (Public Works): \$35,227 - This item carries forward funding and provides 2023 budget authority related to the Manzanita Watershed Study as approved by Council in the 2020 2nd Quarter Budget Amendments. This work is fully funded by a grant and will undertake watershed scale planning resulting in the production of basin plans that identify and inventory lands within the basin. Work is on-going.
- 2022 Annual drainage project (Public Works): \$88,618 - This item carries forward funding and provides 2023 budget authority for completion of culvert replacement at several locations around the Island.

Thank you for your consideration of these requests.

ORDINANCE NO. 2023-07

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2023-2024 biennial budget and providing for funding carryover items for work funded in 2022 but to be performed in 2023.

WHEREAS, on November 8, 2022, the City Council adopted the budget for 2023-2024 biennial budget via Ordinance No. 2022-19; and

WHEREAS, on October 25, 2022, the City Council adopted the 2023-2028 Update of the 2023 – 2028 Capital Improvement Plan via Ordinance No. 2022-20; and

WHEREAS, funding for certain items was approved in the 2022 budget and this work is continuing in 2023, and these funds now should be carried over into the 2023 budget for work to be completed in this year.

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

Section 1. Ordinance No. 2022-19 and the 2023 budget are each amended as shown on the attached Exhibit A, which is hereby incorporated by reference.

Section 2. Attached hereto as Exhibit B (2022 Carry Over Requests), and as hereby incorporated fully into this ordinance, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the revised budget.

Section 3. The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2022 modified budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

PASSED by the City Council this ___ day of _____ 2023.

APPROVED by the Mayor this ___ day of _____ 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	March 10, 2023
PASSED BY THE CITY COUNCIL:	_____, 2023
PUBLISHED:	_____, 2023
EFFECTIVE DATE:	_____, 2023
ORDINANCE NO:	2023-07

Attached: Exhibit A
 Exhibit B

CITY OF BAINBRIDGE ISLAND – 2023 REVISED BUDGET
SUMMARY BY FUND

Exhibit A
ORDINANCE NO. 2023-07

CITY FUNDS		2023 EXPENDITURES			
		2023 ADOPTED BUDGET	2022 CAPITAL CARRYOVER*	2022 OPERATING CARRYOVER	2023 REVISED BUDGET
001	GENERAL FUND	23,070,793		1,666,224	24,737,017
101	STREET FUND	2,899,533		391,557	3,291,090
103	REAL ESTATE EXCISE TAX FUND	2,448,840			2,448,840
104	CIVIC IMPROVEMENT FUND	350,000		29,085	379,085
108	AFFORDABLE HOUSING FUND	215,133		80,000	295,133
171	TRANSPORTATION BENEFIT FUND	1,377,258		100,000	1,477,258
173	TRANSPORTATION IMPACT FEE FUND	2,064,000			2,064,000
201	GO BOND FUND	1,590,415			1,590,415
203	LID BOND FUND	39,075			39,075
301	CAPITAL CONSTRUCTION FUND	10,127,191	5,230,776		15,357,967
401	WATER FUND	15,045,402	914,513	92,169	16,052,084
402	SEWER FUND	6,617,349	2,424,255	74,242	9,115,846
403	STORM & SURFACE WATER FUND	4,627,445	277,384	281,362	5,186,191
407	BUILDING & DEVELOPMENT FUND	3,292,829			3,292,829
501	EQUIPMENT RENTAL & REVOLVING FUND	1,170,000	467,695		1,637,695
	TOTAL EXPENDITURES	74,935,263	9,314,622	2,714,639	86,964,524

* State law allows for previously approved appropriations for capital projects to remain in effect and carried forward to subsequent years until the project is completed or the City Council by ordinance abandons the project

Exhibit B to Ordinance No. 2023-07

2023 BUDGET AMENDMENTS

Prepared for the City Council Regular Business Meeting on March 14, 2023

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Climate Action Plan	This item carries forward funding and provides 2023 budget authority related to ongoing work to implement the City's Climate Action Plan.	General Fund / Executive	371,295	Increase	No
Diversity, equity and inclusion training	This item carries forward funding and provides 2023 budget authority related to ongoing outreach events and activities for diversity, equity and inclusion training.	General Fund / Executive	66,231	Increase	No
Community Outreach	This item carries forward funding and provides 2023 budget authority related to continuing weekly video updates, COBI Connects, and other outreach activities.	General Fund / Executive	103,680	Increase	No
Emergency preparedness Supplies for Hubs	This item carries forward funding and provides 2023 budget authority related to emergency management hub supplies. This item was added in 2022 with BUA #1	General Fund / Executive	287,895	Increase	No
Emergency preparedness Solar Panels/Batteries	This item carries forward funding and provides 2023 budget authority related to emergency management solar panels and batteries for the various EOC locations throughout the Island. This item was added in 2022 with BUA #1 and is fully funded using ARPA funds.	General Fund / Executive	228,438	Increase	No
Health and Human Services Funding	This item carries forward funding and provides 2023 budget authority for health and human service contracts awarded in the 2022 funding cycle for activities in the community.	General Fund / Executive	2,500	Increase	No
Cultural Community Services Funding	This item carries forward funding and provides 2023 budget authority for cultural community contracts awarded in 2022 for activities in the community.	General Fund / Executive	47,486	Increase	No
Records Management System	This item carries forward funding and provides 2023 budget authority for amounts remaining to be paid for the 2022 Kitsap County ILA that have not yet been billed to the City.	General Fund - Public Safety	28,052	Increase	No
Housing Action Plan	This item carries forward funding and provides 2023 appropriation authority related to the Housing Action Plan.	General Fund / Planning and Community	51,775	Increase	No
Winslow Subarea Plan	This item carries forward funding and provides 2023 appropriation authority related to the Winslow Subarea Plan	General Fund / Planning and Community Development	121,576	Increase	No
Comprehensive Plan Review	This item carries forward funding and provides 2023 appropriation authority related to the Comprehensive Plan Review	General Fund / Planning and Community	18,132	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Groundwater Management	This item carries forward funding and provides 2022 budget authority related to ongoing expenditures associated with developing the City's Groundwater Management Plan.	General Fund / Public Works	2,915	Increase	No
Rockaway Beach Mitigation	This item carries forward funding and provides 2023 budget authority for mitigation at Rockaway Beach.	General Fund / Public Works	52,000	Increase	No
BI Landfill Monitoring	This item carries forward funding and provides 2023 budget authority for BI Landfill monitoring.	General Fund / Public Works	60,515	Increase	Yes
Shade Covenant	This item carries forward funding and provides 2023 budget authority for ongoing contract work for professional services related to the Shade Covenant	General Fund / Public Works	4,048	Increase	No
PW Fuel Software Upgrade	This item carries forward funding and provides 2023 budget authority for ongoing contract work for the Public Works Fuel System upgrade	General Fund / Public Works	89,980	Increase	No
Waste Management Services Evaluation	This item carries forward funding and provides 2023 budget authority for ongoing contract work for the evaluation of waste management services on the Island. This was added in 2022 with BUA #3	General Fund / Public Works	91,290	Increase	No
Electric Tools	This item carries forward funding and provides 2023 budget authority for ongoing contract work for electric tools.	General Fund / Public Works	12,295	Increase	No
Waterfront Park Restroom	This item carried forward funding and provides 2023 budget authority for the contract repair and maintenance on the Waterfront Park Restroom.	General Fund / Public Works	26,121	Increase	No
TOTAL GENERAL FUND EXPENDITURE INCREASE			1,666,224		
BI Metropolitan Parks interlocal agreement	This item carries forward funding and provides 2023 budget authority for Island wide trail maintenance in conjunction with Bainbridge Island Park District.	Street Fund / Public Works	34,756	Increase	No
Wetland Mitigation Plan for City Farmland Trail	This item carries forward funding and provides 2023 budget authority for wetland mitigation plan for City Farmland Trail.	Street Fund / Public Works	2,243	Increase	No
Halls Hill Road Slope revegetation	This item carries forward funding and provides 2023 budget authority for revegetation of slope off Halls Hill Road.	Street Fund / Public Works	58,000	Increase	No
Eagle Harbor Revegetation	This item carries forward funding and provides 2023 budget authority for landscape and design of the median between the bike path and the travel lane.	Street Fund / Public Works	47,000	Increase	No
Dana's Trail - Sustainable Transportation	This item carries forward funding and provides 2023 budget authority for professional services related to Dana's Trail, a part of the Sustainable Transportation Plan	Street Fund / Public Works	60,000	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
ADA Transition Plan	This item carries forward funding and provides 2023 budget authority for professional services related to the ADA Transition Plan. This was added in 2022 with BUA #3 and is partially funded with ARPA	Street Fund / Public Works	109,033	Increase	No
Traffic Impact Fee Update	This item carries forward funding and provides 2023 budget authority for professional services related to updating the City's Traffic Impact Fees.	Street Fund / Public Works	40,318	Increase	No
Salt Brine Storage	This item carries forward funding and provides 2023 budget authority for completion of the Salt Brine storage operating project.	Street Fund / Public Works	40,208	Increase	No
	TOTAL STREET FUND EXPENDITURE INCREASE		391,557		
Lodging Tax Advisory Committee 2021 Contract Awards	This item carries forward funding and provides 2023 budget authority for LTAC 2021 contract awards.	LTAC Fund / Executive	29,085	Increase	No
	TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE		29,085		
Helpline House	This item carries forward funding and provides 2023 budget authority for rent and mortgage assistance.	AH Fund/Finance	80,000	Increase	No
	TOTAL AFFORDABLE HOUSING FUND EXPENDITURE INCREASE		80,000		
Engagement activities related to BI Ride	This item carries forward funding and provides 2023 budget authority related to Kitsap Transit funding support for launch of mobile app for the public to use to hail the Kitsap Transit B.I. Ride bus for on-demand services.	TBF / Executive	100,000	Increase	No
	TOTAL TRANSPORTATION BENEFIT FUND EXPENDITURE INCREASE		100,000		
Water rights	This item carries forward funding and provides 2023 budget authority for required Department of Health Water System Plan water right change applications.	Water Fund / Public Works	1,152	Increase	No
Rockaway ATEC system repairs	This item carries forward funding and provides 2023 budget authority for repairing a critical drinking water treatment system.	Water Fund / Public Works	21,062	Increase	No
Sands Ave Well Rehab	This item carries forward funding and provides 2022 budget authority for well performance evaluation. Contract is active with Aspect Consulting for these services.	Water Fund / Public Works	56,211	Increase	No
Water/Sewer Rate Study	This item carried forward funding and provides 2023 budget authority for ongoing contract work for the Water & Sewer Rate Study	Water Fund / Public Works	13,744	Increase	No
	TOTAL WATER FUND EXPENDITURE INCREASE		92,169		
Water/Sewer Rate Study	This item carried forward funding and provides 2023 budget authority for ongoing contract work for the Water & Sewer Rate Study	Sewer / Public Works	13,744	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Wastewater treatment plant capacity upgrade study	This item carries forward funding and provides 2023 budget authority for a study related to capacity upgrades at the WWTP.	Sewer / Public Works	6,595	Increase	No
Wastewater Beneficial Reuse	This item carried forward funding and provides 2023 budget authority for ongoing contract work for Wastewater beneficial reuse, an ARPA funded project.	Sewer / Public Works	53,903	Increase	No
TOTAL SEWER FUND EXPENDITURE INCREASE			74,242		
Islandwide Storm and surface water management	This item carries forward funding and provides 2023 budget authority to support work associated with an island wide SSWM study.	SSWM / Public Works	157,517	Increase	No
Manzanita watershed study	This item carries forward funding and provides 2023 budget authority to support work associated with the Manzanita study which was approved in the 2020 2nd QTR BUA. Work is on-going.	SSWM / Public Works	35,227	Increase	No
2022 Annual drainage project	This item carries forward funding and provides 2023 budget authority for culvert repairs at various locations around the Island.	SSWM / Public Works	88,618	Increase	No
TOTAL STORMWATER FUND EXPENDITURE INCREASE			281,362		
TOTAL ALL FUNDS EXPENDITURE INCREASE			2,714,638		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into an Inter-Local Agreement with Kitsap Public Utility District for Fiber Optic Nodes in City Buildings - Public Works,

SUMMARY: Staff are requesting that the City Council authorize the City Manager to enter into an Inter-Local Agreement with Kitsap Public Utility District (KPUD) for Fiber Optic Notes in city buildings - the Wastewater Treatment Plant, the Police and Court Facility and the Operations and Maintenance Facility - in substantial conformance with the attached agreement.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Move to authorize the City Manager to enter into an Inter-Local Agreement with Kitsap Public Utility District for Fiber Optic Notes in city buildings in substantial conformance with the attached agreement.

COMMUNITY ENGAGEMENT AND OUTREACH: KPUD will provide information about fiber optic service connections to potential customers after the nodes are established.

FISCAL IMPACT:

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

BACKGROUND: The Kitsap Public Utility District (KPUD) has requested that it be allowed to install and operate fiber optic nodes in three of the city’s facilities: the new Police/Court Building at 8804 Madison Ave., Bainbridge Island, Washington (which at the time of this documentation was currently under construction with anticipated completion in fall of 2023), the Public Works Operations and Maintenance Facility at 7305 NE Hidden Cove Road, Bainbridge Island, Washington; and, within the City’s Wastewater Treatment Plant (WWTP) at 1220 Donald Place NE, Bainbridge Island, Washington (this node currently exists but is not yet subject to the terms of an agreement.)

As consideration for the authorization provided to KPUD to install, operate, maintain, and repair the fiber optic nodes, cabinets, or other infrastructure at the city facilities, KPUD has agreed to provide the City with a Dedicated Internet Access Service at no charge at the Police/Court Building, the WWTP, and the Operations

and Maintenance Facility. The nodes will also enable the broader community surrounding the Police and Court Facility and the Operations Facility to have access to the fiber optic network (see attached service area map.)

ATTACHMENTS:

[2023 Jan - KPUD Fiber Node ILA.docx](#)

[KPUD Fiber Node Service Areas.pdf](#)

[KPUD Node Location Map.pdf](#)

FISCAL DETAILS: There is no cost associated with the Inter-Local Agreement. The city may choose to upgrade internal technology infrastructure at its own cost to take advantage of the higher internet speeds that will be available through the proposed fiber optic nodes.

Fund Name(s):

Coding: N/A

**INTERLOCAL AGREEMENT BETWEEN CITY OF BAINBRIDGE ISLAND AND
KITSAP PUBLIC UTILITY DISTRICT FOR LOCATION OF
FIBER OPTIC NODES ON CITY PROPERTY**

THIS AGREEMENT (“Agreement”) is made and entered into on the date of the last signature set forth below by the City of Bainbridge Island (“City”) and Kitsap Public Utilities District (“KPUD”).

RECITALS

WHEREAS, the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, authorizes cooperative efforts between public agencies; and

WHEREAS, KPUD owns and operates a public nonprofit fiber optic system throughout Kitsap County, including within the City of Bainbridge Island; and

WHEREAS, KPUD has installed and operated a fiber optic node within the City’s Wastewater Treatment Plant (WWTP) at 1220 Donald Place NE, Bainbridge Island, Washington, pursuant to an informal understanding with the City; and

WHEREAS, KPUD has requested that it be allowed to install and operate an additional fiber optic node in the City’s new Police/Court Building at 8804 Madison Ave., Bainbridge Island, Washington (which at the time of this documentation was currently under construction with anticipated completion in fall of 2023), and at the Public Works Operations and Maintenance Facility at 7305 NE Hidden Cove Road, Bainbridge Island, Washington; and

WHEREAS, the City and KPUD have agreed to certain terms and conditions under which the node may continue to be located and operated at the WWTP and under which the additional nodes at the new Police/Court Building and the Public Works Operations and Maintenance Facility may be located and operated.

AGREEMENT

NOW, THEREFORE, in consideration of and subject to the terms and conditions set forth below, the City and KPUD agree as follows:

1. Authorization to Install, Operate, Maintain, and Repair. KPUD is hereby authorized to install, operate, maintain and repair one fiber optic node, cabinet, and associated infrastructure at each of the following City properties, at a location within each building or on the subject property to be agreed upon by the City and KPUD:

Wastewater Treatment Plant, 1220 Donald Place NE
Police/Court Building, 8804 Madison Ave.
Public Works Operations and Maintenance Facility, 7305 NE Hidden Cove Road

All infrastructure, improvements, permits, installation, operation, maintenance, security, and insurance for the fiber optic nodes, cabinets, and other infrastructure, shall be the sole responsibility and at the sole cost of KPUD. Installation of the fiber optic node, cabinet, and other infrastructure at the Police/Court Building and the Public Works Operations and Maintenance Facility shall be according to plans approved in advance by the City, which approval shall not be unreasonably withheld. The fiber optic node, cabinet, and other infrastructure at the WWTP has been previously installed and no further approval is required for the current installation.

2. Term of Agreement. This Agreement shall take effect on the date of the last signature of the parties below and shall expire twenty (20) years after the effective date. This Agreement may be extended for an additional ten (10) year term upon the written consent of both parties prior to the expiration of the initial term. Upon renewal, all terms and conditions shall remain the same unless otherwise mutually agreed to by the parties.

3. Permits. KPUD shall obtain all necessary permits prior to any installation, maintenance, or repair of the fiber optic nodes, cabinets, and other infrastructure.

4. Maintenance and Repair. KPUD shall maintain the fiber optic nodes and cabinets in good and safe condition and repair. If the City notifies KPUD that the fiber optic nodes, cabinets, or other infrastructure requires maintenance or repair, KPUD shall promptly inspect the same and perform any necessary maintenance or repair. Nothing in this Agreement obligates the City to inspect KPUD's fiber optic nodes, cabinets or other infrastructure.

5. Compliance with Laws. KPUD shall comply with all state, federal, and local laws and ordinances in the installation, operation, maintenance, and repair of the fiber optic nodes, cabinets, and other infrastructure.

6. Access to Buildings. The WWTP, Police/Court Building and Public Works Operations and Maintenance Facility are secure facilities of the City to which access is restricted. KPUD shall be required to contact the City in advance whenever access to the fiber optic nodes, cabinets, or other infrastructure is required. Upon request, the City will arrange for access at a mutually agreed upon time. In the event of an emergency in which immediate access is required, KPUD may request expedited access by contacting the City Police Department for access to the Police/Court Building or the Public Works Operations and Maintenance Facility, and the WWTP operations staff for access to the WWTP. If the emergency occurs after hours and the WWTP operations staff are unavailable, KPUD shall contact the City Police Department. While on the premises performing inspection, maintenance, or repair, KPUD personnel and KPUD contractors shall follow all rules of the City for use of the facility and shall follow the direction of appropriate City staff.

7. Internet Access and IP Addresses. As consideration for the authorization provided to KPUD to install, operate, maintain, and repair the fiber optic nodes, cabinets, or other infrastructure, KPUD agrees to provide the City with a Dedicated Internet Access Service at no charge at the Police/Court Building, the WWTP, and the Public Works Operations and Maintenance Facility. The Dedicated Internet Access Service shall have a 1 Gbps commit rate at a minimum, and the City will have the option to increase service to greater than 1 Gbps at no

additional service charge. To increase service up to or beyond 1 Gbps may require the upgrade of City-owned technology infrastructure, which would be the responsibility of the City. KPUD shall also provide IP address blocks (at minimum 20 IP addresses) for use by the City.

8. Electricity. The City will provide electricity within a reasonable distance of the node locations in the Police/Court Building and the WWTP and will pay any fees for any necessary City-issued electrical permits.

9. Modification or Expansion of Facilities. Any modification or expansion of the fiber optic nodes, cabinets, or other infrastructure once installed shall require approval of the City and is dependent upon the availability of space. All modifications and expansions shall be made according to plans approved by the City, which approval shall not be unreasonably withheld.

10. Hazardous Materials. KPUD shall not bring, store, generate, treat, dispose of, or otherwise permit any Hazardous Substances (as hereinafter defined) within the Police/Court Building or the WWTP. As used in this Agreement, the term “Hazardous Substances” shall mean and include, without limitation, all substances and materials described as hazardous substances and materials in the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Occupational Safety and Health Act (OSHA), the Clean Water Act (CWA), the Washington State Model Toxics Control Act (MTCA), all rules and regulations thereunder, and any amendments to such acts and any federal, state, or municipal laws or ordinances which may now or hereafter impose liability on landowners with respect to hazardous substances.

11. Notices. All notices hereunder may be delivered, emailed, or mailed. If mailed, they shall be sent to the following respective addresses:

To KPUD:

General Manager
1431 Finn Hill Road
Poulsbo, WA 98370
Phone: (360) 427-9670

To Bainbridge Island

City of Bainbridge Island
280 Madison Ave. N.
Bainbridge Island, WA 98110
Attn: City Clerk
Phone: (206) 780-8618

or to such other respective addresses as either party may hereafter designate in writing. All notices and payments mailed by regular post (including First-Class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

12. Termination. Either party may terminate this Agreement without cause on at least six (6) months’ advance written notice to the other party. Either party may terminate this

Agreement for a material breach thereof on thirty (30) days' advance written notice, provided, that if the breaching party cures the breach within the thirty (30) day notice period or, if such breach cannot reasonably be cured within thirty (30) days commences cure and pursues the same diligently to conclusion, then this Agreement shall not terminate. Until the date of termination, the parties shall continue to comply with the terms and conditions of this Agreement. If both parties consent, this Agreement may be terminated at any mutually agreed upon time.

13. Removal of Nodes, Cabinets, and Infrastructure upon Termination or Expiration. Upon the effective date of the termination or expiration of this Agreement, KPUD shall remove the fiber optic nodes, cabinets, and other infrastructure from the Police/Court Building and the WWTP. Such removal shall be done without damaging the Police/Court Building and the WWTP and if such damage shall occur, KPUD shall promptly repair the same and shall restore the Police/Court Building and the WWTP to the condition they were in immediately prior to installation of the fiber optic nodes, cabinets, and other infrastructure.

14. Holdover. If KPUD fails to remove the fiber optic nodes, cabinets, and other infrastructure after expiration or termination of this Agreement and the same remain in the Police/Court Building, the Public Works Operations and Maintenance Facility or the WWTP without the City's consent, KPUD shall be deemed to be occupying the Police/Court Building, the Public Works Operations and Maintenance Facility or the WWTP as a tenancy at sufferance on a month-to-month basis. KPUD shall be obligated to comply with all terms and conditions of this Agreement during any tenancy at sufferance, provided, that KPUD may, at the City's option, be required to pay market rent for occupancy of a portion of the City's buildings or property.

15. Leasehold Excise Tax. At the time this Agreement is executed, the parties understand that the authorization granted to KPUD under this Agreement is not a leasehold interest to which leasehold excise tax applies under RCW 82.29A.020(1). If leasehold excise tax applies to this Agreement at any time during its Term, KPUD agrees to pay, and the City agrees to collect such leasehold excise tax.

16. Indemnity.

A. **Indemnity by KPUD.** KPUD agrees to indemnify, defend (with counsel reasonably acceptable to the City) and hold the City, its elected and appointed officers, agents, employees, and contractors harmless from and against any and all claims, suits, actions, damages, fines, penalties, liabilities and/or causes of action for any alleged personal injury, loss of life, and/or damage to property arising out of or in connection (i) KPUD's breach of its obligations under this Agreement; or (ii) any negligent, reckless, or intentional act of KPUD or any of its officers, agents, employees, invitees, or contractors in installing, operating, maintaining, or repairing the fiber optic nodes, cabinets, and other infrastructure of KPUD in the Police/Court Building and WWTP. The foregoing indemnity is specifically and expressly intended to constitute a waiver of KPUD's immunity under the Washington Industrial Insurance Act, Title 51 RCW, to the extent, but only to the extent, necessary to provide the City with a full and complete indemnity from claims made by KPUD or its employees as provided herein. KPUD shall promptly notify the City of injuries or accidents occurring as the result of KPUD's installation, operation, maintenance, or repair of the fiber optic nodes, cabinets, or other infrastructure of KPUD located at the Police/Court Building,

Public Works Operations and Maintenance Facility or WWTP. **KPUD AND THE CITY ACKNOWLEDGE THAT THE INDEMNIFICATION PROVISIONS OF THIS SUBSECTION WERE SPECIFICALLY NEGOTIATED AND AGREED TO BY THEM.**

B. Indemnity by the City. The City agrees to indemnify, defend (with counsel reasonably acceptable to KPUD) and hold KPUD, its officers, agents, employees, and contractors harmless from and against any and all claims, suits, actions, damages, fines, penalties, liabilities and/or causes of action for any alleged personal injury, loss of life, and/or damage to property arising out of or in connection (i) the City's breach of its obligations under this Agreement; or (ii) any negligent, reckless, or intentional act of the City or any of its officers, agents, employees, invitees, or contractors in or about the Police/Court Building, Public Works Operations and Maintenance Facility or WWTP. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the City's immunity under the Washington Industrial Insurance Act, Title 51 RCW, to the extent, but only to the extent, necessary to provide KPUD with a full and complete indemnity from claims made by the City or its employees as provided herein. The City shall promptly notify KPUD of injuries or accidents occurring as the result of the City's actions described in this Paragraph. **THE CITY AND KPUD ACKNOWLEDGE THAT THE INDEMNIFICATION PROVISIONS OF THIS SUBSECTION WERE SPECIFICALLY NEGOTIATED AND AGREED TO BY THEM.**

C. Limitation on Indemnity. The indemnity provisions of this Agreement shall be construed consistent with RCW 4.24.115. The indemnitor under Subsections 16.A and 16.B shall not be required to indemnify the indemnitee under such subsections for injuries, death, or damage caused by or resulting from the sole negligence of the indemnitee or the indemnitee's officers, agents, employees, invitees, or contractors. Where injuries, death, or damage are caused by the concurrent negligence of (i) the indemnitor or its officers, agents, employees, invitees, or contractors, and (ii) the indemnitee or its officers, agents, employees, invitees, or contractors, the indemnity obligation of the indemnitor shall apply only to the extent of the negligence of the indemnitor or its officers, agents, employees, invitees, or contractors. In addition, neither party shall be liable to the other for incidental or consequential damages.

17. Insurance.

A. KPUD's Insurance.

1. KPUD shall procure and maintain for so long as KPUD has its fiber optic nodes, cabinets, and other infrastructure in or at the Police/Court Building, Public Works Operations and Maintenance Facility and WWTP, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the acts or omissions of KPUD. KPUD shall require that every subcontractor maintain substantially the same insurance coverage with substantially the same policy limits as required of KPUD. KPUD shall procure insurance from insurers with a current A.M. Best rating of not less than A-VII. KPUD shall provide a copy of a certificate of insurance and blanket additional insured endorsement to the City for its inspection at the time of acceptance of

this Agreement, and such insurance certificate shall evidence a policy of insurance that includes:

- (a) Commercial General Liability insurance with limits not less than \$5,000,000 per occurrence for bodily injury and damage or destruction to property and \$5,000,000 general aggregate.
 - (b) Commercial Auto Liability insurance on all owned, non-owned and hired automobiles with a combined single limit of not less than one million (\$1,000,000) each accident.
 - (c) Workers Compensation insurance providing the statutory benefits and Employers Liability with a limit of \$1,000,000 each accident/disease/policy limit.
 - (d) Umbrella liability policy with limits of \$5,000,000 per occurrence and in the aggregate.
2. Payment of deductible or self-insured retention shall be the sole responsibility of KPUD. KPUD may utilize primary and umbrella liability insurance policies to satisfy the insurance policy limits required in this Paragraph 17. KPUD's umbrella liability insurance policy shall provide "follow form" coverage over its primary liability insurance policies.
 3. The required insurance policies, with the exception of Workers' Compensation and Employer's Liability obtained by KPUD shall include the City, its officers, officials, employees and volunteers ("Additional Insureds"), as an additional insured with coverage at least as broad as Additional Insured Managers Lessors of Premises ISO form CG 20 11 or equivalent. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. In addition, the insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability. KPUD shall provide to the City upon acceptance a certificate of insurance and blanket additional insured endorsement. Receipt by the City of any certificate showing less coverage than required is not a waiver of KPUD's obligations to fulfill the requirements. KPUD's required general and auto liability insurance shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of KPUD's required insurance and shall not contribute with it.
 4. Upon receipt of notice from its insurer(s) KPUD shall provide the City with thirty (30) days' prior written notice of any cancellation of any insurance policy, required pursuant to this Paragraph 17. KPUD shall, prior to the effective date of such cancellation, obtain replacement insurance policies meeting the requirements of this Paragraph 17. Failure to provide the insurance cancellation

notice and to furnish to the City replacement insurance policies meeting the requirements of this Paragraph 17 shall be considered a material breach of this Agreement.

5. KPUD's maintenance of insurance as required by this Paragraph 17 shall not be construed to limit the liability of KPUD to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or equity. Further, KPUD's maintenance of insurance policies required by this Agreement shall not be construed to excuse unfaithful performance by KPUD.

