CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 27, 2023

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR
HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

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

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

3. PUBLIC COMMENT - 6:10 PM

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing.
Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. 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 Accounts Payable and Payroll**
Council Report PR 6-20-23.pdf
AP Report to Council of Cash Disbursements 06-28-23.pdf

4.C **Approve City Council Meeting Minutes**
Regular City Council Business Meeting Minutes, June 13, 2023 .pdf

4.D **Authorize the City Manager to Execute Amendment No. 2 to the Professional Services Agreement with HDR Engineering, Inc. ($221,672.06) and Approve a Related Budget Adjustment for the Conceptual Design of the Wastewater Beneficial Re-Use Project ($125,973.06 – Tax Supported) – Public Works,**
Amendment No 2 Wastewater Beneficial Re-Use HDR Engineering Inc.docx
WWTP Beneficial Re-Use Presentation_Options2_3.pdf

4.E **Authorize the City Manager to Execute a Professional Services Agreement in the amount of $82,640.00 with IMS Infrastructure Management Services, LP for the 2024-2029 Pavement Management Plan ($82,640.00 Streets) - Public Works**
PSA 2023-2029 Pavement Management IMS.docx
Attachment C - Fee Schedule.pdf

4.F **Adopt Resolution No. 2023-04, Updating the City's Procurement Policy**

Resolution No. 2023-04 Updating the Procurement Policy.docx
Procurement Policy Staff Memo
EXHIBIT A to Resolution No. 2023-04 ProcurementPolicy
Procurement Policy - 2019v2023 Strikethrough and Underline

4.G **Adopt Ordinance No. 2023-06 Adopting a Composting Procurement, Reporting, and Usage Requirement and Amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting - Executive,** 5 Minutes
Ordinance No. 2023.06 Adopting Composting Procurement, Reporting, and Usage Requirement.docx

4.H **Adopt Ordinance No. 2023-15 Relating to 2023 1st Budget Amendment and Updated Capital Improvement Plan Amendments - Finance,** 5 Minutes
Staff Memorandum Ordinance No. 2023-15 Budget Amendment__06092023.docx
Ordinance No. 2023-15 2023 1st Budget Amendment.docx
Ordinance No. 2023-15 Exhibit A.pdf
Ordinance No. 2023-15 Exhibit B.pdf
Ordinance No. 2023-15 Exhibit C.pdf

4.I **Cancel the July 4, 2023 Study Session**

5. COUNCIL ANNOUNCEMENTS - 6:30 PM

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

7. REGULAR BUSINESS

7.A **(6:45 PM) Consider Planning Commission Recommendation on Adopting Housing Action Plan **2022 Council High Priority Project** - Planning,** 15 Minutes
20230622 CC staff memo on Future Work on HAP Implementation.pdf
20230622 Staff Memo Re Revisions to HAP.pdf
June 15 Draft Housing Action Plan.pdf

7.B **(7:00 PM) Approve the Work Plan and Engagement Plan for the 2024 Comprehensive Plan Periodic Update - Planning,** 15 Minutes
Work Plan
Engagement Plan
General Info Sheet

7.C **(7:15 PM) Consider Police/Court Carbon Offset Recommendations,** 20 Minutes
Attachment A - CCAC Carbon Offset Recommendation for CC 06.27.23.docx
Attachment B - Carbon Offset Options for Police Court Building - for CC 06.27.23.pptx

7.D **(7:35 PM) Consider Recommendation for Public Art for the Ted Spearman Justice Center - Executive,** 15 Minutes
PEERS_COBI Courthouse_Police for CC 06272023.pdf
Artwork Commission Agreement for Police Court Facility Public Art w-budget for CC 06272023.doc

7.E **(7:50 PM) Review Recommended Artwork for Something New VI, 2023-24 Rotation - Executive,** 15 Minutes
Something New VI Artwork for CC 06272023

7.F **(8:05 PM) Appoint Deputy Mayor for a Term Commencing July 1, 2023 and Ending on December 31, 2023,** 5 Minutes

8. COMMUNICATIONS - 8:10 PM

8.A **Request for Regular Agenda Item to Discuss Checkpoints and Deadline for Groundwater Management Plan (GWMP) - Councilmember Hytopoulos,** 5 Minutes
Request for Council Discussion on Setting Deadline and Check Ins On GWMP HYTOPOULOS.docx

9. ADJOURNMENT - 8:15 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 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

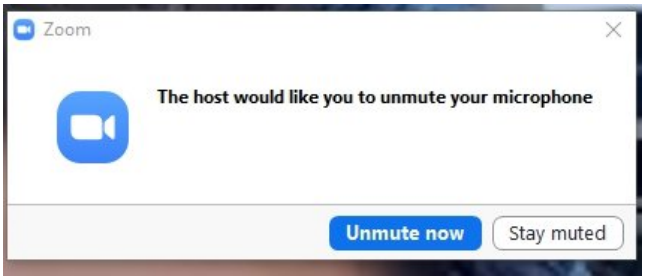
1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.

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: June 27, 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: June 27, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

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

RECOMMENDED MOTION: Approve 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 6-20-23.pdf

AP Report to Council of Cash Disbursements 06-28-23.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 6 - 20 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/20/2023	57668-57806	Regular check run (Direct Dep)	396,842.26
Normal	6/20/2023	110175	Regular check run (Paper Checks)	3,458.13
Vendor	6/20/2023	110176-110181	Vendor check run (Paper Checks)	130,698.96
EFTPS	6/20/2023		Federal Tax Electronic Transfer	149,284.44
			TOTAL:	**680,283.79**

Prepared and Reviewed by: _____ Date 6/16/2023

Ruth Schroeder, Payroll Specialist

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

_____ Date 06/16/2023

Billie Kinley, Budget Manager

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 12, 2023 - June 26, 2023
CITY COUNCIL: June 13, 2023 - June 27, 2023

Last check from previous run: 360272 dated 06/14/2023 issued to West Hills Ford for $118.09
Last ACH from previous run: 2332 dated 06/14/2023 issued to Westbay Auto Parts for $933.97

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	06/12/2023	2333	PW/Island Hands/Janitorial Services	16,811.00
ACH/EFT	06/13/2023	2334	FIN/Allstream/City wide phone services	795.55
ACH/EFT	06/14/2023	2335	LEGAL/Pacifica Law Group/Professional services May 2023	6,460.00
ACH/EFT	06/13/2023	2336	US Bank/Credit card purchases - May 2023	84,535.96
ACH/EFT	06/25/2023	2337	WA State DOR/Excise taxes - May 2023	25,633.32
ACH/EFT	06/25/2023	2338	City of Bainbridge Island/Utility billing - Jun. 2023	6,264.21
Manual	06/09/2023	360273	ENG/APWA/Prorated membership dues Matt Oxford	144.00
Manual	06/09/2023	360274	PW/WA ST Dept of Health/Water system certification	322.00
Manual	06/12/2023	360275	POL,PCD/AT&T/Fax long distance	18.84
Manual	06/12/2023	360276	CRT/BI Municipal Court/Blake decision refunds	680.00
Manual	06/12/2023	360277	CenturyLink/Citywide telemetry - Jun. 2023	4,413.53
Manual	06/12/2023	360278	CRT/Cullen, Paul PLLC/Blake decision professional services	336.00
Manual	06/12/2023	360279	Kitsap County Treasurer/May 2023 court fines & fees collected for the county	49.79
Manual	06/12/2023	360280	ENG/Northwest Aquatic Management/2023 Invasive weed treatment	14,341.77
Manual	06/12/2023	360281	Puget Sound Energy/Citywide energy services	32,557.55
Manual	06/12/2023	360282	EX,FIN,ENG/Staples/Kleenex, Paper, Pencils, Erasers, Disinfecting Wipes	971.93
Manual	06/12/2023	360283	Verizon/Citywide wireless charges - Jun. 2023	8,867.27
Manual	06/12/2023	360284	WA ST Treasurer/May 2023 court fines collected for the State	4,704.81
Manual	06/13/2023	360285	CenturyLink/Citywide telemetry - Jun. 2023	491.41
Manual	06/13/2023	360286	Marshall, Claire/Senior Center deposit refund	150.00
			Total Manual Checks and Electronic Disbursements	**208,548.94**

Regular Run Checks	06/28/2023	360287-360335	**Total Regular Check Run**	**167,760.21**
Regular Run ACH	06/28/2023	2339-2406	**Total Regular ACH Run**	**1,048,063.68**
			Total Disbursements	**1,424,372.83**

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.

6/22/2023

Carrie Freitas, Acting Accounting Manager — Date

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2333	06/12/2023	EFT	8646	ISLAND HANDS	263696	2403	05/25/2023		M060823	16,811.00
Invoice: 2403						ENG/2023-2024 JANITORIAL SERVICES				
					16,306.67	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
					504.33	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
								CHECK	2333 TOTAL:	16,811.00
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		16,811.00

	COUNT	AMOUNT
TOTAL EFT'S	1	16,811.00

*** GRAND TOTAL *** 16,811.00

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 6 75									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			16,306.67	
06/12/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				16,811.00
06/12/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			504.33	
06/12/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			16,811.00	16,811.00
APP 631-130000					DUE TO/FROM CLEARING			16,811.00	
06/12/2023	M060823	060923							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				16,306.67
06/12/2023	M060823	060923							
APP 402-130000					DUE TO/FROM CLEARING				504.33
06/12/2023	M060823	060923							
					SYSTEM GENERATED ENTRIES TOTAL			16,811.00	16,811.00
					JOURNAL 2023/06/75 TOTAL			33,622.00	33,622.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	75	06/12/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		16,306.67
001-213000				GENERAL - ACCOUNTS PAYABLE	16,306.67	
				FUND TOTAL	16,306.67	16,306.67
402 SEWER OPERATING FUND	2023	6	75	06/12/2023		
402-130000				DUE TO/FROM CLEARING		504.33
402-213000				ACCOUNTS PAYABLE	504.33	
				FUND TOTAL	504.33	504.33
631 CLEARING FUND	2023	6	75	06/12/2023		
631-130000				DUE TO/FROM CLEARING	16,811.00	
635-111100				CASH		16,811.00
				FUND TOTAL	16,811.00	16,811.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		16,306.67
402	SEWER OPERATING FUND		504.33
631	CLEARING FUND	16,811.00	
	TOTAL	16,811.00	16,811.00

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

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06/12/2023 08:58 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2334	06/13/2023	EFT	8672	ALLSTREAM	263977	19552076	06/01/2023		M061323	795.55
Invoice: 19552076							FIN/CITY WIDE PHONE SERVICES			
					795.55	71637891 542100	PW - ALLOC COMMUNICATION			
								CHECK	2334 TOTAL:	795.55
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		795.55

	COUNT	AMOUNT
TOTAL EFT'S	1	795.55

*** GRAND TOTAL *** 795.55

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 6 103									
APP 631-213000					ACCOUNTS PAYABLE			795.55	
06/13/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				795.55
06/13/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2023/06/103	TOTAL		795.55	795.55

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2023	6	103	06/13/2023			
631-213000					ACCOUNTS PAYABLE	795.55	
635-111100					CASH		795.55
					FUND TOTAL	795.55	795.55

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

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06/13/2023 09:11 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2335	06/14/2023	EFT	10011	PACIFICA LAW GROUP	L 264058	83849	06/07/2023		M061223	6,460.00
Invoice: 83849							LEGAL/PRO SVCS - THRU MAY23			
					6,460.00	32011152 54111101256	LIT-POLICE & MUNI COURT BLDG			
							CHECK	2335 TOTAL:		6,460.00
						NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***			6,460.00

	COUNT	AMOUNT
TOTAL EFT'S	1	6,460.00

*** GRAND TOTAL *** 6,460.00

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 6 121									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			6,460.00	
06/14/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				6,460.00
06/14/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			6,460.00	6,460.00
APP 631-130000					DUE TO/FROM CLEARING			6,460.00	
06/14/2023	M061223	061323							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				6,460.00
06/14/2023	M061223	061323							
					SYSTEM GENERATED ENTRIES TOTAL			6,460.00	6,460.00
					JOURNAL 2023/06/121 TOTAL			12,920.00	12,920.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	121	06/14/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		6,460.00
001-213000				GENERAL - ACCOUNTS PAYABLE	6,460.00	
				FUND TOTAL	6,460.00	6,460.00
631 CLEARING FUND	2023	6	121	06/14/2023		
631-130000				DUE TO/FROM CLEARING	6,460.00	
635-111100				CASH		6,460.00
				FUND TOTAL	6,460.00	6,460.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,460.00
631	CLEARING FUND	6,460.00	
	TOTAL	6,460.00	6,460.00

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

JK

munis a tyler erp solution

06/13/2023 11:56 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2336	06/13/2023	PRTD	7314	US BANK	263574	050123KB	05/01/2023	USBMAY23		462.88
Invoice: 050123KB					462.88	33011164 443410	HR/HOLIDAY INN/LABOR RELATIONS INSTITUTE LODGING HR-C/E-TRAINING EXP			
					263575	050523KB	05/05/2023	USBMAY23		21.40
Invoice: 050523KB					21.40	33011164 443410	HR/WSF/TRAVEL LABOR RELATIONS INSTITUTE HR-C/E-TRAINING EXP			
					263576	050823KB	05/08/2023	USBMAY23		21.40
Invoice: 050823KB					21.40	33011164 443410	HR/WSF/TRAVEL LABOR RELATIONS INSTITUTE HR-C/E-TRAINING EXP			
					263577	052223KB	05/22/2023	USBMAY23		60.96
Invoice: 052223KB					60.96	33011161 539100	HR/TOWN & COUNTRY/EQUITY MANAGER INTERVIEW COFFEE HR-NON TRAVEL FOOD/SNACK			
					263578	052223KB-A	05/22/2023	USBMAY23		117.36
Invoice: 052223KB-A					117.36	33011161 539100	HR/COQUETTE/LUNCH EQUITY MANAGER INTERVIEW PANELS HR-NON TRAVEL FOOD/SNACK			
					263579	042623BL	04/26/2023	USBMAY23		546.22
Invoice: 042623BL					546.22	33011161 544000	HR/INDEED/JOB AD UTIL TECH/SEASONAL MAINT HR-C/E-ADVERTISING			
					263580	042523BL	04/25/2023	USBMAY23		45.00
Invoice: 042523BL					45.00	33011161 544000	HR/CRAIGSLIST/JOB AD JUDICIAL SPECIALIST HR-C/E-ADVERTISING			
					263581	042523BL-A	04/25/2023	USBMAY23		45.00
Invoice: 042523BL-A					45.00	33011161 544000	HR/CRAIGSLIST/JOB AD SUSTAINABLE TRANS COORD HR-C/E-ADVERTISING			
					263582	050123BL	05/01/2023	USBMAY23		150.97
Invoice: 050123BL					150.97	33011161 544000	HR/INDEED/JOB AD SUSTAIN TRANS COORD HR-C/E-ADVERTISING			
					263583	050323BL	05/03/2023	USBMAY23		90.00
Invoice: 050323BL					90.00	33011161 544000	HR/CRAIGSLIST/JOB AD ADMIN SPEC III HR-C/E-ADVERTISING			
					263584	050223MS	05/02/2023	USBMAY23		9.99
Invoice: 050223MS					9.99	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
					263585	050223MS-A	05/02/2023	USBMAY23		900.00
Invoice: 050223MS-A					900.00	61470581 545000	PCD/PY STORAGE 98110/MONTHLY ARCHIVE STORAGE FEES PCD - DEV ADMIN RENTS & LEASES			
					263586	050323MS	05/03/2023	USBMAY23		183.60
Invoice: 050323MS					183.60	61011581 531100	PCD/AMAZON/PENS, NOTEBOOKS, MOUSE, WRIST PAD PCD - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263587	051823MS	05/18/2023		USBMAY23	199.92
	Invoice: 051823MS						PCD/CLICK2MAIL/LEGAL NOTICING POSTCARDS			
					199.92	61011581 542450	PCD - ADM COMMUNIC COMNTY INFO			
					263588	052423MS	05/24/2023		USBMAY23	174.34
	Invoice: 052423MS						PCD/CLICK2MAIL/WUI POST CARDS			
					174.34	61011581 542450	PCD - ADM COMMUNIC COMNTY INFO			
					263589	042523KS	04/25/2023		USBMAY23	63.00
	Invoice: 042523KS						FIN/USPO/FRONT DESK POSTAGE			
					63.00	41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
					263590	050423KS	05/04/2023		USBMAY23	78.63
	Invoice: 050423KS						FIN/GFOA/CAPITAL ASSET BOOK			
					78.63	41011141 531100	FIN-GF-SUPPLIES			
					263591	051023KS	05/10/2023		USBMAY23	64.90
	Invoice: 051023KS						FIN/T&C/FIN DEPT STAFF MEETING FOOD/BEV			
					64.90	41011141 539100	FIN-NON TRAVEL FOOD/SNACK			
					263592	051623KS	05/16/2023		USBMAY23	218.39
	Invoice: 051623KS						FIN/AMAZON/CH UPSTAIRS MICROWAVE			
					218.39	41011141 531100	FIN-GF-SUPPLIES			
					263666	042523PN	04/25/2023		USBMAY23	128.14
	Invoice: 042523PN						CC/SAWAN THAI KITCHEN/CITY COUNCIL MTG DINNER			
					128.14	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263667	042623PN	04/26/2023		USBMAY23	14.19
	Invoice: 042623PN						CC/SAFEWAY/CITY COUNCIL MTG DINNER			
					14.19	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263668	042823PN	04/28/2023		USBMAY23	24.58
	Invoice: 042823PN						CC/SAFEWAY/NORTH WARD MEETING			
					24.58	11011116 542450	COMMUNITY OUTREACH/PARTICIPA			
					263669	050823PN	05/08/2023		USBMAY23	89.00
	Invoice: 050823PN						EXCC/NAT'L ASSOC GOVT ARCHIVES/MEMBERSHIP PN			
					89.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
					263670	051123PN	05/11/2023		USBMAY23	1,227.00
	Invoice: 051123PN						EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKERS			
					1,227.00	36011143 545000	CLERK-RENTS			
					263671	051023PN	05/10/2023		USBMAY23	101.81
	Invoice: 051023PN						CC/CASA ROJAS/CITY COUNCIL MTG DINNER			
					101.81	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263672	051223PN	05/12/2023		USBMAY23	280.00
	Invoice: 051223PN						CC/BI PARKS & REC/RENTAL ISLAND CENTER HALL			
					280.00	11011116 542450	COMMUNITY OUTREACH/PARTICIPA			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263673	051723PN	05/17/2023		USBMAY23	91.93
	Invoice: 051723PN						CC/BENE PIZZA/CITY COUNCIL MTG DINNER			
					91.93	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263674	051623PN	05/16/2023		USBMAY23	17.97
	Invoice: 051623PN						CC/SAFEWAY/CITY COUNCIL MTG DINNER			
					17.97	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263675	052323PN	05/23/2023		USBMAY23	226.91
	Invoice: 052323PN						ENG/SIMPLIFILE/REVOCABLE LICENSE AGREEMENT			
					226.91	72111421 541100	ENG-STREET-MAINT-PRO SVCS			
					263676	052323PN-A	05/23/2023		USBMAY23	36.74
	Invoice: 052323PN-A						CC/EMMYS VEGE HOUSE/CITY COUNCIL MTG DINNER			
					36.74	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263677	052423PN	05/24/2023		USBMAY23	120.62
	Invoice: 052423PN						CC/PROPER FISH/CITY COUNCIL MTG DINNER			
					120.62	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					263678	052423PN-A	05/24/2023		USBMAY23	435.44
	Invoice: 052423PN-A						EXCC/SIMPLIFILE/NOTICE TO TITLE ARPA			
					435.44	36011143 541100	CLERK-C/E-PROF SVCS			
					263699	042823BK	04/28/2023		USBMAY23	60.78
	Invoice: 042823BK						EX/THE MADISON DINER/BREAKFAST COBI-BIFD-CHAMBER			
					60.78	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					263700	050923BK	05/09/2023		USBMAY23	20.00
	Invoice: 050923BK						EX/CHAMBER OF COMMERCE/AFTER HOURS EVENT			
					20.00	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					263701	051123BK	05/11/2023		USBMAY23	5.47
	Invoice: 051123BK						EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					5.47	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					263702	051323BK	05/13/2023		USBMAY23	76.44
	Invoice: 051323BK						EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION			
					76.44	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					263703	051623BK	05/16/2023		USBMAY23	-20.00
	Invoice: 051623BK						EX/CHAMBER OF COMMERCE/AFTER HOURS EVENT CREDIT			
					-20.00	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					263704	042823AL	04/28/2023		USBMAY23	119.52
	Invoice: 042823AL						EX/AMAZON/HUBS SUPPLIES			
					119.52	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263705	050123AL	05/01/2023		USBMAY23	130.12
	Invoice: 050123AL						EX/AMAZON/HUBS SUPPLIES			
					130.12	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263706	050123AL-A	05/01/2023		USBMAY23	358.08
Invoice: 050123AL-A							EX/AMAZON/HUBS SUPPLIES			
					358.08	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263707	050123AL-B	05/01/2023		USBMAY23	108.60
Invoice: 050123AL-B							EX/AMAZON/HUBS SUPPLIES			
					108.60	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263709	050123AL-C	05/01/2023		USBMAY23	251.64
Invoice: 050123AL-C							EX/AMAZON/HUBS SUPPLIES			
					251.64	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263710	050123AL-D	05/01/2023		USBMAY23	302.10
Invoice: 050123AL-D							EX/AMAZON/HUBS SUPPLIES			
					302.10	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263711	050123AL-E	05/01/2023		USBMAY23	40.39
Invoice: 050123AL-E							EX/AMAZON/HUBS SUPPLIES			
					40.39	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263712	050123AL-F	05/01/2023		USBMAY23	100.70
Invoice: 050123AL-F							EX/AMAZON/HUBS SUPPLIES			
					100.70	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263713	050123AL-G	05/01/2023		USBMAY23	21.71
Invoice: 050123AL-G							EX/COSTCO/HUBS SUPPLIES			
					21.71	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263714	050123AL-H	05/01/2023		USBMAY23	526.68
Invoice: 050123AL-H							EX/HOME DEPOT/HUBS SUPPLIES			
					526.68	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263715	050223AL	05/02/2023		USBMAY23	87.16
Invoice: 050223AL							EX/GARMIN/SUBSCRIPTION			
					87.16	31011256 542100	EX-GF-EMERG PREP-PHONE			
					263716	050223AL-A	05/02/2023		USBMAY23	330.12
Invoice: 050223AL-A							EX/AMAZON/HUBS SUPPLIES			
					330.12	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263717	050323AL	05/03/2023		USBMAY23	457.80
Invoice: 050323AL							EX/ALASKA AIR/IAEM CONFERENCE AIRFARE			
					457.80	31011256 443410	EX-GF-EMERG PREP-TRAINING			
					263718	050323AL-A	05/03/2023		USBMAY23	1,906.45
Invoice: 050323AL-A							EX/AMAZON/HUBS SUPPLIES			
					1,906.45	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263720	050323AL-B	05/03/2023		USBMAY23	332.90
Invoice: 050323AL-B							EX/AMAZON/HUBS SUPPLIES			
					332.90	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263721	050323AL-C	05/03/2023	USBMAY23		174.48
Invoice: 050323AL-C					EX/AMAZON/HUBS SUPPLIES					
					174.48	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263722	050423AL	05/04/2023	USBMAY23		741.71
Invoice: 050423AL					EX/AMAZON/HUBS SUPPLIES					
					741.71	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263723	050423AL-A	05/04/2023	USBMAY23		2,585.86
Invoice: 050423AL-A					EX/AMAZON/HUBS SUPPLIES					
					2,585.86	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263724	050523AL	05/05/2023	USBMAY23		166.50
Invoice: 050523AL					EX/NCSI/VOLUNTEER BACKGROUND CHECKS					
					166.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
					263725	050523AL-A	05/05/2023	USBMAY23		680.87
Invoice: 050523AL-A					EX/AMAZON/HUBS SUPPLIES					
					680.87	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263726	050523AL-B	05/05/2023	USBMAY23		1,354.00
Invoice: 050523AL-B					EX/B&H PHOTO/EMPG REPURPOSE GRANT					
					1,354.00	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					263727	050823AL	05/08/2023	USBMAY23		9,457.33
Invoice: 050823AL					EX/UBIQUITI/EMPG REPURPOSE GRANT					
					9,457.33	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					263728	050823AL-A	05/08/2023	USBMAY23		275.17
Invoice: 050823AL-A					EX/AMAZON/EMPG REPURPOSE GRANT					
					275.17	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					263729	050823AL-B	05/08/2023	USBMAY23		721.26
Invoice: 050823AL-B					EX/AMAZON/EMPG REPURPOSE GRANT					
					721.26	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					263730	050823AL-C	05/08/2023	USBMAY23		166.98
Invoice: 050823AL-C					EX/HOME DEPOT/EMPG REPURPOSE GRANT					
					166.98	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					263731	051023AL	05/10/2023	USBMAY23		607.03
Invoice: 051023AL					EX/COSTCO/HUBS SUPPLIES					
					607.03	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263732	051023AL-A	05/10/2023	USBMAY23		708.19
Invoice: 051023AL-A					EX/COSTCO/HUBS SUPPLIES					
					708.19	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263734	051023AL-C	05/10/2023	USBMAY23		174.38
Invoice: 051023AL-C					EX/COSTCO/HUBS SUPPLIES					
					174.38	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263735	051123AL	05/11/2023	USBMAY23		1,542.84
Invoice: 051123AL					EX/SOS SURVIVAL/HUBS SUPPLIES					
					1,542.84	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263736	051123AL-A	05/11/2023	USBMAY23		698.84
Invoice: 051123AL-A					EX/COSTCO/HUBS SUPPLIES					
					698.84	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263737	051123AL-B	05/11/2023	USBMAY23		273.10
Invoice: 051123AL-B					EX/HOME DEPOT/HUBS SUPPLIES					
					273.10	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263738	051223AL	05/12/2023	USBMAY23		51.17
Invoice: 051223AL					EX/SAFEWAY/SNACKS FOR WFR CLASS					
					51.17	31011256 443455	EM PREP-TRAINING LOCAL FOODBEV			
					263739	051523AL	05/15/2023	USBMAY23		65.06
Invoice: 051523AL					EX/AMAZON/HUBS SUPPLIES					
					65.06	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263740	051523AL-A	05/15/2023	USBMAY23		1,199.61
Invoice: 051523AL-A					EX/AMAZON/HUBS SUPPLIES					
					1,199.61	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263741	051623AL	05/16/2023	USBMAY23		200.48
Invoice: 051623AL					EX/AMAZON/HUBS SUPPLIES					
					200.48	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263742	051623AL-A	05/16/2023	USBMAY23		17.40
Invoice: 051623AL-A					EX/AMAZON/MRC EVENT BAG REFILLS					
					17.40	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263743	051623AL-B	05/16/2023	USBMAY23		16.33
Invoice: 051623AL-B					EX/AMAZON/MRC EVENT BAG REFILLS					
					16.33	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263744	051723AL	05/17/2023	USBMAY23		55.79
Invoice: 051723AL					EX/AMAZON/MRC EVENT BAG REFILLS					
					55.79	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263745	051723AL-A	05/17/2023	USBMAY23		14.21
Invoice: 051723AL-A					EX/AMAZON/MRC EVENT BAG REFILLS					
					14.21	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263746	051823AL	05/18/2023	USBMAY23		200.48
Invoice: 051823AL					EX/AMAZON/HUBS SUPPLIES					
					200.48	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					263747	051823AL-A	05/18/2023	USBMAY23		1,002.79
Invoice: 051823AL-A					EX/COSTCO/HUBS SUPPLIES					
					1,002.79	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				263748	052223AL	05/22/2023		USBMAY23	328.20
Invoice: 052223AL				EX/AMAZON/MRC EVENT BAG REFILLS					
				328.20	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				263749	052323AL	05/23/2023		USBMAY23	5.34
Invoice: 052323AL				EX/AMAZON/HUBS SUPPLIES					
				5.34	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				263750	052423AL	05/24/2023		USBMAY23	163.79
Invoice: 052423AL				EX/AMAZON/CERT TEAM VESTS					
				163.79	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				263751	052523AL	05/25/2023		USBMAY23	90.14
Invoice: 052523AL				EX/AMAZON/HUBS SUPPLIES					
				90.14	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				263821	050123DM	05/01/2023		USBMAY23	4,165.00
Invoice: 050123DM				PW/GRAVITEC SYSTEMS/AUTH FALL PROTECTION TRAINING					
				4,165.00	73637891 443410	O&M-ALLOC ADM-TRAINING EXP			
				263822	050323DM	05/03/2023		USBMAY23	39.00
Invoice: 050323DM				PW/SLUYS BAKERY/DONUTS FOR TRAINING					
				39.00	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
				263823	051723DM	05/17/2023		USBMAY23	39.00
Invoice: 051723DM				PW/SLUYS BAKERY/DONUTS FOR TRAINING					
				39.00	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
				263824	051723DM-A	05/17/2023		USBMAY23	43.72
Invoice: 051723DM-A				PW/STARBUCKS/COFFEE FOR TRAINING					
				43.72	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
				263825	052223DM	05/22/2023		USBMAY23	829.00
Invoice: 052223DM				PW/APWA/TRAINING REGISTRATION DM					
				829.00	73637891 443410	O&M-ALLOC ADM-TRAINING EXP			
				263826	052223DM-A	05/22/2023		USBMAY23	8,111.60
Invoice: 052223DM-A				PW/NOREGON SYSTEMS/JRPO NEXTSTEP REPAIR SYSTEM					
				8,111.60	73637891 535100	COMPUTER SOFTWARE			
				263827	042823AS	04/28/2023		USBMAY23	52.44
Invoice: 042823AS				AMAON/BIKE TO WORK DAY EVENT MATERIALS					
				52.44	91011497 53110001194	GREEN TEAM, RECYCLING-SUPPLIES			
				263828	043023AS	04/30/2023		USBMAY23	10.50
Invoice: 043023AS				EX/MASABI RTD/PUBLIC TRANSIT DAY PASS ETIPP MTG					
				10.50	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
				263829	043023AS-A	04/30/2023		USBMAY23	10.00
Invoice: 043023AS-A				EX/SHUTTLEPARK/PARKING FOR ETIPP MEETING					
				10.00	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263830	050223AS	05/02/2023		USBMAY23	15.70
Invoice: 050223AS							EX/WHOLE FOODS/DINNER ETIPP MEETING			
					15.70	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263831	050123AS	05/01/2023		USBMAY23	16.80
Invoice: 050123AS							EX/WA ST FERRIES/FERRY TRAVEL ETIPP MEETING			
					16.80	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263832	050223AS-A	05/02/2023		USBMAY23	6.00
Invoice: 050223AS-A							EX/SPRINGHILL SUITES/DINNER ETIPP MEETING			
					6.00	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263833	050423AS	05/04/2023		USBMAY23	12.00
Invoice: 050423AS							RIDWELL/RECYCLING PICKUP AT CITY HALL			
					12.00	91011497 54790401194	GREEN TEAM-RECYCLING SVCS			
					263834	050323AS	05/03/2023		USBMAY23	54.10
Invoice: 050323AS							EX/SHUTTLEPARK/PARKING ETIPP MEETING			
					54.10	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263835	050323AS-A	05/03/2023		USBMAY23	25.68
Invoice: 050323AS-A							EX/ROOT DOWN RESTAURANT/DINNER ETIPP MEETING			
					25.68	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263836	050423AS-A	05/04/2023		USBMAY23	16.80
Invoice: 050423AS-A							EX/WA ST FERRIES/FERRY TRAVEL ETIPP MEETING			
					16.80	31011492 44341001196	CAP-ENERGY & GR BLDG-TRAINING			
					263837	050823AS	05/08/2023		USBMAY23	33.00
Invoice: 050823AS							COQUETTE BAKE SHOP/SNACKS FOR BIKE TO WORK DAY			
					33.00	31011492 53910001195	CAP-TRANSP & FUELS-FOOD/BEV			
					263838	051823AS	05/18/2023		USBMAY23	1.00
Invoice: 051823AS							RIDWELL/EXTRA BAG PLASTIC FILM RECYCLING			
					1.00	91011497 54790401194	GREEN TEAM-RECYCLING SVCS			
					263839	052123DP	05/21/2023		USBMAY23	12.00
Invoice: 052123DP							FIN/OREGAN CONVENTION CENTER/PARKING			
					12.00	41011144 443410	FIN - C/E TRAINING			
					263840	052123DP-A	05/21/2023		USBMAY23	28.34
Invoice: 052123DP-A							FIN/SAFEWAY/GAS			
					28.34	41011144 443410	FIN - C/E TRAINING			
					263841	052123DP-B	05/21/2023		USBMAY23	5.50
Invoice: 052123DP-B							FIN/WSDOT/TACOMA NARROWS BRIDGE			
					5.50	41011144 443410	FIN - C/E TRAINING			
					263842	052223DP	05/22/2023		USBMAY23	12.00
Invoice: 052223DP							FIN/OREGON CENVENTION CENTER/PARKING			
					12.00	41011144 443410	FIN - C/E TRAINING			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263843	052123DP-C	05/21/2023		USBMAY23	36.00
	Invoice: 052123DP-C						FIN/BEASTRO/DINNER			
					36.00	41011144 443410	FIN - C/E TRAINING			
					263844	052123DP-D	05/21/2023		USBMAY23	4.00
	Invoice: 052123DP-D						FIN/OREGON CONVENTION CENTER/WATER			
					4.00	41011144 443410	FIN - C/E TRAINING			
					263845	052223DP-A	05/22/2023		USBMAY23	29.25
	Invoice: 052223DP-A						FIN/MCMENAMINS/DINNER			
					29.25	41011144 443410	FIN - C/E TRAINING			
					263846	052323DP	05/23/2023		USBMAY23	22.50
	Invoice: 052323DP						FIN/HEROES CAFE/DINNER			
					22.50	41011144 443410	FIN - C/E TRAINING			
					263847	052323DP-A	05/23/2023		USBMAY23	12.00
	Invoice: 052323DP-A						FIN/OREGON CONVENTION CENTER/PARKING			
					12.00	41011144 443410	FIN - C/E TRAINING			
					263848	052223DP-B	05/22/2023		USBMAY23	25.00
	Invoice: 052223DP-B						FIN/BEASTRO/BREAKFAST			
					25.00	41011144 443410	FIN - C/E TRAINING			
					263849	052323DP-B	05/23/2023		USBMAY23	15.85
	Invoice: 052323DP-B						FIN/STARBUCKS/BREAKFAST			
					15.85	41011144 443410	FIN - C/E TRAINING			
					263850	052423DP	05/24/2023		USBMAY23	41.68
	Invoice: 052423DP						FIN/CHEVRON/FUEL			
					41.68	41011144 443410	FIN - C/E TRAINING			
					263851	052423DP-A	05/24/2023		USBMAY23	12.00
	Invoice: 052423DP-A						FIN/OREGON CONVENTION CENTER/PARKING			
					12.00	41011144 443410	FIN - C/E TRAINING			
					263852	051523MB	05/15/2023		USBMAY23	1,681.68
	Invoice: 051523MB						PW/VERNS ORGANIC TOPSOIL/FINE BARK TO DECANT			
					1,681.68	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263853	052423MB	05/24/2023		USBMAY23	51.90
	Invoice: 052423MB						PW/MUTT MITT/KEYS FOR DISPENSERS			
					51.90	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263854	042723RN	04/27/2023		USBMAY23	191.11
	Invoice: 042723RN						PW/SONETICS/REPAIR WIRELESS HEADSET			
					191.11	73637946 548100	ALLOC-1/3 TO EACH UTIL-R&M			
					263855	050323AC	05/03/2023		USBMAY23	5,616.15
	Invoice: 050323AC						PW/GLOBAL INDUSTRIAL/COMPOST BINS FOR WINSLOW			
					5,616.15	73011832 53110001282	WINSLOW WASTE RECEPTACLES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263857	050123JR	05/01/2023		USBMAY23	300.00
Invoice: 050123JR							PW/STORAGE98110/STORAGE UNIT RENTAL			
					300.00	73637891 545000	RENTS & LEASES - OPERATING			
					263858	042623JR	04/26/2023		USBMAY23	17.13
Invoice: 042623JR							PW/AMAZON/TOILET PAPER HOLLDER			
					17.13	73637891 531100	OFFICE SUPPLIES			
					263859	042523JR	04/25/2023		USBMAY23	218.66
Invoice: 042523JR							PW/AMAZON/POSTER FRAMES, DISH RACK			
					218.66	73637891 531100	OFFICE SUPPLIES			
					263860	042723JR	04/27/2023		USBMAY23	480.47
Invoice: 042723JR							PW/COSTCO/WATER BOTTLES			
					480.47	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					263861	042823JR	04/28/2023		USBMAY23	61.14
Invoice: 042823JR							PW/AMAZON/PENCILS FOR PW WEEK			
					61.14	73637891 531100	OFFICE SUPPLIES			
					263862	042823JR-A	04/28/2023		USBMAY23	98.25
Invoice: 042823JR-A							PW/AMAZON/TABLECLOTHS RECTANGLE			
					98.25	73637891 531100	OFFICE SUPPLIES			
					263863	042823JR-B	04/28/2023		USBMAY23	31.63
Invoice: 042823JR-B							PW/AMAZON/TABLECLOTHS ROUND			
					31.63	73637891 531100	OFFICE SUPPLIES			
					263864	042823JR-C	04/28/2023		USBMAY23	21.82
Invoice: 042823JR-C							PW/AMAZON/PW WEEK SUPPLIES			
					21.82	73637891 531100	OFFICE SUPPLIES			
					263865	042823JR-D	04/28/2023		USBMAY23	45.13
Invoice: 042823JR-D							PW/AMAZON/PW WEEK SUPPLIES			
					45.13	73637891 531100	OFFICE SUPPLIES			
					263866	042823JR-E	04/28/2023		USBMAY23	67.66
Invoice: 042823JR-E							PW/AMAZON/RV BLADE PLUG			
					67.66	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					263867	050223JR	05/02/2023		USBMAY23	112.59
Invoice: 050223JR							PW/AMAZON/DODGE PILLOW BLOCKS			
					112.59	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					263868	050423JR	05/04/2023		USBMAY23	718.20
Invoice: 050423JR							PW/PAGERS DIRECT/NEW PAGERS			
					718.20	73637891 531100	OFFICE SUPPLIES			
					263869	050423JR-A	05/04/2023		USBMAY23	146.60
Invoice: 050423JR-A							PW/PAGERS DIRECT/TEST PAGER MOVED TO PERMANENT			
					146.60	73637891 531100	OFFICE SUPPLIES			

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							INVOICE DTL DESC			
					263870	050523JR	05/05/2023		USBMAY23	50.58
Invoice: 050523JR							PW/SHUTTERFLY/PW WEEK SUPPLIES			
					50.58	73637891 531100	OFFICE SUPPLIES			
					263871	050523JR-A	05/05/2023		USBMAY23	464.09
Invoice: 050523JR-A							PW/AMAZON/HYDRAULIC LIFT			
					464.09	73425358 531100	O&M-WWTP-SUPPLIES			
					263872	050323JR	05/03/2023		USBMAY23	13.09
Invoice: 050323JR							PW/COSTCO/CUPS FOR O&M			
					13.09	73637891 531100	OFFICE SUPPLIES			
					263873	051023JR	05/10/2023		USBMAY23	49.03
Invoice: 051023JR							PW/AMAZON/POSTER FRAMES			
					49.03	73637891 531100	OFFICE SUPPLIES			
					263874	051823JR	05/18/2023		USBMAY23	69.93
Invoice: 051823JR							PW/AMAZON/COLLAPSIBLE SHOWER DAM			
					69.93	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					263875	051823JR-A	05/18/2023		USBMAY23	137.54
Invoice: 051823JR-A							PW/AMAZON/TRAILER CONNECTION CORDS			
					137.54	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
					263876	051923JR	05/19/2023		USBMAY23	357.76
Invoice: 051923JR							PW/HOLIDAY INN EXPRESS/TRAINING FOR NPATTON			
					357.76	73411345 443410	O&M-WTR MAINT-TRAINING EXP			
					263877	051923JR-A	05/19/2023		USBMAY23	615.89
Invoice: 051923JR-A							PW/ALEN.COM/AIR PURIFIER PCD CONF ROOM			
					615.89	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					263878	052123JR	05/21/2023		USBMAY23	30.98
Invoice: 052123JR							PW/COSTCO/SUPPLIES PW WEEK BBQ			
					30.98	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					263879	052223JR	05/22/2023		USBMAY23	37.07
Invoice: 052223JR							PW/COSTCO/SUPPLIES FOR PW WEEK BBQ			
					37.07	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					263880	052323JR	05/23/2023		USBMAY23	23.99
Invoice: 052323JR							PW/SAFEWAY/SUPPLIES FOR PW WEEK BBQ			
					23.99	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					263881	050323JR-A	05/03/2023		USBMAY23	180.17
Invoice: 050323JR-A							PW/AMAZON/LITHIUM ION BATTERIES			
					180.17	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					263882	042823KG	04/28/2023		USBMAY23	29.42
Invoice: 042823KG							ENG/AMAZON/REFILL FROSTED WINDOW FILM			
					29.42	72011321 531100	ENG - C/E ADMIN SUPPLIES			

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							INVOICE DTL DESC			
					263883	042723KG	04/27/2023		USBMAY23	223.72
Invoice: 042723KG					ENG/HILTON GARDEN INN/SSWM CONFERENCE SC					
					223.72	72431831 443410	ENG - SSWM ADM TRAINING			
					263884	050223KG	05/02/2023		USBMAY23	1.00
Invoice: 050223KG					ENG/QUIZ MAKER/PUBLIC WORKS WEEK SUPPLIES					
					1.00	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					263885	050823KG	05/08/2023		USBMAY23	43.34
Invoice: 050823KG					ENG/T&C/EH-WW IMPROVEMENT OPEN HOUSE					
					43.34	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					263886	050923KG	05/09/2023		USBMAY23	115.40
Invoice: 050923KG					ENG/SAFEWAY/CESL TRAINING FOOD - SSWM					
					115.40	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					263887	051623KG	05/16/2023		USBMAY23	10.00
Invoice: 051623KG					ENG/ACE HARDWARE/PUBLIC WORKS WEEK SUPPLIES					
					10.00	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					263888	051623KG-A	05/16/2023		USBMAY23	20.19
Invoice: 051623KG-A					ENG/SAFEWAY/BATTERIES					
					20.19	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					263889	051723KG	05/17/2023		USBMAY23	10.00
Invoice: 051723KG					ENG/BLACKBIRD BAKERY/PUBLIC WORKS WEEK SUPPLIES					
					10.00	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					263890	042823SH	04/28/2023		USBMAY23	146.48
Invoice: 042823SH					EX/DROPBOX/OLD POL STATION, AFFORD HOUSING PROJECT					
					146.48	31011551 54111001251	OLD PD STATION-AFF HSG STUDY			
					263891	050923SH	05/09/2023		USBMAY23	15.96
Invoice: 050923SH					EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION					
					15.96	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					263892	051623SH	05/16/2023		USBMAY23	11.99
Invoice: 051623SH					EX/KITSAP SUN/DIGITAL SUBSCRIPTION					
					11.99	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					263893	051823SH	05/18/2023		USBMAY23	50.00
Invoice: 051823SH					EX/FACEBOOK/BOOSTED POST					
					50.00	31011572 542450	EX-GF-OUTREACH-ADV			
					263894	052423SH	05/24/2023		USBMAY23	19.87
Invoice: 052423SH					EX/FACEBOOK/BOOSTED POST					
					19.87	31011572 542450	EX-GF-OUTREACH-ADV			
					263895	042423RL	04/24/2023		USBMAY23	40.00
Invoice: 042423RL					EX/CHAMBER OF COMMERCE/CHAMBER AFTER HOURS					
					40.00	31011134 443410	EX-GF-TRAINING			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				263896	042523RL	04/25/2023		USBMAY23	19.21
Invoice: 042523RL						EX/SAFEWAY/THANK YOU CARDS EF, SP			
				19.21	31011131 531100	EX-GF-SUPPLIES			
				263897	042623RL	04/26/2023		USBMAY23	84.99
Invoice: 042623RL						EX/TOWN&COUNTRY/FAREWELL CAKE			
				84.99	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				263898	042623RL-A	04/26/2023		USBMAY23	91.58
Invoice: 042623RL-A						EX/CUPS/APRIL BIRTHDAY LUNCHES			
				91.58	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				263900	043023RL	04/30/2023		USBMAY23	16.58
Invoice: 043023RL						EX/COSTCO/JUICE (PRESENTATION)			
				16.58	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				263901	050123RL	05/01/2023		USBMAY23	200.00
Invoice: 050123RL						EX/ICMA/ANNUAL MEMBERSHIP NEBENZAHL			
				200.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
				263902	050423RL	05/04/2023		USBMAY23	23.61
Invoice: 050423RL						HR/AMAZON/INTEROFFICE ENVELOPES			
				23.61	33011161 531100	HR-C/E-SUPPLIES			
				263903	050523RL	05/05/2023		USBMAY23	21.83
Invoice: 050523RL						CC/AMAZON/CERTIFICATE HOLDERS			
				21.83	11011116 531100	COUNCIL - SUPPLIES			
				263904	050623RL	05/06/2023		USBMAY23	14.19
Invoice: 050623RL						EX/AMAZON/NAPKINS			
				14.19	31011131 531100	EX-GF-SUPPLIES			
				263905	050823RL	05/08/2023		USBMAY23	8.77
Invoice: 050823RL						EX/TOWN&COUNTRY/PRESENTATION SUPPLIES			
				8.77	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				263906	051023RL	05/10/2023		USBMAY23	112.48
Invoice: 051023RL						LEGAL/LEXIS NEXUS/LEGAL ONLINE SUBSCRIPTION			
				112.48	32011152 548500	LGL-GF-SOFTWARE MAINT/SUBSCR			
				263907	051123RL	05/11/2023		USBMAY23	84.86
Invoice: 051123RL						EX/AMAZON/OFFICE SUPPLIES EXECUTIVE			
				84.86	31011131 531100	EX-GF-SUPPLIES			
				263908	051323RL	05/13/2023		USBMAY23	9.99
Invoice: 051323RL						EX/KITSAP SUN/MONTHLY SUBSCRIPTION			
				9.99	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
				263909	051523RL	05/15/2023		USBMAY23	127.11
Invoice: 051523RL						EX/ADPLANET/STICKERS			
				127.11	31011131 531100	EX-GF-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263910	051923RL	05/19/2023		USBMAY23	1,000.00
Invoice: 051923RL					EX/RACE FORWARD/GARE MEMBERSHIP DUES					
					1,000.00	31011572 54910001064	REAC-DUES/SUBCRIPTIONS			
					263911	042623ZB	04/26/2023		USBMAY23	5.00
Invoice: 042623ZB					POL/SAFEWAY/COOKIES, COMMUNITY POLICE ACADEMY					
					5.00	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			
					263912	042723ZB	04/27/2023		USBMAY23	23.84
Invoice: 042723ZB					POL/STARBUCKS/COFFEE, COMMUNITY POLICE ACADEMY					
					23.84	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			
					263913	050323ZB	05/03/2023		USBMAY23	5.00
Invoice: 050323ZB					POL/SAFEWAY/COOKIES, COMMUNITY POLICE ACADEMY					
					5.00	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			
					263914	050423ZB	05/04/2023		USBMAY23	23.84
Invoice: 050423ZB					POL/STARBUCKS/COFFEE COMMUNITY POLICE ACADEMY					
					23.84	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			
					263915	050523ZB	05/05/2023		USBMAY23	18.55
Invoice: 050523ZB					POL/SIERRA TRADING CO/K9 TOYS					
					18.55	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					263916	050423ZB-A	05/04/2023		USBMAY23	36.34
Invoice: 050423ZB-A					POL/Z BONES/K9 TOYS AND TREATS					
					36.34	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					263917	050823ZB	05/08/2023		USBMAY23	54.21
Invoice: 050823ZB					POL/CHEWY/K9 FOOD					
					54.21	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					263918	051023ZB	05/10/2023		USBMAY23	24.00
Invoice: 051023ZB					POL/SALTY DOG WASH/K9 NAIL TRIM, BATH					
					24.00	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					263919	050123BB	05/01/2023		USBMAY23	423.00
Invoice: 050123BB					POL/RELIABLE STORAGE/STORAGE UNIT RENT					
					423.00	53011212 545000	POLICE - C/E PATROL RENTS			
					263920	050123BB-A	05/01/2023		USBMAY23	9.99
Invoice: 050123BB-A					POL/KITSAP SUN/DIGITAL SUBSCRIPTION					
					9.99	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
					263921	050223BB	05/02/2023		USBMAY23	19.50
Invoice: 050223BB					POL/AMAZON/REMOVABLE STICKERS					
					19.50	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					263922	050323BB	05/03/2023		USBMAY23	11.00
Invoice: 050323BB					POL/WA ST PATROL/WATCH BACKGROUND CHECK DUOWM					
					11.00	55011757 541100	PD-HARBORMASTER-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263923	050623BB	05/06/2023		USBMAY23	35.97
Invoice: 050623BB					POL/AMAZON/BATHROOM SPRAY					
					35.97	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					263924	052323BB	05/23/2023		USBMAY23	16.36
Invoice: 052323BB					POL/AMAZON/REMOVABLE STICKERS					
					16.36	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					263925	052423BB	05/24/2023		USBMAY23	219.32
Invoice: 052423BB					POL/JERSEY MIKES SUBS/SANDWICHES COMMUNITY POLICE					
					219.32	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			
					263926	043023GK	04/30/2023		USBMAY23	15.00
Invoice: 043023GK					POL/ARGUSTAK/5 SEAT SUBSCRIPTION FOR EVAL					
					15.00	53011212 548500	PD-C/E-PATROL-COMP SPT MAINT			
					263927	042423CL	04/24/2023		USBMAY23	17.39
Invoice: 042423CL					POL/CROWS NEST BAR & GRILL/MEAL					
					17.39	54025212 443410	MARINE - TRAINING			
					263928	042423CL-A	04/24/2023		USBMAY23	26.09
Invoice: 042423CL-A					POL/ICE HARBOR BREWING/MEAL					
					26.09	54025212 443410	MARINE - TRAINING			
					263929	042523CL	04/25/2023		USBMAY23	23.91
Invoice: 042523CL					POL/ICE HARBOR BREWING/MEAL					
					23.91	54025212 443410	MARINE - TRAINING			
					263930	042623CL	04/26/2023		USBMAY23	20.14
Invoice: 042623CL					POL/CEDARS AT PEIR ONE/MEAL					
					20.14	54025212 443410	MARINE - TRAINING			
					263931	042623CL-A	04/26/2023		USBMAY23	17.39
Invoice: 042623CL-A					POL/CROWS NEST BAR & GRILL/MEAL					
					17.39	54025212 443410	MARINE - TRAINING			
					263932	042723CL	04/27/2023		USBMAY23	22.83
Invoice: 042723CL					POL/CROWS NEST BAR & GRILL/MEAL					
					22.83	54025212 443410	MARINE - TRAINING			
					263933	042923CL	04/29/2023		USBMAY23	596.20
Invoice: 042923CL					POL/CLOVER ISLAND INN/LODGING 5 NIGHTS					
					596.20	54025212 443410	MARINE - TRAINING			
					263934	042823CL	04/28/2023		USBMAY23	10.17
Invoice: 042823CL					POL/FLYING J/MEAL					
					10.17	54025212 443410	MARINE - TRAINING			
					263935	052323CL	05/23/2023		USBMAY23	154.30
Invoice: 052323CL					POL/QUALITY INN/EMERGENCY VICTIM LODGING					
					154.30	51011211 541100	PD-C/E-ADM-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263936	051123BM	05/11/2023		USBMAY23	55.09
	Invoice: 051123BM						POL/BOAT-ED.COM/BOATERS EDUCATION COURSE ONLINE			
					55.09	54025212 443410	MARINE - TRAINING			
					263937	052123BM	05/21/2023		USBMAY23	50.75
	Invoice: 052123BM						POL/WALMART SUPERCENTER/BOATER TRAINING SUPPLIES			
					50.75	54025212 443410	MARINE - TRAINING			
					263938	052123BM-A	05/21/2023		USBMAY23	42.49
	Invoice: 052123BM-A						POL/PORTERS BARBECUE/MEAL			
					42.49	54025212 443410	MARINE - TRAINING			
					263939	052223BM	05/22/2023		USBMAY23	19.39
	Invoice: 052223BM						POL/CROWS NEST/MEAL			
					19.39	54025212 443410	MARINE - TRAINING			
					263940	052223BM-A	05/22/2023		USBMAY23	32.60
	Invoice: 052223BM-A						POL/ICE HARBOR BREWING/MEAL			
					32.60	54025212 443410	MARINE - TRAINING			
					263941	052323BM	05/23/2023		USBMAY23	23.57
	Invoice: 052323BM						POL/CROWS NEST/MEAL			
					23.57	54025212 443410	MARINE - TRAINING			
					263942	042423RN	04/24/2023		USBMAY23	22.39
	Invoice: 042423RN						POL/CROWS NEST/MEAL			
					22.39	54025212 443410	MARINE - TRAINING			
					263943	042423RN-A	04/24/2023		USBMAY23	39.70
	Invoice: 042423RN-A						POL/ICE HARBOR BREWING/MEAL			
					39.70	54025212 443410	MARINE - TRAINING			
					263944	042523RN	04/25/2023		USBMAY23	40.00
	Invoice: 042523RN						POL/CROWS NEST/MEAL			
					40.00	54025212 443410	MARINE - TRAINING			
					263945	042523RN-A	04/25/2023		USBMAY23	25.65
	Invoice: 042523RN-A						POL/CROWS NEST/MEAL			
					25.65	54025212 443410	MARINE - TRAINING			
					263946	042623RN	04/26/2023		USBMAY23	34.09
	Invoice: 042623RN						POL/CEDARS AT PIER ONE/MEAL			
					34.09	54025212 443410	MARINE - TRAINING			
					263947	042623RN-A	04/26/2023		USBMAY23	22.39
	Invoice: 042623RN-A						POL/CROWS NEST/MEAL			
					22.39	54025212 443410	MARINE - TRAINING			
					263949	042723RN-A	04/26/2023		USBMAY23	22.39
	Invoice: 042723RN-A						POL/CROWS NEST/MEAL			
					22.39	54025212 443410	MARINE - TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				263950	042923RN	04/29/2023	USBMAY23		596.20
Invoice: 042923RN				596.20	54025212 443410	POL/CLOVER ISLAND INN/LODGING 5 NIGHTS MARINE - TRAINING			
				263951	042823RN	04/28/2023	USBMAY23		121.82
Invoice: 042823RN				121.82	54025212 443410	POL/CONOCO ELLENSBURG/GUEL MARINE - TRAINING			
				263952	052423RN	05/24/2023	USBMAY23		60.16
Invoice: 052423RN				60.16	53011212 443410	POL/AM-PM SILVLERDALE/FUEL POLICE - C/E PATROL TRAINING			
				263953	050123WS	05/01/2023	USBMAY23		51.95
Invoice: 050123WS				51.95	53011212 443410	POL/ARCO POULSBO/FUEL POLICE - C/E PATROL TRAINING			
				263954	050123WS-A	05/01/2023	USBMAY23		8.81
Invoice: 050123WS-A				8.81	53011212 443410	POL/CHICK-FIL-A/FOOD POLICE - C/E PATROL TRAINING			
				263955	050223WS	05/02/2023	USBMAY23		19.91
Invoice: 050223WS				19.91	53011212 443410	POL/CHIPOTLE MEXICAN GRILL/FOOD POLICE - C/E PATROL TRAINING			
				263956	042923BS	04/29/2023	USBMAY23		56.83
Invoice: 042923BS				56.83	54025212 531100	POL/O'REILY AUTO POULSBO/TAIL LIGHT M11 MARINE - SUPPLIES			
				263957	052123RS	05/21/2023	USBMAY23		51.83
Invoice: 052123RS				51.83	54025212 443410	POL/WALMART/BOATER TRAINING SUPPLIES MARINE - TRAINING			
				263958	052123RS-A	05/21/2023	USBMAY23		51.18
Invoice: 052123RS-A				51.18	54025212 443410	POL/CHEVRON/FUEL MARINE - TRAINING			
				263959	052123RS-B	05/21/2023	USBMAY23		25.00
Invoice: 052123RS-B				25.00	54025212 443410	POL/PORTERS BARBECUE/MEAL MARINE - TRAINING			
				263960	052123RS-C	05/21/2023	USBMAY23		83.24
Invoice: 052123RS-C				83.24	54025212 443410	POL/ROYAL MART PASCO/FUEL MARINE - TRAINING			
				263961	052223RS	05/22/2023	USBMAY23		23.75
Invoice: 052223RS				23.75	54025212 443410	POL/CROWS NEST/MEAL MARINE - TRAINING			
				263962	052223RS-A	05/22/2023	USBMAY23		21.81
Invoice: 052223RS-A				21.81	54025212 443410	POL/ICE HARBOR BREWING/MEAL MARINE - TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263963	052323RS	05/23/2023		USBMAY23	22.51
Invoice: 052323RS							POL/CROWS NEST/MEAL			
					22.51	54025212 443410	MARINE - TRAINING			
					264064	042823JD	04/28/2023		USBMAY23	500.85
Invoice: 042823JD							CRT/CAMPBELLS LODGE/CONFERENCE LODGING			
					500.85	21011125 443410	COURT-TRAINING			
					264065	051023JD	05/10/2023		USBMAY23	40.39
Invoice: 051023JD							CRT/AMAZON/KEYBOARD			
					40.39	21011125 531100	COURT-SUPPLIES			
					264066	051223JD	05/12/2023		USBMAY23	517.50
Invoice: 051223JD							CRT/PITNEY BOWES/POSTAGE			
					517.50	21011125 542500	COURT-POSTAGE/SHIPPING			
					264067	051523JD	05/15/2023		USBMAY23	139.56
Invoice: 051523JD							CRT/PITNEY BOWES/METER INK			
					139.56	21011125 531100	COURT-SUPPLIES			
					264068	051723JD	05/17/2023		USBMAY23	176.00
Invoice: 051723JD							CRT/USPS/POST OFFICE BOX RENTAL FEE			
					176.00	21011125 545000	COURT-RENTS & LEASES			
					264069	042523MH	04/25/2023		USBMAY23	124.82
Invoice: 042523MH							PW/HOME DEPOT/PAINT, DAP, ROLLER TRAY			
					124.82	73425358 531100	O&M-WWTP-SUPPLIES			
					264070	050123MH	05/01/2023		USBMAY23	121.70
Invoice: 050123MH							PW/SUPPLY HOUSE/PARTS			
					121.70	73425358 531100	O&M-WWTP-SUPPLIES			
					264071	050423MH	05/04/2023		USBMAY23	68.23
Invoice: 050423MH							PW/HOME DEPOT/RAKE, BUCKET, PVC CUTTER			
					68.23	73425358 531100	O&M-WWTP-SUPPLIES			
					264072	050823MH	05/08/2023		USBMAY23	11.75
Invoice: 050823MH							PW/USPS/LAB SAMPLES POSTAGE			
					11.75	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
					264073	051823MH	05/18/2023		USBMAY23	220.10
Invoice: 051823MH							PW/ALSCO INDUSTRIAL/BALL BEARINGS			
					220.10	73425358 531100	O&M-WWTP-SUPPLIES			
					264074	052123BK	05/21/2023		USBMAY23	5.50
Invoice: 052123BK							FIN/WSDOT/TACOMA NARROWS TOLL BRIDGE			
					5.50	41011144 443410	FIN - C/E TRAINING			
					264075	052123BK-A	05/21/2023		USBMAY23	12.00
Invoice: 052123BK-A							FIN/OREGON CONVENTION CENTER/PARKING FEE			
					12.00	41011144 443410	FIN - C/E TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264076	052223BK	05/22/2023		USBMAY23	6.99
Invoice: 052223BK						FIN/MCDONALDS/BREAKFAST			
				6.99	41011144 443410	FIN - C/E TRAINING			
				264077	052223BK-A	05/22/2023		USBMAY23	12.00
Invoice: 052223BK-A						FIN/OREGON CONVENTION CENTER/PARKING FEE			
				12.00	41011144 443410	FIN - C/E TRAINING			
				264078	052123BK-B	05/21/2023		USBMAY23	14.00
Invoice: 052123BK-B						FIN/2 LEVY AT OMCC/LUNCH			
				14.00	41011144 443410	FIN - C/E TRAINING			
				264079	052323BK	05/23/2023		USBMAY23	5.84
Invoice: 052323BK						FIN/MCDONALDS/BREAKFAST			
				5.84	41011144 443410	FIN - C/E TRAINING			
				264080	052323BK-A	05/23/2023		USBMAY23	12.00
Invoice: 052323BK-A						FIN/OREGON CONVENTION CENTER/PARKING FEE			
				12.00	41011144 443410	FIN - C/E TRAINING			
				264081	052423BK	05/24/2023		USBMAY23	8.99
Invoice: 052423BK						FIN/GODFATHERS PIZZA/LUNCH			
				8.99	41011144 443410	FIN - C/E TRAINING			
				264082	052423BK-A	05/24/2023		USBMAY23	55.75
Invoice: 052423BK-A						FIN/ARCO#82746 AMPM/FUEL			
				55.75	41011144 443410	FIN - C/E TRAINING			
				264083	052423BK-B	05/24/2023		USBMAY23	12.00
Invoice: 052423BK-B						FIN/OREGON CONVENTION CENTER/PARKING FEE			
				12.00	41011144 443410	FIN - C/E TRAINING			
				264084	042723MD	04/27/2023		USBMAY23	60.05
Invoice: 042723MD						IT/ADOBE/ADOBE CREATIVE CLOUD			
				60.05	81011881 548500	IT - C/E COMPUTER SUPPORT			
				264085	042723MD-A	04/27/2023		USBMAY23	76.43
Invoice: 042723MD-A						IT/AMAZON/ERGONOMIC MOUSE - HAYS			
				76.43	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				264086	050123MD	05/01/2023		USBMAY23	261.95
Invoice: 050123MD						IT/LINKED/TRAINING MODULE			
				261.95	81011881 443410	IT - C/E TRAINING			
				264087	050223MD	05/02/2023		USBMAY23	238.48
Invoice: 050223MD						IT/AMAZON/ADAPTER, MEMORY - HAYS			
				238.48	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				264088	050223MD-A	05/02/2023		USBMAY23	8,080.76
Invoice: 050223MD-A						IT/COSTCO/SURFACE LAPTOPS X4			
				8,080.76	81011881 535500	IT - C/E COMPUTER PARTS & EQ			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264089	050823MD	05/08/2023		USBMAY23	3,898.05
	Invoice: 050823MD						IT/FIREWALLS.COM/VPN TOKENS			
					3,898.05	81011881 548500	IT - C/E COMPUTER SUPPORT			
					264090	050923MD	05/09/2023		USBMAY23	12.00
	Invoice: 050923MD						IT/WETRANSFER/POLICE EMAIL ENCRYPTION SERVICE			
					12.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
					264091	051123MD	05/11/2023		USBMAY23	2,511.59
	Invoice: 051123MD						IT/MICROSOFT STORE/NEW TABLET/LAPTOP AQ			
					2,511.59	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					264092	051523MD	05/15/2023		USBMAY23	21.84
	Invoice: 051523MD						IT/CHATGPT/SUBSCRIPTION TO CHAT GPT			
					21.84	81011881 548500	IT - C/E COMPUTER SUPPORT			
					264093	051523MD-A	05/15/2023		USBMAY23	328.60
	Invoice: 051523MD-A						IT/AMAZON/IPHONE CASES X10			
					328.60	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					264094	052423MD	05/24/2023		USBMAY23	126.66
	Invoice: 052423MD						IT/MICROSOFT STORE/SURFACE LAPTOP			
					126.66	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					264095	052423MD-A	05/24/2023		USBMAY23	14.19
	Invoice: 052423MD-A						IT/ARLO/COURT SURVEILLANCE RECORDING, STORAGE			
					14.19	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK	2336 TOTAL:	84,535.96

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 84,535.96

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	84,535.96

*** GRAND TOTAL *** 84,535.96

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 6 126									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			65,546.73	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				84,535.96
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			909.99	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			364.45	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			16,122.62	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			1,010.69	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			357.76	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			223.72	
06/13/2023	USBMAY23	061323			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			84,535.96	84,535.96
APP 631-130000					DUE TO/FROM CLEARING			68,413.34	
06/13/2023	USBMAY23	061323							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				65,546.73
06/13/2023	USBMAY23	061323							
APP 407-130000					DUE TO/FROM CLEARING				909.99
06/13/2023	USBMAY23	061323							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				364.45
06/13/2023	USBMAY23	061323							
APP 402-130000					DUE TO/FROM CLEARING				1,010.69
06/13/2023	USBMAY23	061323							
APP 401-130000					DUE TO/FROM CLEARING				357.76
06/13/2023	USBMAY23	061323							
APP 403-130000					DUE TO/FROM CLEARING				223.72
06/13/2023	USBMAY23	061323							
					SYSTEM GENERATED ENTRIES TOTAL			68,413.34	68,413.34
					JOURNAL 2023/06/126 TOTAL			152,949.30	152,949.30

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	126	06/13/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		65,546.73
001-213000				GENERAL - ACCOUNTS PAYABLE	65,546.73	
				FUND TOTAL	65,546.73	65,546.73
101 STREET FUND	2023	6	126	06/13/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		364.45
101-213000				STREETS - ACCOUNTS PAYABLE	364.45	
				FUND TOTAL	364.45	364.45
401 WATER OPERATING FUND	2023	6	126	06/13/2023		
401-130000				DUE TO/FROM CLEARING		357.76
401-213000				ACCOUNTS PAYABLE	357.76	
				FUND TOTAL	357.76	357.76
402 SEWER OPERATING FUND	2023	6	126	06/13/2023		
402-130000				DUE TO/FROM CLEARING		1,010.69
402-213000				ACCOUNTS PAYABLE	1,010.69	
				FUND TOTAL	1,010.69	1,010.69
403 STORM & SURFACE WATER FUND	2023	6	126	06/13/2023		
403-130000				DUE TO/FROM CLEARING		223.72
403-213000				ACCOUNTS PAYABLE	223.72	
				FUND TOTAL	223.72	223.72
407 BUILDING & DEVELOPMENT FUND	2023	6	126	06/13/2023		
407-130000				DUE TO/FROM CLEARING		909.99
407-213000				ACCOUNTS PAYABLE	909.99	
				FUND TOTAL	909.99	909.99
631 CLEARING FUND	2023	6	126	06/13/2023		
631-130000				DUE TO/FROM CLEARING	68,413.34	
631-213000				ACCOUNTS PAYABLE	16,122.62	
635-111100				CASH		84,535.96
				FUND TOTAL	84,535.96	84,535.96

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		65,546.73
101	STREET FUND		364.45
401	WATER OPERATING FUND		357.76
402	SEWER OPERATING FUND		1,010.69
403	STORM & SURFACE WATER FUND		223.72
407	BUILDING & DEVELOPMENT FUND		909.99
631	CLEARING FUND	68,413.34	
	TOTAL	68,413.34	68,413.34

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

JK

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06/22/2023 07:38 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2337	06/25/2023	MANL	124	WA ST DEPT OF REVENU	264176	MAY23	06/21/2023		ETMAY23	25,633.32
	Invoice: MAY23						MAY 2023 EXCISE TAXES			
					94.38	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					7,280.14	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					28.95	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					8.62	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					8.66	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					17,211.53	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					746.31	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					66.07	73637891 531100	OFFICE SUPPLIES			
					136.07	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					6.90	41011141 531100	FIN-GF-SUPPLIES			
					18.08	73425358 531100	O&M-WWTP-SUPPLIES			
					23.92	53011212 531100	PD-C/E-PATROL SUPPLIES			
					3.69	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
								CHECK	2337 TOTAL:	25,633.32
							NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***	25,633.32

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	25,633.32

*** GRAND TOTAL *** 25,633.32

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 6 205									
APP 401-213000					ACCOUNTS PAYABLE			111.66	
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				25,633.32
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			8,073.48	
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			17,211.53	
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			66.07	
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			170.58	
06/25/2023	ETMAY23	062223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			25,633.32	25,633.32
APP 631-130000					DUE TO/FROM CLEARING			25,567.25	
06/25/2023	ETMAY23	062223							
APP 401-130000					DUE TO/FROM CLEARING				111.66
06/25/2023	ETMAY23	062223							
APP 402-130000					DUE TO/FROM CLEARING				8,073.48
06/25/2023	ETMAY23	062223							
APP 403-130000					DUE TO/FROM CLEARING				17,211.53
06/25/2023	ETMAY23	062223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				170.58
06/25/2023	ETMAY23	062223							
					SYSTEM GENERATED ENTRIES TOTAL			25,567.25	25,567.25
					JOURNAL 2023/06/205 TOTAL			51,200.57	51,200.57

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	205	06/25/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		170.58
001-213000				GENERAL - ACCOUNTS PAYABLE	170.58	
				FUND TOTAL	170.58	170.58
401 WATER OPERATING FUND	2023	6	205	06/25/2023		
401-130000				DUE TO/FROM CLEARING		111.66
401-213000				ACCOUNTS PAYABLE	111.66	
				FUND TOTAL	111.66	111.66
402 SEWER OPERATING FUND	2023	6	205	06/25/2023		
402-130000				DUE TO/FROM CLEARING		8,073.48
402-213000				ACCOUNTS PAYABLE	8,073.48	
				FUND TOTAL	8,073.48	8,073.48
403 STORM & SURFACE WATER FUND	2023	6	205	06/25/2023		
403-130000				DUE TO/FROM CLEARING		17,211.53
403-213000				ACCOUNTS PAYABLE	17,211.53	
				FUND TOTAL	17,211.53	17,211.53
631 CLEARING FUND	2023	6	205	06/25/2023		
631-130000				DUE TO/FROM CLEARING	25,567.25	
631-213000				ACCOUNTS PAYABLE	66.07	
635-111100				CASH		25,633.32
				FUND TOTAL	25,633.32	25,633.32

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		170.58
401	WATER OPERATING FUND		111.66
402	SEWER OPERATING FUND		8,073.48
403	STORM & SURFACE WATER FUND		17,211.53
631	CLEARING FUND	25,567.25	
	TOTAL	25,567.25	25,567.25

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



CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2338	06/25/2023	MANL	103	CITY OF BAINBRIDGE I	264177	10717JUN23	06/01/2023	UBJUN23		12.97
Invoice: 10717JUN23							1270 MADISON LIBRARY			
					12.97	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
					264178	10727JUN23	06/01/2023	UBJUN23		744.54
Invoice: 10727JUN23							1270 MADISON L IBRARY			
					744.54	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
					264179	11015JUN23	06/01/2023	UBJUN23		3,187.41
Invoice: 11015JUN23							1220 DONALD PLACE			
					3,187.41	91425358 547500	GG-WWTP-WATER/SEWER			
					264180	11122JUN23	06/01/2023	UBJUN23		434.30
Invoice: 11122JUN23							625 WINSLOW WAY			
					434.30	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
					264181	11762JUN23	06/01/2023	UBJUN23		27.96
Invoice: 11762JUN23							WINSLOW WAY - DRINKG FNTN			
					27.96	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					264182	11805JUN23	06/01/2023	UBJUN23		19.66
Invoice: 11805JUN23							RAINBRINGER IRRIGATION METER			
					19.66	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					264184	11806JUN23	06/01/2023	UBJUN23		9.18
Invoice: 11806JUN23							MADISON & HIGH SCHOOL IRRIGATION			
					9.18	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					264185	11982JUN23	06/01/2023	UBJUN23		1,065.79
Invoice: 11982JUN23							280 MADISON AVE N			
					1,065.79	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
					264186	11983JUN23	06/01/2023	UBJUN23		47.24
Invoice: 11983JUN23							CITY HALL IRRIGATION METER			
					47.24	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
					264189	12754JUN23	06/01/2023	UBJUN23		9.18
Invoice: 12754JUN23							BLACKBIRD IRRIGATION METER			
					9.18	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					264190	12893JUN23	06/01/2023	UBJUN23		538.94
Invoice: 12893JUN23							8804 MADISON AVE N			
					538.94	71311942 64750000724	PD/COURT BLDG-WTR/SWR BILLS			
					264191	12894JUN23	06/01/2023	UBJUN23		12.08
Invoice: 12894JUN23							8804 MADISON AVE N			
					12.08	71311942 64750000724	PD/COURT BLDG-WTR/SWR BILLS			
					264192	13145JUN23	06/01/2023	UBJUN23		66.03
Invoice: 13145JUN23							HWY 305 - STO TRAIL			
					66.03	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264193	13227JUN23	06/01/2023		UBJUN23	24.50
	Invoice: 13227JUN23						OLYMPIC DR SE			
					24.50	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
					264194	13291JUN23	06/01/2023		UBJUN23	64.43
	Invoice: 13291JUN23						OLYMPIC IMPROVEMENT METER			
					64.43	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			
								CHECK	2338 TOTAL:	6,264.21
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		6,264.21

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	6,264.21

*** GRAND TOTAL *** 6,264.21

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 6 206								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		2,370.82	
06/25/2023	UBJUN23	062223			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			6,264.21
06/25/2023	UBJUN23	062223			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		3,187.41	
06/25/2023	UBJUN23	062223			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000					ACCOUNTS PAYABLE		551.02	
06/25/2023	UBJUN23	062223			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		154.96	
06/25/2023	UBJUN23	062223			AP CASH DISBURSEMENTS JOURNAL			
					GENERAL LEDGER TOTAL		6,264.21	6,264.21
APP 631-130000					DUE TO/FROM CLEARING		6,264.21	
06/25/2023	UBJUN23	062223						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			2,370.82
06/25/2023	UBJUN23	062223						
APP 402-130000					DUE TO/FROM CLEARING			3,187.41
06/25/2023	UBJUN23	062223						
APP 301-130000					DUE TO/FROM CLEARING			551.02
06/25/2023	UBJUN23	062223						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			154.96
06/25/2023	UBJUN23	062223						
					SYSTEM GENERATED ENTRIES TOTAL		6,264.21	6,264.21
					JOURNAL 2023/06/206 TOTAL		12,528.42	12,528.42

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	206	06/25/2023			
001-130000					GENERAL - DUE TO/FROM CLEARING		2,370.82
001-213000					GENERAL - ACCOUNTS PAYABLE	2,370.82	
					FUND TOTAL	2,370.82	2,370.82
101 STREET FUND	2023	6	206	06/25/2023			
101-130000					STREETS - DUE TO/FROM CLEARING		154.96
101-213000					STREETS - ACCOUNTS PAYABLE	154.96	
					FUND TOTAL	154.96	154.96
301 CAPITAL CONSTRUCTION FUND	2023	6	206	06/25/2023			
301-130000					DUE TO/FROM CLEARING		551.02
301-213000					ACCOUNTS PAYABLE	551.02	
					FUND TOTAL	551.02	551.02
402 SEWER OPERATING FUND	2023	6	206	06/25/2023			
402-130000					DUE TO/FROM CLEARING		3,187.41
402-213000					ACCOUNTS PAYABLE	3,187.41	
					FUND TOTAL	3,187.41	3,187.41
631 CLEARING FUND	2023	6	206	06/25/2023			
631-130000					DUE TO/FROM CLEARING	6,264.21	
635-111100					CASH		6,264.21
					FUND TOTAL	6,264.21	6,264.21

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,370.82
101	STREET FUND		154.96
301	CAPITAL CONSTRUCTION FUND		551.02
402	SEWER OPERATING FUND		3,187.41
631	CLEARING FUND	6,264.21	
	TOTAL	6,264.21	6,264.21

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



CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2339	06/28/2023	EFT	5	ACE HARDWARE	263753	535391	05/31/2023		06/25/23	9.76
Invoice: 535391							PW/FASTENERS			
					9.76	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263754	535411	05/31/2023		06/25/23	4.36
Invoice: 535411							PW/WASHR HOSE RUBBR 10/PK			
					4.36	73111427 531100	OFFICE SUPPLIES			
					263755	535481	05/31/2023		06/25/23	7.63
Invoice: 535481							PW/BLEACH LIQ REGULAR 128OZ			
					7.63	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					263756	535571	06/01/2023		06/25/23	87.34
Invoice: 535571							PW/BOX FAN 20" BLK			
					87.34	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					263757	535711	06/05/2023		06/25/23	19.62
Invoice: 535711							PW/ELBOW 90 2" SXS SCH40			
					19.62	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263758	535851	06/06/2023		06/25/23	29.47
Invoice: 535851							PW/CM FILTER RED PUSH ON SHOP VAC			
					29.47	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					263759	535861	06/06/2023		06/25/23	33.02
Invoice: 535861							PW/CEMENT PVC, LOCKNUT, CORD GRIN CONN			
					33.02	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263760	535961	06/07/2023		06/25/23	10.91
Invoice: 535961							PW/WATERWELD EPOXY 2OZ			
					10.91	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					263761	536001	06/07/2023		06/25/23	21.83
Invoice: 536001							PW/PREC SAW 6PC SET ACE			
					21.83	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					264096	536171	06/10/2023		06/25/23	10.91
Invoice: 536171							PW/FAUCT SUPLY LINE PVC 20"			
					10.91	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					264097	536181	06/10/2023		06/25/23	13.96
Invoice: 536181							PW/NOZZLE JETSTRM TEAL, LEADER HOSE 6			
					13.96	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
							CHECK	2339 TOTAL:		248.81
2340	06/28/2023	EFT	7726	AIR MANAGEMENT SOLUT	263762	0001142909	06/01/2023		06/25/23	346.71
Invoice: 0001142909							PW/SPLIT SYSTEM HEAT PUMP REPAIR			
					346.71	73011215 54810000707	PD HVAC-REPAIRS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK		2340 TOTAL:	346.71
2341	06/28/2023	EFT	4710	ASSOCIATED PETROLEU	263764	23-823699	05/10/2023		06/25/23	5,765.79
	Invoice: 23-823699						PW/DIESEL AND REGULAR FUEL			
					2,307.88	73638893 532000	O&M-FUEL USE-ALLOCATION			
					3,457.91	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					263765	23-828077	05/17/2023		06/25/23	2,094.66
	Invoice: 23-828077						PW/DIESEL FUEL			
					2,094.66	73638893 532000	O&M-FUEL USE-ALLOCATION			
					263766	23-828078	05/17/2023		06/25/23	2,854.84
	Invoice: 23-828078						PW/DIESEL AND REGULAR FUEL			
					1,178.65	73638893 532000	O&M-FUEL USE-ALLOCATION			
					1,676.19	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					263767	23-838429	05/31/2023		06/25/23	4,613.41
	Invoice: 23-838429						PW/DIESEL AND REGULAR FUEL			
					1,175.42	73638893 532000	O&M-FUEL USE-ALLOCATION			
					3,437.99	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
							CHECK		2341 TOTAL:	15,328.70
2342	06/28/2023	EFT	7821	ARAMARK	263768	5120253449	06/01/2023		06/25/23	53.09
	Invoice: 5120253449						PW/COVERALL COTTON, COVERALL FR			
					53.09	73638893 589310	LAUNDRY SERVICES			
					264100	5120257868	06/08/2023		06/25/23	53.09
	Invoice: 5120257868						PW/COVERALL LS COTTON, COVERALL FR			
					53.09	73638893 589310	LAUNDRY SERVICES			
							CHECK		2342 TOTAL:	106.18
2343	06/28/2023	EFT	2138	ASPECT CONSULTING LL	264111	51823	06/12/2023		06/25/23	12,303.75
	Invoice: 51823						PW/2023 BI LANDFILL REVIEW			
					12,303.75	73011370 54110000261	BI LANDFILL MONITORING-PRO SVC			
							CHECK		2343 TOTAL:	12,303.75
2344	06/28/2023	EFT	4365	AUTOMATIC FUNDS TRAN	263770	127215	05/15/2023		06/25/23	5.89
	Invoice: 127215						FIN/FINAL BILL: PRINT AND MAIL			
					1.14	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					1.15	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					1.80	91411891 542500	GG-WTR-FAC-POSTAGE			
					1.80	91421891 542500	GG-SWR-FAC-POSTAGE			
					263993	BAIN2305028	05/31/2023		06/25/23	314.46
	Invoice: BAIN2305028						FIN/B&O MAY 2023			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					298.00	41011141 541100	FIN-GF-PROF SVCS			
					16.46	41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
					264101	127365	06/01/2023	06/25/23		749.48
	Invoice: 127365						FIN/STATEMENT PREP AND MAIL			
					158.31	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					158.32	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					216.42	91411891 542500	GG-WTR-FAC-POSTAGE			
					216.43	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	2344 TOTAL:		1,069.83
2345	06/28/2023	EFT	8904	BAINBRIDGE CHORALE	264139	012023	06/13/2023	06/25/23		1,500.00
	Invoice: 012023						EX/2022-2023 CULTURAL FUNDING CON			
					1,500.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	2345 TOTAL:		1,500.00
2346	06/28/2023	EFT	55	SOUND PUBLISHING, IN	263998	8104431	05/31/2023	06/25/23		639.50
	Invoice: 8104431						CC/VOLUNTEER PLANNING, CITIZEN ADVISORY GROUP			
					639.50	11011113 544000	COUNCIL - LEGAL NOTICES			
							CHECK	2346 TOTAL:		639.50
2347	06/28/2023	EFT	55	SOUND PUBLISHING, IN	263999	BIR977744	06/02/2023	06/25/23		104.41
	Invoice: BIR977744						PCD/DURAN SINGLE FAMILY RESIDENCE PLN52112			
					104.41	63470586 544000	CUR-DEV-ZONING-ADV			
					264008	BIR976844	05/19/2023	06/25/23		91.94
	Invoice: BIR976844						PCD/LUND PLACE PLN52494 HPR			
					91.94	63470586 544000	CUR-DEV-ZONING-ADV			
							CHECK	2347 TOTAL:		196.35
2348	06/28/2023	EFT	55	SOUND PUBLISHING, IN	264102	8104473	05/31/2023	06/25/23		30.50
	Invoice: 8104473						POL/PROPERTYROOM.COM AD			
					30.50	51011191 544000	PD-C/E-PROP RM-ADVERTISING			
					264103	8104473-2	05/31/2023	06/25/23		15.50
	Invoice: 8104473-2						POL/FOUND PROPERTY AD			
					15.50	51011191 544000	PD-C/E-PROP RM-ADVERTISING			
							CHECK	2348 TOTAL:		46.00
2349	06/28/2023	EFT	9856	BARR-TECH LLC	263772	8841	05/27/2023	06/25/23		5,986.50
	Invoice: 8841						PW/BIOSOLIDS PROCESSED 92.1 TONS MAY 2023			
					5,986.50	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	2349	TOTAL:	5,986.50
2350	06/28/2023	EFT	5412	BENEFIT ADMINISTRATI	264002	230607	06/08/2023		06/25/23	258.50
	Invoice: 230607						HSA/FSA BENEFITS			
					16.49	21011125 520000	COURT-BENEFITS			
					44.00	31011131 520000	EX-GF-BEN			
					33.01	41011141 520000	FIN-GF-BEN			
					5.51	51011211 520000	PD-C/E ADMIN-BENEFITS			
					22.00	61011581 520000	PCD - C/E ADMIN BENEFITS			
					66.00	71011321 520000	PW - C/E BENEFITS			
					71.49	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	2350	TOTAL:	258.50
2351	06/28/2023	EFT	45	BAINBRIDGE ISLAND CH	263773	23 BIZ Q1	05/26/2023		06/25/23	4,053.18
	Invoice: 23 BIZ Q1						EX/QUARTERLY BUDGET, SMART CLIMATE, MANAGEMENT FEE			
					4,053.18	31011492 54110001194	CAP-WASTE RED-PROF SVCS			
							CHECK	2351	TOTAL:	4,053.18
2352	06/28/2023	EFT	314	BAINBRIDGE ISLAND FI	264141	T06-2023	06/13/2023		06/25/23	604.19
	Invoice: T06-2023						POL/TRANSMITTER SUBLEASE			
					604.19	53011212 545000	POLICE - C/E PATROL RENTS			
							CHECK	2352	TOTAL:	604.19
2353	06/28/2023	EFT	64	BAINBRIDGE ISLAND AR	263769	2097	05/30/2023		06/25/23	3,000.00
	Invoice: 2097						EX/Q1 AHB ADMINISTRATION			
					3,000.00	31024759 54110200297	PUBLIC ART-MNGT SVCS			
							CHECK	2353	TOTAL:	3,000.00
2354	06/28/2023	EFT	360	BUILDERS FIRSTSOURCE	264122	87430134	06/12/2023		06/25/23	46.86
	Invoice: 87430134						PW/HEAVY DUTY BUCKET, ROLLER FRAME, ROLLER COVER			
					46.86	73111427 531100	OFFICE SUPPLIES			
					264143	87450368	06/14/2023		06/25/23	34.82
	Invoice: 87450368						PW/10X3" AXIS EXT STS WD ZN 1LB			
					34.82	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
							CHECK	2354	TOTAL:	81.68
2355	06/28/2023	EFT	9449	CASCADE COLUMBIA DIS	264003	868191	05/31/2023		06/25/23	2,070.88
	Invoice: 868191						PW/SODIUM FLUORIDE 50# BAG X20			
					2,070.88	73411345 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							CHECK	2355	TOTAL:	2,070.88
2356	06/28/2023	EFT	104	CITY OF BREMERTON	264145	BPD0003003	06/12/2023		06/25/23	400.00
Invoice: BPD0003003							POL/RANGE RENTAL			
					400.00	53011212 545000	POLICE - C/E PATROL RENTS			
							CHECK	2356	TOTAL:	400.00
2357	06/28/2023	EFT	104	CITY OF BREMERTON	264127	BKAT000757	06/01/2023		06/25/23	3,188.25
Invoice: BKAT000757							IT/BROADCAST OF CITY COUNCIL MEETINGS			
					3,188.25	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			
							CHECK	2357	TOTAL:	3,188.25
2358	06/28/2023	EFT	6919	CLARK CONSTRUCTION I	264004	PAYREQ13-00724	06/01/2023		06/25/23	662,859.99
Invoice: PAYREQ13-00724							ENG/POLICE AND MUNICIPAL COURT - C			
					662,859.99	72311942 66200000724	PD/COURT BLDG-CONSTR OF BLDG			
							CHECK	2358	TOTAL:	662,859.99
2359	06/28/2023	EFT	8435	COATES DESIGN INC	264146	125625	06/16/2023		06/25/23	26,316.25
Invoice: 125625							ENG/POLICE & COURT FACILITY - PROJ			
					26,316.25	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
							CHECK	2359	TOTAL:	26,316.25
2360	06/28/2023	EFT	142	COPIERS NORTHWEST IN	264105	INV2649856	05/18/2023		06/25/23	225.01
Invoice: INV2649856							PD,ENG,IT/CANNON PRINTER-PLOTTER SUPPLIES			
					75.00	61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
					75.00	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
					75.01	81011881 545000	IT - C/E RENTS & LEASES			
					264147	INV2664140	06/20/2023		06/25/23	217.12
Invoice: INV2664140							IT,PCD,ENG/OCE PRINTER-PLOTTER SUPPLIES			
					72.38	81011881 531100	IT - C/E SUPPLIES			
					72.37	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					72.37	72011321 531100	ENG - C/E ADMIN SUPPLIES			
							CHECK	2360	TOTAL:	442.13
2361	06/28/2023	EFT	6363	LN CURTIS & SONS	263781	INV710544	05/31/2023		06/25/23	51.16
Invoice: INV710544							POL/NAME PATCHES/NORTON			
					51.16	53011212 52000000499	BVP-BULLETPROOF VESTS-PURCHASE			
					264148	INV714774	06/14/2023		06/25/23	1,318.23