B. City's Insurance. As of the effective date of this Agreement, the City is a member of the Washington Cities Insurance Authority, a municipal organization of Washington public entities that have joined together for the purpose of providing liability and property financial protection to its members. If the City ceases to be a member of WCIA during the term of this Agreement, the City agrees to obtain and maintain insurance coverage comparable to that required of KPUD by this Paragraph 17.

18. Legal/Administrative Entity. No separate legal or administrative entity is created by or pursuant to this Agreement. This Agreement shall be jointly administered by the General Director of KPUD and the City Manager of the City.

19. Assignment. The parties shall not assign this Agreement or any interest, obligation, or duty herein without the express written consent of the other party.

20. Joint Property. No property is to be acquired jointly by the parties. Each party shall retain full ownership and control of its property referenced in this Agreement.

21. Nondiscrimination. The parties agree not to discriminate in the performance of this Agreement because of race, color, creed, religion, sex, honorably discharged veteran or military status, sexual orientation, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or national origin, citizenship or immigration status, lawful business relationship, or other status protected by law.

22. Choice of Law and Venue. This Agreement shall be interpreted according to the laws of the State of Washington. Any action to resolve disputes arising out of this Agreement shall be brought as follows: Should the parties not be able to agree, the matter shall be submitted to mediation and then binding arbitration should the mediation not resolve any disputes. The parties shall split the cost of the mediator or arbitrator evenly. The arbitrator shall be selected by mutual agreement of the parties or in the event they cannot agree, by the presiding judge of the Kitsap County Superior Court. The decision of the arbitrator shall be binding.

23. Attorney's Fees. In the event of a dispute between the parties leading to mediation or arbitration, each party shall pay its own costs and attorney's fees.

24. Entire Agreement. This Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties.

25. Filing of Agreement with County Auditor. KPUD shall file a copy of this Agreement with the County Auditor immediately following signature by the last party signing the same.

26. Counterparts. This Agreement shall be executed in two counterparts, each of which shall be regarded for all purposes as one original. The parties agree that they will execute any and all instruments, documents, resolutions, or ordinances necessary to give effect to the terms of this Agreement.

EXECUTED by each of the parties on the dates hereafter written and effective as of the last date of signature.

CITY OF BAINBRIDGE ISLAND
KITSAP COUNTY, WASHINGTON

KITSAP PUBLIC UTILITY DISTRICT
KITSAP COUNTY, WASHINGTON

Blair King, City Manager
Dated: _____

Angela Bennink, General Manager
Dated: _____

ATTEST:

ATTEST:

Christine Brown, City Clerk

Corine Vichi, Clerk of the Board

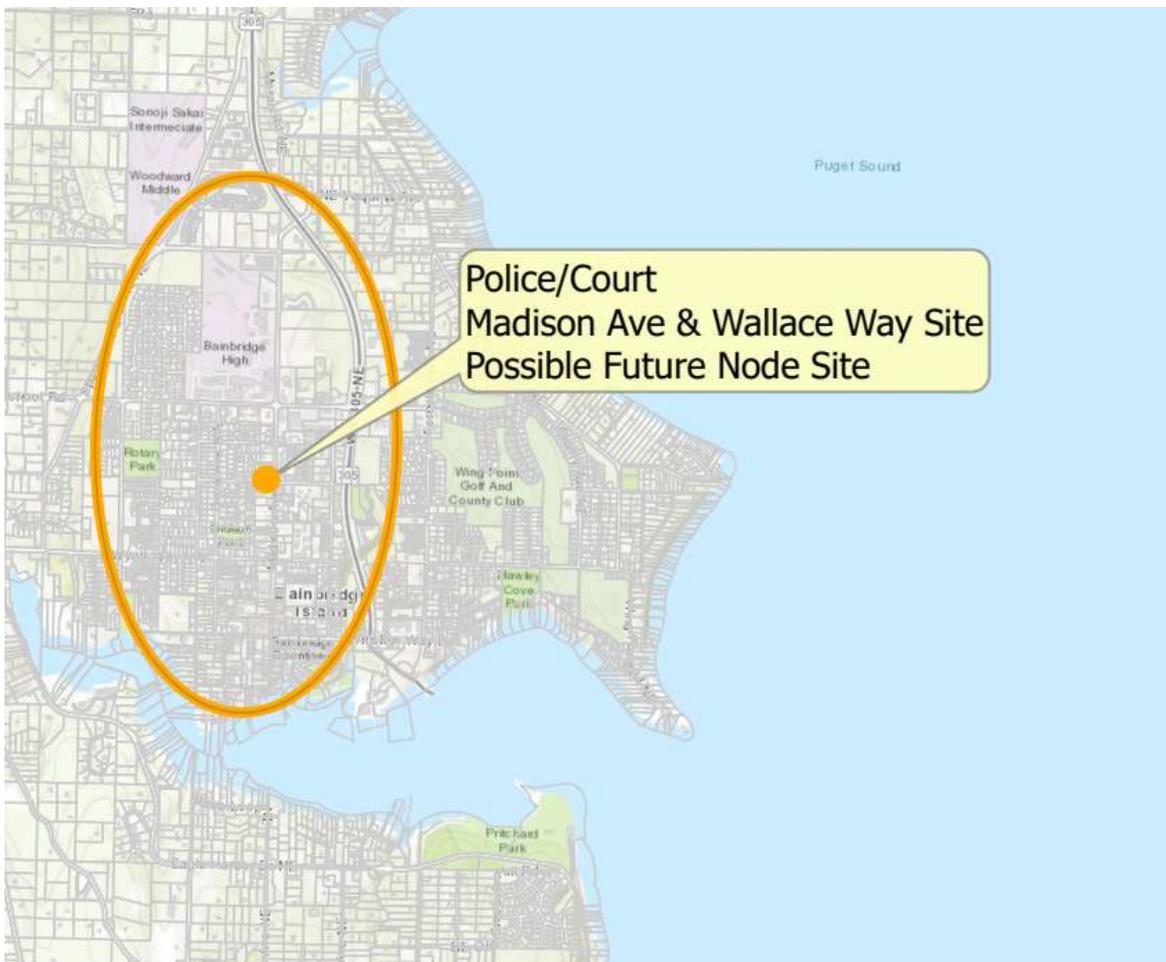
Approved as to form:

Approved as to form:

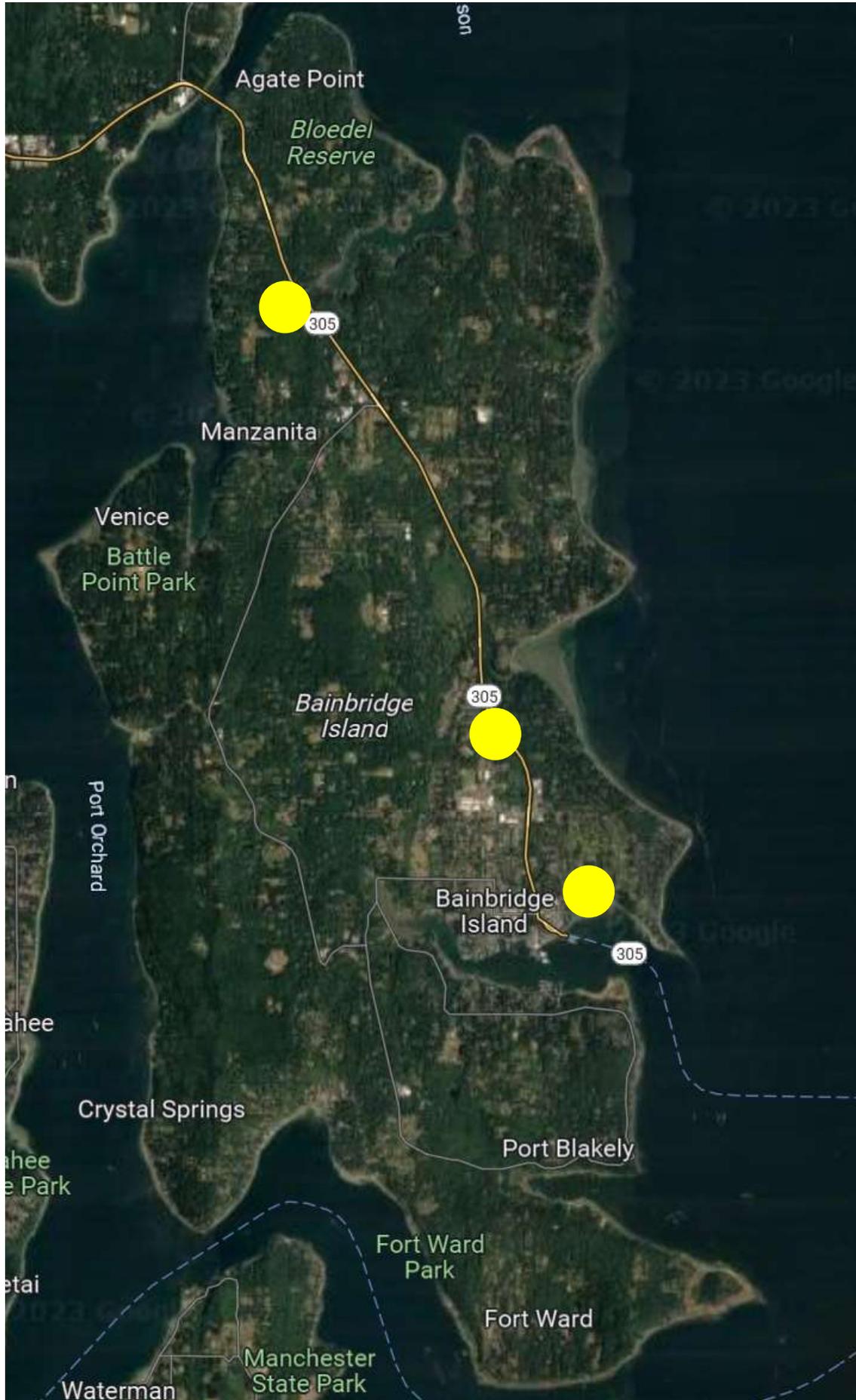
James Haney, City Attorney

William Broughton, District Attorney

KPUD Fiber Node Service Areas



KPUD Fiber Node Inter-Local Agreement Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize Amendment No. 3 to a Professional Services Agreement with Perteet, Inc. for the Preliminary and Final Design of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project (\$742,125.00 Tax Supported; \$118,610.00 Surface and Stormwater Management) - Public Works,

SUMMARY: Staff is requesting authorization from the City Council to approve Amendment No. 3 to the Professional Services Agreement with Perteet, Inc. for the Eagle Harbor/Wyatt Non-Motorized Improvements and the Cooper Creek Fish Passage Project preliminary and final design.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Move to authorize the City Manager to enter into Amendment No. 3 to a Professional Services Agreement with Perteet, Inc. in the amount of \$742,125.00 of tax supported funds and \$118,610.00 of Surface and Stormwater Management Funds for the preliminary and final design of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project.

COMMUNITY ENGAGEMENT AND OUTREACH: This project will have a second in-person public engagement opportunity in May 2023.

FISCAL IMPACT:

Amount:	\$742,125.00 Tax Supported; \$118,610.00 Surface and Stormwater Management (SSWM)
Ongoing Cost:	
One-Time Cost:	\$742,125.00 Tax Supported; \$118,610.00 Surface and Stormwater Management (SSWM)
Included in Current Budget?	Yes

BACKGROUND: This project consists of a partially federally funded project of non-motorized, traffic calming and intersection safety improvements on Eagle Harbor Drive NE and Wyatt Way NW from the intersection of Wyatt Way and Gowen Place to south along Eagle Harbor Drive approximately 4,000 linear feet. Other improvements include stormwater conveyance, fish passage improvements and lighting.

As part of Amendment No. 3, the design consultant will also be responsible for supporting the staff with all aspects of the preliminary and final design process, including permitting support and right-of-way acquisition

services as well as detailed engineering and construction plans, specifications, and cost estimates that will serve as the basis for both bidding and construction by a general contractor.

Consulting engineering services for the project were solicited via a formal Request for Qualifications (RFQ) advertisement in the Bainbridge Island Review and the Daily Journal of Commerce, and Perteet and Skillings Connelly submitted responses. City staff originally selected Skillings Connelly for the project, but were unable to negotiate a scope and fee for the work that met the budget requirements. The staff then selected Perteet as the next most qualified firm, and were able to negotiate a scope and fee that met the project budget. The Perteet team has extensive experience in the delivery of federally funded projects, having delivered over 30 such projects in the last 5 years. Additionally, the team has experience with both non-motorized projects and fish passage upgrades, having been the lead consultant for portions of the Burke Gilman Trail, the Ballard Multi-Modal Corridor, and the Bothell State Route 522 and Mount Lake Terrace McCleer Creek fish passage culvert upgrades.

The City Manager approved a preliminary design contract for the Eagle Harbor/Wyatt Non-Motorized Improvements project on August 11, 2022 in the amount of \$47,218.00. Since that time, Amendment No. 1 was executed on November 18, 2022 for the updated billing rates schedule to the Agreement, and Amendment No. 2 was executed on March 1, 2023 for survey and a critical area assessment in the amount of \$93,472.00, which revised the contract amount to \$140,690.00. Amendment No. 3 will revise the total contract amount to \$882,815.00.

ATTACHMENTS:

[Eagle Harbor-Wyatt Way NM PSA Amendment No 3.docx](#)

[Eagle Harbor Supp 3-Fee Wrksht.pdf](#)

[EH Wyatt Project Location.pdf](#)

FISCAL DETAILS: The Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project is Capital Improvement Project (CIP) 00968. The project has approximately \$950K in budget authority available in 2023 with \$70k spent leaving a balance of \$880k available for this amendment. The Cooper Creek Fish Passage Project (CIP project 01107) has approximately \$1M in budget authority available in 2023 with \$20k spent leaving a balance of \$980k for this amendment.

The full project budget for the non-motorized component of the project is \$4,517,000, and the fish passage component of the project is \$1,608,000 for a combined total of \$6,125,000.

Fund Name(s): Capital Construction Fund

Coding: CIP project 00968 and 01107

**AMENDMENT NO. 3 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on August 11, 2022, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Pertee Inc., a Washington State Corporation (“Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with the Eagle Harbor Phase 1 – C40 and Wyatt Non-Motorized Improvements Project;

WHEREAS, the City and the Consultant entered into Amendment No. 1 to the Agreement on November 18, 2022 to update the schedule of classification and billing rates in the Agreement;

WHEREAS, the City and the Consultant entered into Amendment No. 2 to the Agreement on March 1, 2023 to include Task 4, Topographic Survey and Base mapping, and Task 5, Critical Areas Site Assessment and Shoreline Substantial Development Permit Documentation and increase the contract value accordingly; and

WHEREAS, the City and the Consultant now desire to enter into Amendment No. 3 to the Agreement to address the following:

1. Attachment B, Scope of Services, is hereby amended to include both amended and new Tasks 1-19, including four “directed services” tasks as attached;
2. Section 3A, is revised to increase the contract value from not more than a total of Eight-Hundred Eighty-Two Thousand Eight-Hundred and Fifteen and 00/100 dollars (\$882,815.00);
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.

PERTEET INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____ Crystal L Donner

Blair King, City Manager

Title _____ President

Tax I.D. # _____ 91-1505037

City Bus. Lic. # _____ 40920

ATTACHMENT B
SCOPE OF SERVICES
Amendment No. 3
City of Bainbridge Island
Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements

INTRODUCTION

For the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project, the Consultant's services consist of preparing engineering plans, specifications, and opinion of costs for construction, and environmental permitting and documentation services for non-motorized and safety improvements to Eagle Harbor Drive and Wyatt Way from 6391 Eagle Harbor Drive to Gowen Place. The final determination of the type and location of the non-motorized facilities will be decided during this phase of the project, and will be based on the preliminary opportunities and constraints analysis previously performed by Perteet, site constraints, public input, and final approval by the City Council.

Services will also include design and preparation of construction documents for the replacement of an existing culvert at Cooper Creek with fish passage enhancements, including permitting and mitigation.

The Consultant will provide public outreach support and attend a public open house.

This project's construction funding is a combination of City funds and federal grant funds. The project must meet the design and documentation requirements of WSDOT and the Local Agency Guidelines for federally funded projects, as applicable.

In March of 2022, the City Council authorized funding to begin the design work for the project. The project is subject to two Federal Aid Grants for construction, and at this time the City is assuming a construction funding obligation deadline of June 2024.

Services provided by the Consultant will consist of:

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task.

(Note the task numbers coincide with the original Agreement task numbers.)

This scope consists of the following elements:

- Task 1 – Project Management and Coordination
- Task 2 – Community Outreach
- Task 3 – Opportunities and Constraints Analysis [no amended services under this Scope of Services]
- Task 4 – Topographic Survey and Basemapping [no amended services under this Scope of Services]
- Task 5 – Critical Aras Site Assessment and Shoreline Substantial Development Permit Documentation [no amended services under this Scope of Services]
- Task 6 – Utility Coordination
- Task 7 – Geotechnical Investigations (by HWA GeoSciences)
- Task 8 – NEPA Environmental Documentation and Permitting
- Task 9 – Culvert Replacement Permitting and Design Services
- Task 10 – Storm Drainage Design
- Task 11 – Design Memorandum
- Task 12 – 30% Plans and Opinion of Costs
- Task 13 – 90% PS&E
- Task 14 – 100% PS&E
- Task 15 – Ad-Ready Contract Documents
- Task 16 – Maximum Extent Feasible (MEF) Documentation
- Task 17 – Right-of-Way Negotiations and Acquisition (by Commonstreet)
- Task 18 – Right-of-Way Plans
- Task 19 - Bid Support

Directed Service Task D1 – Utility Relocation Coordination

Directed Service Task D2 – Culvert Sizing (by Northwest Watersheds)

Directed Service Task D3 – Structural Engineering (by Trantech)

Directed Service Task D4 – Culvert Design (by Perteet)

Optional Services

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be produced by the Consultant.

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED:

Task 1 – Project Management and Coordination

Overall project management and coordination work elements include:

1.1 Project Coordination with City

Consultant will coordinate with the City of Bainbridge Island on a regular basis to keep the City's project manager informed about project progress, project issues and schedule. Regular communication with the City will occur on a weekly basis, which may include emails or phone calls documenting the work completed and anticipated work for the next week. This work element will include preparing an Action Items Log and a Record of Decision and keeping these updated throughout the duration of the project.

The Consultant will attend one (1) project kickoff meeting with the City and up to eighteen (18) project status meetings. These meetings under this work element will include the following participation by the Consultant team:

- Kickoff meeting will be attended by Perteet Project Manager and discipline leads, with up to four (4) staff from the Perteet team.
- Up to ten (10) meetings attended by Perteet with up to two (2) staff from the Perteet team.
- Kickoff meeting will include subconsultants, HWA GeoSciences (up to one [1] staff), and Commonstreet (up to two [2] staff).
- Subconsultant attendance at meetings related to design work will be included under those individual tasks.
- The Consultant will prepare agendas and meeting notes/action items and distribute to attendees.

In the event that the City has a change in the City's project manager, the Consultant will meet with the new project manager, provide a summary of design and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement.

1.2 Project Schedule, Budget, and Team Management

The Consultant will develop an overall project schedule, which will include a detailed schedule by task, for the project phases, through bid advertisement for the full project. The Consultant will prepare a draft and final schedule for the City review, and then the Consultant will prepare two (2) schedule updates as the project progresses, when requested by the City. The Consultant will also manage the Consultant budgets, monitor staff and subconsultants, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Progress Reports and Invoices

As part of the project, the Consultant will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget, spent, and remaining. The monthly progress reports will also identify other issues that may be occurring, if any. The Consultant will submit these monthly progress reports to the City's Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager will notify City's Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- This contract duration shall be no longer than 18 months
- Project kickoff meeting will be held virtually via MS Teams.
- Project status meetings will consist of seven (7) meetings held virtually and three (3) meetings at the City of Bainbridge.
- Maximum of two project schedule updates will be prepared.
- Meetings between Consultants will be conducted under other scope tasks.

Deliverables:

- Kickoff Meeting Agenda and Summary of Meeting Notes/Action Items
- Project Schedule (Google Smart Sheets or Excel format) and up to two updates
- Project Meeting Agendas and notes/action items
- Invoices and Progress Reports

Task 2 – Community Outreach

The Consultant will support City to prepare for and coordinate a public open house, and will attend the open house. The purpose of this open house will be to share the concept ideas that have been evaluated, and share the proposed preferred concept with the public.

The Consultant will provide the following services:

- Prepare exhibit boards of the cross section concepts that were considered, which would include typical cross sections
- Prepare an exhibit board or roll plot of the proposed concept based on a 15% design level. This may call out the preliminary footprint of the improvements, call out areas of issue or concern, and show crossing locations and intersection improvements, if any. This will also identify preliminary right-of-way impacts.
- Attend the open house event (in-person): Up to two (2) members of the Consultant team will attend the open house.

Assumptions:

- Graphics and exhibits for the Open House will be based on materials developed in the Concept Confirmation Task.
- City staff will schedule, notify the public, and lead this event. The City will collect and summarize comments from the open house.
- Open House is expected to be two (2) hours in duration, and up to two (2) Consultant staff will attend.
- The budget assigned for this task will be limited to the amount designated in the fee worksheet for this task

Deliverables:

- Exhibits mounted on boards or as large paper plots at a scale large enough to facilitate discussion and comments, and markups.

Task 3 – Opportunities and Constraints Analysis

[no amended services under this Amendment 3 Scope of Services]

Task 4 – Topographic Survey and Basemapping (by KPG Psomas)

[no amended services under this Amendment 3 Scope of Services]

Task 5 – Critical Aras Site Assessment and Shoreline Substantial Development Permit Documentation

[no amended services under this Amendment 3 Scope of Services]

Task 6 – Utility Coordination

The Consultant will assist the City in managing the utility coordination process for the project, which will include providing utility franchises (PSE power, Comcast, KPUD, Century Link or others) and City owned utilities (water) with project information, copies of each PS&E submittal, and identification of potential utility conflicts and relocations. The Consultant will also prepare and maintain a utility coordination log, and conflicts and resolution spreadsheet, both of which will be maintained and updated throughout the design phase of the project.

The Consultant will perform the utility impact assessment and coordinate on work elements as described below:

6.1 Utility Coordination

The Consultant will coordinate with the various public and private utilities along the corridor. Services provided by the Consultant under this subtask will include:

- Preparing and maintaining a utility coordination contact log containing company addresses, contact staff, e-mail addresses, and phone numbers.
- Acquire and review record drawings of existing utilities within the project limits. The Consultant will request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. Discrepancies with the existing basemap will be coordinated by the Consultant with each utility, and changes to the basemap will be updated by the Consultant.
- Coordinate and attend up to three (3) virtual one (1) hour meetings with the franchise utilities. The Consultant will prepare meeting agendas and notes. Up to two (2) Consultant staff will attend these meetings.
- Prepare a Utility Conflicts Spreadsheet. The Consultant will prepare a spreadsheet to identify and track potential utility conflicts and the resolution of those conflicts throughout the project. This includes identification of pothole needs. This includes documentation of which facilities will be relocated prior to, or during, construction, if any.
- The Consultant will prepare a utility conflict exhibit plan sheet, showing the locations of the potential utility conflicts. This exhibit will be used for potholing coordination, if needed.
- Provide the utility owners with electronic (PDF) copies of the 30%, 90%, and Final plan sheets, as well as potential conflict locations.

It is assumed that the following utilities exist along the Eagle Harbor Drive/Wyatt Way corridor. These include:

- Power (Puget Sound Energy [PSE])
- Communication including fiber optics, and cable (Comcast and CenturyLink)
- Water (City of Bainbridge Island)
- Stormwater (City of Bainbridge Island)

Stormwater is assumed to be fully under the jurisdiction of the City and coordination for this utility will be performed under the Storm Drainage Design Task.

Assumptions:

- There is no public system for sanitary sewer in this corridor.
- Utility potholing services will be coordinated and managed by the City. Coordination services for utility potholing by the Consultant are not included in this Scope of Services but may be provided as an additional service and would require a supplement to the Agreement. Potholing service direct expenses are not included under this Agreement.
- The City will distribute internally the plans sets for City owned utilities for review.

- Incorporation of utility franchise design, such as new or upgraded waterlines or undergrounding of overhead lines, into the contract documents is not included in this Scope of Services but could be provided as an additional service, to be performed under a Supplement to this Agreement.
- The City will prepare inter-local agency agreements between the City and the utility franchises for incorporation of relocations required by the proposed improvements. Examples of the services that could be included are: the adjustment of utilities, removal of abandoned structures and facilities, trenching, relocation of poles and associated wires/cables, and traffic control.
- City will verify the terms of all franchise agreements, including the responsibilities for potholing and relocations of franchise owned utilities.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Utility conflict and relocation spreadsheet – updated with potholing results for each meeting (hard copy and electronic copy)
- Agendas and meeting notes
- Utility conflict exhibits, if needed – PDF
- Half size 30%, 90%, and Final PS&E plan sets sent to applicable utility franchises (PDF via email)
- CAD file for franchise use in preparing relocation design (at 30% and 90%), if needed

Task 7 – Geotechnical Investigations (HWA GeoSciences)

The Subconsultant, HWA GeoSciences, will conduct the following work tasks:

- Prepare traffic control plans and ROW permit application and submit to the City for approval.
- Conduct up to five (5) drilled boreholes.
 - Two (2) boreholes will be in vicinity of the culvert replacement location.
 - Three (3) boreholes will be along the south side of Wyatt Way in the vicinity of the proposed roadway widening near the curve to Eagle Harbor Drive
- Coordinate explorations with drillers and traffic control contractor.
- Log drilling of up to five (5) drilled boreholes to depths of 20 to 30 feet each.
- Prepare logs of boreholes and assign lab testing.
- Perform engineering analyses related to new culvert design and roadway widening/retaining walls.
- Prepare a draft geotechnical report presenting the results of drilled borings, lab testing, engineering analyses, and recommendations for wall design parameters and culvert design parameters.
- Finalize report based on review comments.

Assumptions:

- ROW permits will be provided at no cost to the Sub Consultant.
- Consultant will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center.

Deliverables:

- Draft and Final Geotechnical Report

Task 8 – NEPA Environmental Documentation and Coordination

The Consultant will provide environmental documentation and permitting assistance for NEPA as scoped. Permits not identified in this section will be obtained by the City.

8.1 NEPA Background Information Review and Analysis

The Consultant will obtain project and resource information relevant to the environmental context of the project action, inclusive of resource agency database review of available information on historical/cultural resources, ecology facilities, priority/threatened/endangered species, and information from the design team applicable to the environmental context to begin document preparation or exclusion documentation/consideration.

Assumptions:

- This task will initiate review of the project context and conduct an overall environmental review and issues identification to be further evaluated under discipline documents. Detailed environmental review is assumed to be addressed within scoped documents towards assumed permits under this scope and provided under this overall task and associated with other in-scope documents.

Deliverables:

- Project and resource information relevant to the environmental context of the project

8.2 WSDOT and City Early NEPA Coordination

Consultant will prepare a preliminary Categorical Exclusion (CE) form w and participate in a virtual meeting will be scheduled with the City and WSDOT staff to consider categorical exclusions and the extent of any requested supplemental documentation for: hazmat review, noise analysis, environmental justice, cultural resources, endangered species, and other CE classification categories under WSDOT NEPA CE review.

Assumptions:

- One (1) virtual meeting will be attended with WSDOT staff, City staff, and Consultant staff (assumed to include the project manager or lead engineer, the environmental planning lead, and the right-of-way consultant).
- The initial early consultation meeting may occur at or before the 30% design level and project guidance will be based on preliminary design knowledge.
- Preliminary NEPA discipline information with database screenings will be reviewed under this subtask and is assumed for the following disciplines: Critical Areas, APE/Cultural Resources, Hazmat, Noise, 4(f), Streams/Tidal Waters, Environmental Justice, and Endangered Species.
- An air or noise analysis or other special studies not listed in this scope will not be required for this project. If unforeseen studies outside of this scope are identified as necessary during the course of the project, additional efforts to this scope may necessitate a supplemental scope and fee.

Deliverables:

- Preliminary CE form
- Meeting notes/comments provided to City via email after site meeting

8.3 NEPA CE Form

The Consultant will prepare a draft and final CE form for submittal to WSDOT at the 30% design level, once the City Council has approved the design footprint, inclusive of preliminary discipline memos or other pertinent information generated at this time.

Assumptions:

- Coordination will occur with WSDOT after submittal to respond to review comments. One (1) revision to the CE form is assumed.
- Once WSDOT agrees the CE form and other supporting documents under this task are complete, they will request the CE be signed by the City for final submittal.

Deliverables:

- Draft and final CE form to City and WSDOT with attachments, PDF format
- Review correspondence via email

8.4 SEPA Checklist

A SEPA checklist will be prepared by the Consultant utilizing information from documents produced under this scope and as obtained from readily available resource information. A Clearing and Grading Permit and Right of Way Use permit is assumed.

Assumptions:

- Feedback will be obtained from the pre-application meeting to verify the permit requirements. If local requirements for permit information differ from this task, a supplement to this Scope of Services may be required.
- The SEPA Checklist will be prepared based upon available project information.
- SEPA issuance will result in a MDNS or DNS and will not require an EIS to be prepared under this effort.
- The SEPA determination will not be appealed.
- Permit fees will be paid by others and will not be paid by the Consultant.

Deliverables:

- Correspondence by email.
- SEPA Checklist, Draft and Final, in PDF format.
- Permit application forms completed for applicant signature, Grading and Right of Way permit forms or similar permit forms assumed.

8.5 Area of Potential Effect (APE) and Cultural Resources Assessment (CRA)

8.5.1 APE Memo and WSDOT Review

The Consultant will assist the City in preparation of an Area of Potential Effects (APE) review for the proposed improvements, including a memorandum describing the project, proposed direct and indirect effects, and a map that shows the boundaries of those potential effects. The memorandum will be prepared in coordination with City and WSDOT for preliminary Section 106 screening, including DAHP and identified Tribes. Services included in this task include review of project specifications, available geotechnical information, preliminary review of background information on the natural and cultural setting of the project, drafting and producing the APE memorandum and map, and completing revisions of the draft that may be needed to prepare a final APE memorandum.

Assumptions:

- The entire APE will be accessible for the field survey.
- City will provide one (1) consolidated review on the draft APE prior to being finalized by the Consultant team for WSDOT Preliminary CE form submittal.
- After Preliminary CE form submittal, WSDOT or DAHP a Cultural Resources Filed Survey and Assessment (CRA) is assumed to be required by WSDOT for further DAHP review.

Deliverables:

- Draft and Final APE (PDF)

8.5.2 Cultural Resources Field Survey

The Consultant will conduct a field survey of the project APE. The direct-impact APE will be examined by pedestrian transect from sidewalks and non-roadways. It is assumed that areas accessible for subsurface archaeological survey within the direct- impact APE will be limited. Information as applicable will be obtained from geotechnical studies to be able to complete the cultural resources assessment report. Up to 25 subsurface shovel probes will be hand- excavated where proposed construction activities overlap unpaved surfaces. If archaeological material is encountered, it will be documented to the extent feasible at the time of the survey. If artifacts are identified they will be photographed, described, and returned to their probe of origin.

Assumptions:

- Up to 25 hand-dug shovel probes may be excavated;
- Culvert replacement will not include extensive channel modification;
- If at any time human remains are encountered, work will cease, and notification of DAHP and affected tribes will proceed as directed by RCW 27-44;
- No historical buildings will be recorded. If built-environment survey is required by reviewing agencies, a budget adjustment may be required.
- No artifacts will be collected;
- If potentially significant archaeological material is identified, then a scope and budget adjustment may be required to conduct any additional studies to evaluate significance;
- Treatment of any identified archaeological resources would be determined through consultation with DAHP, the DAHP, and the affected Tribes, and may require a DAHP-issued excavation permit
- Up to one (1) archaeological site form will be prepared if needed. If more than one (1) site is identified a budget adjustment may be required. Additional boundary definition, significance testing, or development of a treatment plan would be conducted under separate scope/cost.

Deliverables:

- Up to one (1) archaeological site inventory form, to be included in CRA

8.5.3 Cultural Resources Assessment Report

A technical report that meets WSDOT, Federal, and SHPO/DAHP standards will be completed. The Consultant will conduct a records search of the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database, maintained by DAHP, for materials on previous cultural resource studies and identified archaeological sites in the project vicinity. The Consultant archaeologist will also review other available background resources, including recent geotechnical reports, ethnographic and historic accounts, maps, photographs, and other pertinent research information available from local libraries, historical societies, or informants. The

technical report will describe the APE, its natural and cultural setting, field survey methods and results, and evaluations of the significance of and project effects on specific resources identified during the survey, and recommendations.

Assumptions:

- City will provide one (1) consolidated review on the draft CRA prior to being finalized by the Consultant team for WSDOT submittal.
- An inadvertent discovery plan is not included in this scope of services.

Deliverables:

- Draft and Final CRA , PDF format

8.6 Environmental Justice (EJ)

An EJ memo will with related maps, figures, and tables be prepared to evaluate disadvantaged populations that may occur in the context of the project action pursuant to CE review criteria.

Assumptions:

- The City will provide one (1) consolidated review on the draft EJ memo prior to being finalized by the Consultant team for WSDOT submittal.

Deliverables:

- Draft and final EJ memo), PDF format
- Correspondence via email

8.7 Biological Assessment (BA)

An endangered species act (ESA) consultation and BA are required due to in-water culvert work and anticipated changes in stormwater runoff. An endangered species (BA) will be prepared to evaluate the project action area and threatened/endangered species and the potential project effects on endangered species. The Biological Assessment will be developed consistent with WSDOT requirements and prepared by an approved author.

Work Elements:

- Stormwater design information occurring with this scope will be evaluated for potential triggers to known ESA effect considerations.
- Due to recent identification of 6PPD-Quinone from pollutant generating surfaces, a pollutant from tire dust occurring from pollutant generating surfaces in stormwater, it is understood that WSDOT in coordination with the National Marine Fisheries Service (NMFS) will require formal Section 7 Endangered Species Act (ESA) consultation for federal projects with net new pollutant generating impervious surfaces.

- For WSDOT to conduct formal ESA consultation as NEPA lead agency with NMFS and USFW, a BA report with tributary information figures (reduced maps indicating project location and action area) will be prepared to WSDOT template standards to include: 1) a description of the proposed project action and action area; 2) status/presence description of listed species and critical habitat; 3) the environmental setting and description of habitat conditions associated with the project action and context; 4) a description of probable direct effects and cumulative effects on listed ESA species; and 5) addressing Magnuson Stevens Act.
- The BA will be informed by the stormwater drainage report and will be a combined technical effort between Pertteet ecological staff and stormwater engineering staff. An ESA stormwater design checklist for Western Washington will be prepared to guide BA preparation to WSDOT standards. A Hi-Run dilution model is not assumed for this scope task at this time. If WSDOT or NMFS requires a Hi-Run dilution model that effort will require a supplemental scope and fee to prepare.
- Coordination and iterative review and revision of the BA and affected project design elements may require re-submittals during formal ESA consultation. For the purpose of this scope task it is assumed that two minor revisions to the BA and support maps and materials may be required. If more iterations and revisions are required during formal ESA consultation that additional effort, or any substantial additional analyses or project design revisions, may require a supplemental scope and fee.

Assumptions:

- BA will be written to WSDOT template standards
- BA will be used for NEPA to obtain ESA effect decision
- BA will need to include detailed information on all in-water and adjacent construction activities to be provided as determined under this scope
- BA will not include Hi-Run dilution analysis unless required by WSDOT and under a supplemental scope/fee Hi-Run dilution analysis is only done at WSDOT request.
- Assumes WSDOT/NMFS/USFW coordination and two rounds of revision and re-submittal to address NMFS/USFW comments

Deliverables:

- Draft and Final BA, PDF format
- Revised BA for resubmittal, PDF format

8.8 Hazardous Materials Memorandum

The Consultant will prepare a Hazardous Materials Analysis technical memorandum that will identify and evaluate the potential presence of subsurface contaminants that may

be encountered during the various stages of project development and construction for the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements project, as required through the right-sized NEPA/SEPA process.

Activities:

- Obtain and review historical aerial photographs, topographic maps and Sanborn Fire Insurance maps (as deemed necessary) for the project site vicinity.
- Review technical documents and reports available online from the local agency and Ecology concerning previous environmental investigations for the project area and adjacent properties.
- Conduct a visual reconnaissance of the project area from publicly accessible areas (i.e. windshield survey) to observe current land uses and activities pertaining to the potential for subsurface contaminants to adversely impact the project area.
- Evaluate the resulting data with respect to potential impacts of subsurface contaminants on development and construction of the project area.
- Prepare a Hazardous Materials Analysis technical memorandum in accordance with the local agency and WSDOT requirements for a low-level hazardous materials environmental assessment. The technical memorandum may include recommendations for any additional environmental assessment work, potential impacts on property acquisition and construction, and potential mitigation measures that could be used to minimize contaminant-related impacts.

Assumptions:

- Perteet assumes that one round of review for the assessment will be required.
- Hazardous materials environmental assessments are not considered to be a Phase I Environmental Site Assessment (ESA) that adheres to the American Society for Testing and Materials (ASTM) standards. If the hazardous materials environmental assessment identifies contamination concerns that could impact the project site, more detailed investigations, which may include Phase I ESAs or Phase II ESAs, may be recommended. If further investigation is recommended, a scope of work and cost estimate will be provided at that time under a supplement to this agreement.

Deliverables:

- Draft a Final Hazardous Materials Analysis technical memorandum summarizing the evaluations.

Task 9 – Culvert Replacement Design and Permitting

9.1 Preliminary Design and Pre-Application Review

9.1.1 Preliminary Concept Culvert Replacement Design

The Consultant will review existing design plans prepared by Brooke and Wheeler in support of the City's RCO grant application and identify gaps or necessary updates that would be needed to advance the existing design to 30%. The Consultant will support the City in discussions with tribes and regulators to arrive at a preferred preliminary design.

Activities:

- Prepare a gap analysis and red-line review of the RCO grant application design documents (plans and design report) of changes needed for a 30% design.
- Meet with the City to review previous grant application assumptions and community input received since previous concept design and fee estimate.
- Identify stakeholders and gather input to inform the project.
- Prepare exhibits showing updates to the preliminary grading and culvert replacement concept drawings for sharing with stakeholders and regulators..
- Work with a subconsultant (Northwest Watersheds) to validate the RCO application modelling and stream bed analyses.

Assumptions:

- The City is able to provide AutoCAD, Civil3D, and WORD files of RCO application documents.

City is able to provide survey data from RCO application documents. Consultant will prepare up to 3 exhibits to support the presentation and discussion of the culvert replacement concept. Up to two virtual meetings and one on site meeting with stakeholders. One Consultant representative will attend stakeholder meetings about the culvert concept design.

Deliverables:

- Three concept culvert replacement exhibits
- Gap analysis and memorandum recommending changes to the RCO application documents.

9.1.2 City Permit Pre-Application Meeting

A pre-application meeting will be attended to gain a better understanding of local permit requirements that may influence the project design and submittal items. Critical areas, SEPA official, and engineering disciplines will be requested to provide feedback on the preliminary design concept.

Assumptions:

- Permitting feedback will be obtained from City and summarized in meeting notes prepared by the Consultant.

Deliverables:

- Correspondence by email.
- Meeting agendas and notes.

9.2 Culvert Permitting

The Consultant will prepare the required permitting documents related to the culvert replacement and based on the requirements of the funding sources. Note that the NEPA, SEPA and Shoreline permit documentation will be prepared, inclusive of the culvert replacement work, under a separate Task within this Scope of Services.

9.2.1 Critical Areas Delineation and Mitigation Restoration Report

The culvert replacement will require NEPA, Federal 404, State HPA, and local wetland and Shoreline permit documentation. A wetland/stream critical area report has been prepared under Supplement 2 to the Consultant agreement to meet federal NEPA, Corps permitting, and local code requirements. The report assumes work to occur in watercourse(s) and buffers as impacts. These impacts will be determined and presented in a Mitigation and Restoration report that will be used to support permit applications. The City should be prepared for mitigation requirements, which may include native vegetation restoration and enhancement, consisting of native species replanting in adjacent areas. Mitigation banking credit purchase by the City (if available) or off-site mitigation at a location selected by the City may also be options acceptable to permit agencies and described in the Report.

Assumptions:

- Map figures and graphics will be based on the critical areas report based prepared under Supplement 2..
- A mitigation planting plan will be prepared for integration into the engineering plans, specifications, and estimates for required restoration areas associated with possible buffer impacts, culvert extension, and culvert daylighting.
- One minor revision to the mitigation report is assumed to address County permit review comments.
- Critical areas delineation, impact assessment and mitigation information will also be used for NEPA review.
- Critical Areas Report and Shoreline permit documentation are prepared under Supplement 2.

Deliverables:

- Critical Areas Mitigation Report, Draft and Final, in PDF format

9.2.2 Washington State WDFW HPA Permit

After a SEPA determination is issued a Joint Aquatic Resources Application (JARPA) will be prepared and submitted for Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW).

Assumptions:

- The SEPA determination will be used to apply for the HPA.
- Project information from the Critical Areas Report and other in-scope engineering documents are assumed to be adequate for HPA review and issuance. No other special studies in preparation or design information preparation is assumed.
- If additional analysis or other potential impacts beyond this scope is requested by WDFW or other review entities, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee and City approval.
- One minor revision to the JARPA form is assumed after WDFW submittal review.
- The HPA will be approved based on submitted information and will not be appealed.

Deliverables:

- Electronic copy of draft and final JARPA and HPA submittal information.

9.2.3 Federal Corps 404 Permitting

Watercourses for the project are understood to be US Jurisdiction Waters and regulated under the Corps of Engineers 404 permit program. The project is assumed to be evaluated by the Corps under a Nationwide 14 for a linear transportation project.

Assumptions:

- Delineation and Mitigation reports prepared under other subtasks or supplements will meet NEPA requirements.
- After issuance of the NEPA clearance (covering Section 7 ESA and Section 106 NHPA) the JARPA form used for HPA will also be used and submitted to the Corps for 404 permit review.
- Activities to be permitted will fall under programmatic Nationwide Permits (NWP) and an individual 404 permit will not be required.
- If additional analysis or other potential impacts beyond this scope is required by Corps/Ecology/Services/tribes or other review entities, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee and City approval.

- The 401 Water Quality Certification will be certified by the Corps under NWP 14 and separate consultation with Ecology for 401 review will not be necessary. If a separate 401 submittal is required by the Corps that effort may require a supplemental scope and fee for City authorization.
- Corps figures maps will be specially formatted from project information to meet Corps requirements for JARPA review.
- Up to 12 hours of follow-up consultation time is budgeted in this task to keep in touch with the Corps via email to facilitate review after submittal.
- No additional special studies are assumed or will be prepared under this task for 404 Permit.
- One minor revision and resubmittal of 404 permit information under this task is budgeted in this task.
- The 404-permit submittal is assumed to utilize Section 7 ESA Consultation and Section 106 NHPA determination from the NEPA action and assumes the Corps will concur with those determinations
- No additional Biological Assessment or Cultural Resources Assessment task or assumed to be needed.

Deliverables:

- Draft and final Corps 404 JARPA submittal package in electronic format with specially formatted 8.5" x 11" project drawings for City review before submittal of Final JARPA to Corps.
- Facilitation of submittal review with the Corps and one (1) minor revision and resubmittal. Up to three (3) months of weekly or biweekly check-in with the Corps is assumed.

9.3 Culvert Replacement Design and PS&E

Based on the preferred concept developed in Task 9.1, the Consultant will prepare a 30%, 90%, and Final design and prepare construction contract documents for the culvert replacement. For the purpose of this scope of services, the Consultant assumes the box culvert and design criteria used for the RCO grant application will be used. Should new design criteria need to be developed or should stakeholders review result in a change to the culvert type or size, the additional services to address those changes would be as described in Directed Services Task D4.

Based on the preliminary field work performed the by Consultant, the Consultant will identify the services to be provided by Northwest Watersheds. Services by Northwest Watersheds will be provided under the Directed Services Task D2, within this Scope of Services. Northwest Watersheds shall provide a scope and fee for the services, which must be approved by the City for authorization of those services.

Because many of the design criteria of the replacement culvert have not yet been developed (e.g. size, loading, stream hydrology, tidal considerations), Consultant does not fully understand the requirements for structural engineering for the replacement culvert. The Consultant does understand that some degree of structural engineering will be required, and the preliminary investigation by the Consultant will inform the Scope of Services needed by the structural engineer, Trantech. Based on the preliminary investigation that will be done, the Consultant will identify the services to be provided by Trantech. If needed, structural engineering services by Trantech will be provided under the Directed Services Task D3, within this Scope of Services. Trantech shall provide a scope and fee for the services, which must be approved by the City for authorization of those services.

Key activities will include:

- Modify grading and channelization plans for the new culvert as identified in Task 9.1.
- Identify areas of impact that will inform mitigation plans.
- Rely on geotechnical information in adjacent roadway to evaluate soil bearing capacity and compaction requirements.
- Work with a structural engineer (Trantech) to develop fabrication specifications, and issue bid for pre-fabricated culvert.
- Complete 30% design set for stakeholder review
- Prepare 90% design set, draft specifications, and draft final cost estimates for the culvert replacement.
- Respond to stakeholder comments and prepare final design package.

Assumptions:

- Replacement will be a pre-fabricated structure of less than 20 feet in span.
- Structural design will be limited to providing footing, load rating, and review of fabricators structural calculations.
- The culvert replacement design is consistent with the basis of design presented in the RCO grant application package.
- The PS&E documents will be included in the PS&E documents for the non-motorized facilities and will be advertised as one combined construction project.
- City will be responsible for advertising the construction contract.

9.3.1 30% Design, Plans, and Opinion of Costs for Culvert

The 30% design effort will be based on the RCO application documents as modified by Task 9.1. It is anticipated that the 30% plans will consist updates and modifications to the RCO application. The new 30% culvert plans will focus on the channel grading, culvert size and alignment, the by-pass, and other culvert and creek relevant design details. The walls, drainage, transportation

and safety, and roadway design elements will be incorporated into the transportation design. Culvert sheets are anticipated to include:
Existing conditions (1 sheet)TESC and by-pass plan for culvert work (2 sheets)
Culvert and channel sections (1 sheet)Restoration and Mitigation Plan (1 sheet)

Assumptions:

- The basis of design documentation and design plans used in support of the RCO grant application will require only minor modifications and updating to incorporate into the Consultant transportation project improvements.
- A pre-fabricated box culvert is assumed for the culvert design. If further analysis by the geotechnical engineer and the environmental specialist identify a need for a more sophisticated design solution, such as a pin pile supported culvert or a bridge, then that will be considered an additional service and may be directed by the City under Directed Service 4 or require a supplement to the Agreement.

Deliverables:

- Electronic copy of the 30% plans (will be incorporated into the non-motorized improvement plans) in PDF format
- Update to the RCO application basis of design and design criteria 30% quantities and opinion of costs (will be incorporated into the non-motorized improvements opinion of costs, as Schedule B)

9.3.2 90% Design, Plans, Special Provisions, and Opinion of Costs for Culvert

The Consultant will prepare 90% plans, special provisions, and opinion of costs for the culvert and restoration, and incorporate applicable comments received from the City based on the 30% submittal deliverables. The Consultant will provide responses to the City's 30% review comments. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

The 90% design effort will include the development of culvert design and restoration plans. It is anticipated that the 90% plans will consist of the following sheets:

- Existing Conditions (1 sheet)
- TESC, habitat protections, and By-Pass Plan (1 sheet)
- TESC, habitat protections and By-Pass details (1 sheet)
- Culvert Profile and Cross Sections Details (2 sheet)
- Culvert Details (1 sheet)
- Mitigation, Planting and Restoration Plan (1 sheet)
- Mitigation. Planting and Restoration Details (1 sheet)

Assumptions:

- The Consultant's services will include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, or the Bainbridge Island General Requirements. The City will prepare the Project Manual, will identify and prepare WSDOT and/or APWA General Special Provisions that will need to be included, and assemble all Special Provisions and the Project Manual.
- The City will provide the Engineer's stamp and the Engineer's signature for the Project Manual.

Deliverables:

- Electronic copy of the 90% plans (will be incorporated into the non-motorized improvement plans) in PDF format
- 90% quantities and opinion of costs (will be incorporated into the non-motorized improvements opinion of costs, as Schedule B)
- Electronic copy of the 90% Special Provisions in Microsoft Word format via e-mail

9.3.3 100% Design, Plans, Special Provisions, and Opinion of Costs for Culvert

The Consultant will revise the 90% plans, specifications, and opinion of cost estimate for the culvert and stream restoration based on the City's comments and prepare a 100% PS&E package.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Assumptions:

- It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design.

Deliverables:

- Electronic copy of the 100% plans (will be incorporated into the non-motorized improvement Plan set) in PDF format
- 100% quantities and opinion of costs (will be incorporated into the non-motorized improvements opinion of costs, as Schedule B)
- Electronic copy of the 100% Special Provisions in Microsoft Word format via e-mail

9.3.4. Ad-Ready Contract Documents for Culvert

The Consultant will finalize the 100% plans, Special Provisions, and opinion of cost estimate based on the City's comments and WSDOT review comments and prepare final, ad ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design.

Deliverables:

- Electronic copy of the Final plans (will be incorporated into the non-motorized improvement Plan set) in PDF format
- Final quantities and opinion of costs (will be incorporated into the non-motorized improvements opinion of costs, as Schedule B)
- Electronic copy of the Final Special Provisions in Microsoft Word format via e-mail

Task 10 – Storm Drainage Design

The Consultant will provide overall task management and coordination services related to the design and documentation of the storm drainage system.

10.1 Coordination with City and Resource Agencies

The Consultant will coordinate with City of Bainbridge Island stormwater staff and the maintenance department regarding proposed drainage systems planned for the project. The Consultant will also coordinate with permit specialist regarding drainage components in the documents (prepared under a separate Task within this scope of services) which resource agencies may review.

Assumptions:

- Coordination effort assumes up to two (2) virtual meetings with City staff.
- The budget assigned for this work element will be limited to the amount designated for this work element

Deliverables:

- Draft meeting notes provided in Word format, submitted via email
- Final meeting notes provided in PDF format, submitted via email

10.2 Establish Design Criteria

The 2016 City of Bainbridge Island Design and Construction Standards, 2019 Stormwater Management Manual for Western Washington (SWMMWW) and the Bainbridge Island Municipal Code Chapter 15.20 will be used as the drainage design manuals for this

project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix will be shared with the City for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Drainage Report

10.3 Off-Site Analysis

The Consultant will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project limits. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of the downstream route to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for the downstream drainage conveyance system associated with the project. Representative photographs will be taken and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right-of-entry permissions will be obtained by the City of Bainbridge Island.

Deliverables:

- Offsite Analysis Write-up, to be included in a section of the Drainage Report, see Task 10.8

10.4 Site Assessment

Consultant will prepare site assessment maps showing existing drainage features, drainage patterns, and soil conditions within the project corridor. The site assessment maps will be assembled based upon new topographic survey mapping, City records, and City maps. Offsite information that is outside of the new survey limits will be acquired from GIS mapping, City records, and City maps. The site assessment mapping will include:

- Land use types and areas
- Topographic plans within the road project right-of-way, including enclosed drainage
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS)
- Watershed and stream basin information (electronic GIS)
- Wetlands, streams, and other critical areas (if applicable)
- Relevant Basin Plans that may have impact on drainage design (supplied by City, if available)
- Soil types – Natural Resources Conservation Service (NRCS)

The Consultant will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and water quality treatment. TDA boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Consultant will prepare a summary of area tables for pre-project and post-project conditions.

This work element includes one update to the proposed impervious area maps, if there are significant changes during the design phase, that warrants an update.

Deliverables:

- Existing Drainage Condition Maps (approximately five [5] 11"x17" sheets, to be included in the Drainage Report, Task 10.8)
- Downstream Routes/Upstream Areas Exhibit (one [1] 11"x17" sheet, to be included in the Drainage Report, Task 10.8)
- Soils Map (one [1] 11"x17" sheet, to be included in the Drainage Report, Task 10.8)
- Existing Impervious Area Maps (approximately three [3] 11"x17" sheets, to be included in the Drainage Report, Task 10.8)
- Proposed Impervious Area Maps (approximately three [3] 11"x17" sheets, to be included in the Drainage Report, Task 10.8)
- Tables identifying the different types of impervious surfaces (to be included in the Drainage Report, Task 10.8)

10.5 Water Quality Treatment and Flow Control Calculations

Consultant will prepare sizing calculations for the proposed water quality treatment and flow control facilities.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using MGSFlood, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment and Flow Control calculations (to be included in the Drainage Report, Task 10.8)

10.6 Conveyance Calculations

Consultant will prepare storm pipe conveyance capacity calculations for new storm drain conveyance systems within the project area limits as follows:

- 90% PS&E: Prepare preliminary pipe sizing and backwater calculations, using Stormshed 3G or an equivalent backwater calculation software program and the Rational Method.
- Final PS&E: Prepare final pipe capacity and backwater calculations, using Stormshed 3G or an equivalent backwater calculation software program and the Rational Method.

Assumptions:

- Conveyance calculations will be performed for new storm drain conveyance systems only. Existing storm drain conveyance systems will not be analyzed.
- Gutter flow calculations will not be performed.

Deliverables:

- Conveyance Calculations (to be included in the Drainage Report, Task 10.8)

10.7 Drainage Report

Consultant will assemble a draft (90%) and final Drainage Report. The Drainage Report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, and supporting exhibits.

Independent QA/QC reviews of the Drainage Report will be conducted for each submittal (90% and 100%). QA/QC reviews will be conducted by senior staff.

Deliverables:

- Draft Drainage Report at 90% PS&E (electronic copy, PDF)
- Final TIR at 100% PS&E (electronic copy on CD in Word/Excel [editable] and PDF formats)

Task 11 – Design Memorandum

The Consultant will prepare a brief Design Memorandum that will document and summarize design criteria, information of the proposed improvements, and include the applicable design matrices from the Local Agency Guidelines (LAG) Manual (required due to the grant funding). The Design Memorandum will identify the project's design criteria on elements such as, but not limited to, bicycle and pedestrian facility standards, travel lane widths, design and posted speeds, and roadway geometry. The Consultant will prepare the design criteria table during the 30% design, and prepare the Design Memorandum during the 90% design phase.

11.1 Design Memorandum

The Design Memorandum will include:

- Executive Summary succinctly describing proposed improvements
- Design Criteria Table documenting the design criteria and standards that will be used as the basis for the PS&E design (Example elements include design year, posted and design speeds, design vehicle, geometric features, clear zone, pedestrian criteria)
- Description of Proposed Improvements, including:
 - Proposed typical cross section
 - Proposed pavement section
 - Pedestrian facilities
 - Bicycle facilities
 - Illumination, if any
 - Signals, if any
- The following documents will be provided in the Appendix
 - Design lighting levels and areas and results of lighting analysis (if performed)
 - WSDOT LAG Manual Local Agency Design Matrix Checklist

Assumptions:

- Stormwater analysis and design information will be prepared in separate deliverables from Task 10 – Storm Drainage Design and will not be included in the Design Memorandum.
- Concurrence will be reached on the Design Criteria elements with the City before 30% PS&E design is completed.
- The Design Memorandum is assumed to be up to 4 pages in length, including the design criteria table.

Deliverables:

- Draft and Final Design Memorandum (PDF format)

11.2 Design Memorandum QA/QC of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 12 – 30% Design, Plans, and Opinion of Costs

The Consultant will prepare 30% design level construction plans and opinion of costs and submit them to the City for review and comment. Responses will be provided on the commented documents provided by the City. The plans will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

Note that the Consultant's scope and efforts for the 30% design, Plans, and Opinion of Costs for the stream culvert design and restoration are included under a separate Task within this Scope of Services, but will be included as part of the overall contract documents.

12.1 30% Design and Plans

The 30% design effort will include the development of the preliminary roadway design, based on the preliminary concepts that were identified during the opportunities and constraints analysis under the original Scope of Services, and the public feedback already received by the City. The Consultant will work with the City, based on priorities established by the City and the public, site constraints, and project budget to determine a recommended design. Once the City receives approval of that design by the City Council, the Consultant will prepare 30% plans.

Design and plans are anticipated to include: horizontal and vertical alignment, curb, curb and gutter, planter strip and path layout, preliminary wall locations and profiles, paving sections, channelization, site preparation, erosion control, illumination, pedestrian/trail crosswalk signalization, and preliminary 30% opinion of costs.

It is anticipated that the 30% plans will consist of the following sheets (44 sheets):

- Cover Sheet w/Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Site Preparation/ Temporary Erosion and Sediment Control Plans (10 sheets)
- Typical Roadway Sections (2 sheets)

- Preliminary Roadway/Drainage Plan (10 sheets)
- Preliminary Wall Plan and Profile (3 sheets)
- Channelization Plans (10 sheets)
- Pedestrian/Trail Crossing Signalization Plans (2 sheets)
- Illumination Plan (5 sheets)

Note that the Consultant's scope and efforts for the preliminary design and plans for the stream culvert design and restoration are included under a separate Task within this Scope of Services, but will be included as part of the overall contract documents.

Assumptions:

- Illumination design and plans are expected to cover up to three (3) spot locations. Continuous illumination design and plan preparation along the corridor is not included in this scope of services.
- Illumination design will be done with AGI32 lighting software.
- Note that 30% Plans will not include curb return elevations, curb ramp details, construction sequencing plans. These will be provided at 90% level.
- Pedestrian/trail crossings are expected to be devices such as in-road warning lights, rapid rectangular flashing beacons (RRFB), or post-mounted pedestrian hybrid beacon (PHB) devices.