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: INV714774						POL/UNIFORMS JF, BM, RS			
					1,318.23	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK	2361 TOTAL:		1,369.39
2362	06/28/2023	EFT	8691	ROBERT DAVY	264149	06/15/2023	06/15/2023	06/25/23		247.74
	Invoice: 06/15/2023						CRT/JUDGE PRO TEMPORE MAY 5, 30 2023			
					247.74	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS			
							CHECK	2362 TOTAL:		247.74
2363	06/28/2023	EFT	10027	FEHR & PEERS	264153	165567	06/12/2023	06/25/23		8,568.75
	Invoice: 165567						ENG,EX/SUSTAINABLE TRANSPORTATION EMI			
					2,120.00	72111444 54110001219	TRAFFIC IMPACT FEE UPDATE-PS			
					6,448.75	31011492 54110001195	CAP-TRANSP & FUELS-PROF SVCA			
							CHECK	2363 TOTAL:		8,568.75
2364	06/28/2023	EFT	8520	FRANCISCAN MEDICAL G	264168	OMF6 MAY23	06/15/2023	06/25/23		75.00
	Invoice: OMF6 MAY23						POL/OCCUPATIONAL HEALTH TESTING			
					75.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
							CHECK	2364 TOTAL:		75.00
2365	06/28/2023	EFT	1517	GUARDIAN SECURITY SY	263786	1367157	06/01/2023	06/25/23		291.89
	Invoice: 1367157						POL/ALARM MONITORING			
					291.89	51011215 541100	POLICE - C/E FACIL PROF SVCS			
							CHECK	2365 TOTAL:		291.89
2366	06/28/2023	EFT	253	HACH COMPANY	263787	13604982	06/02/2023	06/25/23		1,613.06
	Invoice: 13604982						PW/ARSENIC FREE FLUORIDE RGT			
					1,613.06	73411345 531100	OFFICE SUPPLIES			
							CHECK	2366 TOTAL:		1,613.06
2367	06/28/2023	EFT	4161	HERRERA ENVIRONMENTA	264155	53813	06/09/2023	06/25/23		4,915.17
	Invoice: 53813						ENG/STORMWATER SYSTEM PLAN			
					4,915.17	72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC			
							CHECK	2367 TOTAL:		4,915.17
2368	06/28/2023	EFT	268	HOUSING RESOURCES BO	263790	12807	06/01/2023	06/25/23		700.00
	Invoice: 12807						EX/2023 IRA SITE ASSESSMENT 301 MADRONA WAY			
					700.00	31180592 54130400297	IMHP SPACE RENT DEFAULT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	2368 TOTAL:		700.00
2369	06/28/2023	EFT	9883	INVOICE CLOUD INC	263791	2698-2023_5	05/31/2023		06/25/23	1,309.35
Invoice: 2698-2023_5							FIN/INVOICE CLOUD SERVICES MAY 2023			
						654.67 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						654.68 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
							CHECK	2369 TOTAL:		1,309.35
2370	06/28/2023	EFT	1496	KITSAP COUNTY SEWER	264107	KCSD7-COBI-2023-MAY	06/06/2023		06/25/23	25,408.29
Invoice: KCSD7-COBI-2023-MAY							PW/SEWER UTILITY CHARGE MAY 2023			
						25,408.29 73426356 551000	SIS-SD#7 PROCESSING CHGS			
							CHECK	2370 TOTAL:		25,408.29
2371	06/28/2023	EFT	199	KITSAP ECONOMIC DEVE	264007	BI 1Q-23	03/31/2023		06/25/23	2,500.00
Invoice: BI 1Q-23							EX/ECONOMIC DEVELOPMENT SERVICES 1Q-23			
						2,500.00 31011586 54110000297	EX-GF-ECON DEV PLANNING			
							CHECK	2371 TOTAL:		2,500.00
2372	06/28/2023	EFT	1971	KELLEY CONNECT	264156	34239644	06/12/2023		06/25/23	316.68
Invoice: 34239644							PCD/COPIER LEASE			
						316.68 61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					264157	34239645	06/12/2023		06/25/23	318.86
Invoice: 34239645							ENG/COPIER LEASE			
						318.86 72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
					264158	34239646	06/12/2023		06/25/23	361.46
Invoice: 34239646							PCD/COPIER LEASE			
						361.46 61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					264159	34239647	06/12/2023		06/25/23	190.01
Invoice: 34239647							CRT/COPIER LEASE			
						190.01 21011125 545000	COURT-RENTS & LEASES			
							CHECK	2372 TOTAL:		1,187.01
2373	06/28/2023	EFT	9852	KISSLER ENTERPRISES	263798	10760	05/31/2023		06/25/23	10,131.00
Invoice: 10760							PW/WWTP BIOSOLIDS HAULING TO BARR TECH			
						10,131.00 73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
							CHECK	2373 TOTAL:		10,131.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2374	06/28/2023	EFT	10029	BRAZEAU, MARK	263799	253	05/17/2023		06/25/23	270.00
	Invoice: 253						PW/FLETCHER BAY WELL BACKFLOW REPAIR, TEST			
					270.00	73411345 548100	REPAIRS & MAINTENANCE			
							CHECK	2374 TOTAL:		270.00
2375	06/28/2023	EFT	309	KITSAP TIRE CENTER I	263800	INV060668	05/31/2023		06/25/23	8.74
	Invoice: INV060668						PW/TIRE DISPOSAL			
					8.74	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					263801	INV060688	06/01/2023		06/25/23	695.15
	Invoice: INV060688						PW/SL WRANGLER ALL TERRAIN ADVENTURE BSW			
					347.57	73111423 531100	OFFICE SUPPLIES			
					347.58	73111427 531100	OFFICE SUPPLIES			
							CHECK	2375 TOTAL:		703.89
2376	06/28/2023	EFT	1652	KITSAP TOWING & ROAD	264108	177959	06/06/2023		06/25/23	466.83
	Invoice: 177959						POL/TOW PD VEHICLE 266			
					466.83	53011212 548100	POLICE - C/E PATROL MAINTENANC			
					264109	177962	06/06/2023		06/25/23	746.93
	Invoice: 177962						POL/TOW PD VEHICLE 266			
					746.93	53011212 548100	POLICE - C/E PATROL MAINTENANC			
							CHECK	2376 TOTAL:		1,213.76
2377	06/28/2023	EFT	7849	LAW OFFICE OF THOMAS	263802	JUN23	06/01/2023		06/25/23	4,843.13
	Invoice: JUN23						LEGAL/PUBLIC DEFENDER SERVICES JUN 2023			
					4,843.13	32011281 541113	LGL-PUBLIC DEFENDER			
							CHECK	2377 TOTAL:		4,843.13
2378	06/28/2023	EFT	5011	LEXISNEXIS RISK SOLU	264110	1272084-20230531	05/31/2023		06/25/23	218.40
	Invoice: 1272084-20230531						POL/MONTHLY SUBSCRIPTION			
					218.40	52011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT			
							CHECK	2378 TOTAL:		218.40
2379	06/28/2023	EFT	5607	LMN ARCHITECTS	264206	63509	05/25/2023		06/25/23	6,134.59
	Invoice: 63509						PCD/WINSLOW SUBAREA PLAN UPDATE			
					6,134.59	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS			
							CHECK	2379 TOTAL:		6,134.59

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2380	06/28/2023	EFT	9455	KATHERINE D. JENNING	263804	1217	05/16/2023		06/25/23	5,680.10
Invoice: 1217							EX/VIDEO PRODUCTION SUPPORT			
					5,680.10	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
							CHECK	2380 TOTAL:		5,680.10
2381	06/28/2023	EFT	9943	THE NEXT DAY DRY CLE	263805	05/31/2023	05/31/2023		06/25/23	193.87
Invoice: 05/31/2023							POL/LAUNDRY SERVICE			
					154.66	51011211 520000	PD-C/E ADMIN-BENEFITS			
					39.21	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK	2381 TOTAL:		193.87
2382	06/28/2023	EFT	4111	OLYMPIC SPRINGS INC	263808	358052	05/31/2023		06/25/23	98.83
Invoice: 358052							POL/PURIFIED WATER			
					98.83	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					263810	358281	05/31/2023		06/25/23	29.32
Invoice: 358281							PW/PURIFIED WATER			
					29.32	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2382 TOTAL:		128.15
2383	06/28/2023	EFT	5545	OTAK INC	263812	000052300151	05/12/2023		06/25/23	8,437.10
Invoice: 000052300151							ENG/CC RD RECONSTRUCTION DESIGN			
					8,437.10	72321953 64110000712	COUNTRY CLUB RD-DESIGN			
					263813	000062300129	06/07/2023		06/25/23	7,968.75
Invoice: 000062300129							ENG/CC RD RECONSTRUCTION DESIGN			
					7,968.75	72321953 64110000712	COUNTRY CLUB RD-DESIGN			
							CHECK	2383 TOTAL:		16,405.85
2384	06/28/2023	EFT	10011	PACIFICA LAW GROUP L	264014	83850	06/07/2023		06/25/23	1,645.00
Invoice: 83850							EX/POLICE-COURT AFFORDABLE HOUSE PROJECT			
					1,645.00	31011551 54111001251	625 WINSLOW-AFF HSG-LEGAL ADV			
							CHECK	2384 TOTAL:		1,645.00
2385	06/28/2023	EFT	448	PARAMETRIX INC	263816	44720	05/09/2023		06/25/23	18,566.81
Invoice: 44720							ENG/POLICE AND MUNICIPAL COURT PSA			
					18,566.81	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
					264164	45757	06/13/2023		06/25/23	4,798.73
Invoice: 45757							ENG/STO CONCEPT PLAN - 30% DESIGN			
					4,798.73	72334562 64110001213	STO CONNECTOR 30%DES-ENGINEERI			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									INVOICE DTL DESC	
					264165	45796	06/15/2023		06/25/23	32,019.13
Invoice: 45796							ENG/POLICE AND MUNICIPAL COURT PSA			
					32,019.13	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
									CHECK 2385 TOTAL:	55,384.67
2386	06/28/2023	EFT	8613	BAINBRIDGE ISLAND PA	264130	06/13/2023	06/13/2023		06/25/23	10,000.00
Invoice: 06/13/2023							ENG/EASEMENT TRANSFER AGREEMENT			
					10,000.00	72334562 66100001281	LOST VALLEY TRAIL-EASEMENT ACQ			
									CHECK 2386 TOTAL:	10,000.00
2387	06/28/2023	EFT	8655	PENINSULA TREE SERVI	263818	2630	06/05/2023		06/25/23	3,549.00
Invoice: 2630							PW/ALDER TREE REMOVAL COUNTRY CLUB RD			
					3,549.00	73111427 54810000354	TREE PRES & REMOVAL-ROADS			
					263819	2631	06/05/2023		06/25/23	5,733.00
Invoice: 2631							PW/TWO MAPLE TREES OLD MILL RD			
					5,733.00	73111427 54810000354	TREE PRES & REMOVAL-ROADS			
									CHECK 2387 TOTAL:	9,282.00
2388	06/28/2023	EFT	5646	PERTEET INC	264116	20220099.0000-9	06/07/2023		06/25/23	48,320.99
Invoice: 20220099.0000-9							ENG/EH PH I - PRELIMINARY DESIGN			
					47,220.99	72334562 64110000968	C40-EAGLE HARBOR PH1-PROF SVCS			
					1,100.00	72433438 64110001107	C40-EAGLE HRBR FISH PASS-PRFSV			
									CHECK 2388 TOTAL:	48,320.99
2389	06/28/2023	EFT	8058	RWC INTERNATIONAL LL	264117	RA103005906:01	06/09/2023		06/25/23	15,917.37
Invoice: RA103005906:01							PW/LOW POWER, A/C LIGHT, HVAC REPAIRS			
					7,958.69	73111423 531100	OFFICE SUPPLIES			
					7,958.68	73111427 531100	OFFICE SUPPLIES			
									CHECK 2389 TOTAL:	15,917.37
2390	06/28/2023	EFT	9910	SEIDL, MICHAEL TIMOT	264017	2147	06/02/2023		06/25/23	4,842.50
Invoice: 2147							EX/VIDEO PRODUCTION			
					4,842.50	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV			
									CHECK 2390 TOTAL:	4,842.50
2391	06/28/2023	EFT	7385	CHARLES P. SHANE	264118	309	05/30/2023		06/25/23	200.00
Invoice: 309							LEGAL/PROFESSIONAL SERVICES 5/30/23			
					200.00	32011281 541113	LGL-PUBLIC DEFENDER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	2391 TOTAL:	200.00
2392	06/28/2023	EFT	8132	SPECTRA LABORATORIES	264022	23-04053	06/05/2023		06/25/23	26.00
	Invoice: 23-04053					PW/TOTAL COLIFORM, E COLI TESTING				
					26.00	73411345 54110000391 LAB SVCS-WATER				
					264023	23-03778	05/30/2023		06/25/23	320.00
	Invoice: 23-03778					PW/NITROGEN, NITRATE, AMMONIA, CBOD TESTING				
					320.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					264024	23-03789	05/30/2023		06/25/23	84.00
	Invoice: 23-03789					PW/ALKALINITY TESTING				
					84.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					264025	23-03791	05/30/2023		06/25/23	26.00
	Invoice: 23-03791					PW/FLUORIDE TESTING				
					26.00	73411345 54110000391 LAB SVCS-WATER				
					264026	23-03938	06/02/2023		06/25/23	52.00
	Invoice: 23-03938					PW/MANGANESE, IRON TESTING				
					52.00	73411345 54110000391 LAB SVCS-WATER				
					264027	23-03951	06/02/2023		06/25/23	84.00
	Invoice: 23-03951					PW/ALKALINITY TESTING				
					84.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					264028	23-04029	06/05/2023		06/25/23	99.00
	Invoice: 23-04029					PW/CONDUCTIVITY, CHLORIDE TESTING				
					99.00	73411345 54110000391 LAB SVCS-WATER				
					264029	23-04127	06/09/2023		06/25/23	6,036.00
	Invoice: 23-04127					PW/HWTPH, PAH, RCRA TESTING				
					6,036.00	73111427 54110000391 LAB SVCS-ROADSIDE SPOILS TESTS				
					264030	23-04130	06/09/2023		06/25/23	670.00
	Invoice: 23-04130					PW/REGULATION, ACID DIGESTION TESTING				
					670.00	73435838 54110000391 LAB SVCS-DECANT				
					264031	23-04131	06/09/2023		06/25/23	1,340.00
	Invoice: 23-04131					PW/REGULATION, ACID DIGESTION, NWTPH TESTING				
					1,340.00	73435838 54110000391 LAB SVCS-DECANT				
					264123	23-04186	06/13/2023		06/25/23	366.00
	Invoice: 23-04186					PW/NITROGEN, NITRITE, AMMONIA TESTING				
					366.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					264124	23-04208	06/13/2023		06/25/23	26.00
	Invoice: 23-04208					PW/TOTAL COLIFORM, E COLI TESTING				
					26.00	73011897 54110000391 LAB SVCS-PWY FAC				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK		2392 TOTAL:	9,129.00
2393	06/28/2023	EFT	2122	STERICYCLE INC	264034	3006497098	05/31/2023		06/25/23	10.36
Invoice: 3006497098							POL/BIOHAZARD DISPOSAL			
					10.36	51011215 547900	PD ADM-GARBAGE/DISPOSAL			
							CHECK		2393 TOTAL:	10.36
2394	06/28/2023	EFT	5730	SUMMIT LAW GROUP	264035	145507	05/18/2023		06/25/23	2,146.00
Invoice: 145507							HR/PROFESSIONAL SERVICES APR 2023			
					2,146.00	32011152 54111000870	LGL-HR (NON-BARGAINING)			
							CHECK		2394 TOTAL:	2,146.00
2395	06/28/2023	EFT	565	TACOMA SCREW PRODUCT	264036	140078745-00	05/24/2023		06/25/23	79.92
Invoice: 140078745-00							PW/BRAKE & PARTS CLEANER II			
					79.92	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264037	140080263-00	06/07/2023		06/25/23	129.94
Invoice: 140080263-00							PW/AIR BRAKE FITTINGS, DRY FILM GRAPHITE LUBRICANT			
					129.94	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK		2395 TOTAL:	209.86
2396	06/28/2023	EFT	10124	THUILLIER, JENNIFER	264039	202334	05/31/2023		06/25/23	459.00
Invoice: 202334							EX/GRAPHIC DESIGN SERVICES (CLIMA			
					459.00	31011492 54110001194	CAP-WASTE RED-PROF SVCS			
					264040	202335	05/31/2023		06/25/23	160.00
Invoice: 202335							EX/HUMAN SERVICES & CULTURAL FUNDING PROGRAM SHEET			
					160.00	31011131 541100	EX-GF-PROF SERVICES			
							CHECK		2396 TOTAL:	619.00
2397	06/28/2023	EFT	4245	TRAFFIC SAFETY SUPPL	264038	INV059262	05/15/2023		06/25/23	1,704.06
Invoice: INV059262							PW/POST SLIP BASE, POST HEAVY WALL ANCHOR			
					1,704.06	73111264 53110001264	SPEED LIMIT REDUCTIONS-SUPPLY			
							CHECK		2397 TOTAL:	1,704.06
2398	06/28/2023	EFT	4929	TYLER TECHNOLOGIES I	264170	045-424954	06/01/2023		06/25/23	3,096.46
Invoice: 045-424954							IT/SQL REPORTING SOFTWARE FOR MUNIS			
					3,096.46	81011881 535100	IT - C/E COMPUTER SOFTWARE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	2398 TOTAL:		3,096.46
2399	06/28/2023	EFT	1152	HD SUPPLY INC	264044	INV00024577	05/30/2023		06/25/23	371.17
Invoice: INV00024577							PW/ASHCROFT GAUGE W/316SS SEAL			
					371.17	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2399 TOTAL:		371.17
2400	06/28/2023	EFT	553	UTILITIES UNDERGROUN	264045	3050123	05/31/2023		06/25/23	190.92
Invoice: 3050123							PW/EXCAVATION NOTIFICATIONS X148 MAY 2023			
					190.92	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
							CHECK	2400 TOTAL:		190.92
2401	06/28/2023	EFT	605	WA ST AUDITOR'S OFFI	264119	L155115	06/12/2023		06/25/23	48,165.50
Invoice: L155115							2022 FINANCIAL AUDIT			
					28,928.79	91011423 541100	FIN-C/E STATE AUDITOR			
					3,846.53	91111433 541100	FIN-STREET-STATE AUDITOR			
					3,429.91	91411341 541100	GG-WTR-ADM-PROF SVCS			
					5,908.41	91421351 541100	GG-SWR-ADM-PROF SVCS			
					2,311.94	91431383 541100	GG-SSWM-ADM-PROF SVCS			
					1,870.01	91470148 541100	FIN-DEV-STATE AUDITOR			
					1,869.91	91471148 541100	FIN-BLDG-STATE AUDITOR			
							CHECK	2401 TOTAL:		48,165.50
2402	06/28/2023	EFT	167	WA ST DEPT OF ECOLOG	264046	06/09/2023	06/09/2023		06/25/23	350.00
Invoice: 06/09/2023							WRIA15-KITSAP JUNE 2023			
					350.00	41609860 586000	HIRST DECISION-DISB TO ST DOE			
							CHECK	2402 TOTAL:		350.00
2403	06/28/2023	EFT	167	WA ST DEPT OF ECOLOG	264120	22-WAR311369-1	06/05/2023		06/25/23	167.82
Invoice: 22-WAR311369-1							PW/WATER QUALITY PROGRAM JUL 2021 - JUN 2022			
					167.82	73431835 549800	PERMITS-COBI OR OUTSIDE AGENCY			
							CHECK	2403 TOTAL:		167.82
2404	06/28/2023	EFT	4104	WA ST FERRIES	264047	RK408810	05/31/2023		06/25/23	42.80
Invoice: RK408810							MAY23 WAVE2GO FERRY CHARGES			
					42.80	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
							CHECK	2404 TOTAL:		42.80

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2405	06/28/2023	EFT	5709	WEBCHECK INC	264048	INV-7559	05/31/2023		06/25/23	196.56
	Invoice: INV-7559						FIN/WEBCHECK SERVICES MAY 2023			
					98.28	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					98.28	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
							CHECK	2405 TOTAL:		196.56
2406	06/28/2023	EFT	499	WESTBAY AUTO PARTS I	264049	794808	05/30/2023		06/25/23	45.44
	Invoice: 794808						PW/COMBO BALL MOUNT			
					45.44	73011151 531100	O&M-C/E-PD FLEET-SUPPLIES			
					264050	794973	05/30/2023		06/25/23	42.40
	Invoice: 794973						PW/SILENTGUARD BRK PADS			
					42.40	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264051	795038	05/31/2023		06/25/23	38.48
	Invoice: 795038						PW/AIR FILTERS, ANTIFREEZE			
					38.48	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264052	795277	05/31/2023		06/25/23	202.31
	Invoice: 795277						PW/FUEL FILTER, AIR FILTER			
					202.31	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264053	796114	06/05/2023		06/25/23	77.34
	Invoice: 796114						PW/TENSIONER			
					77.34	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264054	796377	06/06/2023		06/25/23	187.88
	Invoice: 796377						PW/BLUE DEF 2.5 FAL, V-BELT, BELT TENSIONER			
					187.88	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264055	796720	06/07/2023		06/25/23	88.97
	Invoice: 796720						PW/OIL FILTER, AIR FILTER, FUEL FILTER			
					88.97	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264056	796959	06/08/2023		06/25/23	142.11
	Invoice: 796959						PW/AIR FILTER, OIL FILTER, FUEL FILTER			
					142.11	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264057	796960	06/08/2023		06/25/23	38.69
	Invoice: 796960						PW/NAPA GOLD AIR FILTER			
					38.69	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264172	798035	06/13/2023		06/25/23	20.85
	Invoice: 798035						PW/CAPSULE X2			
					20.85	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264173	798091	06/13/2023		06/25/23	13.60
	Invoice: 798091						PW/NAPA OIL FILTER			
					13.60	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264174	798300	06/14/2023		06/25/23	17.80
Invoice: 798300							PW/NAPAGOLD OIL FILTER, AIR FILTER			
					17.80	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
								CHECK	2406 TOTAL:	915.87
						NUMBER OF CHECKS	68	*** CASH ACCOUNT TOTAL ***		1,048,063.68

	COUNT	AMOUNT
TOTAL EFT'S	68	1,048,063.68

*** GRAND TOTAL *** 1,048,063.68

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 6 218									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			98,765.51	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,048,063.68
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			39,652.33	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			16,751.93	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			8,717.47	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			49,819.35	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			4,614.41	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			818,187.75	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			10,504.93	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			700.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			350.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			1,048,063.68	1,048,063.68
APP 631-130000					DUE TO/FROM CLEARING			1,031,311.75	
06/28/2023	06/25/23	062223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				98,765.51
06/28/2023	06/25/23	062223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				39,652.33
06/28/2023	06/25/23	062223							
APP 401-130000					DUE TO/FROM CLEARING				8,717.47
06/28/2023	06/25/23	062223							
APP 402-130000					DUE TO/FROM CLEARING				49,819.35
06/28/2023	06/25/23	062223							
APP 407-130000					DUE TO/FROM CLEARING				4,614.41
06/28/2023	06/25/23	062223							
APP 301-130000					DUE TO/FROM CLEARING				818,187.75
06/28/2023	06/25/23	062223							
APP 403-130000					DUE TO/FROM CLEARING				10,504.93
06/28/2023	06/25/23	062223							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G				700.00
06/28/2023	06/25/23	062223							
APP 650-130000					DUE TO/FROM CLEARING				350.00
06/28/2023	06/25/23	062223							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		1,031,311.75	1,031,311.75
					JOURNAL 2023/06/218	TOTAL		2,079,375.43	2,079,375.43

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	218	06/28/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		98,765.51
001-213000				GENERAL - ACCOUNTS PAYABLE	98,765.51	
				FUND TOTAL	98,765.51	98,765.51
101 STREET FUND	2023	6	218	06/28/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		39,652.33
101-213000				STREETS - ACCOUNTS PAYABLE	39,652.33	
				FUND TOTAL	39,652.33	39,652.33
108 AFFORDABLE HOUSING FUND	2023	6	218	06/28/2023		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		700.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	700.00	
				FUND TOTAL	700.00	700.00
301 CAPITAL CONSTRUCTION FUND	2023	6	218	06/28/2023		
301-130000				DUE TO/FROM CLEARING		818,187.75
301-213000				ACCOUNTS PAYABLE	818,187.75	
				FUND TOTAL	818,187.75	818,187.75
401 WATER OPERATING FUND	2023	6	218	06/28/2023		
401-130000				DUE TO/FROM CLEARING		8,717.47
401-213000				ACCOUNTS PAYABLE	8,717.47	
				FUND TOTAL	8,717.47	8,717.47
402 SEWER OPERATING FUND	2023	6	218	06/28/2023		
402-130000				DUE TO/FROM CLEARING		49,819.35
402-213000				ACCOUNTS PAYABLE	49,819.35	
				FUND TOTAL	49,819.35	49,819.35
403 STORM & SURFACE WATER FUND	2023	6	218	06/28/2023		
403-130000				DUE TO/FROM CLEARING		10,504.93
403-213000				ACCOUNTS PAYABLE	10,504.93	
				FUND TOTAL	10,504.93	10,504.93
407 BUILDING & DEVELOPMENT FUND	2023	6	218	06/28/2023		
407-130000				DUE TO/FROM CLEARING		4,614.41
407-213000				ACCOUNTS PAYABLE	4,614.41	
				FUND TOTAL	4,614.41	4,614.41
631 CLEARING FUND	2023	6	218	06/28/2023		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000					DUE TO/FROM CLEARING	1,031,311.75	
631-213000					ACCOUNTS PAYABLE	16,751.93	
635-111100					CASH		1,048,063.68
					FUND TOTAL	1,048,063.68	1,048,063.68
650 AGENCY FUND	2023	6	218	06/28/2023			
650-130000					DUE TO/FROM CLEARING		350.00
650-213000					ACCOUNTS PAYABLE	350.00	
					FUND TOTAL	350.00	350.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		98,765.51
101	STREET FUND		39,652.33
108	AFFORDABLE HOUSING FUND		700.00
301	CAPITAL CONSTRUCTION FUND		818,187.75
401	WATER OPERATING FUND		8,717.47
402	SEWER OPERATING FUND		49,819.35
403	STORM & SURFACE WATER FUND		10,504.93
407	BUILDING & DEVELOPMENT FUND		4,614.41
631	CLEARING FUND	1,031,311.75	
650	AGENCY FUND		350.00
	TOTAL	1,031,311.75	1,031,311.75

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

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munis a tyler erp solution

06/09/2023 11:36 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360273	06/09/2023	PRTD	1513	AMERICAN PUBLIC WORK	263697	801536	03/22/2023		M060823	144.00
	Invoice: 801536						ENG/PRORATED MEMBERSHIP DUES MO			
					144.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
							CHECK	360273 TOTAL:		144.00
360274	06/09/2023	PRTD	938	WA ST DEPT OF HEALTH	263698	734507-2023	05/28/2023		M060823	322.00
	Invoice: 734507-2023						PW/WATER SYSTEM CERTIFICATION			
					322.00	73415345 549800	PERMITS-COBI OR OUTSIDE AGENCY			
							CHECK	360274 TOTAL:		322.00
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			466.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	466.00

*** GRAND TOTAL *** 466.00

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 6 74									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			144.00	
06/09/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				466.00
06/09/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			322.00	
06/09/2023	M060823	060923			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			466.00	466.00
APP 631-130000					DUE TO/FROM CLEARING			466.00	
06/09/2023	M060823	060923							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				144.00
06/09/2023	M060823	060923							
APP 401-130000					DUE TO/FROM CLEARING				322.00
06/09/2023	M060823	060923							
					SYSTEM GENERATED ENTRIES TOTAL			466.00	466.00
					JOURNAL 2023/06/74 TOTAL			932.00	932.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	74	06/09/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		144.00
001-213000				GENERAL - ACCOUNTS PAYABLE	144.00	
				FUND TOTAL	144.00	144.00
401 WATER OPERATING FUND	2023	6	74	06/09/2023		
401-130000				DUE TO/FROM CLEARING		322.00
401-213000				ACCOUNTS PAYABLE	322.00	
				FUND TOTAL	322.00	322.00
631 CLEARING FUND	2023	6	74	06/09/2023		
631-130000				DUE TO/FROM CLEARING	466.00	
635-111100				CASH		466.00
				FUND TOTAL	466.00	466.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		144.00
401	WATER OPERATING FUND		322.00
631	CLEARING FUND	466.00	
	TOTAL	466.00	466.00

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



CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360275	06/12/2023	PRTD	1235	AT&T ONENET SERVICE	263978	1277369850	06/01/2023		M061323	.71
	Invoice: 1277369850						PCD/FAX LONG DISTANCE			
					.71	91011189 542100	GG-C/E-CITY HALL-PHONE			
					263979	1277361845	06/01/2023		M061323	18.13
	Invoice: 1277361845						POL/FAX LONG DISTANCE			
					18.13	91011215 542100	GG-C/E-PD-PHONE			
							CHECK	360275 TOTAL:		18.84
360276	06/12/2023	PRTD	10266	BAINBRIDGE ISLAND MU	263980	06/09/2023	06/09/2023		M061323	680.00
	Invoice: 06/09/2023						CRT/BLAKE DECISION REFUNDS			
					680.00	21011125 54940001280	BLAKE DECISION SETTLEMENT			
							CHECK	360276 TOTAL:		680.00
360277	06/12/2023	PRTD	551	CENTURYLINK	263964	0225JUN23	06/02/2023		M061323	140.12
	Invoice: 0225JUN23						O&M FIRE ALARM MONIT			
					140.12	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					263965	0399MAY23	05/23/2023		M061323	3,094.44
	Invoice: 0399MAY23						CITY WIDE TELEMETRY & FAX SERVICE			
					1,562.01	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					882.28	91411891 542100	GG-WTR-FAC-PHONE			
					83.52	91011755 542100	GG-C/E-COMMONS-PHONE			
					170.43	91011189 542100	GG-C/E-CITY HALL-PHONE			
					245.59	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					81.17	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					69.44	91011215 542100	GG-C/E-PD-PHONE			
					263966	0456JUN23	06/02/2023		M061323	84.99
	Invoice: 0456JUN23						VILLAGE SEWER PUMP			
					84.99	91421891 542100	GG-SWR-FAC-PHONE			
					263967	0754JUN23	06/02/2023		M061323	65.94
	Invoice: 0754JUN23						FLETCHER BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					263968	1745JUN23	06/02/2023		M061323	66.46
	Invoice: 1745JUN23						CH ELEVATOR SVC LINE			
					66.46	91011189 542100	GG-C/E-CITY HALL-PHONE			
					263969	3736JUN23	06/02/2023		M061323	140.12
	Invoice: 3736JUN23						CH FIRE ALARM MONIT			
					140.12	91011189 542100	GG-C/E-CITY HALL-PHONE			
					263970	5211JUN23	06/02/2023		M061323	231.96
	Invoice: 5211JUN23						POL PHONE SERVICES			
					231.96	91011215 542100	GG-C/E-PD-PHONE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263971	8731JUN23	06/02/2023		M061323	71.86
	Invoice: 8731JUN23						COMMONS FIRE ALARM MONIT			
					71.86	91011755 542100	GG-C/E-COMMONS-PHONE			
					263972	9136JUN23	06/02/2023		M061323	178.31
	Invoice: 9136JUN23						CH SECURITY ALARM MONIT			
					178.31	91011189 542100	GG-C/E-CITY HALL-PHONE			
					263973	9791JUN23	06/02/2023		M061323	138.05
	Invoice: 9791JUN23						POL TI MANDUS			
					138.05	91011215 542100	GG-C/E-PD-PHONE			
					263974	9840JUN23	06/02/2023		M061323	65.94
	Invoice: 9840JUN23						HEAD OF BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					263975	9858JUN23	06/02/2023		M061323	50.35
	Invoice: 9858JUN23						SAMDS AVE WELL TELEM			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					263976	9869JUN23	06/02/2023		M061323	84.99
	Invoice: 9869JUN23						ROCKAWAY BEACH PRV TELEMETRY			
					84.99	91415345 542100	GG-WTR ROCKAWAY-PHONES			
							CHECK	360277 TOTAL:		4,413.53
360278	06/12/2023	PRTD	7367	PAUL CULLEN PLLC	263981	06/02/2023	06/02/2023		M061323	336.00
	Invoice: 06/02/2023						CRT/BLAKE DECISION PROFESSIONAL SERVICES			
					336.00	21011125 54111001280	BLAKE DECISION-PROF LEGAL SVCS			
							CHECK	360278 TOTAL:		336.00
360279	06/12/2023	PRTD	1505	KITSAP COUNTY TREASU	263982	MAY23	06/09/2023		M061323	49.79
	Invoice: MAY23						OUT COURT REMIT MAY 2023			
					49.79	41612860 586000	CRIME VICTIMS-OUT			
							CHECK	360279 TOTAL:		49.79
360280	06/12/2023	PRTD	10245	NORTHWEST AQUATIC MA	263983	PAYREQ1-FINAL-01066	06/01/2023		M061323	14,341.77
	Invoice: PAYREQ1-FINAL-01066						ENG/2023 INVASIVE WEED TREATMENT			
					14,341.77	72011316 54110001066	NOXIOUS WEED CONTROL-PROF SVCS			
							CHECK	360280 TOTAL:		14,341.77
360281	06/12/2023	PRTD	1205	PUGET SOUND ENERGY	263984	8906MAY23	06/01/2023		M061323	17.72
	Invoice: 8906MAY23						EAGLE HARBOR DR STREET LIGHT			
					17.72	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					263985	9047MAY23	06/05/2023		M061323	32,539.83
	Invoice: 9047MAY23						CITY WIDE ENERGY SERVICES			
					330.56	71311942 64710000724	PD/COURT BLDG-ELECTRIC			
					17.45	73416345 547100	CASEY STREET WTR-ELECTRICITY			
					727.18	91011215 547100	GG-C/E-PD-ELECTRIC			
					282.16	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
					7.97	91011557 547100	FARMS-ELECTRIC			
					536.19	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
					718.78	91011768 547100	GG-C/E-PARKS-ELECTRIC			
					2,695.13	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
					12.24	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
					5,350.49	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					532.68	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
					9,030.74	91411345 547100	GG-WTR-ELECTRIC			
					179.91	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					3,058.98	91421355 547100	GG-SWR-ELECTRIC			
					9,020.18	91425358 547100	GG-WWTP-ELECTRIC			
					39.19	91435838 547100	GG-DECANT-ELECTRIC			
							CHECK	360281 TOTAL:		32,557.55
360282	06/12/2023	PRTD	2467	STAPLES	263986	8070422481	05/27/2023		M061323	912.44
	Invoice: 8070422481						EX,FIN/DISINFECTING WIPES, KLEENEX, PAPER			
					33.38	31011131 531100	EX-GF-SUPPLIES			
					33.38	41011141 531100	FIN-GF-SUPPLIES			
					24.06	41011141 531100	FIN-GF-SUPPLIES			
					24.06	31011131 531100	EX-GF-SUPPLIES			
					94.17	31011131 531100	EX-GF-SUPPLIES			
					94.18	41011141 531100	FIN-GF-SUPPLIES			
					66.49	31011131 531100	EX-GF-SUPPLIES			
					18.82	31011131 531100	EX-GF-SUPPLIES			
					18.83	41011141 531100	FIN-GF-SUPPLIES			
					123.99	31011131 531100	EX-GF-SUPPLIES			
					132.34	31011131 531100	EX-GF-SUPPLIES			
					248.74	31011131 531100	EX-GF-SUPPLIES			
					263987	8070422498	05/27/2023		M061323	59.49
	Invoice: 8070422498						ENG/COLORED PENCILS, ERASERS, PRFPD LGL IVRY			
					59.49	72011321 531100	ENG - C/E ADMIN SUPPLIES			
							CHECK	360282 TOTAL:		971.93
360283	06/12/2023	PRTD	1485	VERIZON WIRELESS	263989	9936280941	06/01/2023		M061323	8,867.27
	Invoice: 9936280941						CITY WIDE ENERGY SERVICES			
					49.13	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					151.62	91421891 542100	GG-SWR-FAC-PHONE			
					50.54	91411891 542100	GG-WTR-FAC-PHONE			
					50.54	91415345 542100	GG-WTR ROCKAWAY-PHONES			
					3,356.80	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					120.03	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					5,088.61	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK	360283 TOTAL:	8,867.27
360284	06/12/2023	PRTD	2251	WA ST TREASURER	263990	MAY23 SSBC	06/09/2023	M061323		264.50
Invoice: MAY23 SSBC							OUT COURT REMIT SBCC MAY 2023			
					264.50	41652860 586000	SBCC BLDG.-OUT			
					263991	MAY23	06/09/2023	M061323		4,440.31
Invoice: MAY23							OUT COURT REMIT MAY 2023			
					1,629.92	41611860 586000	PSEA 60% OUT			
					972.54	41610860 586000	PSEA 30% OUT			
					1.14	41619860 586000	PSEA 3 - STATE DISB OUT			
					336.22	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					167.66	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					778.71	41614860 586000	JUDICIAL INFO SYST.-OUT			
					171.91	41617860 586000	SCHOOL SAFETY ZONE-OUT			
					168.13	41618860 586000	TRAUMA CARE-OUT			
					7.79	41618860 586000	TRAUMA CARE-OUT			
					1.91	41618860 586000	TRAUMA CARE-OUT			
					10.98	41618860 586000	TRAUMA CARE-OUT			
					188.32	41618860 586896	DOL TECH SUPPORT-OUT			
					5.08	41615860 586961	STATE CRIME LAB			
								CHECK	360284 TOTAL:	4,704.81

NUMBER OF CHECKS 10 *** CASH ACCOUNT TOTAL *** 66,941.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	66,941.49

*** GRAND TOTAL *** 66,941.49

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 6 102									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			31,390.63	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				66,941.49
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			13,926.91	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			10,598.71	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			4,754.60	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,900.89	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			330.56	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			39.19	
06/12/2023	M061323	061223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			66,941.49	66,941.49
APP 631-130000					DUE TO/FROM CLEARING			66,941.49	
06/12/2023	M061323	061223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				31,390.63
06/12/2023	M061323	061223							
APP 402-130000					DUE TO/FROM CLEARING				13,926.91
06/12/2023	M061323	061223							
APP 401-130000					DUE TO/FROM CLEARING				10,598.71
06/12/2023	M061323	061223							
APP 650-130000					DUE TO/FROM CLEARING				4,754.60
06/12/2023	M061323	061223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,900.89
06/12/2023	M061323	061223							
APP 301-130000					DUE TO/FROM CLEARING				330.56
06/12/2023	M061323	061223							
APP 403-130000					DUE TO/FROM CLEARING				39.19
06/12/2023	M061323	061223							
					SYSTEM GENERATED ENTRIES TOTAL			66,941.49	66,941.49
					JOURNAL 2023/06/102 TOTAL			133,882.98	133,882.98

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	102	06/12/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		31,390.63
001-213000				GENERAL - ACCOUNTS PAYABLE	31,390.63	
				FUND TOTAL	31,390.63	31,390.63
101 STREET FUND	2023	6	102	06/12/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		5,900.89
101-213000				STREETS - ACCOUNTS PAYABLE	5,900.89	
				FUND TOTAL	5,900.89	5,900.89
301 CAPITAL CONSTRUCTION FUND	2023	6	102	06/12/2023		
301-130000				DUE TO/FROM CLEARING		330.56
301-213000				ACCOUNTS PAYABLE	330.56	
				FUND TOTAL	330.56	330.56
401 WATER OPERATING FUND	2023	6	102	06/12/2023		
401-130000				DUE TO/FROM CLEARING		10,598.71
401-213000				ACCOUNTS PAYABLE	10,598.71	
				FUND TOTAL	10,598.71	10,598.71
402 SEWER OPERATING FUND	2023	6	102	06/12/2023		
402-130000				DUE TO/FROM CLEARING		13,926.91
402-213000				ACCOUNTS PAYABLE	13,926.91	
				FUND TOTAL	13,926.91	13,926.91
403 STORM & SURFACE WATER FUND	2023	6	102	06/12/2023		
403-130000				DUE TO/FROM CLEARING		39.19
403-213000				ACCOUNTS PAYABLE	39.19	
				FUND TOTAL	39.19	39.19
631 CLEARING FUND	2023	6	102	06/12/2023		
631-130000				DUE TO/FROM CLEARING	66,941.49	
635-111100				CASH		66,941.49
				FUND TOTAL	66,941.49	66,941.49
650 AGENCY FUND	2023	6	102	06/12/2023		
650-130000				DUE TO/FROM CLEARING		4,754.60
650-213000				ACCOUNTS PAYABLE	4,754.60	
				FUND TOTAL	4,754.60	4,754.60

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		31,390.63
101	STREET FUND		5,900.89
301	CAPITAL CONSTRUCTION FUND		330.56
401	WATER OPERATING FUND		10,598.71
402	SEWER OPERATING FUND		13,926.91
403	STORM & SURFACE WATER FUND		39.19
631	CLEARING FUND	66,941.49	
650	AGENCY FUND		4,754.60
	TOTAL	66,941.49	66,941.49

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

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06/13/2023 08:59 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360285	06/13/2023	PRTD	551	CENTURYLINK	264059	4953JUN23	06/07/2023		M061223	84.99
	Invoice: 4953JUN23					210 MADISON AVE SLS TELEM				
					84.99	91421891 542100 GG-SWR-FAC-PHONE				
					264060	5127JUN23	06/07/2023		M061223	210.17
	Invoice: 5127JUN23					PW/8804 MADISON AVE				
					210.17	71311942 64210000724 PD/COURT BLDG-PHONES/POSTAGE				
					264061	5996JUN23	06/07/2023		M061223	111.26
	Invoice: 5996JUN23					E-PHONE @ WFP DOCK				
					111.26	91011757 542100 GG-GF-WFP DOCK-PHONE				
					264062	8834JUN23	06/04/2023		M061223	84.99
	Invoice: 8834JUN23					259 FERNCLIFF PRV TELEM				
					84.99	91411891 542100 GG-WTR-FAC-PHONE				
								CHECK 360285 TOTAL:		491.41
360286	06/13/2023	PRTD	10291	MARSHALL, CLAIRE	264063	06/12/2023	06/12/2023		M061223	150.00
	Invoice: 06/12/2023					SENIOR CENTER DEPOSIT REFUND				
					150.00	41625860 586000 SC/COMMONS ROOM DEP-DISBURSEME				
								CHECK 360286 TOTAL:		150.00

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 641.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	641.41

*** GRAND TOTAL *** 641.41

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 6 119									
APP 402-213000					ACCOUNTS PAYABLE			84.99	
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				641.41
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			210.17	
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			111.26	
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			84.99	
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			150.00	
06/13/2023	M061223	061323			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			641.41	641.41
APP 631-130000					DUE TO/FROM CLEARING			641.41	
06/13/2023	M061223	061323							
APP 402-130000					DUE TO/FROM CLEARING				84.99
06/13/2023	M061223	061323							
APP 301-130000					DUE TO/FROM CLEARING				210.17
06/13/2023	M061223	061323							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				111.26
06/13/2023	M061223	061323							
APP 401-130000					DUE TO/FROM CLEARING				84.99
06/13/2023	M061223	061323							
APP 622-130000					DUE TO/FROM CLEARING				150.00
06/13/2023	M061223	061323							
					SYSTEM GENERATED ENTRIES TOTAL			641.41	641.41
					JOURNAL 2023/06/119 TOTAL			1,282.82	1,282.82

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	119	06/13/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		111.26
001-213000				GENERAL - ACCOUNTS PAYABLE	111.26	
				FUND TOTAL	111.26	111.26
301 CAPITAL CONSTRUCTION FUND	2023	6	119	06/13/2023		
301-130000				DUE TO/FROM CLEARING		210.17
301-213000				ACCOUNTS PAYABLE	210.17	
				FUND TOTAL	210.17	210.17
401 WATER OPERATING FUND	2023	6	119	06/13/2023		
401-130000				DUE TO/FROM CLEARING		84.99
401-213000				ACCOUNTS PAYABLE	84.99	
				FUND TOTAL	84.99	84.99
402 SEWER OPERATING FUND	2023	6	119	06/13/2023		
402-130000				DUE TO/FROM CLEARING		84.99
402-213000				ACCOUNTS PAYABLE	84.99	
				FUND TOTAL	84.99	84.99
622 EXPENDABLE TRUST FUND	2023	6	119	06/13/2023		
622-130000				DUE TO/FROM CLEARING		150.00
622-213000				ACCOUNTS PAYABLE	150.00	
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2023	6	119	06/13/2023		
631-130000				DUE TO/FROM CLEARING	641.41	
635-111100				CASH		641.41
				FUND TOTAL	641.41	641.41

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		111.26
301	CAPITAL CONSTRUCTION FUND		210.17
401	WATER OPERATING FUND		84.99
402	SEWER OPERATING FUND		84.99
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	641.41	
	TOTAL	641.41	641.41

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360298 TOTAL:		11.77
360299	06/28/2023	PRTD	102	CITY OF BAINBRIDGE I	263776	RETREQ1-FINAL-01080	05/31/2023	20230007	06/25/23	1,287.58
Invoice: RETREQ1-FINAL-01080						PW/RETAINAGE FOR WFP RESTROOM R&M				
					1,287.58	73011768 54810001080	WFP RESTROOM SHOWER-R&M			
							CHECK	360299 TOTAL:		1,287.58
360300	06/28/2023	PRTD	6920	COMCAST	263778	JUN23	05/20/2023		06/25/23	11.37
Invoice: JUN23						POL/HD CONVERTER BOX				
					11.37	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	360300 TOTAL:		11.37
360301	06/28/2023	PRTD	9547	CONVERGINT TECHNOLOG	263779	W1578298A	04/30/2023		06/25/23	589.68
Invoice: W1578298A						PW/FIRE ALARM MONITORING				
					589.68	73011831 54110001081	FIRE SPRINK/ALARM TEST-NEW PD			
							CHECK	360301 TOTAL:		589.68
360302	06/28/2023	PRTD	5132	CRYSTAL SPRINGS	263780	5228674 053123	05/31/2023		06/25/23	52.82
Invoice: 5228674 053123						CRT/BOTTOM LOAD HOT AND COLD COOLER				
					52.82	21011125 531100	COURT-SUPPLIES			
							CHECK	360302 TOTAL:		52.82
360303	06/28/2023	PRTD	10190	DTG ENTERPRISES INC	263782	200106072	05/22/2023		06/25/23	108.00
Invoice: 200106072						PW/PORTABLE RESTROOMS HIDDEN COVE RD				
					108.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
					263783	200106178	05/22/2023		06/25/23	108.00
Invoice: 200106178						PW/PORTABLE RESTROOM NE VINCENT ROAD				
					108.00	73435838 545000	O&M-DECANT-RENTS			
							CHECK	360303 TOTAL:		216.00
360304	06/28/2023	PRTD	4503	ENVIRONMENTAL SYSTEM	264150	94497932	06/01/2023		06/25/23	21,582.31
Invoice: 94497932						IT/ANNUAL SOFTWARE MAINTENANCE FOR GIS SOFTWARE				
					21,582.31	81011882 548500	IT-GIS-SOFTWARE MAINT			
							CHECK	360304 TOTAL:		21,582.31

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360305	06/28/2023	PRTD	5756	FEDEX FREIGHT WEST I	264152	7527405211	05/22/2023		06/25/23	174.00
	Invoice: 7527405211						PW/SHIPPING TO 1220 DONALD PL NE			
					174.00	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
							CHECK	360305 TOTAL:		174.00
360306	06/28/2023	PRTD	10014	FIFE WATER SERVICES	263784	23-05-11-02	05/11/2023		06/25/23	365.00
	Invoice: 23-05-11-02						PW/MICROSCOPIC EVALUATION REPORT			
					365.00	73425358 541100	O&M-WWTP-PROF SVCS			
							CHECK	360306 TOTAL:		365.00
360307	06/28/2023	PRTD	513	GRAINGER	263785	9726465454	06/01/2023		06/25/23	85.17
	Invoice: 9726465454						PW/SHOP SHEARS, EYE WASH STATION 16OZ			
					85.17	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	360307 TOTAL:		85.17
360308	06/28/2023	PRTD	8514	HERITAGE-CRYSTAL CLE	264005	18048320	05/31/2023		06/25/23	95.81
	Invoice: 18048320						55G USED AF/ETHYLENE GLYCOL			
					95.81	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
							CHECK	360308 TOTAL:		95.81
360309	06/28/2023	PRTD	4850	HOME DEPOT CREDIT SE	264106	1020169	05/31/2023		06/25/23	639.15
	Invoice: 1020169						PW/WALL MOUNT LADDER HOOK, RUBBER HOSE			
					639.15	73111427 531100	OFFICE SUPPLIES			
							CHECK	360309 TOTAL:		639.15
360310	06/28/2023	PRTD	4850	HOME DEPOT CREDIT SE	263789	747049401	05/24/2023		06/25/23	786.00
	Invoice: 747049401						PW/COMPOSTABLE LINERS FOR COMPOST BINS			
					786.00	73111427 531100	OFFICE SUPPLIES			
							CHECK	360310 TOTAL:		786.00
360311	06/28/2023	PRTD	10269	JENNINGS EQUIPMENT I	264131	43248P	05/17/2023	20230010	06/25/23	16,839.27
	Invoice: 43248P						PW/Electric small tools, PW-O&M			
					16,839.27	73011897 53110001261	ELECTRIC HAND TOOLS-SUPPLIES			
							CHECK	360311 TOTAL:		16,839.27

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360312	06/28/2023	PRTD	3114	JOHNSON CONTROLS FIR	263792	23537272	05/22/2023		06/25/23	152.41
	Invoice: 23537272						PW/ALARM MONITORING			
					152.41	73011897 54110000390	PWY-ALARM SVCS			
					263793	23537284	05/22/2023		06/25/23	152.41
	Invoice: 23537284						PW/ALARM MONITORING			
					152.41	73011755 54110000390	FAC BLDG/FIRE ALARM-COMMONS			
					263794	23537285	05/22/2023		06/25/23	304.09
	Invoice: 23537285						PW/ALARM MONITORING			
					304.09	73011183 54110000390	FAC BLDG/FIRE ALARM-CITY HALL			
							CHECK	360312 TOTAL:		608.91
360313	06/28/2023	PRTD	10031	JONES, PRISCILLA	264006	06/08/2023	06/08/2023		06/25/23	150.00
	Invoice: 06/08/2023						SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	360313 TOTAL:		150.00
360314	06/28/2023	PRTD	318	KC ALCOHOLISM SPECIA	264112	06122023	06/12/2023		06/25/23	2,013.57
	Invoice: 06122023						Q1 2023 ALCOHOLISM SERVICES			
					2,013.57	91011660 553000	EXEC - C/E DETOX			
							CHECK	360314 TOTAL:		2,013.57
360315	06/28/2023	PRTD	2306	KITSAP COUNTY PROSEC	263795	JUN23	06/01/2023		06/25/23	10,958.76
	Invoice: JUN23						LEGAL/PROSECUTION SERVICES JUN 2023			
					10,958.76	32011521 541112	LGL-OUTSIDE PROSECUTOR			
							CHECK	360315 TOTAL:		10,958.76
360316	06/28/2023	PRTD	1010	PAUL L KING	263796	64382	11/08/2022		06/25/23	944.36
	Invoice: 64382						PW/CITY HALL LOCK REPAIR			
					944.36	73011183 541100	O&M-C/E-CH FAC-PROF SVCS			
					263797	65368	05/19/2023		06/25/23	518.70
	Invoice: 65368						PW/CITY HALL LOCK REPLACEMENT			
					518.70	73011183 541100	O&M-C/E-CH FAC-PROF SVCS			
							CHECK	360316 TOTAL:		1,463.06
360317	06/28/2023	PRTD	579	KITSAP SUN	264160	0005620910	05/31/2023		06/25/23	57.18
	Invoice: 0005620910						CC/DIRECTORY & LISTINGS, BKS BAINBRIDGE ISLANDER			
					57.18	11011113 544000	COUNCIL - LEGAL NOTICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360317 TOTAL:		57.18
360318	06/28/2023	PRTD	304	KITSAP TRACTOR & EQU	264009	P1872601	06/09/2023		06/25/23	484.45
Invoice: P1872601							PW/CARTRIDGE OIL, FILTER ASSY, ELEMENT ASSY			
					484.45	73637959 53110001109	EXCAVATOR ALLOCATION-SUPPLIES			
							CHECK	360318 TOTAL:		484.45
360319	06/28/2023	PRTD	10292	MILLER, ROBERT	264162	BLD27564	06/14/2023		06/25/23	811.28
Invoice: BLD27564							PERMIT BLD27564 R-ALT STFI REFUND FEE			
					6.50	65238 386000	SBCC - SBCC FEE			
					804.78	47148 322100	BUILDINGS, STRUCT. & EQ			
							CHECK	360319 TOTAL:		811.28
360320	06/28/2023	PRTD	493	MODERN COLLISION REB	264010	46198	06/08/2023		06/25/23	820.08
Invoice: 46198							PW/2017 FORD ESCAPE WINDSHIELD PILLARS			
					820.08	73011321 548100	O&M-C/E-ENG VEH WORK-R&M			
							CHECK	360320 TOTAL:		820.08
360321	06/28/2023	PRTD	2574	NATIONAL BARRICADE C	264011	300768	06/06/2023		06/25/23	1,411.69
Invoice: 300768							PW/POST 14GA GALV SQUARE PERF			
					1,411.69	73111264 53110001264	SPEED LIMIT REDUCTIONS-SUPPLY			
					264012	300769	06/06/2023		06/25/23	2,178.54
Invoice: 300769							PW/POST 14GA GALV SQUARE PERF			
					2,178.54	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					264113	300767	06/06/2023		06/25/23	5,233.96
Invoice: 300767							PW/POST 14GA GALV SQUARE PERF			
					5,233.96	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
							CHECK	360321 TOTAL:		8,824.19
360322	06/28/2023	PRTD	10265	HUGHES, RYAN	264115	163	05/31/2023		06/25/23	6,710.00
Invoice: 163							PCD/2024 COMPREHENSIVE PLAN UPDATE			
					6,710.00	61011586 54110000930	COMP PLAN-PROF SVCS			
							CHECK	360322 TOTAL:		6,710.00
360323	06/28/2023	PRTD	8286	SUPERINTENDENT OF P	263811	18074	05/31/2023		06/25/23	90.50
Invoice: 18074							POL/FINGERPRINTING			
					90.50	41654861 586110	FINGERPRINT OUT-GOES TO SPI			
					264163	18099	06/16/2023		06/25/23	181.00

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

Invoice: 18099 — POL/FINGERPRINTING
181.00 41654861 586110 FINGERPRINT OUT-GOES TO SPI

CHECK 360323 TOTAL: 271.50

360324 06/28/2023 PRTD 4417 PACIFIC NORTHWEST TI 264013 I000001515 05/31/2023 06/25/23 662.84
Invoice: I000001515 — ENG/CONDITION OF TITLE GUAR - ORTC
662.84 72011182 54110001251 625 WINSLOW-ENG PROF SVCS

CHECK 360324 TOTAL: 662.84

360325 06/28/2023 PRTD 9196 POWERDMS, INC 263820 INV-36526 05/26/2023 06/25/23 600.60
Invoice: INV-36526 — POL/ANNUAL SUBSCRIPTION
600.60 51011211 548500 PD-GF-ADMIN SOFTWARE MAINT

CHECK 360325 TOTAL: 600.60

360326 06/28/2023 PRTD 10210 QUALITY COATING ENTE 264015 PAYREQ1-FINAL-01080 05/31/2023 06/25/23 26,833.06
Invoice: PAYREQ1-FINAL-01080 — PW/WATERFRONT PARK SHOWER REMODEL
26,833.06 73011768 54810001080 WFP RESTROOM SHOWER-R&M

CHECK 360326 TOTAL: 26,833.06

360327 06/28/2023 PRTD 408 ROLLING BAY COMMERCI 264016 885597 07/01/2023 06/25/23 4,628.89
Invoice: 885597 — CRT/COURT HOUS RENT JULY 2023
4,628.89 21011125 545000 COURT-RENTS & LEASES

CHECK 360327 TOTAL: 4,628.89

360328 06/28/2023 PRTD 10243 SHI INTERNATIONAL CO 264018 B16897403 05/23/2023 06/25/23 2,921.21
Invoice: B16897403 — ENG/PARTS FOR POLICE-COURT NETWORK
2,921.21 72311942 63550000724 PD/COURT BLDG-PC PARTS/EQ

CHECK 360328 TOTAL: 2,921.21

360329 06/28/2023 PRTD 601 SOUND REPROGRAPHICS 264019 97689 06/06/2023 06/25/23 537.68
Invoice: 97689 — EX/BUCKET LIST FOLDER FLYER 2023
537.68 31011256 542450 EX-GF-EMERG PREP-COMM OUTREACH

264021 97775 05/31/2023 06/25/23 573.18
Invoice: 97775 — EX/VINYL STICKERS FOR GARBAGE, RECYCLING BINS
573.18 31011492 54245001194 CAP-WASTE RED-OUTREACH

CHECK 360329 TOTAL: 1,110.86

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360330	06/28/2023	PRTD	2467	STAPLES	264032	8070422509	05/27/2023		06/25/23	100.80
	Invoice: 8070422509						PW/PAPER, MARKER, WHITE-OUT			
					100.80	73637891 531100	OFFICE SUPPLIES			
					264033	8070441236	05/27/2023		06/25/23	165.52
	Invoice: 8070441236						POL/FLASH DRIVES, TAPE			
					82.76	51011211 531100	PD-C/E-ADM-SUPPLIES			
					33.10	52011212 531100	POLICE - C/E INVEST SUPPLIES			
					49.66	53011212 531100	PD-C/E-PATROL SUPPLIES			
					264175	8070422520	05/27/2023		06/25/23	317.45
	Invoice: 8070422520						PCD/MESSAGE PAD, CANARY NARROW RULED			
					317.45	61011581 531100	PCD - C/E ADMIN SUPPLIES			
							CHECK	360330 TOTAL:		583.77
360331	06/28/2023	PRTD	9358	STRUCTURED COMMUNICA	264166	0231774-IN	06/15/2023		06/25/23	4,942.13
	Invoice: 0231774-IN						ENG/PHONE EQUIPMENT & ANNUAL MAINTENANCE POL/CRT			
					4,942.13	72311942 63550000724	PD/COURT BLDG-PC PARTS/EQ			
							CHECK	360331 TOTAL:		4,942.13
360332	06/28/2023	PRTD	6088	ULINE SHIPPING SUPPL	264041	163722297	05/16/2023		06/25/23	196.30
	Invoice: 163722297						POL/EVIDENCE SUPPLIES			
					196.30	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					264042	163865511	05/19/2023		06/25/23	90.84
	Invoice: 163865511						POL/EVIDENCE BAGS			
					90.84	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
							CHECK	360332 TOTAL:		287.14
360333	06/28/2023	PRTD	4139	UNITED RENTALS (NORT	264043	219368070-001	05/26/2023		06/25/23	2,793.16
	Invoice: 219368070-001						PW/ROLLER RENTAL			
					2,793.16	73111423 545000	RENTS & LEASES - OPERATING			
							CHECK	360333 TOTAL:		2,793.16
360334	06/28/2023	PRTD	2190	UNITED PARCEL SERVIC	264171	000028Y3Y1233	06/10/2023		06/25/23	10.39
	Invoice: 000028Y3Y1233						POL/SHIPPING			
					10.39	91011215 542500	GG-C/E-PD-POSTAGE			
							CHECK	360334 TOTAL:		10.39

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360335	06/28/2023	PRTD	1945	WA ST DEPT LABOR & I	264121	322920	06/12/2023		06/25/23	161.65
Invoice: 322920							PW/ANNUAL ELEVATOR OPERATING FEE			
					161.65	73011183 549800	O&M-C/E-CH FAC-PERMITS			

CHECK 360335 TOTAL: 161.65

NUMBER OF CHECKS 49 *** CASH ACCOUNT TOTAL *** 167,760.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	49	167,760.21

*** GRAND TOTAL *** 167,760.21

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 6 209									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			142,137.15	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				167,760.21
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			13,512.05	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			1,196.89	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 171-213000					TBF-A/P			10.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			350.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			1,500.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			108.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			278.00	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			804.78	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			7,863.34	
06/28/2023	06/25/23	062223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			167,760.21	167,760.21
APP 631-130000					DUE TO/FROM CLEARING			166,260.21	
06/28/2023	06/25/23	062223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				142,137.15
06/28/2023	06/25/23	062223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				13,512.05
06/28/2023	06/25/23	062223							
APP 402-130000					DUE TO/FROM CLEARING				1,196.89
06/28/2023	06/25/23	062223							
APP 171-130000					TBF-DUE TO/FROM CLEARING				10.00
06/28/2023	06/25/23	062223							
APP 622-130000					DUE TO/FROM CLEARING				350.00
06/28/2023	06/25/23	062223							
APP 403-130000					DUE TO/FROM CLEARING				108.00
06/28/2023	06/25/23	062223							
APP 650-130000					DUE TO/FROM CLEARING				278.00
06/28/2023	06/25/23	062223							
APP 407-130000					DUE TO/FROM CLEARING				804.78
06/28/2023	06/25/23	062223							
APP 301-130000					DUE TO/FROM CLEARING				7,863.34
06/28/2023	06/25/23	062223							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		166,260.21	166,260.21
					JOURNAL 2023/06/209	TOTAL		334,020.42	334,020.42

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	6	209	06/28/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		142,137.15
001-213000				GENERAL - ACCOUNTS PAYABLE	142,137.15	
				FUND TOTAL	142,137.15	142,137.15
101 STREET FUND	2023	6	209	06/28/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		13,512.05
101-213000				STREETS - ACCOUNTS PAYABLE	13,512.05	
				FUND TOTAL	13,512.05	13,512.05
171 TRANSP BEN FUND	2023	6	209	06/28/2023		
171-130000				TBF-DUE TO/FROM CLEARING		10.00
171-213000				TBF-A/P	10.00	
				FUND TOTAL	10.00	10.00
301 CAPITAL CONSTRUCTION FUND	2023	6	209	06/28/2023		
301-130000				DUE TO/FROM CLEARING		7,863.34
301-213000				ACCOUNTS PAYABLE	7,863.34	
				FUND TOTAL	7,863.34	7,863.34
402 SEWER OPERATING FUND	2023	6	209	06/28/2023		
402-130000				DUE TO/FROM CLEARING		1,196.89
402-213000				ACCOUNTS PAYABLE	1,196.89	
				FUND TOTAL	1,196.89	1,196.89
403 STORM & SURFACE WATER FUND	2023	6	209	06/28/2023		
403-130000				DUE TO/FROM CLEARING		108.00
403-213000				ACCOUNTS PAYABLE	108.00	
				FUND TOTAL	108.00	108.00
407 BUILDING & DEVELOPMENT FUND	2023	6	209	06/28/2023		
407-130000				DUE TO/FROM CLEARING		804.78
407-213000				ACCOUNTS PAYABLE	804.78	
				FUND TOTAL	804.78	804.78
622 EXPENDABLE TRUST FUND	2023	6	209	06/28/2023		
622-130000				DUE TO/FROM CLEARING		350.00
622-213000				ACCOUNTS PAYABLE	350.00	
				FUND TOTAL	350.00	350.00
631 CLEARING FUND	2023	6	209	06/28/2023		

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000					DUE TO/FROM CLEARING	166,260.21	
631-213000					ACCOUNTS PAYABLE	1,500.00	
635-111100					CASH		167,760.21
					FUND TOTAL	167,760.21	167,760.21
650 AGENCY FUND	2023	6	209	06/28/2023			
650-130000					DUE TO/FROM CLEARING		278.00
650-213000					ACCOUNTS PAYABLE	278.00	
					FUND TOTAL	278.00	278.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		142,137.15
101	STREET FUND		13,512.05
171	TRANSP BEN FUND		10.00
301	CAPITAL CONSTRUCTION FUND		7,863.34
402	SEWER OPERATING FUND		1,196.89
403	STORM & SURFACE WATER FUND		108.00
407	BUILDING & DEVELOPMENT FUND		804.78
622	EXPENDABLE TRUST FUND		350.00
631	CLEARING FUND	166,260.21	
650	AGENCY FUND		278.00
	TOTAL	166,260.21	166,260.21

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 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:

Regular City Council Business Meeting Minutes, June 13, 2023 .pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JUNE 13, 2023

Meeting Minutes

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

Mayor Fantroy-Johnson called the meeting to order at 6:00 p.m. in Council Chambers and on the Zoom webinar.

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

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) TED SPEARMAN JUSTICE CENTER PRESENTATION

3.A Adopt Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center - Executive

Cover Page
Resolution No. 2023-05 Naming the Police and Municipal Court Building the Ted Spearman Justice Center.docx

Mayor Fantroy-Johnson introduced the agenda item.

MOTION: I move to adopt Resolution No. 2023-05 naming the new Police and Municipal Court Building located at 8804 Madison Ave as the Ted Spearman Justice Center.
Quitslund/Deets: The motion carried unanimously, 7-0.

3.B Present Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center to the Spearman Family

Cover Page

Mayor Fantroy-Johnson presented Resolution No. 2023-05 to the Spearman family.

Sasha Spearman thanked Council.

4) PRESENTATION(S)

4.A Present Proclamation Declaring June 19, 2023 as the "Day to Celebrate Juneteenth 2023"

Cover Page
Juneteenth Proclamation 2023.docx

Mayor Fantroy-Johnson read the proclamation.

Savanna Rovelstad, Race Equity Advisory Committee Chair, accepted the proclamation.

4.B Present Proclamation Declaring June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month

Cover Page
LGBTQI+ Pride Month Proclamation 2023.pdf

Deputy Mayor Quitslund read the proclamation.

Derek Villenueva, Bainbridge Pride President, and Eve Palay accepted the proclamation and presented Council with Bainbridge Pride posters.

5) PUBLIC COMMENT

5.A Instructions for Providing Public Comment

Cover Page
Instructions for Providing Public Comment at Hybrid Meetings.docx

William Adams spoke about Code compliance issues involving his property.

Joseph Weber spoke against the new speed limits.

Dick Haugan spoke about stormwater runoff.

Eric Kortum, Historic Preservation Commission member, spoke about the demolition of the existing Police Station.

6) CONSENT AGENDA

6.A Agenda Bill for Consent Agenda

Cover Page

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

6.B Approve Accounts Payable and Payroll

Cover Page
Council Report.pdf
AP Report to Council of Cash Disbursements 06-14-23.pdf

6.C Approve City Council Meeting Minutes

Cover Page

Special City Council Meeting - Executive Session Minutes, May 23, 2023.pdf
Regular City Council Business Meeting Minutes, May 23, 2023.pdf

6.D Authorize the City Manager to Execute Amendment No. 3 to the Professional Services Agreement with Skillings Inc. for the Sunday Cove Pump Station, Sunday Cove Gravity Sewer Main, Lower Lovell Pump Station, Wood Ave Pump Station and Wing Point Pump Station (SSLWW) Projects ($461,939.00) - Public Works
Cover Page
Amendment 3.pdf
Amendment 3 Exhibit A.pdf
CIP Summary.pdf
Wing Point Location Map.pdf

6.E Authorize the City Manager to enter into a Professional Services Agreement with EA Engineering, Science, and Technology, Inc., PBC for Completion of the Groundwater Management Plan ($239,850.36) – Public Works
Cover Page
PSA Groundwater Management Plan EA.pdf
Attachment B - Budget.pdf
GWMP Schedule.pdf

6.F Approve Interlocal Agreement between Kitsap County and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, and the Port Gamble S'Klallam Tribe Designating Kitsap County as the Lead Agency for the Revision of the Comprehensive Solid Waste Management Plan
Cover Page
KC-174-23 Cities of Kitsap Port Gamble S'Klallam Revisions to Solid and Hazardous Waste Management Plan
KC-174-23_Bainbridge Signature Page.docx

6.G Adopt Ordinance No. 2023-18 Creating a Water Utility Rate Surcharge Area for the Ferncliff Water Main Extension Project - Public Works
Cover Page
Ordinance No 2023-18 Water Surcharge Ordinance - Ferncliff.docx
Exhibit A and B - Ferncliff Water Extension Surcharge Area Exhibits.pdf
Ferncliff Water Main Extension Process_Cost Summary Memo.pdf
Ferncliff Main Extension Location Map.pdf

6.H Approve Interlocal Agreement between City of Bainbridge Island and Salish Behavioral Health with Regards to Opioid Settlement Funds - Executive
Cover Page
Interlocal Agreement with Salish Behavioral Health Administrative Services Organization for the Administration of Opioid Funds.docx
Interlocal Agreement Between Clallam County, Jefferson County, Kitsap County and Salish Behavioral Health Administrative Services Organization.pdf
Opioid Settlement and Allocation Agreement (City of Bainbridge Executed).pdf
Opioid Settlement Funds Memorandum.docx

7) COUNCIL ANNOUNCEMENTS

Council members provided updates on community events and meetings.

8) CITY MANAGER'S REPORT

8.A Receive City Manager's Report

Cover Page
City Manager's Report - June 13, 2023

City Manager King provided an update on the transition to electric hand tools.

9) REGULAR BUSINESS

9.A Receive Presentation from Washington State Ferries on September Vehicle and Bike Drive-On Closure

Cover Page
WSF for Bainbridge City Council 06 13 2023 SUBMITTED.pdf

John Vezina, Washington State Ferries Director of Planning, Customer, and Government Relations, provided a presentation on the vehicle and bike drive-on closure and addressed Council's questions.

9.B Provide Appropriation of $600,000 and Authorize the City Manager to Commence Clearing the Affordable Housing Site at 625 Winslow Way

Cover Page

City Manager King provided a presentation on the topic.

MOTION: I move to direct the City Manager to commence the necessary steps to clear the Affordable Housing Site at 625 Winslow Way and provide an appropriation of $600,000 from previously designated American Rescue Plan Act (ARPA) funds.
Moriwaki/Quitslund: The motion carried unanimously, 7-0.

9.C Consider Endorsement of Race Equity Advisory Committee Participation in a Bainbridge Island Community Celebration of Juneteenth and Approve Expenditure of up to $300 - Executive

Cover Page
Juneteenth Flyer 2023

City Manager King introduced the agenda item.

MOTION: I move to endorse the participation of the Race Equity Advisory Committee in the planning and presentation of a Bainbridge Island community celebration of Juneteenth and approve up to $300 in expenditures from the REAC budget for this event.
Moriwaki/Quitslund: The motion carried unanimously, 7-0.

9.D Provide Council Direction Related to Historic Preservation Commission Request to Organize with Staff Support a Celebration of Akio Suyematsu Day in August 2023 and Provide a Budget of Up to $2,000 - Executive

Cover Page

City Manager King introduced the agenda item.

MOTION: I move that we support the Historic Preservation Commission's plan to organize a celebration of Akio Suyematsu Day in August 2023 and to involve other related community groups and organizations to be part of this celebration and event, and authorize a budget up to $500.
Moriwaki/Deets: The motion failed 2 – 5.

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

Council provided direction to the commission to come back with a proposal involving other community groups and environmentally-friendly signage.

9.E Consider Ordinance No. 2023-15 Relating to 2023 1st Budget Amendment and Updated Capital Improvement Plan Amendments - Finance
Cover Page
Staff Memorandum Ordinance No. 2023-15 Budget Amendment__06092023.docx
Ordinance No. 2023-15 2023 1st Budget Amendment.docx
Ordinance No. 2023-15 Exhibit A.pdf
Ordinance No. 2023-15 Exhibit B.pdf
Ordinance No. 2023-15 Exhibit C.pdf

City Manager King introduced the agenda item. Finance Director Pitts provided additional information and addressed Council's questions.

MOTION: I move to forward Ordinance No. 2023-15 relating to the City's 2023 modified budget and the 2023 update to the 2021-2026 Capital Improvement Plan for approval at the June 27, 2023, City Council Regular Business Meeting.
Moriwaki/Deets: The motion carried unanimously, 7-0.

9.F Consider Ordinance No. 2023-06 Adopting a Composting Procurement, Reporting, and Usage Requirement and Amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting - Executive
Cover Page
Ordinance No. 2023-06 Adopting Composting Procurement Reporting and Usage Requirements.docx

City Manager King introduced the agenda item. Management Analyst Nebenzahl provided a presentation.

MOTION: I move to forward Ordinance No. 2023-06 amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Procurement, Reporting, and Usage to the June 27, 2023 Regular City Council meeting for approval.
Deets/Moriwaki: The motion carried unanimously, 7-0.

9.G Adopt Ordinance No. 2023-20 Updating Local Illegal Drug and Paraphernalia Laws
Cover Page
Ordinance No. 2023-20 Adopting Drug Possession Laws as Amended by 2023 legislature.docx

City Manager King introduced the agenda item. Interim City Attorney Haney provided additional information.

MOTION: I move to adopt Ordinance No. 2023-20 updating local illegal drug and paraphernalia laws.
Moriwaki/Deets: The motion carried unanimously, 7-0.

9.H Confirm Appointments to the Planning Commission

Cover Page
Birtley (Planning Commission) - Redacted
Blossom (Planning Commission) - Redacted
Case (Planning Commission) - Redacted
Eide (Planning Commission) - Redacted
Eisenberg (Planning Commission) - Redacted
Garcia (Planning Commission) - Redacted
Landowski (Planning Commission) - Redacted
Larnach (Planning Commission) - Redacted
Neal (Planning Commission) - Redacted
Scott (Planning Commission) - Redacted
Sexton (Planning Commission) - Redacted
Slonaker (Planning Commission) - Redacted
Tawresey (Planning Commission) - Redacted
Weise (Planning Commission) - Redacted

Deputy Mayor Quitslund introduced the agenda item.

MOTION: I move to confirm the recommended reappointment of Ariel Birtley to the Planning Commission, Position 1, to a three-year term ending in June, 2026.
Quitslund/Hytopoulos: The motion carried unanimously, 7-0.

MOTION: I move to confirm the recommended reappointment of Sarah Blossom to the Planning Commission, Position 2, to a three-year term ending in June, 2026.
Quitslund/Deets: The motion carried unanimously, 7-0.

9.I Confirm Appointments to the Utility Advisory Committee

Cover Page
Eide (Utility Advisory Committee) - Redacted.pdf
Frey (Utility Advisory Committee) - Redacted.pdf
Maron (Utility Advisory Committee) - Redacted.pdf
Schulze (Utility Advisory Committee) - Redacted.pdf

Councilmember Deets introduced the agenda item.

MOTION: I move to confirm the recommended reappointment of Andy Maron to the Utility Advisory Committee, Position 1, to a three-year term ending in June, 2026.
Deets/Quitslund: The motion carried unanimously, 7-0.

MOTION: I move to confirm the recommended appointment of Wanda Schulze to the Utility Advisory Committee, Position 2, to a three-year term ending in June, 2026.
Deets/Quitslund: The motion carried unanimously, 7-0.

9.J Confirm Appointments to the Race Equity Advisory Committee

Cover Page
Anderson (Race Equity Advisory Committee) - Redacted

Beck (Race Equity Advisory Committee) - Redacted
Camacho (Race Equity Advisory Committee) - Redacted
Lombardi (Race Equity Advisory Committee) - Redacted
Stahl (Race Equity Advisory Committee) - Redacted

Councilmember Moriwaki introduced the agenda item.

MOTION: I move to confirm the recommended appointment of Caitlin Lombardi to the Race Equity Advisory Committee, Position 2, to a three-year term ending in June, 2026.
Moriwaki/Deets: The motion carried unanimously, 7-0.

MOTION: I move to confirm the recommended appointment of Raul Camacho to the Race Equity Advisory Committee, Position 2, to a three-year term ending in June, 2026.
Moriwaki/Deets: The motion carried unanimously, 7-0.

10) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 8:05 p.m.

_____
Brenda Fantroy-Johnson, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 2 to the Professional Services Agreement with HDR Engineering, Inc. ($221,672.06) and Approve a Related Budget Adjustment for the Conceptual Design of the Wastewater Beneficial Re-Use Project ($125,973.06 – Tax Supported) – Public Works,

SUMMARY: Staff are requesting that the City Council authorize the City Manager to approve Amendment No. 2 to the Professional Services Agreement with HDR Engineering, Inc. for the conceptual design of the Wastewater Beneficial Re-use Project in the amount of $221,672.06; and to approve a related tax-supported budget amendment of $125,973.06, thereby increasing the spending authority for this project.

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

RECOMMENDED MOTION: Move to authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with HDR Engineering, Inc. in the amount of $221,672.06 in support of the Wastewater Beneficial Re-use Project conceptual design; and to approve a related tax-supported budget amendment of $125,973.06, thereby increasing the spending authority for this project.

COMMUNITY ENGAGEMENT AND OUTREACH: This project will be the focus of a public involvement opportunity in late 2023 or early 2024, and will also be reviewed and discussed with the Utility Advisory Committee.

FISCAL IMPACT:

Amount:	125,973.06
Ongoing Cost:	N/A
One-Time Cost:	$125,973.06
Included in Current Budget?	No

BACKGROUND: In 2021, the City Council authorized $1M in American Rescue Plan Act (ARPA) funding to explore options for re-using and/or recycling wastewater on Bainbridge Island.

On March 8, 2022, the City Council authorized a professional services agreement with HDR, Inc. to prepare a broad investigation of the City's options for wastewater re-use and/or recycling. On November 15, 2022, City staff presented the City Council with potential options for further analysis, and the Council opted to explore Option 2 (enhancing effluent and distribution for irrigation/groundwater recharge), and Option 3 (new package

treatment plant with irrigation/groundwater recharge). See the attached slides from the staff presentation for additional information.

This next phase of the work will further explore “opportunities and constraints” for both Option 2 and Option 3, and develop high-level preliminary designs and cost estimates to inform future work. The project includes consultant staff time for coordination with the overlapping efforts of the groundwater management plan.

ATTACHMENTS:

Amendment No 2 Wastewater Beneficial Re-Use HDR Engineering Inc.docx

WWTP Beneficial Re-Use Presentation_Options2_3.pdf

FISCAL DETAILS: This professional services agreement for this project was originally $95,699.00, and was funded with American Rescue Plan Act (ARPA) funds. Only $44,072.06 of that originally budget was expended.

The total budget for the amended project scope is $177,600.00. That amount combined with the previous expenditures of $44,072.06 bring the total agreement value to $221,672.06. A budget amendment of $125,973.06 is needed to support the agreement.

The City's ARPA funds have since been absorbed into the city's general fund reserve, and therefore the budget amendment is proposed to be supported by the general fund.

Fund Name(s): General Fund

Coding: Munis Project # 01192

AMENDMENT NO. 2 TO
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Amendment") amends the Agreement for Professional Services ("Agreement") entered into on March 14, 2022, by the City of Bainbridge Island, a Washington municipal corporation ("City"), and HDR Engineering, Inc., a Nebraska corporation ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with Wastewater Beneficial Reuse Analysis; and

WHEREAS, on October 27, 2022, the City and the Consultant agreed to extend the term of the Agreement; and

WHEREAS, the City desires to increase the services provided under the Agreement, extend the term of the Agreement, and to amend the maximum amount payable under the Agreement.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

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

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~June 30, 2023~~ December 31, 2024, unless sooner terminated by either party as provided below.

2. Section 3.A. is hereby amended to read as follows:

A. The City shall pay the Consultant Hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~Ninety-Five Thousand Six Hundred Ninety-Nine~~ Two Hundred Twenty-One Thousand Six Hundred Seventy-Two and 06/100 Dollars (~~$95,699~~ $221,672.06).

3. Attachment B, Scope of Services, is hereby amended in its entirety as set forth on Exhibit A.

4. 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.

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

EXHIBIT A
ATTACHMENT B
AMENDED SCOPE OF SERVICES

Original Contract Background

The City of Bainbridge Island (City) has set aside American Rescue Plan Act (ARPA) funding for an initial review of the beneficial reuse of wastewater. The City envisions this to be a phased approach, with the objective of this initial step being identification of opportunities and constraints regarding reuse. The City is contracting with HDR Engineering, Inc. (HDR) to conduct the initial work in 2022. HDR has outlined the work according to the following tasks:

Task 1 – Project Management
Task 2 – Identify Needs and Drivers
Task 3 – Identify Reuse Opportunities
Task 4 – Initial Community Engagement
Task 5 – Develop Refined Opportunities List
Task 6 – Detailed Reuse Opportunities Evaluation
Task 7 – Cost/Benefit Analysis
Task 8 – Reuse Implementation Plan

This scope of services and fee estimate covers Tasks 1-5. The scope and fee of subsequent tasks will be developed at the conclusion of Task 5, with those later tasks being authorized by a contract amendment.

The results of this work will inform the development of next steps, such as additional community engagement, a conceptual design or programmatic planning efforts.

Amendment No. 2 Background

The City has conducted an initial review of potential alternatives regarding the beneficial reuse of wastewater on the island. The result of that first phase of work (documented in the technical memorandum *Reuse Needs/Drivers and Potential Opportunities*, dated November 1, 2022), along with subsequent deliberation by City Council, led to identification of two options for which additional investigation is desired. These options are:

- Option 1 – Centralized Reuse. This would involve the necessary upgrades to the Winslow Wastewater Treatment Plant (WWTP) to generate Class A reclaimed water, for distribution and use primarily for irrigation at landscape and turf sites located in proximity to the WWTP and potentially for groundwater recharge at yet-to-be-defined locations.
- Option 2 – Decentralized Reuse. This would involve integration of a “satellite” or package plant treatment facility located upgradient in the Winslow sewershed to capture a portion of the sewer service area’s flows for conversion into Class A reclaimed water, for

distribution and use for irrigation at sites in proximity to such a facility and for groundwater recharge.

This amendment pertains to additional feasibility and conceptual engineering services to advance the definition and evaluation of these two options. If deemed feasible, future steps for more detailed planning and design are to be identified, which would in turn support application for additional grant/loan funding.

The City has contracted with HDR, with Anchor QEA (Anchor) as a subconsultant, to conduct this work. HDR has outlined the work according to the following tasks, building off of the task list in the original contract scope of services:

Task 1 – Project Management
Tasks 2-5 – These were the technical tasks in the original scope of work. This amendment begins with new technical tasks starting at Task 6.
Task 6 – Winslow WWTP Upgrade Analysis
Task 7 – Satellite Treatment Facility Analysis
Task 8 – Irrigation Use Analysis
Task 9 – Groundwater Recharge Favorability Analysis
Task 10 – Reclaimed Water Feasibility Report

This work will continue to build off of the information compiled in the initial phase, as well as other planning and design efforts conducted by others. HDR has a reasonable right to rely on information provided to HDR from the City for preparation of deliverables in this scope of services.

Note: Unless otherwise indicated, project meetings will be held in a virtual setting using WebEx, Microsoft Teams or other similar method. For project meetings that are conducted in person, the current HDR and City protocols regarding personal interactions during the COVID-19 pandemic will be followed by all HDR personnel in attendance.

Task 1 Project Management

Objective:

The purpose of this task is to monitor, manage and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

HDR Services:

1. Coordinate and manage the project team.
2. Prepare monthly status reports describing the following:

    a. Services completed during the month.

b. Services planned for the next month.
c. Needs for additional information.
d. Scope/schedule/budget issues.
e. Schedule update and financial status summary.

3. Prepare monthly invoices formatted in accordance with Contract terms.
4. HDR Project Manager will schedule biweekly project management coordination calls with the City Project Manager to review project scope, schedule, and budget issues.

City Responsibilities:

1. Participate in biweekly project management coordination calls.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions:

1. Original Contract: The project (i.e., Tasks 1-8) will be completed within eleven (11) months after receiving Notice to Proceed. The anticipated project initiation is mid-February 2022, and the expected completion date is June 30, 2023.
2. Two (2) ½-hour long project management coordination calls will be held per month with one HDR staff in attendance.
3. Amendment No 2: The tasks covered in this amendment (i.e., Tasks 1 and 6-10) will be completed within nine (9) months after receiving Notice to Proceed. The anticipated project initiation is early June 2023, and the expected completion date is February 28, 2024.

Deliverables:

1. Monthly status reports and invoices, including project schedule and budget updates (emailed in PDF format).
2. Project management coordination call summary notes (email).

Task 2 Identify Needs and Drivers

Objective:

To identify the objectives that implementing reuse would address, as this will then inform the types and locations of reuse that would be of highest value to the City.

HDR Services:

1. Review existing planning and analysis documentation that includes information regarding typical reuse drivers, including:
    a. City's water system plan, to understand drinking water system needs.
    b. City's general sewer plan, to understand wastewater management needs.

c. WRIA 15 watershed restoration and enhancement plan, to understand general water resource management needs.
d. Other documents as identified by City staff as potentially of interest (e.g., items related to development of the City's Groundwater Management Plan, Climate Action Plan, and WWTP tertiary treatment reports).

2. Meet with City staff to discuss and organize needs/drivers.
3. Meet with other water/wastewater utility providers on or near the island to learn of potential needs and their interest in reuse. Up to three one-hour meetings are planned (e.g., with Kitsap County Sewer District #7, Kitsap Public Utility District, and Kitsap County).
4. Prepare Needs/Drivers memorandum, draft and final.

City Responsibilities:

1. Provide City documents related to water and environmental resources planning.
2. Facilitate coordination with other utility providers.
3. Provide review comments on draft memorandum, within one (1) week of submittal.

Assumptions:

1. HDR has a reasonable right to rely on information provided to HDR from the City for the use and preparation of this assessment and/or deliverables in this scope of services.

Deliverables:

1. Meeting handouts to support needs/drivers discussion (Word or PDF format).
2. Needs/Drivers memorandum (draft and final, PDF format).

Task 3 Identify Reuse Opportunities

Objective:

To identify potential reuse opportunities that align with the needs/drivers identified in Task 2.

HDR Services:

1. Define available sources of wastewater for potential generation of reuse. This will involve assessing the quantity and quality of wastewater primarily from three sources: the City's Winslow Treatment Plant, Sewer District #7's Treatment Plant, and septic systems. Ranges of annual and seasonal volumes of wastewater available from these sources will be calculated, under current and projected 20-year future growth conditions. This will also involve review of recent/current reports on WWTP tertiary treatment and management of chemicals of emerging concern.
2. Identify types and locations of potential reuse, driven by the needs identified in Task 2 and the locations of source water defined above. For each potential use, annual and seasonal reuse volumes will be estimated, water quality requirements identified, and potential

constraints and implementation/permitting needs desorbed. Example uses to be potentially explored will include:

a. Turf and landscape irrigation. Data to be used in this analysis will include City water billing data and GIS mapping of parcel information.
b. Groundwater recharge via infiltration. For this initial evaluation, existing data compiled as part of other efforts (e.g., the managed aquifer recharge analysis conducted for the WRIA 15 watershed restoration and enhancement plan, analyses presented in the City's Groundwater Management Plan) will serve as the basis for determining potentially feasible infiltration sites. (It is noted that the existing groundwater model is likely not developed at a scale that renders it of significant use to this effort.) Potential linkage with stormwater management facilities will also be explored.
c. Groundwater recharge via direct injection. This will only be explored if the needs/drivers assessment identifies a potential value in this, such as managing saltwater intrusion into drinking water wells.
d. Streamflow augmentation. The most feasible approach to this use is typically through infiltration into the shallow groundwater system. However, if the potential for direct augmentation appears possible, that method will also be considered.
e. Indoor uses. The potential for indoor reuse (e.g., toilet/urinal flushing, commercial cooling systems, etc.) is limited and is likely only feasible with future development as opposed to retrofit of existing infrastructure. Therefore, this analysis will consider options for these types of uses associated with new buildings/facilities that would be in proximity to other potential use locations.

3. Prepare draft Reuse Opportunities memorandum. This will contain descriptions of potential uses, tables summarizing key metrics including volumes of water reused, and location mapping. A preliminary screening-level qualitative assessment of the opportunities will be provided, based on a range of factors that will be developed collaboratively with City staff but are envisioned to include: needs addressed, volume of water reused, extent of infrastructure improvements required, permitting complexity, equity, and funding eligibility. The purpose of the screening-level assessment is to summarize information for discussion with other stakeholders and to gain an initial understanding for those opportunities that are likely to warrant further evaluation.
4. Facilitate a review meeting with City staff, up to two (2) hours long, to discuss the draft memorandum.
5. Prepare final Reuse Opportunities memorandum, based on feedback from the City.

City Responsibilities:

1. Assist in coordinating this effort with the concurrent Winslow Wastewater Treatment Plant upgrade planning work.
2. Provide review comments on draft memorandum, within one (1) week of review meeting.