Deliverables:

- Electronic copy of the 30% plan set in PDF format via e-mail
- Draft Illumination Memorandum (PDF format)

12.2 30% Opinion of Costs

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

Assumptions:

- The bid schedule for the opinion of cost will include up three (3) bid schedules (one for the roadway related facilities and one for the culvert replacement).

Deliverables:

- Electronic copy of the 30% opinion of cost summary submitted in PDF format via e-mail

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's

opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

12.3 30% QA/QC Review - Plans and Opinion of Costs

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 13 – 90% Plans, Specifications, and Opinion of Costs

The Consultant will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 30% submittal deliverables. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

Note that the Consultant's scope and efforts for the 90% design and PS&E for the stream culvert design and restoration are included under a separate Task within this Scope of Services, but will be included as part of the overall contract documents.

13.1 Response to 30% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting via MS Teams or other virtual method.

Deliverables:

- Written responses to 30% comments (PDF)

13.2 90% Plans

It is anticipated that the 90% plans will consist of the following sheets (86 sheets):

- Cover Sheet w/ Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Site Preparation/ Temporary Erosion and Sediment Control Plans (10 sheets)
- Typical Roadway Sections (4 sheets)
- Roadway/Drainage Plan and Profile (10 sheets)
- Drainage Details (3 sheets)
- Miscellaneous Roadway Details (3 sheets)
- Driveway Profiles and Details (3 sheets)
- Wall Plan and Profile (2 sheets)
- Wall Sections and Details (2 sheets)
- Channelization and Signing Plans (10 sheets)
- Channelization and Signing Details (2 sheets)
- Pedestrian/Trail Crossing Signalization Plans and schedules (2 sheets)
- Pedestrian/Trail Crossing Signalization Details (1 sheet)
- Illumination Plan and Schedules (6 sheets)
- Traffic Control Plans and Details (5 sheets)
- Pedestrian Traffic Control Plans and Details (4 sheets)
- Construction Phasing Plans (5 sheets)

Deliverables:

- Electronic copy of the 90% plan set in PDF format via e-mail
- Final Illumination Memorandum (PDF format)

13.3 90% Opinion of Costs

The Consultant will calculate 90% level quantities and opinion of construction costs based upon the approved 90% construction plans and current unit bid prices. The Consultant will address applicable 30% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 90% opinion of cost summary submitted in PDF format via e-mail

13.4 90% Specifications

The Consultant will prepare Special Provisions for Divisions 1 through 9 for items that are specific to this project, based on the 90% design and submittal. The Consultant will provide these Special Provisions to the City in a format specified by the City.

Assumptions:

- The Consultant's services will include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, or the Bainbridge Island General Requirements. The City will prepare the Project Manual, will identify and prepare WSDOT and/or APWA General Special Provisions that will need to be included, and assemble all Special Provisions and the Project Manual.
- The City will provide the Engineer's stamp and the Engineer's signature for the Project Manual.

Deliverables:

- Electronic copy of the 90% Special Provisions in Microsoft Word format via e-mail

13.5 90% PS&E QA/QC and Constructability Review of Deliverables

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a constructability review of the 90% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

Task 14 – 100% Plans, Specifications, and Opinion of Costs

The Consultant will revise the 90% plans, specifications, and opinion of cost estimate based on the City's comments and prepare a 100% PS&E package. This submittal will include the preparation of the Bid Schedule to be included in the Specifications.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Note that the Consultant's scope and efforts for the 100% design and PS&E for the stream culvert design and restoration are included under a separate Task within this Scope of Services, but will be included as part of the overall contract documents.

Assumptions:

- It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design.

14.1 Response to 90% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 90% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices

Deliverables:

- Written responses to 90% comments

14.2 100% Plans

The Plan sheets will be the same as those identified under the 95% design phase.

Deliverables:

- Electronic copy of the 100% plans; half size and full size, in PDF format via e-mail

14.3 100% Opinion of Costs

The Consultant will update the project quantities and prepare a 100% opinion of construction costs based upon the approved 100% construction plans and current unit bid prices. The Consultant will address applicable 90% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail

14.4 100% Specifications

The Consultant will prepare Special Provisions for Divisions 1 through 9 for items that are specific to this project, based on the 100% design and submittal, and comments

from the City's 90% review. The Consultant will provide these Special Provisions to the City in a format specified by the City.

Assumptions:

- These will include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, or the Bainbridge Island General Requirements. The City will prepare the Project Manual, will identify and prepare WSDOT and/or APWA General Special Provisions that will need to be included, and assemble all Special Provisions and the Project Manual.
- The City will provide the Engineer's stamp and the Engineer's signature for the Project Manual.

14.5 Coordination with WSDOT

The Consultant will provide WSDOT with a 100% set of bid documents (PS&E), on behalf of the City, for review, comment, and approval. The Consultant will prepare the PS&E Checklist required by WSDOT, and submit with the PS&E submittal. The Consultant will review, address, and provide responses to WSDOT's comments, and submit a final set of PS&E documents.

The Consultant will review the project documents and identify items that may require the preparation of a Public Interest Finding (PIF). If items are identified, the City will prepare the PIF documentation.

Assumptions:

- WSDOT comments that are to be incorporated into the contract documents that are a significant change to the design or finalization of the ad-ready contract documents will be considered an additional service and may need a supplement to this Agreement.

Task 15 – Ad-Ready Contract Documents

The Consultant will finalize the 100% plans, Special Provisions, and opinion of cost estimate based on the City's comments and WSDOT review comments and prepare final, ad ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design.

Note that the Consultant's scope and efforts for the Final Ad Ready Contract Documents for the stream culvert design and restoration are included under a separate Task within this Scope of Services, but will be included as part of the overall contract documents.

Assumptions:

- The fee effort for this task assumes the City will provide one (1) set of compiled and

consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.

- The City will provide the Engineer's stamp and the Engineer's signature for the Project Manual.
- Prior to bid advertisement, the Consultant may make minor revisions to the Plans, Special Provisions, and Opinion of Costs. It is assumed that the drainage and ADA standards applying to this project will not be changed.
- The City will provide Builders Exchange with a camera-ready or electronic plan set for purposes of their scanning and contract document distribution during bidding
- The City will provide Builders Exchange with a camera-ready or electronic set of Contract Specifications for purposes of their scanning and contract document distribution during bidding

Deliverables:

- Electronic copy of the final plans; half size and full-size signed plans, in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF format via e-mail
- Written responses to the Final review comments

Task 16 – Maximum Extent Feasible (MEF) Documentation

16.1 Coordination with WSDOT

The Consultant will coordinate with WSDOT regarding acceptance and the determination of compliance of pedestrian facilities. This includes up to two (2) site visits with WSDOT, phone, and e-mail coordination.

The Consultant will also coordinate with WSDOT regarding a courtesy review of the MEF documentation, and regarding pedestrian facility design questions from WSDOT.

Deliverables:

- WSDOT concurrence regarding curb ramp design

16.2 Design MEF Documentation

When full ADA accessibility criteria cannot be met by the pedestrian facility improvements, an MEF Document must be prepared as part of the project documentation. The Consultant will prepare a designed conditions MEF document for the project. Justification will be provided as part of the documentation.

Work Elements:

The Consultant will prepare design MEF documentation for the City's documentation. The MEF documentation is anticipated to include the following elements:

- Project Description – this will be a general description of the overall project.
- Design Standards – this will be a general statement identifying the guidelines/manuals used and the criteria to be met for pedestrian facilities.
- Summary of Facilities and Evaluation – this will be a short summary of the facilities that will be evaluated, including a general statement that the project design was intended to be compliant, then identifying specific elements that are non-compliant and a justification for the reason(s) why.
- Summary of proposed design and compliancy for curb ramps, pedestrian crossings, driveways, sidewalks, and pedestrian signals, as applicable.
- The Consultant will provide a draft MEF Document for the City to review. The Consultant will incorporate the review comments into a final MEF Document.

This task provides for the preparation of the design MEF document, which will reflect the Consultant's designed improvements, and will be provided to the City. Upon completion of construction, it is recommended that the design MEF document be modified to reflect the constructed improvements as the constructed MEF document. This Scope of Services does not include work to revise the design MEF document and produce the constructed MEF document.

Assumptions:

- The Proposed Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG), July 26, 2011 (2011 PROWAG) will be the design guidelines and measurement of compliance for pedestrian facilities.
- Detailed information for every pedestrian facility (for example, each curb ramp with every slope measurement, dimensions, etc.) will not be provided in the MEF.
- Existing non-compliant curb ramps are generally non-compliant in most or all of the elements (such as dimensions, landings, slope); therefore, a detailed overview of the individual existing elements will not be provided for each curb ramp, but there will be a general statement of "non-compliancy" for each ramp, as necessary.

Deliverables:

- One (1) electronic copy of the Draft MEF Document in PDF format
- One (1) electronic copy of the Final MEF Document in PDF format

Task 17-Right-of Way Negotiations and Acquisition (Commonstreet)

The Subconsultant's proposed scope of services is derived from preliminary alternatives drawings dated January 13, 2023, and discussions with the project engineering team. Federal funding will be utilized during the proposed project's construction phase and all acquisition activities will be performed in compliance with the URA as well as all applicable laws, regulations, and WSDOT LAG procedures.

Assumptions:

- Partial acquisitions from a total of fifteen (15) Parcels will be required and include the following scenarios: fee only, TCE only, and fee and TCE acquisitions.
- No personal property relocations or displacements will be required.
- A ROW cost estimate is required and will be prepared by Commonstreet.
- No design changes or ROW Plan amendments will occur after the initial appraisal assignment.
- Temporary and permanent acquisition areas will be determined and provided with the 30% Design Plans for inclusion with the initial appraisal assignment.
- All fifteen (15) acquisitions will be valued with a narrative appraisal and will be subject to a separate review appraisal by a WSDOT approved appraiser.
- Acquisitions will present valuation complexities due to the waterfront location of the properties as well as challenges associated with the tight acquisition schedule and improvements located in the acquisition areas.
- All acquisition activities will be performed in accordance with the City's WSDOT approved right-of-way procedures.
- The City will provide letterhead and templates for all written documents; in the alternative, it will approve documents recommended by the sub-consultant using WSDOT Local Public Agency (LPA) forms.
- The City will allow sharing of the relevant appraisal valuations with impacted property owners.
- As required by WSDOT and the federal funding, the City of Bainbridge Island is acquiring the property and property rights through its condemnation authority and offers will be made under threat of eminent domain.
- The City is willing to consider expedited processes to use its eminent domain authority to obtain a court order of Public Use and Necessity and judicial stipulations to Possession and Use as part of the project's approach to meeting the schedule.
- All title reports will be obtained by others and provided to the Subconsultant.
- Title reports cost will be borne by others and are not a part of the Subconsultant's expenses.
- Conveyance documents will be recorded by the City or by the City's escrow company.
- All recording fees, escrow fees and title insurance policy costs will be borne by the City.

17.1 Right-of-Way Services Project Management

The following work elements will be conducted under this task:

- Prepare for and lead Right of Way Task Force Meetings;
- Respond to inquiries and needs identified by your Agency and/or Project Stakeholders;
- Provide public outreach and communication plan with impacted parcel owners;
- Provide written and oral status updates on parcel acquisitions;
- Provide oversight to all aspects of the right of way program including title, negotiations, relocations (if any) and closing preparations tasks;
- Review Agency's approved Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with the URA, Chapter 8.26 RCW, WSDOT LAG manual Chapter 25, and applicable WAC;
- Maintain quality control/quality assurance protocols in the execution of the right of way task;
- Coordinate appraisal and appraisal review tasks/prepare Appraisal Waivers as needed.

Deliverables:

- Meeting agendas and notes.
- Written weekly status reports.

17.2 Title Review and Conveyance Documents Drafts

The following work elements will be conducted under this task:

- Create state and federal compliant project files for each parcel;
- Order and review title reports for each parcel and recommend clearance/acceptance of each exception;
- Order new and/or updates to existing title commitments;
- Once a parcel's title interest has been reviewed, identify method of clearance per City direction;
- Prepare documents needed to clear liens or encumbrances;
- Prepare Determinations of Just Compensation, Purchase and Sale Agreements (as necessary), offer letters and all documents needed to convey temporary and/or permanent property interests;
- Review City-prepared templates for compliance with all applicable regulatory guidelines.

Deliverables:

- Title reports reviewed and a report of existing encumbrances for each parcel delivered to City in format used on federally funded projects (LPA 333).
- Recommendations for clearance or acceptance of encumbrances provided to City on LPA 333 form.
- Provide Concurrence documents for City's Program Administrator signature authorizing offers for Just Compensation.
- Provide City with proposed documents or document templates to be used for acquisition of property or rights for approval by the City.

17.3 Appraisal and Appraisal Review Coordination

The following work elements will be conducted under this task:

- Coordinate appraisal task with any subconsultants as necessary or provide Administrative Offer Summaries (AOS);
- Review appraisal/valuation and appraisal review reports for each affected parcel; and
- Review design elements with City's design team.

Deliverables:

- Fifteen (15) Appraisals from subconsultant appraiser from WSDOT approved appraisers list.
- Fifteen (15) Review Appraisals for Determinations of Value by the City's Program Administrator

17.4 Negotiations, Administrative Settlements, and QA/QC

The following work elements will be conducted under this task:

- Review appraisal/valuation reports for each affected parcel, review design elements with City's design team;
- Contact property owners, present offers, negotiation compensation and settlement terms;
- As needed, prepare Administrative Justifications compliant with Agency and LAG Manual requirements;
- Facilitate execution of offer package/conveyance documents, deliver executed offer package to Agency for payment, processing, and recording;
- As needed, prepare Administrative Justifications compliant with Agency and LAG Manual requirements; and
- Facilitate execution of offer package/conveyance documents, deliver executed offer package to Agency for payment, processing, and recording.

Deliverables:

- Offer packages for each parcel including, but not limited to, Offer letter, deed, easement or both, real property voucher, AOS or Appraisal, and W-9 form on City's letterhead.
- Diary of all acquisition activities.
- Offers made to property owner and advisement of their rights under URA and Chapter 8.26 RCW.
- Negotiate amicable settlements in reasonable amounts where possible, provide the City with properly executed documents to convey the property or property rights and to authorize payment by the City in formats previously approved by City.
- Where City accepts settlement proposal, prepare administrative settlement justification memo.
- Where City rejects property owner settlement proposals, prepare condemnation package and support City's legal team.

17.5 Escrow/Payment Processing and Recording

The following work elements will be conducted under this task:

- Where escrow is utilized, provide escrow instructions as to payment and closing terms;
- Provide City with property owner executed payment vouchers;
- Facilitate recording of all conveyance documents; and
- Secure proof of payment from City.

Deliverables:

- Recorded deed and easement for up to Fifteen (15) impacted parcels acquired by settlement.
- Provide City with necessary executed documentation and tax identification information to pay property owners.

17.6 WSDOT Certification/File Close Out

The following work elements will be conducted under this task:

- Complete acquisition files in format satisfactory to the City and WSDOT;
- Regularly communicate with WSDOT Region Local Area Coordinator; and
- Prepare parcel packages in format to obtain Cert 1 from WSDOT LAC.

Deliverables:

- Final project certification package in format required by WSDOT for each parcel;

- LPA Certification Worksheet;
- Right of Way Certificate 1, No Relocation letter; and
- Certification obtained from WSDOT.

17.7 Right-of-Way Negotiation Support and Parcel Exhibits (by Pertteet)

The Consultant will provide project information to the Subconsultant as needed. This may include specific information to support negotiations with the property owner as to how the design may impact the property, review and response to concerns or questions from property owners and/or the ROW agent, and attendance at meetings requested by the property owner to discuss impacts and/or concerns.

The Consultant will and prepare informational parcel exhibits that can be used for negotiations and appraisals. The purpose of these exhibits will be to show specific impacts to properties, including items such as removals of trees, relocation or removals of various items, replacement of vegetation or areas that may be disturbed during construction, and pavement reconstruction limits, if any. One exhibit sheet will be prepared for each parcel.

Deliverables:

- Up to fifteen (15) exhibits used for negotiations and appraisals.

Task 18 – Right-of-Way Plans

The intent of this task is to determine the right-of-way needs from the adjacent private properties, define the right-of-way acquisition areas and temporary construction easements and prepare right of way plans.

The Consultant will prepare a Preliminary Right-of-Way Plan, which will be based on the preliminary 30% design Plans. The Preliminary Right-of-Way Plan will be prepared on 11x17 sheets and is anticipated to include up to ten (10) sheets, including cover, for the preliminary plan. The intent of the preliminary plan is to support a preliminary cost estimate for the ROW and confirm the City's budget. The Consultant will prepare a draft and final preliminary plan for the City's review.

Once the City has confirmed the direction for the ROW, the Consultant will update the Preliminary Right-of-Way plans and prepare Draft and Final Right-of-Way Plans for review and approval by WSDOT and to be used for the ROW acquisition documents.

Under this task, the Consultant will coordinate with WSDOT during the review and approval of the ROW Plans.

Assumptions:

- Draft Right-of-Way plans will be prepared during the 90% design phase.

- Final Right of-Way plans will be completed once negotiations have been finalized with the property owners.
- Right-of-Way Plans are intended for the City's records. Parcel exhibits will be prepared for the appraisals, for negotiations with property owners, and for final acquisition documents. Parcel exhibits will be prepared under a separate task under this Scope of Services.

Deliverables:

- Draft and final of the Right-of-Way Plans.

Task 19 – Bid Support

The Consultant will support the City during the bidding phase of the project. The Consultant will respond to requests for clarifications and prepare Addendums. The budget assigned for this work element will be limited to the amount designated for this work element.

19.1 Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format)

19.2 Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City will prepare addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will produce bid sets.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) Addenda

Directed Service D1 – Utility Relocation Coordination

This work element will only be executed by the Consultant upon approval by the City.

The Consultant will coordinate with the franchise utilities regarding utility pole relocations as determined to be required during 30% Design. The Consultant will coordinate with the franchise utility owner to review a proposed utility location (provided by the franchise utility) and confirm the location will work with the proposed project design. The Consultant will coordinate with the franchise utilities in an effort to confirm there will be no conflict with the City's proposed project work. The Consultant will prepare typical section exhibits if needed.

Deliverables:

- Typical section exhibits for up to three (3) scenarios.
- Coordination meeting notes

Assumptions:

- The redesign and/or relocation of franchise owned utilities Plans for construction will not be performed by the Consultant, and relocation Plans prepared by the franchise utility will not be included in this project. It is assumed that franchise utilities will be responsible to design in detail and prepare Plans for relocation construction and construction for those facilities will occur under a separate construction contract. These services would be considered additional services by the Consultant and can be included as a supplement to this Scope of Services.
- Proposed franchise utilities, as designed by the franchise utilities, will be shown by reference in the PS&E documents described in other tasks.
- The budget assigned for this work element will be limited to the amount designated for this work element.

Under this Directed Services Task, a preliminary fee budget is included in the Consultant's fee.

Directed Service D2– Culvert Sizing (by Northwest Watersheds)

This work element will only be executed by the Consultant upon approval by the City.

Based on the preliminary field work performed the by Consultant, the Consultant will identify the services to be provided by Northwest Watersheds. Services by Northwest Watersheds will be provided under the Directed Services Task D1. Northwest Watersheds shall provide a scope and detailed fee for the services, which must be approved by the City for authorization of those services. Under this Directed Services Task, a preliminary fee budget is included in the Consultant's fee.

Directed Service D3– Culvert Structural Design (By Trantech)

This work element will only be executed by the Consultant upon approval by the City.

Because many of the design criteria of the replacement culvert have not yet been developed (e.g. size, loading, stream hydrology, tidal considerations), Consultant does not fully understand the requirements for structural engineering for the replacement culvert. Assuming the replacement culvert is less than 20 feet in span and will be procured through a fabrication contract, the structural engineering requirements may be minimal and involve criteria development and peer review of the fabricators design and calculations. Unknown conditions, permit requirements, or stream hydrology could require more detailed structural engineering requirements.

The Consultant does understand that some degree of structural engineering will be required, and the preliminary investigation by the Consultant will inform the Scope of Services needed by the structural engineer, Trantech. Based on the preliminary investigation that will be done, the Consultant will identify the services to be provided by Trantech. If needed, structural engineering services by Trantech will be provided under the Directed Services Task D2. Trantech shall provide a detailed scope and fee for the services, which must be approved by the City for authorization of those services. Under this Directed Services Task, a preliminary fee budget is included in the Consultant's fee.

Directed Service D4– Culvert Design Services (By Perteet)

The useability of the current RCO application plans and design documents will depend on the resolution of comments that may be or have been received from community stakeholders. Based on the Consultants review of the RCO application documents and input from the City there remains uncertainty about the size and type of culvert that should be considered for the project. While the Brooke and Wheeler plans and documents are very useful, stakeholder feedback may require changes that are not anticipated in this scope of services. This task is to provide for additional design services that may be needed for structural, hydrologic or civil analysis or similar studies required to address stakeholder concerns about the culvert design and construction.

Assumptions:

- The City will direct services under this task on an as needed basis.
- The Consultant will prepare specific scope and fee estimates for additional services and obtain City approval to proceed with directed services before performing services under this task.

Additional (Optional) Services

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and a supplement to the contract.

Services Not Included in this Scope of Services

1. Utility potholing. Consultant will incorporate results of utility potholing in the Utility Coordination task but the City will lead and coordinate an utility potholing efforts.
2. Prepare backwater conveyance analysis for onsite pipe systems using King County Backwater Software (KCBW) program, or StormShed 2G, accepted by WSDOT. Prepare gutter flow calculations and inlet capacity calculations in accordance with FHWA protocols.
3. Prepare a Level 1 to Level 3 downstream analysis.
4. Prepare a backwater conveyance analysis for downstream pipe systems.
5. Prepare a summary of average annual pollutant loadings anticipated for the project, in accordance with the WSDOT Environmental Procedures Manual, Table 3, Method 1, for the environmental assessment of the project.
6. Drainage design above what is described in this scope of services.
7. Prepare a Notice of Intent application and supporting documentation for the construction NPDES permitting process.
8. Construction management services.

Information Provided by Others:

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. Further, the Client agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the Client.

The City shall furnish the following:

1. All available "As-Built" information.
2. Updated underground utility information relative to the City owned utilities.
3. Any applicable preliminary design reports, geotechnical reports, environmental reports, and identified up and downstream problems.
4. Updated City of Bainbridge Island General Provisions.

Design Criteria

As of the date this Agreement is signed, design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, will be developed in accordance with the latest edition and amendments to the following documents:

1. Standard Specifications for Road, Bridge, and Municipal Construction, 2023 English

Edition, published by WSDOT and the Washington State Chapter APWA

2. Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT
3. "Local Agency Guidelines" published by WSDOT
4. AASHTO: A Policy on Geometric Design of Highways and Streets (2011 Edition)
5. 2009 Manual on Uniform Traffic Control Devices (MUTCD)
6. AASHTO Guide for the Development of Bicycle Facilities, 4th Edition
7. The Proposed Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG), July 26, 2011 (2011 PROWAG) will be the design guidelines and measurement of compliance for pedestrian facilities.
8. City of Bainbridge Island Standard Plans and Policies
9. Department of Ecology (Ecology) 2005 "Stormwater Management Manual for Western Washington" with City of Kirkland Addendum
10. Department of Ecology (Ecology) 2012 "Stormwater Management Manual for Western Washington" may be used as guidance only

Hourly Costs

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	13	\$265.00	\$3,445
Director	4	\$225.00	\$900
Sr. Associate	18	\$225.00	\$4,050
Sr. Associate	43	\$225.00	\$9,675
Sr. Associate	193	\$225.00	\$43,425
Sr. Engineer / Mgr	441	\$210.00	\$92,610
Sr. Engineer / Mgr	163	\$210.00	\$34,230
Lead Engineer / Mgr	120	\$180.00	\$21,600
Engineer III	104	\$145.00	\$15,080
Civil Designer II	106	\$135.00	\$14,310
Civil Designer II	156	\$135.00	\$21,060
Civil Designer I	401	\$115.00	\$46,115
Lead Technician/Designer	154	\$135.00	\$20,790
Technician III	500	\$115.00	\$57,500
Lead Planner/Manager	24	\$145.00	\$3,480
Planner II	275	\$125.00	\$34,375
Sr Ecologist/Mgr	100	\$175.00	\$17,500
Lead Environmental Scientist/Manager	15	\$160.00	\$2,400
Construction Supervisor	8	\$230.00	\$1,840
Accountant	18	\$105.00	\$1,890
Clerical	2	\$95.00	\$190
Cultural Resources Specialist II	100	\$120.00	\$12,000
Cultural Resources Specialist II	57	\$120.00	\$6,840
Cultural Resources Specialist I	26	\$90.00	\$2,340
Total Hourly Costs	3,041		\$467,645.00

Reimbursables

<u>Expenses</u>	<u>Amount</u>
Travel - Allowable	\$52
Total Expenses	\$52.00

<u>In-House Costs</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Mileage - \$.655	90	\$0.655	\$59
Total In-House Costs			\$59.00

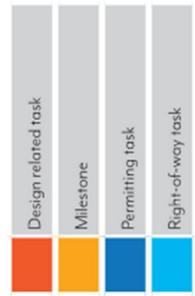
Subconsultants			
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<u>Subconsultants</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
Commonstreet Consulting, LLC	\$243,274.00	1.00	\$243,274
HWA GeoSciences Inc	\$42,668.00	1.00	\$42,668
Northwest Watersheds, LLC	\$19,000.00	1.00	\$19,000
TranTech Engineering, LLC	\$10,000.00	1.00	\$10,000
Total Subconsultant Costs	\$314,942.00		\$314,942.00

Other	
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Management Reserve	\$78,037
Total Other Costs	\$78,037.00

Contract Total	\$860,735.00
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Fee Worksheet for Informational Purposes

Project Eagle Harbor Phase 1 - Non-motorized Improvements - Supplement 3 Contract Start Date 3/15/2023 Last Update date 3/1/2023
 Client City of Bainbridge Island Contract End Date 9/30/2024 Perteet Project No. 20220099.0003
 PM Michael Hendrix Contract Duration: 18 Months