Assumptions:

1. Future growth rates and demographics will be based on City planning data.
2. No costs will be generated as part of this work. Such analyses will come in a subsequent task.

Deliverables:

1. Reuse Opportunities memorandum (draft and final, PDF format).

Task 4 Initial Community Engagement

Objective:

To gain initial feedback on identified potential reuse opportunities from the City's Utility Advisory Committee.

HDR Services:

1. Prepare meeting materials to support one meeting of the Utility Advisory Committee. This will include a presentation, handouts, and potentially map boards (if the meeting is in-person).
2. Support City during the meeting with the Utility Advisory Committee to discuss and refine reuse opportunities.
3. Prepare meeting notes, draft and final.

City Responsibilities:

1. The City will be in the lead in facilitating the meeting with the Utility Advisory Committee, with support from HDR.
2. If meeting is to be held in person, arrange for meeting space.
3. Provide review comments on draft meeting notes, within one (1) week of receipt.

Assumptions:

1. The existing Utility Advisory Committee will serve as the advisory group for this effort.
2. The Utility Advisory Committee meeting will be held in person, if that is consistent with City COVID-19 procedures at the time of the meeting and if the entire group is supportive of meeting in that fashion. However, if needed, the meeting will be held virtually. For budgeting purposes, HDR has included travel costs associated with up to three staff being present at the meeting, which is assumed to last up to two hours.

Deliverables:

1. Meeting materials. Presentation (PowerPoint), handouts, graphics/map boards (optional).
2. Meeting minutes (draft and final; PDF format).

Task 5 Develop Refined Opportunities List

Objective:

To refine the reuse opportunities list based on feedback from the City and the Utility Advisory Committee and identify specific opportunities and potential projects that warrant further evaluation.

HDR Services:

1. Prepare a high-level cost benefit analysis of options, primarily focused on comparing the costs and benefits of implementing reuse versus tertiary treatment (e.g., nutrient removal) at the WWTP for continued marine discharge. The costs developed for this analysis will be high-level, planning costs (i.e., AACE1 pre-Class 5 opinions of probable project cost).
2. Prepare draft Refined Reuse Opportunities and Next Steps memorandum. This will include a ranking of the list of potential reuse opportunities based on criteria (to be determined jointly with the City), input from the City, and feedback from the Utility Advisory Committee. A subset of opportunities will be identified for which further definition/evaluation is recommended. The proposed scope of that further evaluation will be included, forming that basis for Task 6 of this work.
3. Facilitate a review meeting with City staff, up to two (2) hours long, to discuss the draft memorandum.
4. Prepare final Refined Reuse Opportunities and Next Steps memorandum, based on feedback from the City.

City Responsibilities:

1. Provide review comments on draft memorandum, within one (1) week of review meeting.

Assumptions:

1. The Refined Reuse Opportunities and Next Steps memorandum (draft and final) is expected to be no more than 30 pages in length.

Deliverables:

1. Reuse Opportunities memorandum (draft and final; PDF format).

~~Future Tasks~~

~~Tasks 1-5 represent the early stages of this work, needed to define subsequent stages. The following represent potential future tasks that would build upon this work.~~

- ~~Task 6 – Detailed Reuse Opportunities Evaluation~~
  - ~~Refined project definition for those opportunities deemed most feasible through Task 5. This will include refined identification of infrastructure needs, as well as more detailed permitting requirements/timelines, funding approaches, and description of other project characteristics (e.g., community acceptance, equity, etc.)~~

1 Association for the Advancement of Cost Engineering.

- ~~Further coordination with other related planning efforts. E.g., it is envisioned that the Winslow WWTP upgrades evaluation and planning regarding compliance with the Puget Sound Nutrient General Permit will be advanced later this year to the point where the potential for implementing tertiary treatment upgrades (i.e., to produce Class A reclaimed water) is better known.~~
- ~~More detailed cost estimates (AACE Class 5 or Class 4 opinions of probable project cost) for reuse project components. This will likely focus on infrastructure needed to: a) convey reuse water to use sites; and, b) put the resource to use. The costs to produce reuse water of the appropriate quality may be developed, unless already being prepared under other work (e.g., the Winslow WWTP upgrades analysis).~~
- ~~Continued Utility Advisory Committee engagement.~~

- ~~Task 7 – Cost/Benefit Analysis~~
  - ~~Further quantification (where feasible) of the benefits of implementing select reuse options, including avoided costs associated with other improvements that may be needed if reuse is not implemented.~~
  - ~~More detailed comparison of costs and benefits in an economic analysis, to consider feasibility.~~
  - ~~Continued Utility Advisory Committee engagement and likely broader public outreach.~~
  - ~~Recommendation for pathway forward.~~
- ~~Task 8 – Reuse Implementation Plan~~
  - ~~Depending on the outcome of Task 7, development of a reuse implementation plan, outlining a schedule of steps to advance the design and construction of needed infrastructure to support reuse.~~
  - ~~Development of other programmatic elements, such as community outreach/education materials, end user agreements, etc.~~

Task 6 - Winslow WWTP Upgrade Analysis

Objective:

To identify the upgrades and associated costs/challenges regarding upgrading the Winslow WWTP to produce Class A reclaimed water.

HDR Services:

1. Review recent WWTP analysis reports, including those developed that analyze capacity constraints and treatment options regarding contaminants of emerging concern (CECs). As part of this background review, participate in a one-hour virtual meeting with City's WWTP consulting engineer (TetraTech).
2. Evaluate up to three options for upgrading treatment processes to generate Class A reclaimed water. Previous work identified a potential approach of adding a granular activated carbon (GAC) unit process, coupled with upgrades to the existing ultraviolet light (UV) disinfection process, to achieve the necessary water quality to produce Class reclaimed water and address CEC concerns. This will be re-examined and compared against

alternative options. The evaluation will include AACE Class 5 opinions of probable project cost, consideration of space constraints at the WWTP site, impacts upon other unit processes and WWTP objectives (including capacity), and other pros/cons.
3. Identify most feasible treatment upgrade option.
4. Prepare WWTP Class A Upgrades memorandum, draft.

City Responsibilities:

1. Provide City documents related to other recent/current WWTP evaluation/design efforts.
2. Facilitate coordination with TetraTech.
3. Provide review comments on draft memorandum, within one (1) week of submittal.

Assumptions:

1. Full evaluation of existing WWTP unit processes is not included in this scope of services. That work has been done by others in separate efforts. HDR will use the results of those efforts as input into the current analysis of additional needs to generate Class A reclaimed water.

Deliverables:

1. WWTP Class A Upgrades memorandum (draft PDF format). Note that any revisions based on City review comments will be reflected in the information as incorporated into the Reclaimed Water Feasibility Report (Task 10).

Task 7 - Satellite Treatment Facility Analysis

Objective:

To identify the most feasible type of, and location for, a satellite treatment facility to produce Class A reclaimed water.

HDR Services:

1. Review sewer system collection model in conjunction with land use/parcel availability mapping to identify potential locations for a small packaged treatment facility that would serve to intercept sewer flows from a portion of the sewershed for conversion to Class A reclaimed water. This will involve updating of sewer flow scenarios to consider updated 20-year growth and flow projections, consistent with those used in City land use and WWTP planning. Up to three potential locations will be identified and assessed regarding potential flow capacity, land availability, proximity to potential reclaimed water use sites, and other considerations/constraints. A preferred location will be identified.
2. Develop concept for satellite treatment facility, including identification of technology to be employed, conceptual level layout and sizing, and planning-level cost (AACE Class 5 opinion of probable cost).
3. Prepare Satellite Treatment memorandum, draft.

City Responsibilities:

1. Provide City sewer hydraulic model, and most recent long-range growth planning information.
2. Facilitate coordination with City staff or other consultants who have updated, utilized the model.
3. Provide review comments on draft memorandum, within one (1) week of submittal.

Assumptions:

1. The use of the sewer system hydraulic model is for the purpose of understanding total sewer flows in identified sub-basins of the sewershed, with a focus on the western portion of the City. This effort does not constitute a full system analysis with the modeling tool.

Deliverables:

1. Satellite Treatment memorandum (draft PDF format). Note that any revisions based on City review comments will be reflected in the information as incorporated into the Reclaimed Water Feasibility Report (Task 10).

Task 8 - Reclaimed Water Use Analysis

Objective:

To refine the previous analyses regarding potential reclaimed water uses, with a focus on identifying locations and quantities of potential reclaimed water irrigation sites.

HDR Services:

1. Reclaimed water use assessment (non-irrigation and non-recharge). This involves building upon the prior analyses of potential reclaimed water uses to identify locations and quantities of reuse associated with applications other than irrigation (which are addressed in the following items) and groundwater recharge (addressed in Task 9). This includes assessing uses such as toilet/urinal flushing, commercial cooling, and other City applications such as street cleaning and construction water. GIS-based analysis of land use and parcel data, along with discussion with City staff, will serve as the basis to identify such potential uses.
2. Outreach to owners of potential irrigation sites. This involves meetings with representatives of the Wing Point Golf and Country Club and the School District, to discuss the potential for using reclaimed water for irrigation of sports fields and landscaped areas, as identified in the previous phase.
3. Refinement of irrigation use volumes. Based on the above discussions, refinements to the estimates of irrigation water use made in the prior phase will be prepared, to understand annual, monthly, and peak daily demands.
4. Prepare Reclaimed Water Use memorandum, draft.

City Responsibilities:

1. Coordinate meetings with Wing Point Golf Course and School District.
2. Provide review comments on draft memorandum, within one (1) week of submittal.

Assumptions:

1. Each meeting will up to one hour in length, and attended by two consultant staff.

Deliverables:

1. Reclaimed Water Use memorandum (draft PDF format). Note that any revisions based on City review comments will be reflected in the information as incorporated into the Reclaimed Water Feasibility Report (Task 10).

Task 9 - Groundwater Recharge Favorability Analysis

Objective:

Develop a Groundwater Recharge Favorability Model for use in identifying ideal locations within the City for further field-based evaluation of groundwater recharge potential. This task will be performed by Anchor, with oversight by HDR.

HDR/Anchor Services:

1. Initial data collection/compilation. This will include information pertaining to hydrogeologic attributes through publicly available sources to include:
    a. Geologic and hydrogeologic data (hydrostratigraphic units and relative hydraulic parameters, geologic contacts, structures, lineaments, faults, etc.)
    b. Soil reports
    c. Groundwater discharge information (Local well information, surface water and wetland features)
    d. Regulatory setback requirements that may affect siting of recharge areas
    e. Land use restrictions and parcel ownership
2. Fault and lineament analysis of the island using topographic maps, geologic maps, county soil surveys, and aerial photographs (as available).
3. Development of geographic information system (GIS) layers to form the basis for the Groundwater Recharge Favorability Model (GRFM).
4. Attribute ranking will be performed to assign numeric values to favorable and unfavorable hydrogeologic attributes with regards to locating recharge areas. For example, areas with thin or absent Vashon Till will be ranked higher than thicker areas of Vashon Till. The ranked attributes will be analyzed using ArcGIS Model Builder to develop a map of favorable locations (GRFM) that is reflective of various siting criteria.
5. One day of field mapping to verify collected hydrogeologic attributed data for identified favorable locations. During the field visit, features that would disqualify an area for recharge development will be identified.
6. Prepare Groundwater Recharge Feasibility memorandum, draft and final. This will include a data summary and recharge location ranking. The memorandum will be provided in draft

form to the City for review and comment. HDR/Anchor will review the edits and comments and incorporate into the final memorandum. The memorandum will summarize the methods, findings, and conclusions of the analysis and will include a map that shows the following:

a. Recharge favorability—the map will identify the most probable locations for successful recharge area development based on the interrelations of the identified hydrogeologic attributes.
b. Recharge setbacks and buffer—the map will identify areas where recharge areas cannot be developed due to the setback requirements or other land use restrictions.

In addition, recommendations for potential future field-based evaluations (such as infiltration test pits and/or borings) will be included in the memorandum.

7. Communications/coordination with the City. This includes calls, meetings, and coordination between Anchor, HDR and City staff. The task assumes the following:
    a. One progress meeting after the hydrogeologic attribute data has been collected to review the collected data and proposed rankings.
    b. One meeting prior to distributing the final memorandum to review the results and solicit feedback.
    c. 8 Anchor hours of phone calls between the project team and City representatives.
    d. 16 Anchor hours for meeting preparations and for development of presentation materials.
    e. 16 Anchor hours for coordination with the consultant developing the City's groundwater management plan.

City Responsibilities:

1. Provision of City-owned data and prior hydrogeologic assessments/analyses.
2. Facilitate coordination with other consultants engaged in hydrogeologic evaluation work for the City.
3. Provide review comments on draft memorandum, within two (2) weeks of submittal.

Assumptions:

1. This task does not constitute a complete hydrogeological analysis for the island. The effort is focused on addressing questions specific to feasibility of infiltration of reclaimed water into shallow aquifer systems.
2. See item 7 under Services for assumptions regarding meeting time associated with this effort.

Deliverables:

1. Groundwater Recharge Feasibility memorandum (draft and final, PDF format).

Task 10 - Reclaimed Water Feasibility Report

Objective:

Prepare a report that summarizes the technical work conducted in prior tasks, along with evaluation of potential reclaimed water distribution infrastructure, to document the feasibility and conceptual layout of potential reclaimed water system(s).

HDR Services:

1. Develop conceptual-level reclaimed water distribution system infrastructure for the two treatment options being considered. Based on the findings from the above tasks regarding locations and volumes associated with reclaimed water treatment (centralized and decentralized) and potential use sites (i.e., primarily irrigation and groundwater recharge locations), define the reclaimed water distribution infrastructure needs to convey the resource. This will involve conceptual-level location and sizing for pumping and piping infrastructure. Class 5 opinions of probable construction cost will be prepared related to this infrastructure, as well as site improvements at the potential use sites to make use of the reclaimed water (e.g., storage to meet peak daily irrigation needs, infiltration basin excavation/grading, site piping, etc.)
2. Mapping of potential reclaimed water system options. Mapping will be developed depicting the key features of the two reclaimed water system options.
3. Assessment of benefits and challenges associated with each option. This will include assessment of avoided costs that may be associated with certain options.
4. Prepare draft report. This will include identification of next steps that would be required for reclaimed water system implementation, such as additional planning and pre-design steps, along with consideration of other programmatic and administrative elements (e.g., end user agreements).
5. Facilitate review meeting with City staff.
6. Participate in one City Utility Advisory Committee (UAC) meeting, to provide a briefing on the analysis.
7. Prepare final report.

City Responsibilities:

1. Provide review comments on draft report, within two (2) weeks of submittal.

Assumptions:

1. Review meeting will up to one hour in length, and attended by three consultant staff.
2. The UAC meeting will be attended in-person by one consultant staff, with a duration of up to two hours,

Deliverables:

1. Reclaimed Water Feasibility Report (draft and final, PDF format).

Schedule

This effort is anticipated to occur over the course of 2022. Anticipated schedule milestones are outlined in the table below. Note that Tasks 6-8 are not part of the initial contract authorization, and their timing is subject to change based on the outcome of Tasks 1-5.

Task / Milestone	Target Completion
Task 2 – Identify Needs/Drivers	March 31, 2022
Task 3 – Identify Reuse Opportunities	June 15, 2022
Task 4 – Initial Community Engagement (UAC meeting)	June 30, 2022
Task 5 – Develop Refined Opportunities List	September 30, 2022
~~Task 6 – Detailed Reuse Opportunities Evaluation~~	~~January – March 2023~~
~~Task 7 – Cost/Benefit Analysis~~	~~April – May 2023~~
~~Task 8 – Reuse Implementation Plan~~	~~June 2023~~
Task 6 – Winslow WWTP Upgrade Analysis	August 31, 2023
Task 7 – Satellite Treatment Facility Analysis	August 31, 2023
Task 8 – Reclaimed Water Use Analysis	August 31, 2023
Task 9 – Groundwater Recharge Favorability Analysis	September 30, 2023
Task 10 – Reclaimed Water Feasibility Report – Draft and Final Report	December 15, 2023 February 28, 2024

Fee

The fee breakdown associated Tasks 1-~~5~~10 is summarized below. Future contract amendments will include fee for tasks beyond this.

Task	Fee
Task 1 – Project Management	~~$ 14,133~~ $26,532.86
Task 2 – Identify Needs/Drivers	~~$ 15,883~~ $13,001.27
Task 3 – Identify Reuse Opportunities	~~$ 41,412~~ $19,437.93
Task 4 – Initial Community Engagement	~~$ 7,785~~ $0
Task 5 – Develop Refined Opportunities List	~~$ 16,486~~ $0
Task 6 – Winslow WWTP Upgrade Analysis	$ 23,100
Task 7 – Satellite Treatment Facility Analysis	$ 28,200
Task 8 – Reclaimed Water Use Analysis	$ 11,700
Task 9 – Groundwater Recharge Favorability Analysis	$ 52,700

Task 10 – Reclaimed Water Feasibility Report – Draft and Final Report		$ 47,000
	Total	~~$ 95,699~~ $221,672.06

*Assumes ~~all work is~~ Tasks 2-5 conducted in 2022. Assumes 80% of Tasks 6-10 completed in 2023. Expenses and subconsultant costs will be billed at a 5% markup.

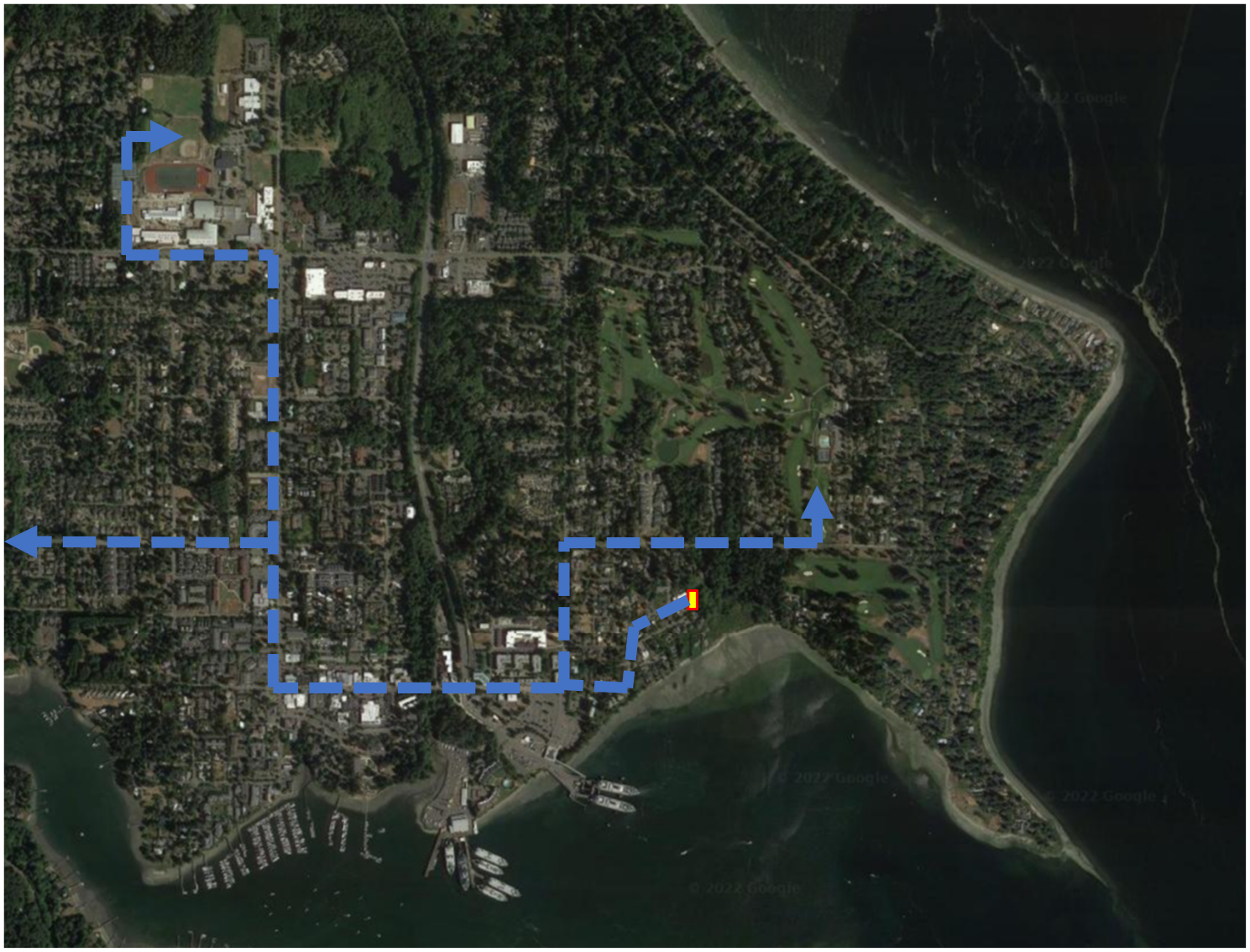
HDR's billing rate ranges (for 2022) by staff category are summarized below.

Staff	Hourly Billing Rate Range (2022)
Project Manager / Senior Engineer	$250-300
Senior Scientist	$200-250
Staff Scientist / Engineer	$150-200
Planner / GIS	$125-150
Administrative Support	$115-155
Senior Management / Principal	$300-375

HDR's billing rate ranges (for 2023) by staff category are summarized below.

Staff	Hourly Billing Rate Range (2023)
Project Manager / Senior Engineer	$275-330
Senior Scientist / Project Engineer	$200-275
Staff Scientist / Engineer	$150-200
Planner / GIS	$110-150
Administrative Support	$115-155
Senior Management / Principal	$325-390

Option 2 – Enhance Effluent and Distribute for irrigation/groundwater recharge



Option 2 – Enhance Effluent and Distribute for irrigation/groundwater recharge

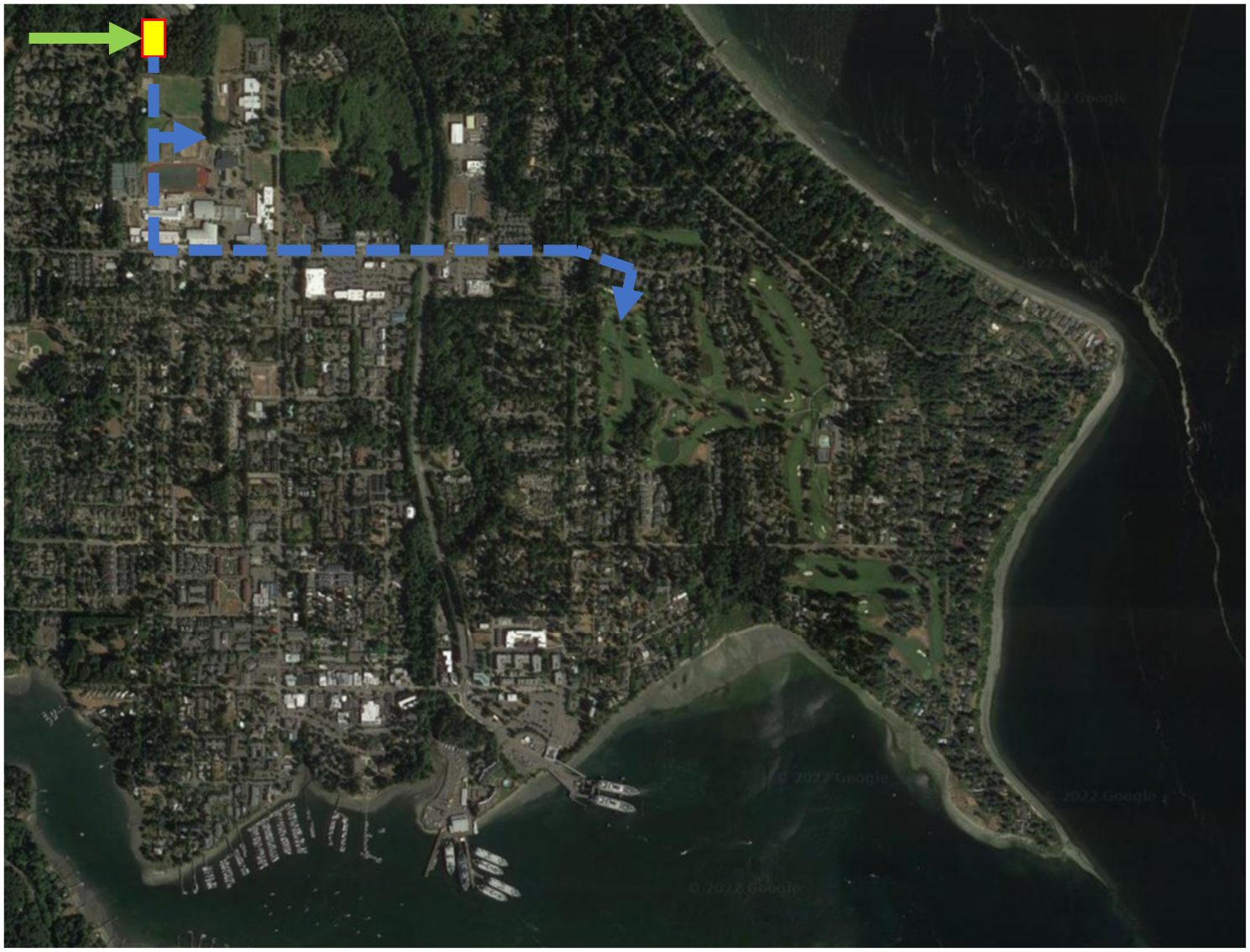
Pros

- Environmental enhancement
- Reduction in summertime groundwater pumping from golf course wells – potentially city-owned wells

Cons

- Cost of conversion to Class A ~$4-5M
- Cost of distribution an additional $1-7M
- Additional operation and maintenance costs and staff time
- System will occupy valuable real estate at the plant site

Option 3 – New Package Treatment Plant with Irrigation/groundwater recharge



Option 3 – New Package Treatment Plant with Irrigation/groundwater recharge

Pros

- Environmental enhancement
- Reduction in summertime groundwater pumping from city-owned wells and potentially golf course wells
- Eases capacity on Winslow WWTP by diverting flows
- Potential for cost savings due to reduced pressure on water and plant needs

Cons

- Need to purchase/lease suitable site for plant
- Cost of plant ~$9M
- Cost of distribution ~$2-7M
- Additional staff needed, as well as increased operation and maintenance costs
- Need to determine if inflow/outflow balance possible

Wastewater Beneficial Re-Use Option Next Step Recommendation

- Option 1 – lowest cost ($2.5M), lowest return on investment - no action
- Option 2 – high cost ($9-15M), medium return on investment - explore feasibility and costs ($125K)
- Option 3 – highest cost ($11-16M), highest return on investment (if feasible), including relieving existing water and sewer system pressures and costs – explore feasibility and costs ($175K)
- Explore future grant opportunities

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute a Professional Services Agreement in the amount of $82,640.00 with IMS Infrastructure Management Services, LP for the 2024-2029 Pavement Management Plan ($82,640.00 Streets) - Public Works

SUMMARY: Staff are requesting that the City Council authorize the City Manager to enter into a Professional Services Agreement with IMS Infrastructure Management Services, LP for the 2024-2029 Pavement Management Plan.

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

RECOMMENDED MOTION: Move to authorize the City Manager to enter into a Professional Services Agreement with IMS Infrastructure Management Services, LP for the 2024-2029 Pavement Management Plan in the amount of $82,640.00.

COMMUNITY ENGAGEMENT AND OUTREACH: The 5-year pavement management plan will be posted on the City's website for public viewing.

FISCAL IMPACT:

Amount:	$82,640.00
Ongoing Cost:	N/A
One-Time Cost:	$82,640.00
Included in Current Budget?	Yes

BACKGROUND: The City maintains approximately 140 miles of asphalt and concrete roadways. A comprehensive survey of the City's roadway network is necessary in order to provide updated data related to the pavement condition and to support future planning and prioritization of proposed roadway repair projects. Annual roadway repairs include chip-seal, grinding, pulverizing,/replacing, and general road reconstruction.

The City is seeking to develop a 5-year pavement management plan that will prioritize work locations and treatment types within the assumed budget of $1M annually. The City solicited a Request for Qualifications from consulting firms with experience in pavement condition assessment and analysis to identify, plan, and prioritize future road projects for future preservation and rehabilitation.

City staff interviewed multiple firms and IMS Infrastructure Management Services, LP was selected as the most qualified consultant to perform the work due to their experience creating pavement management plans in multiple jurisdictions within Washington State and the Puget Sound region. The plan will be completed in time to develop a pavement repair and maintenance contract for summer 2024.

ATTACHMENTS:

PSA 2023-2029 Pavement Management IMS.docx

Attachment C - Fee Schedule.pdf

FISCAL DETAILS: The 2023 Public Works Budget includes $150,000 to support the development of a 5-year pavement management plan.

Fund Name(s): Streets Fund

Coding: Munis Project # 01278

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and IMS Infrastructure Management Services, LP, a Delaware limited partnership ("Consultant").

WHEREAS, the City needs professional services in connection with assessing the condition of the City's existing roadways in support of the City's Pavement Management Program; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2029, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant per task upon completion of task, plus actual expenses, in accordance with **Attachment C**, but not more than a total of Eighty-Two Thousand Six Hundred Forty and 00/100 dollars ($82,640.00).

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

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
To the Consultant:	IMS Infrastructure Management Services, LP 8380S Kyrene Rd Suite 101 Tempe, AZ 85284 Attention: Jim Tourek

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

IMS INFRASTRUCTURE MANAGEMENT SERVICES, LP	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Blair King, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

ATTACHMENT A
INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

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

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

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

ATTACHMENT B
SCOPE OF SERVICES

Overview:

The City maintains approximately 140 centerline miles of asphalt and concrete roadways alike.

The City completed a comprehensive pavement condition assessment in 2019 and conducts various roadway maintenance, repair and rehabilitation projects on an annual basis. Annual roadway repair includes chipseal, grind/ pulverize and repave, patching, and full/partial-depth reconstruction. A comprehensive survey of the City's roadway network is necessary in order to provide updated information related to pavement condition and to support the future planning and prioritization of roadway projects.

This scope of work is separated into five components where applicable:

1. Tasks: items of work that will be completed by the Consultant;
2. Receivables: elements that will be provided by the City to the Consultant;
3. Assumptions: assumptions used to develop each task;
4. Deliverables: finished product(s) that will be delivered to the City in the manner specified in this scope of services; and
5. Payment: See Attachment C.

Tasks 1 & 2: Project Initiation and Set-Up & Network Referencing and GIS Linkage

- Introduction of the project team, roles and relationships. Confirm goals and objectives.
- Review project documentation including insurance requirements, permits, safety, project Information Form, and any other client documentation.
- Conduct an introductory information seminar with key project participants.
- Review existing PMP data, level of implementation, current configuration, and user skill set.
- Develop and submit quality assurance plan, review and edit the document accordingly.
- Identify and confirm existing database quality.
- Confirmed preferred delivery methodology for City of Bainbridge Island and deliverable format.
- Confirm roadways to be surveyed, as well as referencing, length and directional issues.
- Work with City staff so they are comfortable with the overall project and data collection.

Deliverables: Technical memo detailing scope of work, budget and deliverables.

Task 3: Network Inventory Checks and Survey Map Development

- Complete a brief review of the City's current GIS environment and assess suitability for pavement management purposes.

- Using the City's existing GIS centerline topology, update existing street inventory and create a fixed link between the inventory and GIS using a unique identifier.
- Include street number and block order in referencing.
- Harmonize street names between GIS and City's roadway inventory (If any – note: GIS wins any differences).
- Link each segment to its parent GIS section.
- Obtain roadway attributes from GIS for functional class, width, length, pavement type, etc. If not available, devise plan to obtain them.
- Create survey maps for use by the RST and client review.
- The Unify^{TM} software data collection software integrates the survey inventory (GIS), field maps, GPS and field data collection into a single platform.

Deliverables: Programmed survey maps and inventory for use on the project.

Task 4: RST Mobilization/Calibration

- Mobilize surface distress, roughness and rutting testing equipment to project.
- Crew to review the survey maps with the City.
- Demonstrate the equipment to the City.
- Calibrate equipment.

Deliverables: Equipment calibration results.

Task 5: RST Field Data Collection

- Collect ASTM D-6433 distresses and attributes at 50-ft intervals on a block by block basis. IMS will survey approximately 140 centerline miles (2-pass testing of all City roadways over 16' wide, 1-pass testing on remaining roads, or 173 test miles (T-Mi.).
- Collect data at small intervals to be able to determine any changes in condition
- Expansion of distresses to include longitudinal, traverse, alligator, and block cracking, raveling, bleeding, patches/potholes, rutting, roughness, and distortions.
- State-of-the-art Road Surface Testers (RST) equipped with the latest 3D Laser Crack Measurement System (LCMS-2) technology, and rate gyroscopes, digital images, touch screen event board, and GPS acquisition.
- Dual wheel path testing collecting International Roughness Index (IRI) data at no additional charge.

Deliverables: XXX

Task 6: Resegmentation Based on Break in Condition (Min. 50' Segments)

- Update the inventory of road segments based on changes in pavement conditions creating separate and distinct segments of differing conditions a minimum of 50 feet in length.

Receivables: Road sections with similar PCI scores.

Assumptions: Segments with disparate pavement conditions will be separated to the overall scores reflect blocks of similarly scored condition. Road segments will be labeled from one cross street to the next, in areas where there is a change in condition the length from the cross street will be identified and neighboring address will be shown. Locations will be linked to mapped locations.

Deliverables: Reprogrammed survey maps and inventory for use on the project. Road scores broken up into sections with adjacent addresses at breaks shown for ease of usability.

Task 7: FastFWD Mobilization/Calibration

- Deflection Testing: 1-pass Arterials & Collectors only. Not to exceed 80 test miles.
- Data Analysis of Deflection Testing.

Assumptions: City to provide Traffic Control for the deflection testing if needed (Estimated to be approximately 0 to 40 hours).

Deliverables: Results and analysis to be included in IMA Standard Draft and Final Reports.

Task 8: Collection of Digital Images @ 20'Intervals (Per view)

- Static single point-of-view digital photographic images collected at intervals of 20 feet of center lane miles will capture full road width and each side of the road (approximately 36,960 images).

Assumptions: Images will be optimized for reduced file size while maintaining a clear resolution for viewing. Images will be linked to locations on the map.

Deliverables: Hard drive or other physical delivery of the digital image library via internet download in conjunction with the Easy Street Analysis software and database.

Task 9: Data QC/QA, Processing & Formatting

- For each data stream (surface distress, roughness, GPS, deflection), aggregate and process the data for each segment.
- Develop individual index scores for surface distress and roughness as appropriate.
- Develop structural index for each roadway segment.
- Develop a pavement condition score for each section.
- Process the same data to the segment level.

- Develop exceptions report for lengths not matching GIS.
- Complete QA of data.

Deliverables: An Excel spreadsheet of the sectional data, and index values containing all assigned GIS ID's. Shapefiles of the conditional data at the segment levels.

Task 10: Easy Street Analysis of Pavement and Budget Development (Incl. Network Valuation)

- "ESA – Easy Street Analysis" Pavement Management Spreadsheet Software. The spreadsheet has the ability to prioritize and optimize the multi-year plan.
- It will be programmed to develop a multi-year maintenance and rehabilitation plan using "cost of deferral".
- It will also have referenced deterioration curves for each functional classification, pavement type, and even pavement strength rating.
- The parameters of the analysis (Priority Weighting Factors) can also be modified and reprioritized on the fly.
- Shapefiles and KML file of the processed data.
- Cost Benefit Analysis and spreadsheet training.
- Following the field surveys and data processing, complete the following analysis:
    - Present status and PCI report: Excel c/w PCI charts.
    - Operating Parameters Development/Decision Tree.
    - Fix all needs analysis and budget.
    - Budget driven analysis ($/year estimate).
    - Level of service analysis ($ to hit set target).
    - Funding necessary on an annual basis to ensure an average overall pavement condition of 85.
- Customizable Prioritization & Cost-Benefit Analysis.
- Images linked to roadway sections as a column on provided spreadsheet.
- Unlimited Access to Training Library.
- Online ESA Spreadsheet Training via Teams.

Receivables: Easy Street Spreadsheet

Assumptions: Data will be 1 way transferrable to Arc-GIS Pro.

Deliverables: "Easy Street" Analysis spreadsheet with "Hot" cells (highlighted in yellow) that the City can use to generate differing budget scenarios. Shapefiles & KML file of the processed data along with Cost Benefit Analysis and Spreadsheet Training.

Task 11: IMS Standard Draft Written Report

- Assemble the report (as outlined in Task 10) for review and comment prior to finalizing.

Deliverables: Draft analysis and report in electronic format.

Task 12: IMS Standard Final Written Report

- Final Analysis & Report (as outlined in Task 10), including Network Valuation.

Deliverables: Final analysis and report in electronic format and hard copies (2).

Task 13: ESA Software Training

- 16 Hours of Virtual Training. Six (6) hours will be for Group Training and Ten (10) Hours will be set aside for 1:1 Training.

Deliverables: 16 hours of virtual training: Six Hours of Group Training and Ten Hours of 1:1 Training.

Task 14: GIS Support to Create GIS Arc/Pro ESA Sync

- IMS will educate/train City staff on the process of syncing ESA and ArcGIS Pro so that whenever ESA is updated, the maps in ArcGIS Pro also get updated. Note: This is a 1-way sync; 2-way sync is not possible.

Deliverables: Arc-GIS Pro maps and training to develop maps.

Task 15: Project Management

- Provide client with periodic e-mail updates and reports.
- Meetings to be completed on-site and by conference calls.
- Complete project administration and invoicing.

Deliverables: Status reports and invoices.

Task 16: Additional or Specialty Maps for Reporting (Beyond 2 Typical Sets)

Deliverables: Specialty maps as requested by the city beyond the first 2 provided maps.

Task 17: ESA Spreadsheet Updates

- Teams “training” in the effective use of the spreadsheet will be provided as needed.
- Teams “assistance” with updating the spreadsheet with its annual maintenance.

Assumptions: Updates to occur no more than once annually. Estimated to not exceed 4 occurrences between 2024 and 2029. Update to the spreadsheets to follow within 1 to 2 months of completed annual drainage work.

Receivables: City to provide Rehabs, Inspections and GISIDs.

Deliverables: Assist the City with updating the spreadsheet with its annual maintenance in non-testing years. Update spreadsheet for the City with provided rehabs on an annual basis, as needed.

Consultant's Fees:

See Attachment C.

Schedule:
Assumes a July 1st start date.

Description	Duration Estimate	Milestone Completion
GIS Acquisition and Validation	2 weeks from Notice to Proceed	July 2023
Review Map Iterations and Approval	2 weeks	July 2023
Kick-off Meeting (Virtual)	1 day	Late-July 2023
RST LCMS-2 Pavement Network Survey (173 T-Mi.)	1 week	Early-August 2023
QC/QA Program for Collected Data	6 weeks	Aug.-Sept. 2023
Deliver Network Condition Data/CG Format	1 week	September 2023
Easy Street Analysis (ESA) Draft and Final Report	3 weeks	October 2023
ESA Spreadsheet Updates	Annually, as needed.	Update to the spreadsheets to follow within 1 to 2 months of completed annual drainage work.

Attachment C

Fees for Professional Services

IMS Infrastructure Management Services
8380 S Kyrene Rd. Ste. 101. Tempe, AZ 85284
Phone: (480) 839-4347 Fax: (480) 839-4348
www.imsanalysis.com

To:	Emily Cady, Engineering Project Manager	**Date:**	June 5, 2023
From:	Jim Tourek, Client Services Manager	**Project:**	Bainbridge Island, WA
Subject:	Pavement Assessment/ Analysis Services	**Project No:**	

Thank you for taking the time to review the pavement management services offered by IMS Infrastructure Management Services. For the 2023 pavement assessment and analysis project, we proposed the following base scope based on discussions since the award notification on May 8, 2023.

The following page has the requested optional services, and a series of value-added services offered by IMS to further enhance the overall project:

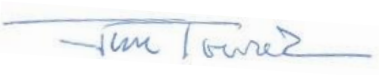
City of Bainbridge Island: 2023 IMS Base Scope of Services

Task	Activity	Quant	Units	Unit Rate	Total
	Project Initiation				
1	Project Initiation & Set-up	1	LS	$3,000.00	$3,000.00
2	Network Referencing & GIS Linkage	140	T-Mi	$15.00	$2,100.00
3	Network Inventory Checks & Survey Map Development	140	T-Mi	$5.00	$700.00
	Field Surveys				
4	RST Mobilization/Calibration **[City: 140 CL]**	1	LS	$3,000.00	$3,000.00
5	RST Field Data Collection **(2-pass Wider Roads Over 16' & 1-pass Remaining Roads)**	173	T-Mi	$110.00	$19,030.00
6	Resegmentation Based on Break in Condition **(Min. 50' Segments)**	140	T-Mi	$20.00	$2,800.00
7	FastFWD Mobilization/Calibration	1	LS	$3,000.00	$3,000.00
	a. Deflection Testing: **1-pass** Arterials & Collectors only **(NTE 80 T-Mi.)**	**77**	T-Mi	$175.00	$13,475.00
	b. Data Analysis of Deflection Testing	1	LS	$1,250.00	$1,250.00
	c. Traffic Control/Deflection Testing **(City to provide; IMS Est. 0-40 Hrs.)**	0	HR	$115.00	$0.00
8	Collection of Digital Images @ 20' Intervals **(Per View)**	173	T-Mi	$10.00	$1,730.00
	Data Management				
9	Data QC/QA, Processing, & Formatting	173	T-Mi	$35.00	$6,055.00
10	Easy Street Analysis of Pavement and Budget Development **(Incl. Network Valuation)**	1	LS	$5,000.00	$5,000.00
	a. "ESA - Easy Street Analysis" Pavement Management Spreadsheet Software			**Included in Base Activities**	
	b. Customizable Prioritization & Cost-Benefit Analysis			**Included in Base Activities**	
	c. Unlimited Access - Training Library			**Included in Base Activities**	
	d. Online ESA Spreadsheet Training via Teams			**Included in Base Activities**	
11	IMS Standard Draft Written Report	1	LS	$2,000.00	$2,000.00
12	IMS Standard Final Written Report **(Incl. Network Valuation in Report)**	1	LS	$500.00	$500.00
13	ESA Software Training - 16 Hours/All Virtual: 6 Hours Group & 10 Hours Individual	16	HR	$175.00	$2,800.00
14	GIS Support to Create GIS ArcPro /ESA Sync **(an ESA Update will Sync in ArcGIS Pro for Map updates - Note this is a 1-Way Sync; 2-Way is Not Possible)**	8	HR	$175.00	$1,400.00
15	Project Management	1	LS	$4,650.00	$4,650.00
16	Additional or Specialty Maps for Reporting **(Beyond Typical 2 Sets)**	**1**	**EA**	$150.00	$150.00
17	ESA Spreadsheet Updates **(City provides Rehabs, Inspections & GISIDs)**	**4**	EA YR	$2,500.00	$10,000.00
				Project Total:	**$82,640.00**

The following page shows additional value-added services offered by IMS:

Thank you for considering IMS as a viable solution to your pavement management needs and we strive to remain an asset and extension of the City of Bainbridge Island's staff and team. If any questions arise please do not hesitate to contact me at (480) 462-4030 or jtourek@imsanalysis.com.

IMS Infrastructure Management Services



Jim Tourek
West & South Region Client Services Manager

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Adopt Resolution No. 2023-04, Updating the City's Procurement Policy

SUMMARY: Staff are requesting that the City Council consider adopting Resolution No. 2023-04 which incorporates general housekeeping edits as well as revisions to various sections of the City's Procurement Policy, attached as Exhibit A.

The proposed changes eliminate unnecessary redundancies, streamlines the selection process, and improves efficiencies, while maintaining fair and open competition to allow the city to maximize public resources.

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION: Adopt Resolution No. 2023-04, updating the City's Procurement Policy

COMMUNITY ENGAGEMENT AND OUTREACH: N/A

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

BACKGROUND: The June 2023 updates to the City's Procurement Policy (last updated in 2019) will align the Policy with current City objectives and simplify contracting methods while maintaining public trust and transparency in the procurement process. The changes proposed for the Procurement Policy will work to maximize the value of public funds while providing fair competition for vendors doing business with the city. Signing authorities for the City Manager (or designee) and City Council remain unchanged ($50,000 threshold).

Updates made throughout the Policy streamline low-value purchases and provide greater clarity on contracting mechanisms, for example, introducing an expedited Purchase Order mechanism for "Smaller Limited Public Works Projects" less than $25,000, and the option to enter into direct service agreements for values less than $5,000. The Policy has also been updated so the City Manager will now approve all intergovernmental cooperative purchasing agreements.

Consistent with the City of Bainbridge Island's environmental goals, Sustainable Purchasing was added to the Procurement Policy (Section 1.5). This new section encourages the City to consider environmental and social equity factors when purchasing fiscally responsible materials, products, and services.

Staff proposes to expand on the concept of attracting and facilitating purchases from women owned and disadvantaged small businesses. Some federal grant programs require this policy. Further development of this policy will be assigned to the new Diversity and Equity Manager.

ATTACHMENTS:

Resolution No. 2023-04 Updating the Procurement Policy.docx

Procurement Policy Staff Memo

EXHIBIT A to Resolution No. 2023-04 ProcurementPolicy

Procurement Policy - 2019v2023 Strikethrough and Underline

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

RESOLUTION NO. 2023-04

A RESOLUTION of the City Council of Bainbridge Island, Washington, updating the City's Procurement Policy.

WHEREAS, on June 14, 2016, the City Council approved Resolution No. 2016-14, adopting a comprehensive Procurement Policy for the City; and

WHEREAS, on May 22, 2018, the City Council approved Resolution No. 2018-16, adopting an updated Procurement Policy; and

WHEREAS, on February 12, 2019, the City Council approved Resolution No. 2019-04, adopting an updated Procurement Policy; and

WHEREAS, the City's Procurement Policy serves as a guide for the community and the City's staff and officers; and

WHEREAS, the City Council now desires to update the City's Procurement Policy to align the policy with current City objectives, improve signature authorities, and simplify contracting methods while maintaining public trust and transparency in the procurement process.

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

Section 1. The Procurement Policy adopted by Resolution No. 2019-04 is hereby repealed in its entirety.

Section 2. The Procurement Policy attached as Exhibit A to this resolution is hereby adopted in its entirety.

Section 3. Severability. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 4. This resolution shall take effect and be in force immediately upon its passage.

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

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

_____

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	June 9, 2023
PASSED BY THE CITY COUNCIL:	June ___, 2023
RESOLUTION NO.	2023-04

Exhibit A
Procurement Policy

[See Attached PDF]

CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS ENGINEERING

MEMORANDUM

Date: June 27, 2023

To: City Manager & City Council

From: Christopher Wierzbicki, PE, Public Works Director

RE: 2023 Procurement Policy Updates

Background

At the June 27, 2023 Regular Business Meeting, the City Council will consider Ordinance No. 2023-4, updating the City's Procurement Policy (last updated in 2019). The updates will align the Policy with current City objectives and simplify contracting methods while maintaining public trust and transparency in the procurement process.

For example, consistent with the City of Bainbridge Island's environmental goals, Sustainable Purchasing was added to the Procurement Policy (Section 1.5). This new section encourages the City to consider environmental and social equity factors when purchasing fiscally responsible materials, products, and services.

Additionally, updates were made throughout the Policy to streamline low-value purchases and provide greater clarity on contracting mechanisms. Signing authorities for the City Manager (or designee) and City Council remain unchanged ($50,000, and greater than $50,000, respectively). The Policy has also been updated to state the City Manager will now approve all intergovernmental cooperative purchasing agreements.

Lastly, to streamline lower value procurement processes, this Policy update introduces an expedited Purchase Order mechanism for "Smaller Limited Public Works Projects" that are less than $25,000, and the option to enter into direct service agreements for values less than $5,000.

Summary of Specific Updates

- Section 1 - General
  - Added Section 1.5 Sustainable Purchasing
- Section 4 – Equipment, Supplies, & Materials
  - 4.1-4.3 – Adjusted thresholds to streamline process
  - 4.4.4 – Telecommunications and Data Processing Equipment – added
  - 4.5 *Environmentally Friendly Purchasing*
    Added section referencing reusable food service ware regulations

- Section 5 – Public Works Projects
    - 5.2.1 *$0 to $25,000 – Limited Public Works – Small Projects*
      Introduced new low-tier for Small Limited Public Works (LPW) Projects
    - 5.2.4 *$350,001 or Greater – Large Bid Build – Formal Competitive Bids*
      Added note that projects following the formal competitive bidding process must first receive authorization for advertisement from City Council.
    - 5.4 *Limited Public Works Process*
      Updated to include new LPW Small Projects process
    - 5.8 *Payment and Performance Bonds*
      Language clarified
    - 5.9 *Contract Retainage* – Section added
    - 5.11 *Construction Change Orders*
        - *5.11.1 Contract totals up to $500,000* – Modified City Manager authority to approve cumulative change orders up to $50k for contract totals up to $500k. Previously, the City Manager could approve change orders as long as the contract total remained below $350k.
        - *5.11.2 Contract totals greater than $500,000* – Modified City Manager authority to approve cumulative change orders up to 10% of the contract value, after which City Council must authorize. Previously, this 10% threshold was set at $350k.
    - 5.12 *Project Acceptance*
      Added language for projects greater than $350k, Public Works will request City Council's concurrence with the City Manager recommendation for project acceptance.
- Section 7 – Professional Services
    - 7.2 *Consultant Solicitation*
        - Greater clarity provided on Request for Qualifications (RFQ) and Request for Proposals (RFP) Processes
        - Added and clarified estimated cost threshold tiers to streamline process for low-value services and align with new Department Director signing authority
- Section 11 – Intergovernmental Cooperative Purchasing Agreements
    - Previously City Council, now the City Manager will approve all Intergovernmental Cooperative Purchasing Agreements
- Vendor Relations Section Removed (Previously Section 12)

Exhibit A

CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY

Effective Date: June 2023
Resolution No. 2023-04

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1.0 GENERAL

1.1 PURPOSE

This document is intended to direct the procurement of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The integrity, efficiency, and effectiveness of the City's procurement processes are critical elements of sound government.

1.2 OBJECTIVES

The objectives of the City's Procurement Policy are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner.
- To facilitate responsibility and accountability with the use of City resources.
- To ensure equal opportunity and competition among vendors and contractors.
- To promote effective relationships and clear communication between the City and its vendors and contractors.
- To comply with State procurement statutes governing expenditures of public funds.
- To promote use of recycled materials and products and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 SCOPE

These guidelines apply to purchases of:

- Supplies, materials, and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 14.3. If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 CONTROLLING LAWS

All procurements shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than this Procurement Policy, such laws, regulations, grants, debt, or requirements must be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

1.5 SUSTAINABLE PURCHASING

The City shall acquire its goods and services in a manner that complies with all federal, state, City laws, and other requirements (e.g., City resolutions). The City shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, perform adequately, promote opportunities to lesser-advantaged segments of our community (Title VI page – City of Bainbridge Island Website) and promote human health and well-being when possible. Environmental and social equity impacts should always be a consideration when making purchasing decisions at the City.

Environmental factors to consider in selecting products include (See also Section 4.5)**:**

- Pollutant releases: use non-toxic and least harmful chemicals, specifically avoiding products with persistent bio-accumulative toxins (PBTs) and intentionally added fluorinated chemicals
- Waste generation/end of life disposal options: use reusable, recyclable, and compostable products
- Greenhouse gas (GHG) emissions: minimize the release of GHGs from product manufacturing and transportation
- Energy and water consumption: choose products with ENERGY STAR or WATER SENSE certification where applicable
- Depletion of natural resources: use products with post-consumer recycled content; bio-based products; and Forest Stewardship Council certified and/or chlorine-free paper products
- Potential impact on human health and the environment: look for companies with B Corp Certification and suppliers who demonstrate in their business practices a commitment to the goals set forth in this policy

Social equity factors that should be considered include, but are not limited to:

- Use of Veteran owned businesses
- Use of small, minority and women-owned businesses
- Ergonomic and human health impacts

The language below should be included in solicitations for all service opportunities and in accordance with RCW 39.80.050 applicable to Architectural and Engineering services.

The City actively supports utilization of WMBE (women and minority-owned businesses), Veteran Owned Businesses, Americans with Disabilities and those protected by Title VI on City contracts as both primes and subcontractors, and for consulting and purchasing contracts.

Fiscal factors to be considered include but are not limited to:

- Lowest total lifecycle cost (considering costs for use of product – such as electricity use, disposal, maintenance, etc.)
- Leveraging our buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

2.0 DETERMINING TOTAL PURCHASE COST

2.1 Use Anticipated Cost

The anticipated need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, or other related purchasing requirements apply.

2.2 No "Bid Splitting"

Construction projects shall not be divided or "split" to avoid cost thresholds outlined in this Procurement Policy or in state or federal law RCW35.23.352(1). For example, if an item being purchased or contracted for requires another item to "make a whole" project, the total accumulated costs of the two items (when they can reasonably be projected) should be used when determining which approval level and bidding requirement is used.

2.3 Costs Included

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 Include Total Quantity Needed

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for Contracts/Agreements whose costs are covered by budget appropriations previously approved by the City Council. Capital funded Contracts/Agreements requiring additional budget appropriations must be approved by the City Council. Any Contracts/Agreements that exceed the thresholds noted below via a Change Order or Amendment, must follow the signing authority authorizations noted. Further guidance on Change Order thresholds can be found in Section 5.11. Further guidance on Amendments to service agreements can be found in Section 9.0.

3.1 Equipment, Supplies, & Materials (Unrelated to A Public Works Project)

3.1.1 $50,000 or Less

Purchases in this price range are to be approved by the City Manager or designee.

3.1.2 $50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 Professional Services

3.2.1 $50,000 or Less

Agreements in this price range are to be approved by the City Manager or designee.

3.2.2 $50,001 or More

Agreements in this price range are to be approved by the City Council.

3.3 Non-Professional Services (Purchased Services)

3.3.1 $50,000 or Less

Contracts in this price range are to be approved by the City Manager or designee.

3.3.2 $50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects (Including Related Materials, Supplies, and Equipment)

3.4.1 $50,000 or Less

Contracts in this price range are to be approved by the City Manager or designee.

3.4.2 $50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 EQUIPMENT, SUPPLIES, & MATERIALS (UNRELATED TO A PUBLIC WORKS PROJECT) AND NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

The following cost thresholds apply for procurements of non-professional services and purchases of supplies, materials, and equipment unrelated to a public works project. (Please see section 16.0 for authorized signing ranges)

Refer to Section 10.0 in situations involving *competitive bidding exemptions* or *emergency* purchases of equipment, supplies, & materials.

Non-professional services, referred to as "purchased services" by the Municipal Research and Services Center (MRSC), are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures.
- Contribute to the day-to-day business operations.
- Completion of assigned and specific tasks
- Require only routine decisions.
- May require payment of prevailing wages.

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

4.1 $25,000 OR LESS – NO SOLICITATION OR ADVERTISEMENT NEEDED

Procurements or purchases in this price range may be entered through direct negotiation and without advertisement or use of a roster. Competition is not required, though departments should still make every effort to receive the best qualified vendor and price possible. Award will be based on qualifications and price. Invoices will be submitted for payment. (For $5,001 to $25,000 it's advised to use a Purchase Order in Munis to encumber the agreed amount).

4.2 $25,001 TO $99,999 – 3 MINIMUM QUOTES

For procurements or purchases in this price range, solicitation is preferred and at least three quotes obtained when possible. Quotes may be obtained by telephone or in writing (electronic submittals are ok). Documentation (e.g., date, time, vendor contact name, phone #, and email) on all quotes should be retained for reference. Award will be based on qualifications and price.

4.3 $100,000 OR MORE – COMPETITIVE QUOTES

For procurements or purchases in this price range, competitive quotes should be solicited from at least three vendors. Quotes submitted by each vendor do not need to be sealed but shall be

in writing only (electronic submittals are ok). A bid security may be required in an amount and type approved by the Department Director. The award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor contact name, phone # and email) on all quotes must be retained for reference.

4.4 Alternative Methods of Procurement and Purchasing

If applicable, the City may utilize any one of the following methods as an alternative to the requirements of Sections 4.1, 4.2, and 4.3 above.

4.4.1 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state, or local governmental auctions.

4.4.2 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.4.3 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself (piggybacking). The City can contract additionally with Co-op agencies as outlined in RCW 39.34.030 and further in Section 11 of this policy.

4.4.4 Telecommunications and Data Processing Equipment

When purchasing telecommunications and data processing (computer) equipment or software costing above the bid limit, municipalities may follow a "competitive negotiation" process authorized by RCW 39.04.270. Municipal Research Services Center has outlined this process in greater detail and should be referenced for guidance.

4.5 Environmentally Friendly Purchasing

4.5.1 Where appropriate environmentally friendly products are available and reasonably priced compared to competing products, such environmentally friendly products are to be purchased by the City. Environmentally friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable, or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.5.2 For City sponsored or hosted events (for staff or the public), the City shall comply with BIMC 8.24 regarding disposable food service ware and waste reduction. Reusable food service ware (such as plates, cups, and utensils) shall be used for on-site dining whenever possible, and condiments shall be provided in bulk containers. Any disposable food service ware provided must comply with BIMC 8.24.

4.5.3 Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.5.4 Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include all work, construction, alteration, repair, or improvement (other than *ordinary maintenance* and professional services associated with the public works project) executed at the City's cost, or which is by law a lien or charge on any property therein.

5.1 Defining Project Cost

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project. Section 2.0 of this manual provides additional guidance on determining project cost.

5.2 Bid Requirements

Pursuant to RCW 35A.40.210, procedures for any public work undertaken by the City is governed by RCW 35.23.352, which requires the City to call for bids whenever the cost of a public work exceeds $116,155, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than $75,500. RCW 35.23.352 also authorizes the City to utilize, at the City's discretion, the small works roster process outlined in RCW 39.04.155, described in more detail in Section 5.3 below.

In accordance with these provisions of state law, the following cost thresholds and bidding procedures apply when the City is soliciting bids for a public works project:

5.2.1 $0 to $25,000 – Limited Public Works – Small Projects

If the estimated cost of the public works project is $0 to $25,000 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.4. As this threshold is for smaller projects, the intent is to expedite and limit the paperwork applicable to the bid process as the risk is low. Process steps are further outlined in Section 16.0 Summary of Procurement Guidelines. For these smaller projects, the purchase order contract mechanism will be used.

5.2.2 $25,001 to $49,999 – Limited Public Works

If the estimated cost of the public works project is $25,001 to $49,999 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.4. The limited public works contract shall be used.

RCW 39.04.155 3(a), notes that the Limited Public Works (LPW) process is a bidding option for projects estimated to cost less than $50,000 (through $49,999). The City Manager or designee signing authority is up to $50,000.

5.2.3 $50,000 to $350,000 –Small Works Roster

If the estimated cost of the public works project is $50,000 to $350,000 then the City shall solicit five written bids from the small works roster in accordance with the procedure set forth in RCW 39.04.155(2), which is described in more detail in Section 5.3. The small works contract shall be used. City Council has signing authority for contracts greater than $50,000.

If the estimated cost of the public works project is $250,000 to $350,000, in accordance with RCW 39.04.155(2)(c), the City must provide notice to the remaining contractors on the small works roster that bids are being sought. The notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

If the estimated cost of the public works project is $250,000 or greater and funded in whole or in part by Federal funds, then the formal competitive bidding process outlined in Section 6.0 is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 ("Simplified acquisition threshold") and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.2.4 $350,001 or Greater – Large Bid Build - Formal Competitive Bids

If the estimated cost of the public works project is $350,001 or greater, the formal competitive bidding process outlined in Section 6.0 is required. City Council has signing authority for contracts greater than $50,000.

Note: For all construction projects that follow the formal competitive bidding process, authorization for advertisement must be first approved by the City Council. Typically, this approval takes the form of a consent agenda item that provides information on the scope of work of the project, and the estimated budget and cost. Any other information that may be relevant to the project may be added to help the Council understand the nature of the project.

5.3 Small Works Roster Process

Under RCW 35.23.352 and RCW 39.04.155, the City is authorized to use the small works roster process to award public works contracts estimated to cost $350,000 or less. The public works formal bid contract shall be used.

Under RCW 39.04.155, a small works roster consists of all responsible contractors who have requested to be listed and are properly licensed or registered to perform such work in the State of Washington. As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager or designee is authorized to enter into an agreement with the Municipal Research and Services Center (MRSC) or any other

consultant for use of their small works roster, as long as the roster chosen and approved for use is in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

As per RCW 39.04.155(3)(b), the Public Works department shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, registration number, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.4 Limited Public Works (LPW) Process

As stated in Section 5.2.1 & 5.2.2, the City shall use the limited public works process to award contracts for public works projects with an estimated cost of $0 to $49,999.

The limited public works process is a type of small works roster process that applies only to public works projects estimated to cost less than $50,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Staff shall consult the City Attorney's Office prior to waiving either of these requirements. The City must also comply with all requirements specified under RCW 39.04.155(3) regarding the limited public works process.

The City defines Smaller Limited Public Works projects by the cost threshold of $0 - $25,000. These smaller LPW's are expedited in short order by using the PO contract mechanism. All LPW projects estimated $25,001 to $49,999 shall use the LPW contract depending on the estimated cost threshold that applies.

5.5 Unit Price Contracts

Under RCW 35.23.352(13), the City is authorized to procure public works with a unit priced contract, also known as an "On-Call" public works contract. Unit priced contracts allow the City to contract for anticipated types of public works projects on a recurring basis, where the contractor agrees to supply an indefinite quantity of work at a defined unit price over a fixed period.

Unit priced contracts are executed for an initial contract term not to exceed three years. However, there is an option of extending the contract for one additional year.

Unit priced contracts must be awarded to the lowest responsible bidder, and unit price contractors must pay prevailing wages in accordance with RCW 35.23.352(13)(e). The City shall comply with all of the requirements of RCW 35.23.352(13) when soliciting bids and awarding unit priced contracts.

5.6 Public Works Performed by City Employees

RCW 35.23.352(1) allows City employees to perform public works projects if the project's estimated cost is lower than the bidding limits ($75,500 single craft/trade or $116,155 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

5.7 Prevailing Wages

It is the City's duty per RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work. As for RCW 60.28.011, all projects funded with Federal transportation funds (whole or in part), must have an "Affidavit of Wages Paid" submitted to the City prior to final acceptance of the project.

5.8 Payment and Performance Bonds

Payment and performance bonds ensure the contracted work will be completed, and that workers, vendors and subcontractors will be paid.

RCW 39.08.010 requires payment and performance bonds for every public works contract except as described below:

- RCW 39.08.010 allows the City, at the option of the contractor, to retain 10% of the contract in lieu of bonds on contracts of $150,000 or less. This 10% will be held for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employments Security Department and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. The intent of this exception is to assist small-scale contractors who may have difficulty securing bonds.

- RCW 39.04.155 allows the City to waive payment and performance bonds on all contracts awarded under the limited public works process and valued less than $50,000. Regardless, a project manager may require payment and performance bonds for a contract of less than $50,000 if it is deemed necessary due to project complexity. The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract. The bonds shall be issued on a form approved by the City Attorney's Office.

- RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractor, and mechanics if the required payment and performance bonds are not obtained.

5.9 Contract Retainage

Contract Retainage ensures that any claims, taxes, or penalties associated with the contracted work will be satisfied.

RCW 60.28.011(1)(a) requires contract retainage for every public works contract, except as described below:

- RCW 39.04.155(2)(f) allows the City to waive contract retainage requirements for contracts awarded through the small works process. Regardless, it is the City's practice to require contract retainage on all contracts greater than $25,000.
- Under RCW 60.28.011(1)(b), the City is prohibited from withholding retainage in public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's payment and performance bonds.

5.10 Public Works over $1 Million

Under RCW 39.30.060, for all construction, alteration or repair of any public works project expected to cost one million dollars or more, the City must require each prime contract bidder to submit as part of the bid, or within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in Chapter 18.106 RCW; and electrical as described in Chapter 19.28 RCW, or to name itself for the work; and within 48 hours after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of structural steel installation and rebar installation. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the primary contract bidder's bid nonresponsive and, therefore, void.

5.11 Construction Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost more than previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously approved budget appropriations.

5.11.1 Contract totals up to $500,000, the City Manager or designee may approve cumulative change orders up to $50,000.

5.11.2 Contract totals greater than $500,000, the City Manager or designee may approve cumulative change orders up to 10% of the original contract value, after which the Council must authorize the City Manager or designee to approve all future changes.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, or to avoid other critical cost or risk factors, the City Manager or designee may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.12 Project Acceptance

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager or designee is authorized to accept the work. For all projects more than $350,000, the Public Works Department will, via consent agenda, request City Council's concurrence with the City Manager's recommendation for project acceptance.

The Director of Public Works, Director of Planning and Community Development, and the Director of Finance, or their designees, are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to project completion.

6.0 COMPETITIVE BIDDING PROCEDURES

6.1 PUBLIC NOTICE

Whenever the cost of the public work or improvement, including materials, supplies, and equipment, will exceed the amounts outlined in RCW 35.23.352(1), the same shall be done by contract. All such contracts shall be let at public bidding. For contracts that require a formal competitive bidding process, a notice shall be published in the official newspaper at least 13 days prior to the due date for bids. For all Federal Aid projects as per the WSDOT LAG Manual Chapter 46.2.24, an advertisement must run for a three-week period prior to opening of the bids. They must run at least twice, 21 calendar days prior to the last date upon which the bids will be received.

Advertisements for bids should include, at a minimum, the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, specifications) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a bid bond must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- Title VI, ADA, Veteran, and WMBE requirements and reference language as noted in Section 1.5

6.2 BID SPECIFICATIONS

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be provided. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a "brand name or equal" description may be used. The responsibility of demonstrating to the City's satisfaction that a product is "equal" to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an "equal" to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 AWARD

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

RCW 39.04.350 establishes bidder responsibility criteria. Before the City may accept a contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified (debarred) from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- The ability of the bidder to perform the scope of work within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to

submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

When a trade-in option exists, as it is applied to competitive purchases, and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated, and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the city may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder in accordance with Section 6.3, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by electronic request.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 Bid Surety

In accordance with RCW 35.23.352(1), each bid submitted through a formal competitive bidding process shall be accompanied by a bid surety for a sum of not less than five percent of the amount of the bid. The bid surety may be in the form of a cashier's check, postal money order, or surety bond provided by a surety company that is authorized to do business in Washington State on a form approved by the City Attorney's Office. No bid solicited through a

formal competitive bidding process shall be considered unless accompanied by such a bid surety.

A bid surety is only required for bids solicited through a formal competitive bidding process. A bid surety is not required for bids solicited through the small works roster process, limited public works process, or through the procedures described in Sections 5.2.1 – 5.2.4.

However, if a public works project is estimated to be $250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid surety, is required.

If a bidder is permitted to withdraw a bid before award, its bid surety shall be returned.

6.7 Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

Professional services are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or surveying services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Design
- Soils analysis or core testing

7.1 SELECTION PROCESS

Under Chapter 39.80 RCW, a selection process defined by the review of qualifications is required for all architectural, engineering, or surveying (AES) services. Procedures are fully outlined for AES work in Section 8.0. For all other professional services, the selection process is outlined in this Section.

7.2 CONSULTANT SOLICITATION

Except as required under Chapter 39.80 RCW (see Section 8.0) the City may use, as the first step in the evaluation and hiring of a consultant to provide professional services, the Municipal Research and Services Center's (MRSC) annual consultant roster or by solicitation of a Request for Qualifications (RFQ) or a Request for Proposals (RFP) or as described below for specific estimated spending amounts. The list of qualified consultants gained from one of these exercises may be retained for a period of six months to be called upon for additional RFPs/scopes of work as needed. For larger projects, as defined below, an advertised RFQ or RFP is required. The primary difference between an RFQ and an RFP is that an RFQ solicits desirable *qualifications* for a *type* of work to be conducted, while an RFP solicits *scope* of work and price.

Soliciting for all services should include language related to subjects such as Americans with Disability, Women & Veteran owned business, and Title VI language (See Section 1.5 for language use). RCW 39.80 should be followed when soliciting for Architectural and Engineering services as outlined in Section 8.0.

An RFQ should include:

- Desirable Qualifications
- Submittal Content (e.g., resume(s), three references, samples of work)
- Estimated budget
- Estimated schedule
- Evaluation criteria
- General Provisions and Conditions
    - e.g., The City reserves the right to
        - Reject any and all responses
        - Cancel, revise, or extend this solicitation
        - Request additional information
        - Have the final decision on the selection
        - Modify the timeline and issue addenda to this document
- Instructions regarding the submittal information
    - e.g., page limitations, number of copies, etc.
- Evaluation/Selection Process deadlines

An RFP should include:

- Scope of Work, describing project tasks
- Estimated Budget
- Estimated Schedule
- Proposed Cost
- Proposed Schedule
- Copy of Professional Services Agreement Terms & Conditions
- Submittal Content (e.g., resume(s), three references, samples of work)
- Evaluation criteria
- General Provisions and Conditions
    - e.g., The City reserves the right to
        - Reject any and all responses
        - Cancel, revise, or extend this solicitation
        - Request additional information
        - Have the final decision on the selection
        - Modify the timeline and issue addenda to this document
- Instructions regarding the submittal information
    - e.g., page limitations, number of copies, etc.
- Evaluation/Selection Process deadlines

Project staff should review and confirm that all proposals received meet the requirements outlined in the solicitation. For projects estimated to cost up to $25k, the department director will review the project staff recommendations. For projects greater than $50k, project staff will establish a panel of three staff and or other stakeholders to evaluate and score each firm's proposal. The scoring will determine the order in which the firms are qualified. In all cases after the best firm is determined, fees may be discussed and negotiated. If the fee for work cannot be negotiated successfully, project staff may work with the next firm ranked in order.

Agency guidelines for the solicitation of non – Architectural, Engineering and Surveying (AES) agreements are as follows:

Examples of Non-AES service contracts: Legal Assistance, Financial Advisement, Advertisement Services, Employment/Recruiting Services, etc.

Estimated Cost for Services: $0 to $5,000

- No competitive solicitation required.

Estimated Cost for Services – Minimal Competition: $5,001-$25,000

- Project Staff may directly solicit proposals from 1-3 consultants.
    - Option, but not requirement, to utilize RFQ or RFP process

Estimated Cost for Services – Informal Competition: $25,001-$50,000

- Project Staff may select consultant(s) from a roster or other source without advertisement.
    - Develop detailed criteria and prepare RFP/RFQ
    - Distribute to 2-5 firms for a proposal in response to the RFP/RFQ
    - Evaluate submittals and make award decisions
    - Document to project file, the selection decision process

Estimated Cost for Services – Informal Competition: $50,001-$99,999

- Project Staff may select consultant(s) from a roster or other source without advertisement.
    - Develop detailed criteria and prepare RFP/RFQ
    - Distribute to 3-5 firms for a proposal in response to the RFP/RFQ
    - Evaluate submittals and make award decisions
    - For services greater than $50,000, establish a panel of three staff members and/or other stakeholders to evaluate and score each firm's proposal

Estimated Cost for Services – Formal Competition: $100,000 and above
(All Architectural, Engineering and Surveying (AES) services regardless of cost, must follow this process as further defined in RCW 39.80. Solicitation for AES services may not request a price. The City must first select the most qualified firm and then negotiate a price for the project.)

Note: Solicitation for all estimated Professional services that may cost $100,000 and above must be authorized by the City Council. Typically, this approval takes the form of a consent agenda item that provides information on the scope of work of the project, and the estimated budget and cost.

- A more structured process is followed and the selection of potential firms from a roster or via a formal advertisement must be used.
    - Develop detailed criteria and prepare RFP/RFQ
    - Advertise on the City's website, in newspaper of record, and in the Daily Journal of Commerce
    - Evaluate RFQ/RFP submittals and short-list multiple firms for further consideration.
    - If an RFQ was used first, request detailed proposals from short listed firms
    - Establish panel, hold interviews, and check references
    - Evaluate proposals, establish recommended award decision, and present to Department Director for approval

For guidance on Amendments to service agreements, see Section 9.0.

For guidance on Unit Price Contracts for "On-Call" Professional Services, see Section 5.5.

All projects that are funded by state/federal grant funds must follow the guidelines set forth in the grant agreement. For example, a WSDOT federally funded project must formally advertise for service contracts regardless of the estimated cost threshold (See section 31.12a of the WSDOT Local Agency Guidelines).

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering, or surveying (AES) services are procured using the Qualifications-Based Selection (QBS) requirements in Chapter 39.80 RCW. Examples include architectural plans, road design, and sewer and water system design. City requirements for "Formal Competition" are further outlined in Section 7.0 and must be followed regardless of price.

8.1 Annual Roster

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, engineering and other services, the City Manager or designee is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements, and laws regarding the procurement of said services.

The City encourages architectural, engineering, surveying, and other service consultants to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file. The City continues to have the option to formally advertise for consultant qualifications aside from using the MRSC roster. Federal Requirements for advertising services shall be followed.

8.2 Consultant Solicitation and Service Negotiations

Consultant solicitations shall follow the procedures outlined in Section 7 for Formal Competition. The City must select the most qualified consultant first for any services needed.

The City will then negotiate an agreement with the most qualified consultant at a price that the City determines is fair and reasonable. In making its determination, the City will consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory agreement with the consultant selected at a price that is determined fair and reasonable, negotiations with that consultant will be formally terminated. Another qualified consultant will then be selected, and the process continues until an agreement is reached or the process is terminated.

9.0 AMENDMENTS (FOR SERVICES AND INTERLOCAL AGREEMENTS)

The City Manager or designee may execute an amendment to an agreement up to $50,000 without City Council approval, provided that the amendment:

- Provides for a cost increase to the original agreement that does not exceed the signing threshold of $50,000 in total and is within the approved budget; and/or
- Extend the time of completion only; and/or
- Is solely for development "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications when the cost of the work performed is recovered from applicant reimbursements or application fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be made by an amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be a new agreement.

This section does not apply to construction contracts for public works projects. Changes to contracts for public works projects shall be in the form of a change order approved in accordance with Section 5.11.

10.0 COMPETITIVE BIDDING EXEMPTIONS AND EMERGENCIES

Under RCW 39.04.280, competitive bidding requirements may be waived for:

a. Purchases that are clearly and legitimately limited to a single source of supply.
b. Purchases involving special facilities or market conditions.
c. Purchases in the event of an emergency.
d. Purchases of insurance or bonds; and
e. Public works in the event of an emergency.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

Purchases involving special facilities or market conditions may be made without soliciting quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a purchase involving special facilities or market conditions shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether special facilities or market conditions legitimately exist.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager or designee, the Finance Director, or the person(s) designated by the City Manager or designee to act in the event of an emergency may:

- Declare that an emergency exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification, or rejection. However, all emergency procurements under this section shall be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies.

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement").

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City's purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state's web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island's contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services ("DES"). The DES' webpage provides information and instructions for making purchases with the state contract.

The City Manager or designee shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 BID PROTESTS

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

12.1 Requests for Copies of Bids Received by City

In accordance with RCW 39.04.105, within two business days of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

12.2 Procedure for Submission of a Bid Protest

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids

received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

All bid protests must:

- Be submitted in writing.
- Explicitly identify itself as a bid protest.
- Explicitly identify the bid/project/request for which the protest is made.
- Explicitly state all reasons and bases in law and fact supporting the protest; and
- Include all supporting documents.

12.3 Consideration of A Bid Protest

Submitted bid protests complying with the requirements outlined above will be reviewed by the City Manager or designee, the City Attorney, and the Public Works Director, or their designees.

The bid protest will be decided based upon the written materials, supporting documents, and other information submitted with the bid protest as well as other records or information known to the City relating to the public works project in question. If a meeting or conference with the protesting bidder would materially assist the City in making its decision, a meeting may be scheduled at the discretion of the City Manager or designee or their designee.

Only those issues identified by the bidder in the written protest filed with the City Clerk will be considered. The City Attorney or their designee will issue a written decision no later than 10 business days after the filing of the bid protest with the City Clerk, which shall be the final decision of the City on the bid protest.

13.0 SALE OR DISPOSAL OF CITY PERSONAL PROPERTY

13.1 Authorization

The City Manager or designee may authorize the sale or disposal of personal property owned by the City, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. Personal property will be deemed as surplus or scrap.

Permission must be obtained from the grantor before selling or disposing of any personal property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the personal property.

13.2 Sale versus Disposal

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager or designee may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

13.3 Trade-Ins

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

13.4 Public Notice of Sale

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

13.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy personal property auctioned or sold directly by the City.

13.6 Inventoried Items

Surplus, scrap, or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until disposition instructions.

14.0 ADDITIONAL SIGNING AUTHORITY

14.1 GRANTS

If a grant would require the City to contribute more than $50,000 in material matching dollars (matching dollars must be budgeted), then the City Manager or designee will seek City Council approval prior to applying. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City Manager or designee is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager or designee.

14.2 INTERLOCAL AGREEMENTS

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager or designee. See Section 9.0 for more details.

14.3 REAL PROPERTY

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager or designee is authorized to enter into leases of real property where the rent does not exceed $50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager or designee is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager or designee, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager or designee, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

14.4 Settlement Authority

The City Manager or designee is authorized to sign settlement agreements requiring the City to pay less than $50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager or designee shall have further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager or designee under this authority will be reported to the City Council at the next City Council meeting following the settlement.

15.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager or designee (in the case of employees) or the City Council (in the case of the City Manager or designee), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states:

> In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution or other enactment requiring competitive bidding or procurement procedures for consulting architectural, engineering, or other services, upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally with any other such municipal officer, for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit his or her office. For purposes of this section, "municipal officer" means an "officer" or "municipal officer" as those terms are defined in RCW 42.23.020(2).

16.0 SUMMARY OF PROCUREMENT GUIDELINES

SERVICES

ESTIMATED VALUE	**$0 - $5,000**	**$5,001 - $25,000**	**$25,001 - $50,000**	**$50,001 - $99,999**	**$100,000 and above**
Signing Authority	**City Manager or designee**			**City Council**	
Purchased Services (Non-Professional) (Non-Public Works). Steps further outlined in Section 4.0.	No solicitation needed. Direct negotiations with vendor. Award on qualifications and price when possible. Invoice submitted for payment		Solicit three vendor quotes when possible.		Solicit at least 3 vendor quotes which shall be submitted in writing. The award will be made based on qualifications and price.
*Agreement/*Contract Mechanism	No agreement	MUNIS PO	Service Agreement		
Professional Services. Steps further outlined in Section 7.0.	No solicitation needed. Invoice submitted for payment.	*Minimal Competition* - Solicit an RFQ and/or RFP to 1-3 consultants		*Informal Competition* Solicit min. 3 consultants	*Formal Competition* - The selection of potential consultants must be done via formal advertisement. Narrow down to most qualified consultants.
*Agreement/*Contract Mechanism	No agreement	Service Agreement			
Professional Services – AES only Steps further outlined in Section 8.0.	Solicit work using MRSC Roster or via formal Advertisement. (See Formal Competition steps in Section 7.0)				
Agreement/Contract Mechanism	Service Agreement				

FOR ALL FEDERAL CONTRACTS, SERVICES MUST BE FORMALLY ADVERTISED – RFQ
FOR ALL AES SERVICES, MUST FOLLOW FORMAL COMPETITION PROCESS

GOODS

ESTIMATED VALUE	**$0 - $5,000**	**$5,001 - $25,000**	**$25,001 - $50,000**	**$50,001 - $99,999**	**$100,000 and above**
Signing Authority	**City Manager or designee**			**City Council**	
Public Works related purchases (Section 5.0)	See PUBLIC WORKS CONSTRUCTION & UNIT PRICE CONTRACTS Table on following page				
*Agreement/*Contract Mechanism					
Non - Public Works related purchases	No solicitation needed. Direct negotiations with vendor, award on best qualifications and price when possible. Invoice submitted for payment		Solicit three vendor quotes when possible.		Solicit at least three vendor quotes which shall be submitted in writing. The award will be made based on qualifications and price.
*Agreement/*Contract Mechanism	No agreement	MUNIS PO	Purchase Order		

Public Works Construction & Unit Price Projects Section 5.0

All equipment, supplies, and materials purchased separately but as part of the Public Work project, will be part of the aggregate cost of all phases of the project when determining the applicable bid process to be used. Municipalities may not break public works projects into separate phases or parts to avoid compliance with bidding statutes (RCW35.23.352(1)) - "Bid Splitting" is defined in Section 2.2.

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism	
$0 - $25,000	City Manager or designee (Signing authority up to $50k).	Limited Public Works – Small Projects	Purchase Order (PO)/ Form	Unit Price Contract (Follow the same threshold amounts and signing authority requirements)
$25,001 - $49,999 RCW 39.04.155 3(a)		Limited Public Works	Limited Public Works Contract – $25,001 - $49,999	
$50,000- $350,000	City Council	Solicit 5 bids from small works roster. Must provide notice to other appropriate contractors on the roster for projects estimated to cost $250,000 - $350,000.	Small Works Contract	
$250,000 or greater (funded by whole or in part by Federal Funds)*		Formal competitive bidding process with advertisement Note: Request authorization from Council prior to advertising, as per Section 5.2.4.	Formal Bid Contract	
$350,001 - Greater				

*If the public works project is $250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 ("Simplified acquisition threshold") and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Exhibit A

CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY

Effective Date: ~~October 8, 2019~~June 2023
Resolution No. ~~2019-24~~2023-04

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I.0 GENERAL

1.1 PURPOSE

This document is intended to direct the procurement of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The integrity, efficiency, and effectiveness of the City's procurement processes are critical elements of sound government.

1.2 OBJECTIVES

The objectives of the City's Procurement Policy are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 SCOPE

These guidelines apply to purchases of:

- Supplies, materials, and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section ~~15~~14.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 CONTROLLING LAWS

All procurements shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or

requirements are more restrictive than this Procurement Policy, such laws, regulations, grants, debt, or requirements must be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

1.5 SUSTAINABLE PURCHASING

The City shall acquire its goods and services in a manner that complies with all federal, state, City laws, and other requirements (e.g., City resolutions). The City shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, perform adequately, promote opportunities to lesser-advantaged segments of our community (Title VI page – City of Bainbridge Island Website) and promote human health and well-being when possible. Environmental and social equity impacts should always be a consideration when making purchasing decisions at the City.

Environmental factors to consider in selecting products include. (See also Section 4.5)**:**

- Pollutant releases: use non-toxic and least harmful chemicals, specifically avoiding products with persistent bio-accumulative toxins (PBTs) and intentionally added fluorinated chemicals
- Waste generation/end of life disposal options: use reusable, recyclable, and compostable products
- Greenhouse gas (GHG) emissions: minimize the release of GHGs from product manufacturing and transportation
- Energy and water consumption: choose products with ENERGY STAR or WATER SENSE certification where applicable
- Depletion of natural resources: use products with post-consumer recycled content; bio-based products; and Forest Stewardship Council certified and/or chlorine-free paper products
- Potential impact on human health and the environment: look for companies with B Corp Certification and suppliers who demonstrate in their business practices a commitment to the goals set forth in this policy

Social equity factors that should be considered include, but are not limited to:

- Use of Veteran owned businesses
- Use of small, minority and women-owned businesses.
- Ergonomic and human health impacts.

The language below should be included in solicitations for all service opportunities and in accordance with RCW 39.80.050 applicable to Architectural and Engineering services.

The City actively supports utilization of WMBE (women and minority-owned businesses), Veteran Owned Businesses, Americans with Disabilities and those protected by Title VI on City contracts as both primes and subcontractors, and for consulting and purchasing contracts.

Fiscal factors to be considered include but are not limited to:

- Lowest total lifecycle cost (considering costs for use of product – such as electricity use, disposal, maintenance, etc.)
- Leveraging our buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

2.0 DETERMINING TOTAL PURCHASE COST

2.1 USE ANTICIPATED COST

The anticipated need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, or other related purchasing requirements apply.

2.2 NO "BID SPLITTING"

~~Procurements of goods or services~~Construction projects shall not be divided ~~to come up with a lower total cost~~ or "split" to avoid ~~contract approval levels or competition requirements contained~~cost thresholds outlined in this Procurement Policy or in state or federal law~~.~~ RCW35.23.352(1). For example, if ~~one~~an item being purchased or contracted for requires another item to "make a whole,~~""~~" project, the total accumulated costs of the two items (when they can reasonably be projected) should be ~~considered together to determine~~used when determining which approval level and ~~cost threshold apply, unless the two items are not available from a single vendor.~~bidding requirement is used.

2.3 COSTS ~~TO INCLUDE~~INCLUDED

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. ~~-~~Do not include the value of a trade-in.~~-~~ Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 INCLUDE TOTAL QUANTITY NEEDED

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

~~2.5 MULTIPHASE PROJECTS~~

~~If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.~~

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for ~~contracts~~Contracts/Agreements whose costs are covered by budget appropriations previously approved by the City Council. Capital funded Contracts/Agreements requiring additional budget appropriations must be approved by the ~~Council~~City Council. Any Contracts/Agreements that exceed the thresholds noted below via a Change Order or Amendment, must follow the signing authority authorizations noted. Further guidance on Change Order thresholds can be found in Section 5.11. Further guidance on Amendments to service agreements can be found in Section 9.0.

3.1 EQUIPMENT, SUPPLIES, & MATERIALS (UNRELATED TO A PUBLIC WORKS PROJECT)

~~**3.1.1 $15,000 or Less**~~
~~Purchases in this price range are to be approved by the Department Director.~~

~~**3.1.2 $15,001 to**~~ **$50,000 or Less**
Purchases in this price range are to be approved by the City Manager or designee.

3.1.~~3~~2 $50,001 or More
Purchases in this price range are to be approved by the City Council.

3.2 PROFESSIONAL SERVICES

3.2.1 $50,000 or Less
~~Contracts~~Agreements in this price range are to be approved by the City Manager or designee.

3.2.2 $50,001 or More
~~Contracts in this price range are to be approved by the City Council.~~
Agreements in this price range are to be approved by the City Council.

3.3 NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

3.3.1 $~~1~~550,000 or Less
~~Contracts in this price range are to be approved by the Director.~~

~~**3.3.2 $15,001 to $50,000**~~
Contracts in this price range are to be approved by the City Manager or designee.

3.3.~~3~~2 $50,001 or More
Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects (Including Related Materials, Supplies, and Equipment)

~~3.4.1~~ **3.4.1 $~~20~~50,000 or Less**

~~Contracts in this price range are to be approved by the Public Works Director.~~

~~**3.4.2 $ 20,001 to $50,000**~~

Contracts in this price range are to be approved by the City Manager or designee.

~~3.4.~~**3.4.~~3~~2 $50,001 or More**

Contracts in this price range are to be approved by the City Council.

4.0 EQUIPMENT, SUPPLIES, & MATERIALS (UNRELATED TO A PUBLIC WORKS PROJECT) AND NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

The following cost thresholds apply for procurements of non-professional services and purchases of supplies, materials, and equipment unrelated to a public works project. ~~.~~ (Please see section 16.0 for authorized signing ranges)

Refer to Section 10.0 in situations involving *competitive bidding exemptions* or *emergency* purchases of equipment, supplies, & materials.

Non-professional services, referred to as "purchased services" by the Municipal Research and Services Center (MRSC), are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures.
- Contribute to the day-to-day business operations.
- Completion of assigned and specific tasks
- Require only routine decisions.
- May require payment of prevailing wages.

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

4.1 $~~15~~25,000 OR LESS – ~~DIRECT NEGOTIATION~~NO SOLICITATION OR ADVERTISEMENT NEEDED

Procurements or purchases in this price range may be entered through direct negotiation~~.~~ and without advertisement or use of a roster. Competition is not required, though departments should still make every effort to receive the best qualified vendor and price possible. Award ~~of a contract~~ will be based on qualifications and price. ~~Documentation (e.g., date, time, vendor contract name, phone #, email of applicant) on all quotes must~~Invoices will be ~~retained~~ submitted for payment. (For $5,001 to $25,000 it's advised to use a Purchase Order in Munis to encumber the ~~extent required under state law.~~ agreed amount).