Task	Principal	Sr. Associate	Sr. Engineer / Mgr	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer III	Civil Designer II	Civil Designer II	Civil Designer I	Lead Technician/ Designer	Technician III	Lead Planner/Manager	Planner II	Sr Environmental Scientist/Mgr	Lead Environmental Scientist/Mgr	Construction Supervisor	Accountant	Clerical	Cultural Resources Specialist II	Cultural Resources Specialist II	Cultural Resources Specialist I	Total Hours	Labor Dollars					
Task	Billing Rate	\$265.00	\$225.00	\$225.00	\$225.00	\$225.00	\$210.00	\$210.00	\$180.00	\$145.00	\$135.00	\$135.00	\$115.00	\$135.00	\$115.00	\$145.00	\$125.00	\$175.00	\$160.00	\$230.00	\$105.00	\$95.00	\$120.00	\$120.00	\$90.00			
Task 1: Project Management																												
1.1 Project Coordination with City	5.00		2.00	2.00			40.00	45.00																		94.00	\$20,075.00	
1.2 Project Schedule, Budget, and Team Management	4.00						28.00	28.00																		60.00	\$12,820.00	
1.3 Progress Reports and Invoices								18.00												18.00						36.00	\$5,670.00	
Total Task 1: Project Management	9.00	2.00	2.00	0.00	0.00	0.00	68.00	91.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	190.00	\$38,565.00
Task 2: Community Outreach							12.00	7.00						16.00													35.00	\$6,150.00
Total Task 2: Community Outreach	0.00	0.00	0.00	0.00	0.00	0.00	12.00	7.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	\$6,150.00
Task 6: Utility Coordination																												
6.1 Utility Coordination							10.00						16.00														26.00	\$3,940.00
Total Task 6: Utility Coordination	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00	\$3,940.00
Task 7: Geotechnical Investigations																												
7.1 Coord/Review & Comment on Report							8.00																				8.00	\$1,680.00
Subconsultant HWA																												
Total Task 7: Geotechnical Investigations	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	\$1,680.00
Task 8: NEPA Environmental Documentation and Permitting																												
8.1 Background Info Review and Analysis					8.00												16.00										24.00	\$3,800.00
8.2 WSDOT and City Early Coordination					8.00		4.00										8.00										20.00	\$3,640.00
8.3 NEPA CE Form					40.00							4.00					40.00										84.00	\$14,460.00
8.4 SEPA Checklist					8.00												24.00										32.00	\$4,800.00
8.5 Area of Potential Effect and Cultural Resources Assessment																												
APE Memo and WSDOT Support																8.00								1.00			9.00	\$1,280.00
Cultural Resource Field Survey																							28.00		20.00	48.00	\$5,160.00	
Reporting																	4.00						32.00	16.00	6.00	58.00	\$6,880.00	
8.6 Environmental Justice					2.00												24.00										26.00	\$3,450.00
8.7 BA for Formal Consult					50.00				20.00								40.00	20.00									130.00	\$23,350.00
8.8 Hazardous Materials Memorandum			2.00														7.00		15.00		2.00						26.00	\$3,915.00
Total Task 8: NEPA Environmental Documentation and Permitting	0.00	2.00	0.00	0.00	116.00	0.00	0.00	4.00	20.00	0.00	0.00	0.00	4.00	0.00	0.00	12.00	159.00	20.00	15.00	0.00	0.00	2.00	60.00	17.00	26.00	457.00	\$70,735.00	
Task 9: Culvert Replacement Design and Permitting Services																												
9.1 Preliminary culvert design					20.00									30.00													50.00	\$8,550.00
9.2 Culvert Permitting					30.00											12.00	112.00	80.00					40.00	40.00			314.00	\$46,090.00
9.3 Culvert Design/PS&E																												
30% Design/Plans/Cost Est			4.00		4.00					16.00			4.00	10.00													38.00	\$5,930.00
90% Design/PS&E			10.00		16.00					40.00	8.00			40.00													114.00	\$18,130.00
100% Desing/PS&E			5.00		5.00					20.00			4.00	20.00													54.00	\$8,310.00
Final PS&E			2.00		2.00					8.00				4.00													16.00	\$2,600.00
Total Task 9: Culvert Replacement Design and Permitting Services	0.00	0.00	21.00	0.00	77.00	0.00	0.00	0.00	0.00	84.00	8.00	0.00	8.00	104.00	0.00	12.00	112.00	80.00	0.00	0.00	0.00	0.00	40.00	40.00	0.00	586.00	\$89,610.00	
Task 10: Storm Drainage Design																												
10.1 Coordination with City and Resource Agencies				1.00					8.00																		9.00	\$1,665.00
10.2 Design Criteria				2.00					8.00																		10.00	\$1,890.00
10.3 Off-Site Analysis									10.00		20.00						4.00										34.00	\$5,000.00
10.4 Site Assessment				1.00					8.00		24.00			24.00													57.00	\$8,145.00
10.5 Water Quality Treatment and Flow Control Calculations				2.00					6.00		20.00																28.00	\$4,230.00
10.6 Conveyance Calculations									4.00		12.00																16.00	\$2,340.00
10.7 Drainage Report				8.00					12.00		32.00			10.00													62.00	\$9,630.00
Total Task 10: Storm Drainage Design	0.00	0.00	6.00	8.00	0.00	0.00	0.00	0.00	56.00	0.00	108.00	0.00	0.00	34.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	216.00	\$32,900.00
Task 11: Design Memo																												
Design Memo								8.00																			8.00	\$1,680.00
QA/QC Memo						2.00																					2.00	\$450.00
Total Task 11: Design Memo	0.00	0.00	0.00	0.00	0.00	2.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	\$2,130.00
Task 12: 30% Design PS&E																												
12.1 30% Plans							62.00	24.00	10.00			20.00	60.00		100.00												276.00	\$40,960.00
12.2 30% Opinion of Costs							8.00					16.00	24.00														48.00	\$6,600.00

Task	Billing Rate	Principal	Sr. Associate	Sr. Engineer / Mgr	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer III	Civil Designer II	Civil Designer II	Civil Designer I	Lead Technician/ Designer	Technician III	Lead Planner/Manager	Planner II	Sr Environmental Scientist/Mgr	Lead Environmental Scientist/Mgr	Construction Supervisor	Accountant	Clerical	Cultural Resources Specialist II	Cultural Resources Specialist II	Cultural Resources Specialist I	Total Hours	Labor Dollars					
12.3 30% QA/QC																												6.00	\$1,350.00
Total Task 12: 30% Design PS&E		0.00	0.00	0.00	0.00	0.00	6.00	70.00	24.00	10.00	0.00	0.00	36.00	84.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	\$48,910.00
Task 13: 90% PS&E																													
13.1 Response to 30% Comments								4.00		4.00				6.00														14.00	\$2,250.00
13.2 90% Plans								60.00	20.00	30.00			40.00	175.00		250.00												575.00	\$76,475.00
13.3 90% Opinion of Costs								10.00					16.00	22.00														48.00	\$6,790.00
13.4 90% Special Provisions								20.00	4.00																			24.00	\$5,040.00
13.5 90% QA/QC. Constructability Review								10.00													8.00							18.00	\$4,090.00
Total Task 13: 90% PS&E		0.00	0.00	0.00	0.00	0.00	10.00	94.00	24.00	34.00	0.00	0.00	56.00	203.00	0.00	250.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	679.00	\$94,645.00
Task 14: 100% PS&E																													
14.1 Response to 90% Comments								2.00						4.00														6.00	\$880.00
14.2 100% Plans								44.00					44.00		60.00													148.00	\$21,200.00
14.3 100% Opinion of Costs								8.00					8.00															16.00	\$2,600.00
14.4 100% Special Provisions								6.00																				6.00	\$1,260.00
14.5 Coordination with WSDOT								6.00					4.00															10.00	\$1,800.00
Total Task 14: 100% PS&E		0.00	0.00	0.00	0.00	0.00	0.00	66.00	0.00	0.00	0.00	0.00	4.00	56.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186.00	\$27,740.00
Task 15: Ad-Ready Contract Documents								20.00	3.00					14.00	16.00													53.00	\$8,280.00
Total Task 15: Ad-Ready Contract Documents		0.00	0.00	0.00	0.00	0.00	0.00	20.00	3.00	0.00	0.00	0.00	0.00	14.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.00	\$8,280.00
Task 16: MEF Documentation																													
16.1 Coordination with WSDOT								3.00																				3.00	\$630.00
16.2 Design MEF Documentation								8.00																				8.00	\$1,680.00
Total Task 16: MEF Documentation		0.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	\$2,310.00	
Task 17: ROW Negotiations and Acquisition																													
17.7 ROW Negotiation Support and Informational Exhibits								30.00	8.00						18.00													56.00	\$10,050.00
SUBCONSULTANT																													
Total Task 17: ROW Negotiations and Acquisition		0.00	0.00	0.00	0.00	0.00	0.00	30.00	8.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00	\$10,050.00
Task 18: ROW Plans								10.00							52.00													66.00	\$9,140.00
Total Task 18: ROW Plans		4.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	52.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00	\$9,140.00
Task 19: Bid Support																													
19.1 Provide Bid Clarifications								8.00	2.00				4.00															14.00	\$2,640.00
19.2 Addenda								16.00					6.00		4.00													26.00	\$4,630.00
Total Task 19: Bid Support		0.00	0.00	0.00	0.00	0.00	0.00	24.00	2.00	0.00	0.00	0.00	10.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	\$7,270.00
Directed Service D1 - Utility Relocation Coordination								10.00						16.00														26.00	\$3,940.00
Total Directed Service D1 - Utility Relocation Coordination		0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00	\$3,940.00
Directed Service D2 - Stream Modeling																													
SUBCONSULTANT																													
Total Directed Service D2 - Stream Modeling		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Directed Service D3 - Structural Engineering																													
SUBCONSULTANT																													
Total Directed Service D3 - Structural Engineering		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Directed Services D4 - Pertee Culvert Engineering				6.00							20.00	40.00																66.00	\$9,650.00
Total Directed Services D4 - Pertee Culvert Engineering		0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00	\$9,650.00
Total Hours		13.00	4.00	35.00	8.00	193.00	18.00	441.00	163.00	120.00	104.00	156.00	106.00	401.00	154.00	500.00	24.00	275.00	100.00	15.00	8.00	18.00	2.00	100.00	57.00	26.00	3,041.00		
Total Dollars		\$3,445.00	\$900.00	\$7,875.00	\$1,800.00	\$43,425.00	\$4,050.00	\$92,610.00	\$34,230.00	\$21,600.00	\$15,080.00	\$21,060.00	\$14,310.00	\$46,115.00	\$20,790.00	\$57,500.00	\$3,480.00	\$34,375.00	\$17,500.00	\$2,400.00	\$1,840.00	\$1,890.00	\$190.00	\$12,000.00	\$6,840.00	\$2,340.00		\$467,645.00	

Expenses:	
Mileage - \$.655	59
Travel - Allowable	52
Totals:	111

Subconsultant Fees:	Cost	Markup	Bill
Commonstreet Consulting, LLC	243,274		243,274
HWA GeoSciences Inc	42,668		42,668
Northwest Watersheds, LLC	19,000		19,000
TranTech Engineering, LLC	10,000		10,000
Totals:	314,942		314,942

SUMMARY	
Labor	\$467,645.00
Expenses	\$111.00
Subconsultants	\$314,942.00
Management Reserve	\$78,037.00
CONTRACT TOTAL	\$860,735.00

Eagle Harbor/Wyatt Project Area



Eagle Harbor/Wyatt Non-Motorized Improvements

January 25, 2023



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Introduce Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles for Adoption - Executive,

SUMMARY: Currently, the City of Bainbridge Island Municipal Code Section 10.30.020.A defines Bicycle to mean every device propelled solely by human power upon which a person or persons may ride, having two tandem wheels either of which is 16 inches or more in diameter, or three wheels, any one of which is more than 20 inches in diameter. This definition excludes ebikes. It is recommended the City Council amend the definition of "Bicycle" to include ebikes.

A direct consequence of amending the code will extend the Municipal Code's requirement that "Any person who operates or rides a bicycle or recreational vehicle or horse in or upon any public area shall wear a helmet" (BIMC 10.03.030.A) to ebike riders. Currently, ebike riders are excluded from the helmet requirement.

The requirement that all bicycle riders wear helmets was established by the City Council in 2001, due to concerns with the safety and welfare of bicycle riders on public rights-of-ways.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: Introduce Ordinance No. 2023-08 amending Bainbridge Island Municipal Code Section 10.30.020.A, with regard to the definition of Bicycle for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: Previously, a community survey was conducted with regard to attitude and opinions concerning ebikes. No additional specific outreach has occurred with regard to amending the definition of bicycle to include ebikes.

FISCAL IMPACT:

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

BACKGROUND: The Bainbridge Island Municipal Code Section 10.30 regarding bicycle and safety helmets requires any person who operates or rides a bicycle in any public area to wear a helmet. However, the definition of bicycle included in Bainbridge Island Municipal Code Section 10.30.020.A does not include ebikes. Therefore, the current code does not require ebike riders to wear a helmet.

Because of the increased popularity and interest in ebikes, (ebike sales grew by 145% in the US last year,) it is recommended that the code be updated. The Center for Disease Control and Prevention has found that policies requiring bike helmets have been associated with long-term sustained bike helmet use and a 20%-55% reduction in head injuries. Public health and safety was the justification in 2001, when the Council established the policy that any person operating a bicycle or recreational vehicle or horse wear a helmet. The code defines a helmet and also places the responsibility upon a parent or guardian to be responsible for any child under 18 years to wear a helmet. The cost of bicycle helmets start at \$30.

The Council received a report and deliberated on the proposed bicycle ordinance at its regular meeting of February 28, 2023. The Council directed that the draft ordinance be advanced to a meeting to introduce the ordinance for adoption at a subsequent meeting.

ATTACHMENTS:

[Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx](#)

FISCAL DETAILS: An amended code will have little impact upon costs or municipal operations.

Fund Name(s):

Coding:

ORDINANCE NO. 2023-08

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to bicycle safety and helmets; amending Section 10.30.020.A of the Bainbridge Island Municipal Code (BIMC) to update the definition of bicycles to include ebikes.

WHEREAS, the Bainbridge Island Municipal Code requires all bicycle riders to wear helmets in public areas; and

WHEREAS, the Bainbridge Island Municipal Code’s definition of bicycles does not include ebikes; and

WHEREAS, the Bainbridge Island Municipal Code defines “recreational vehicle” as motorized skateboards, roller skates, roller blades, and scooters; and

WHEREAS, the Bainbridge Island Municipal Code requires any person who operates or rides a recreational vehicle in public areas to wear helmets; and

WHEREAS, policies requiring bike helmets have been associated with long-term, sustained bike helmet use and a 20%-55% reduction in head injuries according to a 2021 study by the Center for Disease Control and Prevention; and

WHEREAS, in 2001, the City Council, and the residents of the City, established this municipal code section via Ordinance No. 2001-06 due to concern about the safety and welfare of bicycle riders on public rights-of-ways; and

WHEREAS, when Ordinance No. 2001-06 was approved in 2001, ebikes were not a frequently used form of transportation but are now becoming more widely used, necessitating a change to the Section 10.30.020.A of the Bainbridge Island Municipal Code; and

WHEREAS, in order to regulate helmets for users of ebikes in the same manner as other bicycles, the definition of bicycle needs to be updated to include electric-assisted bicycles.

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

Section 1. Section 10.30.020.A of the Bainbridge Island Municipal Code is hereby amended to read as follows:

10.30.020 Definitions

A. “Bicycle” means every device propelled solely by human power, or an electric – assisted bicycle, upon which a person or persons may ride, having two tandem wheels

either of which is 16 inches or more in diameter, or three wheels, any one of which is more than 20 inches in diameter, and within this chapter shall include any attached trailers, side cars, and/or other device being towed by a bicycle.

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

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

PASSED by the City Council this ____ day of February, 2023.

APPROVED by the Mayor this ____ day of February, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 24, 2023
PASSED BY THE CITY COUNCIL:	February ____, 2023
PUBLISHED:	March ____, 2023
EFFECTIVE DATE:	March ____, 2023
ORDINANCE NUMBER:	2023-08



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:45 PM) Review 2022 Year-End General Fund Balance and Consider Authorizing the City Manager to Prepare a Budget Amendment for the Police and Municipal Court Facility in the Amount of \$950,000.00 (Tax Supported) and the Valley Road Non-Motorized Improvement Project in the Amount of \$350,000 (Tax Supported) - Finance/Public Works,

SUMMARY: Staff will present an update on the 2022 year-end General Fund balance and a proposal to appropriate the balance for support of the Police and Municipal Court Facility project and a new project, the Valley Road Non-Motorized Improvements Project.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Motion #1: I move to authorize the City Manager to prepare a budget amendment for the Police and Municipal Court Facility in the amount of \$950,000.00 of tax supported funds using the 2022 General Fund year-end fund balance.

Motion #2: I move to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment for the Valley Road Non-Motorized Improvement Project in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

COMMUNITY ENGAGEMENT AND OUTREACH: Community engagement is proposed for the Valley Road Non-Motorized Improvements project as outlined in the attached memo.

FISCAL IMPACT:

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

BACKGROUND: On November 8, 2023, the City Council adopted the 2023-2024 biennial budget. At that time, the City Manager proposed that after the closing of the financial records of the previous year, if the ending General Fund balance exceeded the projected amount, the City Manager would report the difference to the Council to receive direction concerning the disposition of the additional amount.

As part of this agenda item, the staff will present 2022 year-end General Fund balance (\$1.3M) and propose for the City Council's consideration appropriations to two projects.

The first appropriation is a budget amendment for the Police and Court Facility in the amount of \$950K to address the costs associated with inflation, scope modifications, and unforeseen conditions associated with the project. With approval of this budget amendment, the total budget authorized would be \$21.2M. The project is expected to be completed on-time in the fall of 2023. Detailed information on this project can be found in the attached memo.

The second appropriation is a budget amendment for a new project, the Valley Road Non-Motorized Improvements Project (\$350K). Detailed information on this project can be found in the attached memo.

ATTACHMENTS:

[General Fund Balance Memo Year End 2022.docx](#)

[Police and Court Facility Budget Amendment Summary Memo.docx](#)

[Police Court Location Map.pdf](#)

[Valley Road Memo Location Map.docx](#)

FISCAL DETAILS: The Police and Municipal Court Facility, which is project 00724 in the city's Capital Improvement Plan, is currently funded with a budget of \$20,270,000. An estimated \$950,000.00 is required to complete the project. The Valley Road Non-Motorized Improvement Project is not yet included in the budget.

Fund Name(s): General Fund

Coding: The Police and Municipal Court Facility is project 00724 in the city's Capital Improvement Plan. The Valley Road Non-Motorized Improvements Project is not yet included in the budget.



Finance and Administrative Services Department Memorandum

Date: March 10, 2023
To: Blair King, City Manager
City Council
From: DeWayne Pitts, Finance Director
Subject: 2022 General Fund Year End Balance

Background

On November 8, 2023, the City Council adopted the 2023-2024 biennial budget. At that time, the City Manager proposed that after the closing of the financial records of the previous year, if the ending General Fund balance exceeded the projected amount, the City Manager would report the difference to the Council to receive direction concerning the disposition of the additional amount.

Fund Balance Summary

This summary compares the actual 2022 year-end balance in the General Fund to the forecasted balance that was presented to the City Council and included in the Adopted 2023-2024 budget approved on November 8, 2022. Note that the actual fund balance shown below is not considered final until the Washington State Auditor's office has completed the annual audit sometime in the second or third quarter of the 2023.

2022 Projected Fund Balance	\$ 19,967,000
2022 Actual Fund Balance	\$ 21,270,000*
Difference	\$ 1,303,000

* The actual fund balance is a net amount that includes all 2022 general fund carryforwards and encumbered contracts for work funded in 2022 but that will be completed in 2023.



Department of Public Works Memorandum

Date: March 10, 2023
To: Blair King, City Manager
From: Christopher Wierzbicki, Public Works Director
Subject: Police and Court Facility Budget Adjustment
Attachment: Police and Court Budget and Cost Summary Spreadsheet

Executive Summary

The staff is requesting a budget amendment for the Police and Court Facility in the amount of \$950K of tax-supported funds to address the costs associated with inflation, scope modifications, and unforeseen conditions associated with the remodel nature of the project. With approval of this budget amendment, the total budget authorized would be \$21.2M. The project is expected to be completed on-time in the fall of 2023.

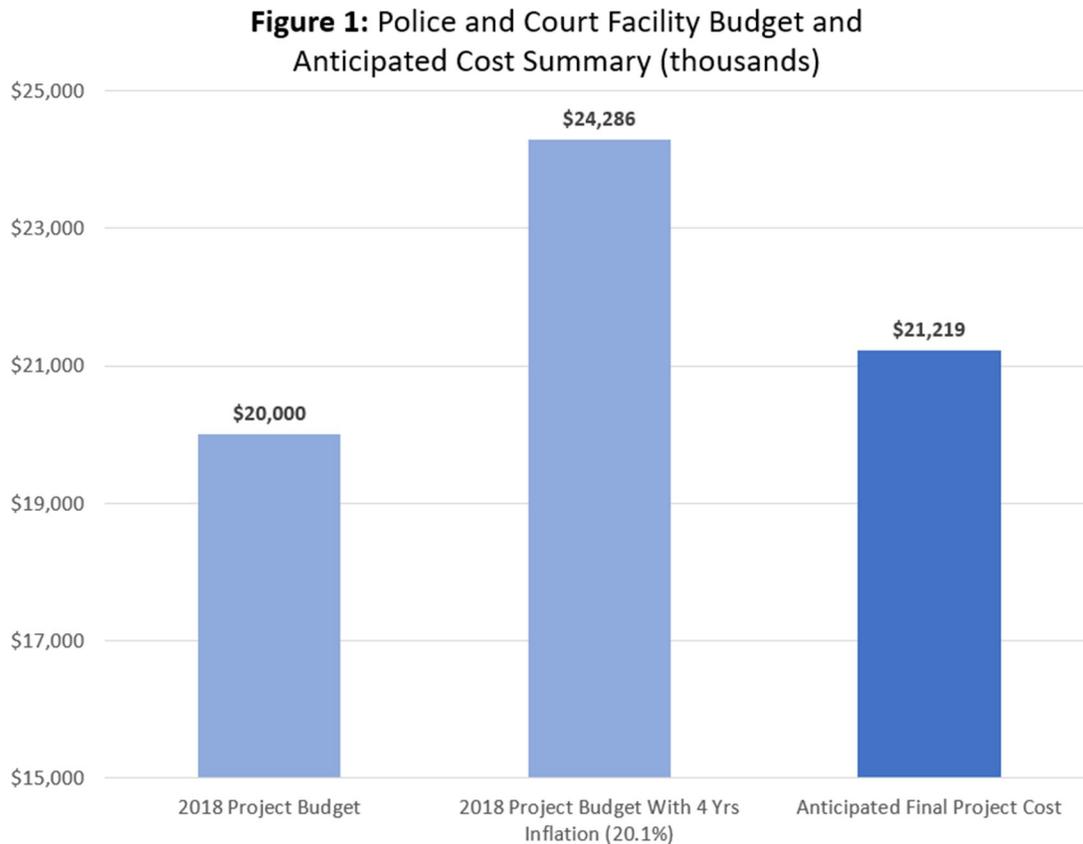
Budget and Cost History

As shown in Figure 1, the original project budget for the Police and Court Facility was developed in 2018 at \$20.0M. That budget included all potential project costs from property acquisition and due diligence to project management, design, permitting and construction. Between 2018 and 2022, the project advanced at an uneven pace, with significant gaps in progress between 2019 and 2020, and again between 2021 and 2022.

During the four years between the development of the budget and the authorization to proceed to construction in April 2022, the project budget was not evaluated or increased to address the cost of inflation. As shown in Figure 1, the projected cost of a \$20.0M project in 2018, including 4 years of inflation is approximately \$24.3M (according to the Bureau of Labor Statistics, the Seattle area consumer price index was 2.2% in 2019; 1.4% in 2020; 8.4% in 2021 and 8.1% in 2022.)

In July 2022, the City Council approved two budget amendments for the project in the amount of \$270K (for a total of \$20.27M) to support the incorporation of an emergency operations center (\$170K) and to address recommendations from an equity-based evaluation (\$100K). Both of these amendments approved an increase in project scope, but did not address the underlying budget and upward inflationary pressures.

Presently, in March 2023, the staff are requesting a third budget amendment in the amount of \$950K to address the costs associated with inflation, scope modifications, and unforeseen conditions associated with the remodel nature of the project. With this increase, the anticipated final cost of the project will be approximately \$21.2M. This total does not include related project costs such as public art and litigation, which are funded separately.



Budget Amendment Cost Details

Outlined in Figure 2 is a breakdown of the project costs associated with construction from January 2022 to March 2023. While the costs have shifted significantly between categories of spending, the total estimated cost of construction has increased from approximately \$9.8M to \$10.7M for reasons detailed below.

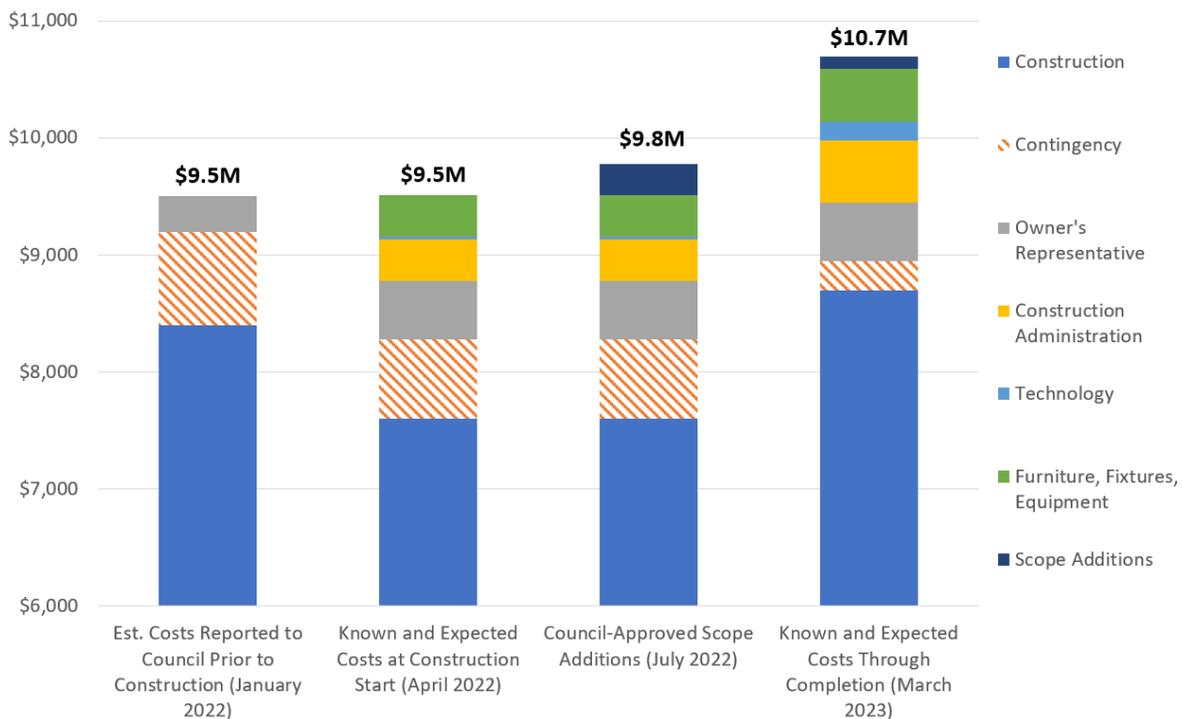
Increases in the cost of construction include the following:

- Unforeseen conditions associated with the remodel nature of the project. These conditions cover a wide range of issues that include, for example: the need for structural fill at the west addition; foundation modifications for drainage downspouts; addressing the impact of interior wall thicknesses on door frame fabrication, and a host of other minor challenges. These additional costs are estimated at \$374K.
- Owner-directed changes that enhance the project outcome that include, for example: the removal of a structural column from the in front of the courtroom bench; modifications to the judge’s bench for accessibility; re-certification of the existing elevator; office and storage

modifications, and other minor changes that enhance the building design and functionality. These additional costs are estimated at \$527K.

- Both owner-directed changes and unforeseen conditions have resulted in additional costs associated with architectural and consultant design team support (referred to as “construction administration,”) as well costs associated with the additional time that the contractor is required to remain on-site to complete the project (referred to as “general conditions.”) These additional costs are estimated at \$350K.
- Inflationary and scope increases related to the cost of furniture, fixtures and equipment, as well as equipment identified as critical for the processing of police evidence. These additional costs are estimated at \$161K.
- Inflationary and scope increases related to the cost of technology to support the police and court operations and the building’s emergency preparedness functions such as the required switches, servers (the existing police servers are at the end of their useful life), communication antennas and radios, network cabling and other information technology (IT) and Emergency Operations Center (EOC) infrastructure. These additional costs are estimated at \$233K.
- Contingency through construction completion estimated at \$250K.

Figure 2: Police and Court Facility Cost History (thousands)



Cost Reductions

Throughout the construction process, the city and the project management team have sought to reduce project expenses where possible, including the following:

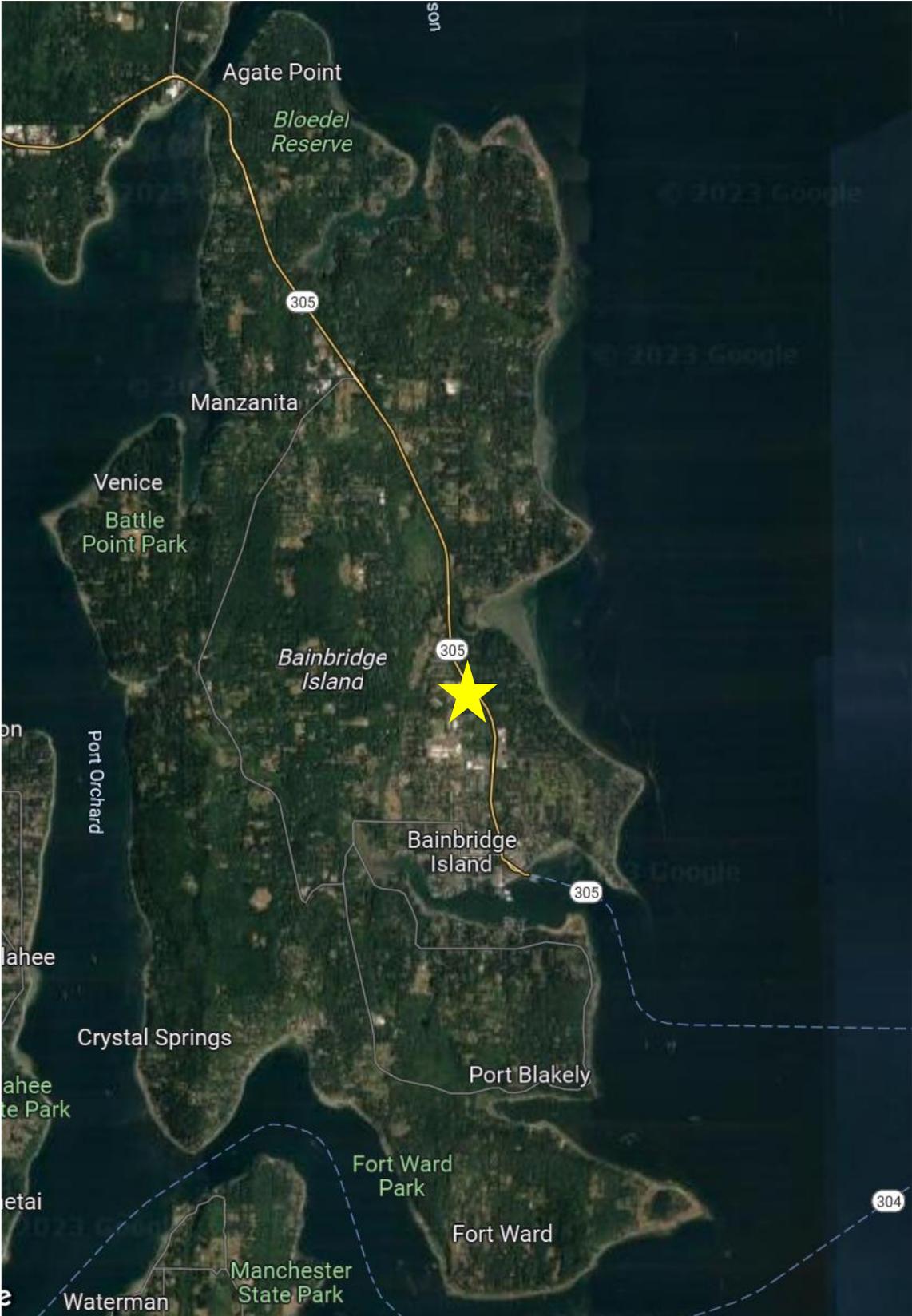
- The proposed high-density file storage area was revised to only include heavy-duty shelving (\$75K savings);
- The proposed police lockers were revised to reflect a smaller and less costly alternative (\$50K savings);
- Several existing windows were preserved for re-use on-site (\$10K savings);
- Several proposed fixed cabinet and wall finishes were value engineered (\$10K savings);
- Audio visual equipment was value engineered in the court facility (\$5K savings);
- Routine project management and IT coordination is being performed by the Department Director and the in-house IT staff in lieu of additional staff or consultant services (\$100K savings);
- Total savings conservatively estimated at \$250K.
- In addition to the savings, the staff have secured a \$50K reimbursement grant to support the court-related technology components of the project, and are working to secure up to \$25K in grants to support the EOC technology components.

Other Costs

Costs associated with the Police and Court Facility Project costs, but not captured in this analysis include:

- Litigation support – These costs, as yet unknown, are assumed to be included in the city's adopted budget, or, if needed, will be addressed separately;
- Fabrication and installation of public art – These costs are estimated at \$150K, and not included in the city's adopted budget. Funds are anticipated to come from the Public Art Sub-fund; and,
- Carbon offset credits – Upon moving forward with the project final design, the City Council decided to pursue a carbon offset project rather than using the LEED certification process for this existing building. The project would need to generate a savings of roughly 64 metric tons of carbon, based on the estimate for what would have been saved through the LEED certification process. Staff are working with the Climate Change Action Committee to identify an effort that would satisfy this criteria.

Police and Court Facility Location Map



Department of Public Works Memorandum

Date: March 10, 2023
To: Blair King, City Manager
From: Christopher Wierzbicki, Public Works Director
Subject: Valley Road Non-Motorized Improvement Project Proposal

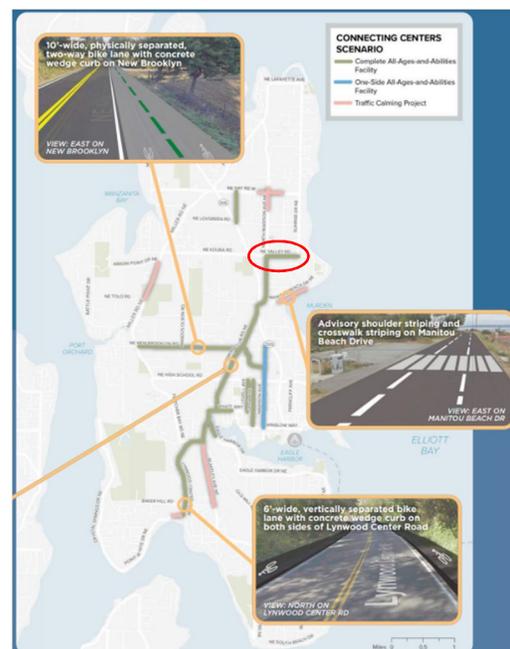
Background

On November 8, 2023, the City Council adopted the 2023-2024 biennial budget. At that time, the Council expressed interest in responding to a community-driven effort in support of building non-motorized improvements on Valley Road, a project that was not included in the adopted budget. In response, the City Manager proposed that if the ending General Fund balance at the close of 2022 exceeded the projected amount, the difference could be appropriated by the Council to specific projects, including potentially the Valley Road project.

With the 2022 financial records closed (but not audited), the Finance Department is reporting that the General Fund balance exceeded the projected amount by \$1.3M. This brief proposal outlines a strategy for appropriating \$350K of that amount to a new Valley Road Non-Motorized Improvement Project.

Valley Road Non-Motorized Improvement Project Proposal

As shown in the red oval on the right-side image, non-motorized improvements along Valley Road from Madison Avenue to Sunrise Drive are proposed in the city's adopted Sustainable Transportation Plan. The corridor is the northernmost segment of the "Connecting Centers" scenario, which envisions connecting all of the city's centers (Lynwood, Island Center, Winslow and Rolling Bay) with safe facilities for non-motorized travel. A specific project design is not yet developed, but early planning estimates indicate that the overall project design and construction will cost between \$1.5-2 million.



If the City Council decides to appropriate \$350K to the Valley Road Non-Motorized Improvement Project, the staff recommends the following next steps between April 2023 and April 2024:

- Selection of a design consultant to perform a topographic (field) survey of the corridor and the development of a 30% design;
- Host at least 2 public engagement opportunities with the public (both the broader public and the Valley Road/Rolling Bay neighborhood) to solicit input and feedback on a proposed design;
- Report to the Council on the proposed design alternatives and cost estimates, and select a preferred alternative;
- Complete the survey and the 30% design;
- Consider including the project in the city's request for the 2027 "county-wide" federal transportation grant cycle (applications due in early summer 2024.) With a 30% design and cost estimate complete, the project may be eligible for other grant funding opportunities. The Council may also choose to support the project with city funds as part of the 2025-26 Biennial Budget.

City staff are prepared to address questions on the project proposal at the City Council meeting on March 14, 2023.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:00 PM) Nominate and Approve City Council Appointments to Police and Municipal Court Building Naming Advisory Committee - Executive,

SUMMARY: Each member of the City Council will appoint one individual to the Police and Municipal Court Building Naming Advisory Committee.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to appoint the nominated individuals to the Police and Municipal Court Building Naming Advisory Committee.

COMMUNITY ENGAGEMENT AND OUTREACH: Naming process was presented to the City Council in February.

FISCAL IMPACT:

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

BACKGROUND: On February 28, 2023, the City Council approved the proposed naming process for the Police and Municipal Court Building located at 8804 Madison Ave. The process includes the creation of an Ad Hoc Naming Advisory Committee. The Committee will be made up of seven individuals, each appointed by one member of the City Council. The February 28, 2023 motion for the creation of the Naming Advisory Committee also directed City Council to bring forth names for appointment at the March 14, 2023 business meeting.

The committee will oversee the narrowing down of the nominations of names for the new Police and Municipal Court Building. They will also hold meetings (in compliance with the Open Public Meetings Act) as well as receive feedback through public comment. The Committee will provide a list of up to 5 names for City Council consideration for the new Police and Municipal Court Building.

It is expected that this process will conclude before the end of June 2023.

ATTACHMENTS:

[Police and Municipal Court Building Ad Hoc Naming Advisory Committee Request Form and Workplan.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Ad Hoc Committee Formation Request Form

REQUEST DATE: REQUESTED BY:

PROCEDURAL AUTHORITY/GOVERNANCE
MANUAL REFERENCE(S):

NAME OF PROPOSED COMMITTEE:

PURPOSE/SCOPE OF WORK:

SPECIAL TASK DELIVERABLES
(RECOMMENDATIONS, REPORTS, ETC.):

LINK TO CITY COUNCIL/DEPT. WORK PLAN:

REPORTS TO: CITY COUNCIL CITY MANAGER SUNSET DATE:

PUBLIC PARTICIPATION/EDUCATION REQUIRED: YES NO STAFF SUPPORT REQUIRED: YES NO

FORM OF STAFF SUPPORT NEEDED:

CITY MANAGER'S COMMENTS:

MEMBERS:

PROPOSED MOTION:

DATE ACTION TAKEN:



Police-Court Naming Advisory Committee

SCOPE OF WORK

This Committee will be made up by an appointed Committee with each member of the Council nominating one appointee. The committee will:

- Oversee the narrowing down the nominations of names for the new Police and Municipal Court Building.
- Hold meetings (covered under the Open Public Meetings Act) as well as receive feedback through public comment.
- The Committee will provide a list of up to 5 names for City Council consideration for the new Police and Municipal Court Building.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:10 PM) Endorse Marketing Strategy and Proposed Expenditures for BI Rides and Direct the City Manager to Prepare a Memorandum of Understanding for Use of Marketing Funds,

SUMMARY: Kitsap Transit will provide a presentation to Council on marketing BI Ride. Kitsap Transit is seeking Council's support for its proposed marketing campaign. Previously, the Council provided a budget of \$100,000 for marketing pending a mutually satisfactory marketing plan.

Kitsap Transit has identified a consultant and desires to launch its campaign in May. Kitsap Transit has indicated that an MOU must be executed prior to April 7.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to prepare a Memorandum of Understanding (MOU) with Kitsap Transit for the use of budgeted marketing funds consistent with Kitsap Transit's proposal for BI Rides.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$100,000
Ongoing Cost:	
One-Time Cost:	Approximately \$100,000.
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[FINAL-Kitsap Transit BI Marketing Plan 2.23.23.pdf](#)

FISCAL DETAILS: Previously, the City Council provided \$100,000 in Transportation Benefit Funds for an ILA with Kitsap Transit for communication support and engagement services related to BI Ride. These funds have yet to be committed.

Fund Name(s): Other

Coding:

Kitsap Transit

BI Ride Marketing Plan – Feb. 2023



Contents

P1	Situation: Promoting Sustainable Transportation
P6	Research Findings
P12	Audience
P13	Strategy
P14	Action Steps and Timeline
P19	Budget

NOTE: This is an initial Marketing Plan submitted to the City of Bainbridge Island for review under the Interlocal Agreement for the BI Ride Marketing Campaign. Changes to the Marketing Plan should be submitted to Sanjay Bhatt, Kitsap Transit Marketing & Public Information Director, via email at sanjayb@kitsaptransit.com.



Situation: Promoting Sustainable Transportation

On Bainbridge Island 34% of carbon emissions result from transportation and travel. The community supports sustainable transportation that reduces environmental impact, increases transportation access and economic equity, and improves quality of life for all residents.

Kitsap Transit's BI Ride program provides a low-cost, on-demand, ride-sharing service that helps achieve those goals. BI Ride runs from 8:45 a.m. to 3:30 p.m. on weekdays and Saturday from 9 a.m. to 6 p.m.

For just \$2 a ride, it serves nearly all of Bainbridge Island. Current users include a significant number of students who take BI Ride to school. Rides can be scheduled through an on-demand app or by phone. App use is essential for a scale up of ridership.

In a 2021 survey of Bainbridge residents, 43% reported they are not aware of the service or how to use it.

Transit ridership declined in the years prior to COVID because of a relatively strong economy, low gas prices and the availability of ride-hailing services such as Uber. COVID concerns and service interruptions accelerated the drop. Transit is rebounding due to a combination of high gas prices, consumer belt-tightening and increasing environmental awareness.

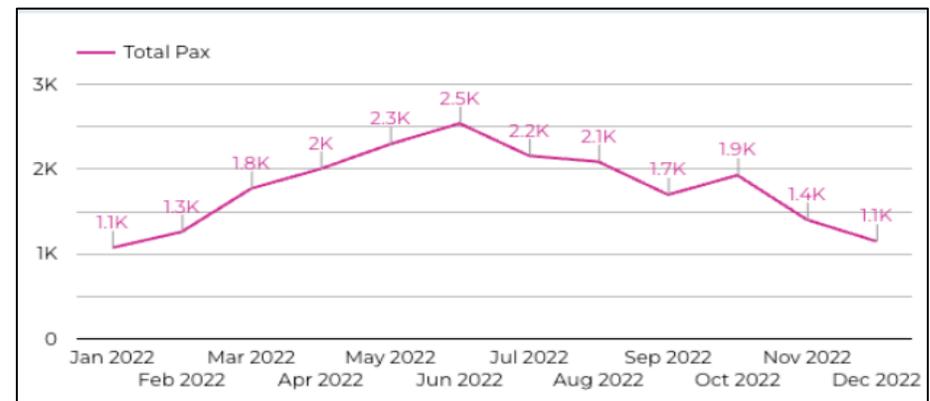
BI Ride is poised to help serve this renewed interest in sustainable transit.

JayRay, a Tacoma-based public relations and advertising firm, was hired to develop a marketing campaign to increase awareness, understanding and use of the service. The firm conducted focus groups to augment finding from the 2021 resident survey and to explore motivations, barriers and potential messaging. We have used this research, along with conversations with leaders and a review of current marketing assets to develop the following plan for BI Ride.

- 73% of Bainbridge Island have not used BI Ride
- 88% of residents drive alone for local trips to neighborhood centers, parks or shops

BI Ride's barriers to use are important to help identify likely users and motivational messaging. This information also feeds into Kitsap Transit's ongoing operational changes to improve the service. These operational opportunities include expanded service hours and greater predictability of arrival times.

BI Ride served more than 21,000 riders in 2022, according to preliminary data. Use was highest May through August.



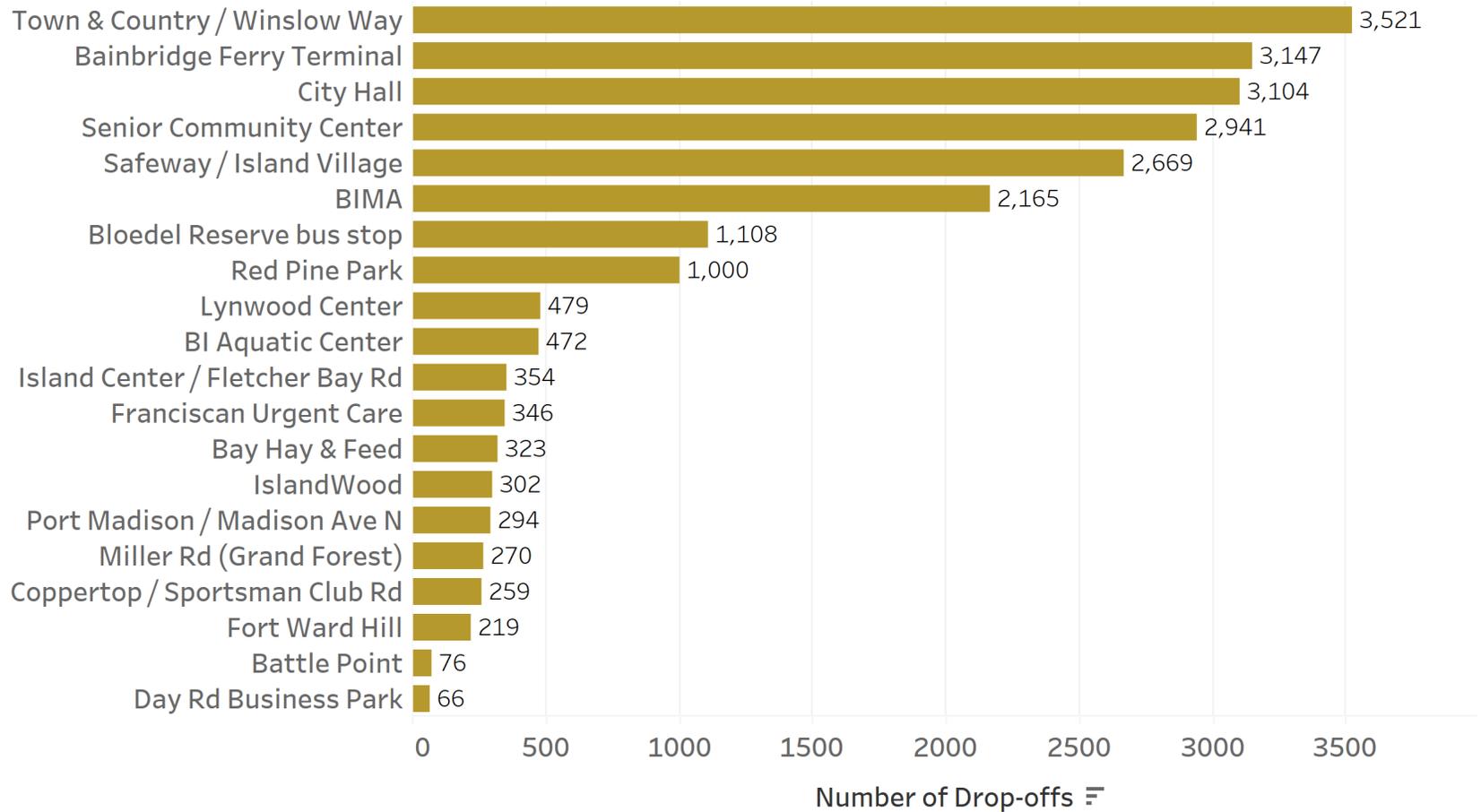
There is room to grow ridership, but some service enhancements may be limited by the need for more bus drivers. Kitsap Transit is addressing this need through a strong driver recruitment effort.

Increasing awareness and ridership takes a long-term, comprehensive marketing effort. This plan develops awareness through permanent enhancements to website, signage and more, while community outreach and advertising kickstarts greater use of this service.



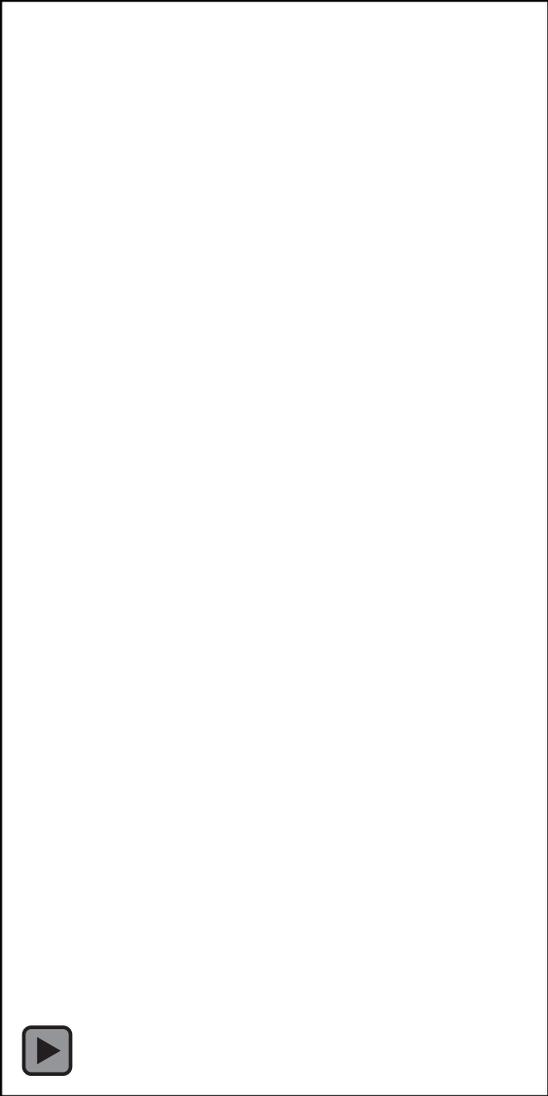
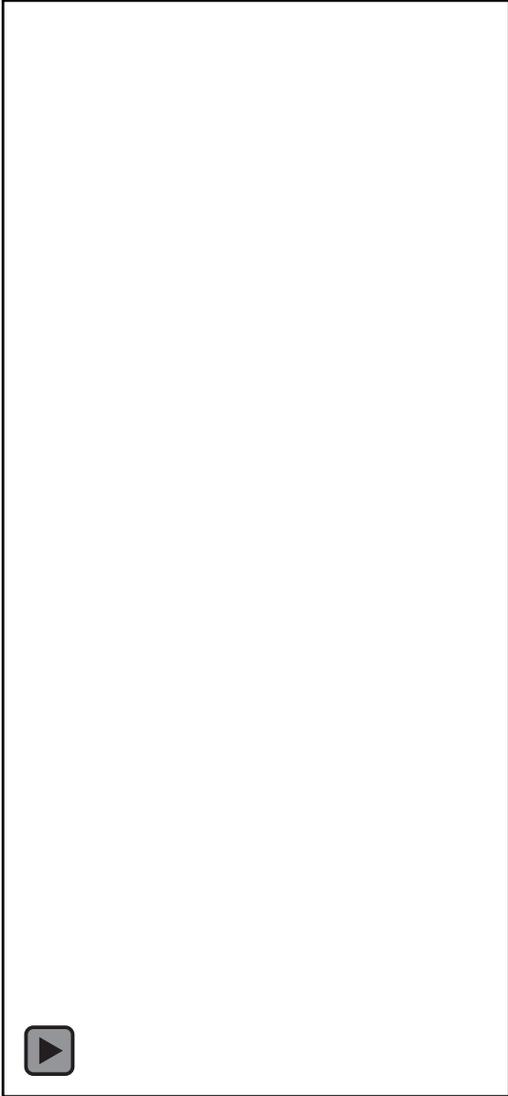
Existing Conditions

Dropoffs within quarter-mile of these areas/destinations (18 mos ending Jan. 25, 2023)



Trip Patterns – Weekday vs. Saturday

Hover over images and press Play button to see trip patterns (origin-destination).



Measuring Success

Marketing Campaign Goals

- Increase awareness of BI Ride service
- Increase use of the on-demand app
- Increase number of people using BI Ride

Measurable Objectives

- 1) To increase the number of users on the BI Ride webpage by 20% between May 1, 2023 and December 31, 2023. During the same period in 2022, the webpage logged 6,931 unique pageviews.
- 2) To increase the number of people who have downloaded the on-demand app and taken their first trip on BI Ride by 30% between May 1, 2023 and December 31, 2023. The weekly average for sign-ups during the same period in 2022 was 98, with a range from 17 to 172 depending on season. The weekly average for first trips during the same period in 2022 was 66, which a range from 25 to 120 depending on season.
- 3) To increase the number of monthly rides scheduled by 20% between May 1, 2023 and December 31, 2023. In 2022, BI Ride averaged 1,211 rides per month.

Consider publicly promoting a specific, achievable number of new riders to try BI Ride or to download the on-demand app by the end of the year. Partner with City's Climate Mitigation & Adaptation Officer to co-promote use of transit to reduce one's carbon footprint.



Research Findings and Themes

The marketing plan is grounded in findings from the 2021 survey of Bainbridge Island residents and three focus groups held in late 2022.

The 2021 survey received 499 responses from local residents and provided information for marketing purposes related to awareness and understanding of BI Ride, general audience characteristics, and communication channel preferences.

The focus groups engaged a diverse group of 16 individuals representing North, Central and South Bainbridge Island and representing different age groups, gender and family status. The focus groups delved into motivations, barriers and potential messaging.

What would you say to someone to encourage them to use BI Ride? Take a few minutes to jot down some thoughts and then we'll discuss.

BI Rides is a wonderful ride-share resource that is underutilized. I would highly recommend BI Rides, especially if you have advanced planning and can have a certain flexibility. It will help reduce our island's carbon footprint, is extremely economical, and promotes a sense of community. It may well allow you to use your car to the point where your household may be able to reduce a car, or in time to get rid of your car altogether.

2021 Survey Themes

TRAVEL PREFERENCES

- 88% of residents have access to a private vehicle.
- Residents report using public transit 28% of the time to travel to the Bainbridge Ferry Terminal (which charges for parking), but only 8% use transit to travel around the Island.
- The top reason for using their preferred mode of transportation is convenience (62%), followed by reliability (13%). Sustainability was named the top reason by 7% of respondents.

LEVEL OF UNDERSTANDING AND AWARENESS

- 27% of Bainbridge Island residents have used BI Ride
- 43% of residents report they don't know what BI Ride is

REASONS TO TAKE TRANSIT

- When asked why they ride/used to ride Kitsap Transit, the top three reasons are 1) saves money, 2) avoids stress, and 3) helps the environment.
- After explaining the benefits of the on-demand app, respondents were asked how likely they were to try BI Ride in the future with 48% responding they were "very likely" and just 9% reporting "not at all likely."
- Those reporting they were "very likely" to try BI Ride were more likely to be women, more likely to have children (though just 34% were parents), and less likely to work outside the home.



Research, Continued

BARRIERS TO TAKING TRANSIT (SURVEY, CONT.)

When asked what holds them back from riding Kitsap Transit, aside from the COVID exposure that was top of mind in 2021, they reported:

- Logistics of carrying cargo, managing children or multiple stops
- Longer travel times
- Fear of being stranded or ending up in the wrong place

MARKETING CHANNELS

- 98% of respondents own a smart phone
- Social media use is dominated by Facebook and YouTube, with Instagram and TikTok use high for those under 30

MARKETING CHANNELS

- Respondents reported their preferred method for learning about BI Ride/Kitsap Transit would be:
 - Kitsap Transit Website (74%)
 - Signage at transit centers (67%)
 - Mobile app (64%)
 - Email (57%)
 - Social media (39%)
- Leading news sources include Seattle Times and KUOW (32% daily consumption), local newspapers (25%), The Kitsap Sun (11%)

2022 Focus Groups

EXPERIENCE WITH/BENEFITS OF USING BI RIDE

- People generally felt it was very affordable (\$2/\$1 for seniors/youth free) and saves money over using a private vehicle.
- Older participants appreciated not having to drive in the dark (on Saturdays) or during poor road conditions, and for the ability to stay independent and connected by using BI Ride.
- Residents expressed desire to use BI Ride for environmental reasons. “Anything that keeps me from driving is good.”
- Some felt riding the bus created a sense of community.
- BI Ride allows people to do one-way travel and combine it with walking or biking, but people need to be confident that BI Ride will pick you up within a reasonable time window.
- BI Ride is great as a second car when your car is out of commission or so your family doesn’t need a second car.
- You can get a live person to help you schedule a ride.
- People had positive experiences with drivers. Drivers do their best to get you where you need to be on time.
- BI Ride fills the gap when routed bus service isn’t running and middle of the day transportation is important.
- It’s great because anyone can use it, it’s not just for those with disabilities.
- It helps the environment, but only if you are sharing it with enough riders.



Research, Continued

EXPERIENCE WITH/BENEFITS OF USING BI RIDE (FOCUS GROUPS, CONT.)

- It's more direct than the routed buses that take you to the ferry terminal before going anywhere else.
- You don't have to be tied to the routed bus schedule.

EXPERIENCE WITH CURRENT "RIDE PINGO" APP

- "The app is faster than calling."
- Problems with either the app or with phone connectivity led a number of focus group participants to stop using the app and start calling to schedule rides. This was especially apparent with older riders. Several reported the app was too complicated or not intuitive.
- People mentioned rides being canceled on the app or the app being inaccurate in estimating wait times.
- A couple people reported that it's hard to change the pickup location on the app; the app tries to use your existing location, not where you are going to be at the time.
- "I have scheduled all my rides using the app. There was a time when I wasn't sure if the ride was coming so I called, but it had been scheduled."
- It would be nice to be able to schedule both legs of the journey instead of one at a time.
- Kitsap Transit has several apps and one person reported that this was confusing.

EXPERIENCE WITH/BARRIERS TO USING BI RIDE

- People expressed lack of awareness/information about new features like Transit Connect.
- "What's frustrating is it doesn't tell you when you are going to get there. I've had to cancel doctor's appointments because I arrived too late."
- "It's my plan B, not plan A because I can't know when I'll reach my destination."
- People would like to take BI Ride for evening events, but it isn't available. "You can take it to the doctor's office, but not to an evening concert."
- "Occasionally I will call, and they can't fit me in."
- "I'm not sure people would consider it a quick way to get around the island."
- People expressed concern if future demand outstrips supply resulting in long waits or inability to get rides.
- "I feel self-conscious about the size of vehicle that comes to pick me up." (Doesn't feel environmentally conscious when an empty full-size bus comes to pick them up.) One person felt BI Ride was not eco-friendly because the vehicles weren't electric.

COMMON USES FOR BI RIDE

- People use for shopping, medical appointments and errands. Greater reliance on it for things that aren't time-dependent.
- Take it to the ferry or when going to the airport.
- Use it in bad weather or after dark (if it runs then).



Research, Continued

COMMON USES FOR BI RIDE (FOCUS GROUPS, CONT.)

- Walk, run or bike one way and take BI Ride home.
- One-car families use as a second car.
- Use to get to volunteer work.
- Students use to get to school.

SHARING BI RIDE INFORMATION

- Make sure all businesses know about BI Ride so they can share with customers.
- Make BI Ride available in conjunction with events, like evening concerts and promote to seniors or to friend groups (designated driver).
- Incorporate it into Google Maps transit instructions.
- Promote it as a way to get to a trailhead or campground (mentioned Trailhead Direct in Seattle).
- Promote it to the wineries and to people who may want to ride to the winery but may want a lift back home.
- Collaborate with Island Volunteer Corps to get people to assignments. Or collaborate with food banks and other social services.