4.2 $~~15~~25,001 TO $~~50,000~~99,999 – 3 MINIMUM QUOTES

For procurements or purchases in this price range, ~~it~~solicitation is ~~recommended that~~preferred and at least three quotes ~~be~~ obtained when possible.~~-~~ Quotes may be obtained by telephone or in writing (electronic submittals are ok). Documentation (e.g., date, time, vendor ~~contract~~contact name, phone #, and email ~~of applicant~~) on all quotes ~~must~~should be retained ~~to the extent required under state law.~~for reference. Award will be based on qualifications and

price.

4.3 $~~50,001~~100,000 OR MORE – COMPETITIVE QUOTES

For procurements or purchases in this price range, competitive quotes should be solicited from at least ~~3~~three vendors.~~-~~ Quotes submitted by each vendor do not need to be sealed but shall be in writing only (electronic submittals are ok). A bid security may be required in an amount and type approved by the ~~Public Works~~Department Director. ~~Award~~The award of a contract will be based on qualifications and price. Documentation (e.g., date, time, vendor ~~contract~~contact name, phone ~~#~~,# and email ~~of applicant~~) on all quotes must be retained ~~to the extent required under state law~~for reference.

4.4 ALTERNATIVE METHODS OF PROCUREMENT AND PURCHASING

If applicable, the City may utilize any one of the following methods as an alternative to the requirements of ~~sections~~Sections 4.1, 4.2, and 4.3 above.

4.4.1 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding~~,~~ if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state, or local governmental auctions.

4.4.2 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.4.3 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself (piggybacking). The City can contract additionally with Co-op agencies as outlined in RCW 39.34.030 and further in Section 11 of this policy.

4.4.4 Telecommunications and Data Processing Equipment

When purchasing telecommunications and data processing (computer) equipment or software costing above the bid limit, municipalities may follow a "competitive negotiation" process authorized by RCW 39.04.270. Municipal Research Services Center has outlined this process in greater detail and should be referenced for guidance.

4.5 ENVIRONMENTALLY~~-~~ FRIENDLY PURCHASING

4.5.1 Where appropriate environmentally~~-~~ friendly products are available and reasonably priced compared to competing products, such environmentally~~-~~ friendly

products are to be purchased by the City. Environmentally- friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable, or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.5.2 For City sponsored or hosted events (for staff or the public), the City shall comply with BIMC 8.24 regarding disposable food service ware and waste reduction. Reusable food service ware (such as plates, cups, and utensils) shall be used for on-site dining whenever possible, and condiments shall be provided in bulk containers. Any disposable food service ware provided must comply with BIMC 8.24.

4.5.3 Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.5.34 Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include all work, construction, alteration, repair, or improvement (other than *ordinary maintenance* and professional services associated with the public works project) executed at the City's cost, or which is by law a lien or charge on any property therein.

5.1 DEFINING PROJECT COST

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project. Section 2.0 of this manual provides additional guidance on determining project cost.

5.2 BID REQUIREMENTS

Pursuant to RCW 35A.40.210, procedures for any public work undertaken by the City is governed by RCW 35.23.352, which requires the City to call for bids whenever the cost of a public work ~~will exceed~~exceeds $116,155, if more than one craft or trade is involved.~~-~~ If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than $75,500. RCW 35.23.352 also authorizes the City to utilize, at the City's discretion, the small works roster process outlined in RCW 39.04.155, described in more detail in Section 5.~~6~~3 below.

In accordance with these provisions of state law, the following cost thresholds and bidding procedures apply when the City is soliciting bids for a public works project:

5.~~3~~2.1 $0 to $~~50~~25,000 – Limited Public Works ~~Process~~– Small Projects

If the estimated cost of the public works project is $0 to $~~50~~25,000 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.~~7.~~ 4. As this threshold is for smaller projects, the intent is to expedite and limit the paperwork applicable to the bid process as the risk is low. Process steps are further outlined in Section 16.0 Summary of Procurement Guidelines. For these smaller projects, the purchase order contract mechanism will be used.

5.~~4~~2.2 $~~50~~25,001 to $~~350,000 – Five Bids from the Small~~49,999 – Limited Public Works ~~Roster~~

If the estimated cost of the public works project is $~~50~~25,001 to $49,999 and the City determines that the work should be performed by contract, the City shall utilize the limited public works process outlined in RCW 39.04.155(3) and described in Section 5.4. The limited public works contract shall be used.

RCW 39.04.155 3(a), notes that the Limited Public Works (LPW) process is a bidding option for projects estimated to cost less than $50,000 (through $49,999). The City Manager or designee signing authority is up to $50,000.

5.2.3 $50,000 to $350,000 –Small Works Roster

If the estimated cost of the public works project is $50,000 to $350,000~~,~~ then the City shall solicit five written bids from the small works roster in accordance with the procedure set forth in RCW 39.04.155(2), which ~~procedure~~ is described in more detail in Section 5.~~6~~3. The small works contract shall be used. City Council has signing authority for contracts greater than $50,000.

If the estimated cost of the public works project is $250,000 to $350,000~~, then~~, in accordance with RCW 39.04.155(2)(c), the City must provide notice to the remaining contractors on the small works roster that bids are being sought. The notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

If the estimated cost of the public works project is $250,000 or greater and funded in whole or in part by Federal funds, then the formal competitive bidding process outlined in Section 6.0 is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 ("Simplified acquisition threshold") and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.~~5~~2.4 $350,001 or Greater – Large Bid Build - Formal Competitive Bids ~~REQUIRED~~

If the estimated cost of the public works project is $350,001 or greater, ~~then~~ the formal competitive bidding process outlined in Section 6.0 is required. City Council has signing authority for contracts greater than $50,000.

Note: For all construction projects that follow the formal competitive bidding process, authorization for advertisement must be first approved by the City Council. Typically, this approval takes the form of a consent agenda item that provides information on the scope of work of the project, and the estimated budget and cost. Any other information that may be relevant to the project may be added to help the Council understand the nature of the project.

5.63 Small Works Roster Process

Under RCW 35.23.352 and RCW 39.04.155, the City is authorized to use the small works roster process to award public works contracts estimated to cost ~~less than $350,000. As~~

~~described in Section 5.4 above, the City will use the small works roster process outlined in RCW 39.04.155(2) to award contracts for public works projects estimated to cost between $50,001 and $350,000, except as otherwise stated in Section 5.4.~~$350,000 or less. The public works formal bid contract shall be used.

Under RCW 39.04.155, a small works roster consists of all responsible contractors who have requested to be listed and are properly licensed or registered to perform such work in the State of Washington. As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager or designee is authorized to enter into ~~agreements~~an agreement with the Municipal Research and Services Center (MRSC) or any other ~~agency~~consultant for use of their small works roster, as long as ~~such small works rosters are~~the roster chosen and approved for use is in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects.

A contract awarded from a small works roster need not be advertised. ~~-~~Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. ~~-~~However, detailed plans and specifications need not be included in the invitation.~~-~~ This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

~~The~~ As per RCW 39.04.155(3)(b), the Public Works ~~Director~~department shall post a list of the contracts awarded using the small works roster at least once a year. ~~-~~The list shall contain the names of the contractors awarded the contracts, registration number, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. ~~-~~The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.~~7~~4 LIMITED PUBLIC WORKS (LPW) PROCESS

As stated in Section 5.~~3~~2.1 & 5.2.2, the City shall use the limited public works process to award contracts for public works projects with an estimated cost of $0 to $~~50,000.~~ 49,999.

The limited public works process is a type of small works roster process that applies only to public works projects estimated to cost less than $50,000. ~~-~~To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. ~~-~~The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Staff shall consult the City Attorney's Office prior to waiving either of these requirements.~~-~~ The City must also comply with all requirements specified under RCW 39.04.155(3) regarding the limited public works process.

~~5.8 UNIT PRICE CONTRACTS~~The City defines Smaller Limited Public Works projects by the cost threshold of $0 - $25,000. These smaller LPW's are expedited in short order by using the PO contract mechanism. All LPW projects estimated $25,001 to $49,999 shall use the LPW contract depending on the estimated cost threshold that applies.

5.5 Unit Price Contracts

Under RCW 35.23.352(13), the City is authorized to procure public works with a unit priced contract, also known as an "On-Call" public works contract. Unit priced contracts allow the City to contract for anticipated types of public works projects on a recurring basis, where the contractor agrees to supply an indefinite quantity of work at a defined unit price over a fixed period ~~of time~~.

Unit ~~price~~priced contracts are executed for an initial contract term not to exceed three years. However, there is an option of extending the contract for one additional year.

Unit priced contracts must be awarded to the lowest responsible bidder, and unit price contractors must pay prevailing wages in accordance with RCW 35.23.352(13)(e). The City shall comply with all of the requirements of RCW 35.23.352(13) when soliciting bids ~~for~~ and awarding unit ~~price~~priced contracts.

5.~~9~~6 Public Works Performed by City Employees

RCW 35.23.352(1) allows City employees to perform public works projects ~~as long as~~if the project's estimated cost is lower than the bidding limits ($75,500 single craft/trade or $ 116,~~155multiple~~155 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

~~The City is required to provide a report to the state auditor of the costs of all public works in excess of $5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of $25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020), except that in circumstances where an emergency is declared, publication of the description and estimate may be made within seven days after the commencement of the work. .~~

~~5.10 Prevailing Wages~~

~~**The City is required by**~~5.7 Prevailing Wages

It is the City's duty per RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work. As for RCW 60.28.011, all projects funded with Federal transportation funds (whole or in part), must have an "Affidavit of Wages Paid" submitted to the City prior to final acceptance of the project.

5.~~11~~ 8 PAYMENT AND PERFORMANCE ~~AND PAYMENT~~ BONDS

~~Under~~ Payment and performance bonds ensure the contracted work will be completed, and that workers, vendors and subcontractors will be paid.

RCW 39.08.010~~,~~ requires payment and performance bonds ~~are required~~ for every public works contract~~,~~ except as described below~~.~~:

- RCW 39.08.010 allows the City, at the option of the contractor, to retain 10% of the contract in lieu of bonds on contracts of $150,000 or less. This ~~ensures that the job~~10% will be ~~completed and that~~held for 30 days after final acceptance, or until receipt of all ~~workers, vendors, and subcontractors will be paid~~necessary releases from the Department of Revenue, Department of Labor & Industries, and Employments Security Department and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. The intent of this exception is to assist small-scale contractors who may have difficulty securing bonds.

- RCW 39.04.155 allows the City to waive payment and performance bonds on all contracts awarded under the limited public works process and valued less than $50,000. Regardless, a project manager may require payment and performance bonds for a contract of less than $50,000 if it is deemed necessary due to project complexity. The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract. The bonds shall be issued on a form approved by the City Attorney's Office.

~~Payment and Performance bonds are required on small works roster projects. However, for small works roster projects estimated to cost $150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds and instead retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under Chapter 60.28 RCW, whichever is later (RCW 39.08.010(3). The intent of this exception is to assist small contractors who may have difficulty securing bonds.~~

~~The City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the limited public works process, described in Section 5.7. The City may waive the retainage requirements of RCW 60.28.011(1)(a) for contracts awarded through the small works roster process, described in Section 5.6.~~

- RCW 39.08.015 subjects the City to claims of laborers, materialmen, ~~subcontractors~~subcontractor, and mechanics if the required payment and performance bonds are not obtained.

5.9 Contract Retainage

Contract Retainage ensures that any claims, taxes, or penalties associated with the contracted work will be satisfied.

RCW 60.28.011(1)(a) requires contract retainage for every public works contract, except as described below:

- RCW 39.04.155(2)(f) allows the City to waive contract retainage requirements for contracts awarded through the small works process. Regardless, it is the City's practice to require contract retainage on all contracts greater than $25,000.
- Under RCW 60.28.011(1)(b), the City is prohibited from withholding retainage ~~on~~in public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's payment and performance bonds.

5.~~12~~10 Public Works over $1 Million

Under RCW 39.30.060, for all construction, alteration or repair of any public works ~~projects~~project expected to cost one million dollars or more, the City must require each prime contract bidder to submit as part of the bid, or within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in ~~chapter~~Chapter 18.106 RCW; and electrical as described in ~~chapter~~Chapter 19.28 RCW, or to name itself for the work~~.~~; and within 48 hours after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of structural steel installation and rebar installation. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the ~~primare~~primary contract bidder's bid nonresponsive and, therefore, void.

5.~~13~~11 Construction Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost ~~in excess of~~more than previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously approved budget appropriations.

5.~~13~~11.1~~: Public Work~~ Contract ~~total remains below $350~~totals up to $500,000 ~~– Change orders are to be approved by,~~ the City Manager~~.~~

~~**5.13.2: Public Work Contract total moves to $350,000** or **more, but the total**~~ designee may approve cumulative ~~**amount of**~~ change orders ~~**is 10% or less –**~~ ~~Change orders are to be approved by~~up to $50,000.

5.11.2 Contract totals greater than $500,000, the City Manager~~.~~

~~**5.13.3: Public Work Contract total moves to $350,000 or more and the total**~~ or designee may approve cumulative ~~**amount of**~~ change orders ~~**is more than 10%**~~ – up to 10% of the original contract value, after which the Council must authorize the City Manager or designee to approve ~~the revised contract~~all future changes.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, or to avoid other critical cost or risk factors, the City Manager or designee may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.~~14~~12 PROJECT ACCEPTANCE

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager ~~is authorized to accept the work~~or designee is authorized to accept the work. For all projects more than $350,000, the Public Works Department will, via consent agenda, request City Council's concurrence with the City Manager's recommendation for project acceptance.

The Director of Public Works, Director of Planning and Community Development, and the Director of Finance, or their designees, are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to project completion.

6.0 ~~Formal~~ COMPETITIVE BIDDING PROCEDURES

6.1 Public Notice

Whenever the cost of the public work or improvement, including materials, supplies, and equipment, will exceed the amounts outlined in RCW 35.23.352(1), the same shall be done by contract. All such contracts shall be let at public bidding. For contracts that require a formal competitive bidding process, a notice shall be published in the official newspaper at least 13 days prior to the due date for bids. For all Federal Aid projects as per the WSDOT LAG Manual Chapter 46.2.24, an advertisement must run for a three-week period prior to opening of the bids. They must run at least twice, ~~20~~21 calendar days prior to the last date upon which the bids will be received.

Advertisements for bids should include, at a minimum, the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, specifications) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a bid bond must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- Title VI, ADA, Veteran, and WMBE requirements and reference language as noted in Section 1.5

6.2 Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be provided. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a "brand name or equal" description may be used. The responsibility of demonstrating to the City's satisfaction that a product is "equal" to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an "equal" to that specified will be made in writing. -If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 AWARD

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

RCW 39.04.350 establishes bidder responsibility criteria. -Before the City may accept a ~~Contractor's~~contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified (debarred) from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- ~~Whether~~The ability of the bidder ~~can~~to perform the ~~contract~~scope of work within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services

- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

When a trade-in option exists, as it is applied to competitive purchases, and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated, and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the ~~City~~city may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder in accordance with Section 6.3, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by electronic request.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 BID ~~SECURITY~~SURETY

In accordance with RCW 35.23.352(1), each bid submitted through a formal competitive bidding process shall be accompanied by a bid ~~security~~surety for a sum of not less than five percent of the amount of the bid. The bid ~~security~~surety may be in the form of a cashier's check, postal money order, or surety bond provided by a surety company that is authorized to do business in Washington State ~~in~~on a form approved by the City Attorney's Office. No bid solicited through a formal competitive bidding process shall be considered unless accompanied by such a bid ~~security~~surety.

A bid ~~security~~surety is only required for bids solicited through a formal competitive bidding process. A bid ~~security~~surety is not required for bids solicited through the small works roster process, limited public works process, or through the procedures described in Sections 5.~~3~~,2.1 – 5.2.4~~, and 5.5~~.

However, if a public works project is estimated to be $250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid ~~security~~surety, is required.

If a bidder is permitted to withdraw a bid before award, its bid ~~security~~surety shall be returned.

6.7 NON-COLLUSION AFFIDAVIT

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

Professional services are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or surveying services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Design
- Soils analysis or core testing

7.1 ~~COMPETITIVE~~SELECTION PROCESS

Under Chapter 39.80 RCW, a ~~competitive~~selection process defined by the review of qualifications is required for all architectural, engineering, or surveying (AES) services. ~~This competitive process is further~~Procedures are fully outlined for AES work in Section 8.0. ~~It is recommended, but not required, to follow the same process for~~ For all other professional services~~.~~, the selection process is outlined in this Section.

7.2 CONSULTANT SOLICITATION

Except as required under Chapter 39.80 RCW~~,~~ (see Section 8.0) the City may use, as the first step in the evaluation and hiring of a consultant to provide professional services, the Municipal Research and Services Center's (MRSC) annual consultant roster or ~~advertise~~ by solicitation of a Request for Qualifications (RFQ~~). By first reviewing qualifications of~~) or a Request for Proposals (RFP) or as described below for specific estimated spending amounts. The list of qualified consultants ~~on MRSC's consultant roster, or reviewing qualifications~~gained from ~~solicited consultants via~~one of these exercises may be retained for a period of six months to be called upon for additional RFPs/scopes of work as needed. For larger projects, as defined below, an advertised RFQ~~, to the City can narrow down and choose a consultant that is best qualified~~ or RFP is required. The primary difference between an RFQ and an RFP is that an RFQ solicits desirable *qualifications* for a *type* of work to ~~do provide the needed professional services. After firms are narrowed down, a Request for Proposal (RFP) is then requested. Each proposal should outline the firms~~be conducted, while an RFP solicits *scope* of ~~services that includes information on their recommended schedule~~work and ~~deliverables, .~~price.

Soliciting for all services should include language related to subjects such as Americans with Disability, Women & Veteran owned business, and Title VI language (See Section 1.5 for language use). RCW

39.80 should be followed when soliciting for Architectural and Engineering services as outlined in Section 8.0.

An RFQ should include:

- Desirable Qualifications
- Submittal Content (e.g., resume(s), three references, samples of work)
- Estimated budget
- Estimated schedule
- Evaluation criteria
- General Provisions and Conditions
    - e.g., The City reserves the right to
        - Reject any and all responses
        - Cancel, revise, or extend this solicitation
        - Request additional information
        - Have the final decision on the selection
        - Modify the timeline and issue addenda to this document
- Instructions regarding the submittal information
    - e.g., page limitations, number of copies, etc.
- Evaluation/Selection Process deadlines

An RFP should include:

- ~~a detailed scope~~Scope of ~~work~~Work, describing ~~the~~ project tasks
- ~~an estimated budget~~
- ~~an estimated schedule~~
- ~~evaluation~~Estimated Budget
- Estimated Schedule
- Proposed Cost
- Proposed Schedule
- Copy of Professional Services Agreement Terms & Conditions
- Submittal Content (e.g., resume(s), three references, samples of work)
- Evaluation criteria
- ~~instructions~~General Provisions and Conditions
    - e.g., The City reserves the right to
        - Reject any and all responses
        - Cancel, revise, or extend this solicitation
        - Request additional information
        - Have the final decision on the selection
        - Modify the timeline and issue addenda to this document
- Instructions regarding the submittal information ~~(~~
    - e.g., page limitations, number of copies, etc~~.)~~.
- ~~proposal deadline~~
- ~~copy of agreement for professional services~~

~~A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use evaluation criteria to score each firms proposal.~~

- Evaluation/Selection Process deadlines

Project staff should review and confirm that all proposals received meet the requirements outlined in the solicitation. For projects estimated to cost up to $25k, the department director will review the project staff recommendations. For projects greater than $50k, project staff will establish a panel of three staff and or other stakeholders to evaluate and score each firm's proposal. The scoring will determine the order in which the firms are qualified. In all cases after the best firm is determined, fees may be discussed and negotiated. If the fee for work cannot be negotiated successfully, project staff may work with the next firm ranked in order.

Agency guidelines for ~~RFPs and RFQs~~the solicitation of non – Architectural, Engineering and Surveying (AES) agreements are as follows:

Examples of Non-AES service contracts: Legal Assistance, Financial Advisement, Advertisement Services, Employment/Recruiting Services, etc.

Estimated Cost for Services: $0 to $~~25~~5,000
~~**Process:** Minimal Solicitation~~
~~**Major Activities:**~~

- ~~RFQ: Select 1-3 qualified firms based on established criteria from MRSC roster or from the consultants who responded to a RFQ, if advertised.~~
  ~~RFP: Ask for proposals from the selected firm(s).~~
- ~~Select most qualified firm.~~
- ~~Negotiate a contract with the firm deemed the most highly qualified.~~
- ~~Document the process.~~

~~**Estimated Cost for Services:** $25,001 to $100,000~~
~~**Process:** Informal Solicitation~~
~~**Major Activities:**~~

- ~~RFQ: Select 3-5 qualified firms based on established criteria from MRSC roster or from consultants who responded to an RFQ, if advertised.~~
- ~~RFP: Prepare an RFP, including, at a minimum: description of services required, project schedule, estimated budget, instructions on submittal information, and due date for the responses. Send RFP to the 3-5 qualified firms previously identified.~~
- ~~Evaluate responses and select most qualified firm~~
- ~~Negotiate a contract with most qualified firm~~

- ~~Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract~~

- No competitive solicitation required.

Estimated Cost for Services: ~~Over $100,001~~ **– Minimal Competition:** $5,001-$25,000
~~**Process:** Formal Solicitation~~
~~**Major Activities:**~~

- ~~RFQ: Prepare a formal RFQ, and advertise the RFQ by, at a minimum, publishing legal notice in the City's newspaper of record and by posting the RFQ on the City's website.~~
- ~~RFQ: Develop score sheets for use by evaluators and evaluate responses to RFQ.~~
- ~~RFP: Issue RFP to a minimum of six firms.~~
- ~~Conduct pre-proposal conference, if required in RFP.~~
- ~~Provide answers to consultant questions via addenda and post on website.~~

~~Date~~

- Project Staff may directly solicit proposals from 1-3 consultants.
    - Option, but not requirement, to utilize RFQ or RFP process

Estimated Cost for Services – Informal Competition: $25,001-$50,000

- Project Staff may select consultant(s) from a roster or other source without advertisement.
    - Develop detailed criteria and ~~time stamp proposals received by~~ prepare RFP/RFQ
    - Distribute to 2-5 firms for a proposal in response to the RFP/RFQ
    - Evaluate submittals and make award decisions
    - Document to project file, the ~~due date.~~selection decision process

Estimated Cost for Services – Informal Competition: $50,001-$99,999

- Project Staff may select consultant(s) from a roster or other source without advertisement.
    - Develop detailed criteria and prepare RFP/RFQ
    - Distribute to 3-5 firms for a proposal in response to the RFP/RFQ
    - Evaluate submittals and make award decisions
    - For services greater than $50,000, establish a panel of three staff members and/or other stakeholders to evaluate and score each firm's proposal

Estimated Cost for Services – Formal Competition: $100,000 and above
(All Architectural, Engineering and Surveying (AES) services regardless of cost, must follow this process as further defined in RCW 39.80. Solicitation for AES services may not request a price. The City must first select the most qualified firm and then negotiate a price for the project.)

Note: Solicitation for all estimated Professional services that may cost $100,000 and above must be authorized by the City Council. Typically, this approval takes the form of a consent agenda item that provides information on the scope of work of the project, and the estimated budget and cost.

- A more structured process is followed and the selection of potential firms from a roster or via a formal advertisement must be used.
  - Develop detailed criteria and prepare RFP/RFQ
  - Advertise on the City's website, in newspaper of record, and in the Daily Journal of Commerce
  - Evaluate RFQ/RFP submittals and short-list multiple firms for further consideration.
  - If an RFQ was used first, request detailed proposals from short listed firms
  - Establish panel, hold interviews, and check references
  - Evaluate proposals ~~strictly against criteria~~, establish recommended award decision, and present to Department Director for approval

For guidance on Amendments to service agreements, see Section 9.0.

For guidance on Unit Price Contracts for "On-Call" Professional Services, see Section 5.5.

All projects that are funded by state/federal grant funds must follow the guidelines set forth in the ~~RFP and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of consultants.~~grant agreement. For example, a WSDOT federally funded project must formally advertise for service contracts regardless of the estimated cost threshold (See section 31.12a of the WSDOT Local Agency Guidelines).

- ~~Schedule and conduct oral interviews of top finalists, if desired.~~
- ~~Determine final scoring and select most qualified firm.~~
- ~~Notify successful and unsuccessful firms.~~
- ~~Negotiate a contract with most qualified firm.~~
- ~~Conduct debriefing conferences with unsuccessful proposers, if requested.~~

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering, or surveying (AES) services are procured using the ~~qualifications-based selection~~Qualifications-Based Selection (QBS) requirements in Chapter 39.80 RCW. ~~-~~Examples include architectural ~~blueprints~~plans, road design, and sewer and water system design. ~~The~~City requirements for "Formal Competition" are further outlined in ~~that chapter, as stated in these guidelines, or as may be amended by the State Legislature,~~Section 7.0 and must be ~~carefully~~ followed~~.~~ regardless of price.

8.1 ANNUAL ROSTER

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, ~~and~~ engineering and other services, the City Manager or designee is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements, and laws regarding the procurement of ~~architectural, surveying, and engineering~~said services.

The City encourages architectural, engineering, ~~and~~ surveying ~~firms~~, and other service consultants to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file. The City continues to have the option to formally advertise for consultant qualifications aside from using the MRSC roster. Federal Requirements for advertising services shall be followed.

8.2 ~~CONTRACT~~CONSULTANT SOLICITATION AND SERVICE NEGOTIATIONS

~~Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.~~

~~The City will negotiate a contract with the most qualified firm~~Consultant solicitations shall follow the procedures outlined in Section 7 for Formal Competition. The City must select the most qualified consultant first for any services needed.

The City will then negotiate an agreement with the most qualified consultant at a price that the City determines is fair and reasonable.~~-~~ In making its determination, the City will consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. ~~-~~If the City is unable to negotiate a satisfactory ~~contract~~agreement with the ~~firm~~consultant selected at a price that is determined

fair and reasonable, negotiations with that ~~firm~~consultant will be formally terminated. ~~-~~Another ~~firm~~qualified consultant will then be selected, and the process ~~continued~~continues until an agreement is reached or the process is terminated.

9.0 ~~CONTRACT~~ AMENDMENTS (FOR SERVICES AND INTERLOCAL AGREEMENTS)

The City Manager or designee may execute an amendment to ~~a contract~~an agreement up to $50,000 without City Council approval, provided that the amendment:

- ~~Simply extends the time of completion for a project;~~

- Provides for a cost increase to the original agreement that does not exceed ~~10%~~the signing threshold of ~~the original contract cost (or~~ $50,000~~, whichever is greater),~~ in total and is within the approved budget; and/or
- Extend the time of completion only; and/or
- Is solely for development "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications~~,~~ when the cost of the work performed is recovered from applicant reimbursements or application fees. ~~-~~Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be ~~done~~made by ~~contract~~an amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be a new ~~contract~~agreement.

This section does not apply to construction contracts for public works projects. ~~Amendments~~Changes to contracts for public works projects shall be in the form of a change order approved in accordance with Section 5.~~13~~11.

10.0 COMPETITIVE BIDDING EXEMPTIONS AND EMERGENCIES

Under RCW 39.04.280, competitive bidding requirements may be waived for:

a. Purchases that are clearly and legitimately limited to a single source of supply~~;~~.
b. Purchases involving special facilities or market conditions~~;~~.
c. Purchases in the event of an emergency~~;~~.
d. Purchases of insurance or bonds; and
e. Public works in the event of an emergency.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. ~~-~~In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

Purchases involving special facilities or market conditions may be made without soliciting quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a purchase involving special facilities or market conditions shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether special facilities or market conditions legitimately exist.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager or designee, the Finance Director, or the person(s) designated by the City Manager or designee to act in the event of an emergency may:

- Declare that an emergency ~~situation~~ exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. ~~-~~RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification, or rejection. However, all emergency procurements under this section shall ~~be considered to~~ be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies.

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. -This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement").

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City's purchasing policy. -The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state's web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island's contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. -The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services ("DES"). -The DES' webpage provides information and instructions for making purchases with the state contract.

The City ~~Council~~Manager or designee shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 ~~VENDOR RELATIONS~~BID PROTESTS

~~12.1 CODE OF ETHICS~~

~~Employees will follow applicable personnel policies in this subject area.~~

~~12.2 QUOTE OR BID REVISIONS~~

~~If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first and offering an opportunity to re-quote should be done only when necessary.~~

~~12.3 SAMPLES~~

~~When vendors offer samples for evaluation, they will be accepted only under the following conditions:~~

- ~~The sample is accepted as property of the City.~~
- ~~The product is of a type presently in use by the City or is of potential use. Samples of goods not likely to be purchased are not to be accepted.~~
- ~~The quantity or size of the sample is relatively small and of minimal value.~~
- ~~Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).~~
- ~~If vendor samples are accepted, they must be sent to the appropriate location or department for testing.~~
- ~~Samples that are requested for evaluation must be purchased.~~

~~12.4 LOCAL BUSINESS PARTICIPATION~~

~~The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.~~

~~13. Bid Protests~~

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must ~~strictly~~ follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

~~13~~12.1 Requests for Copies of Bids Received by City

In accordance with RCW 39.04.105, within two business days of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

~~13~~12.2 Procedure for Submission of a Bid Protest

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids

received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days."

All bid protests must:

- Be submitted in writing~~;~~.
- Explicitly identify itself as a bid protest~~;~~.
- Explicitly identify the bid/project/request for which the protest is made~~;~~.
- Explicitly state all reasons and bases in law and fact supporting the protest; and
- Include ~~any and~~ all supporting documents.

~~13~~12.3 Consideration of A Bid Protest

Submitted bid protests complying with the requirements outlined above will be reviewed by the City Manager or designee, the City Attorney, and the Public Works Director, or their designees.

The bid protest will be decided based upon the written materials, supporting documents, and other information submitted with the bid protest as well as other records or information known to the City relating to the public works project in question. ~~In the event that~~If a meeting or conference with the protesting bidder would materially assist the City in making its decision, a meeting may be scheduled at the discretion of the City Manager or designee or their designee.

Only those issues identified by the bidder in the written protest filed with the City Clerk will be considered. -The City Attorney or their designee will issue a written decision no later than 10 business days after the filing of the bid protest with the City Clerk, which shall be the final decision of the City on the bid protest.
~~14~~

13.0 SALE OR DISPOSAL OF CITY ~~PERSONAL~~PERSONAL PROPERTY

~~14~~13.1 AUTHORIZATION

The City Manager or designee may authorize the sale or disposal of personal property owned by the City, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. ~~The personal~~Personal property will be deemed as surplus or scrap.

Permission must be obtained from the grantor before selling or disposing of any personal property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the personal property.

~~Section 14 does not address the sale or disposal of real property owned by the City.~~

~~14~~13.2 SALE VERSUS DISPOSAL

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager or designee may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

~~14~~13.3 TRADE-INS

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

~~14~~13.4 PUBLIC NOTICE OF SALE

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

~~14~~

13.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy personal property auctioned or sold directly by the City.

~~14~~13.6 Inventoried Items

Surplus, scrap, or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. ~~-~~A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until ~~issued~~ disposition instructions.

~~15~~

14.0 ADDITIONAL SIGNING AUTHORITY

~~15~~14.1 GRANTS

If a grant would require the City to contribute more than $50,000 in material matching dollars~~,~~ (matching dollars must be budgeted), then the City Manager or designee will seek City Council approval prior to applying. ~~The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council.~~ The City Council may also initiate the process of pursuing a grant.~~-~~ If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City Manager~~,~~ or designee~~,~~ is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager or designee.

~~15~~14.2 INTERLOCAL AGREEMENTS

All interlocal and interagency agreements must be approved by City Council. ~~-~~Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager or designee. See Section 9.0 for more details.

~~15~~14.3 REAL PROPERTY

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager or designee is authorized to enter into leases of real property where the rent does not exceed $50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager or designee is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. ~~-~~Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager or designee, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. ~~-~~Pursuant to this authority, the City Manager or designee, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

~~15~~14.4 SETTLEMENT AUTHORITY

The City Manager or designee is authorized to sign settlement agreements requiring the City to pay less than $50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. -The City Manager or designee shall have ~~the~~ further authority to approve the issuance of checks pursuant to the resolution of such claims. -Claims settled by the City Manager or designee under this authority will be reported to the City Council at the next City Council meeting following the settlement. ~~16~~

15.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager or designee (in the case of employees) or the City Council (in the case of the City Manager or designee), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states ~~(emphasis added):~~:

> In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution~~,~~ or other enactment requiring competitive bidding or procurement procedures for consulting architectural, engineering, or other services, upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally~~,~~ with any other such municipal officer, for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit ~~their~~his or her office. For purposes of this section, "municipal officer" ~~shall mean~~means an "officer" or "municipal officer" as those terms are defined in RCW 42.23.020(2).

~~17~~

16.0 SUMMARY OF PROCUREMENT GUIDELINES

~~Public Works Projects~~

Services

ESTIMATED VALUE	$0 - $5,000	$5,001 - $25,000	$25,001 - $50,000	$50,001 - $99,999	$100,000 and above
Signing Authority	~~**Purchase/Bidding Process**~~ **City Manager or designee**		~~**Contract Mechanism**~~ **City Council**		
Purchased Services (Non-Professional) (Non-Public Works ~~Director~~). Steps further outlined in Section 4.0.	~~Limited Public Works Process~~No solicitation needed. Direct negotiations with vendor. Award on qualifications and price when possible. Invoice submitted for payment		~~Limited Public Works Contract – 20k~~Solicit three vendor quotes when possible.		~~Unit Price Contract~~ ~~(Follow the same threshold amounts and signing authority requirements)~~Solicit at least 3 vendor quotes which shall be submitted in writing. The award will be made based on qualifications and price.
Agreement/Contract Mechanism	No agreement	MUNIS PO	Service Agreement		
Professional Services. Steps further outlined in Section 7.0.	No solicitation needed. Invoice submitted for payment.	*Minimal Competition -* Solicit an RFQ and/or RFP to 1-3 consultants	*Informal Competition* Solicit min. 3 consultants	*Formal Competition -* The selection of potential consultants must be done via formal advertisement. Narrow down to most qualified consultants.	
Agreement/Contract Mechanism	No agreement	Service Agreement			
Professional Services – AES only Steps further outlined in Section 8.0.	Solicit work using MRSC Roster or via formal Advertisement. (See Formal Competition steps in Section 7.0)				
Agreement/Contract Mechanism	Service Agreement				

FOR ALL FEDERAL CONTRACTS, SERVICES MUST BE FORMALLY ADVERTISED – RFQ
FOR ALL AES SERVICES, MUST FOLLOW FORMAL COMPETITION PROCESS

Goods

ESTIMATED VALUE	**$0 - $5,000**	**$5,001 - $25,000**	**$~~20~~25,001 - $50,000**	~~City Manager~~$50, 001 - $99,999	~~Limited Public Works Process~~**$100,000 and above**
Signing Authority	**City Manager or designee**			**City Council**	
Public Works related purchases (Section 5.0)	See PUBLIC WORKS CONSTRUCTION & UNIT PRICE CONTRACTS Table on following page				
Agreement/Contract Mechanism					
~~*$50,001 - $350,000*~~*Non - Public*	No solicitation needed. Direct negotiations with vendor, award on best qualifications and price when possible.	Solicit three vendor quotes when possible.	~~Solicit 5 bids from small works roster. Must provide notice to other appropriate contractors~~		

Works related purchases	Invoice submitted for payment		~~on the roster for projects estimated to cost $250,000 - $350,000.~~ Solicit at least three vendor quotes which shall be submitted in writing. The award will be made based on qualifications and price.
~~*Formal Bid* Agreement/~~Contract Mechanism	No agreement	MUNIS PO	Purchase Order

~~$350,001 - Greater~~

Public Works Construction & Unit Price Projects Section 5.0

All equipment, supplies, and materials purchased separately but as part of the Public Work project, will be part of the aggregate cost of all phases of the project when determining the applicable bid process to be used. Municipalities may not break public works projects into separate phases or parts to avoid compliance with bidding statutes (RCW35.23.352(1)) - "Bid Splitting" is defined in Section 2.2.

~~Exception:~~

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism	
$0 - $25,000	City Manager or designee (Signing authority up to $50k).	Limited Public Works – Small Projects	Purchase Order (PO)/ Form	Unit Price Contract (Follow the same threshold amounts and signing authority requirements)
$25,001 - $49,999 RCW 39.04.155 3(a)		Limited Public Works	Limited Public Works Contract – $25,001 - $49,999	
$50,000- $350,000	City Council	Solicit 5 bids from small works roster. Must provide notice to other appropriate contractors on the roster for projects estimated to cost $250,000 - $350,000.	Small Works Contract	
$250,000 or greater (funded by whole or in part by Federal Funds)*		Formal competitive bidding process with advertisement Note: Request authorization from Council prior to advertising, as per Section 5.2.4.	Formal Bid Contract	
$350,001 - Greater				

*If the public works project is $250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 ("Simplified acquisition threshold") and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Purchasing

This matrix is to be used for purchasing charges that includes, goods, equipment, materials, and supplies that are **not** part of a public works project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see "Non-professional Services" matrix. For purchases relative to a public works project, please see "Public Works Projects."

Purchasing Procedure	Signing Authority	Purchase $15,000 Or Less	Purchase $15,001 - $50,000	Purchases $50,001 and over
Direct Negotiations	Directors	X		
Quotes (recommend obtaining 3 quotes when possible.) Telephone, fax, or email	City Manager		X	
Quotes (3 vendors should be solicited) Must be in writing	City Council			X

Non-Professional Services (Purchased Services)

Non-Professional Services shall be described as services provided by a vendor for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Non-Professional Services is not public works, therefore can be let by using a solicitation, evaluation, and award process based on qualifications and price.

Note that prevailing wages may need to be paid in connection with the contract. To verify if Labor and Industries will require prevailed wages for the service being provided, please contact L & I directly for assistance.

Purchased Service Procedure	Signing Authority	Services $15,000 or Less	Services $15,001 - $50,000	Services $50,001- greater
Qualifications/ Price Direct Negotiations	Directors	X		
Qualification /Price (recommend obtaining 3 quotes when possible) Telephone, fax or email	City Manager		X	
Qualification /Price (3 vendors should be solicited) must be in writing.	City Council			X

Professional Services (Architecture, Engineering and Surveying Services and other Services that are performed)

Chapter 39.80 RCW must be followed for architectural, engineering, and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

~~Estimated Agreement Amount~~	~~Signing Authority~~	~~Recommended Solicitation Process~~
~~$25,000 or Less~~	~~City Manager~~	~~Minimal competition. Contact 1-3 qualified firms.~~
~~$25,001 to $50,000~~		~~Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.~~
~~$50,001 to $100,000~~	~~City Council~~	
~~Over $100,000~~		~~Formal competition. Prepare RFP/RFQ and advertise.~~

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2023-06 Adopting a Composting Procurement, Reporting, and Usage Requirement and Amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting - Executive,

SUMMARY: On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance. The City has drafted the required ordinance and now requests the City Council to adopt the ordinance in order to comply with Washington State law.

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

RECOMMENDED MOTION: Adopt Ordinance No. 2023-06 amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Procurement, Reporting, and Usage.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Since 2020, state agencies and local governments have been required to consider whether compost products can be used when planning or soliciting and reviewing bids for government-funded projects. The intent of the state is to support the diversion of organic materials from landfills through a variety of interventions to support productive uses of organic material wastes, including through the procurement, usage and reporting of compost.

On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance by January 1, 2023. The City has drafted the required ordinance and now requests the City Council to adopt the ordinance to comply with Washington State law.

The ordinance requires the City to procure, use, provide education about, and report compost use under specific circumstances. When planning City-funded projects or soliciting and reviewing bids for such projects, City departments shall identify whether compost can be utilized in a City project. Applicable projects include landscaping, construction and post-construction, erosion prevention, stormwater runoff, and filter pollutants, among others.

City departments are not required to use compost products if they are not available within a reasonable time or distance from the project; the compost products available do not comply with City purchasing standards; compost products available do not comply with federal, state, or local health, quality and safety standards; or compost prices are not reasonable or competitive. When procuring compost, the City is required to prioritize local products, certified by nationally recognized organizations or derived from municipal solid waste programs.

Finally, the City is required to provide technical assistance and education regarding the use of food and yard waste compost to City staff as well as residents and businesses. The City is also required to measure and report the total tons of organic material diverted throughout the year as well as the volume, cost, and source of the compost to the Washington State Department of Ecology at the end of 2024 and each even-numbered year thereafter.

At the June 13, 2023 regular City Council business meeting, Council forwarded the ordinance to the June 27, 2023 meeting for approval.

ATTACHMENTS:

Ordinance_No. 2023.06 Adopting Composting Procurement, Reporting, and Usage Requirement.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2023-06

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to adopting a Composting Procurement, Reporting, and Usage Requirement; amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting.

WHEREAS, the Washington State Legislature recently enacted House Bill 1799, which requires that cities and counties with populations greater than 25,000 shall adopt a compost procurement ordinance to implement RCW 43.19A.120; and

WHEREAS, the purpose of the compost procurement provisions in the new organics management law is to develop and strengthen markets for compost; and

WHEREAS, the population of Bainbridge Island in 2022 was estimated by the Office of Financial Management to be 25,060; and

WHEREAS, local compost manufacturing can play an important role in Bainbridge Island's approach to solid waste management; and

WHEREAS, composting can benefit Bainbridge Island businesses and residents by diverting organic waste from landfills, reducing solid waste costs, and lowering carbon emissions; and

WHEREAS, the City of Bainbridge Island wants to perform sustainable practices by purchasing and using local compost that meets state standards and by encouraging others to do so as well.

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

Section 1. Section 16.33.010 of the Bainbridge Island Municipal Code is hereby added to read as follows:

16.33.010 Compost Usage, Procurement, and Reporting

A. Definitions. For the purposes of this section, the definitions set forth in RCW 43.19A.010 shall apply.
B. City departments shall plan for the use of compost in all of the following categories that are applicable to their operations and project types:
    1. Landscaping projects;
    2. Construction and postconstruction soil amendments;

3. Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and
4. Low-impact development and green infrastructure to filter pollutants or to keep water onsite or both.

C. Exemptions. City departments are not required to use compost products if:
1. Compost products are not available within a reasonable time or distance from the project;
2. Compost products that are available do not comply with existing purchasing standards;
3. Compost products that are available do not comply with federal, state or local health, quality and safety standards; or
4. Compost purchase prices are not reasonable or competitive.

D. City departments shall give priority to purchasing compost products from companies that:
1. Produce compost products locally;
2. Are certified by nationally recognized organization like the US Composting Council; and
3. Produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the Washington State Department of Transportation or adopted by rule by the Washington State Department of Ecology.

E. City departments that use compost shall report the following information to the Executive department by December 15 each year:
1. The volume and cost of compost purchased by the city department in that year; and
2. The source or sources of the compost purchased by the city department in that year.

F. The Executive department is responsible for:
1. Providing technical assistance and education regarding the use of food and yard waste compost to city departments and staff;
2. Conducting educational outreach to inform residents and businesses about the value of food and yard waste compost and how the city uses compost in its operations each year; and
3. Reporting the total estimated tons of organic material diverted from the city's waste stream because of compost use under this section to the City Manager or Designee who will submit to the Washington State Department of Ecology.

G. By December 31, 2024, and each December 31st of even-numbered years thereafter, the city shall submit a report covering the previous year's compost procurement activities to the Department of Ecology that contains the following information:
1. The total tons of organic material diverted throughout the year;
2. The volume and cost of compost purchased throughout the year; and
3. The source or sources of compost.

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

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

PASSED by the City Council this ____ day of _____, 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:	_____, 2023
PASSED BY THE CITY COUNCIL:	_____, 2023
PUBLISHED:	_____, 2023
EFFECTIVE DATE:	_____, 2023
ORDINANCE NUMBER:	2023-

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2023-15 Relating to 2023 1st Budget Amendment and Updated Capital Improvement Plan Amendments - Finance,

SUMMARY: State law requires that any changes to the current 2023-2024 Biennial budget appropriation levels be brought to Council for consideration and adoption via a budget amendment ordinance. The Finance Department brings budget adjustments to the Council for consideration on a routine basis but no less than twice per year. Ordinance No. 2023-15 for Council consideration would amend the 2023 budget by a total of $6,424,789, which includes $3,088,293 (48% of the total) previously approved by Council during various business meetings earlier this year or later in 2022. Of the remaining $3,336,496 amount, $2,232,406 are expenditure increases related to the water and sewer study and corresponding rate increases adopted on May 23, 2023, via Ordinance No. 2023-16.

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: Adopt Ordinance No. 2023-15 relating to the City's 2023 modified budget and the 2023 update to the 2021-2026 Capital Improvement Plan.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	$6,424,789
Ongoing Cost:	$229,573
One-Time Cost:	$6,195,216
Included in Current Budget?	No

BACKGROUND: Please see the attached transmittal memo for a detailed overview of all requested items. Please see Exhibit A, attached and incorporated into this ordinance by reference, for the revised 2023 budget summary by fund. Please see attached Exhibit B for more details explaining the charges incorporated in Exhibit A. Please see Exhibit C for capital project pages updated to include the increases to capital projects included in the budget amendment.

The usual and customary mid-term comprehensive review of the budget will occur later in the Fiscal Year.

At the June 13, 2023 regular City Council business meeting, Council forwarded this ordinance to the June 27, 2023 City Council meeting for consideration of approval.

ATTACHMENTS:

Staff Memorandum Ordinance No. 2023-15 Budget Amendment_ 06092023.docx

Ordinance No. 2023-15 2023 1st Budget Amendment.docx

Ordinance No. 2023-15 Exhibit A.pdf

Ordinance No. 2023-15 Exhibit B.pdf

Ordinance No. 2023-15 Exhibit C.pdf

FISCAL DETAILS: The following fund appropriation changes included in Ordinance No. 2023-15:

General Fund - $1,678,142 increase

Street Fund - $131,621 increase

Affordable Housing Fund - $183,233 decrease

Capital Construction Fund - $2,181,353 increase

Water Fund - $828,645 increase

Sewer Fund - $1,627,842 increase

Storm and Surface Water Fund - $116,207 increase

Building and Development Fund- $194,212 increase

Equipment and Rental Replacement - $150,000 decrease

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department

Memorandum

Date: June 9, 2023

To: City Council
Blair King, City Manager

From: DeWayne Pitts, Finance Director

Subject: Ordinance No. 2023-15 – First 2023 Budget Amendment

State law requires that any changes to the current 2023-2024 Biennial budget appropriation levels be brought to Council for consideration and adoption via a budget amendment ordinance. The Finance Department brings budget adjustments to the Council for consideration on a routine basis but no less than twice per year. Ordinance No. 2023-15 for Council consideration would amend the 2023 budget by a total of $6,424,789, which includes $3,088,293 (48% of the total) previously approved by Council during various business meetings earlier this year or later in 2022 of the previous year. Of the remaining $3,336,496 amount, $2,232,406 are expenditure increases related to the water and sewer rate increases adopted on May 23, 2023, via Ordinance No. 2023-16. These projects were identified in the previously adopted version of the Capital Improvement Plan as "below-the-line" items pending approval of the recommendations included in the water and sewer study that was discussed with Council April 4, 2023, and May 9, 2023.

The following requests fall into three separate categories: 1) Operating Requests are requests for additional operating spending authority; 2) Capital Requests seek additional capital spending authority and will be reflected in the updated Capital Improvement Plan; and 3) Technical and Administrative adjustments, which seek to correct minor errors in the base budget, make administrative changes to overhead allocations, or transfer budget between projects/funds.

The following 48 budget amendments are proposed:

Operating Requests – 24 items, Total of $1,912,150

1. *Shade Covenant Compliance Contract - $350,000 One-Time Increase – General Fund:* Council approval date: April 25, 2023. The City of Bainbridge Island owns three parcels to which a shade covenant applies. As part of a land purchase agreement in 2004, the City and the sellers, the Bentryns, executed a Shade Covenant, which requires that any tree located within 100 feet of the northern boundary line of the City-owned Crawford Property, the M&E Property, and the property owned by the Bentryns ("Buffer Area") be prevented from growing taller than 30

feet. This item approves budget to authorize a bid for a contractor to perform work to bring City into compliance with 2004 shade covenants for the Crawford and M&E properties.

2. *Race Equity Advisory Committee (REAC) Events & Training - $19,650 One-Time Increase – General Fund:* Council approval date: March 14, 2023. This item increases financial support for community events and committee member training.
3. *"Something New" Public Art Program - $26,700 Ongoing Increase – Public Art Subfund/General Fund:* Council approval date: March 28, 2023. This item continues the "Something New" Public Art program for an additional five years and increase Arts & Humanities Bainbridge administrative fee.
4. *EOC/Hub Solar & Battery Project - $104,000 One-Time Increase – General Fund:* Council approval date: October 25, 2022. This item moves $104,000 of spending authority from the Wastewater Beneficial Reuse project to the EOC/Hub Solar panel & backup battery project.
5. *Comprehensive and Winslow Subarea Plans - $65,000 One-Time Increase – General Fund:* Council approval date: May 9, 2023. This budget request increases professional services to facilitate the steering committee overseeing the Comprehensive and Winslow Subarea Plans established by Resolution 2023-03.
6. *Coastal Zone Management Grant - $100,000 One-Time Increase – General Fund:* Council approval date: February 14, 2023. This item increases appropriation for Sea Level Rise Flooding Vulnerability and Risk Assessment Department of Ecology grant eligible costs. This appropriation increase is 100% supported by the grant.
7. *Sound To Olympic Trail Welcoming Pole - $20,000 One-Time Increase – Public Art Subfund/General Fund*: Council approval date: February 28, 2023. This item supports the City cost to erect a donated Suquamish Carved Art Pole at the Sound to Olympic trailhead. The Carving will be commissioned by Bainbridge Island Parks and Trails Foundation, and subsequently donated to the City.
8. *WA State Dept of Ecology Wastewater Treatment Plan Nutrient Permit Support Grant - $115,943 One-Time Increase – Sewer Fund:* Council approval date: October 25, 2022. The City has been offered this grant to support planning, implementation, and management of nutrient discharge reduction as identified by the Puget Sound Nutrient General Permit.
9. *Wastewater Treatment Plant (WWTP) Replacement Parts - $30,000 One-Time Increase – Sewer Fund:* Council approval date: February 14, 2023. Increase budget to execute purchase agreement for fine screen replacement parts for the WWTP.
10. *Manzanita Watershed project - $45,000 One-Time Increase – Stormwater Fund:* Council approval date: May 9, 2023. Budget amendment to support the professional services agreement with Herrera Environmental Consultants.
11. *Blake Decision Settlements: Legal Financial Obligations and Extraordinary Expenses- $82,000 One-Time Increase – General Fund*: In 2021 the State v. Blake Washington Supreme Court decision deemed the state's drug possession laws unconstitutional. Persons convicted of drug possession on or before February 25, 2021, can get those convictions cleared from their records and request a reimbursement for legal financial obligations in relation to those convictions. The total amount of potential reimbursements for the City is $38,000, which will be moved to a fiduciary fund to cover potential future settlements. Payments issued prior to June 2023 will be 100% reimbursed to the City by the Administrative Office of the Courts (AOC). The AOC will also reimburse up to $44,000 in expenses related to locating and contacting settlement recipients.
12. *625 Winslow Building Demolition - $610,000 One-Time Increase – General Fund:* This item increases professional services appropriation for architectural historian services, demolition, and temporary restoration of the 625 Winslow site. This project would be funded with the $1.75 million in ARPA funds set aside for Affordable Housing.

13. *City Thread Grant for Sustainable Transportation - $15,000 One-Time Increase – General Fund*: This increase in appropriation is supported by a fully grant backed match for the City Thread Accelerated Mobility Project.
14. *Bainbridge Island Landfill Monitoring - $70,000 One-Time Increase – General Fund:* The City is obligated by regulatory requirement to continue monitoring the former Vincent Road Landfill until the year 2031. This increase supports the need in 2023 for additional periodic monitoring services that were missed but should have been included in the 2023-2024 budget cycle.
15. *Sandbag Replacement - $10,000 One-Time Increase – General Fund*: This item will purchase replacements for the 1500 sandbags that were provided to homeowners to prevent flooding during the January 2023 king tide event.
16. *Camino Tech Software Maintenance - $10,000 Ongoing Increase – General Fund:* This software was added by the Planning department in 2021 but not incorporated into the 2023-2024 budget. This software integrates with GIS and the City permit system (Smartgov) to inform permit applicants about constraints, zoning information, permit type and what submittal requirements are needed. It also provides instructions on fees and on how to apply for the permit.
17. *Munis Training for Finance and other users - $6,000 One-Time Increase – General Fund:* This item increases costs for staff training not captured in the original cost estimates for the Munis financial management software upgrade.
18. *Tyler SQL Server Report Services (SSRS) Software - $14,983 One-Time Increase – General Fund:* An add-on for the Munis software that will allow Munis to interface with other software systems.
19. *Tyler Software Maintenance - $5,000 Ongoing Increase – General Fund*: Annual maintenance portion of costs for the Structured Query Language (SQL) software that will allow the City to use various scripts in place to access and retrieve data from our upgraded MUNIS financial software.
20. *ADA Installations - $50,000 One-Time Increase – Street Fund:* ADA ramp installation for City Hall public Electric Vehicle (EV) chargers and Winslow Way protective bollards.
21. *Speed Limit Signs - $20,000 One-Time Increase – Street Fund:* Replacement speed limit signs that were a result of the recent lowering of speed limits on the island in certain locations related to Ordinance 2023-03.
22. *Department of Ecology Capacity Grant - $25,000 One-Time Increase – Stormwater Fund:* Acceptance of the National Pollution Discharge Elimination System (NPDES) Capacity Grant.
23. *FTE Add: 1 GIS Specialist - $46,039 Ongoing Increase – Various Funds:* This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist whose labor will be allocated 20% each to General, Street, Water, Sewer, and SSWM. The 2023 budget add includes salary costs for September-December 2023, plus one-time employee onboarding costs. Annual ongoing labor costs will be $125,000 not including cost of living or step increases.
24. *FTE Add: 2 Utility Technicians - $71,835 Ongoing Increase – Various Funds:* This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians whose labor will be allocated 40% each to Water & Sewer Funds, and 20% to the Stormwater Fund. The 2023 budget add includes salary costs for September-December 2023 plus one-time employee onboarding costs. Annual ongoing labor costs will be $205,000, not including cost of living or step increases.

Capital Requests – 14 items, Total of $4,555,000

1. *Police and Court Building - $1,100,000 One-Time Increase – Capital Construction Fund*: Council approval date March 14, 2023. $950,000 of this increase was approved by Council on March 14, 2023, as part of the 2022 year-end General Fund Balance review and will increase project for scope modification, inflation, and unforeseen circumstances during the remodel of the building. An additional $150,000 is being added for the addition of public art installations/fixtures.
    a. Funding Source – General Fund: $950,000; Public Art Sub Fund: $150,000
    b. New project budget: $21,420,000
2. *Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Grant - $777,000 One-Time Increase – Capital Construction Fund:* Council approval date January 10, 2023. Increase project scope due to acceptance of Federal Transportation grant funds awarded through Puget Sound Regional Council.
    a. Funding Source – Grant: $777,000
    b. New project budget: $4,517,000
3. *NEW: Valley Road Non-Motorized Improvements - $150,000 One-Time Increase – Capital Construction Fund:* Council approval date April 11, 2023. Amend Budget and CIP to include council added project Connecting Centers: Valley Road.
    a. Funding Source – General Fund: $150,000
4. *NEW: Lynwood Center Non-Motorized Improvements - $200,000 One-Time Increase – Capital Construction Fund*: Council approval date April 11, 2023. Amend Budget and CIP to include council added project Connecting Centers: Lynwood Center.
    a. Funding Source – General Fund: $200,000
5. *NEW: Lost Valley Trail - $135,000 One-Time Increase – Capital Construction Fund*: Council approval date: May 23, 2023. On May 23, 2023, Council authorized the City Manager to purchase the Lost Valley Trail easement and accept a donation valued at $125,000 from the Bainbridge Island Parks and Trails Foundation to support a Lost Valley woodchip walking trail. An additional $5,000 will be moved from the General Fund as a technical adjustment to support project management for this project.
    a. Funding Source – General Fund & Donation
    b. New project budget: $140,000
6. *SCADA - $7,000 One-Time Increase – Water Fund*: Additional funds are needed for project management labor costs as this project, from the 2021-2026 CIP, nears completion.
    a. Funding Source – Water Fund
    b. New project budget: $297,000
7. *Ferncliff Main Extension - $675,000 One-Time Increase – Water Fund:* This item was presented to Council on April 4, 2023, and was included as part of the recommendations outlined in the 2923 Water and Sewer Rate Study Report. This item increases project costs related to the Ferncliff Water Main extension with about $800,000 funded by a Drinking Water State Revolving Fund loan. This cost increase is being requested in conjunction with Ordinance No. 2023-18 (consent agenda June 13) which will create a water utility rate surcharge area to help fund this project.
    a. Funding Source – Water Fund & loan proceeds
    b. New project budget: $1,510,000
8. *Sands Ave Well Rehabilitation - $50,000 One-Time Increase – Water Fund:* Project will require additional funding to complete. The new project budget total includes funding to be moved from operating as a technical budget adjustment.
    a. Funding Source – Water Fund

b. New project budget: $481,000

9. *Fletcher Bay Well Rehabilitation - $38,000 One-Time Increase – Water Fund:* Project will require additional funding to complete.
    a. Funding Source – Water Fund
    b. New project budget: $250,000
10. *SCADA - $5,000 One-Time Increase – Sewer Fund*: additional funds are needed for project management labor costs as this project, from the 2021-2026 CIP, nears completion.
    a. Funding Source – Sewer Fund
    b. New project budget: $403,000
11. *Wing Point Pump Station - $1,068,000 One-Time Increase – Sewer Fund:* Adding previously unfunded project to the Capital Improvement Plan after approval of the water/sewer rate increases and increasing project scope to from "rehabilitation" to "relocation & rebuild" due to king tide conditions.
    a. Funding Source – Sewer Fund
    b. New project budget: $1,850,000
12. *Wastewater Treatment Plant (WWTP) Outfall Extension - $350,000 One-Time Increase – Sewer Fund:* Adding previously unfunded project to the Capital Improvement Plan after approval of the water/sewer rate increases.
    a. Funding Source – Sewer Fund
    b. New project budget: $6,350,000
13. *Eagle Harbor Drive @ McDonald Creek Culvert - $100,000 One-Time Increase – Stormwater Fund Works:* Move $100,000 to McDonald Creek Culvert project from Yeomalt Area Drainage project.
    a. Funding Source – SSWM Fund
    b. New project total: $376,000
14. *Yeomalt Area Drainage Improvements – ($100,000) One-Time Decrease – Stormwater Fund:* Move $100,000 to Yeomalt Drainage project from McDonald Creek Culvert project.
    a. Funding Source – SSWM Fund
    b. New project total: $784,000

Technical & Administrative Adjustments – 11 items, Total of ($42,360)

1. *Bainbridge Island Senior Center Renovation - ($9,000*): Council approval date: March 28, 2023. This former capital project was downgraded to a repair and maintenance project. A portion of the capital budget, including budgeted capital labor, will be moved to the General Fund to cover the cost of the repairs.
    a. -$149,647 – Capital Construction
    b. +$140,647 – General Fund
2. *Lost Valley Trail Project Management Labor - $0*: This new capital project will require project management labor costs to support the oversight of the trail project. This item adjusts labor budget out of the General Fund and into the Capital Fund.
    a. -$5,000 – General Fund
    b. +$5,000 – Capital Construction
3. *Management Analyst Labor & Services - $0*: This adjustment moves the budget for the new position of Management Analyst (when serving as a Housing Specialist) into the General Fund and out of the Affordable Housing Fund. A desk audit at the end of the year will determine the division of expenses between the General Fund and the Affordable Housing Fund, after which

time costs will be supported by the appropriate fund. It is expected that roughly 60% of the costs will come from the Affordable Housing Fund.
    a. -$183,233 – Affordable Housing Fund
    b. +$183,233 – General Fund
4. *Salary Allocation Correction – $0*: Review of the salary allocations for four Planning department staff members indicated a need for an adjustment to the budgeted allocation for three Permit Specialists and one Planner.
    a. -$82,715 – General Fund
    b. +$ 6,513 – Water Fund
    c. +$ 6,513 – Sewer Fund
    d. +$ 6,513 – Stormwater Fund
    e. +$63,176 – Building & Development Fund
5. *Salary Allocation Correction – $0:* Review of the salary allocations for one Engineering department staff member indicated a need for an adjustment to the budgeted allocation for one Project Manager.
    a. -$107,813 – General Fund
    b. -$ 16,587 – Street Fund
    c. -$ 11,611 – Water Fund
    d. -$ 11,611 – Sewer Fund
    e. -$ 16,587 – Stormwater Fund
    f. +$131,034 – Building & Development Fund
6. *City Hall Vehicle Charging Station Infrastructure - $0*: There are two projects relating to the installation of electric vehicle charging stations on City property, one operating and one capital. This moves $36,000 out of the capital project and into the operating project to support the installation of infrastructure to support the charging station in the City Hall guest parking lot.
    a. +$36,000 – General Fund
    b. -$36,000 – Capital Construction
7. *Water Quality & Flow Monitoring (WQFM) Allocation Corrections - $0*: This item is generally budgeted in General, Water, and Sewer Funds. In 2023 this item was budgeted entirely in the General Fund in error. This moves 50% of the WQFM budget out of the General Fund and into the other two funds.
    a. -$7,750 – General Fund
    b. +$1,550 – Water Fund
    c. +$6,200 – Sewer Fund
8. *Water & Sewer Loan Principal Payments - $46,640:* These items include loan principal payment that were not included in the 2023-2024 biennial budget.
    a. +$25,518 – Water Fund
    b. +$21,122 – Sewer Fund
9. *Electric Sidewalk Sweeper & Plow – ($80,000):* Originally budgeted in the Equipment Rental & Replacement (ER&R) Fund, it was later determined that this should have been budgeted out of the Street Fund, as it is a new piece of equipment for the City, and not a replacement. Original cost estimates of $150,000 were determined to be more than double the actual cost of the new equipment. This item moves $70,000 of spending authority out of ER&R and into the Street Fund and reduces overall budget by $80,000.
    a. +$ 70,000 – Street Fund
    b. -$150,000 – ER&R Fund

10. *Sands Ave Well Rehab - $0*: Originally budgeted as an operating project, this project was re-classified as a capital. This adjustment moves $56,211 in 2022 encumbered Water Fund budget out of operating and into capital.
    a. -$56,211 – Water Fund (operating)
    b. +$56,211 – Water Fund (capital)
11. *Winslow Water Tank & Fire flow/Pipeline Improvement project consolidation - $0*: This moves $168,998 in Fire Flow/Pipeline Improvement project budget over to the Water Tank Replacement project as part of the consolidation of the two capital projects.
    a. -$168,998 – Water Fund (project 01095)
    b. +$168,998 – Water Fund (project 00988)

Thank you for your consideration of these requests.

ORDINANCE NO. 2023-15

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2023-2024 biennial budget and associated provisions of the 2023-2028 Capital Improvement Plan and providing for uses not foreseen at the time the budget was adopted.

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

WHEREAS, on March 14, 2023, the City Council adopted funding for carryover items for work funded in 2022 but to be performed in 2023 via Ordinance No. 2023-07; and

WHEREAS, a number of situations have occurred during 2023 which require the City to expend money on items, projects, and categories not included in the 2023 budget and to adjust the 2023-2028 Capital Improvement Plan accordingly.

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

Section 1. Ordinance No. 2023-07 and the 2023 budget are each amended as shown in the attached Exhibit A.

Section 2. Attached hereto as Exhibit B 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. In that some of the budget expenditures that are the subject of this ordinance directly relate to the City's 2023-2028 Capital Improvement Plan, the project pages in the 2023-2028 Capital Improvement Plan for the specific projects that are the subject of this ordinance are amended to read as shown in the attached Exhibit C.

Section 4. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2023-2024 biennial budget and the 2023-2028 Capital Improvement Plan. 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 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. 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:	June 9, 2023
PASSED BY THE CITY COUNCIL:	___ __, 2023
PUBLISHED:	, 2023
EFFECTIVE DATE:	___ __, 2023
ORDINANCE NO:	2023-15

Attached:
Exhibit A – Crosswalk Summary by Fund
Exhibit B – Table 1 - Summary by Fund and Department
Exhibit B – Table 2 – Summary of Technical/Administrative Adjustments
Exhibit C – Updated Capital Improvement Plan Project Pages

CITY OF BAINBRIDGE ISLAND - 2023 REVISED BUDGET
SUMMARY BY FUND

Exhibit A - Crosswalk by Fund
ORDINANCE NO. 2023-15

	CITY FUNDS	2023 EXPENDITURES				
		2023 REVISED BUDGET	Supporting Transfers (See Ord Section 4)	Ord. No. 2023-15 Technical Amendments	Ord. No. 2023-15 Operating and Capital Amendments	2023 REVISED Budget (As Amended)
001	GENERAL FUND	$ 24,737,017	$ 1,424,000	$ 156,601	$ 1,521,541	$ 27,839,159
101	STREET FUND	$ 3,291,090	$ -	$ 53,413	$ 78,208	$ 3,422,711
103	REAL ESTATE EXCISE TAX FUND	$ 2,448,840	$ (99,647)	$ -	$ -	$ 2,349,193
104	CIVIC IMPROVEMENT FUND	$ 379,085	$ -	$ -	$ -	$ 379,085
108	AFFORDABLE HOUSING FUND	$ 295,133	$ -	$ (183,233)	$ -	$ 111,900
171	TRANSPORTATION BENEFIT FUND	$ 1,477,258	$ -		$ -	$ 1,477,258
199	ARPA FUND	$ 2,064,000	$ (2,000,000)		$ -	$ 64,000
201	GO BOND FUND	$ 1,590,415	$ -		$ -	$ 1,590,415
203	LID BOND FUND	$ 39,075	$ -		$ -	$ 39,075
301	CAPITAL CONSTRUCTION FUND	$ 15,357,967	$ 36,000	$ (180,647)	$ 2,362,000	$ 17,575,320
401	WATER FUND	$ 16,052,084	$ -	$ 21,970	$ 806,675	$ 16,880,729
402	SEWER FUND	$ 9,115,846	$ -	$ 22,224	$ 1,605,618	$ 10,743,688
403	STORM & SURFACE WATER FUND	$ 5,186,191	$ -	$ 23,099	$ 93,108	$ 5,302,398
407	BUILDING & DEVELOPMENT FUND	$ 3,292,829	$ -	$ 194,212	$ -	$ 3,487,041
501	EQUIPMENT RENTAL & REVOLVING FUND	$ 1,637,695	$ -	$ (150,000)	$ -	$ 1,487,695
	TOTAL EXPENDITURES	**$ 86,964,525**	**$ (639,647)**	**$ (42,361)**	**$ 6,467,150**	**$ 92,749,667**

Exhibit B to Ordinance No. 2023-15

2023 BUDGET AMENDMENTS
Presented to City Council
Approved on MMM _____, 2023

Exhibit B Table 1 - Summary by Fund/Department/Description

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
Shade Covenant Compliance Contract	Authorize bid for contractor to perform work to bring City into compliance with a 2004 shade covenant for the Crawford and M&E properties. ***Council approved April 25, 2023***	General/Executive	$ 350,000	Increase	One-Time
REAC committee	Financial support for community events and for members to attend training. ***Council approved March 14, 2023***	General/Executive	$ 19,650	Increase	One-Time
"Something New" Public Art program	Continue "Something New" Public Art program for five additional years and incresae the admin fee paid to Arts and Humanities Bainbridge . ***Council approved March 28, 2023***	General/Executive	$ 26,700	Increase	Ongoing
Appropriate approved move of ARPA funding from WW Beneficial Reuse to Hub Solar Panel project.	Add appropriation authority for the $104,000 approved by council to be moved from PRJ 01192 to PRJ 01215. ***Council approved October 25, 2022***	General/Executive	$ 104,000	Increase	One-Time
Comp plan and Winslow subarea plan facilitation services	Authorize to solicit for professional facilitation services for the Steering Committee overseeing the Winslow Subarea Plan update and Comprehensive Plan periodic review, established by Resolution 2023-03. ***Council Approved May 9, 2023***	General /Planning	$ 65,000	Increase	One-Time
Department of Ecology Shorelands coastal zone management agreement grant	The WA Department of Ecology has awarded the City a $100,000 grant for Sea Level Rise Flooding Vulnerability and Risk Assessment project. ***Council approved February 14, 2023***	General/Planning	$ 100,000	Increase	One-Time
Partnership w/ BI Parks and Trails Foundation	Planning and installation of Sound to Olympics trail welcoming pole. ***Council approved February 28, 2023***	General (Public Art Subfund)/Public Works	$ 20,000	Increase	One-Time
Legal Financial Obligations (LFO) & Related Expenditures	2021 Washington State Supreme Court decision deemed state's drug possession laws are unconstitutional. Blake settlements pertaining to certain conviction types now reimburseable upon request from defendants. Settlements paid prior to June 2023 will be reimbursed to the City by the State, as well as extraordinary expenditures related to the location of defendants.	General/Court	$ 82,000	Increase	One-Time
625 Winslow Building Demolition	Costs for architectural historian services, demolition, and temporary restoration of the 625 site.	General/Executive	$ 610,000	Increase	One-Time
City Thread Grant for sustainable transportation grant	To support grant match for the City Thread grant.	General/Public Works	$ 15,000	Increase	One-Time
BI Landfill Monitoring	Landfill Monitoring at Vincent Road property - regulatory requirement.	General/Public Works	$ 70,000	Increase	Ongoing
Sandbags	Purchase of additional sand bags to replace the 1500 that were supplied to homeowners in January 2023 due to king tides.	General/Public Works	$ 10,000	Increase	One-Time
GIS Specialist	+1 FTE for GIS Specialist This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM; Range 15, Step 5	General/Public Works	$ 13,208	Increase	Ongoing

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
Camino Tech Software Maint	Software agreement with Camino Technologies. This annual cost was initiated by PCD in 2021 but has not previously been captured in the budget. Established SW costs are to be covered by IT after initial purchase.	General/IT	$ 10,000	Increase	Ongoing
Munis Saas Training for Finance and other users	Staff training was not captured in the original cost estimate.	General/IT	$ 6,000	Increase	One-time
Tyler SQL Server Reporting Services (SSRS) Software	This add-on allows Munis to interface with other software systems, such as Invoice Cloud.	General/IT	$ 14,983	Increase	One-time
Tyler SSRS Software Maintenance	Annual maintenance costs for Munis add-on.	General/IT	$ 5,000	Increase	Ongoing
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 156,601	Increase	One-Time
	TOTAL GENERAL FUND EXPENDITURE INCREASE		**$ 1,678,142**		
ADA Installations	ADA ramp installation for City Hall public EV charges and Winslow Way protective bollards.	Street/Public Works	$ 50,000	Increase	One-time
Speed Limit Signs	Speed Limit sign replacements.	Street/Public Works	$ 20,000	Increase	One-time
GIS Specialist	+1 FTE for GIS Specialist This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM; Range 15, Step 5	Street/Public Works	$ 8,208	Increase	Ongoing
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 53,413	Increase	One-Time
	TOTAL STREET FUND EXPENDITURE INCREASE		**$ 131,621**		
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ (183,233)	Decrease	One-Time
	TOTAL AFFORDABLE HOUSING FUND		**$ (183,233)**		
Police and Court amendments	Amendment for the Police and Court Facility cost increases; **Funding Source: General Fund** ***Council approved March 14, 2023***	Capital/Executive	$ 950,000	Increase	One-Time
	Use public art funds for artwork and fixtures in new POL/CRT building; **Funding Source: Public Art subfund (General Fund)**	Capital/Executive	$ 150,000	Increase	One-Time
Increase scope for Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project with new Federal Transportation Grant	Federal Transportation grant acceptance and scope increase for Eagle Harabor/Wyatt Way Non-Motorized Improvements; **Funding Source: Grant** ***Council approved January 10, 2023***	Capital/Public Works	$ 777,000	Increase	One-Time
Valley Road Non-Motorized	Amend budget and Capital Improvement Plan to add Connecting Centers: Valley Road; **Funding Source: General Fund** ***Council approved April 11, 2023***	Capital/Public Works	$ 150,000	Increase	One-Time
Lynwood Center Non-Motorized	Amend budget and Capital Improvement Plan to add Connecting Centers: Lynwood Center. **Funding Source: General Fund** ***Council approved April 11, 2023***	Capital/Public Works	$ 200,000	Increase	One-Time
Lost Valley Trail	$10k for purchase of public easement and $125k in donated funds from Bainbridge Island Parks & Trails Foundation for the improvement of the Trail. ***Council approved May 23, 2023***	Capital/Public Works	$ 135,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ (180,647)	Decrease	One-Time
	TOTAL CAPITAL CONSTRUCTION FUND EXPENDITURE INCREASE		**$ 2,181,353**		
GIS Specialist	+1 FTE for GIS Specialist This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM Range 15, Step 5	Water/Public Works	$ 8,208	Increase	Ongoing

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
Utility Maintenance Technicians	+2 FTE for Utilty Maintenance Tecnicians This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM; Range 13, Step 5	Water/Public Works	$ 28,467	Increase	Ongoing
SCADA	**Capital**-Increase for project management labor needed to complete project from 2021-2026 CIP. **Funding Source: Water Fund**	Water/Public Works	$ 7,000	Increase	One-Time
Ferncliff Main Extension	**Capital**-Updated CIP, project costs are higher than anticipated, and require additional funding. **Funding Source: Water Fund & loan proceeds**	Water/Public Works	$ 675,000	Increase	One-Time
Sands Ave Well Rehab	**Capital**-Increase project budget by $50,000. **Funding Source: Water Fund**	Water/Public Works	$ 50,000	Increase	One-Time
Fletcher Bay Well Rehab	**Capital**-Updated CIP, project requires additional funding. **Funding Source: Water Fund**	Water/Public Works	$ 38,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 21,970	Increase	One-Time
	TOTAL WATER FUND EXPENDITURE INCREASE		**$ 828,645**		
Washington State Department of Ecology Wastewater Treatment Plant Nutrient General Permit Support Grant award	The Washington State Department of Ecology is offering the City a Wastewater Treatment Plant Nutrient General Permit Support Grant in the amount of $115,943 to support planning, implementation, or management of nutrient discharge reduction identified in the Puget Sound Nutrient General Permit. ***Council approved October 25, 2022***	Sewer/Public Works	$ 115,943	Increase	One-Time
Fine screen replacement parts for use at the Wastewater Treatment Plant	Wastewater Treatment Plant fine screen replacement parts. ***Council approved February 14, 2023***	Sewer/Public Works	$ 30,000	Increase	One-Time
GIS Specialist	+1 FTE for GIS Specialist This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM Range 15, Step 5	Sewer/Public Works	$ 8,208	Increase	Ongoing
Utility Maintenance Technicians	+2 FTE for Utilty Maintenance Tecnicians This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM Range 13, Step 5	Sewer/Public Works	$ 28,467	Increase	Ongoing
SCADA	**Capital**-Increase for project management labor needed to complete project from 2021-2026 CIP. **Funding Source: Sewer Fund**	Sewer/Public Works	$ 5,000	Increase	One-Time
Wing Point Pump Station	**Capital**-Adding project to the 2023-2028 CIP after approval of rate increases and increasing project scope to relocation and rebuild of pump station due to king tide conditions. **Funding Source: Sewer Fund**	Sewer/Public Works	$ 1,068,000	Increase	One-Time
WWTP Outfall Extension	**Capital**-Adding project to the 2023-2028 CIP after approval of rate increases. **Funding Source: Sewer Fund**	Sewer/Public Works	$ 350,000	Increase	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 22,224	Increase	One-Time
	TOTAL SEWER FUND		**$ 1,627,842**		
Manzanita Watershed project	Budget amendment for amendment to the Professional Services Agreement with Herrera Environmental Consultants Inc. ***Council approved May 9, 2023***	SSWM/Public Works	$ 45,000	Increase	One-Time

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
NPDES Capacity Grant	Department of Ecology National Pollution Discharge Elimination System (NPDES) Capacity Grant	SSWM/Public Works	$ 25,000	Increase	One-Time
GIS Specialist	+1 FTE for GIS Specialist This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM; Range 15, Step 5	SSWM/Public Works	$ 8,208	Increase	Ongoing
Utility Maintenance Technicians	+2 FTE for Utilty Maintenance Tecnicians This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM; Range 13, Step 5	SSWM/Public Works	$ 14,900	Increase	Ongoing
Eagle Harbor Dr @ McDonald Creek Culvert	**Capital-**Move $100,000 from Yeomalt Drainage to McDonald Creek Culvert project; New project total: $376,000 **Funding Source: SSWM Fund**	SSWM/Public Works	$ 100,000	Increase	One-Time
Yeomalt Area Drainage Improvements	**Capital-**Move $100,000 from Yeomalt Drainage to McDonald Creek Culvert project; New project total: $784,000 **Funding Source: SSWM Fund**	SSWM/Public Works	$ (100,000)	Decrease	One-Time
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 23,099	Increase	One-Time
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		**$ 116,207**		
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ 194,212	Increase	One-Time
	TOTAL BUILDING AND DEVELOPMENT FUND EXP INCREASE		**$ 194,212**		
Technical Adjustments	Technical Budget Adjustments (See Table 2)		$ (150,000)	Decrease	One-Time
	TOTAL EQUIPMENT RENTAL & REPLACEMENT EXP INCREASE		**$ (150,000)**		
	TOTAL BUDGET INCREASES		$ 6,467,149		
	TOTAL TECHNICAL ADJUSTMENTS		$ (42,360)		
	TOTAL BUDGET AMENDMENTS		**$ 6,424,789**		

Exhibit B Table 2 - Summary of Technical and Administrative Adjustments

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
Former Housing Specialist budget move to General Fund for Management Analyst.	Move Budgeted expenditures for Management Analyst (formerly Housing Specialist) work to General Fund.	General/Executive	$ 183,233	Increase	One-Time
Correct budget for PCD employee allocation error.	Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.	General/Planning	(82,715)	Decrease	One-Time
City Hall Electric Vehicle Charger infrastructure	City Hall Public electric vehicle charger infrastructure - move from operating to capital.	General/Public Works	$ 36,000	Increase	One-Time
BISCC Renovation Rescope	Re-scoped Senior Center Renovations Project from a capital project to an operating project, focusing on facility maintenance and repairs. ***Council approved March 28, 2023***	General/Public Works	$ 125,000	Increase	One-Time
BISCC Capital labor costs	Bainbridge Island Senior Center Renovations Project was rescoped from a capital peoject to an operating prioject, focusing on facility maintenance and repairs. This item moves the budgeted labor costs out of Capital and back to General Fund.	General/Public Works	$ 15,647	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	General/Public Works	$ (107,813)	Decrease	One-Time
Water Quality & Flow Monitoring	Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.	General/Public Works	$ (7,750)	Decrease	One-Time
Lost Valley Trail project management labor costs.	Move $5,000 out of General Fund and into Capital to cover the project management labor costs of the Lost Valley Trail improvement project.	General/Public Works	$ (5,000)	Decrease	One-Time
	TOTAL GENERAL FUND IMPACT		**$ 156,601**		
Electric Sidewalk Sweeper & Plow	Purchase of Electric Sidewalk Sweeper and Plow - budgeted in the ER&R fund in error.	Street/Public Works	$ 70,000	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	Street/Public Works	$ (16,587)	Decrease	One-Time
	TOTAL STREET FUND IMPACT		**$ 53,413**		
Former Housing Specialist budget move to General Fund for Management Analyst.	Move Budgeted expenditures for Management Analyst (formerly Housing Specialist) work to General Fund.	Affordable Housing/Executive	$ (183,233)	Decrease	One-Time
	TOTAL AFFORDABLE HOUSING FUND IMPACT		**$ (183,233)**		
Lost Valley Trail project management labor costs.	Move $5,000 out of General Fund and into Capital to cover the project management labor costs of the Lost Valley Trail improvement project.	Capital/Public Works	$ 5,000	Increase	One-Time
City Hall Electric Vehicle Charger infrastructure	City Hall Public electric vehicle charger infrastructure - move from operating to capital.	Capital/Public Works	$ (36,000)	Decrease	One-Time
Move Bainbridge Island Senior Center Renovations from the Capital improvement Plan and Re-purpose for operating project.	Re-scoped Senior Center Renovations Project from a capital project to an operating prioject, focusing on facility maintenance and repairs. $125,000 is being moved to General Fund for project expenses, $9,000 is being removed from budgeted capital spending. ***Council approved March 28, 2023***	Capital/Public Works	$ (134,000)	Decrease	One-Time
Move BISC labor costs to General Fund	Move associated labor costs for the Bainbridge Island Senior Center Renovation from Capital to General Fund.	Capital/Public Works	$ (15,647)	Decrease	One-Time
	TOTAL CAPITAL CONSTRUCTION FUND IMPACT		**$ (180,647)**		

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
Correct budget for PCD employee allocation error.	Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.	Water/Planning	6,513	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	Water/Public Works	$ (11,611)	Decrease	One-Time
Water Quality & Flow Monitoring	Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.	Water/Public Works	$ 1,550	Increase	One-Time
Water Tank Loan Principal Payment	The first payment on this loan was anticipated to be interest only on the amount borrowed to date. Since the loan agreement was executed in 2021, but the first payments were not drawn down until late 2022 we missed the interest only window, and the first payment is principal *plus* interest.	Water/General Gov	$ 25,518	Increase	One-Time
Sands Ave Well Rehab	Move encumbered operating budget to capital project.	Water/Public Works	$ (56,211)	Decrease	One-Time
Sands Ave Well Rehab	**Capital**-Move encumbered operating budget to capital project, plus additional $50,000 to overall project. **Funding Source: Water Fund**	Water/Public Works	$ 56,211	Increase	One-Time
Winslow Water Tank Replacement	**Capital-**Updated CIP to combine Fireflow & Pipeline Improvements with Water Tank Replacement project. **Funding Source: Water Fund & loan proceeds**	Water/Public Works	$ 168,998	Increase	One-Time
Fireflow & Pipeline Improvements	**Capital-**Updated CIP to combine Fireflow & Pipeline Improvements with Water Tank Replacement project.	Water/Public Works	$ (168,998)	Decrease	One-Time
	TOTAL WATER FUND IMPACT		**$ 21,970**		
Correct budget for PCD employee allocation error.	Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.	Sewer/Planning	6,513	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	Sewer/Public Works	$ (11,611)	Decrease	One-Time
West Eagle Harbor Complex Loan Principal Payment	The first payment on this loan was anticipated to be interest only on the amount borrowed to date. Since the loan agreement was executed in 2021, but the first payments were not drawn down until late 2022 we missed the interest only window, and the first payment is principal *plus* interest.	Sewer / General Gov	$ 21,122	Increase	One-Time
Water Quality & Flow Monitoring	Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.	Sewer/Public Works	$ 6,200	Increase	One-Time
	TOTAL SEWER FUND IMPACT		**$ 22,224**		
Correct budget for PCD employee allocation error.	Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.	SSWM/Planning	6,513	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	SSWM/Public Works	$ 16,587	Increase	One-Time

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	One-Time or On-going?
	TOTAL SSWM FUND IMPACT		**$ 23,099**		
Correct budget for PCD employee allocation error.	Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.	BDS/Planning	63,177	Increase	One-Time
Correct budget for ENG employee allocation error.	Development engineer was budgeted as a capital engineer in error.	BDS/Public Works	$ 131,034	Increase	One-Time
	TOTAL SSWM FUND IMPACT		**$ 194,212**		
Electric Sidewalk Sweeper & Plow	Purchase of Electric Sidewalk Sweeper and Plow - budgeted in the ER&R fund in error. Move $70,000 to Street Fund and reduce overall budget by $80,000.	ER&R/Public Works	$ (150,000)	Decrease	One-Time
	TOTAL SSWM FUND IMPACT		**$ (150,000)**		
	TOTAL TECHNICAL & ADMINISTRATIVE ADJUSTMENTS		**$ (42,360)**		

Ordinance 2023-15 Exhibit C

City of Bainbridge Island

Updated Capital Improvement Plan

Project Pages* for the 2023 Revised Budget

*This document provides updated project pages for Capital Projects in the 2023-2028 Capital Improvement Plan for changes included in the first 2023 Budget Amendment. This is not the entire Capital Improvement Plan document.

Project: Police and Municipal Court Facility **Number:** **00724**
Location: 8804 Madison

Project Description





Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Construction in 2023.

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	10,601	1,100	-	-	-	-	-	-	11,701
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
REET	1,719	-	-	-	-	-	-	-	1,719
Long-Term Debt	8,000	-	-	-	-	-	-	-	8,000
Sub-total	**20,320**	**1,100**	**-**	**-**	**-**	**-**	**-**	**-**	**21,420**
FUNDING USES (1000's)									
Project Management	200	-	-	-	-	-	-	-	200
Predesign	450	-	-	-	-	-	-	-	450
Acquisition	8,975	-	-	-	-	-	-	-	8,975
Design	672	-	-	-	-	-	-	-	672
Construction	10,023	1,100	-	-	-	-	-	-	11,123
Sub-total	**20,320**	**1,100**	**-**	**-**	**-**	**-**	**-**	**-**	**21,420**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating		100	100	100	100	100	100	1,400	2,000
Debt Service	482	510	508	510	511	507	507	6,620	10,155
Sub-total	**482**	**610**	**608**	**610**	**611**	**607**	**607**	**8,020**	**12,155**

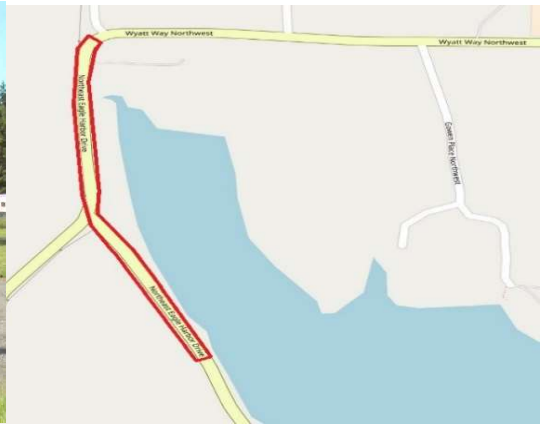
Amounts in thousands

Project: Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements **Number:** **00968**

Location: Wyatt to past Bucklin Hill

Project Description





Description: Provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Nicholson Place. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	4	-	-	-	-	-	-	-	4
REET	370	531	2,098	-	-	-	-	-	3,000
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	777	735	-	-	-	-	-	1,512
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**375**	**1,308**	**2,833**	**-**	**-**	**-**	**-**	**-**	**4,517**
FUNDING USES (1000's)									
Project Management	30	31	33	-	-	-	-	-	95
Design/construction	345	1,277	2,800	-	-	-	-	-	4,422
Sub-total	**375**	**1,308**	**2,833**	**-**	**-**	**-**	**-**	**-**	**4,517**

Estimated Impact on Future Operating Budget (1000's)

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

Amounts in thousands

Project: Connecting Centers - Valley Road Non-Motorized Improvements **Number:** **TBD**
Location: NE Valley Road between Madison Ave & Sunrise Dr

Project Description

Description: 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.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	150	-	-	-	-	-	-	150
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**150**	**-**	**-**	**-**	**-**	**-**	**-**	**150**
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	150	-	-	-	-	-	-	150
Sub-total	**-**	**150**	**-**	**-**	**-**	**-**	**-**	**-**	**150**

Estimated Impact on Future Operating Budget

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

Project: Connecting Centers - Lynwood Center Non-Motorized Improvements **Number:** **TBD**
Location: Eagle Harbor to Lynwood Center

Project Description

Description: Non-motorized improvements between Eagle Hardbor Drive and Lynwood Center.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: YR1: Design

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	200	-	-	-	-	-	-	200
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**200**	**-**	**-**	**-**	**-**	**-**	**-**	**200**
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	200	-	-	-	-	-	-	200
Sub-total	**-**	**200**	**-**	**-**	**-**	**-**	**-**	**-**	**200**

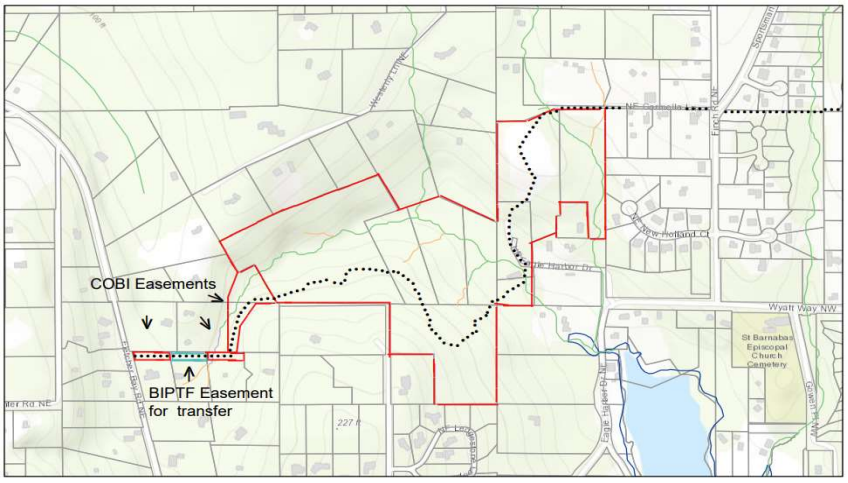
Estimated Impact on Future Operating Budget

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

Project: Lost Valley Trail **Number:** 01281

Location: Head of Bay to Fletcher Bay Road

Project Description



Description: This project is a pedestriant trail with required critial area mitigation. The project funding was donated to the City by the Bainbridge Island Parks and Trails Foundation. The City is providing $15k for securing a trail easement and providing project management.