WHO ARE MOST LIKELY TO TAKE/BENEFIT FROM BI RIDE?

- Focus on Island residents first.
- Get youth to ride and families will follow. Youth ride free! (Downside is it isn't available for afterschool activities.)

WHO ARE MOST LIKELY TO TAKE/BENEFIT FROM BI RIDE?

- Promote to seniors.
- People without cars or people who can't drive for physical/emotional/financial reasons are most likely to use.
- Promote to groups – pickle ball players, etc.
- Promote to “off islanders” who work here or visit.

MESSAGING: WHAT WOULD YOU SAY TO A FRIEND

- “It’s the easy way to get around the island.”
- “It’s the green option.”
- “It’s reliable and affordable.”
- “You don’t have to worry about parking downtown or at the ferry.”
- “It feels great to take public transportation.”
- “Relaxing and hassle-free”
- “It’s really easy to schedule,” and “Hey we can ride together.” It’s great for group organizing “Hey let’s go play pickleball or pub crawl or bike there or garden tour or get dropped off and picked up at a trailhead!”
- “If you’re having problems with the app, just call the dispatcher. A live person always answers and will be happy to schedule you!”
- “It’s cheap and convenient. It’s door-to-door.”
- “You can use BI Ride for large groups.”



Research, Continued

MESSAGING: WORD/BENEFITS CHOICES (FOCUS GROUPS, CONT.)

- One person suggested changing the name to BI Rideshare to emphasize the rideshare part of it to help manage expectations (i.e., it's not a taxi).
- Community was an important part of messaging for some people. Use of transit as a way of building community.
- **Focus group participants were given draft messaging that promoted different benefits of BI Ride and were asked to rank their top three.** The following shows their rankings along with a few comments repeatedly added to the specific messages.

Tied for 1st place with 10 votes each:

- *BI Ride – Reliable, Quick, Affordable* (Participants liked the simple benefits message, however, several suggested using “eco-friendly” or “green” instead of quick as they questioned it as a quick service.)
- *BI-Ride – Just a Click or Call Away* (Participants liked that it made it sound easy and promoted the on- demand nature of BI Ride.)

Tied for 2nd place with 7 votes each:

- *BI Ride – Reliable and Eco-friendly* (We initially saw this as a message resonating with parents/students, however it was universally popular. One parent suggested adding “safe” to this to encourage parents to use for their children.)
- *BI Ride – Car-free and Carefree* (This resonated with seniors, people with disabilities and those who did not have/want a second car.)

3rd place with 6 votes:

- *BI-Ride – The Easy Way Around the Island* (Those that chose it liked the focus on ease and convenience.)

4th place with 5 votes:

- *BI-Ride – Get Going Green* (While participants suggested adding green language to the simple benefits message, less than a third of them chose to rank a stand-alone environmental message among their top three choices.)



Research, Continued

2022 Focus Groups

GENERAL IDEAS/COMMENTS

- A few people advocated strongly for a circulator bus that you can hop on and hop off, in order to provide more certainty on departure and arrival times.
- There was a call for some information videos on how to use the app and how to ride BI Ride (where it can go, what it's like, if you can take a bike, etc.)
- People were generally unfamiliar with the Transit Connect feature on current "Ride Pingo" app that helps prioritize rides to catch the ferry, etc. Many were using the phone, not the app, and so didn't know they could request this.
- When asked how much time people are willing to take to get to a destination using rideshare versus a private vehicle, the answers varied. It seemed people would be willing to take two or possibly three times longer to get there if they could use a rideshare. It depended on whether people were retired or not. They noted that they are willing to spend more time if they have a great sense of reliability. It may take longer, but they know when they will get there.
- Several people mentioned the need for prominent signage at the ferry terminal.
- It was mentioned people don't know the difference between BI Ride and ACCESS buses.

GENERAL IDEAS/COMMENTS

- "Think about bicycles, I would want to know there's a spot or if I was organizing a group, can we all fit?"
- Everyone on the Island should know that having BI Ride available actually increase our property values; it's part of ESSTR essentials– employment, schools, shopping transportation and recreation.
- When asked about the use of the names "BI Ride" and "Pingo," focus group members supported the use of BI Ride, which had more meaning to them than Pingo.
- Kitsap Transit Tracker should include a view of BI Ride buses because it often looks like no transit is available on Bainbridge Island.



Audience

In creating this plan, we are looking for the people who are most likely to use BI Ride. Typically, that means people who are similar to current riders and who have the greatest motivation and least resistance to using a rideshare service. Beyond this, we will market to specific groups that can help us establish new norms of rideshare use.

KEY AUDIENCES:

Retirees/Seniors

- 26% of residents are over 65*
- Retirees are more likely to engage in daytime activities which meets with current service hours
- Retirees may be less time-dependent and willing to take longer to travel in return for not having to drive.
- Seniors also may have reached a point where they are no longer comfortable driving.
- Include group influencers, such as the senior center.

Parents with school-age children

- There are roughly 3,000 households (30% of total) with children on Bainbridge Island.
- BI Ride currently provides rides to and from school for many students going to private schools on the Island.
- BI Ride is free for students.
- Students may have a heightened concern about the environment and be more willing to take longer to travel in return for reducing carbon. Likewise, parents may wish to instill the habit of using transit by modeling it with younger children.

KEY AUDIENCES: CONTINUED

Parents with school-age children

- BI Ride is not available for afterschool activities but is available for Saturday activities.
- Include group influencers, such as schools, mom groups, Mom's Morning Retreat, Raising Resilience, Bainbridge Youth Services and Bainbridge Boys and Girls Clubs.

One-car families (One-car family wannabes)

- 34% of Bainbridge Island families are single earner households. Combined with the high number of retirees, that results in 56.4% of the Island's population not being engaged in the workforce. *
- 20% of Bainbridge Island workers work from home.*
- The average number of cars per household is still two. This seems like an opportunity for promoting BI Ride as a way to become a one-car family.
- Include potential group influencers such as Sustainable Bainbridge

Off-Islanders (Workers and Visitors)

- Promote BI Ride to encourage those coming to the Island to leave their cars behind.
- Include potential group influences such as the Chamber, Downtown Association, Visit Bainbridge and Visit Kitsap.

* 2020 Census data



Strategy

To increase ridership, we must increase awareness of the service and understanding of how to use it among those groups most likely to try BI Ride. To do this, we will 1) enhance information and education tools, 2) engage community partners to help spread information, and 3) advertise the service in a multichannel campaign.

To make information about the BI Ride and how to use it more accessible and easily understood, we recommend enhancing the BI Ride webpage and its navigation on the Kitsap website, add ferry terminal signage, create a how-to video on BI Ride and the service's on-demand app, and ensure BI Ride rack cards (or a smaller business card version) are available throughout Bainbridge Island.

Next, we will reach out to community organizations connected to our key audiences asking them to add BI Ride content to their websites (or refresh existing content) and share BI Ride rack card or business card at their locations. Remind organizations that BI Ride can be booked ahead for group transportation. Included in this effort will be collaboration with visitor-oriented organizations to encourage car-free exploration of the Island.

Finally, we will launch a multichannel advertising campaign running May – Dec. 2023, that will repeatedly expose our audiences to the benefits of BI Ride and drive traffic to the BI Ride website for information and download of the on-demand app.

The advertising campaign is the top of our communication funnel, reaching the largest number of people. However, community outreach and BI Ride's how-to tools must be in place first to make advertising effective.

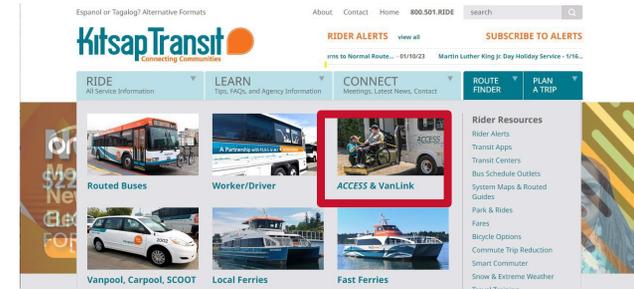


Ridership

Enhance Information and Education Tools

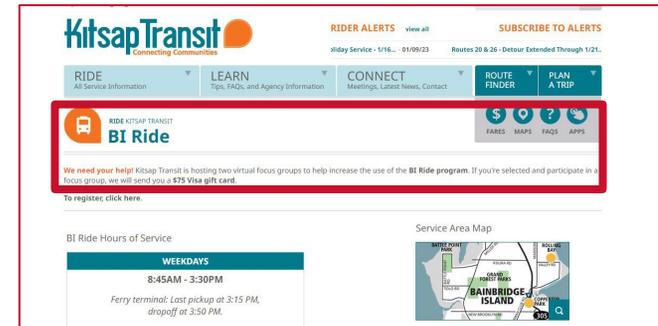
1) Kitsap Transit Website

- The “RIDE” section of the website is currently undergoing edits to bring greater visibility to BI Ride and other on-demand rideshare services. This will be a major improvement.
- [Enhance the BI Ride page](#). Similarly, the BI Ride page is being enhanced to add more description of the service and to call out key benefits for at-a-glance reading. The page also will link to Bainbridge Island routed bus information.
- [Review the app page](#) to include a brief description of the service as an on-demand rideshare and call out a few key benefits (some people may land here before landing on the BI Ride page).



2. Ferry Terminal Signage

- Kitsap Transit is currently working with the Chamber of Commerce on improving signage at the visitor center booth. A permanent sign will be mounted on the railing in front of the coffee shop along the pedestrian pathway heading toward the buses.
- Kitsap Transit is currently working to develop a new information kiosk inside the ferry terminal that will include information on BI Ride, the Kitsap Transit system on Bainbridge Island and Rider Alerts.



3. BI Ride How-To Video

- We know that seniors are an important key audience for BI Ride. We’ve also heard in the focus groups that they are not comfortable using the current “Ride Pingo” app to schedule. We suggest a how-to video similar to other Kitsap Transit rider education videos that demonstrate both how to ride and how to use the app.



Community Outreach through Partnerships

1) Identify and reach out to key community partners. Invite them to participate in advocating for sustainable transportation/BI Ride.

- Develop a list of partners connected to identified key audiences. (Initial list follows)
- Outreach through quarterly emails detailing the need, the benefits and ways of supporting BI Ride such as inclusion in websites, social posts, event calendars, etc. Follow up email with phone calls to the top 20 prospects.
- Offer partners beautifully illustrated window clings that state “Support Sustainability – Take BI RIDE” and provide BI Ride rack cards and business cards.
- Offer local clubs a Kitsap Transit speaker on sustainable transportation.
- Some partnerships may include a sponsorship or ad purchase.

2. Reach out to other transportation and visitor websites to include links to BI Ride

- [WSDOT Bainbridge Island Terminal and Cameras page](#) Link to enhanced BI Ride page.
- [Visit Bainbridge Island](#) Link to BI Ride page rather than existing link.
- [Visit Kitsap](#) Link to BI Ride page rather than existing link.
- [Bainbridge Island Downtown Association](#) Link to BI Ride page rather than existing link.
- [Destination Bainbridge](#) lists the BI Ride phone number and could add URL.
- [HelloBainbridge.com](#) links to the BI Ride page.
- [Bainbridge Island Chamber of Commerce](#) business directory. Link to BI Ride page instead of existing link.
- [Bainbridge Currents](#) List URL to BI Ride page instead of existing link.
- Bloedel Reserve’s BI Ride mention goes to the wrong [web page](#).
- [City of Bainbridge Island website](#) Link BI Ride page instead of existing link.
- [Bainbridge Island Resource Directory](#) links to BI Ride page.

POTENTIAL PARTNERS

- Senior Community Center
- Island Volunteer Caregivers
- Bainbridge Island Recreation Center
- School District
- Private Schools
- Mom’s Morning Retreat
- Raising Resilience
- Bainbridge Youth Services
- Bainbridge Boys and Girls Clubs
- Peacock Family Services
- Sustainable Bainbridge
- Bainbridge Island Metro Park & Recreation District
- Bainbridge Island Aquatics Center
- Bainbridge Island Museum of Art
- Bainbridge Island Farmers’ Market
- Bainbridge Island Japanese American Exclusion Memorial Association
- Bainbridge Island Chamber of Commerce
- Visit Bainbridge
- Visit Kitsap
- Bainbridge Island Library/Kitsap Regional Library
- Kids Discover Museum
- Bainbridge Island Historical Museum
- Town and Country Markets & Safeway (sign use)
- Local clubs



Visitor-related Partnerships

In the interest of building community partnerships around off-Islanders' use of BI Ride, we met with the following individuals:

- Chris Mueller - Visit Bainbridge Island
- Chantelle Lucebrink - Visit Bainbridge Island
- Kelly Kitchel Cooper - Bainbridge Island Downtown Association
- Stefan Goldby- Bainbridge Island Chamber of Commerce
- Beth Javens - Visit Kitsap Peninsula

Opportunities

Through these meetings, we found areas of opportunity including free mentions, sponsorships and advertising. We also met some concerns about promoting BI Ride to travelers because of service or app limitations.

Concerns

The following themes were repeated in our conversations:

- The sense that “rideshare” was a more accurate descriptor than “on-demand,” which may be confused with Uber/Lyft-type services.
- Promote the phone number as well as the app as spotty service makes using the app difficult or impossible in some areas.
- Provide better information on the website for how to use the service and the app.



- Promote booking rides well in advance, not when you land at the ferry terminal.

Promoting BI Ride through social media influencers

In addition to the opportunities for mentions, sponsorships and advertising, there is an opportunity with Visit Kitsap and possibly Visit Bainbridge Island to craft travel itineraries that that promote car-free travel/BI Ride on Bainbridge. These can potentially be posted on partner websites and pitched to social media travel influencers who could be contracted to write blogs and social posts about their experience with BI Ride and a car-free trip to Bainbridge Island.



Advertising

Our advertising will ensure residents (and to a lesser extent visitors) see information on BI Ride many times on multiple communication channels. This builds retention and trust in the message. Bainbridge Island does not have a large population or many local media outlets. Our recommendation balances local media outlets and unique opportunities, including sponsorships, as well as geographically targeted social and digital advertising.

Draft Media Plan

Channels	Feb/ Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Community sponsorships/support. <i>More to be added as partnerships develop.</i>	Outreach to partners Chamber Map Visit B. rack card	Craft car-free travel itineraries	Farmers Market Pitch travel influencers			Outreach to partners	Visit B. Harvest & Holiday Campaign			
Facebook										
YouTube										
Local newspapers										
Seattle Times online										
Email Blast to residents										
Programmatic Digital										
Ferry rack cards										



Assets Needed

For the information tools, community outreach including visitor partnerships and advertising, we would develop the following assets:

- Website content for enhanced BI Ride page (Kitsap Transit)
- How-to-use video for BI Ride page (Kitsap Transit)
- New permanent sign inside ferry terminal (Kitsap Transit)
- New permanent sign on Chamber booth at ferry terminal (Kitsap Transit)
- Updated BI Ride brochure and business card (Kitsap Transit)
- Ads for Chamber Map and Visit Bainbridge rack card. (Likely other ads as partnerships are developed) (JayRay)
- Community outreach email with suggested website and social copy (JayRay)
- BI Ride window cling for community outreach (JayRay)
- 10-15 slide presentation deck on sustainable transit/BI Ride (JayRay)
- BI Ride campaign rack card (JayRay)
- Optional BI Ride illustrated stickers to hand out at Farmers Market or other venues (JayRay)
- 30 second video ad for YouTube advertising and some Facebook advertising (JayRay)
- Digital ad set (JayRay)
- Set of 3-4 BI Ride Facebook static or carousel ads to alternate with video (JayRay)
- Online banner ads for Seattle Times and local newspapers (JayRay)
- Email copy and image (JayRay, although the emails to community partners would be delivered through Kitsap Transit's email system. JayRay would follow up on behalf of Kitsap Transit.)



Estimated Budget

Kitsap Transit (Foundational work for the promotions effort, including staff time)	Investment
Survey, focus groups, marketing plan	\$10,000
Website enhancements	\$2,000
New permanent sign at ferry terminal	\$2,000
New information kiosk inside the ferry terminal	\$10,000
Revised BI Ride brochure and business card	\$4,000
Installation and provision of WiFi outside of ferry terminal next to transit deck	\$2,000
City of Bainbridge Island (Promotional effort)	Investment
Community outreach, partnership development (including visitor-related work), securing club speaker opportunities	\$14,000
Advertising concepting	\$5,000
Development of JayRay deliverable assets for advertising and community outreach	\$20,000
Media buy	\$61,000
GRAND TOTAL	\$130,000





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:40 PM) Consider Budget Request (\$19,650) and Workplan for the Race Equity Advisory Committee for 2023 - Executive,

SUMMARY: The Race Equity Advisory Committee will present a proposed workplan, which includes financial support for community events and financial support for Race Equity Advisory Committee members to attend training. The total budget request is \$19,650. If approved, staff will include a budget increase in the next periodic budget amendment ordinance.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the workplan for the Race Equity Advisory Committee for 2023 as presented and to authorize a budget for the committee of \$19,650 and to increase the City budget by \$19,650.

COMMUNITY ENGAGEMENT AND OUTREACH: This item has been discussed at several Race Equity Advisory Committee (REAC) meetings, and in REAC subcommittee meetings.

FISCAL IMPACT:

Amount:	\$19,650
Ongoing Cost:	
One-Time Cost:	\$19,650
Included in Current Budget?	No

BACKGROUND: The Race Equity Advisory Committee has prepared a proposed workplan for 2023.

ATTACHMENTS:

[Presentation REAC Work Plan 2023 for CC 03142023.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

COBI REAC

Strategic Work Plan

2023

LAST UPDATED: JANUARY 5, 2023



VISION



The Bainbridge Island Race Equity Advisory Committee (REAC) envisions a society where all systems (e.g. education, criminal justice, health care, housing, the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential. We believe in the dignity and humanity of all people and strive for a healthy and prosperous community that promotes all people having equitable access and opportunity.

REAC Ecosystem Snapshot

<p>Committee Members </p> <ul style="list-style-type: none"> ● Renni Bispham (Co-Chair) ● Savanna Rovelstad (Co-Chair) ● Jing Fong (Secretary) ● Eric Stahl (Treasurer) ● Peggi Erickson ● Olivia Hall ● Lynn Beck 	<p>Key Activities </p> <ul style="list-style-type: none"> ● Expand awareness and education on race equity through outreach, content generation, and events ● Listening sessions ● Race equity training & workshops ● Regular reports ● Process improvements ● Collaborate with BIPOC & race equity leaders ● Provide recommendations to COBI with race equity lens & toolkit ● Research for continuous improvement ● Elevate REAC members through proper onboarding and intent 	<p>Community Topics </p> <ul style="list-style-type: none"> ● Race Relations ● Equity ● Housing ● Food Accessibility ● Education ● Climate Impact ● Ethical AI & Technology 	<p>Community Relations </p> <ul style="list-style-type: none"> ● Bainbridge Black ● Bainbridge Island Japanese American Community (BIJAC) ● Filipino American Community of Bainbridge Island ● Indipino Community of Bainbridge Island ● Ultra Violet ● Union ● Housing Resources Board ● BI ERACE + Kitsap ERACE (Equity, Race and Community Engagement) ● Bainbridge-North Kitsap Interfaith Council ● Mobilize Bainbridge Island (MOBI) ● Kitsap Showing Up for Racial Justice (SURJ) ● Kitsap Alive ● Senior Center ● BISD Multicultural Community ● BHS Equity Team ● Woodward Ally Group ● State District 23 Legislator ● Climate Justice Alliance
<p>Reference Material (also found on COBI website) </p> <ul style="list-style-type: none"> ● 2020 Work Plan (Approved 7/23/20) ● Recommendations from GARE and Race Forward (8/28/19) ● GARE Presentation (6/7/19) ● GARE Zoom Presentation (Drop Box) ● Bainbridge Broadcasting Segment ● 2020 Outreach Plan & Proposed Budget 		<p>Key Partners </p> <ul style="list-style-type: none"> ● COBI City Council ● COBI City Manager ● COBI Deputy City Manager ● COBI Chief of Police ● COBI Public Works ● Bremerton REAC 	

STRATEGIES

1. Community
2. City & City Council
3. REAC Member Development

The following slides will address in detail the tactics and activities associated with each strategy.

For more detail, please refer to the complete REAC workplan in your agenda packet.

Community Strategy

Accelerate and expand community-wide awareness of race equity on Bainbridge Island through outreach and action, while cultivating a community of collaboration and belonging.

Activities

Listening Sessions

Conduct individual or small group listening sessions with both existing BIPOC and race equity partnerships and with those whom REAC does not have relationships.

REAC Email Listserv

Work with COBIT dept and Communications Coordinator to create a listserv targeting people interested in updates and news about REAC

Event Collaboration

Collaborate with COBI on cultural events and commemorations. Host additional events throughout the year. Attend Farmers Market booth twice per year.

Annual Event Budget: \$6,650

City & City Council Strategy

Bolster the city's development and adoption of policies, programs, and processes that enable all people to have equal access and opportunity.

Activities

Policy Consulting

Provide advice and recommendations to city manager, department directors, city council, and police chief on a race equity lens in their policies.

Race Equity Plan Adoption

Pending the adoption of the race equity plan and toolkit, REAC to work with the city to develop and enforce the plan & toolkit.

Council Communications

Conduct regular check-in listening sessions with city council members, executive staff leadership, department directors, and Chief Clark. Participate in joint training with city council members.

REAC Reports

Summary of REAC activities and findings as a semi-annual report sent to City Council Liaisons and City Staff and shared on City Manager's Report and COBI Connects

REAC Member Development

Elevate REAC as a race equity advocate and knowledgeable resource through proper onboarding, training, support, and resources.

Activities

Revise Application Process

Review current application and supportive materials. Revise to remove barriers and emphasize desired criteria.

Consolidate REAC Knowledge

Develop knowledge base on SharePoint so that members can easily reference processes, past and current projects, and relevant resources

Review Committee Postings

Review current citizen advisory committee ads and postings. Revise language that may pose barriers and expand posting venues and submit to appropriate decision-making party.

Continuing Equity Education

Attend local cultural events and gathering.
Annual Budget: \$0-\$1,000

GARF Annual Conference

See next slide.

GARE Annual Conference

Formal Government Alliance on Race and Equity
(GARE) Training at annual conference

Category	Est cost per unit	# of units	Total	Notes
Lodging	\$300	9	\$2700	Est \$150 per night for 2 nights
Food	\$75	9	\$675	\$25 per travel day
Registration	\$500	9	\$4500	This is only an estimated costs
Travel	\$300	9	\$2700	Average RT costs
New member onboarding GARE training	\$475	3	\$1425	There will be 3 vacant REAC member slots in 2023

Who

All REAC members

When

TBD (annual conference date & location TBA)

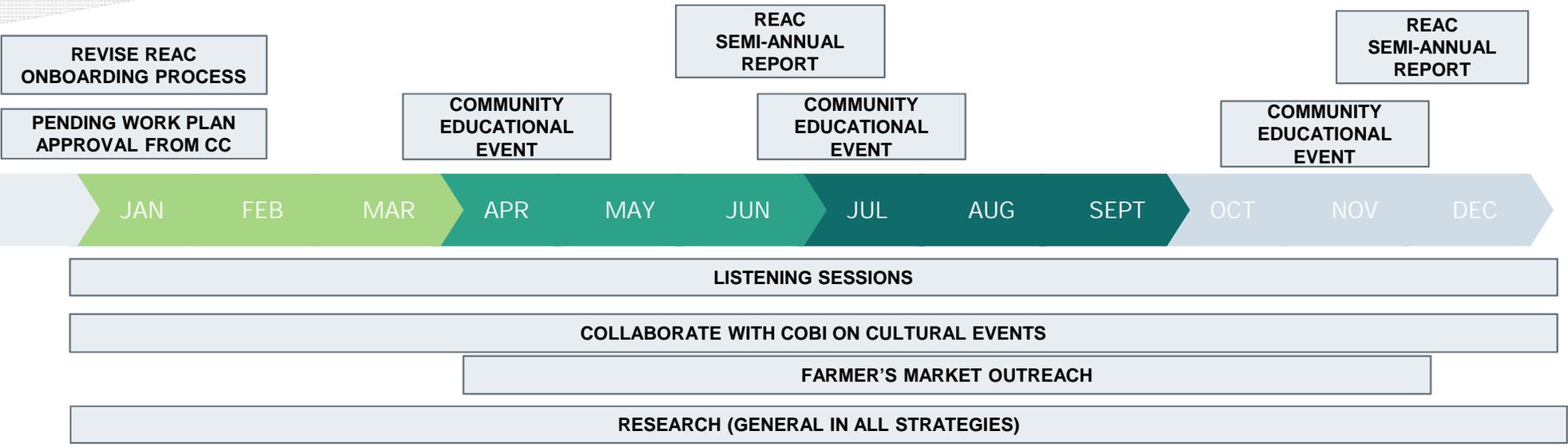
Budget

\$12,000 (see breakdown to the left)

Resource Allocation

- 24 hours per member
- Up to all 9 REAC members

TIMELINE



ALLOCATIONS

Allocation / Budget Request for January 2023 – December 2023

STRATEGY	MEMBER HOURS	BUDGET
Community	~710	\$6650
City & City Council	~142	\$0
REAC Member Development	~381	\$13,000
Grand Total	~1233	\$19,650

Past Allocations from COBI

- \$35,000 in 2020 (when REAC was RETF)
- Current remaining balance:
 - Less than \$1000



Thank You

This presentation was prepared by:

Clarissa San Diego, Position 5 and Olivia Hall, Position 4

Race Equity Advisory Committee, Strategic Planning Subcommittee

For questions and/or comments:

Please email REAC@bainbridgewa.gov



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Receive Update on Sound to Olympics (STO) Trail Study Corridor - Public Works,

SUMMARY: City staff to update the City Council on the Sound to Olympics (STO) Trail Study Corridor project to date.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$215,000 (\$140,000 of City Funds)
Ongoing Cost:	
One-Time Cost:	\$215,000 (\$140,000 of City Funds)
Included in Current Budget?	Yes

BACKGROUND: The Sound to Olympics (STO) Kitsap Regional Trail is a regional trail system that is envisioned to link Kitsap communities and the national Great American Rail Trail linking the Seattle Waterfront Pathway to the east with the Olympic Discovery Trail. On Bainbridge Island the trail will generally follow the SR 305 right-of-way to create a linear park, and transit and neighborhood linkages. The previously completed segments of the STO Trail begin at the Winslow ferry terminal and span a distance of approximately 1-mile and terminate at Sakai Park just north of High School Road at SR 305. The next phase includes preparing a 20% design of the STO Trail from the Sakai Pond Connector to Madison Avenue, a trail segment approximately 0.6 miles in length; and a corridor planning study from Madison Avenue to Agate Pass covering a distance of approximately 5.8 miles.

The City's consultant (Parametrix, Inc.) has been tasked with preparing the 20% design from Sakai to Madison and the Madison to Agate Pass planning study of the SR 305 corridor. The 20% design will include assessing two alternative alignments: 1) routing the trail east of and/or over portions of Sakai Pond, and 2) routing the trail west around the pond. The planning study will identify potential alignment opportunities and constraints within the WSDOT right-of-way and adjacent properties and aid in developing outreach strategies and identifying easement needs and informing long-term grant opportunities.

A public open-house event is planned for March 29th in the Council Chambers to solicit public input on the project.

The design and planning tasks have been supported through a funding partnership between the City providing \$140,000 match funds, the Parks and Trails Foundation providing a \$50,000 grant, and the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) providing a \$25,000 donation.

This phase of the project is schedule to be completed in mid Q4 of 2023. The project is identified in the City's Sustainable Transportation Plan.