Benefit: The pedestrian trail willprovide a connection between existing trails in the vicinity, and willprotect the environment by focusing use in the prescribed areas.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	15	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	125	-	-	-	-	-	-	125
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**140**	**-**	**-**	**-**	**-**	**-**	**-**	**140**
FUNDING USES (1000's)									
Project Management	-	5	-	-	-	-	-	-	5
Design/construction	-	135	-	-	-	-	-	-	135
Sub-total	**-**	**140**	**-**	**-**	**-**	**-**	**-**	**-**	**140**

Estimated Impact on Future Operating Budget

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

Amounts in thousands

Project: Ferncliff Main Extension **Number:** **01170**

Location: Ferncliff Ave

Project Description





Description: This project will extend the existing water main in Ferncliff Avenue to serve the Ferncliff Water Association properties (18), and the City's isolated Casey Street water system properties (9). The project is subject to a low-interest loan from the State of Washington which includes 50% loan forgiveness upon completion of the project.

Benefit: The extension will extend water availability to new customers in the service area, and reduce long-term maintenance costs associated with the Casey Street water system.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	12	1,098	-	-	-	-	-	-	1,110
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Loan	-	400	-	-	-	-	-	-	400
Sub-total	**12**	**1,498**	**-**	**-**	**-**	**-**	**-**	**-**	**1,510**
FUNDING USES (1000's)									
Proj. Management	-	26	-	-	-	-	-	-	26
Design/construction	12	1,472	-	-	-	-	-	-	1,484
Sub-total	**12**	**1,498**	**-**	**-**	**-**	**-**	**-**	**-**	**1,510**

Estimated Impact on Future Operating Budget

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	5	26	26	26	26	26	260	395
Sub-total	-	5	26	26	26	26	26	260	395

Project: Sands Ave Rehabilitation **Number:** **01183**

Location: Sands Ave

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Sands Avenue well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YR1: Design/Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	481	-	-	-	-	-	-	481
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**481**	**-**	**-**	**-**	**-**	**-**	**-**	**481**
FUNDING USES (1000's)									
Proj. Management	-	-	-	-	-	-	-	-	-
Design/construction	-	481	-	-	-	-	-	-	481
Sub-total	**-**	**481**	**-**	**-**	**-**	**-**	**-**	**-**	**481**

Estimated Impact on Future Operating Budget

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

Project: Fletcher Bay well rehabilitation and pump replacement **Number:** **01244**
Location: Fletcher Bay

Project Description



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Fletcher Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YR1: Design/Construction

Capital Funding (1000's)

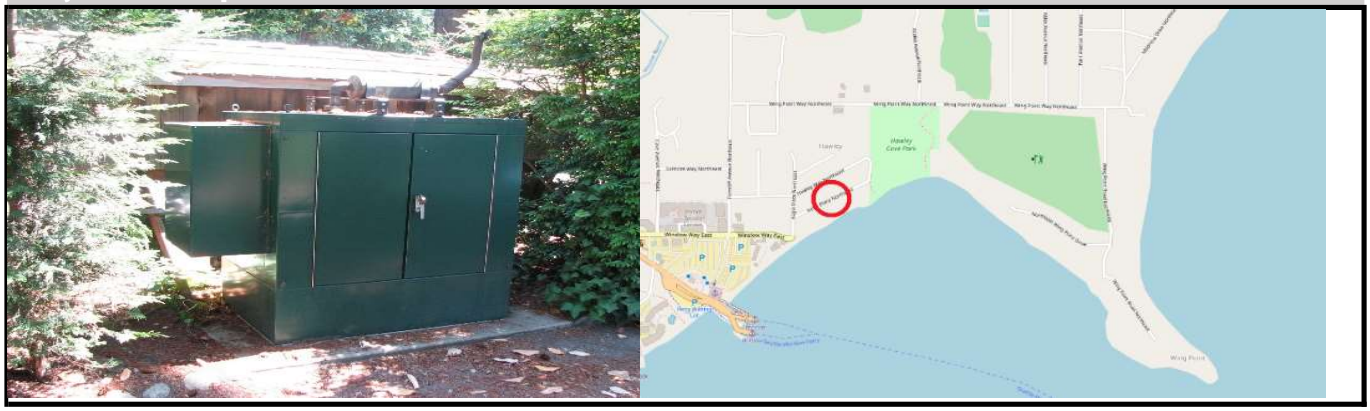
	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	250	-	-	-	-	-	-	250
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**250**	**-**	**-**	**-**	**-**	**-**	**-**	**250**
FUNDING USES (1000's)									
Proj. Management	-	12	-	-	-	-	-	-	12
Design/construction	-	238	-	-	-	-	-	-	238
Sub-total	**-**	**250**	**-**	**-**	**-**	**-**	**-**	**-**	**250**

Estimated Impact on Future Operating Budget

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

Project: Wing Point Pump Relocation **Number:** 00820
Location: Wing Point

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979, and has reached the end of its useful life. In addition to required upgrades, the pump station will need to be relocated and rebuilt to accommodate impacts from sea-level rise.

Benefit: Improves reliability of current sewer collection system.

Schedule: 2020: Design; 2024: 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	100	1,100	650	-	-	-	-	-	1,850
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**100**	**1,100**	**650**	**-**	**-**	**-**	**-**	**-**	**1,850**
FUNDING USES (1000's)									
Project Management	4	9	9	-	-	-	-	-	22
Design/construction	96	1,091	641	-	-	-	-	-	1,828
Sub-total	**100**	**1,100**	**650**	**-**	**-**	**-**	**-**	**-**	**1,850**

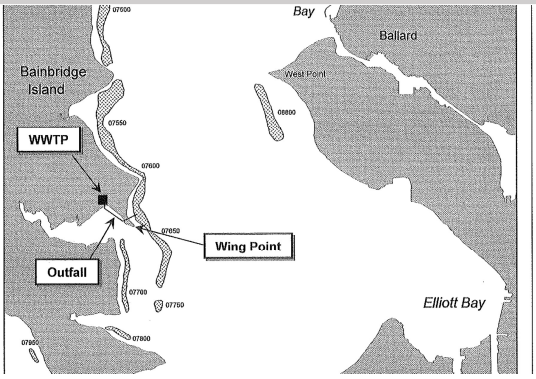
Estimated Impact on Future Operating Budget (1000's)

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

Project: Extend WWTP Outfall **Number:** 01106
Location: Wing Point

Project Description





Description: The outfall from the City WWTP operates under an aquatic lease with WDFW. The outfall terminates in a geoduck bed, which is closed for harvesting due to this outfall. Recent shellfish surveys have documented the loss of potential harvest, and WDFW has notified the City that natural resource fines will likely be implemented in the near future. This project will extend the outfall as described in the Cosmopolitan Engineering report of 2008.

Benefit: Protect natural resources and ensure the future operation of the WWTP.

Schedule: YR1: design, YR2: 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	-	350	700	-	-	5,300	-	-	6,350
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**350**	**700**	**-**	**-**	**5,300**	**-**	**-**	**6,350**
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	350	700	-	-	5,300	-	-	6,350
Sub-total	**-**	**350**	**700**	**-**	**-**	**5,300**	**-**	**-**	**6,350**

Estimated Impact on Future Operating Budget

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

Project: Eagle Harbor Drive at McDonald Creek **Number:** **00823**

Location: 5530 Eagle Harbor Drive

Project Description





Description: Replacement of an existing deep concrete culvert that shows signs of failure.

Benefit: Preservation of roadway and drainage system.

Schedule: 2020: Design and permitting; Construction deferred until permits are in place.

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	276	100	-	-	-	-	-	-	376
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**276**	**100**	**-**	**-**	**-**	**-**	**-**	**-**	**376**
FUNDING USES (1000's)									
Project Management	20	-	-	-	-	-	-	-	20
Design/construction	256	100	-	-	-	-	-	-	356
Sub-total	**276**	**100**	**-**	**-**	**-**	**-**	**-**	**-**	**376**

Estimated Impact on Future Operating Budget (1000's)

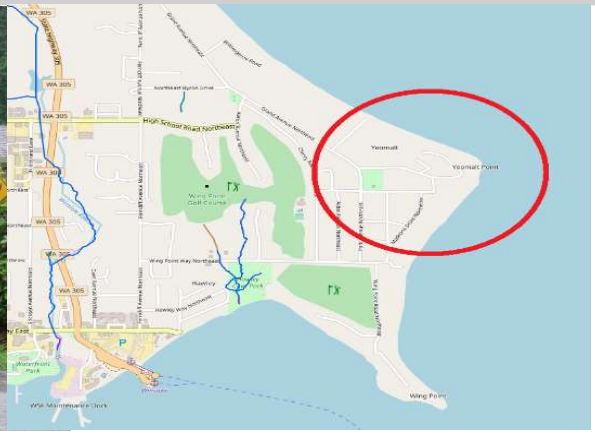
	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

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	723	-	-	-	-	-	-	784
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**61**	**723**	**-**	**-**	**-**	**-**	**-**	**-**	**784**
FUNDING USES (1000's)									
Project Management	15	21	-	-	-	-	-	-	36
Design/construction	46	702	-	-	-	-	-	-	748
Sub-total	**61**	**723**	**-**	**-**	**-**	**-**	**-**	**-**	**784**

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: June 27, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Cancel the July 4, 2023 Study Session

SUMMARY: Council will consider canceling the July 4, 2023 Study Session.

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

RECOMMENDED MOTION: Cancel the July 4, 2023 Study Session

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (6:45 PM) Consider Planning Commission Recommendation on Adopting Housing Action Plan **2022 Council High Priority Project** - Planning,

SUMMARY: On May 25, 2023, the Planning Commission unanimously recommended adoption of the Housing Action Plan (HAP), with some clarifying modifications. The HAP document has been updated to reflect the Planning Commission recommended modifications. In summary, the HAP modifications from the Planning Commission included:
* making more clear those actions that relate to promoting "middle housing" and to recent legislative directives on housing
* broadening and clarifying the relationships of housing actions to changing density/floor-area-ratios and changing parking requirements
*adding verbiage regarding economic factors, implementation, sustainability and best practices to provide housing for low and moderate income households.

A second Planning Commission recommendation requests City Council consideration of three separate, follow-on activities to ensure efficient implementation of the HAP. See below and second staff memo regarding future work.

1. Direct staff to prepare a bi-annual (twice yearly) scorecard that evaluates the city's progress towards meeting the strategies and actions of the HAP based on the rubric in section 5.3 and as recommended in section 5.1.

2. Direct staff to prepare a memo for the Winslow Subarea Planning process and the Comprehensive Plan Steering Committee that identifies the specific actions within the HAP that these plans can address and identifies how the plans could achieve the recommended actions in greater detail than laid out in the HAP.

3. Direct staff to prepare a memo for the Planning Commission and the City Council that identifies specific actions that the Planning Commission can initiate with the City Council's direction that would not fall under the Comprehensive Planning process or the Subarea Planning process.

Staff supports the Planning Commission recommendations; however, staff notes that future work and regularly scheduled analyses and reporting is not currently identified in approved work plans and staffing. Staff strongly supports the coordination of HAP actions and implementation priorities with the projects to update the Winslow Subarea Plan and Comprehensive Plan and the Steering Committee for those projects.

AGENDA CATEGORY: Report **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: I move to approve the Housing Action Plan as recommended by the Planning Commission.

AND

I move to direct the City Manager to begin work on the implementation documentation as recommended by the Planning Commission with specific focus on actions that may be able to become part of the Winslow Subarea Plan update and the Comprehensive Plan periodic review.

COMMUNITY ENGAGEMENT AND OUTREACH: Prior presentations to City Council; a dedicated project web page; several community workshops and stakeholder meetings

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

BACKGROUND: The Housing Action Plan generally identifies concrete actions to take to address housing needs, diversify housing options, and increase affordable housing opportunities for the spectrum of people and families living and working in a community. The HAP main tasks are a housing needs assessment, community engagement, strategy development, and drafting/finalizing the housing action plan document, including implementation and monitoring.

After timely public hearing and careful consideration of the draft HAP, the Planning Commission recommends specific considerations for the City Council related to adopting the final HAP and implementing actions prioritized in the HAP. The Planning Commission's feedback on the HAP has been incorporated in the final HAP document and is attached to this agenda bill.

Two memos are also attached to this agenda bill: one reflecting Planning Commission specific topics and issues relating to HAP edits, and a second memo recommending future work. Both memos contain staff feedback for Council consideration.

ATTACHMENTS:

20230622 CC staff memo on Future Work on HAP Implementation.pdf

20230622 Staff Memo Re Revisions to HAP.pdf

June 15 Draft Housing Action Plan.pdf

FISCAL DETAILS: Total budget for this item is $157,000. As noted above, $100,000 is funded by a grant.

Fund Name(s): General Fund

Coding: ORG – 64011586, OBJ – 541100, PRJ - 01186

CITY OF BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: June 22, 2023

To: City Council, via City Manager

From: Patty Charnas
Director

Subject: Planning Commission Recommendations on Future Work for Housing Action Plan Implementation

I. PLANNING COMMISSION RECOMMENDATIONS ON FUTURE WORK FOR HOUSING ACTION PLAN (HAP) IMPLEMENTATION

The Planning Commission held a public hearing on the Draft Housing Action Plan (HAP) on May 25, 2023. After closing the hearing, the Commission continued its discussion on the Draft HAP, ultimately making a series of unanimous recommendations to the City Council. In a separate memo are the specific comments and edits to the final HAP from the Planning Commission.

This memo articulates the Planning Commission's recommendations on future work for HAP implementation. The first motion recommended approval of the HAP to the City Council with three recommended actions that the City Council would direct staff to take related to ensuring continued implementation of the Housing Action Plan. See motion details below.

1st Motion: I move to approve the HAP to the City Council with 3 recommended actions that the City Council would direct staff to take.

1. Direct staff to prepare a bi-annual (twice yearly) scorecard that evaluates the city's progress towards meeting the strategies and actions of the Housing Action Plan based on the rubric in section 5.3 and as recommended in section 5.1.
2. Direct staff to prepare a memo for the Winslow Subarea Planning process and the Comprehensive Plan Steering Committee that identifies the specific actions within the Housing Action Plan that these plans can address and identifies how the plans could achieve the recommended actions in greater detail than laid out in the HAP.
3. Direct staff to prepare memo for the Planning Commission and the City Council that identifies specific actions that the Planning Commission can initiate with the City Council's direction that would <u>not</u> fall under the Comprehensive Planning process or the Subarea Planning process.

Staff Response: Staff agrees with the Planning Commission recommendation #2 regarding taking HAP actions directly into account in the current Winslow Subarea Plan update and in the Comprehensive Plan periodic review. These projects are scheduled, they possess dedicated staff time and resources and are

appropriate vehicles to actively incorporate actions that implement housing priorities published in the HAP.

In response to recommendations 1 and 3, planning staff does not currently have resources or time committed to follow up actions on managing a scorecard, monitoring, analysis or reporting on housing trends and other data. Therefore, planning staff could prepare at the direction of council, a new work plan item(s) for future consideration in the City Work Program.

2nd Motion: We move to recommend that staff prepare a memo for the City Council and the Planning Commission that reflects the HAP actions or issues discussed during deliberations at the May 25 meeting with specific language provided to address each of those items.

The second motion is further described in a separate memo to the City Council, including identifying where the HAP has been modified pursuant to the Planning Commission's deliberations.

II. Other HAP Implementation Considerations

The Planning Commission discussed how HAP actions could or should be prioritized. Although there were not any other formal motions aside from those discussed above, the Planning Commission discussion included the following suggestions related to prioritizing implementation of HAP actions:

- Actions that relate to monitoring or data gathering and analysis.
- Actions that provide support to existing residents or programs inside and outside City Hall.
- Actions that do not have dependencies.
- Actions that have high impact quick wins.

III. Next Steps

The City Council can accept the Planning Commission recommendations on the HAP and on the suggested future work, and direct staff to develop an item in the City's Annual Work Plan to implement future suggested work items. The City has received a grant of $100,000 from the Washington State Department of Commerce. That grant requires that the City complete its final HAP by June 30, 2023.

CITY OF BAINBRIDGE ISLAND

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: June 22, 2023

To: City Council, via City Manager

From: Patty Charnas
Director

Subject: Planning Commission Recommended Revisions to Housing Action Plan

I. PLANNING COMMISSION RECOMMENDATIONS ON DRAFT HOUSING ACTION PLAN

The Planning Commission held a public hearing on the Draft Housing Action Plan (HAP) on May 25, 2023. The Commission received written public comments ahead of the hearing, and a few verbal comments during the hearing. After closing the hearing, the Commission continued its discussion on the Draft HAP, ultimately making a series of unanimous recommendations to the City Council.

This memo describes in detail the Planning Commission's recommendations on the HAP document.

In response to the Planning Commission recommendations, staff prepared this memo for the City Council that reflects the HAP actions or issues discussed during Planning Commission deliberations at the May 25 meeting. Staff have captured those topics and issues and provides specific language to address each of those items. The table below summarizes the actions or issues where the Planning Commission discussed possible additions or clarifications to the HAP. Except as noted otherwise below, the City's HAP consulting team, ECONorthwest, has incorporated the items described below in the final HAP document.

Topic/Issue	Section of HAP	Staff Response
Add clarity to Action 1.3 regarding relationship between affordable units and height or floor area ratio (FAR) bonuses.	Action 1.3 page 55	Added the following language to the second paragraph summarizing *2019 Inclusionary Housing Study*: "Constructing affordable housing is expensive, and the City's existing voluntary inclusionary zoning program does not provide enough bonus density or allow for a big enough building (height) to underwrite the relatively high amount of affordable housing required by the current program."
Note that a fee-in-lieu could be considered during future inclusionary zoning program changes.	Action 1.3 page 57	Added the language to the end of the *Consider a Mandatory Inclusionary Program* section that describes how a fee-in-lieu option could work.

Topic/Issue	Section of HAP	Staff Response
Add example of the Vail, CO "deed restriction" program to whichever Action is most relevant.	Action 4.1 page 81	Added the following language into the first paragraph of the *Monitoring Best Practices* section: "Other communities have funded programs to support workforce housing, such as Vail, CO paying property owners for 'deed restrictions' to set aside housing for workers."
Note any actions that are related to recent state legislation promoting "middle housing."	Action 5.1 page 92	Added the following language towards the end of the *Background* section of Action 5.1: "Washington State House Bill 1110 recently passed in 2023 to increase the amount of middle housing development in the state. The City is evaluating how the new law would apply"
Add additional narrative about regarding other environmental issues to Strategy 6 Promote Sustainable Housing Development.	Strategy 6 page 98	Added the following to the end of the *Benefits* section of Strategy 6: "Other actions within this Housing Action Plan promote smaller residences and infill development, which can result in energy and water conservation and help to preserve open spaces." Sustainable development is HAP Guiding Principle #6, and is identified as supported by strategies 5, 6 and 9, noted with a Sustainable Development icon and in Section 4.3 *Summary of Actions* Table. Actions 1.1, 1.3, 4.1, 7.1, 7.2, 7.3, and 7.4 are now identified as supporting Guiding Principle #6 in the *Summary of Actions* Table.
Broaden areas described in Action 9.3 regarding evaluating parking requirements so as to apply to other designated centers.	Action 9.3 page 126	Amended title of Action 9.3 to read: Evaluate parking requirements to support workforce housing near ferry terminal, in the greater Winslow area, and Neighborhood Center (NC) areas. Added the following to the end of the first paragraph under *Background* section: "Current parking standards in the Winslow and NC areas require 2 spaces per dwelling unit, which can be reduced to one space for units above commercial space, no larger than one-bedroom, or within ½ mile of the ferry terminal. There are transit stops throughout Winslow and the NC areas. The City could consider eliminating parking minimums entirely or reduce the number of spaces required per unit."

Topic/Issue	Section of HAP	Staff Response
Add columns for housing impact/production, cost, difficulty/resources, and risk to Section 4.3 *Summary of Action Table* and Section 5.2 *Implementation Plan.*	Section 4.3-5.2 pages 127-138	For Section 4.3 *Summary of Action Table:* Added a "Cost" column (same as Implementation Table). The housing impact information (supply & income level) and difficulty rating (e.g. "Quick Win) are already in this table. For Section 5.2 *Implementation Plan:* Added a column(s) for "Housing Impact" information related to supply/production (same Action Table). There are already columns for "difficulty" and "cost" in this table. The HAP relates narrowly to "risk" which if needing more work would have to be further analyzed as a separate exercise to the Action evaluation method.
Economic feasibility should be analyzed/considered when implementing actions that affect housing production.	Section 5.1 page 134	Added the following to the end of the second paragraph: "The City should complete an economic feasibility review when considering actions to stimulate housing or affordable housing production, e.g., updating development standards. This will help to ensure that the action can be structured in a way that is effective."
Section 5.2 Implementation Plan should be able to be sorted to be able to show greatest impact on housing supply, difficulty, and cost factors in order to see what goes to top as easy to implement.	Section 5.2 pages 135-138	The current version of the Implementation Plan in the HAP is ordered sequentially by Action number. Staff suggests that as the City works through implementation of the HAP, a dynamic version of the final Implementation Plan be created so as to organize information by evaluation factor as suggested for policymakers and staff.
For each action, add a very short summary at the beginning, and move the information in the Evaluation section of each action to the beginning.	Actions are described on pages 42-126	The name of each action is relatively descriptive of the action itself (e.g., Action 1.1 Add improvements to the MFTE Program to increase program use including expanding the levels of income served….); staff does not recommend repeating the Action title again in the body of the Action sheet. The Evaluation section scores each action on difficulty, housing production, and resources; it is at the end of each action sheet.

II. Next Steps

The Planning Commission's recommendations on the HAP have been incorporated in the final HAP document. The Planning Commission unanimously recommended adoption of the final HAP.

The City has received a grant of $100,000 from the Washington State Department of Commerce. That grant requires that the City complete its HAP work by June 30, 2023.

BAINBRIDGE ISLAND

Housing
ACTION PLAN



Acknowledgements

The ECONorthwest led consultant team prepared this report for the City of Bainbridge Island. The project team and the City of Bainbridge Island thank the many people who helped develop the Bainbridge Island Housing Action Plan.

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Submitted by: ECONorthwest ECONOMICS · FINANCE · PLANNING; framework; LDC Surveying Engineering Planning; TRIANGLE

The City of Bainbridge Island received a grant from the Washington State Department of Commerce through House Bill 1923 to develop a Housing Action Plan. This grant has given the City of Bainbridge Island a rare opportunity to analyze the housing landscape, community needs, and the expected demand for the next two decades to identify ways to strategically plan for housing needs.

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Bainbridge Island Housing Action Plan Project Website:

cityofbainbridgeisland.civilspace.io/en/projects/housing-action-plan

The project website includes various project updates and materials including the following:

- The Bainbridge Island Housing Needs Assessment includes comprehensive findings and analysis results associated with an extensive analysis of housing needs and existing conditions and housing policy and program review.
- Housing Action Plan Public Involvement Findings

Glossary

Accessory dwelling unit. Accessory dwelling units (ADU), which are sometimes called "mother-in-law units," are extra living units created on the property of a single-family home. An ADU has a kitchen, bathroom and sleeping facilities. Subject to local regulations, ADUs may be located either inside, attached to, or detached from the primary home.

Affordable housing. The U.S. Department of Housing and Urban Development (HUD) defines housing as affordable if its occupants pay no more than 30 percent of their income for rent and utilities or for mortgage, taxes, and insurance. Generally, the term "affordable housing" is used to describe regulated housing units that have income- or rent-restrictions to ensure the housing is occupied by households earning a certain threshold of the area median family income. The definition of affordability must be based on Area Median Income (AMI or MFI) data that is published annually by the US Department of Housing and Urban Development (HUD).

Area Median Income/Median Family Income and Income Levels for Bainbridge Island. Another way to comprehend housing affordability is to look at how much each income level can afford in housing costs. Each year, the U.S. Department of Housing and Urban Development (HUD) uses data from the US Census to define an area's Median Family Income (MFI) based on family size (2022 values are provided below). The MFI benchmark helps determine eligibility for HUD housing programs (often including rent-restricted housing) and supports the tracking of different housing needs for a range of household incomes.

Bainbridge Island falls within the Bremerton-Silverdale Metropolitan Statistical Area (MSA) which has a 100percent MFI of $102,500 per year for a family of four in 2022. The term Area Median Income tends to be used more generally in the industry than MFI. If the term Area Median Income (AMI) is used in an unqualified manor, this reference is synonymous with HUD's MFI. HUD Income Limits for Bremerton-Silverdale MSA (same value for Kitsap County), FY 2022.

According to the Bainbridge Island Municipal Code, MFI should be calculated for the Bremerton-Silverdale MSA (HUD) and extremely low income is less than 30 percent of median household income, very low income is 31 to 50 percent, low income is 51 to 80 percent, moderate income is 81 to 95 percent, and middle income is from 96 to 120 percent of median household income.

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Exhibit 1. 2022 Median Income Limits by Household Size, Bremerton-Silverdale MSA
Source: US Department of Housing and Urban Development (HUD)

Maximum Gross Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
100% of Median Household Income	$71,750	$82,000	$92,250	$102,500	$110,700	$118,900	$127,100	$135,300
Extremely Low Income: ≤ 30% of Median Household Income	$21,600	$24,700	$27,800	$30,850	$33,350	$37,190	$41,910	$46,630
Very Low Income: 31% - 50% of Median Household Income	$36,050	$41,200	$46,350	$51,450	$55,600	$59,700	$63,800	$67,950
Low Income: 51% - 80% of Median Household Income	$57,650	$65,850	$74,100	$82,300	$88,900	$95,500	$102,100	$108,650
Moderate Income: 81% - 95% of Median Household Income	$68,160	$77,900	$87,640	$97,380	$105,170	$112,960	$120,750	$128,540
Middle Income: 96% - 120% of Median Household Income	$86,100	$98,400	$110,700	$123,000	$132,840	$142,680	$152,520	$162,360

Cost-burdened. According to the U.S. Department of Housing and Urban Development (HUD, 2007), households who pay more than 30 percent of their income for housing are considered cost-burdened. Households who pay more than 50 percent of their income for housing are considered severely cost-burdened and may have trouble affording necessities such as food, clothing, transportation, and medical care.

Household. All the people living in one housing unit whether or not they are related as a family.

Household formation. Household formation is the net change in the number of households in an area between two time periods. It is used as a stand-in for housing demand. For example, if a college student vacates the home they lived in with their family and they move into their own space, they form a new household, as they left a housing unit to occupy a new one.

Inclusionary zoning. Inclusionary zoning is a regulatory tool that incentivizes or mandates affordable housing in exchange for additional residential development capacity, generally height, floor area ratio or other benefits to the development. Under an incentive approach, additional development capacity is provided only if the developer elects to provide a certain amount of affordable housing. Under the mandatory approach, the developer is required to provide affordable housing in exchange for changes to regulations or other benefits already applied to the development.

Income Breakdown. According to the Bainbridge Island Municipal Code, MFI should be calculated for the Bremerton-Silverdale MSA (HUD) and extremely low income is less than 30% of median

household income, very low income is 31% to 50%, low income is 51% to 80%, moderate income is 81% to 95%, and middle income is from 96% to 120% of median household income.

"Missing-Middle" Housing. Missing middle housing is a term coined by Opticos Design to refer to housing types that fall between single-family detached homes and multifamily housing on a continuum of housing scale and density. Examples of middle housing: duplexes, triplexes, townhouses, small courtyard style apartments, cottage clusters, or accessory dwelling units, though not all places consider all these housing types as middle housing. This type of housing has been missing from many neighborhoods outside of urban cores largely due to zoning/development regulations limiting where and how it can be built. Recent efforts call for relegalizing missing middle housing to increase affordability in highly walkable, opportunistic neighborhoods.

Mission-Based Developers. Refers to public or non-profit organizations working to provide affordable housing and services. These developers may sacrifice financial return for the positive social impact of providing affordable housing.

Multifamily Tax Exemption (MFTE). A state law (RCW 84.14) allows cities to enact a voluntary housing incentive program exempting multifamily housing or a housing development with more than four units from property taxes for a period of eight to 20 years in exchange for affordability restrictions on some of the units. This exemption reduces the costs of operating (and therefore developing) housing and helps to increase the supply of market rate and affordable housing.

Non-family household. A non-family household is a household where the head of household lives alone or lives with roommates that are not biologically related to the head of household (including unmarried partners).

Transit Oriented Development (TOD). A mixed use residential or commercial area designed to maximize access to public transport and encourage transit ridership. ETOD stands for equitable TOD, which approaches TOD with an equity lens to ensure that all communities, particularly minority, low-income or historically marginalized communities, benefit from transit investments and transit-related development.

Transitional Housing. Programs which provide housing and support services to move individuals and families from homelessness to self-reliance and permanent housing.

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SECTION 1: HOUSING ACTION PLAN CONTEXT



1.1 Housing Action Plan Purpose

The City of Bainbridge Island and ECONorthwest partnered for this Housing Action Plan (HAP) to identify ways to meet housing needs now and into the future. The HAP is made possible due to a Washington State Department of Commerce House Bill 1923 Grant.

HAPs address both affordable and market-rate housing needs through strategies and actions to encourage greater housing diversity and affordability, access to opportunity for residents of all income levels. The Bainbridge Island HAP provides a factual basis for revising policies and implementing strategies for the Comprehensive Plan Housing Element and could inform subarea planning and strategic planning efforts.

What do we Mean by Affordable Housing?

The term "affordable housing" means housing that does not require more than 30 percent of a household's gross annual income for housing costs. This is an inclusive definition that encompasses market-rate as well as subsidized housing which often is supported by public subsidies. When we refer to housing that is dedicated to meeting the needs of lower- income residents, we refer to it as "publicly supported", "subsidized", or "rent restricted" housing.

The HAP project was conducted from 2022 to 2023 to meet the current Washington State Department of Commerce House Bill 1923 grant deadline of June 30, 2023. As outlined below, the approach for developing the HAP begins with a Housing Needs Assessment (HNA) which evaluates the current and projected housing needs. Another crucial part of the action plan development process is to involve Bainbridge communities and learn about their experiences and insights on housing needs. The findings from these initial steps informed the final strategy development that led to a set of actions for implementation.

Bainbridge Island Housing Action Plan Approach

- Housing Needs Assessment: Gain a deep understanding of the housing market dynamics, unmet housing needs, and housing projections. Build a multifaceted comprehension of housing market dynamics, existing regulatory influences, and housing needs of today and for the next 20 years.
- Community Engagement: Inclusively involve and educate the Bainbridge Island stakeholders on housing challenges and decisions. Deepen our understanding by gaining stories and insights on housing experiences and challenges and opportunities.
- Strategy Development: Develop and evaluate strategies, informed by data, engagement, and priorities. Develop strategies and actions designed to inclusively meet the housing needs of Bainbridge communities and workers.
- Housing Action Plan and Implementation Plan: Refine strategies and deliver a final Housing Action Plan. Provide an Implementation Plan including key guidance such as the timing of actions, who will implement, resource needs, and identifying monitoring and performance measurements to track plan implementation.

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1.2 Bainbridge Island Housing Action Plan Process and Outcomes

Housing Needs Assessment

An initial step for developing actions is to identify and define the range of housing needs by analyzing the best available data describing Bainbridge Island's housing stock, workforce, household demographics, housing market dynamics, and expected housing demand. The insights from this analysis help to build a factual basis for the Housing Action Plan strategies.

The Housing Needs Assessment (HNA) answers questions about the current availability of different housing types, who lives and works on Bainbridge, and what range of housing is needed to meet current and future housing needs.

A summary of what we learned about housing needs is provided in Section 2.1 of this plan. In addition, a full report (an attachment to this plan) includes comprehensive findings and analysis results associated with an extensive analysis of housing needs and demand, the housing market, workforce trends, existing conditions and housing policy review.

Community Engagement

Triangle Associates conducted extensive engagement with the community at large and targeted stakeholders who have invaluable personal and professional experiences with housing on Bainbridge Island and the City's current housing policies. This effort included intentional outreach with community members who are often difficult to reach through traditional public meetings due to inflexible work hours, language barriers, or a lack of transportation.

Engagement Principles

Triangle Associates engaged with representatives from the private housing sector, the public and nonprofit housing sector, at-large population, city staff, elected officials, employers, and employees with the following principles:

- **Meet people where they are at**: Instead of asking stakeholders to attend City meetings or workshops, meet stakeholders at the places they already go to or during the meetings they attend.
- **Embed education**: Use community engagement as an opportunity to educate Bainbridge residents about what affordable housing means in practice and the limited supply of affordable housing.

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Find new voices who traditionally do not participate in policy development: Various Bainbridge Island residents and employees are highly involved in local politics. In addition to hearing from these individuals, it's important to hear from new voices who traditionally do not participate in public policy development. By getting a broad range of perspectives, the City becomes better informed about the broad range of needs that should be addressed through strategies in this Plan.

Honor participants' time by only asking for their feedback on actionable and relevant topics: Focus on asking questions that have a direct application to developing actionable housing strategies for Bainbridge Island. By focusing on "need to know" topics, it demonstrates respect for the limited time that residents and workers can contribute to this project.

Focus on impacted communities: The people most impacted by the Housing Action Plan are those who are moderately to severely cost burdened by their housing expenses or are priced out of Bainbridge Island all together. While this engagement plan identifies a range of stakeholders, it prioritizes the needs and experiences of extremely low to middle-income individuals (households currently underserved by the existing housing market).

Provide space for all to provide feedback on diverse topics: All Bainbridge Island community members should feel like they had the opportunity to provide meaningful feedback. This plan included engagement methods that are open to anyone who wishes to participate.

Engagement Methods

From August through October of 2022, Triangle Associates collected a combination of qualitative and quantitative data through several methods online and in person meant to reach members of the community who are often underrepresented. These engagement activities included:

- Community and Employer Surveys (971 responses) and Intercept Surveys (3 locations)
- Five "We Go To You" Meetings
- 10 Key Informant Interviews
- Three Focus Groups

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Overview of Phase I Engagement Activities

Over the course of summer and fall 2023, Triangle Associates heard feedback from over 1,000 residents, workers, and business owners through written responses and conversations. Overarching themes that emerged across engagement methods included housing for all, senior housing, community, employers, and regulations.

Community and Employer Surveys

The team collected 800 responses with a broad community survey both online and at intercept events, which produced themes about cost, workforce and commutes, diversity, the environment, and seniors.

Demographic data collected in the survey indicated that respondents were roughly representative of Bainbridge Island.

The employers and businesses survey also received 171 responses. Key themes included long commutes, recruitment and retention, affordable housing, and regulations.



Intercept Survey at the Bainbridge Island Farmers Market
Source: Triangle Associates

"We Go To You" Meetings

Instead of asking people to attend a separate meeting hosted by the City, the project team attended already-scheduled meetings of local organizations, associations, houses of worship, and businesses. During these meetings, the project team provided a short overview of the HAP followed by discussion questions to solicit housing-focused feedback from participants. These "We Go to You" meetings functioned like group interviews within the timeframe provided by the host organization.[1] Key themes included in conversations as a part of these events brought up workers, young people, environment, diversity, seniors, and regulations.

[1] Locations for the project's "We Go To You" meetings included Bainbridge Conservation Coalition, the Alliance of Childcare Providers, Interfaith Council, Housing Resources Bainbridge Affordable Housing Stakeholder Group, and Bainbridge Island Senior Center.

Key Informant Interviews

Triangle Associates held interviews with representatives of the City of Bainbridge Island Committees including the Climate Change Advisory Committee, Race Equity Advisory Committee, Utility Advisory Committee, the Planning Commission, and the Design Review Board around climate change, design, racial equity, and planning; Nonprofit Organizations; and public sector leaders from the Fire Department Chief, Bainbridge Human Resources, Bainbridge School District, and the Police Department. Themes raised in these interviews included the workforce, public employees, enrollment, exclusivity, and change.

Focus Groups

Two focus groups were held including a developers group with five participants that produced themes around incentives, voluntary programs, parking, and density. A group of local employers also consisted of nine participants who raised themes of workforce housing, resiliency challenges, commuters, multifamily buildings, renters, recruitment, and retention.

Housing Action Plan Strategy Development

Building on the Housing Needs Assessment and community engagement, recommendations were developed that were informed by an evaluation of strategies helping to bridge the gap in housing needs. This review included:

- **Guiding Principles** reflecting the City's goals for housing on Bainbridge Island.
- **Benefits** for specific groups (such as seniors or families) and associated with existing community goals (such as sustainability and economic development).
- **Anticipated Challenges** including potential trade-offs and next step considerations.
- **Equity Considerations** describing how strategies may result in equitable outcomes or consider the distribution of impacts on historically underserved populations.
- **Action Categories** based on an evaluation of timeline and effort required.
- **Action Types** reflecting different options for local governments in Washington to influence the housing market.
- **Impact on Housing Availability** including housing production, housing type, and income levels served.
- **Best Practices** from other communities where applicable.
- **Resources Needed** including both city staff capacity and other resources.

A summary of what we heard from engaging communities is provided in Section 2.2. In addition, a full report (an attachment to this plan) includes comprehensive detail associated with the Housing Action Plan public engagement findings.

Housing Action Plan and Implementation Plan

The Housing Action Plan recommendations should broadly address housing needs and meet all the grant requirements. Based on the evaluation results and additional public and stakeholder input, the project team provided Housing Action Plan guiding principles, strategies, and actions.

As shown below, the plan includes six broad guiding principles to serve as goals for the Housing Action Plan and serve as the foundation for how to approach future work. These guiding principles reflect the overarching aims to expand housing options that are accessible to all income levels, keep existing residents in stable housing, and align with the City's goals for economic development and sustainability.

Housing Action Plan Guiding Principles

I. Provide More Diverse Types of Housing
II. Increase Affordable Housing for Low to Moderate Household Income Levels
III. Stabilize Households & Prevent Residential Displacement
IV. Provide Supportive Housing for Seniors and Special Populations
V. Increase Housing for Bainbridge Workers
VI. Encourage Sustainable Development

These guiding principles are linked to strategies and actions providing additional details on the work to be completed over the next six years. The range of strategies is intended to comprehensively address housing challenges, balancing an increase in affordable housing and preservation of existing units along with the overall housing supply. This plan addresses both rental housing and homeownership strategies, while accommodating growth and protecting households in the community from displacement.

Strategies are included that allow for-profit developers, non-profit developers, and government entities to tap the current housing market to create new affordable homes, acquire and rehabilitate current market rate housing, and increase the necessary funding for future development. There is no "silver bullet" for choosing a single housing strategy, as each idea brings benefits, drawbacks, different levels of impact, and tradeoffs. As such, housing strategies benefit from periodic evaluation as development conditions change over time, requiring flexibility and a renewed effort to fill funding gaps in innovative and creative ways.

The following table helps to summarize all the strategies and actions to help understand how effectively the plan includes a broad range of actions to meet diverse housing needs. The table describes the type of action and its rating and whether it helps with market and/or supported housing (low to moderate income subsidized housing).

In total, the draft housing action plan includes 9 strategies and 30 actions. In general, the stretch actions might take longer to implement while in contrast, the quick wins could be implemented in the immediate future. Additional detail regarding the Housing Action Plan strategies and actions is provided in Section 4 of this plan.

Exhibit 2. Comprehensive Comparison of Proposed Actions and Strategies for the Bainbridge Island Housing Action Plan

Description of Strategies and Actions	Type of Action	Action Category	Market- Rate Housing	Supported (Affordable Housing)
Strategy 1. Enact Affordable Housing Incentives and Policies. (3 Actions)				
Action 1.1. Add improvements to the Multifamily Tax Exemption Program to increase program use including expanding the levels of income served (including low to moderate income level households).	Incentive and Research, Monitoring	Continuing Work	✓ Mixed Income Housing	✓ Low to Moderate Household Incomes
Action 1.2. Extend affordable housing fee exemption to other permit fees and defer payment of select development fees. Introduce fast-track permitting and provide more clarity and consistency in the design review process for supported affordable housing.	Incentive and Policy Change	Continuing Work		✓ Low Household Income
Action 1.3. Revise the existing voluntary inclusionary housing policy that includes an affordable housing density bonus to promote greater program usage; evaluate a mandatory program.	Incentive and Policy Change	Continuing Work	✓ Mixed Income housing	✓ Low to Moderate Household Incomes
Strategy 2. Allocate Resources and Funding for Affordable Housing. (4 Actions)				
Action 2.1. Allocate existing funds and expand the pool of resources for the City's Affordable Housing Trust Fund.	Financial Support	Continuing Work		✓ Low to Moderate Household Incomes
Action 2.2. Dedicate surplus city-owned land for supported affordable housing development.	Financial Support	Stretch		✓ Low to Moderate Household Incomes
Action 2.3. Strengthen relationships and support between the City and nonprofit and mission-based developers and consider facilitating or participating in a local affordable housing coalition.	Partner -ship	Continuing Work		✓ Low to Moderate Household Incomes
Action 2.4. Examine the use of a local affordable housing levy to support affordable housing production.	Financial Support	Stretch		✓ Low to Moderate Household Incomes

Description of Strategies and Actions	Type of Action	Action Category	Market- Rate Housing	Supported (Affordable Housing)
Strategy 3. Implement Housing Stability Tools. (4 Actions)				
Action 3.1. Identify anti-displacement policies suitable for Bainbridge Island that would help reduce the displacement of existing low to moderate income households.	Policy Change /Direct Support to Residents	Continuing Work to Stretch	✓	✓ Low to Moderate
Action 3.2. Examine a potential human services funding program that would include the expansion of emergency rental/utility support to alleviate impacts for seniors and low-income homeowners. Expand direct resources supporting housing stability for tenants, landlords, and low-income homeowners.	Direct Support	Continuing Work	✓	✓ Low to Moderate
Action 3.3. Partner with nonprofits to support broader access to home rehabilitation, weatherization, and accessibility improvement programs.	Partner -ship, Financial Support	Continuing Work	✓	✓ Low to Middle
Action 3.4. Track the supply of regulated and naturally occurring affordable housing and engage with current operators to support continued affordability.	Research and Monitor -ing	Continuing Work	✓	✓ Low to Moderate
Strategy 4. Promote Housing for Employees Working on Bainbridge Island. (4 Actions)				
Action 4.1. Create partnerships with employers and local businesses to provide worker housing and work with the Chamber to identify scale and needs for the workforce. Monitor and consider options for scaling up effective worker housing initiatives and provide guidance for businesses on housing practices.	Partner -ship, Research and Monitor -ing	Quick Win	✓	✓ All, Low to Middle Income Levels
Action 4.2. Update code to support a broader diversity of unique small housing options.	Policy Change	Quick Win	✓	Moderate to Middle Income Levels
Action 4.3. Partner with mission-based developers to provide direct financial support for community land trust housing and housing cooperative development that is providing more affordable home ownership opportunities.	Direct Support	Stretch	✓	✓ All, tends to serve Moderate to Middle Income Levels
Action 4.4. Pursue a social impact investment fund for affordable housing.	Partner -ship	Stretch		✓ Low to Moderate
Strategy 5. Pursue Policy Updates to Support Diverse Missing Middle Housing Development. (2 Actions)				
Action 5.1. Implement a middle housing code update to encourage duplexes, triplexes, and quadplexes.	Policy Change	Stretch	✓	All, tends to serve Moderate to High
Action 5.2. Ease the process for conversion of single dwelling units into subdivided multiple dwellings (i.e., duplexes) and study adaptive reuse opportunities on Bainbridge.	Policy Change	Quick Win	✓	All, tends to serve Moderate to High

Description of Strategies and Actions	Type of Action	Action Category	Market- Rate Housing	Supported (Affordable Housing)
Strategy 6. Promote Sustainable Housing Development. (2 Actions)				
Action 6.1 Make the Housing Design Demonstration Program permanent, not subject to replacement.	Policy Change/ Incentive	Quick Win to Stretch	✓	All
Action 6.2 Explore regulatory changes to encourage co-locating housing with other complementary development and uses (e.g., religious facilities).	Policy Change	Quick Win		✓ All
Strategy 7. Support More Diverse Housing Options by Promoting ADU, Cottage Housing, and Tiny Home Development. (5 Actions)				
Action 7.1. Add an allowance for up to one detached and one attached Accessory Dwelling Unit on a single property. Remove or reduce regulatory and fee related constraints for Accessory Dwelling Units.	Policy Change	Continuing Work	✓	Moderate to Middle
Action 7.2. Develop and provide pre-approved ADU designs and guidebook.	Technical Assistance, Financial Support	Continuing Work	✓	Moderate to Middle
Action 7.3. Adopt cottage housing code by allowing development of multiple units per parcel.	Policy Change	Continuing Work	✓	Middle to High
Action 7.4. Identify barriers and opportunities for tiny home development on foundations and tiny home villages and evaluate best practices for tiny homes on wheels.	Research and Monitor -ing	Continuing Work	✓	Moderate to Middle
Action 7.5. Improve tracking of short-term rentals on Bainbridge and analyze their impact on the local housing market.	Research / Monitor-ing, Policy Change	Quick Win		All
Strategy 8. Address Transitional and Supportive Housing Needs. (3 Actions)				
Action 8.1. Review and refine definitions in code related to transitional housing, occupancy intensity of use, and spacing, and identify potential ways to increase the supply of emergency housing.	Policy Change	Quick Win		✓ Low
Action 8.2. Centralize a user-friendly platform for individuals to apply for affordable housing.	Partner -ship	Quick Win		✓ Low
Action 8.3. Support improved housing accessibility through design, such as through incentives encouraging visitability design features for a portion of a housing development project.	Technical Assistance, Policy Change	Quick Win	✓	✓ All
Strategy 9. Increase Housing Development Opportunities in Designated Centers. (3 Actions)				
Action 9.1. Increase residential density in Designated Centers with sewer infrastructure (existing or planned).	Policy Change	Stretch	✓	Middle to High
Action 9.2. Use tax increment financing in Designated Centers to fund infrastructure upgrades and affordable housing.	Financial Support	Stretch	✓	✓ Low to Middle
Action 9.3. Evaluate parking requirements to support workforce housing near ferry terminal and in the greater Winslow area, and Neighborhood Center areas.	Policy Change	Quick Win	✓ Mixed income	All, mostly tends to serve Middle

Based on the final Housing Action Plan, a corresponding implementation plan is included to provide actionable steps and monitoring guidance for the City of Bainbridge Island. The proposed planning horizon for the plan is six years commencing from 2024 and completed by 2030. Additional detail regarding the implementation plan is provided in Section 5 of this plan.

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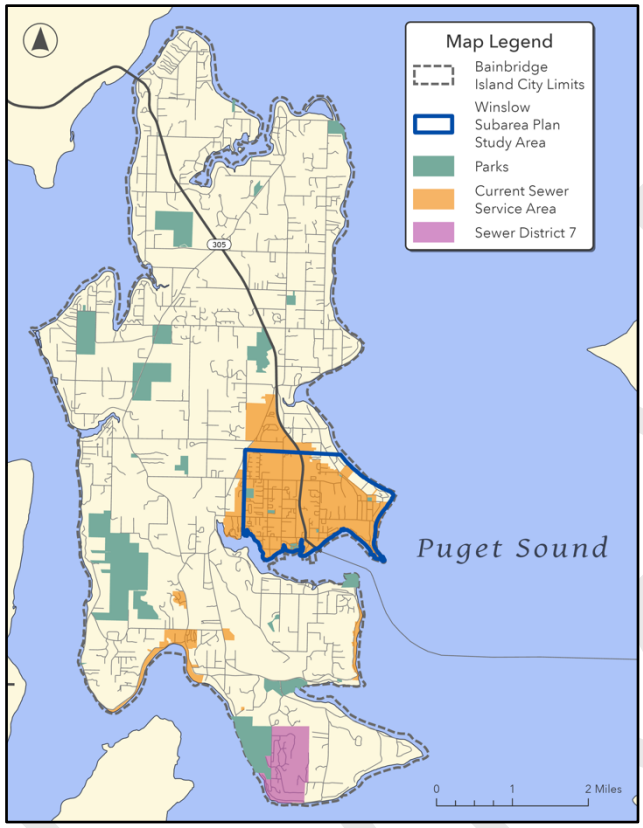
SECTION 2: THE HOUSING LANDSCAPE ON BAINBRIDGE ISLAND



2.1 City of Bainbridge Island - A brief history

The City of Bainbridge Island is a vibrant place that offers residents access to waterfront beaches, stunning hikes, a bustling downtown, and various natural, cultural, and public art amenities. Bainbridge Island is located west of Seattle in Kitsap County, easily accessible from multiple points on the mainland- by ferries operated by the state and by the Agate Pass bridge to the Kitsap Peninsula on the North end of the island.

Exhibit 3. Site Location Map of Bainbridge Island, 2022
Source: ECONorthwest, data from City of Bainbridge Island.



Suquamish tribal members were the primary recorded inhabitants of Bainbridge Island and the surrounding Kitsap Peninsula until colonization began in 1792 with the arrival of George Vancouver. Bainbridge Island was named by Vancouver after War of 1812 commander, Commodore William Bainbridge, and began bringing in non-native settlers in 1853 after the introduction of a lumber mill to present day Port Madison and Port Blakely. The area quickly developed into a mill town that sourced lumber for many large cities on the west coast. The island also hosted the Hall brothers, well-known in the industry for their quality shipbuilding. The growing industries of lumber and shipbuilding in the area brought in immigrants from all around the world, including Japan. Japanese immigrants introduced strawberry farming on the island and commercialized it by cultivating the wasted timberland to grow strawberries during peak seasons. These Japanese families farmed for generations until the US federal government relocated them during World War II to internment camps and stunted the industry.

A portion of Bainbridge Island was incorporated with the town of Winslow in 1947 and the rest of the Island was annexed by the city in 1991 to establish the all-island City of Bainbridge Island. The island is currently serviced by car and passenger ferries to Seattle operated by the Washington State Ferry System, making the commute from Bainbridge Island to Seattle easier. This accessibility from Seattle was a large part of the reason for the influx of residents who moved to Bainbridge Island since the 1960s. What was once a rural area has developed over the years into a suburban hub, more recently because of the growing technology scene in Seattle. The population of

Bainbridge Island was roughly 15,848 in 1990 before the establishment of the city, and as of the 2020 decennial census, is at 24,825 persons (U.S. Census Bureau).

Population growth on Bainbridge Island has slowed in the last ten years, only increasing from 23,025 persons to 24,825 persons from 2010 to 2020 after a larger period of growth during the previous decade (growing from 15,848 persons in 1990 to 20,308 persons in 2000).

2.2 Public Involvement – Summary of What We Heard

In the engagement process, the city received and heard the following overarching themes throughout surveys, interviews, focus groups, and public meetings. This section documents a few of the most prevalent topics that arose across these different public engagement activities.[2]

Theme: Bainbridge Needs More Housing Types that Fit Diverse Needs & Reduce Cost Barriers.

The engagement findings indicate that high housing cost, property taxes, and a limited range of housing types have displaced and burdened residents on Bainbridge Island. In the community survey, 87 percent of respondents disagreed that people of all economic segments can find affordable housing on the island. Most respondents also said people who work on Bainbridge should be able to live in the city and that affordable housing makes the community more inclusive. Very few respondents thought housing affordability was not important.

Desired Housing Types

When asked what types of housing respondents would most like to see more of on Bainbridge, the most common answers were:

- Cottage Housing (66%)
- Tiny Homes/ADUs (47%)
- Garden Apartments (46%)
- Duplexes (42%)

Overall, the respondents cited cost as being the top challenge for when they were looking for housing. Around four percent of respondents (34 persons) said they used to live on Bainbridge but had to move because they could not afford their housing. Among these respondents, most (over 80 percent) work for pay at a job physically located on Bainbridge Island.

Conversations with residents, employees, and stakeholders also stressed that longer commute means more traffic, fuel, and time away from family, as some workers spend over three hours commuting. Although social connections are strong, people in the community are faced with

[2] Housing Action Plan Public Involvement Findings are posted on the project website at: cityofbainbridgeisland.civilspace.io/en/projects/housing-action-plan

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difficult decisions to move off island because of affordability challenges even when their friends, families, and careers are on Bainbridge.

Theme: Employee Recruitment and Retention is Becoming Increasingly Challenging for Employers Due to the Lack of Workforce Housing.

Employers and business owners in conversations, a focus group, and targeted survey reported that they have trouble recruiting and retaining staff and some have considered moving their business elsewhere. They discussed that Bainbridge's workforce would benefit from more affordable housing and types of housing. They indicated that it is specifically difficult to hire workers due to the lack of affordable housing across sectors, including service workers, public employees, frontline workers, professional services, pastors, teachers, and caregivers.

> *"We are considering moving our business off the island so that we can more easily find employees. Our manufacturing employees cannot afford to live here on the island."*

People who work on Bainbridge are priced out of living in the community, resulting in long commutes. Around 64 of the 81 respondents (79 percent) to the community survey who work on Bainbridge don't live on the island but shared that they would live on Bainbridge if they could afford it. In addition, approximately 88 percent of respondents who work but do not live on the island indicated that housing has impacted their ability to work on Bainbridge.

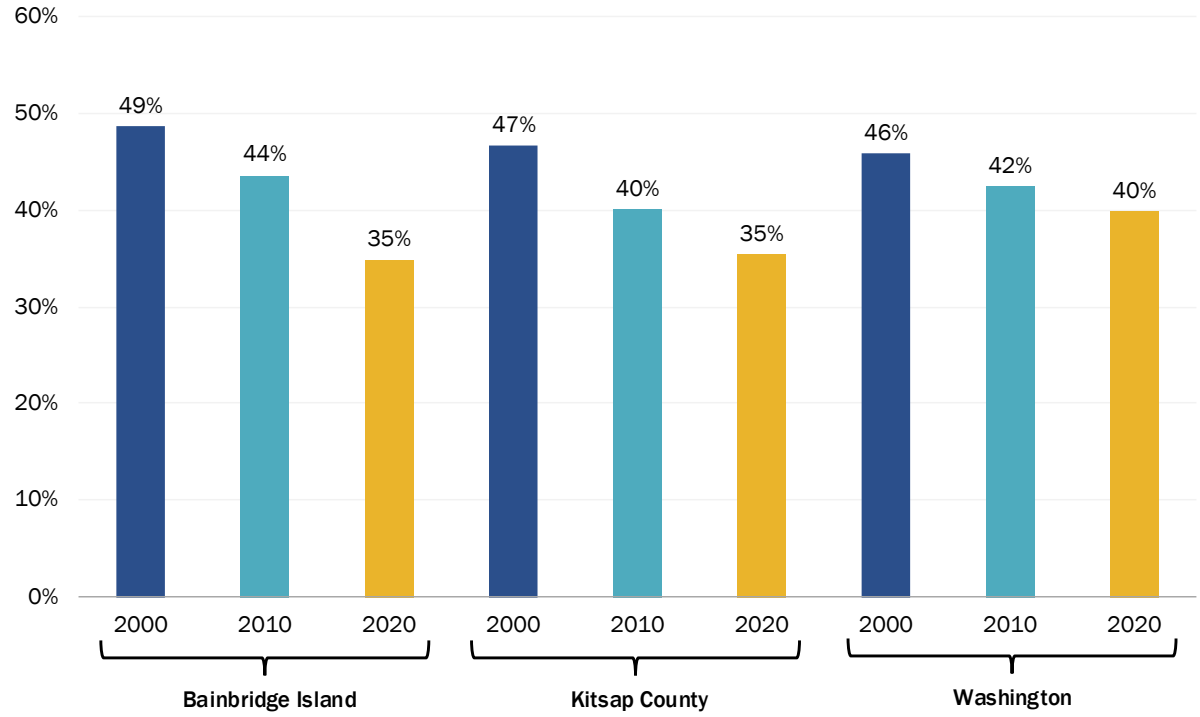
Roughly half of respondents to the employers and businesses survey said recruitment and employee commutes are challenges. Among employers with more than one employee, nearly a third agreed that housing issues have made them consider moving their business. Almost three quarters of employers with more than one employee said affordable housing is important to their organization.

Theme: Bainbridge is Losing its Sense of Being a Multi-generational and Diverse Community.

Throughout the survey, community meetings, interviews, and focus groups, people indicated that there is a change in demographics happening because of housing conditions. Fewer young families, young individuals, and low-income households are able to live on the island, affecting community life in addition to the workforce. This is also reflected in the data that our team found as part of the Housing Needs Assessment.

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Exhibit 4. Married-Couple Family Households with Children, Bainbridge Island, Kitsap County, and Washington, 2000–2020
Source: U.S. Census Bureau, 2000 Decennial Census (Summary File 2 – Table DP1) and ACS 5-year estimates (Table S1101).



During the pandemic, rent prices significantly increased (30 percent or more) and outbidding for homes increased on Bainbridge. Compared to all respondents, lower-income respondents found monthly rent/mortgage payments and small size important, and fewer found schools as a more important factor. Student enrollment has decreased significantly which decreases school district funding and could result in cuts to programs as young families move from Bainbridge.

Some also indicated that missing middle and low-income housing perpetuates an exclusive and homogeneous community. Compared to all respondents, people of color also faced greater cost challenges when looking for housing and were increasingly unable to find housing on the island.

Lower-income respondents over 65 years old responding to our survey asking about which factors are most important to them for choosing a place to live, indicated that access to services and smaller size as most important. The survey and community meetings indicated trouble with downsizing after seniors retire and that many are struggling to stay in their homes. Retired, lower-income respondents further encountered challenges finding housing that accepts Section 8 vouchers and subsidies or that has disability accommodations.

Theme: The City Needs to Adjust Policies and Regulations to Improve Access to Housing Affordable to a Broader Diversity of People.

The developer focus group, interviews, and community meetings explicitly addressed how regulations and zoning can stand in the way of building more housing on Bainbridge.

Stakeholders recommended adding and improving tools and programs, including density bonuses for affordable housing, purchasing Floor Area Ratio (FAR), Housing Design Demonstration Project, and the Multifamily Property Tax Exemption. Developers also stressed that voluntary programs are preferable over mandatory programs since financing from banks would be easier to obtain.

Typically, participants said that there is community pushback about increasing density, but that Bainbridge should allow and incentivize more density in core areas. Parking requirements have also been reported as a continuing barrier to building small units. There was general agreement that there needs to be more multi-family housing and rental options on the island, taking into account these challenges.

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2.3 Housing Needs Assessment – Summary of What We Learned

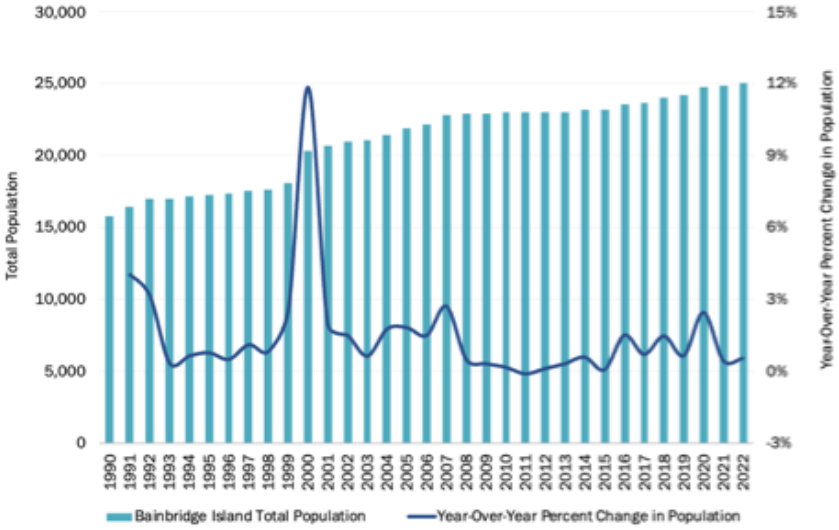
In addition to public involvement, another critical initial step for developing housing strategies appropriate for Bainbridge Island was to identify and analyze data that describe the island's housing stock, workforce, household demographics, housing market dynamics, and expected housing demand through a Housing Needs Assessment (HNA). The insights from this analysis help to build a factual basis for the strategies and answer questions about the current availability of different housing types, who lives and works on Bainbridge, and what range of housing is needed to meet current and future housing needs.

Demographic Trends

Bainbridge Island's Population Growth Has Slowed Down Over the Last Decade

Bainbridge Island's population growth has slowed recently, only increasing by approximately 1,800 persons from 23,025 persons to 24,825 persons from 2010 to 2020 after a period of higher growth during the previous decade (from 20,308 persons in 2000 to 23,025 persons in 2010). The average annual growth rate lowered to 0.7 percent for 2010-2022 down from 1.3 percent for 2000-2010.

Exhibit 5. Year over Year Percent Change of Population, Bainbridge Island, 1990–2022
Source: U.S. Census Bureau, 2000 Decennial Census (Summary File 2 – Table DP1) and ACS 5-year estimates (Table S1101).



Bainbridge is Aging at a Faster Pace than Kitsap County and the State of Washington

Bainbridge Island's population is aging at a faster pace than both Kitsap County and the State of Washington. The Island's median age increased from 43 years in 2000 up to about 50 years in 2020 while the county only increased from 36 to 39 years. The share of Bainbridge Island residents aged 60 years or older has doubled, increasing from 17 percent in 2000 up to 35 percent in 2020 (much

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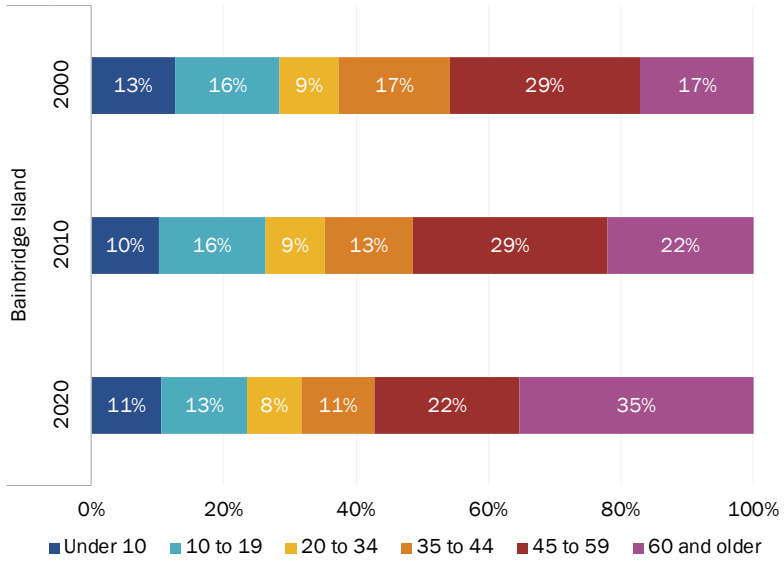
higher than the county's rate of 25 percent for this age group).[3]

Bainbridge Island is Increasingly Losing Younger Persons and Families with Children

Bainbridge is increasingly losing families with children. Over the 2000 to 2020 period, the share of Bainbridge Island family households with children declined from 49 percent in 2000 down to 35 percent in 2020. Bainbridge lost households with children at a greater percent change than both the county and state. Bainbridge is also losing young persons under 19 years of age, decreasing from 29 percent in 2000 to 22 percent in 2020.[4]

Exhibit 6. Bainbridge Population Distribution by Age Category, 2000–2020

Source: U.S. Census Bureau, 2000 Decennial Census (Summary File 2 – Table DP1) and ACS 5-year data, 2006-10 and 2016-20 estimates (Table DP05).



School enrollment data from the Bainbridge Island School District also showed a decrease in younger persons enrolled in the local public school system even with the district's policy allowing students outside of Bainbridge to enroll. From 2011 to 2019, student enrollment decreased by 93 students. During the COVID-19 pandemic, school enrollment decreased by 210 students from October 2019 to October 2020. With the decline in BISD student enrollment, the City has not been collecting school impact fees since 2011.[5]

[3] Bainbridge Island School District Enrollment Trends and Projections, Summary Forecast and Update, October 2021.

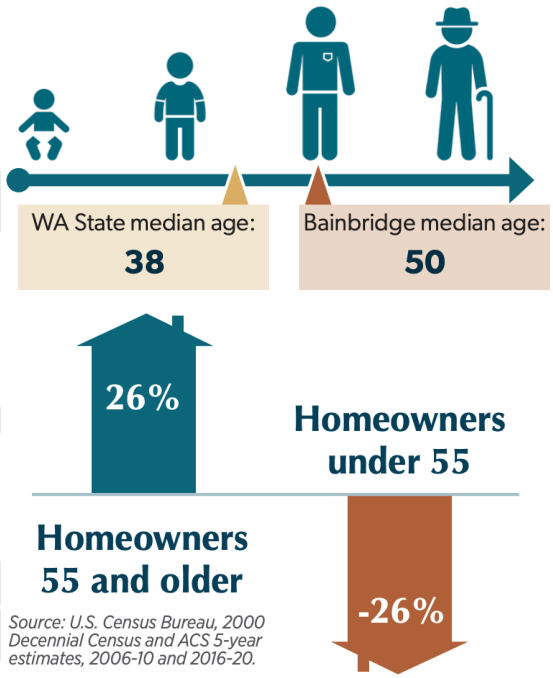
[4] U.S. Census Bureau, 2000 Decennial Census and ACS 5-year data, 2006-10 and 2016-20 estimates.

[5] City of Bainbridge Island, Resolution No. 2011-05. Information retrieved on September 7, 2022, via Bainbridge Island's Ordinances & Resolutions Public Records search portal.

Homeownership is Increasingly Out of Reach for Younger Homeowners

Over the 2000-2020 period, the share of younger homeowners (55 years or younger) on Bainbridge decreased by about 26 percentage points, from 59 percent in 2000 down to 33 percent in 2020. At the same time, the share of older homeowners (55 or older) increased by 26 percentage points, with the largest increase for owners aged 65 to 74 years.[6] Homeownership opportunities have become more limited on the Island particularly for younger persons and households. The escalating cost of housing is a top concern for people finding few options of housing affordable at their income level.

Exhibit 7. Median Age in 2020 and Homeownership Percent Changes for Residents Above or Below 55 Years of Age from 2000 to 2020



Source: U.S. Census Bureau, 2000 Decennial Census and ACS 5-year estimates, 2006-10 and 2016-20.

Household Incomes on the Island are Much Higher Than Both the County and State

Bainbridge Island households have a markedly higher median household income relative to both Kitsap County and statewide estimates. In 2020, the Island's median household income was about $126,000 per year, approximately 1.6 times higher than households in both Kitsap County and the state. In that same year, 40 percent of Bainbridge Island households earned $150,000 or more annually which is over double the share in Kitsap County and the state. On Bainbridge, median household incomes have increased from $105,373 in 2000 to $125,861 in 2020, which is a 19 percent increase. With 60 percent of households now earning over $100,000 in 2020 (compared to 37 percent in the county), Bainbridge Island has a much larger high-income population in comparison to the rest of Kitsap County.[7]

Despite these income increases, Bainbridge's median household income has not kept pace with rising housing costs. Over the last decade, Bainbridge's median household income increased by

[6] U.S. Census Bureau, 2000 Decennial Census and ACS 5-year data, 2016-20 estimates.

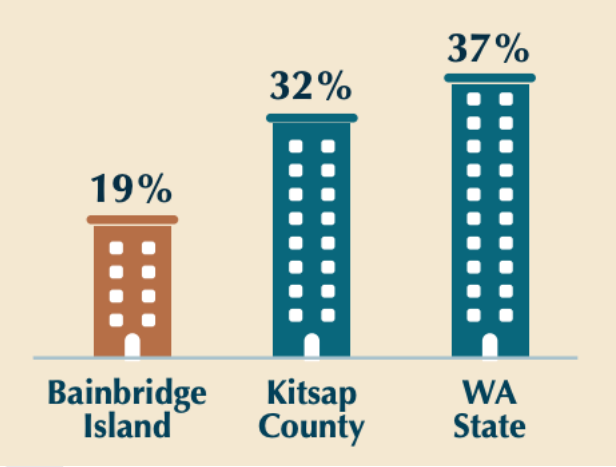
[7] U.S. Census Bureau, ACS 5-year data, 2016-20 estimates.

around 13 percent from 2010 to 2020[8] while the average asking rent grew by approximately 43 percent (from $1,662 in 2010 to $2,377).[9] In addition, median home sale prices soared by about 83 percent from 2012 to 2020. Securing new housing under current conditions is increasingly becoming out of reach for many Bainbridge households, possibly including current residents searching for new housing.

Renting a Home is Becoming More Difficult on Bainbridge Island

The share of rental households has diminished on Bainbridge in comparison to the share of owner households, signaling decreased availability of rental housing. In fact, nearly four in five Bainbridge households are owned as of 2020. Bainbridge Island's share of rental households was 22 percent in 2000, and 19 percent in 2020. This is lower than both Kitsap County (32 percent) and the state (37 percent) in 2020.[10] The availability of rental housing on Bainbridge has become increasingly scarce.

Exhibit 8. Share of Renters in Bainbridge, Kitsap County, and Washington, 2020
Source: U.S. Census Bureau, ACS 5-year estimates, 2006-10 and 2016-20 estimates (Table DP04).



Housing Production Slowed Over the Last Decade Compared to the Previous Decade

Overall housing availability on Bainbridge Island has become increasingly limited with minor increases over the last ten years averaging only 67 new housing units built per year from 2010 to 2020 (approximately 10,584 houses in 2010 and 11,251 houses in 2020). The number built over the last twenty years was more than double the 2010-2020 rate, averaging 137 new housing units per year from 2000 to 2020 (approximately 8,517 homes in 2000).[11] This could partially be related to slow recovery from the Great Recession emerging around 2007.

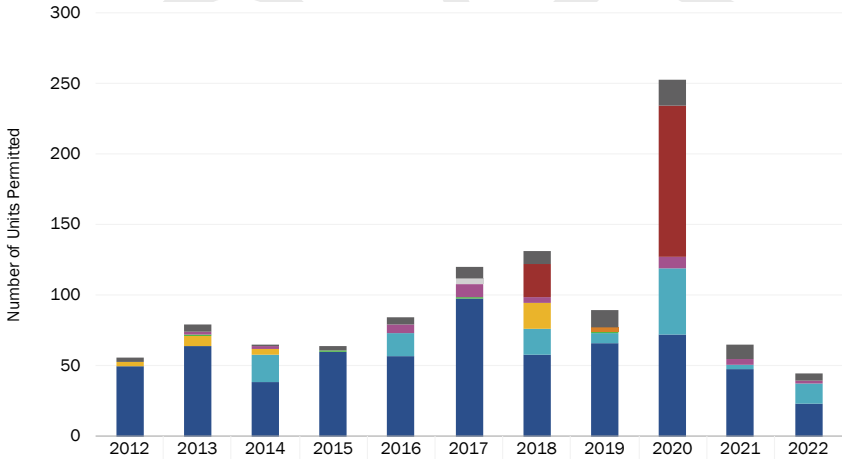
[8] Redfin Data Center.
[9] U.S. Census Bureau, 2006-10 and 2016-20, ACS 5-year data and CoStar data (rental rates).
[10] U.S. Census Bureau, 2000 Decennial Census and 2016-20 ACS 5-year data.
[11] Washington Office of Financial Management (OFM).

Housing Mix has Become Slightly More Diverse over the Last Decade, Particularly in the Winslow Area

Several datasets describing Bainbridge's housing unit mix indicate that single-family detached housing is the dominant housing type across the Island. However, the share of duplex/triplex/quadplex units and townhomes/row homes gradually increased between 2000-2020 (U.S. Census ACS, 2016-2020). As shown in the exhibit below, additional analysis of recent City of Bainbridge permits over the last decade shows a slight increase in the share in housing other than single-family detached units. Following single-family detached housing units, large multifamily housing (five or more units) and townhomes/rowhomes had the largest share of total units (13 and, 12 percent) followed by ADUs (8 percent) and duplexes/triplexes/quadplexes (4 percent of total).[12] However, only a small number of this new diverse housing provided affordable units since several of the homes were not rentals or rent restricted. The Winslow Area has the highest recent permitting activity between 2012 to 2022 which is not surprising considering the land use regulations allowing higher-density development in this area.

Exhibit 9. Total housing permits issued by housing type on Bainbridge Island, 2012-2022

Source: City of Bainbridge Island Permit Report 2012 to June 30, 2022. ECONorthwest analysis. Please note these do not necessarily reflect fully constructed housing units. This is based on finalized permit numbers. Single-family attached includes townhomes and rowhomes.



	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
ADUs	3	5	1	3	5	8	9	12	18	10	5
Large Multifamily (5+ units)	0	0	0	0	0	0	24	0	107	0	0
Quadplex	0	0	0	0	0	4	0	0	0	0	0
Triplex	0	0	0	0	0	0	0	3	0	0	0
Duplex	0	2	2	0	6	10	4	0	8	4	2
Mobile Home	0	1	0	1	0	1	0	1	0	0	0
Condominium	4	7	4	0	0	0	18	0	0	0	0
Single-Family Attached	0	0	20	0	16	0	18	7	47	4	14
Single-Family Detached	49	64	38	60	57	97	58	66	72	47	23

[12] City of Bainbridge Island Permit Report 2012 to June 30, 2022.

Second Homes, Rentals and Non-Primary Homes Comprise Around One-Third of the Total Residential Parcels on Bainbridge Island

Using Kitsap County Assessor data, ECONorthwest analyzed the share of parcels on Bainbridge Island that are "primary" use or "non-primary" use since this helps shed light on second home ownership trends.[13] Based on this analysis, nearly one-third of residential parcels on Bainbridge Island, as of 2022, include non-primary homes. The non-primary homes could be multifamily (apartment) buildings, long-term rentals, short term rentals, vacation homes, and various other types of housing where the primary owner has a different home address than the physical address of the home.

Changing Demand for Housing

Severe Housing Cost-Burden Disproportionately Impacts Renter Households

HUD guidelines indicate that a household is cost burdened when they pay more than 30 percent of their gross household income for housing and severely cost burdened when they pay more than 50 percent of their gross household income for housing. Housing cost burden can put households in vulnerable situations and force them to make trade-offs between housing costs and other essentials like food, medicine, or transportation. This unstable condition can also lead to rental evictions, job instability, school instability for children, and homelessness. The share of severely cost burdened renters on Bainbridge Island increased from 18 percent in 2000 to 25 percent in 2020.[14] Renters living on Bainbridge Island, in Kitsap County, and in the State of Washington all tended to be more severely cost burdened in 2020 compared to owner households which is not surprising since renters tend to be lower income. Limited multifamily development also contributes to a low inventory of housing for renters, who tend to be left with a small supply of housing options particularly in high demand areas.[15]

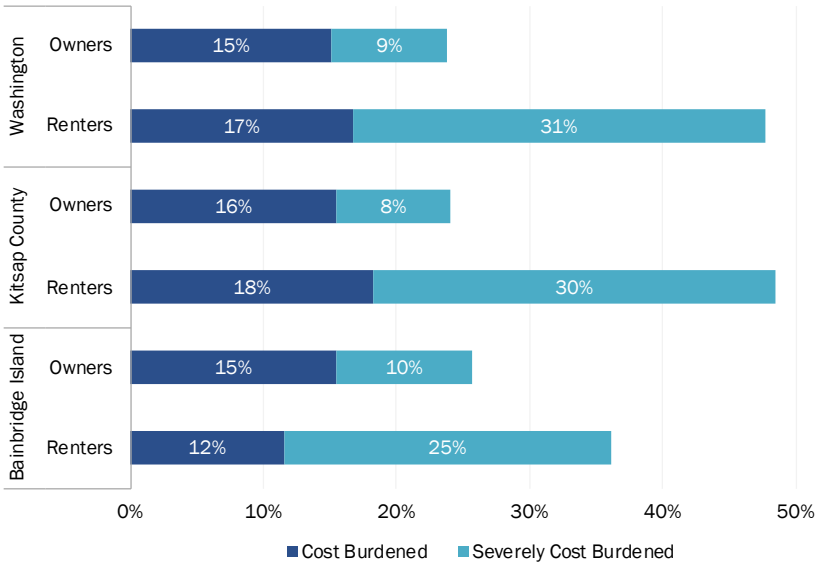
[13] Note: This analysis is based on the evaluation of residential parcel's situs address compared against its taxpayer address. Parcels with an identical situs address and taxpayer address were categorized as "primary" and parcels with a situs address that differed from its taxpayer address were categorized as "non-primary."

[14] The U.S. Department of Housing and Urban Development, the U.S. Census Bureau, 2000 Decennial Census and ACS 5-year data, 2016-20 estimates.

[15] Source: Housing Kitsap (November 8, 2022).

Exhibit 10. Cost Burdened Comparison by Tenure, Bainbridge Island, Kitsap County, and Washington, 2020

Source: U.S. Census Bureau, ACS 5-year data, 2016-20 estimates (Tables B25070 and B25091).



Over 100 Households are Currently Waiting for Placement in Affordable Housing on Bainbridge

Although the current affordable housing inventory includes a little over 220 housing units on Bainbridge, the demand for rent-restricted low to moderate-income housing is outpacing the supply, as evidenced by the large number of people currently waiting for housing. The number of people waiting for affordable housing on Bainbridge Island, reported by Housing Resources Bainbridge (HRB currently provides the most affordable housing units on the Island) as of August 11, 2022, included 111 total households on their waitlist.[16] Among this total, approximately 30 percent are households with children, 21 percent are single parent households, seven percent are fleeing domestic violence, and 23 percent are households unhoused.[17]

[16] The Bainbridge Island Housing Needs Assessment includes an inventory of affordable housing units. Exhibit 58 provides a summary of the total rent-restricted affordable housing including the existing units and a few proposed affordable housing units further along in the development process. Most of this housing is owned by Housing Resources Bainbridge with approximately 196 housing units including the planned development projects or approximately 52 percent of the total housing.

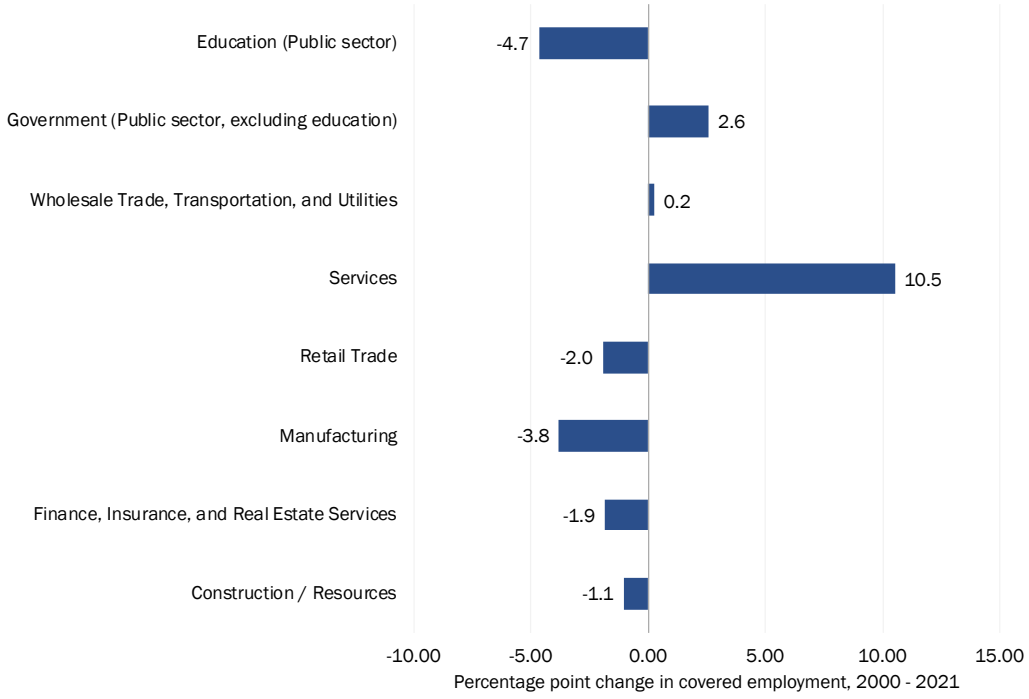
[17] These numbers only include information from HRB (2022). There are other providers that have their own waiting lists such as Housing Kitsap, Virginia Villa, and Winslow Arms.

Service Sector Employment Has Expanded Over the Last Two Decades to Become the Dominant Employment Sector on Bainbridge Island

The services sector group comprised the largest covered employment share on Bainbridge from 2000 to 2021. In 2021, about half of Bainbridge Island's covered employment was comprised of service jobs, up from 40 percent in 2000. PSRC's service sector includes the following range of employment including information; professional, scientific, and technical services; management of companies and enterprises; administrative and support/waste management; educational services (private sector portion); health care and social assistance; arts, entertainment, and recreation; accommodation and food services; and other services (except public administration). The largest sub-categories in Bainbridge's service sector (2021) includes the professional, scientific, and technical services sector (27 percent); healthcare and social assistance (20 percent); and the accommodation and food services sector (16 percent).[18]

Exhibit 11. Change in Covered Employment on Bainbridge Island, 2000–2021

Source: Puget Sound Regional Council, Covered Employment Estimates, 2000–2021.



[18] U.S. Census Bureau, Center for Economic Studies, 2010 and 2019 LEHD data.

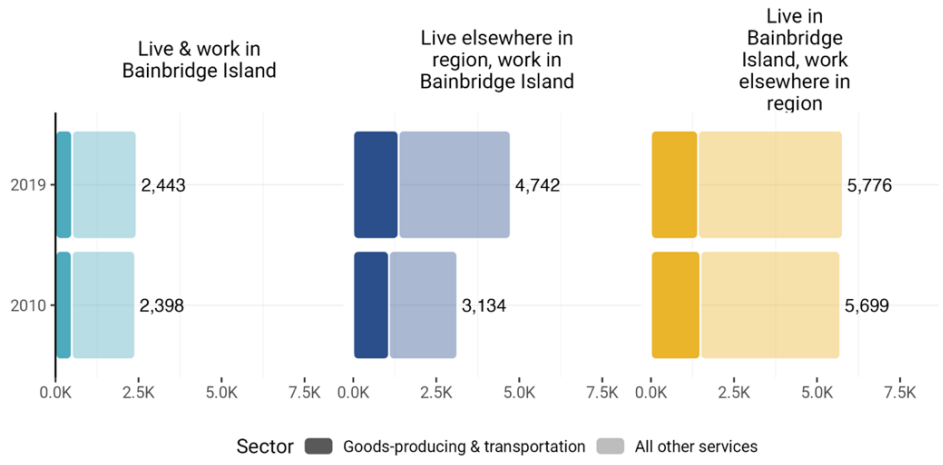
Bainbridge's Workforce Increasingly Tends not to Live on the Island

Workforce commuting trends help describe the extent to which people live and work on Bainbridge and how this has changed in recent years. Over the last decade, commuting from other areas outside of Bainbridge increased by 51 percent (from approximately 3,134 workers in 2010 to approximately 4,742 workers in 2019)[19] This could indicate decreased availability of housing needed to accommodate Bainbridge's workforce including not enough housing matching commuter needs, affordability levels, or preferences. The project team included questions in the community survey (2022) to learn more about workforce commuting. The community survey asked whether those not living on Bainbridge Island but working on Bainbridge Island would want to live on Bainbridge if they could afford it. Approximately 64 of the 81 respondents (79 percent) would want to live on Bainbridge if they could afford housing.

The current commuting trends of employees working at the City of Bainbridge Island were assessed also to deepen the understanding of commuting trends. Overall, only around one-third of City staff currently reside on Bainbridge Island. About half of the City management-level workers live on Bainbridge while in contrast, only around 24 percent of police officers live on Bainbridge.[20]

Exhibit 12. Origin of Bainbridge Workers and Commuting Shifts, 2010 to 2019

Source: U.S. Census Bureau, Center for Economic Studies, 2010 and 2019 LEHD data.

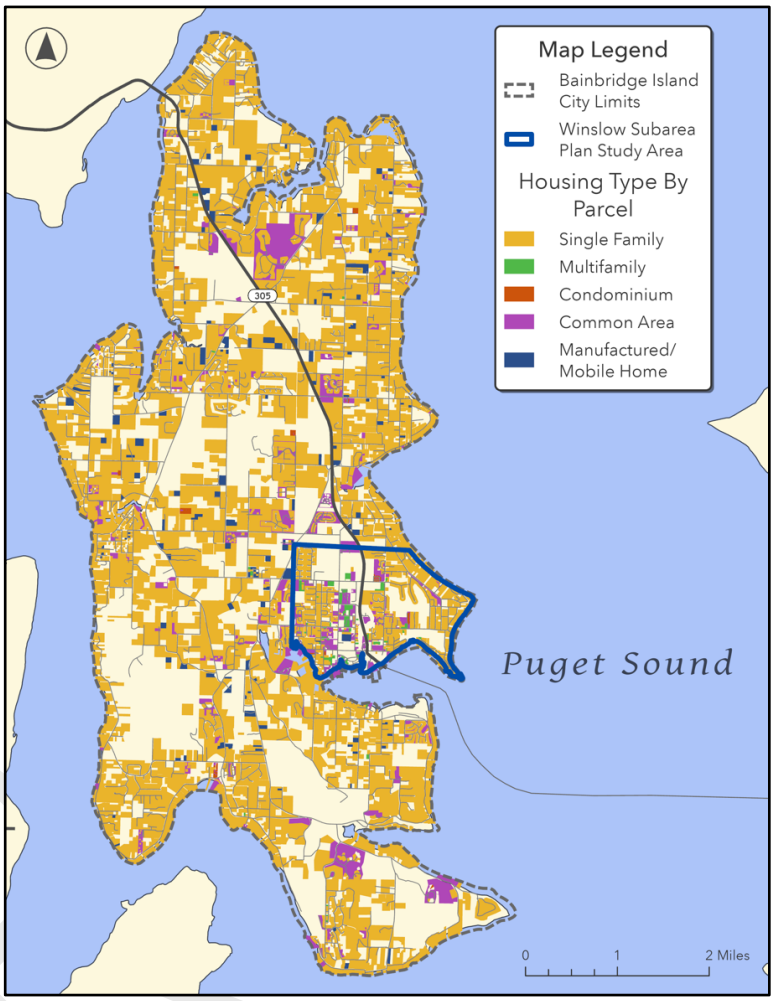


[19] U.S. Census Bureau, Center for Economic Studies, 2010 and 2019 LEHD data.

[20] City of Bainbridge Island.

Single Family Homes are by Far the Most Prevalent Type Available on Bainbridge

Exhibit 13. Building Construction, Bainbridge Island, 2012-2022
Source: City of Bainbridge Permit Report, Analysis by ECONorthwest and LDC



Single family homes comprise 93 percent of all residential parcels.

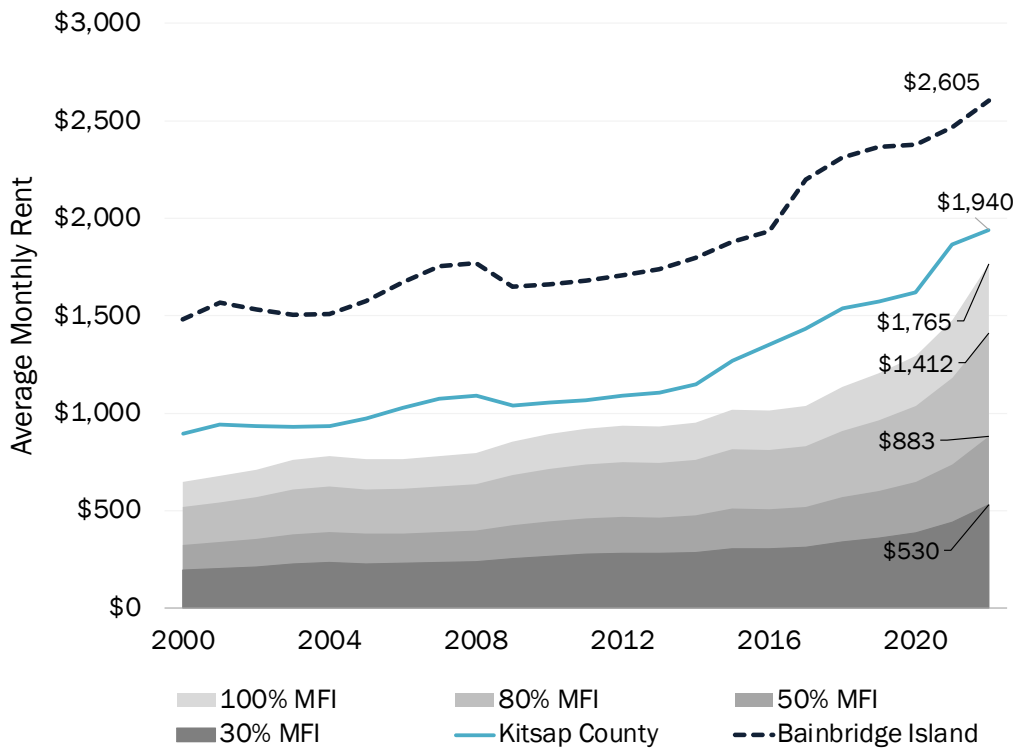
Single-family homes and their associated accommodations (including yards) tend to take up more land (usually at least one parcel per housing unit) in comparison to other types of housing such as multifamily and condominium residences which tend to include more housing units on each parcel of land.

Single family residences are spread across Bainbridge Island. Most of the multifamily housing developments have been constructed in the Winslow area, near Highway 305. A handful of condominium parcels exist outside the Winslow area, with several located in the Island's Lynwood neighborhood.

Assessor data used for our analysis did not provide detail on the number of housing units on each parcel, or detail regarding Accessory Dwelling Units, or more information on the multifamily housing types. Therefore, data lumped duplexes, triplexes, and other middle housing types into the multifamily category rather than a separate category.

Rents and Home Sale Prices have Increased Considerably on Bainbridge Island and Across Kitsap County Since 2000 Partially Due to Increased Demand

Exhibit 14. Average Market Rent and Fair Market Rent for a 2-bedroom apartment, 2000–2022



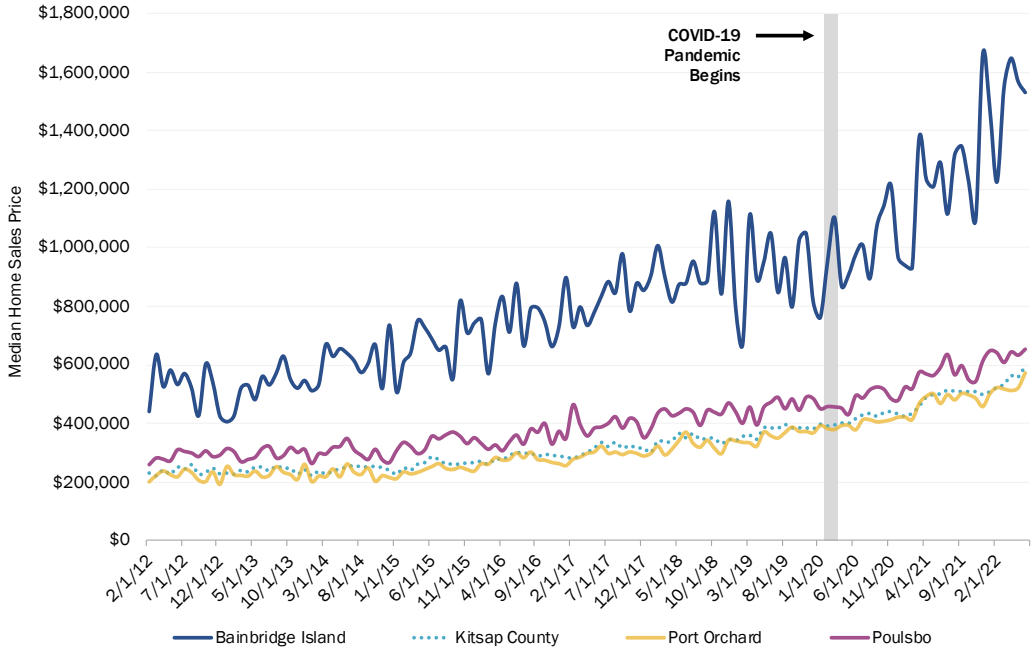
Sources: CoStar (historical rent data) and HUD (MF 2-Bed affordability data). Notes: Two-bedroom affordable rents are fair market rents reported by HUD. These are on a fiscal year basis. The average monthly rent values were not adjusted for inflation since it was not recommended. For this analysis, 0-30 percent is very low income, 31-50 percent is low income, and 51-80 percent is moderate income. MFI stands for Median Family Income (also can be referred to as AMI).

The median sales price of homes has increased on Bainbridge and in the region. In mid 2022, the median sales price of single-family homes on Bainbridge was around $1.5 million: almost three times greater than the median sales price of the County ($600,000 in June 2022) and 188 percent higher than its median sales price in June 2012 (see Exhibit 15).[21] During the early years of the COVID-19 pandemic, the median sales price on Bainbridge Island reached a high of $1.2 million in November 2020 and nearly $1.7 million in December 2021. In the years prior to the pandemic from 2012 to 2019, the median home sales price changes were smaller.

[21] Redfin Data Center.

Exhibit 15. Median Monthly Home Sales Price, Bainbridge Island compared to Kitsap County, Port Orchard, and Poulsbo, February 2012 – June 2022

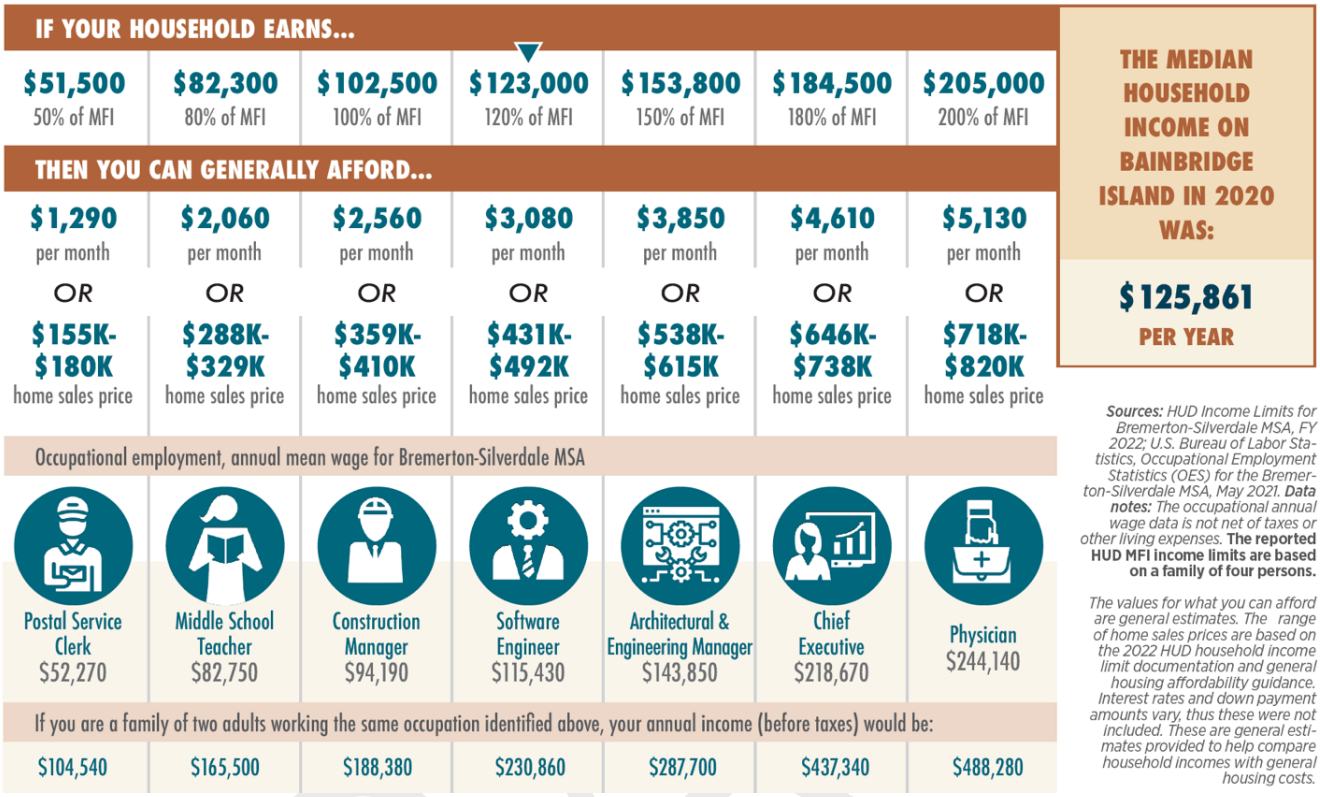
Source: Redfin Data Center.



For a family of four on Bainbridge Island, average rents for a two-bedroom apartment in 2022 would be affordable only to households making above 100 percent of the area's median income. The price of buying a single-family home is out of reach for most and would require a family's income to be far over 200 percent of the current area median.

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Exhibit 16. Household Affordability by Income Compared to Monthly Housing Costs, 2022
Sources: ECONorthwest Analysis, HUD Income Limits for a family of four for the Bremerton-Silverdale MSA, FY 2022; U.S. Bureau of Labor Statistics, Occupational Employment Statistics for the Bremerton-Silverdale MSA, 2021.



Sources: HUD Income Limits for Bremerton-Silverdale MSA, FY 2022; U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) for the Bremerton-Silverdale MSA, May 2021. ***Data notes:*** *The occupational annual wage data is not net of taxes or other living expenses.* **The reported HUD MFI income limits are based on a family of four persons.**

The values for what you can afford are general estimates. The range of home sales prices are based on the 2022 HUD household income limit documentation and general housing affordability guidance. Interest rates and down payment amounts vary, thus these were not included. These are general estimates provided to help compare household incomes with general housing costs.

Future Direction

The Housing Needs Assessment Findings Confirm the Need for Bainbridge Island to Identify Housing Action Plan Strategies to Address Current Unmet Housing Needs Along with Future Housing Needed for the Next Two Decades

The results of the housing needs assessment show a gap at around 2,672 new housing units needed to address current housing underproduction and accommodate future population growth projected to reach approximately 29,349 persons by 2044. On an annual basis this means an average of 127 housing units added per year from 2023 to 2044 (21 total years). Adding 127 housing units annually would be lower than the average amount of housing added over the last two decades (137 units added per year) but higher than what has been added between 2010 to 2020 (67 units per year), a decade of slow housing production partially related to slow recovery from the Great Recession. Housing units can be added through a variety of ways including new construction, the addition of ADUs on lots with existing construction, and through remodels or conversions of existing homes.

This estimate helps to provide a general target for the number of housing units needed to meet existing and future demand for the next two decades. The Washington State Department of Commerce grant for this Housing Action Plan requires analysis of the existing and future housing needs for the next two decades. The housing demand estimates should be aligned with the current guidance provided by Kitsap County countywide policies.

Two different scenarios were developed and described below through Exhibit 17 (scenario 1) and

Exhibit 18 (scenario 2) to help spur discussions on how values could shift through different scenarios to accommodate emerging housing goals or planning priorities. Scenario 1 focuses on the existing income group shares for Bainbridge Island while Scenario 2 focuses on the existing income group shares for Kitsap County (this was used both for underproduction and future housing needs estimates). Scenario 2 could be considered a proxy for a future where Bainbridge Island's housing stock is able to accommodate more of the local workforce, rather than most employees continuing to commute from the Kitsap peninsula, as they do today. These scenarios both show the amount of total housing needed by income group to accommodate future population growth and account for current housing underproduction. Combining income categories below the 100 percent area median income threshold yields a total of 47 percent (Exhibit 17) and a total of (

Exhibit 18) 52 percent of the total units needed for low to moderate income populations below the median income.

Exhibit 17. Scenario 1, Combined Housing Unit Gap on Bainbridge Island, Using Bainbridge Island AMI Affordability Shares
Source: Calculations by ECONorthwest, using data from the OFM (April 1, 2020, population estimates for Bainbridge Island), HUD 2019 income limits, and the U.S. Census Bureau, ACS, 2015-2019 PUMS estimates.

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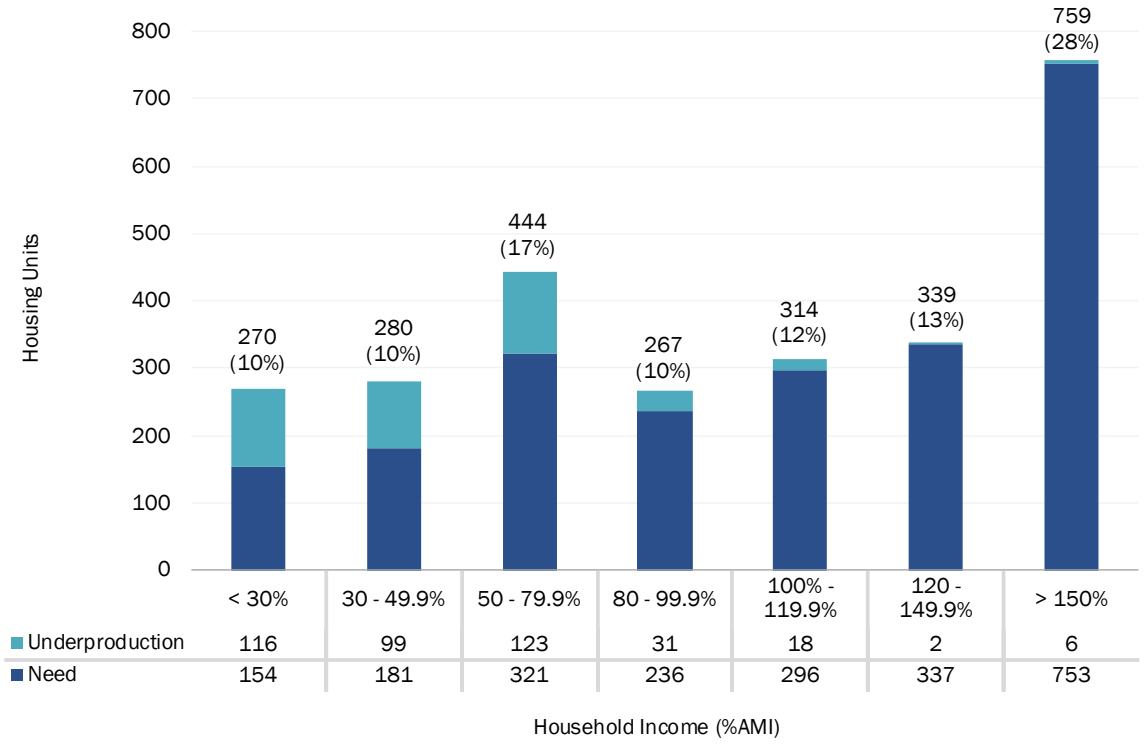
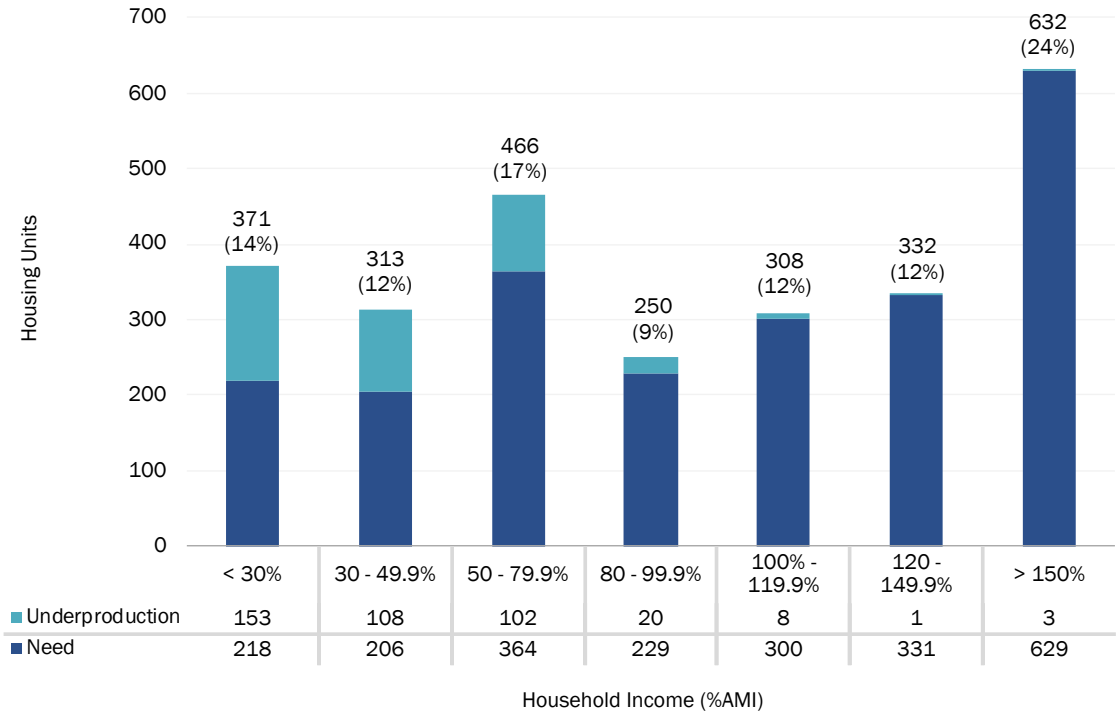


Exhibit 18. Scenario 2, Combined Housing Unit Gap on Bainbridge Island, Using Kitsap County AMI Affordability Shares
Source: Calculations by ECONorthwest, using data from the OFM (April 1, 2020, population estimates for Bainbridge Island), HUD 2019 income limits, and the U.S. Census Bureau, ACS, 2015-2019 PUMS estimates.



More detailed and comprehensive information regarding Bainbridge's housing stock and the associated demographic, workforce, and market trends and regulatory influences is provided in the Housing Needs Assessment Report.[22] This assessment helps to provide a factual basis about the range of housing needs and regulatory influences to address in the Housing Action Plan.

Recently, on June 6, 2023, the Kitsap Regional Coordinating Council voted to recognize draft housing allocations as an appendix to the Kitsap Countywide Planning Policies. This includes City of Bainbridge Island specific housing allocation targets for 2020 to 2044 described as total allocation of housing units, the number of housing units needed for permanent supportive housing, the number of units needed for different income levels, and emergency housing needs (temporary).[23]

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[22] The Bainbridge Housing Needs Assessment, (an attachment to this plan) provides additional detail.

[23] The KCC Board Meeting Agenda provides additional information on the allocation as it relates to the City of Bainbridge Island on pages 12-13:
https://static1.squarespace.com/static/5660ba88e4b0e83ffe8032fc/t/6479445a95234d31724d8ac9/1685668956655/0.+6.6.23+Board++Action+packet.pdf

The lack of affordable housing is a common problem for many cities across the US with no one-size-fits-all solution. Each policy, strategy and tool are unique in its support and delivery of different levels of housing affordability; consequently, communities benefit from developing a toolkit of different solutions designed to meet citizens' varied housing needs. The implications of different tools should be evaluated, and alternatives, benefits and trade-offs should be discussed periodically since the effectiveness or performance of different tools varies.

A few programs and policies have been enacted in Bainbridge Island to provide opportunities for people to live and invest in the community where they work. This section synthesizes the existing programs and policies already addressing housing in the City of Bainbridge Island. The purpose of this assessment is to offer an idea of what has already been done in Bainbridge Island since this will help build a foundation for what else should be considered. This assessment focuses on what is under the purview of city control; consequently, it discusses local land use regulation addressing housing, resources and partnerships supporting housing, permitting, and housing related services.

What are Density Bonuses?

The City of Bainbridge Island offers a voluntary Inclusionary Zoning Program which allows developers to increase residential density in exchange for including affordable units within residential projects. The City also offers the Housing Design Demonstration Project which includes stronger provisions for added residential density and incorporates other components like sustainable building design.

What is the Multifamily Tax Exemption Program?

This program, recently approved on Bainbridge Island in late 2021, offers developers limited tax exemptions as an incentive to make a percentage of housing units in multifamily housing projects affordable to low-income households (Bainbridge Island Municipal Code Section 3.63). The 12-year option of this program requires that 20 percent of units in eligible buildings be affordable to households at or below 80 percent of the Area Median Income (this is for low-income households). For ownership projects using the 12-year option, 100 percent of the housing units need to be sold as affordable housing to low-income households.

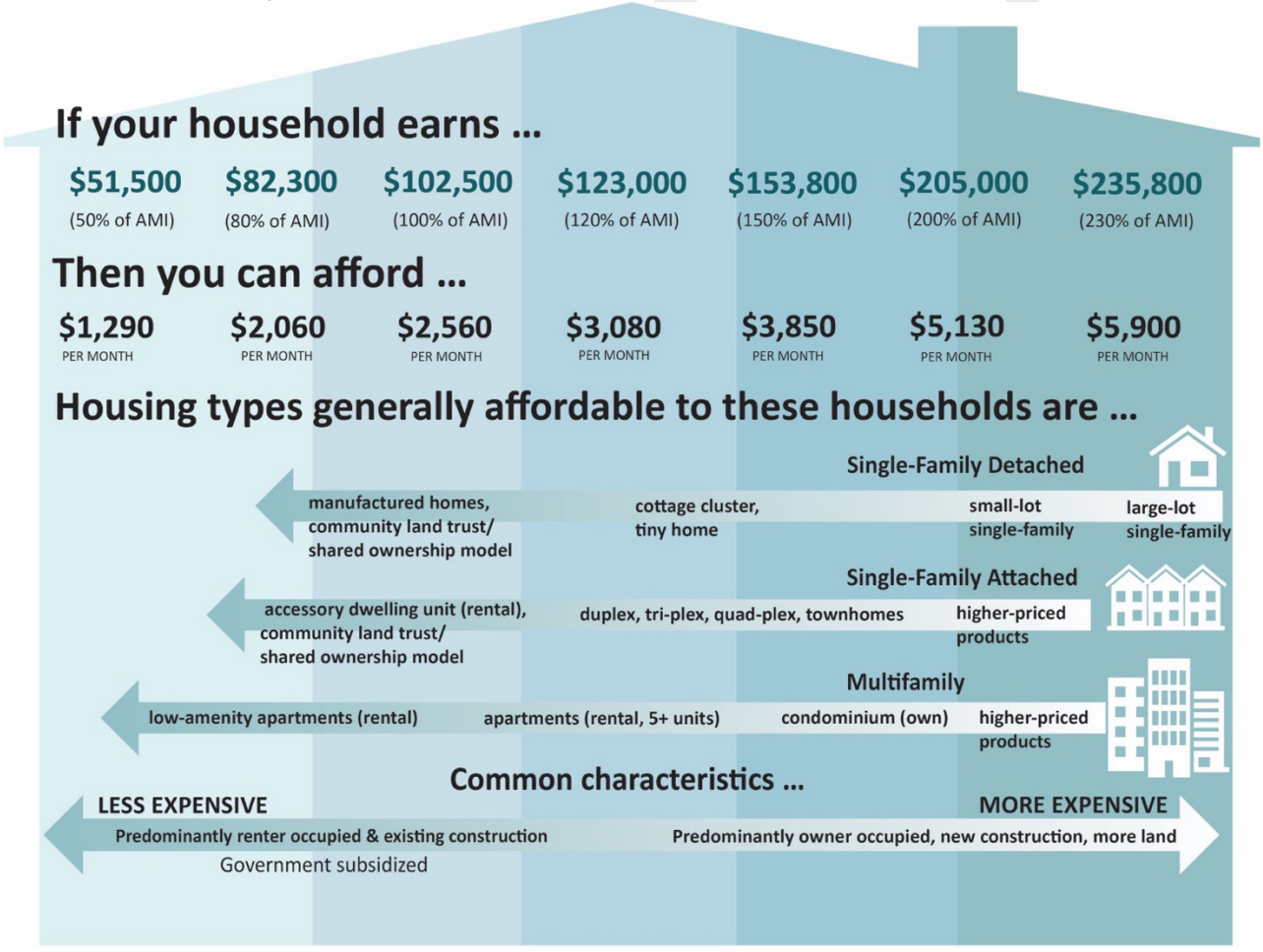
Washington RCW 84.14.021(6) specifies that 'permanently affordable homeownership' must be sponsored by a government entity or nonprofit who can execute a ground lease or deed restriction with a duration of at least 99 years at the initial sale and each successive sale. The sponsoring entity must have first right of refusal for purchase the home at resale and must approve any refinancing of the home.

The lack of housing tends to be particularly pronounced for households earning less than 80 percent of area median income (AMI), a category including low-wage workers in services and other industries; persons on fixed incomes including many disabled and elderly residents; and homeless individuals and families. This type of housing is nearly impossible to build through the private market without public agency support and assistance programs (such as provided by Kitsap County, HUD, the state, cities, nonprofits), particularly in areas with high construction costs and regulations heavily limiting affordable housing development.

Exhibit 19 (below) demonstrates both the relative levels of AMI in Kitsap County for a family of four, as well as what affordable housing costs are for households at that income level. Those at lower income levels are more likely to require government subsidy to access housing affordably, while those at higher income levels can typically access market rate homes. Bainbridge has implemented a variety of policies, programs, incentives, and tools subsidizing housing and aiming to support housing needs. However, much more action is needed to more inclusively meet the housing needs suited for a broad range of household income levels. The exhibit below shows the types of housing that are generally affordable to different income brackets. Smaller sized housing requiring less land tends to be more affordable while larger types of housing located on larger lots tends to be more expensive.

Exhibit 19. Housing Types and their Affordability Levels on Bainbridge Island

Source: ECONorthwest Infographic, Kitsap County 2022 AMI levels.



SECTION 3: GUIDING PRINCIPLES FOR THE HOUSING ACTION PLAN



3.1 Guiding Principles

Guiding principles are essentially the foundation for how to approach and implement the work. The City of Bainbridge Island is committed to addressing the housing needs of all community members who live and work on the island. These guiding principles reflect the overarching aims to expand housing options that are accessible to all income levels, keep existing residents in stable housing, and align with the City's goals for economic development and sustainability.

The following guiding principles help guide the City's work as it proceeds with implementing key strategies and actions.



I. Provide More Diverse Types of Housing

Increasing housing options means enabling more types of housing that meet the needs of different household types. Most of Bainbridge's recent development has been single family detached homes in recent decades, but during public engagement, interviewees and survey participants indicated a desire for more housing types on the island such as more smaller housing options, more affordable housing options, and more rentals. Different households

have different needs that can be met with diverse types of housing (families, single parent households, seniors, young workers, etc.)



II. Increase Affordable Housing for Low to Moderate Household Income Levels

Expanding options for residents at or below 120 percent of median family income is critical to ensuring that households with a diverse range of income levels can afford to live on Bainbridge. Housing sales data compared with income shows that homeownership is increasingly out of reach for young individuals and families and renting a home is also becoming more difficult. During engagement, older adults, people of color, and low-income families, in particular, prioritized improved access to affordable housing.



III. Stabilize Households and Prevent Residential Displacement

Anti-displacement strategies aim to stabilize existing households by providing resources and tools for existing residents to remain in their homes. Although population growth has slowed in the last decade, demand for housing has not. Engagement conversations and survey results show that people are already being displaced from Bainbridge because of rising costs. Many local business owners also indicate struggling with employees moving off the island.



IV. Provide Supportive Housing for Seniors and Special Populations

Housing needs can change for a person over time, with more support often needed for older residents aging in their homes. Bainbridge is aging at a faster pace than Kitsap County and the state of Washington, with the share of senior residents doubling since 2000. Retired seniors indicated challenges with cost of living in the community survey. Finding housing that is accessible, accepts subsidies, and near services were also key factors for seniors in the survey.



V. Increase Rental and Ownership Housing for the Bainbridge Workforce

Workforce housing aims to make units more accessible to current and future employees on Bainbridge. A survey explicitly for local employers and businesses indicated that housing is a major challenge for employee retention and recruitment. Workers in a range of fields, from public employees to service workers have difficulty finding housing on Bainbridge.



VI. Encourage Sustainable Development

Buildings can be a significant emitter of greenhouse gases, but sustainable development aims to improve quality of life and the environment. During engagement, survey

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respondents indicated concern about impacts to the environment and climate and interviewees stressed the importance of adhering to the City's conservation goals related to housing.

3.2 Housing Tools and Market Considerations

Typically, local governments in Washington have a finite set of tools to influence different components of the housing market. A menu of strategies and actions touching on the diverse needs of the Bainbridge Island community identified during engagement and research are integrated to provide options for actions the City can take.

Broadly, the types of interventions include:

- Incentives encourage housing developers to provide desired housing types.
- Policy Changes may update the city's code, processes, or requirements related to housing.
- Technical Assistance provides targeted support from city staff to partner organizations.
- Financial Support increases available funding for a variety of housing initiatives.
- Partnership Building strengthens relationships with nonprofits, developers, and more to further the city's housing goals.
- Research and Monitoring may track existing conditions or emerging trends to better understand Bainbridge's housing needs.
- Direct Support for Residents provides services to individuals and households from the City.

The range of strategies is intended to comprehensively address housing challenges, balancing an increase in affordable housing and preservation of existing units along with the overall housing supply. This plan addresses both rental housing and homeownership strategies, while accommodating growth and protecting households in the community from displacement.

Strategies are included that allow for-profit developers, non-profit developers, and government entities to tap the current housing market to create new affordable homes, acquire and rehabilitate current market rate housing, and increase the necessary funding for future development. There is no "silver bullet" for choosing a single housing strategy, as each idea brings benefits, drawbacks, different levels of impact, and tradeoffs. As such, housing strategies benefit from periodic evaluation as development conditions change over time, requiring flexibility and a renewed effort to fill funding gaps in innovative and creative ways.

3.3 Summary of Housing Strategies

Based on the results of the Housing Needs Assessment, community/stakeholder engagement, analysis of policy options, review of relevant plans and policy and best practice guides, and informed by the guiding principles, the following strategies and associated actions provide a roadmap for the future. The following exhibit shows how the strategies generally connect to the six guiding

principles. All of the strategies support more than one guiding principle such as the Housing Stability Tools Strategy 3 supporting Guiding Principle III and Guiding Principle IV.

Exhibit 20. Bainbridge Island Housing Action Plan Guiding Principles and Strategies

BAINBRIDGE HOUSING ACTION PLAN	
Guiding Principles	Strategies
I. Provide More Diverse Types of Housing	Pursue Policy Updates to Support Diverse Missing Middle Housing Development (Strategy 5).
	Support More Diverse Housing Options by Promoting ADU, Cottage Housing, and Tiny Home Development (Strategy 7).
II. Increase Affordable Housing for Low to Moderate Household Income Levels	Enact Affordable Housing Incentives and Policies (Strategy 1).
	Allocate Resources and Funding for Affordable Housing (Strategy 2).
III. Stabilize Households & Prevent Residential Displacement	Implement Housing Stability Tools (Strategy 3).
IV. Provide Supportive Housing for Seniors and Special Populations	Address Transitional and Supportive Housing Needs (Strategy 8).
V. Increase Housing for Bainbridge Workers	Promote Housing for Employees Working on Bainbridge Island (Strategy 4).
VI. Encourage Sustainable Development	Promote Sustainable Housing Development (Strategy 6).
	Increase Housing Development Opportunities in Designated Centers (Strategy 9).

The next section includes a detailed summary of key actions within each of these strategies, offering a description of how each recommended strategy and the associated actions would serve different needs, why the strategies and actions are important, and intended outcomes. The strategies and actions were selected due to their potential to augment what has already been done for Bainbridge communities and continue working towards identified goals.

Each of these recommended strategies are within the scope of what the City of Bainbridge can achieve, but work will span departments and involve meaningful contributions from stakeholders such as City Council, Planning Commission, Human Service providers, as well as renters, homeowners, neighborhood associations, advocates, developers (both affordable and market rate) and many others. The housing affordability crisis affects a broad spectrum of people including Bainbridge Island employees and residents, families, seniors, newcomers, low to middle-income households, and businesses; thus, it merits the coordination of a broad coalition of support to take meaningful action.

As expected, there is no single strategy that will resolve all the housing affordability challenges and as a result, the strategies are interrelated and were created to address different facets of housing needs. Together, these recommendations and action steps provide a blueprint for the City to begin acting on and implementing each recommendation over the next six years.

Actions in the plan support households at a range of income levels, with an understanding of what types of housing are generally attainable for low, moderate, middle, and high-income households. The plan intentionally addresses needs for each income group and different types of housing, though generally more strategies are targeted towards low- and moderate-income households who currently have the highest levels of cost burden. The plan also includes strategies which will benefit all residents, including higher income households for whom market-rate housing is more likely attainable.

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SECTION 4: PROPOSED ACTIONS FOR THE HOUSING ACTION PLAN



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4.1 Key to the Detailed Strategy and Action Sheets

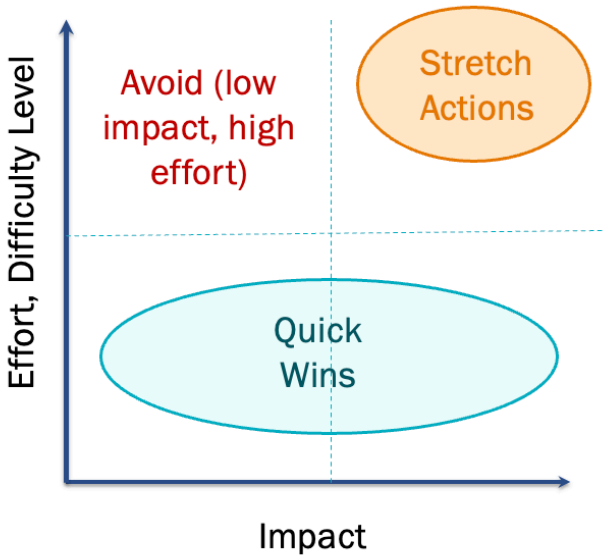
This section includes greater detail on the evaluation of the proposed Housing Action Plan strategies and associated actions. As described in the following key, each strategy's benefits and challenges have been assessed and each action has been evaluated in terms of their estimated impact on housing production, action type and category, housing need focus, reach, and their ability to address the range of features described in the following key.

Guiding Principles:

- Increase Types of Housing Options
- Increase Affordable Housing for Low to Moderate Income Levels
- Stabilize Households and Prevent Residential Displacement
- Provide Supportive Housing for Seniors and Special Populations
- Increase Housing for Bainbridge Workers
- Encourage Sustainable Development

Action Category:

- Quick Wins require a shorter timeline and relatively fewer resources and process requirements to implement.
- Continuing Work builds on existing actions being taken on Bainbridge.
- Stretch Actions are longer term or more complex but are likely to have high impact.



Action Type:

- Incentives typically encourages those developing housing to provide desired housing types.
- Policy Changes updating the city's regulations, processes, fees, or programs related to housing.
- Technical Assistance provides targeted support from city staff to partner organizations.
- Financial Support increases available funding for a variety of housing initiatives.
- Partnership Building strengthens relationships with other organizations to further the city's housing goals.
- Research and Monitoring may track existing conditions or emerging trends.
- Direct Support for Residents provides direct services to Bainbridge households.

Impact on Housing Availability:

Housing Production:

- 🏠 Low: is the least amount of housing production
- 🏠🏠 Medium: is anticipated to encourage moderate housing production
- 🏠🏠🏠 High: would promote the most housing production

Housing Type:

- Supported (uses new or existing public subsidies), these subsidies typically support low to moderate housing production.
- Market Rate (does not use public subsidies)
- All Types Including Both Supported and Market Rate Housing

Household Income Level: The following income levels are based on the household income levels defined in Bainbridge Island Municipal Code (18.21.020). *Please note that these categories are not universally consistent; the Department of Commerce, for instance, considers >80-120% to be "moderate," with no "middle" category.*

- Low includes Extremely Low, Very Low, and Low Income (80% AMI or lower)
- Moderate (81 to 95% AMI)
- Middle (96 to 120% AMI)
- High (above 120% AMI)
- All income categories

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Resources Needed:

- Staff Capacity
    - The action is anticipated to require minimal staff effort.
    - The action would likely take a routine amount of staff capacity and likely consultant support.
    - The action requires a higher level of staff involvement and likely consultant support.
- Other Resources (as relevant) such as partnership support and funding

Equity Review

This evaluation reviews the distribution of impacts on historically underserved populations, how the action would promote (or not) equitable outcomes and discusses any displacement concerns and ways to prevent it, as needed. Historical policies such as restrictive zoning and covenants combined with the lack of affordable housing and diverse housing have contributed to inequities impacting people of color and lower income households. Improving housing affordability is important for both renters and buyers. Increasing homeownership opportunities helps address inequities stemming from a long history of discriminatory policies and helps households build wealth.

Benefits

This evaluates whether a strategy might have impacts for specific groups or community goals, such as the examples below:

- Seniors
- Young Adults
- Families
- Local workers
- Persons with Disabilities
- Other Special Populations
- Climate and Sustainability Goals
- Small Businesses/Economic Development

Challenges

This evaluation describes anticipated challenges for implementation, potential trade-offs, and next step considerations.

4.2 Detailed Strategy and Action Sheets



Strategy 1. Enact Affordable Housing Incentives and Policies

Why is this strategy important?

Financial incentives and policies help to increase supply and access to affordable units, providing more opportunities for a variety of housing needs. During the engagement process of this plan, our team heard that there is a need for affordable housing options that serve a variety of household types, including for families, local workers, seniors, young adults, and low-income households. Our analysis in the Housing Needs Assessment supports this finding that there is a lack of affordable units, particularly for renters and households making less than 80 percent of the Area Median Income (which is around $82,300 per year for a family of four or $65,850 per year for a family of two in Kitsap County, 2022).

This first strategy includes actions that will enable and encourage developers to provide more affordable units on Bainbridge Island through different tools available to the City, including targeted tax incentives, fee exemptions, expediting review processes, and density bonus options. The focus of affordable housing incentives is on low- and moderate-income level households, though some actions will also likely have benefits for mixed-income housing development.

Equity Review:
This strategy and the corresponding actions promote housing options that are likely to serve low to moderate-income and/or renter households, a sector of the population that is currently underserved on Bainbridge Island.

Benefits:
Affordable housing incentives typically (but not always) work best for apartment buildings since it is more efficient for developers to use the affordable housing incentive programs on a multiunit building. This type of development generally produces fewer greenhouse gas emissions and aligns with the city's climate goals. These actions benefit: small households, persons with disabilities, local workers, seniors, and families.

Anticipated Challenges

- Multiunit buildings may not be the type of housing desired by all low-income persons or meet household needs. Some incentives may need to also be tailored to work for affordable single-family homes where possible.
- Reconfiguration of existing programs like the Multifamily Tax Exemption Program and the voluntary affordable housing density bonus could face political pressure, especially those which have recently been adopted. Generally, modifications to the zoning code to provide incentives can take a moderate to high amount of staff capacity and participation.

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Action 1.1. Add improvements to the Multifamily Tax Exemption Program to increase program use including expanding the levels of income served (including low to moderate income level households).

Background

Bainbridge Island recently approved a Multifamily Tax Exemption (MFTE) Program in late 2021 (codified under Bainbridge Island Municipal Code – BIMC section 3.63). For approval under the 12-year exemption option, the minimum number of affordable housing units is 20 percent of total housing units rented to low-income households (defined as at or below 80 percent of the Area Median Income).

For ownership projects, 100 percent of the housing units need to be sold as affordable housing to low-income households. For approval under the 20-year exemption option, at least 25 percent of the total housing units must be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership or housing.

Washington Multifamily Tax Exemption Program Regulations

These programs may be adopted by communities in Washington which have a minimum population of 5,000 people. Bainbridge has met this threshold and implemented a program. MFTE must also be used in areas that contain **urban centers**, which the code defines as:

*"a **compact identifiable district** where urban residents may obtain a variety of products and services. An urban center must contain:*

(a) Several existing or previous, or both, business establishments that may include but are not limited to shops, offices, banks, restaurants, governmental agencies;
(b) Adequate public facilities including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and
(c) A mixture of uses and activities that may include housing, recreation, and cultural activities in association with either commercial or office, or both, use." (RCW 84.14.010).

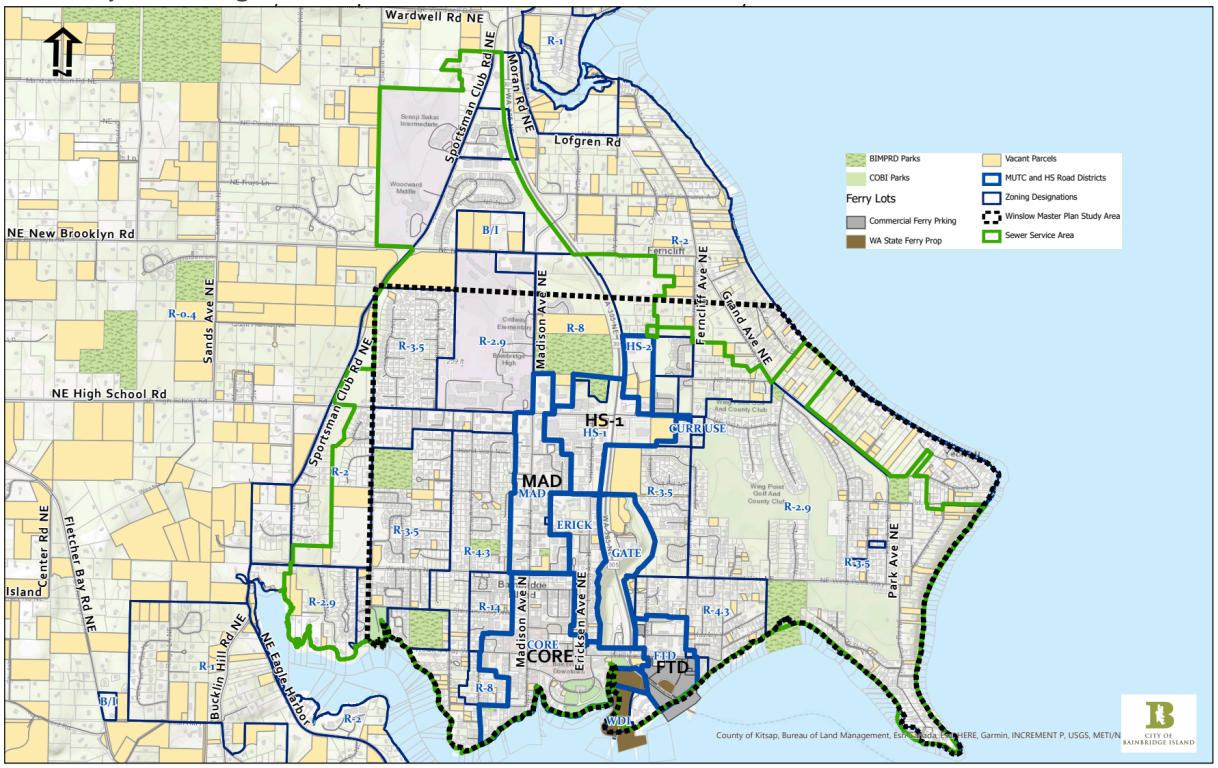
The key goals of this program are to promote and incentivize the development or redevelopment of an equitable mix of housing, as a catalyst for additional investment and activity in the targeted areas, in accordance with the city's comprehensive plan; and to stimulate new construction or rehabilitation of existing vacant and underutilized buildings for multifamily housing in designated residential targeted areas to improve housing and affordable housing opportunities.

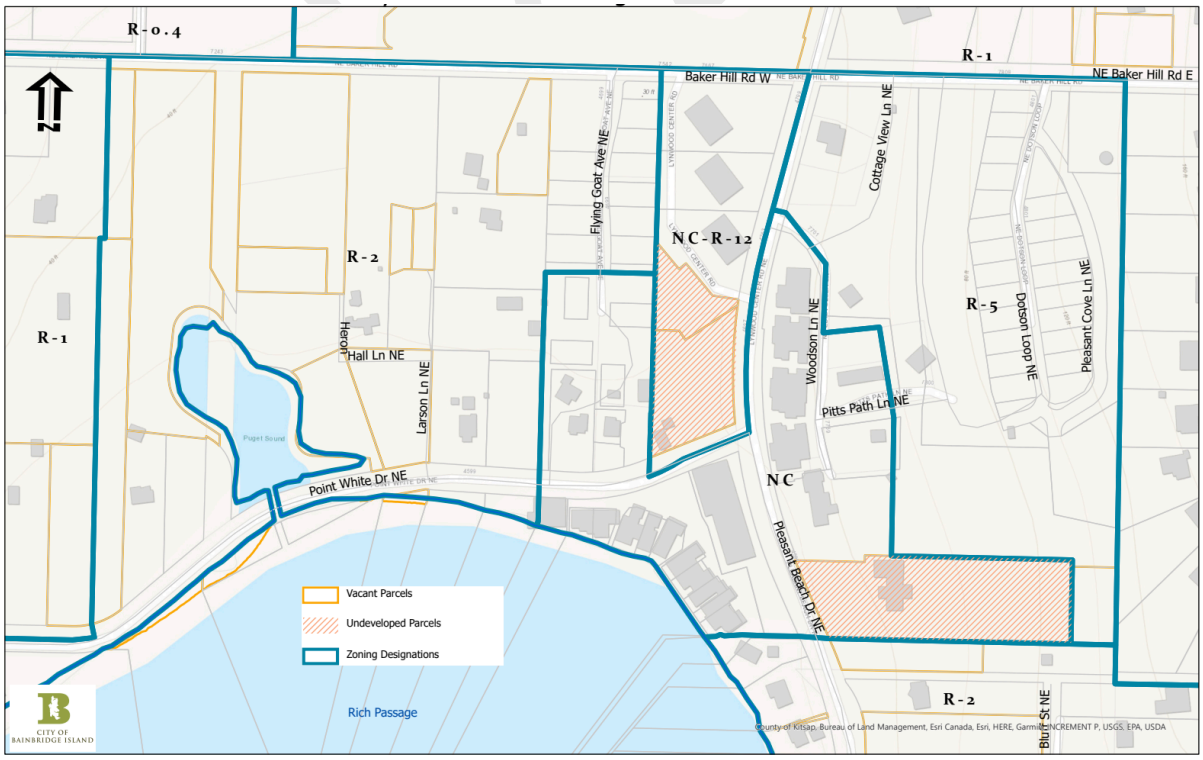
The Multifamily Tax Exemption program is a promising way to add more units to Bainbridge by incentivizing private market-rate developers to build both market rate and income-restricted affordable housing. The program has been in place for less than two years, and the city has received just one application for a townhome subdivision with a nonprofit partner. While the current program was recently adopted, it may not be used sufficiently due to requiring too low of affordability (only low-income) for the units set aside, or because of the City's existing development standards. It is worth evaluating ways to restructure the program to allow both low to moderate income housing for the set aside and to expand the residential targeted areas to go beyond the existing areas.

The Bainbridge Island Municipal Code (Section 3.63.030) currently allows MFTE to be used in the Winslow Master Plan Study Area, Winslow Sewer Service Area, Lynwood Center Neighborhood Center Area, the

Neighborhood Center (NC), NC/R-12, and R-5 zones. MFTE is currently allowed in urban centers by Washington state law (see description above).

Exhibit 21. Map of Areas Currently Eligible for MFTE: 1) Winslow Master Plan Study Area and Sewer Service Area, 2) Lynwood Center Area
Source: City of Bainbridge





On Bainbridge, there are limited areas where three of these state MFTE program criteria are met. With few conditional exemptions, none of the existing city's residential (R) zones allow for retail sales, offices, or restaurants, and only three (R-5, R-8, and R-14) allow for multifamily dwellings that would be eligible for MFTE. Likewise, the city's existing commercial and industrial zones (B/I and WD-I) do not allow for any residential uses aside from limited 'live-work' units. Therefore, the areas where MFTE could most likely be allowed on Bainbridge are Mixed Use Town Center and the High School Road districts of Winslow and Neighborhood Center zones, and potentially in R-5, R-8, and R1-4 zones, areas where the City's MFTE program is currently allowed. If future zoning changes occur in other residential areas, or allowances change for residential uses in the City's commercial and industrial zones, the City should evaluate these criteria again to determine if new areas qualify for a MFTE Program expansion.

If the City finds that there are infrastructure limitations in areas that would have strong potential for MFTE, it could seek to strategically align with Action 10.2 by using tax increment financing to fund infrastructure upgrades. Tax increment financing is a way that cities in Washington can fund some of the same public facilities required for MFTE, such as streets, sidewalks, lighting, and water/sanitary sewer systems. This may be a way to increase the benefits of both MFTE and TIF, but the City should weigh other tradeoffs for where to implement its increment areas.

The influence of Action 1.3 (inclusionary housing policy) should be considered in relationship to this action (1.1) to determine whether both programs can be used in combination or not. Lastly, the City should consult with affordable housing nonprofits, housing developers and architect stakeholders to ensure program modifications support project financing.

Evaluation

Category: Continuing Work; **Action Type:** Incentive and Research and Monitoring

Impact on Housing Availability:

- **Housing Production:**
- **Housing Type and Income Level:** All including Market-Rate and Supported, Low to Moderate Income Level

Staff Resources Needed:

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Action 1.2. Extend affordable housing fee exemption to other permit fees and defer payment of select development fees. Introduce fast-track permitting and provide more clarity and consistency in the design review process for supported affordable housing.

Background

This action addresses the need to improve the permitting process and reduce/waive fee requirements to promote affordable housing development by making the process less expensive, more streamlined, and more predictable. This action calls for the City to be mindful of the cumulative impacts of fees on housing affordability and the need to reduce the cost burden, where feasible, of fees to support housing affordability. Cities typically charge one-time fees during development to support the build out of infrastructure and pay for associated administrative needs called 'impact fees.' While these fees are important funding sources for their respective municipal departments and special districts, they can add up and effectively discourage new housing development–particularly housing offered at lower price points. In addition, the City has a few other charges and processes associated with development that could be waived for affordable housing to expedite development. Select Bainbridge Island fees (2022) are provided in the image below.[24]

BAINBRIDGE ISLAND: Select Fee Schedule 2022			
	Single-Family	Multi-Family (per unit)	Affordable Adjustment
Utility Connections			
System Participation Fees			
WATER (3/4" pipe)	$5,709	$6,045	N/A
WATER (1" pipe)	$9,515	$10,075	
SEWER (Winslow)	$8,187	$5,079	
SEWER (South Island)	$3,751	$2,327	
Connection Fees (varies by location)			
WATER (3/4" pipe)	$950 - $2,500		N/A
WATER (1" pipe)	$1,100 - $2,750		
SEWER	Case-by-Case at 125% of direct costs		
Inspection Fees			
WATER/SEWER (Initial Inspection)	$100		N/A
WATER/SEWER (Re-Inspection)	$100		
WATER/SEWER (Dig Up Fee)	$250		
Administrative Processing Fees			
WATER/SEWER	$50	$75	N/A
Building and Planning			
Admin Code Interpretation	$2,210		N/A
Building Permit (based on valuation)			
$50,000 to $100,000	$804.78 for the first $50K, plus $8.75 for each additional $1,000		N/A
$100,00 to $500,000	$1,242.28 for the first $100K, plus $7.00 for each additional $1,000		
$500,000 to $ 1,000,000	$4,042.28 for the first $500K, plus $5.94 for each additional $1,000		
$1,000,000+	$7,012.28 for the first $1M, plus $4.56 for each additional $1,000		
Plan & Building Review			
Plan Check Review	65% of Building Permit Fee		N/A
Planning & Engineering Review of Building Permits	20% of Building Permit Fee or 10% for ADU		
Minor Site Plan Review	$9,510		
Major Site Plan Review	$17,530		
Pre-Application Meeting			
All Land Use Permits	$2,850		N/A
Transportation Impact Fee			
Per Trip Charge	$1,811.82		N/A
Administrative Fee	2% of calculated TIF		

Overall, the City should review fees and how they are set (reviewing their proportionately and nexus to what they are covering) to identify possible reductions and deferments and consider their cumulative impact. In addition, the City should identify ways to make the permit timelines more predictable and efficient since this can help alleviate cost pressures.

[24] City of Bainbridge Island, 2022 Fee Schedule: www.bainbridgewa.gov/DocumentCenter/View/10292/Fee-Schedule-?bidId

Development Fees. The City has a transportation impact fee (BIMC Chapter 15.30); designated affordable housing units are exempt from paying this fee. There are also city participation fees charged for new or modified sanitary sewer and domestic water connections that can potentially impact costs of new development. The rate for each utility varies based on a number of factors, including the type of housing (single or multifamily), size of water meter being installed, the number of units, and in the case of sanitary sewer fees, the location (either in the Winslow area or the South Island Sewer area).[25] [26] These fees add to the total cost of housing and can be part of the financial barrier for the development of affordable housing; consequently, the City could consider options to offset the cost to developers for the connection fees for targeted affordable housing (such as units serving low-income residents or families),possibly using the City's Housing Trust Fund as a source (BIMC 3.38). Outcomes from Action 2.1 focused on the use of the Affordable Housing Trust Fund, should be considered when determining whether to use these funds for connection fees.

Another fee to consider offsetting for affordable housing projects is the Pre-Application Meeting fee (around $2,850 for all land use permits). Again, the City's Housing Trust Fund could be a possible source of revenue to offset the cost for the developer. All planning fees were updated recently to ensure full cost recovery, so the City should consider other sources for cost recovery in consideration of affordable housing discounts or adjustments for Pre-Application or other permit fees.

Payment deferrals can also be a preferable option for some jurisdictions, since the City still receives the revenue for development fees, although it will be later in the process. In 2015, Washington State mandated an on-request deferral system in SB 5923 that was codified in RCW 82.02.050, so cities already have payment deferral at their disposal. Techniques to increase flexibility in the payment of fees to allow for gradual payment during the permitting process should be tested out for affordable housing projects. The City could begin this process by testing out gradual payment of utility connection fees via installments that must be fully paid before occupancy is allowed, since it is important to prevent home sales before the developer has paid all fees. Before any code amendments are adopted, the regulations should identify when payment of deferred fees is required (such as when a certificate of occupancy is issued) along with penalties associated with the applicant's failure to deliver the housing units and final payment as required.

Design Review. The existing design review process has also been noted as complicated and unpredictable by some housing developers and could potentially be streamlined to create a more efficient and

[25] For a multifamily building, water participation fees start at a minimum of $4,030 for the smallest meter size and can range up to $200,000 total for the largest meter size. The size and number of meters required is dependent upon sprinkler requirements and the number/configuration of units within the development. Sanitary Sewer participation fees are $5,079 per living unit (multifamily) and $8,187 per living unit (single family) in the Winslow area which covers infrastructure costs for both conveyance (pipes) and treatment (plant) facilities. In the South Island Sewer district, the City participation fee is $2,327 per living unit, covering the conveyance, while Sewer District 7, who operates the plant, has a separate participation fee of $12,013 within the South Island area.

[26] City of Bainbridge Island, "2023 Fee Schedule," January 1, 2023, www.bainbridgewa.gov/DocumentCenter/View/17178/Fee-Schedule-Update?bidId=

predictable process. Design review uncertainty adds time and brings extra risk and is one of the factors that developers use when trying to decide whether to undertake a development project. Providing an expedited process for permitting and review for the targeted types of housing can reduce risk and help housing projects to be built more quickly, although there are limitations given the need for quality review and staff capacity. Switching to in-house staff review where possible, especially for smaller affordable housing projects, can simplify the process for applicants to build units both for affordable and market rate developments more quickly. Bainbridge Island Design Review currently requires three meetings (including conceptual review, design guidance review, and final design review) . By contrast, the City of Poulsbo has a concurrent permitting and design review process that does not require multiple meetings.

Permitting. The City of Bainbridge currently requires most projects to navigate a complex review process, which, according to an estimate by the City's Planning Department, brings the average timeline to obtaining a residential building permit to 3 to 4 months. Review procedures completed by the Design Review Board occur along a separate timeline and include multiple meetings that add to the delay and unpredictability faced by developers. Not included in the table are additional Planning Commission and public meetings that occur when Design Review deliberations request project modifications. During the application stage, sequential rather than concurrent staff review can also easily elongate the process.

BAINBRIDGE ISLAND: Site Plans and Design Review	
	Review Body
Proposal Stage	
Preapplication Conference	Planning and Engingeering Staff
Conceptual Review	Design Review Board
Public Participation Meeting	Public/Planning Commission
Design Guidance Review	Design Review Board
Final Design Review and Recommendation	Design Review Board
Application Stage	
Staff Review	Kitsap Public Health District
Staff Review	City Engineer, Planning Staff
Review and Recommendation	Planning Commission
Review and Approval	Planning Director

Key Best Practices for Streamlining Affordable Housing Permits[27]

- Collect input from housing developers, permitting staff, and other community stakeholders on their experience with the existing process. Convene focus groups, invite subject-matter experts to share successes from peer communities, and collect feedback through surveys to determine which steps in the land use permitting process are most problematic.

[27] Sources: https://localhousingsolutions.org/housing-policy-library/streamlined-permitting-processes/ and MBAKS Housing Toolkit, 2023. Additional examples of streamlining local permit review procedures: https://mrsc.org/explore-topics/planning/land-use-administration/streamlining-local-permit-review-procedures

- Assess staff capacity and establish coverage goals to determine the review processes that can be consolidated and simplified based on the feedback collected above. Coordinate with city departments that are typically part of the review process and determine where the process might need an overhaul or internal fixes for efficiency. Consider where bottlenecks occur within different departments, which approvals might be appropriate for administrative review, and how to balance the needs of smaller, simpler projects that make up a large volume of permitting requests.
- Implement the appropriate changes based on the steps above. Establishing regular cross-departmental meetings could provide an opportunity to consolidate certain processes and decision-making or allow staff to troubleshoot recurring issues. Creating a one-stop-shop where all permitting staff operate in unison can make it faster and easier to answer client questions and resolve problems. Offering pre-application meetings can help applicants clarify misunderstandings to prevent delays but the fees associated with these meetings should not be too high to pose a barrier. Providing online permitting and tracking options creates efficiencies by reducing trips to the permit counter and can further be augmented by providing helpful customer service when questions and issues emerge.[28] Allowing concurrent review, self-certification, or permit priority for affordable housing projects are also effective strategies to shorten timelines.
- The City could establish a timeline target for the review of permits associated with key housing projects (especially affordable housing). State law (RCW 36.70B.080) calls for cities planning under the Growth Management Act to establish and implement time periods with timely and predictable procedures; specifying that each permit should not exceed 120 days unless the jurisdiction provides written findings that additional time is needed. The City could track the existing length of permit review timelines for key housing projects to establish a basis for permit review timeline targets.[29] Lastly, the City could monitor permitting by providing performance reports (annual).[30]

Other City Fees and Processes.[31] Offsetting permitting fees for projects with affordable housing should be considered. The city's typical charges should be examined, such as the zoning application fees, mitigation fees, building permit fees, plan check review fees, and building inspection fees, to identify opportunities to reduce costs for affordable housing projects that operate on extremely tight margins, with the Housing Trust Fund being a possible source of revenue.

The length of time it takes to obtain permits for construction can also add to the cost of housing due to increasing cost of materials and labor availability. The review of development permits is crucial to ensuring

[28] Example: My building permit: https://mybuildingpermit.com/ and City of Kent online permitting portal, https://www.kentwa.gov/pay-and-apply/apply-for-a-permit/electronic-permit-applications.

[29] Additional guidance on permit review timelines: https://www.mbaks.com/docs/default-source/documents/advocacy/issue-briefs/permitting-issue-brief.pdf

[30] Additional guidance in the Housing Toolkit (MBAKS), 2023. Under RCW 36.70B.080, annual performance reports must be prepared by local jurisdictions in King and Snohomish counties with a population of more than 20,000 persons. These reports include information such as the number of completed permits, mean processing time, etc.

[31] Additional information: Master Builders Association Housing Toolkit (2023)

development is safe, high-quality, and integrated with infrastructure appropriately, and cannot be removed from the affordable housing development process. However, the City can reduce potential problems related to prolonged permitting times by prioritizing applications for regulated affordable housing. This can allow developers to plan for labor, materials, etc. with clear expectations for when they can proceed with construction. The City currently offers consultations to developers with planning department staff via the online permit center and could expand this service by pre-emptively providing guidance on the common delays that might occur during the permitting process on Bainbridge.

Evaluation

Category: Continuing Work; **Action Type:** Incentive and Policy Change

Impact on Housing Availability:

- Housing Production: 🏠 to 🏠🏠
- Housing Type and Income Level: Supported, Low Household Income

Staff Capacity Needed: 🧍🧍🧍 (this action requires sufficiently available staff with proper training)

Fee Deferral and Waiver Examples from Other Communities

- Port Townsend[2], offers 20-year fee deferrals for utility connection, building permit, and permit review charges for low-income units (affordable to 80% AMI).
- Lakewood[3] provides a fee discount of 15-55 percent for building permits, plan check review, and permit review, depending on the unit mix within the project.
- Langley[4] waives utility connection fees for any project with at least 25 percent low-income units and Lacey[5] exempts projects with at least 10 percent low-income units from building permit fees, plan and building review fees, and transportation impact fees. This is an approach also taken by Kitsap County and Pierce County.

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Action 1.3. Revise the existing voluntary inclusionary housing policy that includes an affordable housing density bonus to promote greater program usage; evaluate a mandatory program.

Background

The City's existing voluntary Inclusionary Zoning offers a density bonus in in all residential and mixed use zones , Neighborhood Center areas, and Mixed-Use Town Center/High School Road districts. The strength of the incentive varies in different types of zones. The City currently provides an optional density bonus for affordable housing that allows for up to a 50 percent bonus scaled to the affordability level of bonus units.

2019 Inclusionary Housing Study and Recommendations. As part of its work program, the City Council wanted to support its affordable housing efforts with the enhancement and expansion of its housing density bonus zoning. Since the existing density incentive program for affordable housing has been in place, it has not been used much to-date. The current voluntary affordable housing program has been used twice since it was approved in 2005.

The 2019 study found that current base zoning and available incentives do not support the provision of affordable housing units. Constructing affordable housing is expensive, and the City's existing voluntary inclusionary zoning program does not provide enough bonus density or allow for a big enough building (height) to underwrite the relatively high amount of affordable housing required by the current program. While the current density bonus incentives do increase the value of each of the building types analyzed, they do not create enough value to capture for public benefits (e.g., affordable housing). To improve financial feasibility and utilization of the incentive programs, development projects need to be able to use development sites more efficiently and achieve more physical scale. To do this, the City has the three following key regulatory levers it can adjust.

- Increase density limits. This would increase the amount of building square feet, primarily through higher floor area ratios (FAR) limits or more dwelling units per acre.
- Raise height limits. This would allow more building square feet and more flexibility developing a site to provide open space on the site.
- Reduce parking requirements. This helps reduce construction costs and allows more flexibility in developing a site, because less area (and cost) would need to be dedicated to parking spaces.

The study made the following subsequent recommendations. The following recommendations should be reconsidered as the City accounts for the updated conditions since 2019 (i.e., market, cost of development materials and labor, planning, etc.).

- Allow a new maximum height and FAR densities. The study recommended new height limits across the Mixed Use Town Center zones and moving to an FAR-based density limit for the Neighborhood Center (NC) zones. (The NC zone currently uses units per acres to define density, ranging from R-2 – R-5 units per acre; a FAR-based density limit would be consistent with the other

growth center zones and provide more flexibility.) The table below summarizes the recommended maximum density and height limits for density bonuses by zone. These preliminary bonus estimates would be allocated in exchange for providing affordable housing at between 5-10% of the units set-aside for affordability between 70-90% of area median income.

Exhibit 22. Recommended Maximum Bonus Density and Height Limits from 2019 Transfer of Development Rights and Inclusionary Zoning Assessment

Zone	Current Bonus Density (max)	Proposed Bonus Density (max)	Current Bonus Height (max)	Proposed Bonus Height (max)
Neighborhood Center	5 units/acre	0.5 FAR	35 feet	45-55 feet
Neighborhood Center/R-12	12 units/acre	2.0 FAR	35 feet	45-55 feet
High School Road District	0.6 FAR	3.0 FAR	45 feet	45-55 feet
Madison Avenue Overlay	0.6 FAR	3.0 FAR	35 feet	55-85 feet
Ericksen Avenue Overlay	0.6 FAR	3.0 FAR	35 feet	55-85 feet
Gateway Overlay	1.0 FAR	4.5 FAR	45 feet	55-85 feet
Ferry Terminal Overlay	1.1 FAR	4.5 FAR	45 feet	55-85 feet
Central Core Overlay	1.0 FAR	4.5 FAR	45 feet	55-85 feet

- **Reduce the other incentives available and focus on affordable housing.** The City had offered bonus FAR as an incentive for several other public benefits including providing underground parking, purchasing FAR, providing on-site open space, tree preservation, historic structure preservation, etc.). In early 2020, the City suspended use of these other incentives until March 2024. Reducing competing options will prioritize the use of incentives for affordable housing.
- **Implement the affordable housing incentive program using the existing voluntary incentive structure.** The study recommended maintaining a voluntary affordable housing incentive program. The base zoning density limits are relatively low. The use of voluntary system allows the City to implement the increased zoning capacity through bonuses without changing the base zoning (or "by-right" entitlements) as well as to be more flexible during market fluctuations.

- Complement with an MFTE program. The study recommended combining the density bonus with either the 8- or a 12-year MFTE program for affordable housing. The analysis showed that the MFTE added value for multifamily developments, and it would be an additional incentive to support the viability of multifamily projects and the use of incentive programs. Further analysis on how to layer the City's current MFTE Program can provide insight on the best option.
- Define the affordable housing benefits based on the new bonus density limits and other incentives. For affordable housing, the study recommended a five to ten percent set aside of all units built, depending on the zone. The depth of affordability could be set anywhere between 70 to 90 percent AMI.
- Make complementary and supporting code changes. In addition to the changes above, there are several small, less critical changes provided below the City can consider and pursue that also will support the affordable housing and TDR incentive programs that were also recommended.

    i. Remove separate FAR limits for residential and commercial uses in mixed-use buildings. Instead, establish one, new FAR limit for the entire building by zone as discussed above.
    ii. Reduce parking requirements to 1.0 space per unit. Maintain reduction of half for areas within 0.5 mile of ferry terminal, which would then allow 0.5 parking spaces per unit within one-half mile of the Bainbridge Ferry Terminal. This type of action should be coordinated with Action 9.3 related to reducing parking requirements near the ferry termina in the greater Winslow area, and in Neighborhood Centers.

Consider a Mandatory Inclusionary Program. The 2019 report analyzed voluntary and mandatory inclusionary zoning programs in Washington State and found that a mandatory program requiring 10 percent of units to be affordable would not be effective under the existing multifamily development standards. If the City chooses to pursue a mandatory inclusionary zoning policy, it must raise the base zoning limits to implement the affordable housing requirements. As part of the updated work to implement inclusionary housing, the city can consider the appropriateness of continuing the voluntary program or moving to a mandatory program.

Consider a Fee In Lieu Option

Cities often allow developers to pay a fee to the city in lieu of developing inclusionary zoning units, and the city can use those collected fees to support construction for lower-income households directly. These fees in lieu provide developers with the option of buying out of the requirement to directly produce below-market units within their proposed market-rate development projects. Setting the in-lieu payment amount affects inclusionary zoning outcomes. If the payment amount is set high, developers may not be able to feasibly support the in-lieu payments and will either be able to deliver the below-market units within a project or not build at all. Further, the fee needs to be context-oriented to yield better results for both developers and policymakers such as considering market prices, development types, and

macroeconomic conditions. Should the City move to a mandatory program, a fee-in-lieu option should be considered at that time, particularly for smaller development projects.

Evaluation

Category: Continuing Work**; Action Type**: Incentive and Policy Change

Impact on Housing Availability:

- Housing Production:
- Housing Type/Income Level: Focus on Market-rate, Low (51-80 percent) to Moderate Income (81-95 percent)

Staff Resources Needed:

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Strategy 2. Allocate Resources and Funding for Affordable Housing



Affordable housing projects often run into challenges with financing gaps (despite use of federal or state programs like the Low-Income Housing Tax credit or Washington Housing Trust Funds) because they are required to charge below market rate rents for tenants. Local subsidies (like sales tax revenue, general fund allocations, and so on) can help make projects more financially feasible for developers to create units that meet the needs of low-income households on Bainbridge.

As described in the Housing Needs Assessment, over 100 households were reported on Housing Resources Bainbridge's waiting list for affordable housing. Other providers have waiting lists as well, such as Housing Kitsap (2,108 countywide), Virginia Villa, and Winslow Arms, so this number of households waiting for affordable units is likely higher. This strategy focuses on existing funding sources and resources that are already available to the City, which could be applied to affordable housing initiatives. Allocating them for the highest and best use should be a priority for expanding housing options on Bainbridge.

Equity Review:

This strategy would help achieve more equitable outcomes since it will help increase the supply of affordable housing and rentals, a type of housing that is currently underproduced and in high demand on Bainbridge Island. This strategy supports equity by including actions focused on providing more housing for low to moderate income households which are currently underserved on Bainbridge Island.

Housing that is affordable to households at low-income levels often requires subsidies to cover the financing gap. Federal and state programs like the Low-Income Housing Tax Credit can cover a portion of development costs, but to achieve reduced rents affordable housing often requires the addition of grants, partner contributions, and other external funding.

Benefits:

- These actions focus on making use of resources and partnerships that the City has established such as the City's Housing Trust Fund and Housing Resources Bainbridge, respectively.
- Developing partnerships can help contribute to many other strategies in the plan, such as housing stability tools, workforce housing initiatives, and addressing transitional housing needs.
- These actions benefit: small households, persons with disabilities, local workers, seniors, families, and those without homes or at risk of losing their homes.

Anticipated Challenges

- Communication and public involvement are critical to ensuring that resources are used in a way that is consistent with community desires. Without sufficient engagement with residents and stakeholders, there could be political challenges to allocating resources.
- An affordable housing levy must be approved by the voters. Administering new programs requires additional staff time and possibly training, although actions that leverage existing resources will

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likely require less work from city staff. The affordable housing development process is challenging and complicated.

- Action 2.2 (Surplus Land Donation for Housing) will have challenges associated with the high cost of development and face a potential trade-off related to other potential uses of publicly owned land that provide different benefits, such as recreation facilities. Another challenge is associated with working with a partner (potentially new partner) since this makes it more complicated due to incorporating another organization's respective requirements, decision-making boards, etc.

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Action 2.1. Allocate existing funds and expand the pool of resources for the City's Affordable Housing Trust Fund.

Background

The City's treasury has a fund designated as the "Housing Trust Fund" which was established to support the development and preservation of affordable housing and to provide segregated accounting and control for the expenditure of funds.[32] The specific use of such a fund could be deployed in the following areas:

- Land acquisition (or land banking) of sites for future affordable housing development.
- Gap financing for new development of affordable housing.
- Support for housing preservation activities (such as the purchase of existing affordable housing that might be at risk for redevelopment).
- Short-term rental assistance.

Funding sources includes donations from public and private sources, and any other revenues specifically dedicated to the City of Bainbridge Island Housing Trust Fund (AHTF), the City Council through the biennial budgeting process, affordable housing loan repayments or other appropriate sources. The City of Bainbridge Island City Council provides principles for how to allocate AHTF dollars to target long-lasting benefits and results and promote fiscal and environmental sustainability. The City also recently hired a management analyst whose position will oversee certain housing-related duties; this position can potentially assist in designing a systematic process to strategically use funding for affordable housing initiatives, based on principles established by the Council.

Identifying more funding sources that are eligible for flexible uses associated with affordable housing can increase what is available for affordable housing developers. These may include those listed in the above strategy that provide incentives, or new sources like crowdsourcing or partnerships with philanthropic

[32] BIMC 3.38 provides guidance on the City's Housing Trust Fund. The Bainbridge Island housing trust fund is intended to: support the repair and rehabilitation of housing serving senior and disabled residents; provide direct financial and technical assistance to qualified housing projects; provide financial assistance to public and private nonprofit organizations supporting housing activities consistent with city policy; provide financial assistance to pay for utility connections for qualified housing activities; and fund approved, eligible operating expenditures related to the provision of assistance covered by this chapter. (Ord. 99-45 § 1, 1999). The current balance of the affordable housing fund as of September 30, 2022, is $1,164,448. Any spending out of this fund would need to adhere to the limitations in Ordinance No. 2021-05 and 2019-37.

organizations. The City has access to several sources of funding that could be allocated for affordable housing projects, though different sources come with criteria for their use, including:

- American Rescue Plan Act (ARPA). Decisionmakers should make holistic determinations for ARPA funds, which are intended to provide direct economic relief to cities, towns, and villages in the US. These federal allocations are advantageous for workforce housing projects aligned with stated Council goals, and they must be spent by the end of 2026. The American Rescue Plan Act was signed into law on March 11, 2021, to help with economic recovery; this is a one-time source of funding. The City Council has set aside some of the ARPA funding for constructing affordable housing units at the Wyatt and Madison project and general affordable housing capital set-aside.
    - *Several communities in Washington have used ARPA funding for housing-related initiatives and provide guiding principles for how to allocate funds, including Bothell, Ferndale, Kenmore, Lakewood, Monroe, and Spokane.[33] Popular programs related to housing include utility assistance (Bothell, Ferndale), homelessness response (Kenmore, Monroe), and direct funding for construction of affordable housing (Spokane, Kenmore, Lakewood). Spokane has also allocated ARPA funds to reimburse ADU fees and building permits for affordable housing, as well as providing down payment assistance through a partner organization.[34]*

- Sales and Use Tax revenue. In September 2021, the City codified an ordinance in response to House Bill 1406 which enables participating cities to gain a new affordable housing revenue stream through a credit against the state's sales tax rate (codified in BIMC 3.62, authorized by RCW 82.14.530). The rate of the tax is one-tenth of one percent of the sales price of consumer goods purchased. Funding collected from the tax can only be used for housing related services authorized by state law (RCW 82.14.530). For cities with under 100,000 persons, state law authorizes the funding to be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities (including services under RCW 71.24.385 for behavioral health organizations); and, for rental assistance to tenants that are at or below 60 percent of the Area Median Income.[35] This sales tax option is essentially a credit against the state sales tax rate. Bainbridge Island's funds are eligible to be used for the Housing Trust Fund and the City estimates that this affordable housing sales tax (Ordinance No. 2021-05) brings in around $485,000 per year. The funds authorized under House Bill 1406 are only available for 20 years.

[33] Municipal Research and Services Center of Washington, "American Rescue Plan Act (ARPA)," MSRC, January 26, 2023, https://mrsc.org/explore-topics/finance/revenues/american-rescue-plan-act#examples.

[34] City of Spokane, "American Rescue Plan Reports & Updates," www.spokanecounty.org, accessed March 16, 2023, www.spokanecounty.org/4895/American-Rescue-Plan.

[35] Additional information and source: https://wacities.org/data-resources/implementing-hb-1406 and https://mrsc.org/stay-informed/mrsc-insight/july-2019/shb-1406-affordable-housing-sales-tax-credit

- *Many cities in Washington use sales and use tax revenue to fund housing-related projects. In 2022, the City of Spokane released an RFP for qualified affordable housing developers to receive $10 million in combined funding from ARPA ($6 million) and state/ local sales and use tax revenues ($4 million) for acquisition, rehabilitation, or construction of affordable housing, with competitive scoring for projects that serve "persons with behavioral health disabilities, veterans, senior citizens, homeless or at-risk of being homeless, persons with disabilities, and domestic violence survivors."*[36]

- Community Development Block Grants (CDBG). These federal grants are generally less focused on housing creation and more on supportive infrastructure but could include some allocation towards affordable housing. The funding is allocated through a competitive application process requiring applicants meet all criteria with guidance provided by the 2023 Kitsap County CDBG HOME policy plan and guidebook. Eligible applicants are city/county governments, public housing authorities, public or private nonprofit organizations, Section 301(d) small business investment companies, local development corporations, faith-based organizations, and private project organizations implementing certain economic development and microenterprise activities.[37] In 2022, Housing Resources Bainbridge was awarded $245,968 (capital funds) and Helpline House BI was awarded $30,000 (public service funds).[38]
    - *CDBG grants are a common tool for affordable housing in Washington communities. The City of Everett has used a large share of their CDBG funds for housing-related projects in recent years, including programs to rehabilitate existing housing (both for owners and renters), provide rental assistance, provide down payment grants, and create emergency and transitional housing.*[39]

Evaluation

Category: Continuing Work**; Action Type:** Financial Support; **Staff Resources Needed**:

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Supported, Low to Moderate Household Income

[36] Brian Walker and Lisa Gardener, "City Seeks Proposals for $10M in Affordable Housing Funds," City of Spokane, May 12, 2022, https://my.spokanecity.org/news/releases/2022/05/12/city-seeks-proposals-for-10m-in-affordable-housing-funds/.

[37] More information: www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx

[38] Kitsap County CDBG Awards: https://www.kitsapgov.com/hs/HOUSINGBLOCK/2022%20CDBG%20HOME%20Funding%20Awards.pdf

[39] City of Everett, "Community Development Block Grant (CDBG)," 2023, www.everettwa.gov/423/Community-Development-Block-Grant-CDBG.

Action 2.2. Dedicate surplus city-owned land for supported affordable housing development.

Background

A surplus land donation would involve the City dedicating publicly owned land (such as any parcels which are vacant or underutilized) for development of needed affordable, accessible, and/or supportive housing. Land acquisition costs are typically a large portion of development, and dedication of publicly owned parcels are a way that local jurisdictions can significantly reduce costs for constructing housing, whether led by the City or a partner organization providing these housing types. In high-demand locations like Bainbridge with rising prices, the availability of developable land can be a particularly high upfront barrier for affordable housing development.

Washington State Surplus Program

Since 1993, the Washington State Department of Commerce has worked with various state-level public agencies to inventory surplus properties which can be used for development of affordable housing. Public agencies typically need to receive fair market value for surplus properties. However, in 2018 House Bill 2382 enabled state and local government in Washington to sell public land at no or low cost to developers to construct affordable housing.

Each property in the state inventory is evaluated for development suitability (including location, size, land use designation, and proximity to transit). In 2021 there were 47 parcels in 25 counties across the state, though many were in areas not suitable for housing.

Creating an official surplus land inventory of vacant or underutilized publicly owned sites with key attributes (location, existing infrastructure, size, etc.) can make it easy to quickly identify sites that could be candidates for affordable housing development. The City of Bainbridge Island has not yet donated surplus land for affordable housing or housing needs but recently considered doing this with the Suzuki property. Approximately 13.6 acres at the intersection of New Brooklyn and Sportsman Club Roads were being planned for around 100 housing units (mixed affordable incomes up to 140 percent AMI). Although this work was stopped during the COVID-19 pandemic, the City could restart consideration of the Suzuki property and identify other publicly owned parcels to develop an official surplus land inventory that could be used to support development of affordable housing (identifying city-owned parcels meeting certain criteria associated with their size, available infrastructure, being close to services, not located in environmentally sensitive areas, etc.). There are tradeoffs associated with public land donation, as it precludes the City developing those parcels for other public uses or facilities. Once the City has an official surplus land inventory, it could consider whether parcels are suitable for affordable housing development on a case-by-case basis or seek to adopt a formal policy. This action could take a significant amount of staff time and effort.

- Case by Case Decision-Making. If the City chooses to make decisions for each parcel individually, it should develop a clear set of criteria for why a particular site would be an ideal candidate for affordable housing. This may include benefits like proximity to schools, employment, availability of utilities, public transit, and other services and amenities, or characteristics that might make affordable development more difficult, such as location in a floodplain or wetland, contaminated sites, steep grades, or low access to transit and services.

- **Surplus Property Policy.** The City could also choose to create a policy where it makes surplus land available first to developers who commit to creating affordable housing for a designated period (e.g., 60 or 90 days), before opening it up for sale or lease for other purposes if no applications are received. This would allow potential affordable housing partners the first option to develop surplus land but avoid long periods of properties sitting inactive.

For either of these options, the City should also proactively provide eligibility criteria for organizations who may seek to develop affordable housing on these properties.[40] Providing clarity about the City's expectations for level of affordability, housing type, mix of units, or time commitment to deliver the project can help set the stage for effective communication between the City and its partners. This is critical for ensuring that projects are successful and avoiding unexpected disruptions to developing affordable housing.

Coordination with the Bainbridge Island School District and the Bainbridge Island Metro Parks and Recreation District could yield further opportunities for public lands to be inventoried and possibly used as surplus land for housing. The City should consider whether it would be helpful to create a task force to help implement this action.

Evaluation

Category: Stretch Action

Action Type: Financial Support

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Supported, Low to Moderate Income Level

Resources Needed:

- Staff Capacity:
- City-owned surplus land
- Partnership with affordable housing developer and operator

[40] Washington State House Bill 1695 passed in 2023 to clarify definitions of affordable housing qualifying as a "public benefit" to include affordable housing developed for homeownership projects since it was limited to rental use. State and local agencies may transfer or lease surplus property at discounted prices for affordable housing development if the property is to be used for "public benefit." Additional information: https://www.sightline.org/release/a-full-list-of-the-housing-bills-that-passed-in-washington-this-year/

Action 2.3. Strengthen relationships and support between the City and nonprofit and mission-based developers and consider facilitating or participating in a local affordable housing coalition.

Background

Strengthening partnerships with nonprofit and mission-based housing developers can ensure a continued understanding of what these organizations need and how the City can proactively remove certain barriers or assist with implementation. The City should actively seek to understand financing gaps for its key affordable housing providers and collaboratively identify ways to provide support. When nonprofits and public entities join forces through partnerships, they can make a collective impact towards achieving common goals by sharing expertise and resources.

Affordable Housing Developers. Most affordable housing construction and the associated housing services across the United States are delivered by nonprofit organizations, which are typically tax-exempt and able to provide a range of services, including community financing, advocacy, and social services. However, nonprofits often need supplemental funding to begin the pre-development groundwork, navigate development standards, and cover upfront land purchases. The City can further help nonprofit developers through a variety of tools, including funding, subsidies, tax breaks, incentives, and potential surplus land donations.

Market-rate developers also have technical development and financing expertise which can be advantageous for affordable housing development. These developers tend to provide low-income housing if local financial support or incentives are provided, but these are usually achieved through a different set of tools (such as MFTE described in Action 1.1 or density bonuses described in Action 1.3).

Partnership Building. The City can nurture individual partnerships with key nonprofit developers who are primary providers for affordable housing programs on Bainbridge. Building these partnerships can begin by discussing the needed scale of gap financing for upcoming projects and identifying how the City could support existing housing efforts by these organizations. Ongoing work with nonprofit partners could focus on preserving or upgrading existing affordable housing or bringing new affordable housing to Bainbridge Island depending on the focus of individual organizations.

Examples of affordable housing in development or recently developed on Bainbridge include the Wyatt & Madison project, the Wintergreen townhome project (a Community Land Trust arrangement), the Western View Terrace Rehab project (including health and safety upgrades), and a multifamily project on Ericksen Avenue. These are a starting point where the City could reach out to developers to communicate on successes, challenges, and any ongoing needs associated with these projects.

Coalition Building. Coalitions that convene a variety of stakeholders can be helpful in galvanizing support for housing policy goals and affordable housing actions. These stakeholders can include small scale and local developers, realtor associations, banks, credit unions, home builder associations, architectural groups, planning associations, disability advocates, affordable housing groups, faith communities, and many others. These groups can help to identify widespread local problems and collaborative solutions.

Evaluation

Category: Continuing Work

Action Type: Partnership

Impact on Housing Availability:

- Housing Production: 🏠 🏠
- Housing Type and Income Level: Supported, Low to Moderate Income Level

Resources Needed:

- Staff Capacity: 🧍
- Contacts within developer organizations

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Action 2.4. Examine the use of a local affordable housing levy to support affordable housing production.

Background

Voter-approved property tax levies are an option for cities in Washington, enabled by the State Constitution which allows property tax levies up to 1 percent of a property's true and fair value. In practice, this means $10 of every $1000 of assessed property value can be levied and, out of that, up to $0.50 can go toward affordable housing among other services (RCW 84.55 and 84.52.105).

Local jurisdictions can decide through a public vote how much of this portion will go to fund affordable housing. Whatever amount that voters approve could be put into the City Housing Trust Fund (HTF) described in Action 2.1. If they successfully pass a public vote, local housing levies can provide an important source of dedicated revenue for affordable housing, which can be flexibly used for new development, acquisition, rehabilitation, preservation, and ongoing programming. Local jurisdictions have the option to institute a Regular Housing Levy (7 years) or an Emergency Housing Levy (10 years).[41]

Best Practice: Bellingham, WA

Other cities have used local housing levies in Washington to provide local funds for affordable housing, including Bellingham, Seattle, and Vancouver.

The City of Bellingham passed a 10-year levy in 2018, which uses a tax of $0.36 per thousand dollars of assessed property value. It is expected to raise up to $40 million to produce new units, preserve existing affordable housing, provide rental assistance, and support a homebuyer program.



Source: Low Income Housing US

For either type of levy, the City must adopt a financing plan that describes how it will spend the revenue collected. This plan must be consistent with locally adopted or state adopted comprehensive affordable housing strategies.[42] The City could identify specific projects or programs that would be funded by the levy. However, identifying types of projects or programs along with evaluation criteria would give the City greater flexibility to allocate funds to different initiatives over the duration of the housing levy.

[41] ULI Northwest and Housing Development Consortium of Seattle-King County, "Affordable Housing Toolkit: A Guide for Cities, Counties, and Advocates in Washington State," January 31, 2023.

[42] RCW 84.52.105(2)(b).

Regular Housing Levy. Washington state law (RCW 84.55) regulates the Regular Housing Levy. This law requires that jurisdictions gain voter approval and caps the maximum levy rate at $0.50 per thousand dollars assessed valuation each year for up to 7 years. It is intended to fund operations, maintenance, and services for low-income households below 80 percent of Area Median Income. Policy development with revenue from the levy would be the responsibility of the City of Bainbridge, both to engage with stakeholders and distribute funds.

Emergency Housing Levy. Washington's code (RCW 84.52.105 regulates the Emergency Housing Levy, which allows the maximum statutory levy rate up to $0.50 per thousand dollars assessed valuation each year for up to ten consecutive years. The revenues must finance affordable housing for very low-income households (defined as 50 percent or less of Area Median Income) and affordable homeownership (defined as 80 percent or less of Area Median Income).

Revenue uses for the Emergency Housing Levies include affordable homeownership, owner-occupied home repair, and a foreclosure prevention program for low-income households—those whose income is at or below 80 percent of median income. The City must declare the existence of a housing emergency to seek this and adopt an affordable housing finance plan for levy funds. The adopted plan must be consistent with a locally adopted or state-adopted comprehensive housing affordability strategy required under the National Affordable Housing Act (42 U.S.C. Sec. 12701).