ATTACHMENTS:

[STO Trail Study Location Map.pdf](#)

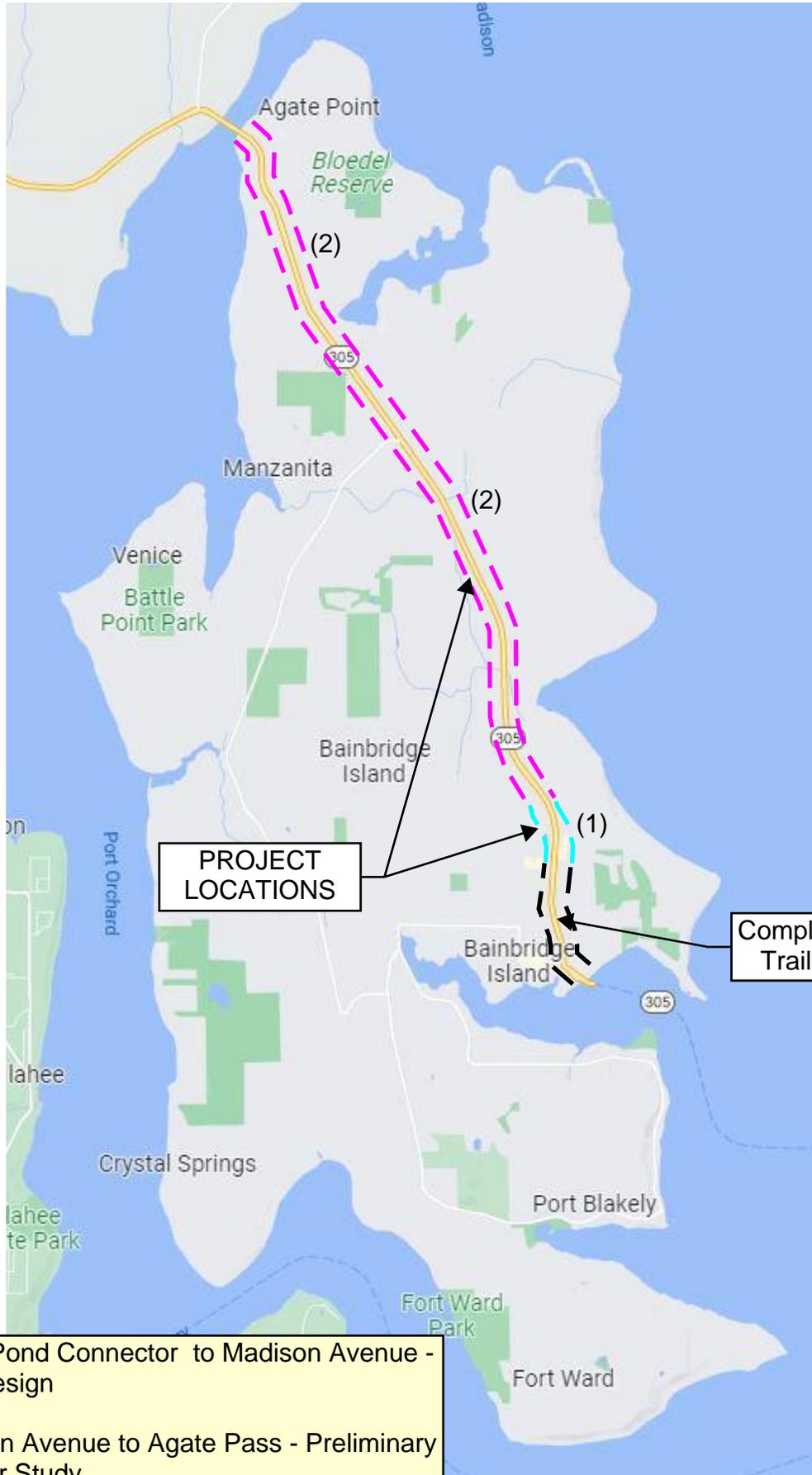
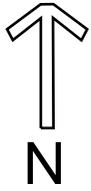
[STO Trail Slide Presentation.pdf](#)

FISCAL DETAILS: There is a total of \$240,000 budgeted for this project with \$25,000 spent leaving a balance of \$215,000

Fund Name(s): Capital Construction Fund

Coding:

LOCATION MAP: SOUND TO OLYMPICS TRAIL DESIGN AND STUDY SEGMENTS



PROJECT LOCATIONS

Completed STO Trail to Date

- (1) Sakai Pond Connector to Madison Avenue - 20% Design
- (2) Madison Avenue to Agate Pass - Preliminary Corridor Study

Sound to Olympics (STO) Trail Design/Planning Study

Project Update

Presented by: Peter Corelis
City Engineer
March 14, 2023



Agenda

- Review the scope of work and progress update
- Review public open-house event format

Project Scope/Goal

- **Planning** level/conceptual alignments from Madison Avenue to Agate Pass – purpose is to formalize a “line on the map” for future grant funding opportunities, identifying easement needs, and preliminary engineering
- 20% **Design** from Sakai Pond Connector to Madison Avenue – develop a viable alignment and cost estimate to position City to seek near-term federal grant funding

Funding Partners



- \$50,000 Grant Awarded



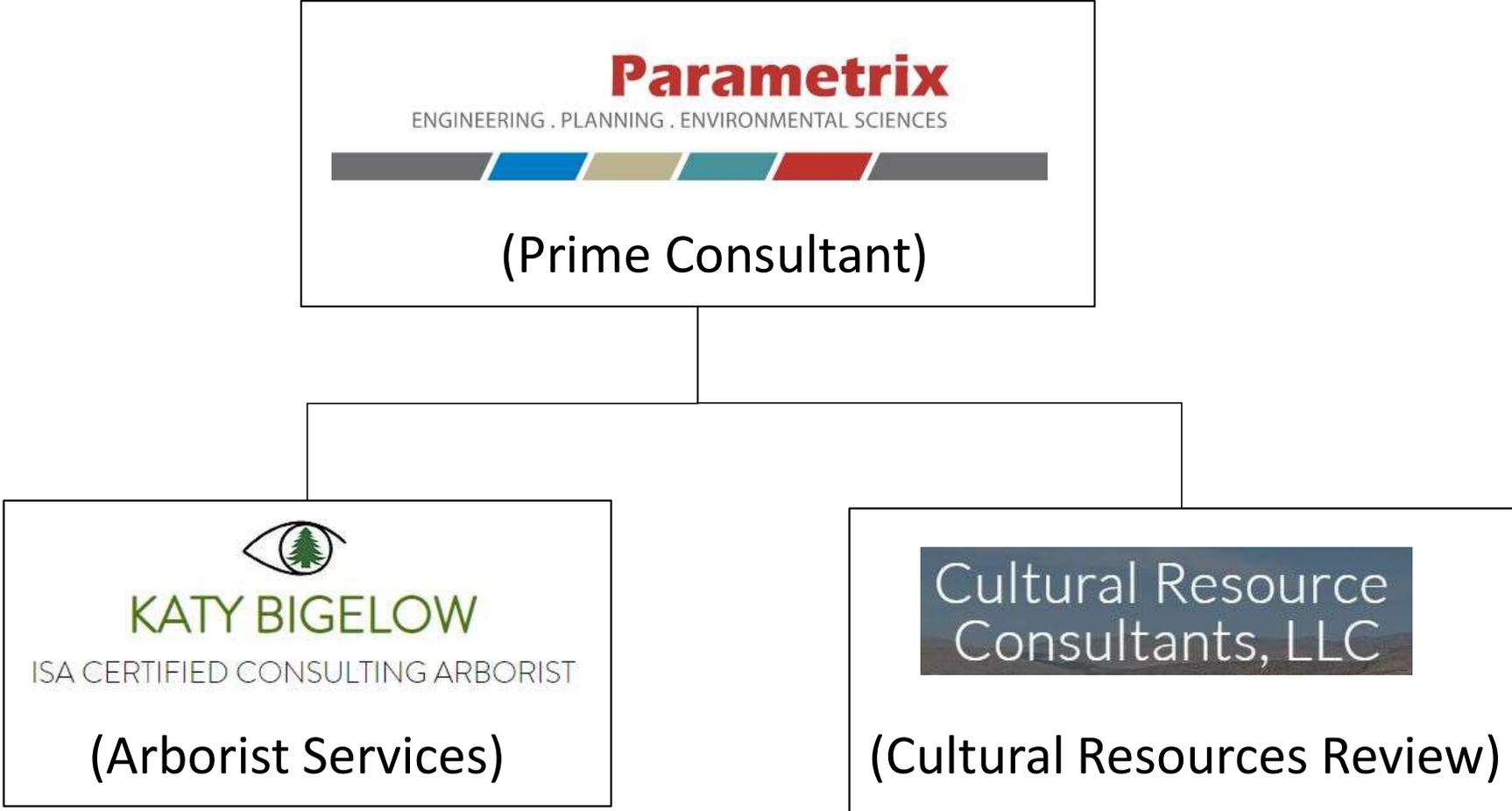
Bainbridge Island
Metro Park & Recreation District

- \$25,000 Donation



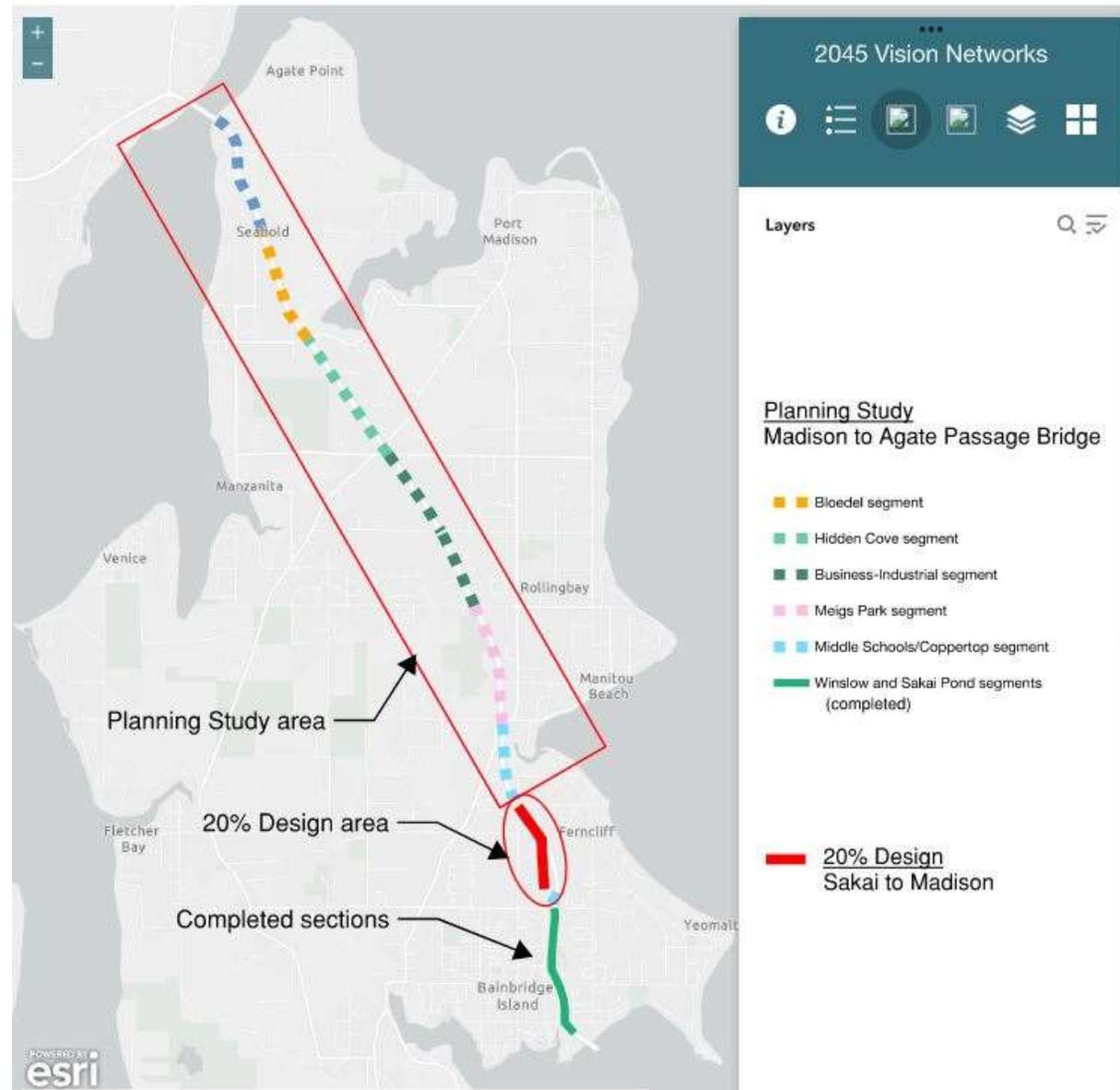
- \$140,000 (Match City Funds)

Design/Planning Team



Planning Study Approach

- Continue where ***Sustainable Transportation Plan (STP)*** 2045 Vision Network left off - leveraging opportunities west of SR 305
- Study segments or blocks by shared corridor characteristics and geography
- Collect public input and local knowledge
- Develop 2 alignments for analysis



Planning Study Approach

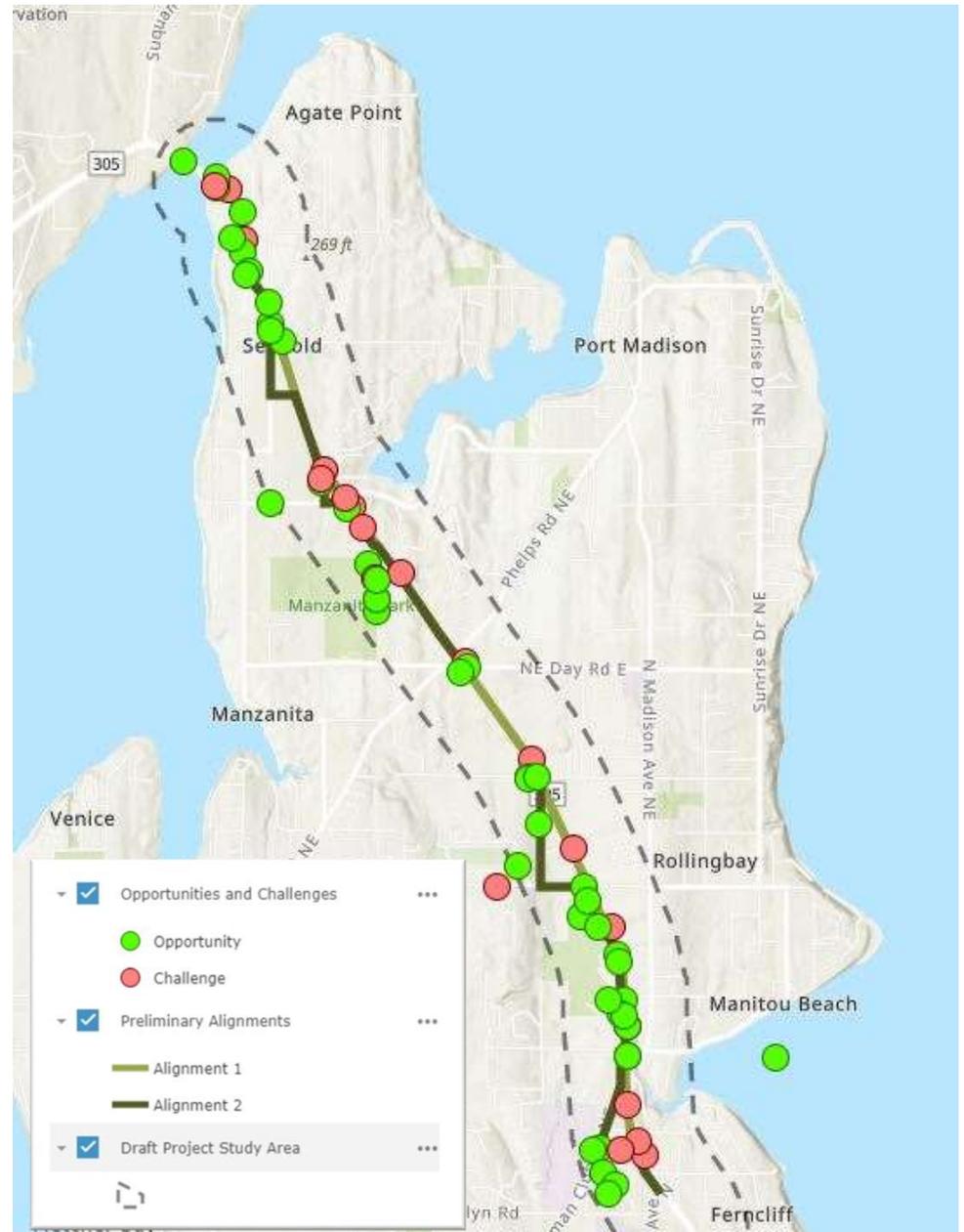
Identify, then analyze....

CHALLENGES

- Critical areas
- Slopes
- ROW and easements
- Vegetation and roadside buffer

OPPORTUNITIES

- Trail connectivity
- Transit stops
- WSDOT projects
- Park lands
- Sound attenuation



Planning Study Approach

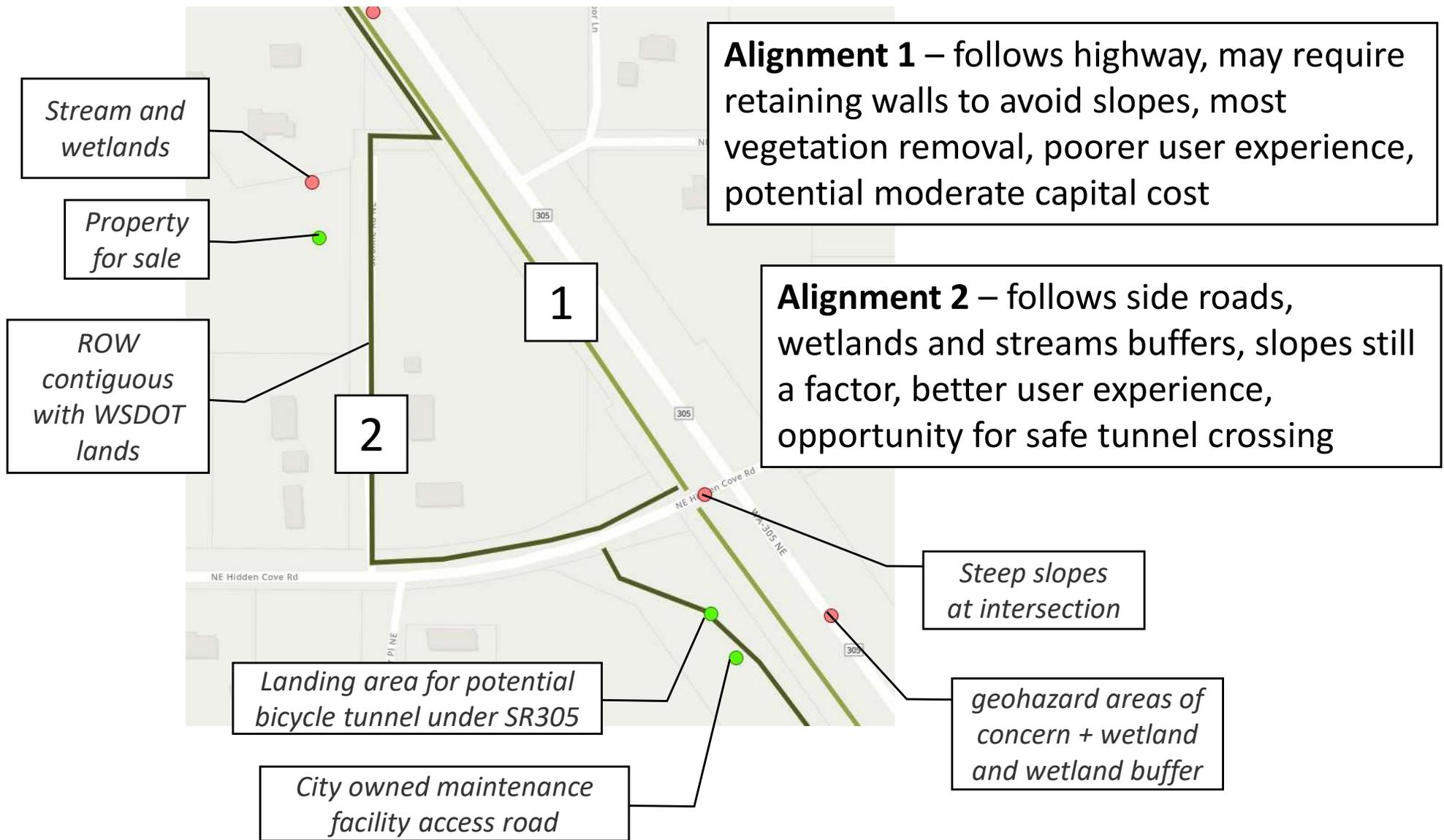
Alternatives Evaluation Criteria

Table 1. Alignment Alternatives Evaluation Criteria

CATEGORY	CRITERIA	DEFINITION	LEAST SUITABLE	SUITABLE	DESIRABLE	EXCELLENT
FEASIBILITY	Capital Costs*	Initial capital costs and other major improvements due to topography or environmental features — such as a stream or wetland — that may require a bridge, boardwalk, culvert, or retaining wall.	Significant length of segment includes steep topography <u>and/or</u> critical areas	Multiple locations along segment includes steep topography <u>and/or</u> critical areas	Some topography <u>or</u> critical areas to navigate	Flat topography <u>and</u> no critical areas
	Maintenance	Anticipated ongoing maintenance costs for the trail.	Significant maintenance effort due to specialized building materials/structures and access limitations	Significant maintenance effort due to access limitations	Opportunity for some routine maintenance activities to be coordinated with scheduled maintenance program	Opportunity for all routine maintenance activities to be coordinated with scheduled maintenance program
USER EXPERIENCE	Accessibility	Ease of access for users of all ages and abilities, including those with an assisted mobility device	Significant design interventions to meet ADA (structures, grading)	Moderate design interventions to meet ADA (grading, switchbacks)	Rolling topography with some long climbs	Flat topography with short climbs
	Destinations	Access to local destinations — such as parks, schools, businesses; opportunity to improve access to transit stop	No major destinations or transit stops along segment	Within proximity to local destinations or transit stop	Connects to local destinations and transit stop	Connects to significant local destinations and transit stop
	Visual aesthetics	User proximity to scenic views or significant ecosystems; proximity to SR305 ROW	Limited viewshed; within SR305 ROW with no visual separation from roadway	Some scenic views; within SR305 ROW with visual separation from roadway	Scenic views; outside of SR305 ROW but impacted by sound	Views along route that appeal to both locals and visitors; outside of SR305 ROW and not impacted by sound
ENVIRONMENTAL IMPACTS	Trees	Impacts to trees, including young, middle-aged, mature, healthy, and not-healthy stands	Impacts to of healthy <u>and/or</u> mature tree stands	Impacts to lower quantity of moderately healthy or middle-aged or fair quality trees	Impacts to some younger or unhealthy stands of tree	No impacts to healthy or mature trees stands
	Critical Areas	Impact to types and qualities of an environmental feature including wetlands, streams, sources of fresh drinking water, wildlife habitats, frequently flooded areas, and geologically hazardous areas.	Considerable conflict with critical areas that would require mitigation	Some constraints due to adjacent critical areas that may require mitigation	Few or no environmental constraints expected	Is not adjacent to any critical areas and no environmental constraints
	Cultural Resources	Nexus with known cultural or historic resource site	Significant impact to a known resource	Potential impact to a known resource	Ability to avoid impact to a known resource	No known impact

* Assumes all segments in public right-of-way (ROW)

Planning Study Approach – Example Alignments @ Hidden Cove Rd



20% Design Status/Update



- Field visit/site walk
- 2 routes identified for analysis by consultant
- Preliminary layout developed
- Structural engineer providing floating structure and bridge feasibility/costs
- Inventory of constraints and opportunities pending

20% Design Approach

- Explore 2 alternative alignments
- Sensitivity to vegetation removal and critical areas
- Enhance and preserve wildlife viewing and amenity
- Respect adjacent landowners viewshed
- Limit easement acquisition

Public Engagement Event Format

- In-person at City Hall and Engage Bainbridge website
- Familiarize public with the process and STO Trail Vision
- Identify Values and Priorities of the Community
- Collect local knowledge-base
- Map exercises – review potential alignment alternatives
- Polling Questions



Next Step

- **March 29** – public engagement event/open-house.
- **Potential For Puget Sound to Pacific (PS2P) RAISE Grant Projects Funding. Application submitted February 28 with other peninsula jurisdictions.**

Sound to Olympics (STO) Trail Design/Planning Study

Q&A

Presented by: Peter Corelis
City Engineer
March 14, 2023





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:05 PM) Consider Motion Regarding the Housing Action Plan - Deputy Mayor Quitslund,

SUMMARY: The motion below was introduced for discussion during the City Council meeting on February 14th. It was not considered at that time, and Deputy Mayor Quitslund remarked that it might be introduced at a later date. Deputy Mayor Quitslund requested that the motion be included in a future Council agenda for consideration.

Proposed motion:

Recognizing that the first segment of the City of Bainbridge Island's Housing Action Plan will be a description of its "overarching aims" and the purposes to be served by specific strategies and actions, I move to refer the following DRAFT statement to the Planning Commission for further review.

DRAFT of a Portion of the Housing Action Plan Purpose Statement,
Expressing the City Council's Endorsement of the Plan's Overarching Aims

The Housing Needs Assessment and this Housing Action Plan were undertaken in response to a two-fold obligation, which is also an opportunity to improve Bainbridge Island's built environment and strengthen the community's cultural and social fabric. The Growth Management Act obligates us to plan for a certain amount of growth in the population over the next twenty years. Social equity considerations require that we not only plan for but also accommodate housing affordable to all economic segments of the population. The Housing Needs Assessment estimates, on the basis of recent and anticipated population growth, that 2,672 new housing units will be needed by 2044. The Assessment also provides a model of the cumulative housing needs of several economic segments, from very low income to moderate and middle-income households, which the rising real estate market has, for the most part, failed to accommodate. Bainbridge Island's commitment to diversity, equity, and inclusion requires that we make every effort to meet those needs.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to approve the following motion:

Recognizing that the first segment of the City of Bainbridge Island's Housing Action Plan will be a description of its "overarching aims" and the purposes to be served by specific strategies and actions, I move to refer the following DRAFT statement to the Planning Commission for further review.

DRAFT of a Portion of the Housing Action Plan Purpose Statement,
Expressing the City Council's Endorsement of the Plan's Overarching Aims

The Housing Needs Assessment and this Housing Action Plan were undertaken in response to a two-fold

obligation, which is also an opportunity to improve Bainbridge Island's built environment and strengthen the community's cultural and social fabric. The Growth Management Act obligates us to plan for a certain amount of growth in the population over the next twenty years. Social equity considerations require that we not only plan for but also accommodate housing affordable to all economic segments of the population. The Housing Needs Assessment estimates, on the basis of recent and anticipated population growth, that 2,672 new housing units will be needed by 2044. The Assessment also provides a model of the cumulative housing needs of several economic segments, from very low income to moderate and middle-income households, which the rising real estate market has, for the most part, failed to accommodate. Bainbridge Island's commitment to diversity, equity, and inclusion requires that we make every effort to meet those needs.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Request from Councilmember Quitslund.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

February 21, 2023

MEMO TO: Mayor Brenda Fantroy-Johnson; City Manager Blair King

FROM: Deputy Mayor Jon Quitslund

CC: City Clerk Christine Brown

The motion below was introduced for discussion during the City Council meeting on February 14th. It was not considered at that time, and I remarked that it might be introduced at a later date. I hereby request that the motion be included in the agenda for the Council's Business Meeting on February 28, 2023.

Recognizing that the first segment of the City of Bainbridge Island's *Housing Action Plan* will be a description of its "overarching aims" and the purposes to be served by specific strategies and actions, **I move to refer the following DRAFT statement to the Planning Commission for further review.**

DRAFT of a Portion of the *Housing Action Plan* Purpose Statement,
Expressing the City Council's Endorsement of the *Plan's* Overarching Aims

The *Housing Needs Assessment* and this *Housing Action Plan* were undertaken in response to a two-fold obligation, which is also an opportunity to improve Bainbridge Island's built environment and strengthen the community's cultural and social fabric. The Growth Management Act obligates us to plan for a certain amount of growth in the population over the next twenty years. Social equity considerations require that we not only plan for but also accommodate housing affordable to all economic segments of the population.

The *Housing Needs Assessment* estimates, on the basis of recent and anticipated population growth, that 2,672 new housing units will be needed by 2044. The *Assessment* also provides a model of the cumulative housing needs of several economic segments, from very low income to moderate and middle-income households, which the rising real estate market has, for the most part, failed to accommodate. Bainbridge Island's commitment to diversity, equity, and inclusion requires that we make every effort to meet those needs.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 14, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:15 PM) Consider Request from Mayor Fantroy-Johnson to Discuss the Imagine Bainbridge 2035 Project - Mayor Fantroy-Johnson,

SUMMARY: Council will consider the request from Mayor Fantroy-Johnson to place a discussion of the Imagine Bainbridge 2035 Project 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 Mayor Fantroy-Johnson.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

AGENDA REQUEST FROM MAYOR FANTROY-JOHNSON

The Imagine Bainbridge 2035 Project is beginning to envision our community with the goal of achieving a “livable Bainbridge.”

The project hopes to look at how we “maintain our idyllic community setting and maintain our vibrant downtown center into the future:

- Property taxes have risen sharply and have driven some families off the island,
- Some residents including children have become food insecure,
- Rising home prices and lack of affordable housing have made it difficult to attract workers including health care professionals and retail staff, and
- Climate change and environmental factors demand we think about the rising levels of the Puget Sound and smoke risk from wildfires and be prepared for the next disaster.

How might we imagine better futures, more like an ideal hometown, for Bainbridge Island?”

I would like to, on the behalf of the City Council, as the Senior Center Liaison, participate in this project and update the council on the progress.