The high property values on Bainbridge could make this a strong strategy on Bainbridge for collecting funds for affordable housing. However, the levy would need enough public support to pass a public vote, which may be a challenge for implementation. In recent years, Bainbridge voters have shown a mixed track record with approving proposed levies. Several levies have passed for improvements to the school district; but in 2018, voters rejected the 7-year 'Connecting Bainbridge: SAFE Mobility Levy' aimed at making bicycle improvements. Reasons cited for some voters in rejecting this levy was the high levy rate (28 cents per $1,000 of assessed property value) and the lack of certainty about which projects would be prioritized.[43] A successful levy campaign for a housing levy would need to provide clarity in the intended projects and programs that it intends to fund, requiring strong advocates to advance plans. The City may also want to explore a rate lower than the maximum permitted by state regulation (50 cents per $1,000 of assessed property value) as a compromise to property owners who rejected the rate of the mobility levy.

[43] Brian Kelly, "Bainbridge Voters Reject Levy for Bike Improvements," Bainbridge Island Review, November 6, 2018, https://www.bainbridgereview.com/news/bainbridge-voters-reject-levy-for-bike-improvements/.

Evaluation

Category: Stretch Action

Action Type: Financial Support

Impact on Housing Availability:

- Housing Production: 🏠🏠🏠
- Housing Type and Income Level: Supported, Low / Moderate

Resources Needed:

- Staff Capacity: 🧍🧍
- Voter support

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Strategy 3. Implement Housing Stability Tools



As new development or renovation of older buildings occurs, existing residents can be at risk of displacement due to economic insecurity or loss of affordable housing. Households that are already cost burdened are often particularly vulnerable to these changes. Findings from the HNA show that the share of cost-burdened renters rose on Bainbridge from 18 percent in 2000 to 25 percent in 2020. We learned about residents moving away from Bainbridge because they could not afford their housing and about people still working at a job physically located on Bainbridge after being displaced from their housing through this project's community survey efforts. Most respondents (78 percent) agreed with the statement that people who work on Bainbridge should be able to live on Bainbridge and that affordable housing makes the community more inclusive (73 percent). This strategy covers actions that the City can use to help prevent permanent displacement or homelessness of residents through new policies, by leveraging existing programs, and by strengthening partnerships to support both renters and homeowners.

Equity Review: Housing stability tools often serve groups who may be more vulnerable to economic displacement, including low to moderate-income renters, seniors, and persons with disabilities. This strategy and the corresponding actions would help achieve more equitable outcomes since it will help stabilize households at risk of losing their housing and will help tenants (such as through emergency rental assistance) and low to moderate income homeowners (through retrofits) stay in their homes.

Benefits: The County has programs providing property tax relief for seniors, people with disabilities, and low-income households. Kitsap Community Resources has rental and weatherization assistance programs for households at or below 50-60% AMI, respectively. Helpline House currently assists in connecting residents with services. There are opportunities for improved coordination or funding that could be quick wins. Housing stability tools align with Human Service Element Goals HS-2 and HS-3 of Bainbridge's Comprehensive Plan covering the need for the human services sector to provide support for those living in affordable housing and at risk from remaining in their existing housing. Related actions that align include supporting emergency rental assistance, creating a mix of housing alternatives, and preventing homelessness.[44] These actions benefit: small households, persons with disabilities, seniors, younger persons, families, immigrants, and local workers.

Anticipated Challenges: Kitsap County funding going towards anti-displacement work may already be at its capacity and unable to scale up with current funding sources available. High-impact actions are also those likely to require the most staff capacity through public outreach, engagement with stakeholders, and policy refinement.

[44] The City's Human Service Department already provides funding to Helpline House, Kitsap Community Resources, and Housing Resources Bainbridge and has lines of communication established with these service providers.

Action 3.1. Identify anti-displacement policies suitable for Bainbridge Island that would help reduce the displacement of existing low to moderate income households.

Background

The City can consider policies that would help current low to moderate-income residents to remain on Bainbridge, even if they are affected by increasing housing prices or loss of housing. A core goal of anti-displacement actions is to maximize existing residents' choices about when, whether and under what circumstances to move. These types of policies benefit from other actions that produce additional affordable housing for low- and moderate-income households. Several of the actions can focus on supporting housing stability particularly for renters and homeowners subject to increased economic burden from rising housing costs. Examples of these kind of policies are provided below.[45]

Source of Income Discrimination. The City of Bainbridge Island's Comprehensive Plan includes a policy that calls for efforts to prevent source-of income discrimination that can be experienced by renters (*Policy HO 7.3: Explore measures and the merits of source-of-income discrimination controls*). This action should include efforts to educate property managers and to provide a mechanism for complaints to be filed regarding source of income discrimination, pursuant to RCW 59.18.255.

Cap on Move-In and Late Fees. This policy would allow the City to set a limit on the amount of fees that a landlord may require at time of move-in or charge tenants for paying rent past their due date. For example, a cap on late fees can be a fixed dollar amount or as a percentage of the monthly rent. Additionally, these policies can extend the period of time during which a tenant can pay rent without being issued a late fee. A cap on move-in fees limits how much a landlord can charge tenants when they first move into a rental property beyond regular rent. Move-in fees often include security deposits, first- and last-month rent, and application fees. The cap can be a fixed dollar amount or a percentage of the monthly rent. *Local examples in Washington include the Cities of Auburn and Burien, which have recently capped late fees at a flat rate of $10.*

This action could face challenges with enforcement, especially if not all property owners and landlord managers are aware of a new city policy. Strategic campaigns to educate landlords and tenants about this and other policies could help to address this issue, and a clear reporting system that tenants could access if they are asked for move-in or late fees that violate local regulations. *The City of Auburn has used a required business license program for multifamily housing managers to increase compliance, which includes training materials about the city's policies. Larger jurisdictions like Seattle have established legal*

[45] Actions 3.3 and 3.4 also help prevent displacement.

procedures for addressing complaints, but in smaller jurisdictions renters may have to navigate through a lawsuit process.[46]

Notice of Sale. The City could consider implementing an explicit "Notice of Intent to Sell" policy which requires owners of multifamily building to provide official notification to tenants, the City, and local housing officials before a sale in a set period of time (e.g., 90 to 120 days). This gives housing officials the opportunity to consider purchasing a building to preserve low- or moderate-income housing. Such a Notice could mitigate the impact to residents by providing additional time to plan for moves. If the property is undergoing a condominium conversion, this can also give tenants the opportunity to purchase previously rented units and give them priority over other buyers.

This action could be difficult to enforce without significant city staff effort to track landlord compliance. Like caps on move-in and late fees, providing more education about landlord and tenant rights could help to mitigate this issue or intervene in cases of noncompliance.

Right to Return Policies. The City could evaluate the inclusion of a "Right to Return Policy" that allows any resident physically displaced by redevelopment to have a first-right-of-refusal in the newly developed property within a designated timeframe. These policies prioritize residents who reside in buildings that are slated for redevelopment or rehabilitation, particularly those living in naturally occurring affordable housing who may need to relocate. *King County and the City of Seattle offer these types of programs, which focus on areas with high displacement risk.* To structure a right to return program on Bainbridge, the City could consider and analyze:

- Where is there naturally occurring affordable housing? What geographic areas of Bainbridge would be at the highest risk of displacement? What demographic characteristics might make someone be at a higher risk of displacement (e.g., seniors)?
- What households should be prioritized for right to return resources (by a certain income level, tenure type, length of residence on Bainbridge, etc.)?
- Are there relocation options available in the area for the temporary relocation?
- What benefits could the program offer (rent assistance, homeownership support, etc.)?
- Should this program be limited in some way (such as to public projects)?
- What is a fair process for selecting households to prioritize for receiving benefits?

Tenant Relocation Assistance. If new development or renovation of older buildings (particularly affordable housing) occurs, this policy can prevent permanent displacement of low-income renter households. Local

[46] Daniel Beekman, "Five Seattle Suburbs Added New Landlord-Renter Laws This Year. Here's What They Do.," The Seattle Times, December 15, 2022, https://www.seattletimes.com/seattle-news/politics/five-seattle-suburbs-added-new-landlord-renter-laws-this-year-heres-what-they-do/.

governments can choose to require property owners to provide reasonable relocation assistance for non-subsidized housing by creating a relocation assistance ordinance. Such an ordinance should include the amount and specify how it is calculated, including:

- Covering actual moving costs;
- Advance payments for first/last month rent in a new location;
- A portion of the increase in rent in a new location; and
- Utility connection or close out fees.

Evaluation

Category: Depends since some actions would be Continuing Work while others could be Stretch actions

Action Type: Policy Change/Direct Support to Residents

Impact on Housing Availability:

- Housing Production: N/A
- Housing Type and Income Level: All, Low / Moderate Household Income Level

Staff Resources Needed: 

Best Practice: Tacoma, WA

The City of Tacoma has a tenant relocation assistance program where eligible households receive $2,000 to assist in cost of moving if they are displaced because of rehabilitation work, demolition, or change of use. Eligible households must be at or below 50 percent of Area Median Income.

As part of this policy, the property owner must pay half of this cost ($1,000), and the other half is paid by the city ($1,000). Property owners are also responsible for giving a 120-day notice to vacate and providing a packet with Relocation Assistance Certification Forms to tenants (Tacoma Municipal Code Section 1.95).

Sources: Washington Law Help Fact Sheet, City of Tacoma

Action 3.2. Examine a potential human services funding program that would include the expansion of emergency rental/utility support to alleviate impacts for seniors and low-income homeowners. Expand direct resources supporting housing stability for tenants, landlords, and low-income homeowners.

Background

The City can currently provide human services funding to nonprofits such as Helpline House and Kitsap Community Resources that apply annually for funding that goes toward emergency housing costs. However, it is not currently an automatic allocation - nonprofits must apply annually, and housing-related human services funding is competing with other human service needs. A more formalized program can make it easier for nonprofits to receive funding for emergency rent/utility support, and potentially increase awareness of the option for residents who would benefit from the program. This action supports distributional equity by providing education and technical assistance and by strengthening tenant protections.

Direct resources that support the housing stability of existing residents can help prevent the displacement of existing tenants through legal aid, tenants' rights education resources, emergency rent support, landlord education, and support for low-income homeowners. These programs can target issues around displacement, accessing appropriate support from nonprofits or federal/state programs, or other urgent issues. City staff could actively support and promote these programs in the community, or potentially find opportunities to contribute additional resources, such as educational content targeted towards landlords about tenant rights.

Tenant Protections. Partnering with existing programs can leverage what is already available and ensure it reaches renter households on Bainbridge who need legal assistance. Existing programs include:

- Helpline House provides rent, mortgage, and utility financial assistance for residents experiencing housing instability, as well as weatherization programs for homeowners to reduce future utility bills. Helpline House also assists with referrals to Kitsap Community Resources for additional support. They also offer credit building and debt management technical assistance for longer term stability.
- Tenants Union of Washington provides technical assistance, counseling, and education to help renters navigate housing issues and know their legal rights.
- Kitsap Eviction Protection Assistance provides financial support for residents below 50 percent of median income who are at risk of eviction or utility shut off.
- Northwest Justice Project operates a legal help hotline and legal assistance for low-income families facing eviction.

Property Tax Relief. In engagement with the community, some seniors indicated concern about paying property taxes in retirement given relatively high rates on Bainbridge. There are currently programs such as property tax relief or deferral for lower-income seniors, persons with disabilities, and other residents,

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providing anti-displacement assistance in Kitsap County. This action could either be structured as outreach to increase awareness of the program or evaluating if adjustments are needed/possible to reduce burden.

Leverage Federal and County Programs. The County's 2022 CDBG and HOME Policy Plan also includes specific anti-displacement practices and replacement housing guidelines. Connecting with the County and nonprofits involved in advocacy could provide more resources for anti-displacement to residents. County-wide efforts to prevent displacement may be applicable to Bainbridge and help build a foundation for displacement prevention with minimal additional resources from the City.

These actions do not necessarily add to the inventory of available housing but can allow current tenants and homeowners to remain in their existing homes and reduce the need for regulated affordable housing.

Evaluation

Category: Continuing Work

Action Type: Direct Support for Residents

Impact on Housing Availability:

- Housing Production: N/A
- Housing Type and Income Level: All, Low to Moderate Household Income Level

Staff Resources Needed: 

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Action 3.3. Partner with nonprofits to support broader access to home rehabilitation, weatherization, and accessibility improvement programs.

Background

Home rehabilitation programs provide funding to help ensure that existing low, moderate, and middle-income homeowners can remain in their homes over time.

The following types of housing maintenance are frequently needed by homeowners:

- **Major Home Repairs.** These repairs can cover a range of critical physical issues in a home, such as roofing, electrical, or plumbing issues. The purpose of major home repair programs is to help people stay in their homes by addressing larger-scale maintenance problems that may force a homeowner to sell their house if they are unable to do essential work.
- **Weatherization.** Projects that weatherize homes can make buildings more energy efficient with upgrades to features like siding, windows, or mechanical systems. These improvements can reduce utility costs and contribute to climate goals, and proactively extend the life of housing units for existing homeowners.
- **Accessibility Improvements.** Accessibility improvements include upgrades such ramps, doorway modifications, or handrail installation for seniors and/or disabled residents. These serve homeowners who may not have needed accessibility features when they purchased their home.

Kitsap County and Housing Resources Bainbridge Programs

Kitsap County Resources works with the County to provide programs for weatherization and home repairs for low-income homeowners with the County. The program is funded in part through annual allocations of Community Development Block Grant funds. This support is available to Kitsap County residents below 60 percent of the state's median income to help address insulation, health and safety issues, heating system repairs, and more.

The nonprofit organization Housing Resources Bainbridge (HRB) also provides an Independent Living program, which works with older adults and disabled residents to make physical home repairs, enhance accessibility, and perform weatherization work. HRB receives funding through Kitsap County Resources for local outreach, as well as the United States Department of Agriculture, Puget Sound Energy, and private grants.

Several programs are currently available for accessibility improvements for disabled residents and seniors as well as state support for very-low-income housing on Bainbridge through Kitsap County and the nonprofit organization Housing Resources Bainbridge. The City could consider augmenting these options by providing additional funding support to cover costs for home maintenance, support partners who provide these services, or increase awareness of existing programs among targeted audiences. Establishing or expanding a local program to include low- to moderate-income homeowners or seniors aging in place would not add additional units but could help maintain the current supply of housing on Bainbridge and reduce risk of displacement. New support funded by the City could be structured as a low interest or deferred loan program or grants for specific types of projects like roof repair, plumbing,

window replacement, or accessibility features. Supporting and promoting existing programs would likely take less staff capacity than creating and funding a new local program.

Evaluation

Category: Continuing Work

Action Type: Partnerships and Financial Support

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: All, Low to Middle Household Income Levels

Staff Resources Needed:

DRAFT

Action 3.4. Track the supply of regulated and naturally occurring affordable housing and engage with current operators to support continued affordability.

Background

Rising housing costs and loss of existing affordable rental units are issues on Bainbridge Island that could potentially displace low-income residents. Better understanding regulated and naturally occurring affordable rental housing as well as affordable homeownership types (such as manufactured homes) can allow the City to plan for preservation efforts and prevent displacement.

Regulated Affordable Housing. Bainbridge has some current supply of regulated affordable housing, but a tracking system could be put in place to better understand this inventory.

Naturally Occurring Affordable Housing. The current supply of aging apartments and other non-regulated types of affordable housing or rental housing is currently not well inventoried. To provide funding to preserve and repair affordable buildings, the City must understand how many there are, as well as characteristics about the buildings such as condition and vulnerability to deteriorating in the near future.

Manufactured Home Preservation. Bainbridge Island has a current supply of mobile and manufactured homes, which can be an affordable type of rental unit or homeownership. Residents of these types of units can face displacement and redevelopment pressure; the City could consider strategies to preserve mobile homes and manufactured homes outside of parks, although there may be fewer levers available than for mobile and manufactured home parks.[47]

Preservation can be a highly effective model for preventing affordable homes from being purchased and redeveloped as more expensive, market-rate housing. Once the City has a clear inventory of affordable units, it could also explore opportunities to collaborate with government and non-profit partners to fund the repair, maintenance, or rehabilitation of both regulated and unregulated affordable units.

Evaluation

Category: Continuing Work; **Action Type:** Research and Monitoring

Impact on Housing Availability: Housing Production: N/A and Income Level: Low / Moderate

Staff Resources Needed:

[47] Note: The only manufactured home park on Bainbridge Island is located in Downtown Winslow and this park includes approximately 50 housing units. This park was permanently preserved as a mobile home park in 2004. The City does not have any other mobile home parks, but as of the 2022 Washington State Office of Finance Management estimate, the City had approximately 320 mobile/manufactured homes outside of the park.

Strategy 4. Promote Housing for Employees Working on Bainbridge Island



Certain types of employers that have a significant in-person need may especially benefit from having workers nearby, including service industry businesses and public agencies. Employer-assisted housing can be provided directly to the individual employee in the form of mortgage subsidies, down-payment assistance, relocation payments and the like. In addition, the City can help to increase the supply of housing by requiring or encouraging employers to participate in the development of additional housing units through such actions as the provision of land, co-locating housing alongside non-residential uses, construction financing or purchase/lease guarantees, and down-payment assistance. During engagement efforts, a targeted business owner survey and stakeholder interviews indicated that local employers are struggling with recruiting, hiring, and retaining staff because of challenges with housing affordability and availability.

The actions in this strategy identify paths to meet the housing needs of employers whose work is based on Bainbridge. Some actions work specifically with employers to meet these needs, while others expand the range of available housing options like community land trusts (CLT), microunits, or shared living spaces.

Equity Review:

Many workers on Bainbridge have long commutes since they are not able to live on the island due to high housing costs. Recent trends show a large increase in workers commuting from other areas outside of Bainbridge: between 2010 and 2019 the number of commuters grew by 51 percent, from approximately 3,134 workers in 2010 to approximately 4,742 workers in 2019)This strategy would help achieve more equitable outcomes by increasing housing options available for employees working on Bainbridge Island, a sector of the population that is currently underserved on Bainbridge Island.

Benefits:

Working with businesses based on Bainbridge to attract and retain workers can help the City's economic development, climate, and housing goals. For instance, the City's current Comprehensive Plan specifically includes Goal EC-5, to: "Provide a variety of affordable housing choices so that more people who work on Bainbridge Island can live here." These actions benefit: workers, small households, younger persons, and families.

Anticipated Challenges

- Employers may be able to make some contribution of resources towards housing to ensure employee attraction and retention, but still need to be able to cover costs of business. Staff capacity would vary based on the amount of effort that partners like business owners are willing and able to contribute.
- The low inventory of vacant units on Bainbridge is also a challenge. Without increasing the number of available units, direct financial support such as living stipends will not be effective.

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Action 4.1. Create partnerships with employers and local businesses to provide worker housing and work with the Chamber to identify scale and needs for workforce. Monitor and consider options for scaling up effective worker housing initiatives and provide guidance for businesses on housing practices.

Background

Employers struggling with hiring and worker retention may be interested in contributing to housing projects that are affordable to their employees and provide options for them to live on Bainbridge. Certain types of employers that have a significant in-person need may especially benefit from having workers nearby, including service industry, agriculture, and public agencies.

Partnership Building. Employer-assisted housing can be provided directly to the individual employee (such as mortgage subsidies, down-payment assistance, or relocation payments), or by providing low- or no-cost rental units for employees. The City can help to increase the supply of workforce housing by encouraging employers to participate in the development of additional housing units through such actions as the provision of land, construction financing or purchase/lease guarantees, and down-payment assistance.

The City could begin to convene conversations with local employers and the Chamber of Commerce to identify the specific types of workforce housing that are most needed on Bainbridge. The City and local employers could also coordinate on resources that businesses can contribute towards developing housing units. In addition, the City could approach the Kitsap Immigration Assistance Center to gain information on immigrant workforce housing needs relevant to Bainbridge Island.

Monitoring Best Practices. The Friends of Farms Intern Housing project demonstrates a recent success in providing worker housing through collaboration with employers. Tracking any example projects like these can help identify ways to build momentum and identify best practices for worker housing on the island. Other communities have funded programs to support workforce housing, such as Vail, CO paying property owners for 'deed restrictions' to set aside housing for workers.[48]

Implementation of these projects will depend on the level of capacity within and resources available to partnering businesses, but the City can help to identify successful examples, research, and provide guidance, and potentially give technical support or funding to future projects.

Category: Quick Win

Action Type: Partnerships / Research and Monitoring

[48] Additional information on the Vail InDEED Program: https://www.huduser.gov/portal/casestudies/study-081121.html

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: All, Low to Middle Household Income Level

Staff Resources Needed: to

Best Practice: Friends of Farms Intern Housing

Bainbridge has already seen a successful worker housing pilot project- the Friends of the Farms' intern housing on the Morales property. [49] In 2021, the City Council authorized the nonprofit Friends of the Farms to develop intern housing for farm workers on city-owned property. Although this project was relatively small, providing three units to house six farm interns, it demonstrates a successful collaboration utilizing City property.



Image: The Island Wanderer

[49] Tyler Shuey, "Council Authorizes Friends of the Farms to Develop Intern Housing on Morales Property," Bainbridge Island Review, February 27, 2021, https://www.bainbridgereview.com/news/council-authorizes-friends-of-the-farms-to-develop-intern-housing-on-morales-property/.

Action 4.2. Update code to support a broader diversity of unique small housing options.

Background

Smaller housing is often available at a lower price point and can offer more diverse, easy-access options especially for local workers. Examples of alternative forms of smaller housing include studio and one-bedroom apartments, co-living/cohousing, live-aboard units, and Single Room Units or dormitory type housing units (in some cases, these could have been formerly referred to as boarding houses) Property owners may be more likely to offer these units as shorter-term leases (such as 3 or 6 month) to accommodate seasonal workers, and although they may cost more per square foot, they are typically 20 to 30 percent below conventionally sized units.[50] Shared spaces, congregate housing, or 'co-living' describes housing where individuals have their own living space but share some amenities such as a common area, outdoor space, community kitchen, and so on (examples: Single Room Occupancy housing, dorms, apartments, shared homes, etc.). Allowing for smaller housing and shared-living models can increase the range of options available to all residents and may be especially fitting for workers who only live on Bainbridge for a portion of the year.

The City can help to promote development of these types of diverse housing units through updates to zoning regulations and restrictions such as unit sizes and code definitions.

Best Practice: Langley Fifth Street Commons

The 5th St Commons project on Whidbey Island utilized a two-tiered investment approach to finance their Cohousing project. First, 5th St Commons LLC was formed to take on financial and legal responsibilities, second a "Bridge" team of 12 took out low interest loans to acquire the property. During the planning process, the existing building continued to provide rental revenue.
A third team of future owners and renters were responsible for developing governing documents.

Phasing: Land acquisition, "condo-izing" units for individual sale, creation of tools and agreements to build a functional co-living community, loan payback with interest through apartment sales.

Project Attributes: 16 condos with carports. Shared amenities include laundry, guest room, kitchen, living room and ¾ bath, storage, workshop, garden, and recycling shed.

Creating affordability: a recently listed two-bedroom unit sold for around $275K compared to the average $625K price for a 2 bedroom (Rocket Homes estimate).

Co-living/Cohousing. In the past, the definition of 'family' within local zoning codes restricted the number of non-family individuals living in spaces like co-housing. In the Bainbridge Island code, "Family" is currently defined as "one or more persons (but not more than five unrelated persons) living together as a single housekeeping unit." (BIMC 18.36.030). As of 2021, Washington State law forbids cities from limiting the number of unrelated people occupying a household or dwelling unit so long as that occupancy does not violate health or occupancy volume guidelines. (RCW 35A.21.314). The

[50] Kathleen Carey, et al., "The Macro View of Micro Units," American Planning Association (Urban Land Institute, 2014), www.planning.org/knowledgebase/resource/9123787/, 5.

share of nonfamily households has increased over time across the nation from around 10 percent in 1950 to almost 40 percent in 2020 (U.S. Census Bureau).[51] The City should consider defining co-living or cohousing as a distinct permissible use and updating code to reflect RCW 35A.21.314.[52]

Single Room Occupancy (Microunit). The City would need to explicitly define Single Room Occupancy and allow for smaller unit sizes in its zoning and building codes. While there is no universal definition for a microunit, other cities have established new regulations to allow for smaller units, with provisions to ensure quality of life. In Seattle, microunits are regulated as small efficiency dwelling units (SEDUs), with a code subsection that specifies configurations of interior spaces to address livability concerns: these include requirements for a full kitchenette, closet space, natural light, required design review, and minimum size of 150 square feet.[53]

Live-Aboard Units. The AHTF (2018) includes a recommendation in support of water-based (live-aboard) housing for those living in vessels (such as in the Eagle Harbor). The action calls for the City to review and revise regulations related to the permissible live-aboard capacity in City marinas. The City would need to amend its policies through an update to the Shoreline Master Program to allow additional residential boats up to the maximum allowed by the state of Washington.[54]

Evaluation

Category: Quick Win

Action Type: Policy Change

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Market Rate, Moderate to Middle Household Income Levels

Staff Resources Needed:

[51] Source: https://www.planning.org/blog/9260099/dont-sleep-on-coliving/

[52] The Winslow Cohousing community offers a local example of cooperative living on Bainbridge Island. Source: https://winslowcohousing.org/

[53] City of Seattle, "Micro-Housing Accomplishments," 2014, https://www.seattle.gov/sdci/vault/micro-housing.

[54] *Bainbridge Policy HO 5.3: Support water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.*

Co-Living Examples

The Society 62 co-living housing community in Portland, Oregon provides a variety of community living housing options. All their units include private bedrooms, some include private bathrooms, and all have access to bathrooms and facilities that are shared for the respective floor including a large open patio, a kitchen, and a media room. The rent price ranges from around $800 to $1,050 (depending on the unit size and amenities).





The River Song Cohousing community is a recently completed development in Eugene, Oregon providing a variety of community living housing options. The development includes 28 dwelling units and various community spaces and amenities.



Sources: www.society62-pdx.com/ and https://www.udplp.com/riversong

Action 4.3. Partner with mission-based developers to provide direct financial support for community land trust housing and housing cooperative development that is providing more affordable home ownership opportunities.

Background

There are a variety of steps that the City could consider taking to scale up efforts that support affordable homeownership for households with moderate to middle incomes, including community land trusts, housing cooperatives, and lease purchase programs. In some cases, the City could pursue its own program, provide funding and technical support for partner organizations, or increase clarity in its policies for these types of development.

Community Land Trust. Community Land Trusts (CLTs) are an effective method of providing permanently affordable housing to low- and moderate-income households.[55] Investing city funding into increasing the inventory of units within the trust and facilitating a connection with housing cooperatives ensures that affordability benefits will continue over time. Community Land Trusts use a model similar to land banking, where a community organization owns land and provides long-term ground leases to low-income households to purchase the homes on the land, agreeing to purchase prices, resale prices, equity capture, and other terms. This model allows low-income households to become homeowners and capture some equity as the home appreciates but ensures that the home remains affordable for future homebuyers. CLTs may also lease land to affordable housing developers for the development of rental housing or to develop and manage mixed-income or workforce rental housing.

Bainbridge currently has a Community Land Trust operated by a nonprofit organization. The City could help to expand operations, beginning with conversations with current operators to identify critical needs and potentially provide technical support. Moving forward, the City could allocate financial support for the existing Community Land Trust. Although this may require a significant amount of funding, it provides long-term stability for households who are able to become homeowners and ensures that these units will continue to be affordable over time.

Housing Cooperatives. Housing cooperatives are a form of shared ownership where a group of people jointly owns and controls units in a housing development. The current municipal code does not have anything that technically prohibits this structure, but the City could provide more clear definitions and explicit allowances for cooperatives. Housing cooperatives have been a powerful tool in other places for

[55] Another model is limited equity housing cooperatives where people purchase a "share" of a development of housing from a nonprofit and have the right to occupy a dwelling unit. Limited-equity housing co-ops (LEHCs) can extend homeownership access to low and middle-income populations and guarantee permanent housing affordability.

providing stable homeownership and a supportive community. However, many people are unaware of how they work or whether they are permitted in a certain area.

The City could pursue its own cooperative housing project that allows residents to own shares of the building to encourage more development of cooperative housing and showcase its benefits. Although it would be a complex and high upfront cost, this could have a large impact for providing affordable housing to residents. Cities can also help with the upfront funding of an affordable cooperative project, as they can often be difficult to fund through traditional lending. Over time, members would gradually pay back mortgages to the City and become owners of their units. Middle housing cooperative units are often an efficient use of funding because they can be developed at a lower price point, meaning a lower subsidy per unit and delivery of affordable homeownership. For the City to pursue creating a housing cooperative, a high level of staff capacity would be required compared with other actions-- but the effort would have long-term benefits for residents, with reduced need for staff involvement over time. The City could also help to facilitate conversations with local banking institutions, as financing for housing cooperatives is often a significant barrier.

Lease Purchase Programs. Lease purchase programs are another type of support for homeownership which allows participants (called 'lease purchasers'), to select a home that a local housing finance agency or non-profit buys on their behalf. The agency then serves as the initial owner of the property, mortgagor, and property manager for the lease period. After the lease purchaser demonstrates they can make timely payments, they are able to purchase the home from the finance agency or non-profit by assuming the unpaid principal balance of the mortgage. These are often complex but can deliver homeownership at a lower barrier for moderate income households.[56] Most examples for lease purchase programs around the country are operated by a private firm or nonprofit such as Home Partners of America or Trio, but policymakers can support programs through setting clear standards and providing technical support.[57]

[56] Puget Sound Regional Council. (2020). Alternative Homeownership Models. Retrieved from www.psrc.org/sites/default/files/hip-alt-homeownership.pdf.

[57] Michael Stegman, Jeb Mason, and Mark Zandi, "Lease to Purchase: How to Build Homeownership," Moody's Analytics, July 2022, https://www.moodysanalytics.com/-/media/article/2022/lease-to-purchase-how-build-homeownership.pdf.

Evaluation

Category: Stretch Action

Action Type: Direct Support for Residents

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: All, Moderate / Middle Household Income Level

Staff Resources Needed:

Best Practice: OPAL Community Land Trust

Orcas Island's community land trust is a successful regional example which has scaled up to include 110 permanently affordable ownership homes, 82 permanently affordable rental properties, affordable office space, and community gardens. Their properties are distributed around the island, providing a variety of diverse housing options within the trust. OPAL combines private donations, state and federal grants, low-interest mortgage loans, as well as extensive staff and volunteer hours that help to continue operations at a low cost.



Image: San Juan County Home Fund

Best Practice: Lopez Island Community Land Trust

Lopez Island Community Land Trust combines the model of land trusts with a limited-equity housing cooperative model in six different projects on the island. They also incorporate environmental stewardship into their communities with community farming and on-site renewable energy production.

Lopez Island Community Land Trust uses a combination of traditional financing from their local bank located on the island, grants, public subsidies, and sweat equity from members to contribute to each project. The limited equity cooperative units are targeted at a maximum of 120 percent of area median income.

Lopez Island CLT also has a revolving fund that is used to loan the cost of the share price to residents, and most residents don't need financing to move in.



Image: Built Green

Action 4.4. Pursue a social impact investment fund for affordable housing.

Background

Local governments sometimes work with private sector partners to create a 'social impact investment fund.' These are tools where the private sector contributes to building a fund that developers can use for gap financing of affordable housing projects, as traditional sources such as the Low-Income Housing Tax Credit can often fall short of fully funding these projects. Social impact investment funds can be used flexibly (like an affordable housing trust fund) to support development of affordable housing. Often, cities will seek to partner with a major local employer, then seek broader community participation as momentum builds to crowd-source contributions.

Best Practice: Amazon Housing Equity Fund

Washington State has several examples of social impact investment funds, including the Amazon Housing Equity Fund, which has raised over $500 million for affordable housing in the Seattle area.

The Amazon Housing Equity Fund leverages contributions from a large local employer and provides capital grants as well as low interest loans to affordable housing providers. In December 2022, Amazon announced an additional $150 million investment to develop or preserve about 1,700 affordable housing units. A total of 20 affordable housing projects in the Puget Sound region have been funded with assistance from the Amazon Housing Equity Fund.[58]

Private sector partnerships can also be formed with financial institutions, such as a local credit unions or bank and the funds they generate. The funds can be used to directly provide gap financing for affordable development, leverage greater bonding capacity with other funding opportunities, or support ongoing programs that help achieve housing goals. When used to directly support development, they are not restricted like other funds may be, allowing for acquisition and preservation projects, rehabilitation, or new construction.[59] However, local private sector participation is not guaranteed, nor is accountability for businesses that do participate to ensure continued contributions as an ongoing source.

Evaluation

Category: Stretch Action; **Action Type:** Partnerships; **Staff Resources Needed:**

Impact on Housing Availability: Housing Production: Uncertain to and Housing Type and Income Level: Supported, Low to Moderate Household Income Level

[58] ULI Northwest and Housing Development Consortium of Seattle-King County, "Affordable Housing Toolkit: A Guide for Cities, Counties, and Advocates in Washington State," January 31, 2023.

[59] Ibid.

Strategy 5. Pursue Policy Updates to Support Diverse Middle Housing Development

Middle housing types provide a greater range of housing choices, allows for lower-cost homeownership opportunities, and helps to meet some distinct housing needs of a community. Middle housing describes a range of housing options (e.g., triplexes, townhouses, cottage homes) that can be owned or rented closer in scale to a typical single-family home than an apartment building. This type of housing has been *missing* from many neighborhoods outside of urban cores largely due to zoning and development regulations (emerging around the mid 20th Century) severely restricting where and how middle housing could be built. Nowadays, much of America's middle housing can be found in older neighborhoods, urban areas with medium to high residential densities, and in communities where regulations have been updated to allow for more housing diversity and single-family housing conversions. Middle housing development can include remodeling single-family homes into duplexes or triplexes, building cottage clusters or smaller multiplex buildings, or a mix of different types of housing in a new subdivision.

While middle housing can look different in different places, many jurisdictions are trying to figure out how, where, and when to incorporate more middle housing into their communities. We heard that middle housing types like duplexes, townhomes, cottage housing, and tiny homes/ADUs were among the most popular preferred types of new housing during the engagement for this project. The actions within this strategy can moderately densify neighborhoods without significantly changing their existing character. This would not guarantee a certain level of affordability, as many types of middle housing serve moderate income households or higher. However, these actions would expand opportunities for unregulated housing types that may be lower cost than single family detached housing.

Missing Middle Housing



Examples: Duplexes, triplexes, quadplexes/ multiplexes, townhomes, Accessory Dwelling Units (ADUs)/backyard homes, cottage housing, and small courtyard apartments, though there is not universal consensus that each of these housing types fits the category. This type of housing has been missing from many neighborhoods outside of urban cores largely due to zoning/development regulations limiting where and how it can be built.

Image: ECONorthwest

Equity Review:

Strategies for missing middle housing typically enable market rate units for moderate to high income households rather than low-income households. Although middle housing is not typically able to serve those with the greatest cost burdening for housing, it can help moderate- and middle-income households to attain homeownership. This strategy would help achieve more equitable outcomes by providing smaller homes (ideal for smaller households) and more diverse housing options that would meet a broader range of housing needs. This strategy could also potentially reduce down-renting or down-buying by higher income households that could not afford a detached single-family home but instead find lower cost options in apartments or condos.

Benefits:

Middle housing is smaller in size, often built as infill development, and provides gentle increases in density, which can help the City to meet its goals for more compact sustainable development more efficiently using infrastructure. These actions benefit: workers, small households, younger persons, families, and seniors. Other benefits are described in the adjacent inset box.

Anticipated Challenges

Changes to the development code may require extensive outreach, public feedback, and coordination with City departments, but do not guarantee that the market will deliver these units. Developers may not choose to build to the maximum density allowed and may instead choose to continue building single-family homes. This tool depends upon the availability of vacant or underdeveloped parcels large enough to develop/redevelop under the City's development code.

Key Benefits of Middle Housing

- Unique form of housing often smaller in size than single family detached housing, offering options for those wanting less yard and indoor space to maintain, but who don't wish to live in larger apartment buildings.
- Mixes well with other building types and can be designed to be well-integrated into existing predominantly single-family residential neighborhoods.
- Provides additional rental opportunities sorely lacking on Bainbridge Island.
- Helps expand homeownership opportunities. Homeowners tend to benefit from security of tenure, the ability to use tax deductions (such as for mortgage interest), and economic mobility.
- Smaller units and attached housing tend to be more energy efficient and sustainable due to factors such as efficient use of land, and less water and energy use than single family homes. When built near urban centers and transit, middle housing can expand opportunities to live in walkable communities with a shorter commute.
- Certain types of middle housing can serve as a living option for family members (multigenerational housing) or caregivers.
- New middle housing tends to be more affordable than new single family detached housing, since it spreads the cost of land and other fixed costs over more units.
- Integrating middle housing within high-opportunity neighborhoods can enable a wider range of residents to benefit from the resources and amenities in these communities.
- Infill development builds more housing in areas with less buildable land and can diversify housing options available in a broad range of neighborhoods. The small footprint and broad range of possible configurations of middle housing (such as stacked) helps developers use small or irregularly shaped lots that would otherwise be vacant or underutilized.

Action 5.1. Implement a middle housing code update to encourage duplexes, triplexes, and quadplexes.

Background

Encouraging certain types of smaller sized, more compact housing than single family detached housing units can help to increase housing supply and choice within neighborhoods. In theory, these units tend to be more affordable than single-family units because they are often smaller in size and in their footprint on land. Encouraging middle housing types can support diverse and more inclusive communities and accommodate new growth while complementing and blending in with the existing housing in neighborhoods. Middle housing can also support the City's affordability goals by providing smaller-scale housing alternatives that cost less to construct and maintain than detached single family housing. The following section provides key middle housing considerations and best practice guidance.

Washington State House Bill 1110 recently passed in 2023 to increase the amount of middle housing development in the state. The City is evaluating how the new law would apply.[60]

Definitions. "Middle housing" options such as duplexes and triplexes do not have a specific definition in the City's current code, other than the multifamily dwelling definition ("a building or portion of a building containing two or more dwelling units or more than one dwelling unit on one lot" (BIMC 18.36.030)). In seven of the City's ten residential zones, multifamily housing is a conditional use rather than permitted outright. Updating the code to explicitly allow for these types of small scale multifamily residential buildings outright rather than requiring a conditional use process could include the following key regulatory improvements to support middle housing development.

[60] Summary of HB 1110: https://lawfilesext.leg.wa.gov/biennium/2023-24/Pdf/Bill%20Reports/House/1110-S2.E%20HBR%20PL%2023.pdf?q=20230501123511. This bill requires cities with more than 25,000 persons to allow the development of duplexes on lots currently zoned for residential use and fourplexes in areas less than one-fourth mile of a major transit stop or if one the housing units is set aside for affordable housing (defined as affordable to 60 percent AMI for a rental or 80 percent AMI for an ownership housing unit). A "major transit stop" is defined as light rail, commuter rail, and bus rapid transit, thus there would be no major transit stops on Bainbridge Island. These requirements do not apply to lots with critical areas or their buffers, watersheds serving as a reservoir for potable water if that watershed is listed as impaired or threatened under the federal Clean Water Act, or for lots that have been designated urban separators by countywide planning policies. The Department of Commerce is required to provide technical assistance to cities implementing the requirements.

Exhibit 23. Use Table in the Bainbridge Island Municipal Code (Table 18.09.020)

Source: Bainbridge Island Municipal Code

ZONING DISTRICT / USE CATEGORY/TYPE	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14
Household Living										
Single-Family Dwelling	P	P	P	P	P	P	P	P	P	P
Single-Family Dwelling existing on April 15, 1996										
Multifamily Dwellings	C	C	C	C	C	C	P	C	P	P

Dimensional Regulations. Even when middle housing types are permitted outright, dimensional standards such as maximum density, maximum lot coverage, and building heights can make middle housing types difficult or impossible to build. On Bainbridge some of these include the following.

Maximum Density. The Bainbridge Code regulates housing densities by providing a base density standard and potential bonus densities in residential (R) zones. In most cases, the requirement in the code is a 1:1 ratio of lot area per dwelling unit with the minimum lot area. In R-8 and R-14 zones, there are options for bonus density that can change the minimum lot area to accommodate some higher density development. The regulations in most R-zones are restrictive for development of middle housing, as they would require a greater parcel area and unit size than are generally associated with middle housing types. Other general best practices for middle housing density include:

- Generally, density allowances for middle housing should allow for densities that are two to four times that allowed for single-family detached housing, up to about 20 to 35 dwelling units per acre.
- Townhouses generally work well between about 18 and 32 dwelling units per acre.
- Minimum lot size should be regulated as an average for the development and should generally be no more than 2,000 sq. ft. per unit (lot sizes as small as 1,200 sq. ft. can work well for townhouses in some cases).
- Duplexes should generally be allowed on the same size lots as single-family homes and should not be restricted to corner lots.
- Triplexes and quadplexes can often also be allowed on the same size lots as single-family homes, except in zones that allow very small lots for single-family detached (e.g., under 5,000 sq. ft.).
- Cottage cluster densities can vary substantially based on unit size and site layout. See Action 7.3 for additional discussion.
- Scale standards so that smaller units are allowed at higher densities than larger units, and/or exempt units under a certain size from density standards.

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Maximum Lot Coverage. In Bainbridge's residential zones, maximum lot coverage is generally low, ranging from 10 to 40 percent of the lot area. This requirement can restrict middle housing types which may require more coverage of the lot for types such as side-by-side duplexes or townhomes.

Building Height. Current standards for most residential zones on Bainbridge cap building heights at 25 to 35 feet. This is within the range such that some middle housing types can be built, but other types may be limited (particularly in zones with a 25-foot height limit). For several types of middle housing, including townhomes and some triplexes, being able to build a full three stories can make a difference in viability. This generally translates to a height limit of 35 feet, depending on how roof heights are measured.

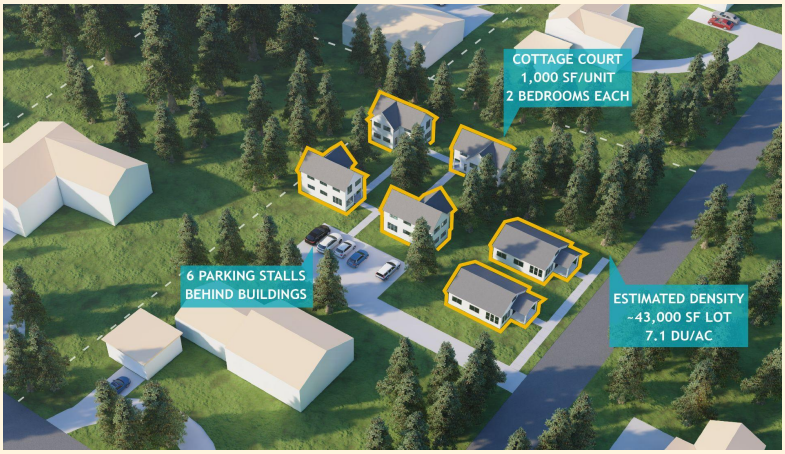
Parking. The City could also ease current parking restrictions for these types of housing to make them more financially feasible. Currently, homes in single-family residential zones must have two parking spaces. Most units in multiunit residential zones must have one parking space for studio or one-bedroom units, and two spaces for larger units (BIMC 18.15.020.C). If the City chooses to implement a middle housing code, it should consider scaling the parking relative to the housing unit size, generally no more than one parking space per dwelling unit and for smaller multi-unit housing, the City could consider counting on-street parking.

Best Practices for Enabling Middle Housing

Review Existing Conditions and Development Regulations. This builds an understanding of lot size distribution within each residential zone, the existing zoned capacity, and helps identify how different housing types are regulated in each zone.

Analyze Financial Feasibility. Understanding the impacts of land values and development regulations can help determine the feasibility of middle housing development. Local market data can also be used to conduct proforma analyses on specific middle housing prototypes to inform the regulatory strategy.

Evaluate the Context. Evaluating the urban design characteristics of different neighborhoods will identify appropriate middle housing applications based on existing physical character. This analysis also allows for different prototypes to be tested in different contexts and provides a visual understanding of the impact or coexistence of different middle housing types.



Develop a Regulatory Strategy. The above steps can work together to inform an effective and feasible implementation mechanism that respects existing development patterns.

Cottage cluster concept plan developed as part of a middle housing context analysis for Auburn, WA (Image: Framework)

Evaluation

Category: Stretch

Action Type: Policy Change

Impact on Housing Availability:

- Housing Production: 
- Housing Type and Income Level: Market Rate, Moderate to Middle- and High-Income Levels

Staff Resources Needed: 

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Action 5.2. Ease the process for conversion of single dwelling units into subdivided multiple dwellings (i.e., duplexes) and study adaptive reuse opportunities on Bainbridge.

Background

Alongside new middle housing considerations, the City could include ways for single family homes to be converted by right (as a permitted use) to small scale multifamily housing like duplexes rather than having to go through a long land use permitting process. This strategy could help moderately densify neighborhoods without significantly changing the character of existing buildings.

Currently, most residential zones on Bainbridge only allow multifamily dwellings as a conditional use. This means that to renovate and convert a single-family home to a middle housing type (such as a duplex), the property owner must go through a site plan review and conditional use permit to convert to multifamily. Such a project would also be subject to maximum densities under the current development code. This may only require a minor conditional use process if the conversion is deemed "clearly consistent and compatible with other uses in the same zone or vicinity" (BIMC 2.16.050). However, the property owner may need to go through a major conditional use permit process for the proposed change in certain circumstances (BIMC 2.16.110).[61]

The City could create more flexibility for conversion of single dwelling units into middle housing by allowing uses like duplexes, triplexes, etc. by right, exempting such conversions from zone density limits, or creating more clarity for the conversion process in zones where they remain a conditional use.

Due to building code thresholds (discussed below) and complexities of internal subdivision, the likeliest conversion is that of a single-family home into a duplex. Beyond the necessary flexibilities required in use and density limitations, the City should also waive other standards, like minimum off-street parking requirements, to make conversions financially viable. On-street parking, for example, may be able to satisfy additional parking means or the City could allow applicants to use one of the two required parking stalls (required for single-family homes on their own). The potential for easy lot-splitting and fee-simple ownership is another incentive for single-family conversions on Bainbridge Island. Under current

[61] Section BIMC 2.16.110 requirements include but are not limited to: proposed use or expansion that covers 50 percent or greater of the total lot area, proposed use that is accessed by a local or private road, proposed use or expansion that generates more than 36 total trips per day, or proposed use or expansion contains four or more units in a multifamily dwelling.

regulations, property owners must undergo a complete short subdivision approval process to conduct a lot-split. This process includes many layers of review, which add time and complexity.[62]

The City has adopted the standard International Building Code, which can present challenges for internal conversions of a single-family home particularly to a triplex or quadplex. A 2016 report by DECA Architecture as part of Portland's Residential Infill Project noted: *"Conversion of a single-family house into three or more units often involves navigating complex and/or challenging issues such as:*

- *Transition from the residential to the commercial building code, changes in occupancy from single family to apartments.*
- *Upgrading walls and floors/ceilings to achieve fire ratings, adding sprinkler systems.*
- *Upgrading walls and floors/ceilings to achieve sound ratings and reducing exterior wall openings to meet commercial code.*
- *Addressing ADA and accessibility issues, energy efficiency requirements."*

Additional known issues include meeting egress requirements for sleeping rooms and meeting Washington State Energy code. Issues like these should be explored to help identify needed local amendments to International Building Code.

Evaluation

Category: Quick Win **Action Type:** Policy Change

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Market Rate, Moderate, Middle, to High Income Levels

Staff Resources Needed:

[62] Washington State Legislature bills have been introduced that would make lot-splitting easier in communities such as SB 5364. More information: www.sightline.org/2023/01/24/washington-lot-split-bills-would-create-starter-homes-support-community-stability/

Strategy 6. Promote Sustainable Housing Development



One of the key themes from our community survey and engagement events was that housing growth should be environmentally sustainable and adhere to the conservation goals in the City's Comprehensive Plan. Residents showed a concern for the climate crisis and desire to see incentives for green buildings and dense development in the Winslow area to reduce emissions from driving. Preservation of existing buildings or promoting "infill" residential development can also help to reduce carbon emissions associated with new building, while aligning with goals to preserve affordable housing units.

Equity Review:

Sustainable housing programs often have overlapping co-benefits with affordable housing. In general, efficient land use, preservation of older buildings, smaller types of housing, and reducing transportation emissions by creating more accessible mixed-use areas can all align well with affordable development that serves low-income households. Residential units with added energy and water efficiency could reduce monthly utility bills. This strategy and the corresponding actions (along with Action 3.3 supporting the weatherization of housing and other actions supporting smaller housing) provide greater access to housing with higher energy efficiency and lower costs which has an indirect impact on equity by promoting housing stability.

Benefits:

The Bainbridge Climate Action Plan includes a number of relevant actions, particularly Buildings Goal A, which seeks to "Reduce greenhouse gas emissions from all residential buildings." It includes strategies and actions around establishing green building practices, green affordable housing, and implementing a green building code. These actions benefit everyone, particularly small households, small families, young persons, and seniors. Other actions within this Housing Action Plan promote smaller residences and infill development, which can result in energy and water conservation and help to preserve open spaces.

Anticipated Challenges:

Although it is not always the case, adding sustainability and affordability requirements to a development adds costs to that development, albeit in different ways. Developers sometimes need to make tradeoffs between providing affordable units and including green building features in a project. Local incentives can help to encourage affordable green housing, but it may not always be financially feasible.

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Action 6.1. Make the Housing Design Demonstration Program permanent, not subject to replacement.

Background

The Housing Design Demonstration Project (HDDP) program is available for projects within the Winslow Sanitary Sewer System Service Area and is intended to increase overall housing supply, choice of styles, affordable units, and smaller, more sustainable homes by providing incentives such as a density bonus and flexible development standards for projects that meet program criteria.[63] Allowances include modifications to lot dimensions and coverage, natural areas, parking requirements, setbacks, and height. The current version of the HDDP program, updated recently, requires at least half of the project to be rentals serving households earning 60 percent AMI or less, or for ownership, the housing must serve households earning 80 percent AMI or less (Ordinance 2021-01).[64]

Best Practice: Grow Community

Bainbridge's Housing Design Demonstration Project program has resulted in housing projects that provide ultra-energy efficient single-family homes, townhomes, and multifamily units, such as the Grow Community. The Grow Community includes compact single-family homes in the Winslow Area with solar-ready roofs, community gardens, and a community center.



Source: David Cohen Photography

The HDDP is codified to be in place until a more comprehensive affordable housing program (e.g., revisions to the City's current voluntary inclusionary zoning program) is adopted. Rather than removing this program, the City could look for opportunities to preserve the program and extend it to other areas of the island beyond the Winslow Sanitary Sewer System Service Area. The outcomes of Action 1.3 (inclusionary housing) and Action 9.1 (increased density in Designated Centers) should be considered in relationship to this program to determine how to recalibrate it to ensure there are sufficient incentives for continued participation in the HDDP program. In addition, the City could examine ways to simplify the program and provide technical assistance or online tools/ education to help broaden program usage. Lastly, the City could collect program participant testimonials to share in monitoring/housing related annual reporting and they should interview those who have used the program or were considering using the program to identify potential program improvements.

[63] The City of Bainbridge's Housing Design Demonstration Project (HDDP, BIMC 2.16.020.S) was originally set with an expiration date and only applies within a specific area.

64 HDDP website: https://www.bainbridgewa.gov/156/Housing-Design-Demonstration-Projects

City-Led Projects. New exploratory projects can demonstrate sustainable housing best practices and how to achieve them at cost and within regulations. A city-led project would both provide sustainable housing and a model for other developers. Although it would be complex and high cost, this could have a large impact for providing sustainable housing that meets other City goals.

Evaluation

Category: Quick Win to extend the program, City-led HDDP project would be a Stretch Action

Action Type: Policy Change/ Incentive

Impact on Housing Availability:

- Housing Production:  to 
- Housing Type and Income Level: All, Low to High Household Income Levels

Staff Resources Needed: 

DRAFT

Action 6.2. Explore regulatory changes to encourage co-locating housing with other complementary development and uses (e.g., religious facilities).

Background

Co-locating new housing units with existing, complimentary uses can efficiently use land and leverage available space already owned by community-serving organizations such as churches, parks, or other public facilities. These organizations may already provide various services for individuals and have adjacent land that is able to be developed for housing. In addition to providing affordable units connected with services, moderate density increases on existing parcels can help the City's land conservation goals.

The City's current code explicitly allows for affordable housing development on property owned or controlled by a religious organization (BIMC 18.21.050) and provides a density bonus scaled to existing density. The City's code could be amended to make clear that housing is permitted to be co-located with other uses, including public spaces or facilities, outside of the City's mixed-use districts.

The City can advance this action by working to both increase knowledge of this option, extend it to nonreligious organizations providing affordable housing on existing parcels, or adapt it to allow for moderately higher densities explored in other strategies in the plan (such as middle housing or accessory units).

Evaluation

Category: Quick Win

Action Type: Policy Change

Impact on Housing Availability:

- **Housing Production:**
- **Housing Type and Income Level:** Supported, All Household Income Levels

Staff Resources Needed:

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Strategy 7. Support More Diverse Housing Options by Promoting ADU, Cottage Housing, and Tiny Home Development



Tiny homes, cottage clusters, manufactured homes, and accessory dwelling units (ADUs) can all provide right-sized units for a variety of households. These types of housing can also increase the number of infill units available in high opportunity neighborhoods, while matching the general character of a single-family neighborhood. Accessory dwelling units and tiny homes can sometimes provide less expensive housing options, but they do not guarantee lower rent in the same way as regulated affordable housing. However, they do provide housing that often meets the needs of multigenerational households, young adults, and seniors. By providing rental income to property owners, ADUs can inversely assist affordability for property owners. During engagement activities, cottage housing and accessory dwelling units were among some of the most popular choices for new housing types on Bainbridge.

The actions listed below include potential policy changes and technical assistance activities that the City could pursue to enhance and encourage development of these housing types.

Equity Review:

Tiny homes, cottage clusters, manufactured homes, and ADUs often meet specific needs for individuals and households, including multigenerational households, young adults, and seniors. Some types of smaller-sized housing like tiny homes can also alleviate barriers and provide more paths to affordable homeownership for moderate income households, but they do not necessarily equate with affordability. This strategy would help achieve more equitable outcomes by providing smaller homes (ideal for smaller households) and more diverse housing options that would meet a broader range of housing needs.

Benefits:

Tiny homes, cottage clusters, manufactured homes, and ADUs increase diverse housing options in line with Comprehensive Plan Goal HO-3 to "Promote and maintain a variety of housing types that meet the needs of present and future Bainbridge Island residents at all economic segments and encourage more socio-economic diversity." These actions benefit: workers, small households, younger persons, families, and seniors.

Anticipated Challenges

- Like duplexes and triplexes, code changes do not necessarily mean that these unit types will be built. Although actions in this section seek to reduce constraints, upfront investment required from individual property owners for unit types like ADUs and tiny homes can still be high.
- These housing types can sometimes provide cheaper housing options, but they do not guarantee lower rent in the same way as regulated affordable housing.

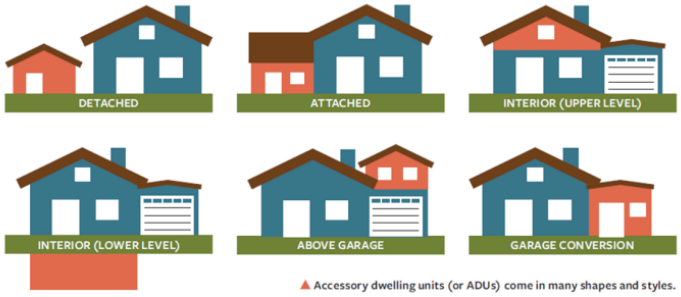
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Action 7.1. Add an allowance for up to one detached and one attached Accessory Dwelling Unit on a single property. Remove or reduce regulatory and fee related constraints for Accessory Dwelling Units.

Background

An Accessory Dwelling Unit (ADU) is a separate living space, within or detached from a single-family dwelling.[65] Although the City has allowed ADUs for many years, the number of constructed ADUs has remained limited overall. Recent HNA analysis showed that approximately 79 ADUs had been permitted from 2012 to 2022, which is almost 8 percent of total permitted units during this time. This possibly indicates higher growth in development in the past decade when compared to the total number of ADUs permitted.[66]

Exhibit 24. Types of Accessory Dwelling Units
Source: AARP Livable Communities



Although the City has made progress with promoting ADU development, there are a few existing policies that the City could modify to further promote ADU development such as reducing parking or lot coverage requirements, lowering the transportation impact fee for ADUs, and allowing up to two ADUs (one attached and one detached) per parcel. The AHTF (2018) report also suggested evaluating the ADU building application process to identify ways to shorten the process along with deferring the building permit and sewer/water hookup fees (deferments are proposed under Action.1.2 for affordable housing, the City already allows primary residences and ADUs to share common utility connections, which lowers

[65] ADUs provide an additional dwelling unit— typically with its own sleeping, bathing, and cooking facilities—on properties allowing a primary home, in a way that blends in with the existing neighborhood. BIMC Section 18.09.030.I.5 provides guidance on ADUs, noting that only one ADU can be created per parcel. The City requires that ADUs be designed to maintain the appearance of the primary dwelling as a single-family dwelling, containing 900 square feet of floor area or less. However, if the ADU is located within a building existing as of the approval date of Ordinance No. 2015-16 (for example, in a basement) the City may allow an increased size to efficiently use all floor area. The City does not require owner occupancy of an ADU and does allow some impact fee exemptions (BIMC 15.28).

[66] The AHTF (2018) cited 196 total permitted ADUs on the island according to City records.

the up-front cost that would need to be deferred). Washington State House Bill 1337 recently passed in 2023 in support of ADU housing development. [67] The City is evaluating how the new law would apply.

Multiple Accessory Dwelling Units. The City's zoning code currently allows for one ADU on a property, either an attached or detached unit. The City's code could be expanded to allow for a second accessory dwelling unit as an attached or internal conversion on a property. These types of accessory units typically have minimal impact on the external appearance of the primary home and often have lower associated costs. This addition could increase the number of available housing units in high opportunity areas in a way that blends in with existing residential neighborhoods.

Parking. ADUs currently must provide for one off-street parking space. Removing or reducing this requirement in certain zones or providing exemptions for shared parking solutions could make ADUs more feasible.[68] ADUs tend to be dispersed throughout a neighborhood, are commonly located in areas with on-street parking and tend to be located at a residence with a driveway that could provide shared parking. Research has shown that a portion of ADU residents tends to not own a car.[69]

Transportation Impact Fee. Offering the City's impact fee reduction/waiver program for ADU development could also incentivize more households to build these units. Currently, the City categorizes ADUs with the same ITE code as apartment units in their methodology, for a base fee of $1,123. While ADUs can sometimes function similarly to apartment rentals, they can have a wider variety of uses, including accommodating family members within a multigenerational household. The City could choose to waive these fees entirely for ADUs or offer a substantial reduction in the amount required.[70]

Dimensional Standards. Increasing the ADU size limit and/or allowing variances for increased size could help to increase the development of ADUs.

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[67] Key provisions in HB 1337 is legalizing two ADUs per lot in any configuration of attached/detached; capping impact fees at 50 percent of those charged on houses; lifting parking mandates less than 1/2-mile of 15-min. transit stop; legalizing ADU size up to at least 1,000 sf with a height up to 24 feet (or the max. height for primary homes under 24 feet); and prohibiting design standards or other restrictions that are more stringent than what applies to the main house. The City is researching the applicability of these requirements in environmentally protected areas. Sightline summarizes HB 1337 as including provisions such as: *prohibiting owner occupancy requirements, legalizing two ADUs per lot in any configuration of attached/detached and ADU development on any lot size that is legal for housing development; capping impact fees at 50 percent of those charged on houses; lifting parking mandates less than 1/2-mile of 15-min. transit stop; legalizing ADU size up to at least 1,000 sf with a height up to 24 feet (or the max. height for houses if < 24 feet); prohibiting design standards or other restrictions that are more stringent than what applies to the main house; and legalizing the sale of ADUs as condominiums.* Source: https://www.sightline.org/2023/01/21/washington-bill-would-boost-in-law-apartments-throughout-the-state/

[68] Cities could consider reducing off-street parking requirements if the ADU is within ½ mile of public transit or when there is a nearby car-share vehicle (Brown, A, et. al. (2018). Practice Garage Apartments. Issue No. 5. Zoning Practice, American Planning Association).

[69] A study of ADUs in Los Angeles found that 40 percent of the ADU occupants did not own a car (Gerecke, S., et al., 2022).

[70] The City of Portland restricts impact fee waivers to not be used for short-term rental. Source: www.portland.gov/bds/adu-sdc-waiver

Sprinklers. Lastly, the City should evaluate ways to possibly exempt ADUs from fire sprinkler requirements, considering alternative measures, incentives, and implications particularly related to cost (this influences the affordability of housing), safety, enforcement, and impact, in consultation with the Fire Department.[71][72]

Evaluation

Category: Continuing Work

Action Type: Policy Change

Staff Resources Needed:

Impact on Housing Availability:

- Housing Production: to
- Housing Type and Income Level: Market Rate, Middle to Moderate Household Income Level

[71] The Bainbridge Island Fire Department requires sprinklers for ADUs in certain circumstances related to the size, building configuration, and distance from fire infrastructure. If the ADU is a stand-alone structure and has fire flow available from a hydrant within 1,000 feet as measured along an approved access roadway, then sprinklers are not required. However, if an ADU is above a detached garage or above a garage attached to a single-family home and the total square foot is over 3,600 (area of detached garage not included) then it is required to have fire sprinklers**.** ADUs part of new development may be required based on the above factors and if the grade of the driveway is 15% or greater (www.bainbridgewa.gov/DocumentCenter/View/14760/Ordinance-No-2021-01-Updating-City-Fire-Code---Approved-022321).

[72] The City of Olympia requires all new residential units to be protected with fire sprinklers. The City recognized there may be greater impact when sprinklers are required as part of a retrofit, thus they relaxed sprinkler requirements for ADUs. If the primary home is not sprinkled, the ADU will not be required to be sprinkled, however, if the primary home is sprinkled, so will the ADU. Source: https://www.olympiawa.gov/government/codes,_plans___standards/housing_action_plan.php.

Action 7.2. Develop and provide pre-approved ADU designs and guidebook.

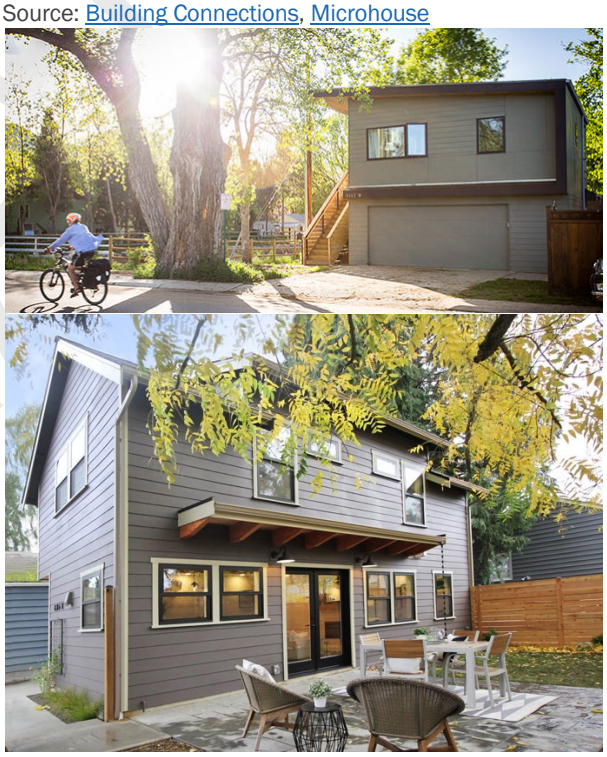
Background

Providing pre-approved ADU designs can help to reduce the costs for architectural and design fees when property owners build ADUs. Making ADU development more affordable can encourage more households to pursue ADU projects, and potentially result in lower cost rentals. Pre-approved designs can reduce the timeline and costs of city approvals by preemptively vetting them for compliance with local building codes. This can also reduce potential strain on staff capacity for processing ongoing ADU applications and could speed up construction. The City could also explore providing technical consultations covering how much the ADUs may cost, and how they may finance it, and then help connect homeowners to additional resources.[73]

In Seattle, the typical permitting time for a detached ADU is 4-8 months but is cut to just 2-6 weeks for any of the 10 ADU designs already pre-approved by the City (approved in 2020).[74] The program does charge fees, but they are much lower than the typical cost of a custom design, ranging from $70 to $1,000. An expedited permitting timeline combined with a less complex permitting process reduces risk and uncertainty for someone building an ADU.

Efforts to increase predictability and efficiency and alleviate any unnecessary obstacles to approving ADU development can help maximize the potential to create affordable housing. Efficiencies can help decrease labor costs and shorten loan repayment periods, etc. Pre-approved plans might need to be updated periodically if regulations associated with ADUs change.

Exhibit 25. Pre-Approved ADUs in Seattle
Source: Building Connections, Microhouse



[73] The AHTF (2018) report recommended that pre-approved prototype ADU designs be made available to property owners.

[74] City of Seattle. (2020). ADUniverse. Note: The City of Raleigh, North Carolina also recently introduced a Fast Track plan in 2022 where residents can purchase plans from the designer at a lower cost than typical. The effectiveness of this program should be evaluated in a few years given the newness of this program. Source: https://raleighnc.gov/permits/building-accessory-dwelling-unit-adu

Evaluation

Category: Continuing Work

Action Type: Technical and Financial Assistance

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Market Rate, Moderate to Middle Household Income Level (ADUs)

Staff Resources Needed:

Best Practice: Olympia, Lacey, Tumwater

Various cities have successfully used ADU guidebooks and pre-approved designs to streamline development and reduce costs around design and approvals with the City.

In Washington, the cities of Olympia, Lacey, and Tumwater offer four pre-approved designs that property owners can choose from, which comply with existing building codes. These designs are free to property owners and customizable to match the character of existing buildings. They also include accessibility considerations in their design.

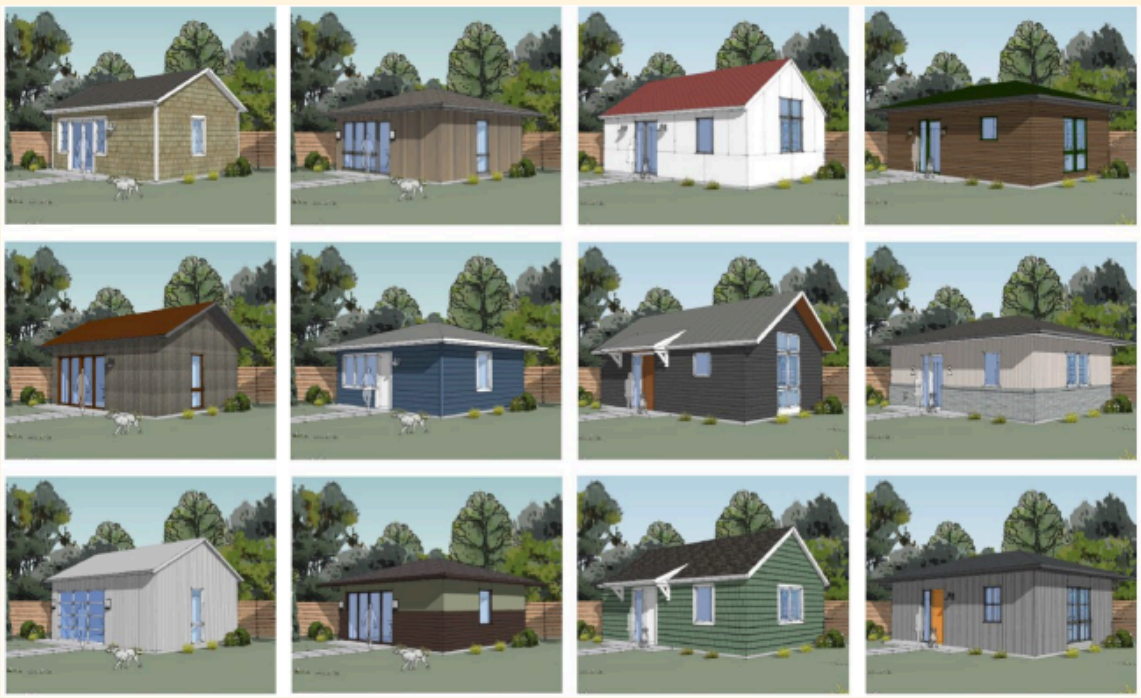


Image: City of Olympia

Action 7.3. Adopt cottage housing code by allowing development of multiple units per parcel.

Background

Like ADUs, 'cottage clusters' are a housing type that can increase the number of infill units in high opportunity neighborhoods while matching the general character of a neighborhood. Cottage housing is typically defined as a grouping of small, detached dwelling units clustered around and oriented toward a common area of open space.[75] Some jurisdictions allow cottage clusters to include a mix of attached and detached units, and some allow ADUs next to a cottage home. The units may be located on individual lots or on a shared lot, depending on the regulations. These developments provide multiple small-sized, detached units with a common yard.[76] This type of housing has been built to increase access to sustainable, affordable homes for those aging in place (especially for retirees that do not yet need assisted living).[77]

Underlying development standards in the City's code would allow a typical 'cottage-style' development in some zones. The City's Housing Design Demonstration Project program (BIMC 2.16.020.S), applicable to the Winslow area, includes cottage housing in the type of housing choices, which is defined as a dwelling unit no larger than 1,200 square feet, with a maximum building height of 20 feet. Elsewhere, like triplexes in residential zones, it's not that these types of units aren't allowed; obstacles tend to be related to whether the City's development regulations are conducive to cottage housing development.

As mentioned in Action 5.1, the current minimum lot area per dwelling unit and the maximum density standard requirements generally prohibit the development of cottage cluster housing with multiple cottage units. The City could develop explicit standards in its code to allow for multiple cottage-sized units on the same lot with a shared outdoor area and allow cottage-style housing in more areas. In addition, the City could allow cottage housing by right in targeted residential areas. Cottage cluster densities can vary substantially based on unit size and site layout. Regulations should allow for more units if the units are smaller. Ideally, regulations should also allow for homes to be located on individual lots so that they can be sold fee-simple and allow flexibility on lot size (as well as street frontage requirements—see below) to make more individual lots work with a cottage cluster design. Focusing on site design rather than density

[75] Municipal Research and Services Center, cottage housing overview. Cottage housing is a variation on cluster development, a concept explored in detail by William H. Whyte in his book "Cluster Development" (1967) which is a type of low impact development that groups housing closer together with the goal of preserving the rest of the land for open-space, recreation, or agriculture. Model Ordinance: Cottage Housing Development, Lehigh Valley Planning Commission.

[76] The AHTF (2018) report included a strategy to adopt a new Cottage Housing ordinance.

[77] The City of Beaverton Oregon has an example of a retirement community cottage cluster development with single-level homes, outdoor patios, and courtyard gardens. Source: www.propelstudio.com/project/aging-in-place-cottage-cluster

is particularly important for cottage clusters, as the layout will often drive the number of units that will fit on the site.

Bainbridge Island could consider best practice guidance from other communities. The City of Langley (Whidbey Island) has increased density limits to enable cottage housing, specifically by allowing up to 9 dwellings on a single lot with common space facing front entrances (LMC 18.13 Multifamily Infill Form Based Code Overlay). The City of Eugene (see below) also offers best practice guidance.

Evaluation

Category: Continuing Work**; Action Type:** Policy Change

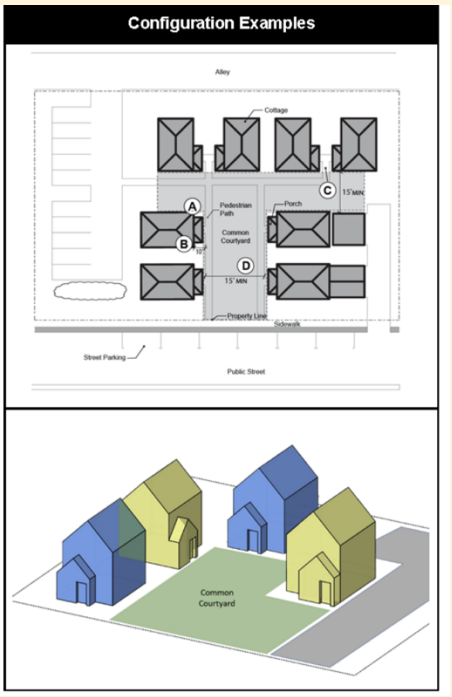
Impact on Housing Availability: Housing Production: and Housing Type and Income Level: Market Rate, Middle to High Household Income Level

Staff Resources Needed:

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Cottage Housing Best Practice Guidance Focused on Eugene, Oregon

In response to Oregon Housing Bill 2001, the City of Eugene adopted middle housing code amendments in May 2022 that complied with the statewide requirements but went further by supporting more affordable housing types. Eugene took the opportunity to identify development standards that were appropriate for the local context, focusing on smaller home ownership options, flexibility in physical form, and clear and objective development and design standards. Key regulatory guidance is provided below.



Definitions

Cottage: A detached, single-family dwelling unit containing 1,700 square feet or less of gross floor area.

Cottage Cluster: A grouping of no fewer than four detached dwellings per acre with a footprint of less than 900 square feet each that includes a common courtyard. They must be separated by at least six feet (wall-to-wall). They allow conversions of a property with a house on it into a Cottage Cluster.

Development Standards:

- Allowed in four residential zones (R-1 to R-4).
- The minimum net density ranges from 4 to 20 dwelling units per acre (depending on the zone).
- Minimum lot area: 4,500 square feet.
- Minimum open space mostly is at 10 percent and instead of lot coverage, each cluster must have a courtyard with 150 square feet per Cottage and space between Cottages.
- Minimum required on-site parking: 1 space per cottage (reductions incentives available for on-street parking, proximity to transit, and for income-qualified housing).

Sources: City of Eugene, Oregon. Cottage Cluster factsheet: https://www.eugene-or.gov/DocumentCenter/View/66944/MIDDLE-HOUSING-COTTAGE-CLUSTER. The City of Kirkland has cottage housing policies that include some helpful tips including: a maximum unit size of 1,700 square feet, minimum of two units and maximum cluster of 12 dwelling units, density at two times the maximum number of detached dwelling units allowed in the underlying zone and streamlined review process (more information: https://www.codepublishing.com/WA/Kirkland/html/KirklandZ113/KirklandZ113.html).

Action 7.4. Identify barriers and opportunities for tiny home development on foundations and tiny home villages and evaluate best practices for tiny homes on wheels.

Background

Like accessory dwelling units (ADUs) and cottage clusters, tiny homes (typically under 200 square feet) are generally a lower cost and may have shorter timelines than other kinds of units due to the availability of "kits". The City of Bainbridge Island allows tiny homes on foundations, but no permits have been finalized for tiny homes yet, and no tiny home villages have been constructed in the City. Identifying barriers that have prevented development thus far can lead the City towards developing relevant code changes. Currently, a tiny home could count as an ADU on a property with a primary home but would otherwise count towards a property's base density in the same way a single-family home would, making it difficult to locate multiple units on one parcel.

Bainbridge High School Tiny Homes Project

In summer of 2022, 32 Bainbridge High School students participating in Wood Technology, Construction, and Advanced Architecture classes worked alongside the Low-Income Housing Institute and Clark Construction to build two tiny homes for houseless individuals. These classes are part of a Career and Technical Education (CTE) program to teach professional skills. Students worked for four weeks to construct two 96 square foot homes, and learned new practical skills related to construction and architecture such as framing and insulation. These tiny homes were then transported to Seattle as part of a larger project to provide transitional shelter.

Source: Kitsap Sun, Bainbridge Island Review



Image Credit: Bainbridge Review

Tiny homes are permitted by the same City zoning code that enables accessory dwelling units. In 2019, the Bainbridge Building Code adopted Appendix Q of the International Residential Code regarding tiny homes (BIMC 15.04.020(B)), which does allow for dwelling units below 400 square feet in-lieu of a traditional-sized ADU. However, there are no explicit provisions for tiny home villages in the code.

The code also explicitly states that no recreational vehicle (RV) shall be an ADU (BIMC 18.09.030.I.5.i). The City's development code currently considers tiny homes on wheels as RVs. However, tiny homes on wheels differ from recreational vehicles based on their size, mobility, and average costs and they can provide an additional option for flexible housing units that serve similar purposes.

The City could add an explicit allowance for tiny homes on wheels, while considering implications for utilities and services. Best practices are evolving for tiny homes on wheels in Washington, which the City

could also continue to examine to support tiny home development. The City could evaluate the applicability of tiny home villages as temporary housing for transitional housing needs on the island.

Tiny Home Villages are typically made up of multiple single-detached homes with a shared outdoor space (such as a yard) or other communal areas and services and can be used as transitional emergency housing. They are typically operated by a nonprofit or mission-based organization, in some cases in partnership with local jurisdictions. Development and use standards can also prevent tiny home villages through limitations on density.[78]

Planned Unit Developments (PUDs) can be a tool to explore in support of the development of tiny home communities since these policies can incorporate the flexibility needed for tiny homes.[79] PUDs tend to be considered if a city does not intend to tailor zoning codes to accommodate tiny home communities. This allows for municipalities and developers to strike a balance between retaining control over design and promoting non-traditional development patterns. Tiny home PUDs can help form a marketplace for tiny homes—one that doesn't currently exist—by creating extremely small properties that can be bought and sold by those owning the tiny homes. For tiny home PUDs, municipalities often need to adjust minimum lot sizes to allow larger lots to be subdivided into smaller lots where residents could site their tiny homes.

Evaluation

Category: Continuing Work; **Action Type:** Research and Monitoring

Impact on Housing Availability: Housing Production: and Housing Type and Income Level: Market Rate, Moderate to Middle Household Income Level

Staff Resources Needed:

[78] A nearby nonprofit organization referred to as the Low Income Housing Institute (LIHI) developed and now operates 19 tiny house villages located in Seattle, Tacoma, Olympia, Skyway, and Bellingham for the benefit of low-income households and persons in homeless situations. Each tiny house has electricity, lighting, insulation, and a heater and each village has a kitchen, bathroom and laundry facilities, offices for on-site case managers, ample storage, and a check-in house for security. Source: https://www.lihihousing.org/tinyhouses

[79] City of Bainbridge Island staff reported that they currently do not have Planned Unit Development (PUD) policies.

Action 7.5. Improve tracking of short-term rentals on Bainbridge to analyze their impact on the local housing market.

Background

In some areas, Short-Term Rentals (STRs) can exacerbate conditions when there is a low supply of housing in an area.[80] STRs can affect the city's housing supply by limiting the number of homes available to rent or buy within a market. Regulating short-term rentals could help alleviate the shortage of housing supply and possibly help fund affordable housing initiatives through fees associated with new regulations. However, many local STR owners depend on the supplemental income generated by their STRs to afford the high housing costs. Within the next five years, the City should evaluate the impact of STRs on the housing market to determine whether City-specific regulation or fees are warranted, and, if appropriate, to advance goals.

On Bainbridge, STR operators are required to have a business license, but the inventory of these units is not explicitly tracked. In December 2022, City staff estimated that there were 92 licensed short-term rentals (which is less than one percent of total housing units on Bainbridge Island). As this analysis only includes licensed rentals, the actual number could be higher if non-licensed units were included. Although STRs currently are not taking up a substantial portion of housing on Bainbridge Island, the City could take actions to recognize this form of rental through their housing monitoring work.

This action includes potential steps to better understand the inventory of STRs on Bainbridge and potentially explore regulations on these units to ensure there is an adequate supply of long-term housing available for Bainbridge residents.

Short Term Rental Tracking. STRs are typically defined as housing units that are used temporarily (for 30 days or less) by visitors. STRs can be difficult to track and understand in terms of their impact on the rental market. The City switched over to using the State Business License system several years, which does not allow for easy tracking of such licenses. The City could establish an ongoing system to allow for easier future tracking to help comprehend the prevalence of STRs and pro-actively monitor issues such as reductions to units available to permanent residents and workers. An additional way the City could track STRs could be through an assessment of STR contributions to tourist lodging tax revenue.

[80] Short Term Rentals (STRs) or vacation rentals are typically defined as residential units rented out to guests for a short duration, less than 30 days. Examples: furnished condominiums, single-family homes, cottage in a backyard, and bedrooms or suites in a home.

Once the City has a clear picture of the current inventory of vacation rentals, the City may wish to develop regulations addressing STRs.[81] An STR ordinance could consider reduced tax incentives for new ADUs being used as short-term rentals, which would not restrict homeowners from renting accessory units, but prioritize public incentives for longer term rentals.[82] Regulating the number of units available for STRs could put more units back onto the rental market for residents and increase supply without new construction. However, the City should consider tradeoffs and avoid disincentivizing landlords to rent units on Bainbridge. Some units currently rented as short-term vacation stays may not be those which would be affordable to low-income households if they were put on the traditional rental market, such as large waterfront homes.

Evaluation

Category: Quick Win; **Action Type:** Research and Monitoring/Policy Change

Impact on Housing Availability: Housing Production: N/A and Housing Type and Income Level: N/A

Staff Resources Needed: 

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[81] Adopting a vacation rental ordinance was a quick win recommendation identified in the 2019 Affordable Housing Task Force Report for Bainbridge, but the City has not yet started this work. If an ordinance is pursued, the City should consider limitations on the number of guests and restrictions on gatherings, list a site host contact located within a reasonable proximity, and ensure the host is paying all relevant taxes. safety provisions. The recently passed Washington State House Bill (HB) 1798 requires that the host maintain primary liability insurance, provide safety provisions, and pay the tourist lodging tax (2019): https://lawfilesext.leg.wa.gov/biennium/2019-20/Pdf/Bills/House%20Passed%20Legislature/1798-S.PL.pdf.

[82] Example: In Portland, the City provides a waiver for its System Development Charges for new ADUs but exempts units that are used as STRs from this program. This still allows property owners to rent out accessory units but introduces a policy to prioritize longer term rental units for receiving public incentives.

Strategy 8. Address Transitional & Supportive Housing Needs



Transitional and supportive housing serves individuals who are vulnerable to experiencing homelessness. This type of housing can serve emergency purposes for those experiencing housing insecurity and during disaster events. Washington State recently passed legislation directing jurisdictions to enhance their work on transitional and supportive housing through House Bill 1220, which states that communities must "plan for and accommodate housing affordable to all economic segments of the population of the state" and explicitly includes emergency housing in consideration of the lowest economic segment.

The Washington State Department of Commerce has recently provided housing projections and allocation estimates for 2020-2044 for a range of different household income levels at the county level. Based on the version released in March 2023, the Kitsap County Regional Coordinating Council moved towards using Methodology A which generates emergency housing needs for each jurisdiction within Kitsap County. According to this analysis, Kitsap County (countywide total) will need approximately 2,646 new units of permanent supportive housing for households earning under 30 percent of median income and 909 emergency housing (temporary).[83] Among this total, Bainbridge's allocation of permanent supportive housing is estimated at 166 new units and 83 emergency housing (temporary) by 2044.

The City of Bainbridge Island currently has no units of permanent supportive housing. These needs must be accounted for in local Housing Elements as part of the Comprehensive Plan under House Bill 1220's modification to the Growth Management Act. The City's existing Comprehensive Plan Housing Element has goals and policies supporting this type of housing. Kitsap County also includes strategies in their Countywide Planning Policies to incentivize transitional housing, as well as the 2019 Kitsap Homelessness Crisis Response and Housing Plan. The County's plan includes a variety of actions, including resources, programs, and opportunities that the City of Bainbridge could pursue for partnership.

Equity Review: Transitional and supportive housing serves populations who have significant housing needs that are unable to be met by market rate housing. Often, these housing types may be co-located with critical services (or close to) for those at risk of or experiencing homelessness.

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[83] Washington State Department of Commerce, "Updating GMA Housing Elements," February 2023, www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/updating-gma-housing-elements/. *"Permanent supportive housing" (PSH) is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the residents health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all the rights and responsibilities defined in chapter 59.18 RCW. Source: RCW 36.70A.030. "Emergency housing" means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement. Source: RCW 36.70A.030.*

Benefits: Like housing stability tools and Housing Element, actions to address transitional and supportive housing align with the Comprehensive Plan Human Service Element Goals HS-2 and particularly HS-3. Policy HS 2.2 explicit seeks to "Support programs that meet the critical needs of vulnerable populations, particularly those most at risk of homelessness." This action supports those without homes or at risk with losing their homes, seniors, and persons with disabilities.

Anticipated Challenges: Transitional housing requires a large amount of subsidy, which can make it difficult to provide the number of units needed in an area. The County relies on funding sources from federal and state programs as well as partnership with mission-based organizations.

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Action 8.1. Review and refine definitions in code related to transitional housing, occupancy intensity of use, and spacing, and identify potential ways to increase the supply of emergency housing.

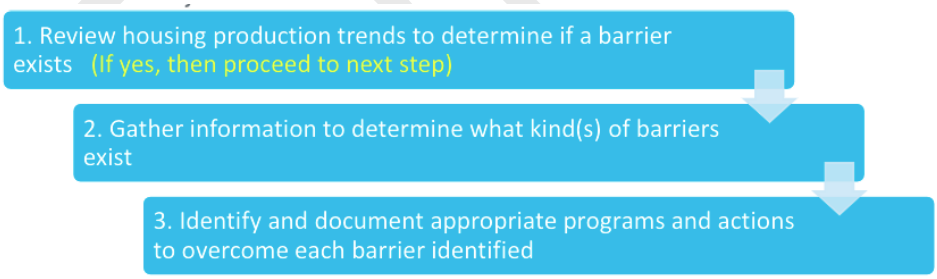
Background

Transitional and emergency units provide critical housing for community members who are in danger of becoming homeless. House Bill 1220 amended Washington State's Growth Management Act (GMA) in 2021 and requires jurisdictions to plan for and accommodate housing affordable to all income levels, including specific considerations for transitional housing, permanent supportive housing, emergency shelters and emergency housing. This requires that cities plan for zoning and development regulations related to transitional housing and permanent supportive housing for people who are homeless or at risk of homelessness. Cities may impose reasonable occupancy, spacing, and intensity of use requirements.

The HNA found that there is currently little to no housing located on Bainbridge Island that provides emergency housing and currently no shelters for those without homes available. Organizations like Housing Resources Bainbridge and Helpline House offers rental assistance and case management services, but there is a need to make emergency housing units available on Bainbridge to serve households experiencing instability.

Refining code language for permanent supportive housing, emergency housing, and emergency shelters is also a best practice recommended by state legislation and can create a clearer path for transitional housing providers. Bainbridge does not currently have explicit definitions for 'transitional housing' or 'permanent supportive housing,' or separate guidelines related to occupancy, spacing, or intensity of use. Providing further clarity in the code and avoiding restrictive standards for these housing types can ease their development. It would also allow the City to make the steps recommended by the Department of Commerce for documenting programs and actions to achieve housing availability:

Exhibit 26. Recommended Steps for Documenting Programs and Actions to Achieve Housing Availability
Source: Washington Department of Commerce



Evaluation

Category: Quick Win; **Action Type:** Policy Change; **Staff Resources Needed:**

Impact on Housing Availability: Housing Production: N/A and Housing Type and Income: Supported, Low Household Income Level

Action 8.2. Centralize a user-friendly platform for individuals to apply for affordable housing.

Background

Conversations with stakeholders and community members have indicated that accessing affordable and permanent supportive housing can be difficult, especially for residents with limited access to technology or knowledge of navigating existing processes. Affordable housing providers on Bainbridge currently have long waiting lists of over 100 households seeking affordable units, and it can be difficult for some individuals and households to get connected with the right resources.

A central platform can reduce barriers for those in need of transitional, supported, and affordable housing to access those services and remove difficulties with navigating current processes. The City could explore partnerships with Kitsap County to help execute this action.

Kitsap County recently established a Housing Solutions Center, administered by Kitsap Community Resources, to offer a one-stop housing resource center for persons in need to access housing resources, referrals to shelter beds, rental assistance, and many other housing related programs. Various community services organizations across Kitsap County serve as partners to this center. There is a resource center already established for those experiencing homelessness or a housing crisis at the Bainbridge Island Helpline House. This action calls for coordination with this center to expand services and identify ways to help individuals and households get more effectively connected with the housing resources they need to effectively lower waiting time.[84]

Evaluation

Category: Quick Wins **Action Type:** Partnerships

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Supported, Low Household Income Level

Staff Resources Needed:

[84] https://www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx

Action 8.3. Support improved housing accessibility through design, such as through incentives encouraging visitability design features for a portion of a housing development project.

Background

'Visitability' describes universal design features that make homes more accessible, particularly for older adults who wish to live in their home as they age. Although potentially not needed for every unit in a community, accessible-by-design features encourage equitable use by providing accommodations for seniors and people with disabilities. For example, a home can provide a barrier-free entrance (no more than one step), at least one first floor accessible bathroom, and adequate hallway widths and doorway entrances for a wheelchair. Jurisdictions can provide technical assistance to help with implementation and can encourage this type of design with voluntary design guidelines, or incentives like certifications or fast tracking for building permits. Enhanced visitability may be difficult for middle housing types like stacked duplexes and triplexes. Providing incentives (rather than requirements) for universal design can encourage more production or renovation projects that provide accessible options without mandates that could inhibit diverse housing types.

Best Practice: Portland, OR

Portland, Oregon included visitability standards in its Residential Infill Project to increase physical accessibility of dwelling units, particularly middle-housing types. The city implements visitability as both a requirement in some areas and an incentive in others. The requirement is limited in scope to multiunit buildings (with three or more units) in single-dwelling zones, where one third of units must meet visitability criteria. The City's incentive provides bonus floor area ratio (up to a 1.0 increase) in other areas when at least 25 percent of dwelling units on a site meet these standards:

- A visitable, no-step entrance
- At least one visitable bathroom
- A visitable living area accessible by ramp, elevator, or lift
- Visitable doors which are at least 34 inches wide

The City could explore whether to provide AARP HomeFit Guide type incentives and could consider providing developers with recommendations and information on universal design without an incentive or requirement, requiring minimal staff capacity.[85] Although it would require more extensive work, the City could also extend incentives such as fast-track permitting, full or partial impact fee waivers, and other tools (such as those detailed in Action 1.2) for accessible units to encourage more housing options for seniors and disabled residents.

[85] https://www.aarp.org/livable-communities/housing/info-2020/homefit-guide.html

Evaluation

Category: Quick Win

Action Type: Technical Assistance, Policy Change

Impact on Housing Availability: Housing Production: N/A and Housing Type and Income Level: All, All Household Income Levels

Staff Resources Needed: 

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Strategy 9. Increase Housing Development Opportunities in Designated Centers



Increasing density in targeted areas can reduce greenhouse gas emissions associated with driving, encourage active transportation, and increase quality of life for residents. Moderate density increases have been successful in the Winslow area through regulatory initiatives and could be further enhanced with additional policies. This kind of intentional approach could be applied to other designated centers on Bainbridge to help meet climate goals, which were found to be a particularly important for residents during the community survey.

The City's Land Use Vision for 2036, articulated in its 2017 Comprehensive Plan defines Designated Centers as "compact, human-scaled and pedestrian-oriented, promoting a healthy lifestyle and are linked to each other and the region by a network of trails and transit." This work identified the Winslow Area as well as Lynwood Center, Rolling Bay, and Island Center as areas for concentrating cultural amenities, employment, and housing opportunities.

Equity Review:

These actions to increase opportunities in designated centers likely will not provide immediate, direct support for low- or moderate-income households, as new housing development in designated centers has typically been for market rate units. However, these strategies could provide more options for middle income workers, enhance access to employment, and support climate goals for the Island, and reduce overall supply issues that indirectly affect households making lower incomes. Coupled with other identified actions, e.g., updating the City's inclusionary zoning program, this could result in development in designated centers across the income spectrum, which would support more equitable access to diverse housing options.

Benefits:

Development in designated centers carry environmental benefits in line with Guiding Principle 7 of the City of Bainbridge Island's 2017 Comprehensive Plan, as well as Strategy 4.A.2 of the City's 2020 Climate Action Plan, which seeks to "Promote mixed use development and multi-family housing in core areas that enables greater use of non-motorized transportation options and prioritize transit-oriented new development." These actions benefit: smaller households, seniors, small families, and younger persons.

Challenges:

There is a limited amount of available developable land in Designated Centers on Bainbridge Island and these areas tend to be conducive to other types of non-residential types of development such as commercial development. Additionally, not all Designated Centers have sewer infrastructure and therefore have limited growth potential.

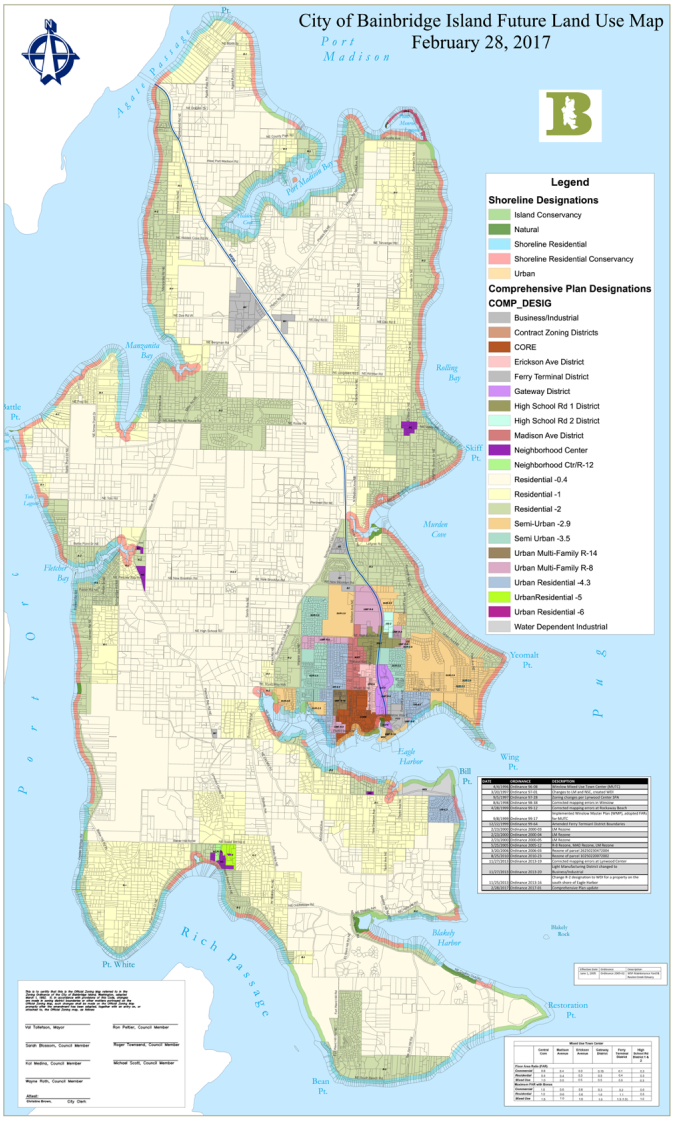
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Action 9.1. Increase residential density in Designated Centers with sewer infrastructure (existing or planned).

Background

Increasing residential density aligns with existing plans for certain areas of Bainbridge, including the Winslow area and other centers around the island. Increasing density in targeted areas can reduce greenhouse gas emissions associated with driving, encourage active transportation, and increase quality of life for residents. This action focuses on increasing the residential density in areas that are being addressed in the Winslow Subarea Plan and where there are Centers, acknowledging that there may be refinements with the upcoming 2024 Comprehensive Plan Periodic Update process.

Exhibit 27. City of Bainbridge Island Future Land Use Map (2017)
Source: City of Bainbridge Island



A. Winslow Area. Increasing moderate density has been successful in the Winslow area through regulatory initiatives, such as the HDDP program; there is potential to see more success through increases to the base density as well as building height. Currently, the Bainbridge Island code standards for the Winslow Mixed Use Town Center Area allow:

- Building Height between 25 to 35 feet as the base standard, with variation between the Central Core, Madison Avenue, Ericksen Avenue, Gateway, and Ferry Terminal, and High School

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Road. However, the code allows a bonus of 10 ft for locating parking underground or below the occupiable space of a planned building.

- Floor Area Ratio (FAR) varies based on use and zoning district. Generally, the Central Core Overlay allows for the greatest density as follows:
    - Residential: from 0.4 to 1.0
    - Commercial: from 0.6 (former bonus 1.0 commercial FAR currently not available)
    - Mixed Use: from 1.0 to 1.5

  There are also existing bonuses for inclusion of affordable housing or ferry-related parking. For affordable housing, the difference between the base residential density and the maximum residential density must be dedicated to affordable housing. These may increase densities in the Winslow mixed use areas as follows:
    - Residential: from 0.3 to 1.1
    - Mixed Use: from 0.5 to 1.5

Additionally, the Residential zones in Winslow (R-2, R-2.9, R-3.5, R-4.3, R-8, and R-14) should be considered for moderate density increases.

B. Other Centers. Bainbridge also has other Designated Center areas. The 2017 Comprehensive Plan specifically highlights Lynwood Center, Rolling Bay, and Island Center as mixed use designated centers. In these areas, the City could begin to pursue changes to zoning and use standards that allow for more compact development. Currently, areas with the zoning designation 'Neighborhood Center' permit multifamily dwellings, but residential developments must follow the R-2 standards, which requires at least 20,000 square feet per dwelling unit. These areas can currently achieve bonus densities through affordable housing allocations, transfer of development rights, or mixed-use commercial/residential building; these allow up to five units per acre with the strongest incentives. Only Lynwood Center is served by public sewer, Sewer District 7, which has capacity limitations. Island Center and Rolling Bay have no sewer capacity whatsoever, making dense development unlikely at this time.

Evaluation

Category: Stretch

Action Type: Policy Change

Impact on Housing Availability:

- Housing Production: varies from 🏠 (in the Neighborhood Center Areas) to 🏠🏠🏠 (Winslow)
- Housing Type and Income Level: All, Middle to High Household Income Level

Staff Resources Needed: 🧍🧍🧍

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Action 9.2. Use tax increment financing in Designated Centers to fund infrastructure upgrades and affordable housing.

Background

Tax Increment Financing (TIF) is a tool that can be used to facilitate private investment in a local area.[86] It is intended to capture appreciated property values by using increased taxes to finance infrastructure improvements, increase economic development opportunities, and support local job growth.

The newly updated Washington State TIF law has significantly improved local area infrastructure funding for local governments (chapter 39.114 RCW).[87] Tax increment financing captures property taxes generated from the increased assessed valuation that results from private development following infrastructure investment. In Washington, local jurisdictions wishing to utilize TIF will designate an "increment area" surrounding the site of the public improvements. In Washington, a local jurisdiction must pass an ordinance that designates the increment area that is expected to benefit from new development, identifies the infrastructure improvements to be financed, and states whether bonds will be issued.

Since the new TIF law allows funds to be used for infrastructure as well as to support the production of affordable housing, the City should explore where infrastructure improvements should be added to support housing development and use TIF revenues to support the creation of affordable housing, most likely within designated centers. The City could submit a Request for Proposals from private developers to develop a TIF site, identifying needed infrastructure projects which are eligible under state law. Additional work should be completed to detail the location of the district, public improvement costs, TIF revenues, proof development would not happen if the infrastructure was not constructed, and other elements required under the law.[88]

Given the newness of the TIF provisions, the City should thoroughly research different TIF options and eligibility requirements and analysis of future development potential, TIF revenues, and potential

[86] TIF financing has become a viable tool to use in Washington cities due to new state legislation signed on May 10, 2021. TIF enables local governments to promote private development in targeted areas by financing public infrastructure and community improvements with the additional property taxes resulting from increased property values due to improvements. TIF is widely used across the nation, but Washington previously had barriers preventing traditional use of this tool. Now this tool can be used to capture all the additional local property tax revenue rather than previous restrictions associated with the One Percent Rule. Source: https://www.jdsupra.com/legalnews/washington-state-s-expanded-tif-4871064/

87 ESHB 1189 establishes that the earliest time for increment area to into effect would be June 1, 2022. Source: https://www.jdsupra.com/legalnews/washington-state-s-expanded-tif-4871064/

88 Requirements for TIF, https://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2021/Tax-Increment-Financing-Now-Available-in-WA.aspx. Once an increment area is established, the boundaries cannot be modified.

mitigation needs. Example relevant eligible infrastructure improvements associated with housing development can include:

- Street and road construction
- Water and sewer system construction and improvements
- Stormwater and drainage management systems

There are also limitations to TIF set by the state which the City should consider in its planning. Local governments can have up to two active increment areas within a community, which are not allowed to overlap. The assessed value can only reach $200 million or 20 percent of the jurisdiction's total assessed value. An increment area can use TIF for up to 25 years after the first allocation revenues are collected.[89] Since the City may only have two of these areas, it's important to carefully decide where and when to select increment areas. The City can work to prioritize areas where infrastructure improvements could attract housing development which benefits the community. On Bainbridge, designated centers are likely the most advantageous areas to implement a TIF area that can support housing development because they have the most potential for providing a greater number of new units located close to employment, transit, and services.

The City could also potentially connect this with Action 1.1 to expand the MFTE program on Bainbridge. Some residential zones could be eligible for MFTE now (R-8 and R-14), and other zones may be eligible in the future if up-zoning occurs. However, these areas must also have adequate public facilities such as streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems to qualify for MFTE per state regulation. If the City finds that there are areas lacking in areas where MFTE would otherwise have high potential but lack needed infrastructure, it could consider those needs strategically when designating increment areas.

Evaluation

Category: Stretch Action; **Action Type:** Financial Support

Impact on Housing Availability:

- Housing Production:
- Housing Type and Income Level: Supported types of housing, Low to Middle Household Income Levels

Staff Resources Needed:

[89] https://mrsc.org/explore-topics/finance/revenues/tax-increment-financing-(tif)

Action 9.3. Evaluate parking requirements to support workforce housing near ferry terminal and in the greater Winslow area, and Neighborhood Center (NC) areas.

Background

The current Ferry Terminal Overlay zone has been somewhat effective in encouraging denser development around the Winslow area. Its purpose as outlined in BIMC 18.06.030.A.5 describes the district as a pedestrian- and transit-oriented, mixed-use neighborhood that complements the character and vitality of the core and serves the neighborhood and commuters. Aligning land use regulations with the ferry terminal location and other transit connections can support residents and workers by providing flexible options for employment and housing. In the Ferry Terminal Overlay zone, evaluating and easing parking requirements and adjusting affordability incentives could encourage more transit-oriented development. Current parking standards in the Winslow and NC areas require 2 spaces per dwelling unit, which can be reduced to one space for units above commercial space, no larger than one-bedroom, or within ½ mile of the ferry terminal. There are transit stops throughout Winslow and the NC areas. The City could consider eliminating parking minimums entirely or reduce the number of spaces required per unit.

Parking. Current zoning in the Ferry Terminal Overlay district requires slightly different parking space allocations compared with other overlay districts in the Winslow area. Commuter-oriented retail must provide one space per peak shift employee and between one and three spaces per 1,000 square feet of commercial uses (BIMC 18.15.020.C). Comparatively, most other overlay districts in the Winslow area aside from the Central Core must provide between four to five parking spaces per 1,000 square feet of floor area. For residential uses, all overlay districts must provide one parking space per studio or one bedroom unit, and two parking spaces for all other dwelling units. The code also incentivizes developers to provide ferry parking through an additional 10 feet of building height and an additional 0.2 floor area ratio (FAR) for relocating existing legal surface ferry commuter parking on site to under-building or below-grade parking (BIMC 18.12.030.E.2).

Transit-oriented development best practices suggest reducing the parking requirements to require no more than one space per dwelling unit for areas within walking distance (around ½ mile) from a transit route or stop (ferry and bus transit). Surface level parking spaces can easily add $5,000 to $7,000 per space to the cost of development, pushing the development costs to be infeasible, making reductions in requirements a potentially powerful tool when it comes to reducing barriers for development.

Evaluation

Category: Quick Win; **Action Type:** Policy Change; Staff Resources Needed: 

Impact on Housing Availability: Housing Production:  to  (depends on the availability of developable land in target areas) and Housing Type and Income Level: All types, mostly targeting housing for middle household incomes

4.3 Summary of Actions

The following table helps to summarize all the strategies and actions to help understand how effectively the plan includes a broad range of actions to meet diverse housing needs. The table describes the type of action and its rating, how it impacts the housing supply, whether it helps with market and/or supported housing (low to moderate income subsidized housing), and the applicable geographic area. In total, the draft housing action plan includes 9 strategies and 30 actions. Most of the actions were rated as involving "continuing work" (approximately 13, or 43 percent),10 were considered "quick wins" (33 percent) and the remaining 7 were considered "stretch" actions (23 percent). In general, the stretch actions might take longer to implement due to the need for additional resources or political will, while in contrast, the quick wins could be implemented in the immediate future. An effective housing action plan should include a balance of quick wins, continuing work, and stretch goals.

HAP Guiding Principles

1. Provide More Diverse Types of Housing
2. Increase Affordable Housing for Low to Moderate Household Income Levels
3. Stabilize Households & Prevent Residential Displacement
4. Provide Supportive Housing for Seniors and Special Populations
5. Increase Housing for Bainbridge Workers
6. Encourage Sustainable Development

Exhibit 28. Comprehensive Comparison of Proposed Actions

Description	Actions			Housing				Guiding Principles					
Strategies and Actions	Type	Rating	Cost	Production, Rental	Market- Rate	Supported	Area	1	2	3	4	5	6
Strategy 1. Enact Affordable Housing Incentives and Policies. (3 Actions)													
Action 1.1. Add improvements to the Multifamily Tax Exemption Program to increase program use including expanding the levels of income served (including low to moderate income level households).	Incentive and Research, Monitoring	Continuing Work	$	Medium Rental Housing Potential	✓ Mixed income housing	✓ Low to Moderate	Eligible Areas in Winslow, Lynwood, and other Centers	✓	✓			✓	✓
Action 1.2. Extend affordable housing fee exemption to other permit fees and defer payment of select development fees. Introduce fast-track permitting and provide more clarity and consistency in the design review process for supported affordable housing.	Incentive and Policy Change	Continuing Work	$$	Low to Medium Rental Housing Potential		✓ Low	Citywide, eligible areas for rent-restricted affordable housing	✓	✓				

Description	Actions			Housing				Guiding Principles					
Strategies and Actions	Type	Rating	Cost	Production, Rental	Market- Rate	Supported	Area	1	2	3	4	5	6
Action 1.3. Revise the existing voluntary inclusionary housing policy that includes an affordable housing density bonus to promote greater program usage; evaluate a mandatory program.	Incentive and Policy Change	Continuing Work	$-$$	Medium Rental Housing	✓ Mixed Income housing	✓ Low to Moderate	Eligible Areas in Winslow, Lynwood, and Centers	✓	✓			✓	✓
Strategy 2. Allocate Resources and Funding for Affordable Housing. (4 Actions)													
Action 2.1. Allocate existing funds and expand the pool of resources for the City's Affordable Housing Trust Fund.	Financial Support	Continuing Work	$$$	Low Rental Housing		✓ Low to Moderate	Citywide, eligible areas for rent-restricted affordable housing	✓	✓	✓	✓		
Action 2.2. Dedicate surplus city-owned land for supported affordable housing development.	Financial Support	Stretch	$$$	Medium Rental Housing		✓ Low to Moderate	Select city owned parcels		✓	✓	✓		
Action 2.3. Strengthen relationships and support between the City and nonprofit and mission-based developers and consider facilitating or participating in a local affordable housing coalition.	Partnership	Continuing Work	$	Medium Rental Housing		✓ Low to Moderate	N/A		✓	✓	✓		
Action 2.4. Examine the use of a local affordable housing levy to support affordable housing production.	Financial Support	Stretch	$-$$	High Rental Housing		✓ Low to Moderate	N/A	✓	✓	✓	✓		
Strategy 3. Implement Housing Stability Tools. (4 Actions)													
Action 3.1. Identify anti-displacement policies suitable for Bainbridge Island that would help reduce the displacement of existing low to moderate income households.	Policy Change / Direct Support to Residents	Continuing Work to Stretch	$	N/A Rental Housing	✓	✓ Low to Moderate	Citywide		✓	✓	✓		

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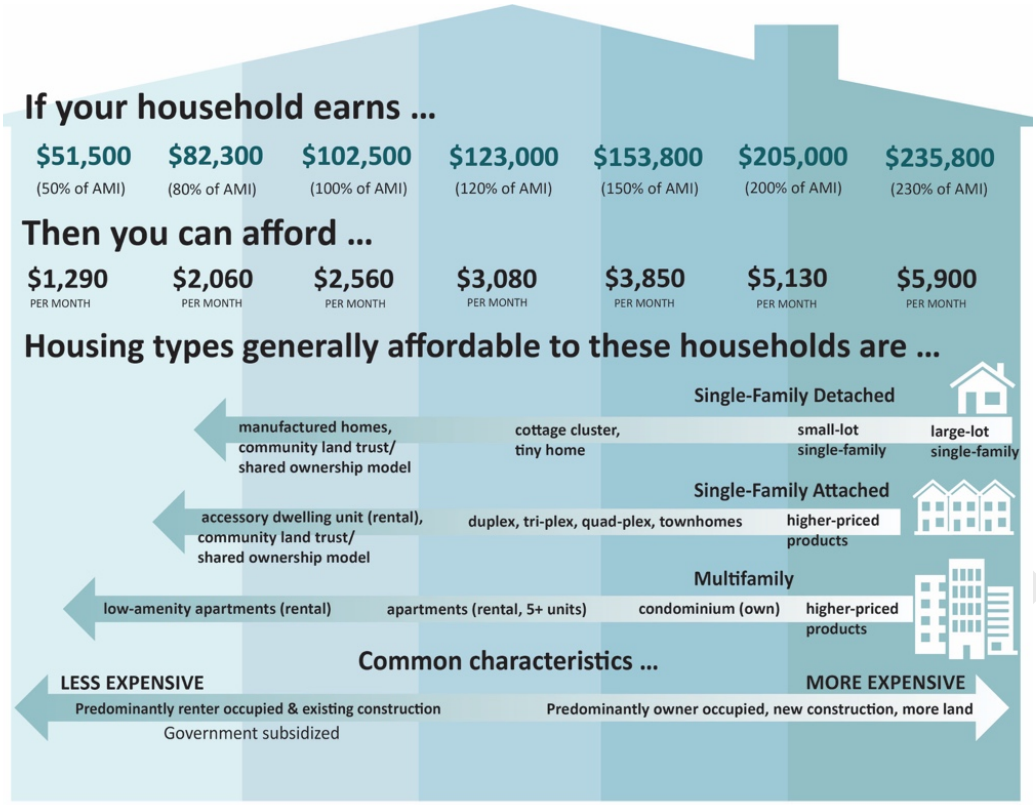
Description	Actions			Housing				Guiding Principles					
Strategies and Actions	Type	Rating	Cost	Production, Rental	Market- Rate	Supported	Area	1	2	3	4	5	6
Action 3.2. Examine a potential human services funding program that would include the expansion of emergency rental/utility support to alleviate impacts for seniors and low-income homeowners. Expand direct resources supporting housing stability for tenants, landlords, and low-income homeowners.	Direct Support	Continuing Work	$$$	N/A	✓	✓ Low to Moderate	N/A			✓	✓		
Action 3.3. Partner with nonprofits to support broader access to home rehabilitation, weatherization, and accessibility improvement programs.	Partnership, Financial Support	Continuing Work	$-$$	Low	✓	✓ Low to Middle	Citywide			✓	✓		✓
Action 3.4. Track the supply of regulated and naturally occurring affordable housing and engage with current operators to support continued affordability.	Research and Monitoring	Continuing Work	$	N/A Rental Housing	✓	✓ Low to Moderate	N/A			✓	✓		
Strategy 4. Promote Housing for Employees Working on Bainbridge Island. (4 Actions)													
Action 4.1. Create partnerships with employers and local businesses to provide worker housing and work with the Chamber to identify scale and needs for the workforce. Monitor and consider options for scaling up effective worker housing initiatives and provide guidance for businesses on housing practices.	Partnership, Research and Monitoring	Quick Win	$$	Low Rental Housing	✓	✓ All, Low to Middle Income Levels	Select areas	✓				✓	✓
Action 4.2. Update code to support a broader diversity of unique small housing options.	Policy Change	Quick Win	$	Medium	✓	Moderate to Middle Income Levels	Select zones, Designated Centers	✓			✓	✓	✓
Action 4.3. Partner with mission-based developers to provide direct financial support for community land trust housing and housing cooperative development that is providing more affordable home ownership opportunities.	Direct Support	Stretch	$$-$$$	Medium	✓	✓ All, tends to serve Moderate to Middle Income Levels	Select areas	✓		✓		✓	✓

Description	Actions			Housing				Guiding Principles					
Strategies and Actions	Type	Rating	Cost	Production, Rental	Market- Rate	Supported	Area	1	2	3	4	5	6
Action 4.4. Pursue a social impact investment fund for affordable housing.	Partner -ship	Stretch	$	Uncertain, Low to High		✓ Low to Moderate	To be Determined		✓	✓		✓	
Strategy 5. Pursue Policy Updates to Support Diverse Missing Middle Housing Development. (2 Actions)													
Action 5.1. Implement a middle housing code update to encourage duplexes, triplexes, and quadplexes.	Policy Change	Stretch	$-$$	Medium	✓	All, tends to serve Moderate to High	Select areas	✓				✓	✓
Action 5.2. Ease the process for conversion of single dwelling units into subdivided multiple dwellings (i.e., duplexes) and study adaptive reuse opportunities on Bainbridge.	Policy Change	Quick Win	$-$$	Low Rental Housing	✓	All, tends to serve Moderate to High	To be Determined	✓				✓	✓
Strategy 6. Promote Sustainable Housing Development. (2 Actions)													
Action 6.1 Make the Housing Design Demonstration Program permanent, not subject to replacement.	Policy Change/ Incentive	Quick Win to Stretch	$	Low to Medium	✓	All	Eligible areas	✓	✓				✓
Action 6.2 Explore regulatory changes to encourage co-locating housing with other complementary development and uses (e.g., religious facilities).	Policy Change	Quick Win	$	Low Rental Housing		✓ All	Select areas		✓		✓		✓
Strategy 7. Support More Diverse Housing Options by Promoting ADU, Cottage Housing, and Tiny Home Development. (5 Actions)													
Action 7.1. Add an allowance for up to one detached and one attached Accessory Dwelling Unit on a single property. Remove or reduce regulatory and fee related constraints for Accessory Dwelling Units.	Policy Change	Continuing Work	$	Low to Medium Rental Housing	✓	Moderate to Middle	Eligible Areas	✓				✓	✓
Action 7.2. Develop and provide pre-approved ADU designs and guidebook.	Technical Assistance, Financial Support	Continuing Work	$$	Low Rental Housing	✓	Moderate to Middle	Eligible Areas	✓				✓	✓
Action 7.3. Adopt cottage housing code by allowing development of multiple units per parcel.	Policy Change	Continuing Work	$-$$	Low	✓	Middle to High	Eligible Areas	✓				✓	✓
Action 7.4. Identify barriers and opportunities for tiny home development on foundations and tiny home villages and evaluate best practices for tiny homes on wheels.	Research and Monitoring	Continuing Work	$	Low	✓	Moderate to Middle	Eligible Areas	✓		✓			✓

Description	Actions			Housing				Guiding Principles					
Strategies and Actions	Type	Rating	Cost	Production, Rental	Market- Rate	Supported	Area	1	2	3	4	5	6
Action 7.5. Improve tracking of short-term rentals on Bainbridge and analyze their impact on the local housing market.	Research / Monitoring, Policy Change	Quick Win	$	N/A		All	Citywide	✓					
Strategy 8. Address Transitional and Supportive Housing Needs. (3 Actions)													
Action 8.1. Review and refine definitions in code related to transitional housing, occupancy intensity of use, and spacing, and identify potential ways to increase the supply of emergency housing.	Policy Change	Quick Win	$-$$	N/A		✓ Low	Citywide	✓			✓		
Action 8.2. Centralize a user-friendly platform for individuals to apply for affordable housing.	Partnership	Quick Win	$$	Low Rental Housing		✓ Low	Select areas			✓	✓		
Action 8.3. Support improved housing accessibility through design, such as through incentives encouraging visitability design features for a portion of a housing development project.	Technical Assistance, Policy Change	Quick Win	$	N/A	✓	✓ All	Citywide	✓			✓		
Strategy 9. Increase Housing Development Opportunities in Designated Centers. (3 Actions)													
Action 9.1. Increase residential density in Designated Centers with sewer infrastructure (existing or planned).	Policy Change	Stretch	$	Low to High Rental Housing	✓	Middle to High	Designated Centers	✓				✓	✓
Action 9.2. Use tax increment financing in Designated Centers to fund infrastructure upgrades and affordable housing.	Financial Support	Stretch	$$	Medium Rental Housing	✓	✓ Low to Middle	Designated Centers	✓	✓				✓
Action 9.3. Evaluate parking requirements to support workforce housing near ferry terminal and in the greater Winslow area, and Neighborhood Center areas.	Policy Change	Quick Win	$	Low to Medium	✓ Mixed income	All, mostly tends to serve Middle	Winslow Area					✓	✓

The following exhibit (Exhibit 29) provides a comparison of the Housing Action Plan actions with the broad range of household income levels and the housing types generally affordable to these households. This exhibit illustrates how there is a tendency to need more actions supporting low to moderate household incomes compared to high income households due to the scarcity of housing being provided for the lower to middle ranges.

Exhibit 29. Housing Action Plan Actions Compared to a Range of Household Income Levels



Extremely Low, Very Low, and Low Income (80% AMI or less)	Moderate (81 to 95% AMI)	Middle (96 to 120% AMI)	All Income Levels including 120%+
Many strategies in the plan primarily support low-income households, who often face the highest levels of cost burdening and have the fewest market rate housing options. • Affordable housing incentives (density bonus, fee reductions, fast-track permitting, etc.) • Affordable housing levy • Allocating funds for affordable housing • Support for nonprofit developers • Updating code language and tools for transitional housing • Social impact investment fund • Inclusionary zoning • Expansion of the MFTE Program • Surplus land donation • Creating a user-friendly platform for affordable housing applications • Emergency rents/utility support • Tiny home villages • Transitional/emergency housing	Some strategies in the plan primarily support moderate-income households, who are also struggling to find affordable housing options. • Scaling up workforce housing initiatives • Enhancing policies for manufactured homes and ADUs • Home rehabilitation and weatherization programs • Tracking the supply of naturally occurring affordable housing • Expanding community land trust and housing cooperatives • Expansion of the MFTE Program • Inclusionary zoning • Social impact investment fund • Partnerships with employers to provide housing • Code updates for diverse small housing options	Some strategies in the plan are targeted towards middle income households, particularly those focusing on affordable homeownership, including: • Enabling missing middle ownership housing (duplexes, triplexes, etc.) and conversion of single-family units into multiple dwellings • Improving opportunities for tiny homes, cottage clusters • Code updates for diverse small housing options • Expanding community land trust and housing cooperatives • Evaluate parking and density requirements to encourage housing development in Designated Centers • Parking requirements near ferry and in Winslow	Several strategies in the plan support all households regardless of income, including high-income households. These strategies include: • A portion of the Housing Design Demonstration Program could be at any income level (emphasizing sustainable housing). • Accessible housing design incentives • Short term rental tracking • Tax increment financing to support a range of housing types. • Increase residential density in Designated Centers with sewer infrastructure

SECTION 5: IMPLEMENTATION PLAN



5.1 Proposed Implementation Plan Framework

The Bainbridge Island Housing Action Plan is a comprehensive approach for how to address housing needs and align these efforts across the City and with key partners. This section will provide an implementation blueprint showing the timing of actions, who will implement, and potential monitoring and performance measurements. Since Bainbridge is in the process of updating its Comprehensive Plan by 2024, actions involving amendments to the Comprehensive Plan should be included as a part of this update process to be as efficient as possible. In general, actions should be sequenced with other actions, plan updates, and work priorities to support feasibility.

The City could consider prepare an annual or bi-annual report (such as a scorecard) to evaluate HAP progress towards meeting the performance objectives (strategies), priorities for actions, and plan goals (such as the guiding principles). This report could describe prioritized areas of focus and a proposed work plan for the next several years. The action priorities could be discussed with partners and shared as a part of community outreach/involvement to ensure alignment with the plan of action. The City should complete an economic feasibility review when considering actions to stimulate housing or affordable housing production, e.g., updating development standards. This will help to ensure that the action can be structured in a way that is effective.

The following section outlines the approach to achieve effective implementation. The implementation plan also considers the level of resources needed, both in staff and other costs (e.g., consultant support). The detailed implementation plan, provided below, includes:

- A timeframe for implementing various actions.
- A list of departments and partners who are responsible for implementing different actions.
- A list of potential resource needs and opportunities, and housing effects.

For the timeframe, the planning horizon is six years commencing from 2024 and completed by 2030.

- Short-term: 1 year (2024 to 2025), 9 actions are currently included in this category
- Medium-term: 2-3 years (completed by 2027), 13 actions are currently included in this category
- Long-term: 4-6 years (completed by 2030), 8 actions are currently included in this category

City Staff Resources: How labor-intensive is this action?

- Minimal Staff Resources
- Moderate Staff Resources
- Intensive Staff Resources

Costs: How much would it cost to implement this action? This provides the estimated funding required to implement the strategy relative to other strategies.

- $ Minimal Investment
- $$ Moderate Investment
- $$$ Significant Investment

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5.2 Detailed Implementation Plan

Implementation of Actions	Notes on current Comprehensive Plan (CP) consistency, 2024 CP Update, Winslow Subarea Plan (WSP) Update	Time -frame	Who	City Staff Resources	Costs	Housing Production
Action 1.1. Add improvements to the Multifamily Tax Exemption Program to increase program use including expanding the levels of income served (including low to moderate income level households).	Related to WSP. CP: This action is related to Policy HO 4.4 (*Partner with the for-profit sector to create affordable housing through the targeted use of the multifamily property tax exemptions in designated centers.)*	**Medium** (Continuing Work)	City of Bainbridge Island (COBI) Planning	Minimal	$	**Medium**
Action 1.2. Extend affordable housing fee exemption to other permit fees and defer payment of select development fees. Introduce fast-track permitting and provide more clarity and consistency in the design review process for supported affordable housing.	CP: This action is related to Policy HO 4.5 (impact fee reduction part) and Policy HO 4.2 (*Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use areas with affordable housing.)*	**Long** (Continuing Work)	COBI Planning	Intensive	$$	**Low to Medium**
Action 1.3. Revise the existing voluntary inclusionary housing policy that includes an affordable housing density bonus to promote greater program usage; evaluate a mandatory program.	Related to WSP. CP: This action is related to Policy HO 6.2 *(pursue effective strategies to reduce the land cost component of affordable housing which may include alternative land use zoning, density bonuses and other incentives.)*	**Medium** (Continuing Work)	COBI Planning, City Council	Moderate	$-$$	**Medium**
Action 2.1. Allocate existing funds and expand the pool of resources for the City's Affordable Housing Trust Fund.	This action supports Policy HO 9.4 (*Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of affordable housing.)*	**Medium** (Continuing Work)	City Council, COBI Finance	Moderate	$$$	**Low**
Action 2.2. Dedicate surplus city-owned land for supported affordable housing development.	Related to WSP. CP: This action is related to Policy HO 4.3 (*Partner with non-profit or for-profit housing sectors to create new multifamily housing in designated centers including a significant percentage of affordable housing through the joint or exclusive use of surplus publicly owned property.)* This action also is connected to Policy HO 9.5 (*Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.)*	**Long** (Stretch)	COBI Planning, City Council, possibly involve nonprofits and Kitsap County	Intensive	$$$	**Medium**
Action 2.3. Strengthen relationships and support between the City and nonprofit and mission-based developers and consider facilitating or participating in a local affordable housing coalition.	Policy HO 4.3 (see above).	**Medium** (Continuing Work)	COBI Planning	Minimal	$	**Medium**

Implementation of Actions	Notes on current Comprehensive Plan (CP) consistency, 2024 CP Update, Winslow Subarea Plan (WSP) Update	Time -frame	Who	City Staff Resources	Costs	Housing Production
Action 2.4. Examine the use of a local affordable housing levy to support affordable housing production.	This action is related to various HO policies and goals. In particular, this action could support increased progress towards meeting goals associated with increasing the supply of low to moderate income housing (discussed under Goal HO-1).	**Long** (Stretch)	COBI Planning	Moderate	$-$$	**High**
Action 3.1. Identify anti-displacement policies suitable for Bainbridge Island that would help reduce the displacement of existing low to moderate income households.	Required by HB 1220 (relates to Policy HO-7). This action promotes Policy HO 7.3 (*Explore measures and the merits of source-of-income discrimination controls).*	**Short** (Continuing Work to Stretch)	COBI Planning	Moderate	$	**N/A**
Action 3.2. Examine a potential human services funding program that would include the expansion of emergency rental/utility support to alleviate impacts for seniors and low-income homeowners. Expand direct resources supporting housing stability for tenants, landlords, and low-income homeowners.	This action relates to Policy HO 8.3 (*Support programs that provide assistance to low-income, elderly and disabled persons to repair, rehabilitate or retrofit homes to be more accessible and safe.)*	**Long** (Continuing Work)	COBI Human Services, Kitsap County Resources	Minimal	$$$	**N/A**
Action 3.3. Partner with nonprofits to support broader access to home rehabilitation, weatherization, and accessibility improvement programs.	This action is related to Policy HO 3.4 (*Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting affordable housing goals and implementing strategies).* This action promotes Policy HO 8.3.	**Medium** (Continuing Work)	Kitsap County Resources, nonprofits	Minimal	$-$$	**Low**
Action 3.4. Track the supply of regulated and naturally occurring affordable housing and engage with current operators to support continued affordability.	This action could support Goal HO-5, addressing the need to maintain the existing affordable and rent-assisted housing.	**Short** (Continuing Work)	COBI Planning	Minimal	$	**N/A**
Action 4.1. Create partnerships with employers and local businesses to provide worker housing and work with the Chamber to identify scale and needs for the workforce. Monitor and consider options for scaling up effective worker housing initiatives and provide guidance for businesses on housing practices.	Related to WSP. CP: This action is related to CP Goal EC-5 (*Provide a variety of affordable housing choices so that more people who work on Bainbridge Island can live here*) and Policy HO 3.4.	**Medium** (Quick Win)	Local employers, Bainbridge Chamber	Minimal to Moderate	$$	**Low**
Action 4.2. Update code to support a broader diversity of unique small housing options.	Related to WSP. CP: This action is related to Policy HO-6 (*Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as tiny houses, micro units and cottage housing.)* This action also relates to Policy HO 5.3 (*Support water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.)*	**Short** (Quick Win)	COBI Planning	Minimal	$	**Medium**

Implementation of Actions	Notes on current Comprehensive Plan (CP) consistency, 2024 CP Update, Winslow Subarea Plan (WSP) Update	Time -frame	Who	City Staff Resources	Costs	Housing Production
Action 4.3. Partner with mission-based developers to provide direct financial support for community land trust housing and housing cooperative development that is providing more affordable home ownership opportunities.	This action is related to HO 6.1 (*Encourage housing created by agencies such as a community land trust*) and Goal EC-5 and Policy HO 3.4.	**Long** (Stretch)	COBI Planning, Nonprofits, mission-based developers	Moderate	$$-$$$	**Medium**
Action 4.4. Pursue a social impact investment fund for affordable housing.	This action is related to CP Goal EC-5.	**Long** (Stretch)	Nonprofit, private sector entities, partnership with COBI Planning	Moderate	$	**Uncertain, Low to High**
Action 5.1. Implement a middle housing code update to encourage duplexes, triplexes, and quadplexes.	Related to WSP. CP: This action is related to Goal HO-3 (housing diversity).	**Medium** (Stretch)	COBI Planning	Moderate	$-$$	**Medium**
Action 5.2. Ease the process for conversion of single dwelling units into subdivided multiple dwellings (i.e., duplexes) and study adaptive reuse opportunities on Bainbridge.	Related to WSP. CP: This action is related to Policy HO 3.1, encouraging innovative zoning regulations that increase the variety of housing types and choices to a range of household size and incomes that is compatible with existing neighborhoods.	**Medium** (Quick Win)	COBI Planning, City Council	Moderate	$-$$	**Low**
Action 6.1 Make the Housing Design Demonstration Program permanent, not subject to replacement.	This action is related to Policy HO 3.1. This action is also Policy HO 6.3 (mentioning the need to maintain an innovative housing program).	**Short** (Quick Win to Stretch)	COBI Planning, City Council	Minimal	$	**Low to Medium**
Action 6.2 Explore regulatory changes to encourage co-locating housing with other complementary development and uses (e.g., religious facilities).	Related to WSP. CP: This action is related to Policy HO 3.1, encouraging innovative zoning regulations that increase the variety of housing types and choices to a range of household size and incomes that is compatible with existing neighborhoods.	**Medium** (Quick Win)	COBI Planning, City Council	Minimal	$	**Low**
Action 7.1. Add an allowance for up to one detached and one attached Accessory Dwelling Unit on a single property. Remove or reduce regulatory and fee related constraints for Accessory Dwelling Units.	Related to WSP. CP: This action is related to Policy 4.6 (*Allow accessory dwelling units in all residential zones, except at Point Monroe, the Sandspit (R6). Review and revise regulations as appropriate to create reasonable flexibility regarding development standards including lot coverage, setbacks, parking requirements and Health District requirements for water and sewage.)*	**Medium** (Continuing Work)	COBI Planning, City Council	Minimal	$	**Low to Medium**
Action 7.2. Develop and provide pre-approved ADU designs and guidebook.	This action is related to Goal HO-3 (housing diversity).	**Medium** (Continuing Work)	COBI Planning, consultant support	Moderate	$$	**Low**

Implementation of Actions	Notes on current Comprehensive Plan (CP) consistency, 2024 CP Update, Winslow Subarea Plan (WSP) Update	Time -frame	Who	City Staff Resources	Costs	Housing Production
Action 7.3. Adopt cottage housing code by allowing development of multiple units per parcel.	Related to WSP. CP: This action is related to Goal HO-3 (housing diversity).	**Medium** (Continuing Work)	COBI Planning	Minimal	$-$$	**Low**
Action 7.4. Identify barriers and opportunities for tiny home development on foundations and tiny home villages and evaluate best practices for tiny homes on wheels.	This action is related to Goal HO-3 (housing diversity).	**Short** (Continuing Work)	COBI Planning	Minimal	$	**Low**
Action 7.5. Improve tracking of short-term rentals on Bainbridge and analyze their impact on the local housing market.		**Short** (Quick Win)	COBI Planning and Finance	Moderate	$	**N/A**
Action 8.1. Review and refine definitions in code related to transitional housing, occupancy intensity of use, and spacing and identify potential ways to increase in the supply of emergency housing.	Required by HB 1220.	**Short** (Quick Win)	COBI Planning	Minimal	$-$$	**N/A**
Action 8.2. Centralize a user-friendly platform for individuals to apply for affordable housing.	This action relates to Policy HO 8.3.	**Medium** (Quick Win)	COBI Planning, nonprofits	Minimal	$$	**Low**
Action 8.3. Support improved housing accessibility through design, such as through incentives encouraging visitability design features for a portion of a housing development project.	This action supports Policy HO 4.8 (*Evaluate the efficacy of existing regulations in facilitating the provision of assisted and independent living senior housing and take action to amend development regulations as needed.)*	**Short** (Quick Win)	COBI Planning	Minimal	$	**N/A**
Action 9.1. Increase residential density in Designated Centers with sewer infrastructure (existing or planned).	Directly related to WSP. CP: This action is related to Policies HO 4.1 (*encourage new multifamily housing in a variety of sizes and forms in designated centers*) and HO 3.7 (*Expand opportunities for infill in the residential neighborhoods of the Winslow Subarea Plan study area and the Neighborhood Centers.)*	**Long** (Stretch)	COBI Planning	Intensive	$	**Low to High**
Action 9.2. Use tax increment financing in Designated Centers to fund infrastructure upgrades and fund affordable housing.	Related to WSP. CP: This action is related to Policies HO 4.1 and HO 3.7.	**Long** (Stretch)	COBI Planning, City Council	Intensive	$$	**Medium**
Action 9.3. Evaluate parking requirements to support workforce housing near ferry terminal and in the greater Winslow area, and Neighborhood Center (NC) areas.	Related to WSP. CP: This action is related to Policy 4.5.	**Short** (Quick Win)	COBI Planning	Minimal	$	**Low to Medium**

5.3 Monitoring Implementation Progress

This section provides a set of options for measuring the performance of different strategies such as developing a dashboard which monitors Bainbridge Island's action plan progress. The City should track its progress towards achieving its housing goals by developing a set of indicators to track on a regular basis. Determining the exact indicators and monitoring frequency will require additional research on availability of data, availability of staff time and tracking systems, as well as discussions with City leaders and the community to ensure that the chosen indicators adequately gauge equitable housing progress. The Exhibit below provides examples of potential indicators that the City could track.

Exhibit 30. Potential Indicators to Consider for Monitoring Action Plan Progress

General Plan Performance Metrics	Potential Indicators and Data Sources
Increase affordable housing units	Number of properties or units acquired/preserved by City, Kitsap County, or other organizations/housing providers (report by AMI). Potential Data Sources: City of Bainbridge Island, Kitsap County, etc.
	Share of rent-burdened residents. Potential Data Source: Census (ACS) and HUD.
	Number of requests the City and County receives for tenant assistance (waiting list information). Potential Data Sources: HRB, Kitsap County, Housing Kitsap
	Share of racial and ethnic diversity as compared to Kitsap County and region. Race and ethnicity could be compared to housing tenure (ownership vs. rental), median household income, cost burdening, and type of housing. Potential Data Sources: Census.
	Number of new affordable housing units built via MFTE, Inclusionary Housing/Zoning policy (report by AMI), and other key housing programs. Potential Data Sources: City of Bainbridge Island
	Number and description of affordable housing projects and partnership driven projects (describe partners and contributions). Potential Data Sources: Various such as City of Bainbridge Island, Kitsap County, HRB, etc.
Increase both market-rate and affordable housing production	Number and location of new market-rate and affordable homes on Bainbridge Island. Potential Data Sources: Kitsap County, City of Bainbridge Island, Washington State Office of Financial Management.
Increase housing options and choices	Number and type of new homes produced and total within the City over time - location, tenure, size, sale price/asking rent, and unit type (ADUs, backyard homes, condos, apartment, duplex, triplex, quadplex, townhome, etc.). Potential Data Sources: City of Bainbridge Island, Kitsap County Assessor, CoStar, Census, or Washington State of Office of Financial Management.
Increase in education and awareness on housing topics	Number of factsheets and educational materials released. Potential Data Sources: City of Bainbridge Island
	Number of meetings, training/educational workshops, events. Potential Data Sources: City of Bainbridge Island
	Number of participants, views to city website, requests for information. Potential Data Sources: City of Bainbridge Island

APPENDIX



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A-1. State and Federal Affordable Housing Funding

This section describes the main state and federal affordable housing funding sources available to those looking to construct affordable housing properties on Bainbridge Island. This section focuses solely on the main funding sources and indirect financing sources that provide financial benefits to affordable housing projects via reduced costs. Many of the funding sources could be allocated by federal government but are administered by state and local housing finance agencies.

Washington State Funding Sources

As shown below, the Washington State Housing Finance Commission offers several funding programs to build multifamily affordable housing.

- The Low-Income Housing Tax Credit (LIHTC) program is the largest source of funding established for affordable housing and is an indirect subsidy (in the form of a reduced federal income tax liability) for private companies to invest in affordable housing. This program is administered by state and local housing finance agencies in accordance with U.S. Treasury Department stipulations. Generally, LIHTC recipients receive the credit over one decade and in exchange, the housing units must be kept affordable for at least three decades (states can stipulate a longer period). In Washington State, the Housing and Finance Commission provides two types of LIHTC programs: the 9 percent tax credit and the 4 percent bond tax credit program. The 9 percent tax credit program is more valuable, but limited, and is awarded competitively through annual funding applications.[90] Large renovation projects tend to use the 9 percent option while smaller preservation and acquisition-rehab projects tend to take advantage of the 4 percent option. The 4 percent bond tax credit program is less valuable for project financing, but the program is not always competitive. This option is available if more than half the project is financed with tax-exempt Multifamily Bonds. Any project that can make the funding program work can access the tax credits up to a certain bond cap across the state. These programs typically fund housing units that are affordable to households earning below 60 percent of AMI. A few drawbacks for this program are the competitive nature of the 9 percent option and the complex application process (can take several months) and reporting requirements. [91]

- The 80/20 Private Activity Bond program can fund construction and development costs for eligible affordable housing projects (e.g., multifamily rental housing, limited equity cooperative, assisted living, single room occupancy housing). The interest on the funding is tax exempt (also known as private activity bonds), thereby reducing total development costs and increasing project feasibility. This program typically funds housing units that are affordable to households earning below 60 percent of AMI. In return for this incentive, the developer must set aside a certain percentage of units for low-income residents.[92]

- Non-Profit Housing Bonds can assist 501(c)(3) non-profits in financing numerous housing developments. These funds are more flexible than other types of financing programs. Non-profit bonds cannot be

[90] Source: Washington State Housing and Finance Commission, https://www.wshfc.org/mhcf/9percent/index.htm.

[91] Although the 4% bond tax credit program tends to not be competitive, there could be competition for the bonds during certain years when demand exceeds availability. Sources: Washington State Housing and Finance Commission, https://www.wshfc.org/mhcf/4percent/index.htm and Local Housing Solutions: https://www.localhousingsolutions.org/fund/federal-funding-for-affordable-housing/.

[92] Source: Washington State Housing and Finance Commission, https://www.wshfc.org/mhcf/BondsOnly8020/index.htm.

combined with the LIHTC program incentives, but they can be used to finance a broader range of eligible activities and facilities (such as emergency shelters for the homeless).[93]

The Washington State Department of Commerce offers three key funding programs for developing affordable housing.

- The Washington State Housing Trust Fund (HTF) provides loans and grants to affordable housing projects through annual competitive applications. This program funds housing units that are affordable to households earning below 80 percent of AMI.[94] The Washington State Department of Commerce recently announced an additional $26.6 million for the HTF to support specific projects.[95]

- The Housing Preservation Program provides funding for affordable housing rehabilitation, preservation, and capital improvement needs. It is only available for projects that have previously received Housing Trust Funds.[96] Buildings must be under an existing Housing Trust Fund contract and the funding cannot be used to expand properties.[97]

- The HOME Program is a federal block grant program funded through the U.S. Department of Housing and Urban Development used to preserve and build rental housing affordable to low-income households. The Washington State Department of Commerce runs the HOME Rental Development program for Washington State HOME Investment Partnerships Program. This program offers funding for the preservation and development of affordable rental housing to non-profit organizations, public housing authorities, and local and tribal governments. HOME Funds typically build units that are affordable to households earning below 50 percent AMI. Action plans are developed every spring to describe how the state will allocate funds for the next year. Participating jurisdictions must set aside at least 15 percent of their HOME funds for housing that is developed, sponsored, or owned by Community Housing Development Organizations.[98]

Federal Government Funding Sources

The U.S. Department of Housing and Urban Development (HUD) offers several different programs for developing affordable housing. Select programs are described below.

[93] Source: Washington State Housing and Finance Commission, https://www.wshfc.org/mhcf/nph/index.htm.

[94] Source: Washington State Department of Commerce Housing Trust Fund, https://www.commerce.wa.gov/building-infrastructure/housing/housing-trust-fund/

[95] Penny Thomas, "Commerce Invests Additional $26.6 Million to Strengthen Affordable Housing Development," Washington State Department of Commerce, September 21, 2022, https://www.commerce.wa.gov/news/commerce-invests-additional-26-6-million-to-strengthen-affordable-housing-development/#:~:text=As%20construction%20costs%20rise%2C%20Housing.

[96] Source: Washington State Department of Commerce Housing Preservation Program, https://www.commerce.wa.gov/building-infrastructure/housing/housing-preservation-program/

[97] https://deptofcommerce.app.box.com/s/dg21kyh5y2ldsv4kyimqxzqoyrvdqbsa

[98] Through the federal HOME program, the King County Housing and Community Development Department administers a Housing Finance Program (HFP) to provide capital funds for acquisition, rehabilitation, site improvements, new construction, and other costs related to housing development. Projects must apply for program benefits and the process is competitive. The HFP includes funds from King County's local Housing Opportunity Fund. Sources: Washington State Department of Commerce HOME Rental Development Program, https://www.commerce.wa.gov/building-infrastructure/housing/housing-trust-fund/home-program/ and ARCH, https://www.archhousing.org/developers/other-funding-options.html.

- Since 1974, HUD has provided **Community Development Block Grants (CDBG)** for the improvement of the economic, social, and physical environment and quality of life for low- and moderate-income residents. Generally, these grants can address a wide range of community development needs including infrastructure improvements, housing rehab loans and grants as well as other benefits targeted to low- and moderate-income persons. A competitive process is typically used to allocate grants for individual projects and the amount of federal funding for CDBG has diminished over the past few years.

    - Funding levels are determined by HUD after the federal budget is finalized. The estimated funding for the 2023 application schedule for Kitsap County is $675,597 for the capital and microenterprise funding source and $155,907 for the public service funding source. In 2022, Housing Resources Bainbridge was awarded $235,347 and Helpline House BI was awarded $30,000 (public service funds).[99]

- The HUD Section 8 Loan Guarantee Program is one mechanism available for CDBG (block grant) recipients to increase the capacity to assist with economic development, housing, public financing, and infrastructure projects by enabling a community to borrow up to five times its annual CDBG allocation. Communities can use these loans to either finance projects or to start loan funds to finance multiple projects over several years. The program has flexible repayment terms and is often layered with other sources of financing such as LIHTC.[100]

    - Section 8 vouchers help people with low incomes rent homes on the private market. With a voucher, you pay at least 28 percent, but not more than 40 percent (in the first year), of your household income for rent and utilities. This voucher pays the difference between your portion of the rent and the amount your landlord requests. If you qualify for a voucher, you can use it to rent in Kitsap County. Once you have had your voucher for at least a year, you may use it to rent anywhere in the United States.

- HUD also provides two Section 8 funding programs that assist with rent payment. The Section 8 funding programs do not provide financial support to build affordable housing; rather, they provide support for households earning up to 80 percent AMI by paying the rent balance above 30 percent of the household income. HUD has a tenant-based Section 8 rental housing assistance offered primarily through the Housing Choice Voucher program and administered by the KCHA. Voucher holders gain a rental subsidy that can be used at any eligible rental housing. Consequently, this incentive moves with the eligible household rather than being tied to a housing development. The other Section 8 program is a project-based voucher program providing a subsidy to specific housing units providing consistent affordability. At least 40percent of the units must be reserved for extremely low-income households (30percent AMI or lower). Since the assistance is connected to the housing unit, this program can help create or preserve affordable housing in high-cost, gentrifying areas.[101]

- Another HUD program supporting affordable housing rehabilitation is the Choice Neighborhoods grant program. This program is the successor to the HOPE VI program. This program funds the redevelopment, rehabilitation, and new construction associated with severely distressed public housing and privately-owned HUD-assisted properties. A neighborhood revitalization plan describing the project goals and

[99] Kitsap County CDBG Awards: https://www.kitsapgov.com/hs/HOUSINGBLOCK/2022%20CDBG%20HOME%20Funding%20Awards.pdf

[100] HUD Section 108 Loan Guarantee Program.

[101] Source: Local Housing Solutions.

how it will address community problems and increase opportunities for the residents and the surrounding neighborhood is required.[102]

- The 2021 Infrastructure Investment and Jobs Act (IIJA) included $3.5 billion in funding for the federal Weatherization Assistance Program (WAP). This is a one-time source targeted towards long-term energy efficiency for low-income households. WAP grants are awarded through the US Department of Energy to states, tribes, and territories to contract with local organizations including nonprofit organizations and local governments.[103] In Washington, WAP is administered by the Department of Commerce. The program helps to fund services including insulation, air filtration, furnace repair, heating duct improvements, and energy conservation education. To access WAP, households must be at or below 200 percent of the federal poverty level, based on income level and household size. WAP gives priority to households with seniors, disabled residents, children under the age of 19, high energy use, and high energy burden.

- The American Rescue Plan Act was signed into law on March 11, 2021, to provide direct relief to cities, towns, and villages in the US. The City of Bainbridge Island may use the funds to cover eligible costs incurred from March 3, 2021, to December 31, 2024 (final spending occurring by the end of 2026). The City of Bainbridge Island Council provided principles for how to allocate funds such as to use the funds to achieve long-lasting benefits and results, avoid reoccurring expenses, and promote fiscal and environmental sustainability.[104]

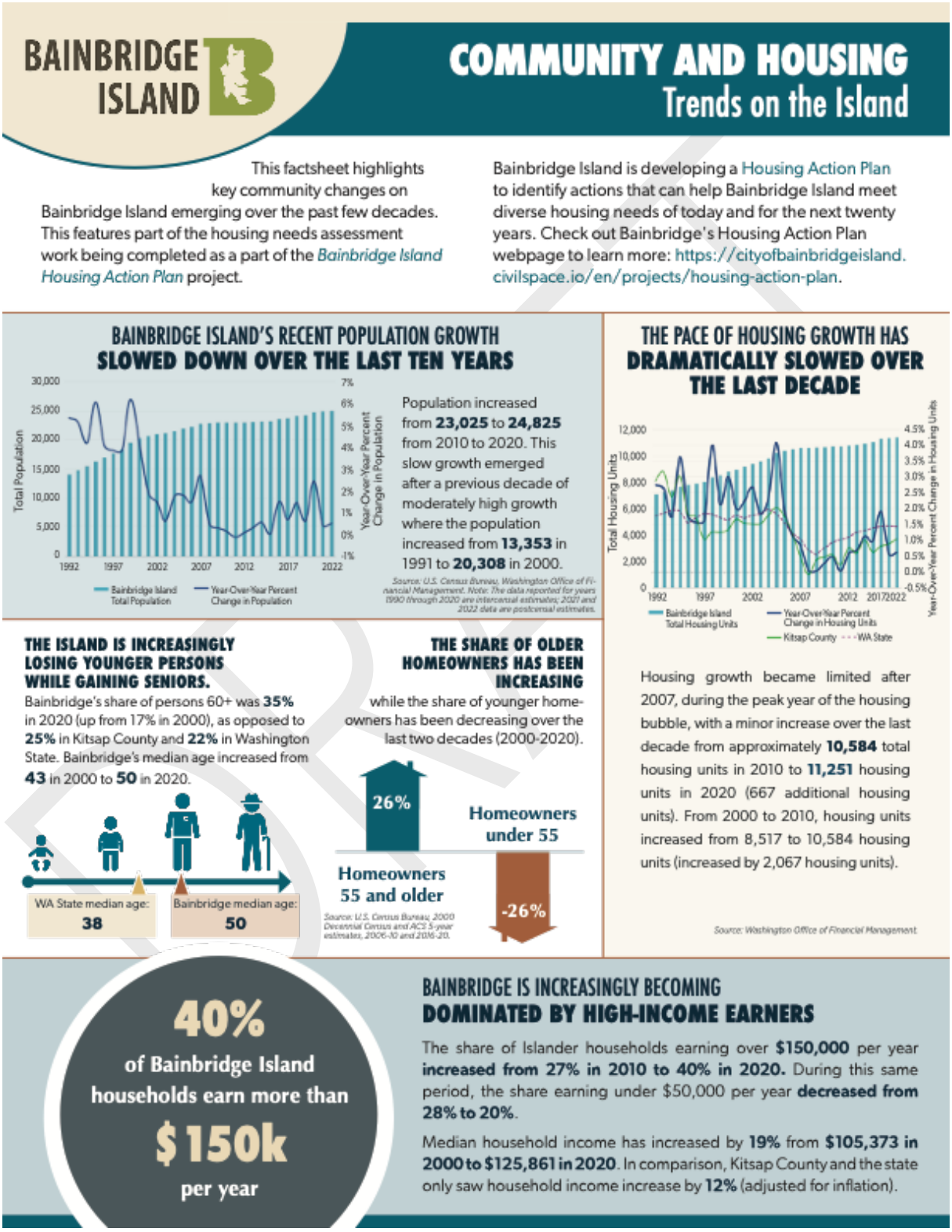
    - Approximately $2 million of ARPA funds are committed to Housing Resources Bainbridge for the Madison project. Another $1.75 M of ARPA funds are "set aside" without a specific plan of use at this time. https://cityofbainbridgeisland.civilspace.io/en/projects/american-rescue-plan-act-arpa-projects

[102] Source: Local Housing Solutions.

[103] US Department of Energy, "Weatherization Assistance Program," accessed February 3, 2023, https://www.energy.gov/scep/wap/weatherization-assistance-program.

[104] Source: https://www.bainbridgewa.gov/1317/American-Rescue-Plan-Act#:~:text=The%20City%20of%20Bainbridge%20will,occur%20by%20December%2031%2C%202026.

A-2. Housing Needs Assessment Factsheet



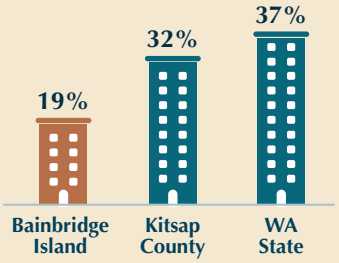
COMMUNITY & HOUSING Trends on Bainbridge Island

RENTING A HOME IS INCREASINGLY BECOMING CHALLENGING ON BAINBRIDGE ISLAND.

Bainbridge Island's rental households were low to begin with in 2000, with only 22 percent renting and it has continued to decline. The 2020 share of rental households was **19%** on Bainbridge Island, compared to **32%** in Kitsap County and **37%** in the State.

Source: U.S. Census Bureau, 2000 Decennial Census (DEC Summary File 2 - Table DP1) and ACS 5-year estimates (DP04).

SHARE OF RENTAL HOUSEHOLDS, 2020



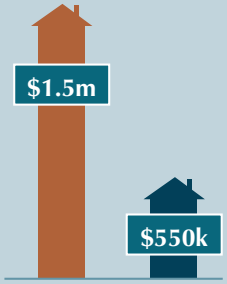
Average rent for a 2-bedroom apartment:
$2,605/mo

Median sales price for a house:
$1.5 million

HOUSING COSTS HAVE INCREASED FASTER THAN THE COUNTY.

The median sales price of homes has increased across the region, in part because of high demand for a small supply of housing and increased construction costs. In 2022, the median sales price of single family homes on Bainbridge Island was just over **$1.5 million**: almost three times greater than the median sales price of the County.

Rental prices are also increasing. On Bainbridge, the average asking rent for a 2-bedroom apartment is estimated at **$2,605** (as of mid-2022) which is much higher than the average asking rent estimated at **$1,484** in 2000 (about a 76% increase).



MEDIAN HOME SALES PRICE

Sources: Redfin, CoStar (historical rent data) and HUD (MF 2-Bed affordability data). Data notes: 0-30 percent is very low income, 30-50 percent is low income, and 50-80 percent is moderate income.

IF YOUR HOUSEHOLD EARNS...	$51,500	$82,300	$102,500	$123,000	$153,800	$184,500	$205,000
	50% of MFI	80% of MFI	100% of MFI	120% of MFI	150% of MFI	180% of MFI	200% of MFI
THEN YOU CAN GENERALLY AFFORD...	$1,290 per month	$2,060 per month	$2,560 per month	$3,080 per month	$3,850 per month	$4,610 per month	$5,130 per month
	OR	OR	OR	OR	OR	OR	OR
	$155K-$180K home sales price	$288K-$329K home sales price	$359K-$410K home sales price	$431K-$492K home sales price	$538K-$615K home sales price	$646K-$738K home sales price	$718K-$820K home sales price
Occupational employment, annual mean wage for Bremerton-Silverdale MSA	Postal Service Clerk $52,270	Middle School Teacher $82,750	Construction Manager $94,190	Software Engineer $115,430	Architectural & Engineering Manager $143,850	Chief Executive $218,670	Physician $244,140
If you are a family of two adults working the same occupation identified above, your annual income (before taxes) would be:	$104,540	$165,500	$188,380	$230,860	$287,700	$437,340	$488,280

THE MEDIAN HOUSEHOLD INCOME ON BAINBRIDGE ISLAND IN 2020 WAS:

$125,861
PER YEAR

Sources: *HUD Income Limits for Bremerton-Silverdale MSA, FY 2022; U.S. Bureau of Labor Statistics, Occupational Employment Statistics (OES) for the Bremerton-Silverdale MSA, May 2021.* ***Data notes:*** *The occupational annual wage data is not net of taxes or other living expenses.* **The reported HUD MFI income limits are based on a family of four persons.**

The values for what you can afford are general estimates. The range of home sales prices are based on the 2022 HUD household income limit documentation and general housing affordability guidance. Interest rates and down payment amounts vary, thus these were not included. These are general estimates provided to help compare household incomes with general housing costs.

Check out Bainbridge's Housing Action Plan webpage to learn more: https://cityofbainbridgeisland.civilspace.io/en/projects/housing-action-plan.
We would like to hear about your experiences with housing on Bainbridge Island. There are many ways to get involved; we look forward to hearing from you.

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206-823-3060

CALIFORNIA
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213-218-6740

IDAHO
Eagles Center
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Boise, ID 83702
208-918-0617

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:00 PM) Approve the Work Plan and Engagement Plan for the 2024 Comprehensive Plan Periodic Update - Planning,

SUMMARY: The City of Bainbridge Island is updating its Comprehensive Plan. The project is supported by a grant from the Department of Commerce. The City has retained professional consultant services to assist this project. An approved work plan and engagement plan is the first deliverable under the Commerce grant. City Council is requested to approve the work plan and engagement plan. Both are attached to this agenda bill.

The attached Work Plan and Engagement Plan communicate what generally can be expected during the Comprehensive Plan Periodic Update and incorporates changes from the Steering Committee's review on June 8, 2023. The Steering Committee was appointed by the City Council to oversee both the Winslow Subarea Plan update and the Comprehensive Plan periodic update. Staff will work collaboratively with the Steering Committee on carrying out the work plan and engagement plan.

The Comprehensive Plan periodic update will use a wide range of tools to engage the public, agencies, and tribes throughout the process, including:
* Dedicated "Engage Bainbridge" website
* Regular check-ins and discussions with the Steering Committee
* In-person and on-line engagement events with general public and with constituency groups
* Planning Commission and City Council meetings
* Formal comment periods and public hearings
* Notices, mailings, City email lists, social media, and other City communication channels
* Formal coordination with the Suquamish Tribe, as required by law
* Formal coordination with agencies, as necessary for capital facilities planning

Because the project is in a formative stage, the details on the number and scheduling of engagement events and activities is being developed. This project will use a systematic approach in producing an updated Comprehensive Plan. This approach envisions continuously checking with or adding to, improving and detailing the work plan and engagement plan as more specific and accurate information and feedback becomes available.

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

RECOMMENDED MOTION: I move to approve the work plan and engagement plan for the 2024 Comprehensive Plan Periodic Update.

COMMUNITY ENGAGEMENT AND OUTREACH: The project has a dedicated website and development is planned for a wide range of digital, in-person, and print engagement tools; Steering Committee involvement, guidance and oversight is expected also

FISCAL IMPACT:

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

BACKGROUND: The Washington Growth Management Act requires cities and counties to adopt a Comprehensive Plan and to periodically review and, if necessary, revise the plan. The Act requires this periodic review to occur every 8-10 years. A Comprehensive Plan serves as a broad policy document that guides city services and decisions on a variety of topics including land use, housing, economic development and more.

The City is also updating its Winslow Subarea Plan. Winslow has historically served as the City's location to accept density, housing and employment targets and is served by municipal services including sewer. The Comprehensive Plan update work plan and engagement plan makes special note of the Winslow Plan update. The Comprehensive Plan will consider island-wide topics in concert with the Winslow Subarea Plan vision and preferred alternatives so that both plans recognize and complement each other.

ATTACHMENTS:

Work Plan

Engagement Plan

General Info Sheet

FISCAL DETAILS: The Comprehensive Plan Periodic Update is funded by a $125,000 grant from the Washington Department of Commerce.

Fund Name(s): General Fund

Coding:

2024 Comprehensive Plan Periodic Update: Work Plan

for the
CITY OF BAINBRIDGE ISLAND

BACKGROUND

The City's Comprehensive Plan guides the growth and establishes the long-range vision for the Island, identifying important characteristics that the community desires to retain, promote, or foster. The Comprehensive Plan incorporates goals and policies that guide the community toward that vision.

Under the WA Growth Management Act, the City's Comprehensive Plan must undergo a periodic update. The City's last periodic update adopted the 2016 Comprehensive Plan with a 20-year planning period of 2016-2036. The 2024 periodic update will adopt a comprehensive plan with a 20-year planning period of 2024-2044.

The periodic update must plan to accommodate a portion of the overall growth (population, employment, and housing) that is forecast for the Central Puget Sound region (i.e. Kitsap, Pierce, King, and Snohomish Counties). Growth allocations are determined through a regional process. Within the context this regional process, the City of Bainbridge Island has adopted the following preliminary 2044 growth targets which will be used as the basis for the periodic update. Housing targets are currently in the process of being adopted.

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	Population (People)	Employment (Jobs)
2020 (actual)	24,825	8,073
2020-2044 Growth Target	+ 4,524	+ 1,927
2044 (anticipated)	29,349	10,000

How growth will be accommodated in the greater Winslow area is being planned through a separate City-led project called the Winslow Subarea Plan update. This project complements the Winslow Subarea Plan update and will determine how growth will be accommodated outside the Winslow subarea.

The City will endeavor to complete the periodic update by the statutory deadline at the end of 2024. This is a working document and may be updated over time.

Scoping

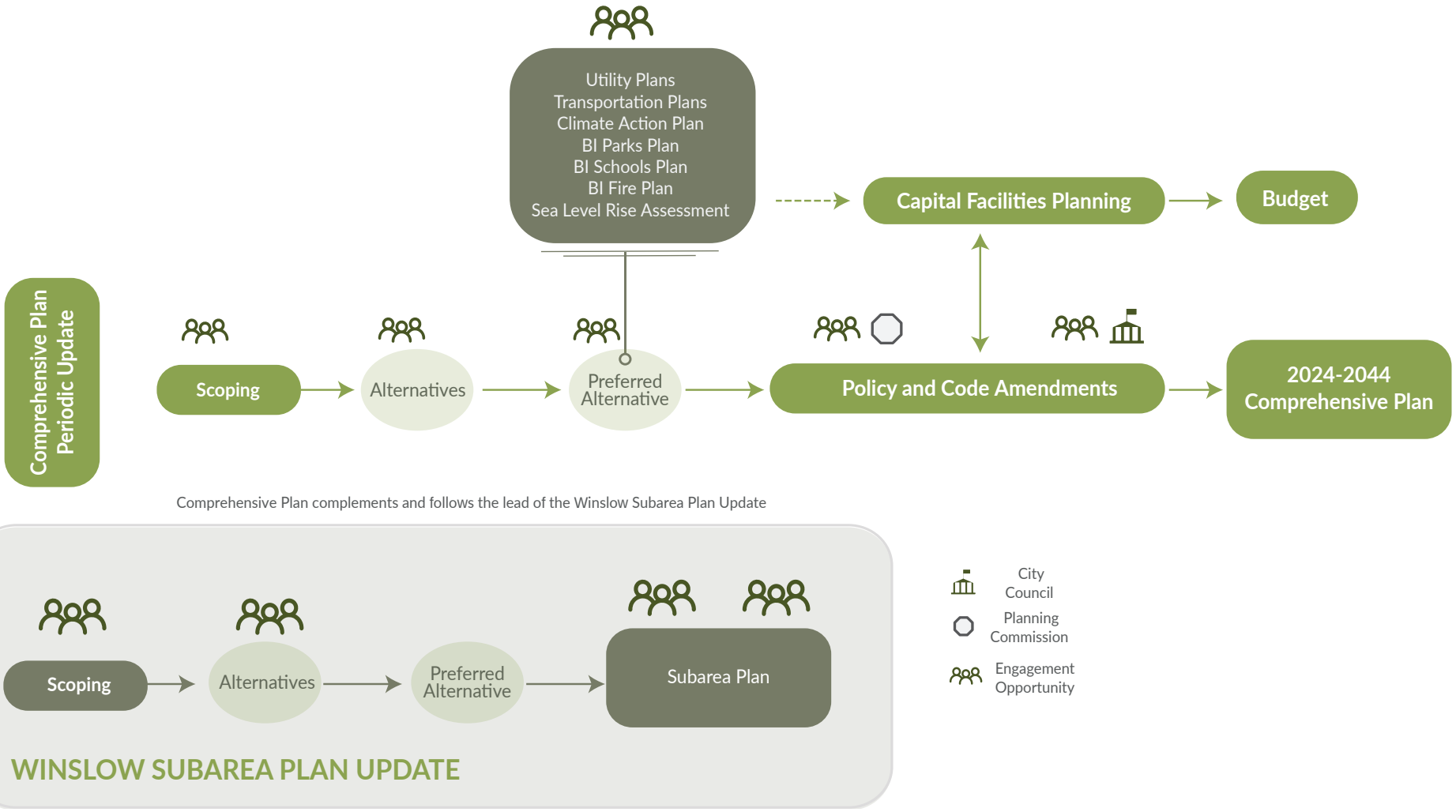
The Comprehensive Plan periodic update process will begin with scoping, during which interested parties will be engaged and inform the design of several alternative approaches for how growth could be accommodated outside of the Winslow subarea. The scoping process will also include documenting policy and code changes required to ensure consistency with changes in state law, regional plans, and recently adopted local plans.

Any discretionary policy or code changes must be identified during the scoping process in order for them to be considered during this update process.

Note: *The required review and, if necessary, update of the City's critical area regulations (BIMC 16.20) is schedule to occur in 2025.*

Relationship between the Comprehensive Plan Periodic Update and Winslow Subarea Plan Update

The Comprehensive Plan periodic update and Winslow Subarea Plan update (a separate city-led project currently underway) complement each other like two sides of a coin. Both plans must accommodate future growth and update city policies and accompanying regulations, but the Winslow Subarea Plan update will lead the way by planning for the Winslow area first. The Comprehensive Plan periodic update will complete complementary planning for the areas outside of Winslow as well as island-wide issues.



Note: See Engagement Plan for further description of Roles and Responsibilities, Communication Channels, and Public Outreach Events.

Alternatives

Different alternatives for how growth in population, housing, and employment could be accommodated outside of the Winslow subarea will be analyzed. All alternatives will complement the alternatives previously developed for the Winslow Subarea Plan update. Feedback from engagement with interested parties will help identify a preferred alternative, which could be a combination of elements from the different alternatives.

Preferred Alternative

The preferred alternative will be the basis for drafting policy and code amendments as well as capital facilities planning. The preferred alternative will complement the preferred alternative previously developed for the Winslow Subarea Plan update.



Policy and Code Amendments

Policy amendments to the Comprehensive Plan and code amendments to the Bainbridge Island Municipal Code (BIMC) will be prepared to implement the preferred alternative, comply with statutory and regional requirements as well as integrate recent/current City planning efforts, including:

- Winslow Subarea Plan update (scheduled for completion in early 2024)
- Housing Action Plan (scheduled for completion summer 2023)
- Sustainable Transportation Plan
- Climate Action Plan
- Utility System Plans
- Special Purpose District Comprehensive Plans and Capital Facility Plans
- Sea Level Rise Vulnerability and Risk Assessment

Draft amendments will be reviewed by the Planning Commission. The Planning Commission will consider feedback from interested parties and approve recommendations to the City Council. The City Council will consider the Planning Commission recommendations as well as additional feedback from interested parties before adopting the final amendments.

An implementation table will also be produced, linking capital investments and related action items identified through the update process with applicable plan policies.

Capital Facilities Planning

Capital facilities planning (includes work on the Capital Facilities, Utilities, and Transportation Elements) supports the Comprehensive Plan by ensuring existing and/or planning public facilities and services (i.e. roads, utilities, schools, parks, public safety, etc.) will have the capacity to serve the 2044 growth targets at the adopted level-of-service standards consistent with the preferred alternative. The financial capacity to provide the required facilities/services must also be demonstrated. Because many public facilities/services are not provided directly by the City of Bainbridge Island, close coordination is required with other local agencies and utility providers, which must each complete their own version of a capital facilities planning process.

State Environmental Policy Act (SEPA)

The update to the Comprehensive Plan must be evaluated under SEPA which is integrated into the overall update process. The SEPA process begins with a determination by the SEPA official, who is the City's Planning Director, regarding whether the update will result in "probable significant impacts". If a determination of significance (DS) is made, then either an environmental impact statement (EIS) will be prepared, or an addendum will be prepared to the EIS from the Winslow Subarea Plan update. If a determination of non-significance (DNS) is made, then it will be accompanied by an Environmental Checklist.

2024 Comprehensive Plan Periodic Update: Engagement Plan

for the
CITY OF BAINBRIDGE ISLAND

BACKGROUND

The City of Bainbridge Island is conducting a periodic update of its Comprehensive Plan in accordance with Washington's Growth Management Act (GMA). The Comprehensive Plan is the long-range policy document that guides the City's growth and development over the next 20 years. The City must periodically review and, if needed, update the Comprehensive Plan every 10-years to ensure consistency with GMA, the Puget Sound Regional Council (PSRC) Vision 2050 growth plan, and Kitsap County's Countywide Planning Policies. The City will endeavor to complete the periodic update by the statutory deadline at the end of 2024.

Public, tribal, and agency outreach is a key component of this periodic update effort. Among other things, GMA requires early and continuous involvement during the Comprehensive Plan periodic update. This engagement plan is intended to guide efforts throughout the process to ensure early and continuous involvement. This is a working document and may be updated over time.

Engagement Plan Objectives

- Keep the public, tribe, and agencies informed about the process.
- Receive substantive input through timely and efficient engagement opportunities.
- Ensure inclusive participation and broad engagement.

Roles and Responsibilities

City Council

The Bainbridge Island City Council is responsible for the timely completion of the Comprehensive Plan periodic update by adopting and supporting the implementation of this engagement plan and the associated work plan. Once the Comprehensive Plan periodic update is complete, the Bainbridge Island City Council is responsible for adopting it.

Steering Committee

A Steering Committee, comprised of City Council members and Planning Commission members, was established to provide oversight on both the Winslow Subarea Plan update and the Comprehensive Plan periodic review, particularly with regard to public engagement and providing early input on documents and schedules.

Planning Commission

Bainbridge Island's Planning Commission, a volunteer advisory body appointed by the City Council, is required to review amendments to the Comprehensive Plan and provide a recommendation to the City Council for consideration and potential adoption.

Other City Advisory Groups

The City of Bainbridge Island has several other advisory groups that may be consulted regarding specific aspects of the Comprehensive Plan periodic update. These groups include:

- Climate Change Advisory Committee
- Utility Advisory Committee
- Environmental Technical Advisory Committee
- Race Equity Advisory Committee

Non-City Service Providers

Other agencies and utilities provide public facilities and services that fall under the scope of the Comprehensive Plan and therefore need to coordinate their planning and capital improvements consistent with the Comprehensive Plan periodic update, including:

- Bainbridge Island Metropolitan Parks and Recreation District
- Bainbridge Island School District
- Bainbridge Island Fire Department
- Kitsap Public Utility District
- Kitsap Transit
- Kitsap Regional Library
- Washington State Department of Transportation/Washington State Ferries
- Puget Sound Energy
- Telecommunications providers

Tribal Engagement

The City is committed to working with the Suquamish Tribe throughout the Comprehensive Plan periodic update. This includes government-to-government collaboration on planning activities consistent with RCW 36.70A.040(8)(a). The City will provide advance notice and invite the Tribe to participate early and often during the process.

Regional Agencies

Puget Sound Regional Council (PSRC) and Kitsap Regional Coordinating Council (KRCC) manage regional transportation and growth management planning. PSRC will review, comment, and ultimately certify the Comprehensive Plan periodic update for consistency with the regional plan.

State Agencies

The Washington State Department of Commerce oversees the implementation of the Growth Management Act (GMA). The Department provides financial and technical resources to support periodic updates and maintains a registry of cities and counties that are in compliance with the GMA and therefore eligible for certain state funding programs. The Department will review and comment on the Comprehensive Plan periodic update.

Communication Channels

It is important that information be made available so any interested party can review the materials and participate. Throughout the Comprehensive Plan periodic update process, the City will maintain several channels of communication including:

- City's Comprehensive Plan periodic update website
- City project listserv for Email
- City social media channels
- City Manager's Weekly Email
- Bainbridge Island Review (the local weekly newspaper)
- Mailers and other City communications

Public meetings held by the Steering Committee, Planning Commission, City Council and any City Advisory Group will be noticed according to the standard procedures for those bodies, as well as on the City's website.

Project Website

The project website will be a central location for all interested parties to access the latest information related to the Comprehensive Plan periodic update. The website allows all interested parties to:

- Review background information;
- Review the project status and timeline;
- Review documents, and community workshop materials;
- Provide comments and feedback via a comment portal during open comment periods; and
- See the Planning Commission and City Council's schedules related specifically to the update process.

Public Outreach Events

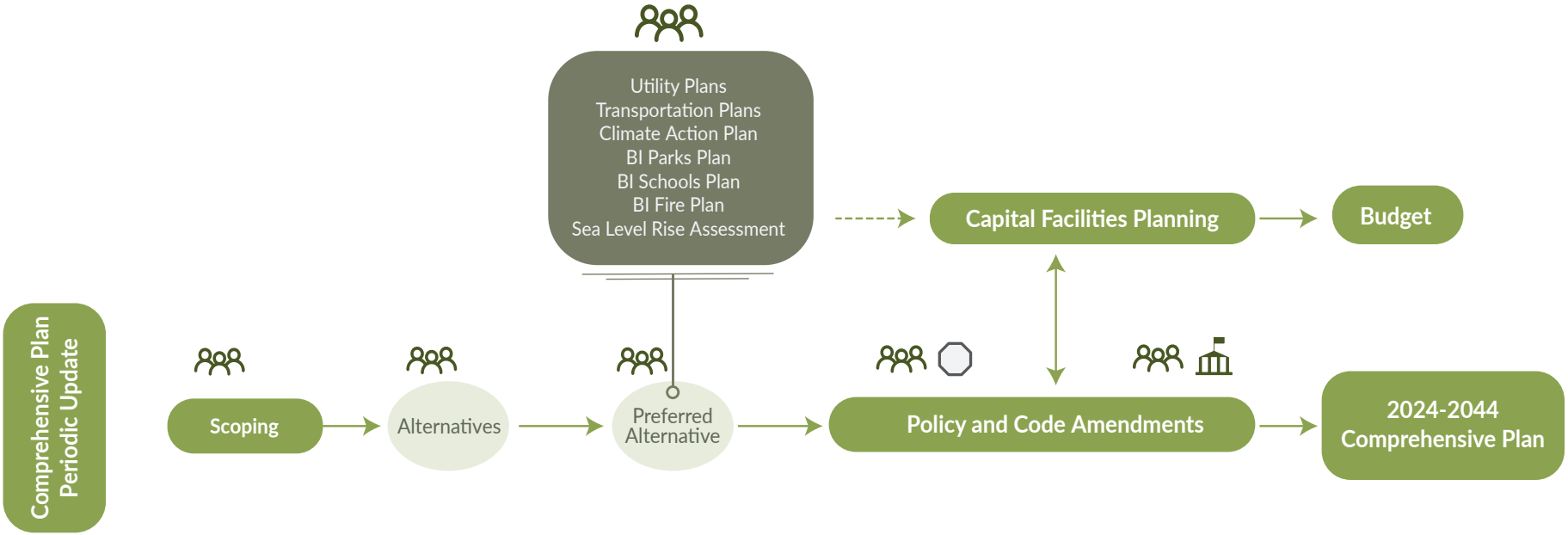
The Comprehensive Plan periodic update process will include numerous outreach events that will be designed in coordination with the Steering Committee. These are anticipated to include:

- Scoping events to present the Comprehensive Plan update process to the public and collect feedback to inform the creation of several alternatives.
- Follow-on events will be held to collect public feedback on the alternatives which will inform the creation of a preferred alternative and collect public feedback on draft amendments.

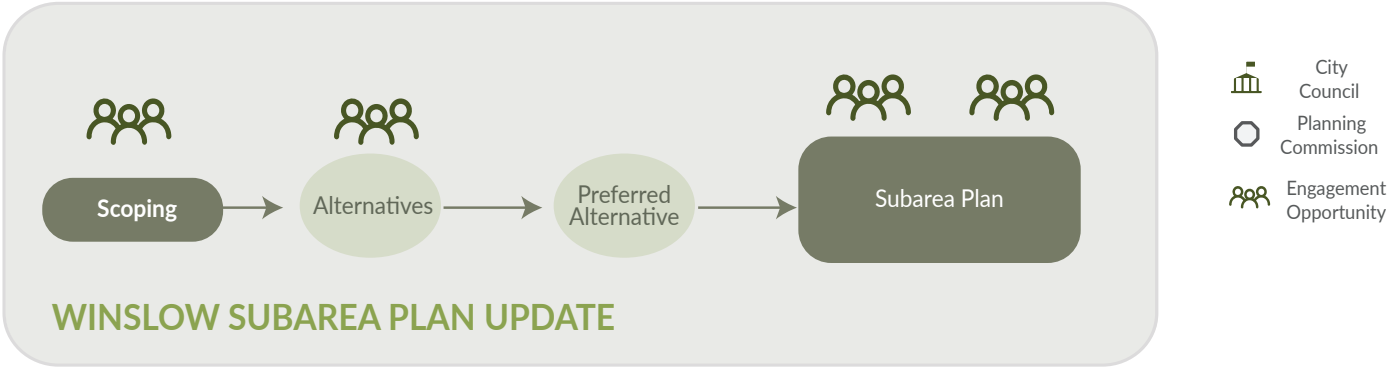
Public engagement will be coordinated with other City events and processes (like the Winslow Subarea Plan update) when possible, presenting materials pertaining to the Comprehensive Plan periodic update and related planning efforts.

Relationship between the Comprehensive Plan Periodic Update and Winslow Subarea Plan Update

The Comprehensive Plan periodic update and Winslow Subarea Plan update (a separate city-led project currently underway) complement each other like two sides of a coin. Both plans must accommodate future growth and update city policies and accompanying regulations, but the Winslow Subarea Plan update will lead the way by planning for the Winslow area first. The Comprehensive Plan periodic update will complete complementary planning for the areas outside of Winslow as well as island-wide issues. Engagement activities between the two projects may be coordinated or independent, as determined by project needs, opportunities, and guidance from the Steering Committee.



Comprehensive Plan complements and follows the lead of the Winslow Subarea Plan Update



Note: See Work Plan for further description of Scoping, Alternatives, Preferred Alternative, and Policy and Code Amendments.

Planning Commission and City Council Meetings

The Planning Commission and City Council will work on the Comprehensive Plan periodic update during numerous meetings throughout 2023 and 2024, there will be several meetings of particular value to interested parties. These include:

- Draft Plan Presentation: The draft Comprehensive Plan amendments will be presented to the Planning Commission.
- Public Hearing before the Planning Commission: A public hearing is an opportunity to provide verbal testimony directly to the Planning Commission. This will occur during a 30-day comment period during which written comments can also be submitted to the Planning Commission.
- Planning Commission recommendation: The Planning Commission recommendations will be presented to the City Council.
- Public Hearing before the City Council: A public hearing is an opportunity to provide verbal testimony directly to the City Council. This will occur during a 30-day comment period during which written comments can also be submitted to the City Council.

Inclusivity and Potential Barriers to Participation

The channels by which we communicate and the events we hold should incorporate an inclusive engagement approach. The table below identifies potential barriers and methods that can be used to achieve inclusivity.

ENGAGEMENT METHOD	POTENTIAL BARRIER(S)	INCLUSIVITY METHOD
Digital	• Getting visitors to the website • Uploading materials in a timely manner • Posting and noticing in a timely manner • Creating postings that appeal to a wide audience	• Ensure ease of access through virtual outreach on social media and email correspondence directing public to website • Make materials available in advance for distribution to the public • Provide links to surveys and other web-based platforms
In-person	• Identifying appropriate events for community • Childcare availability • High level of coordination/ communication required • Day of week & time of day • Childcare availability • Potential for low participation	• Work with City departments to identify appropriate events to reach a diverse audience • Designate 1–2 point people for coordination/ communication to ensure clarity and efficiency • Incentivize participation with food and/or childcare • Utilize communication channels of other organizations. • Host virtual public meetings with a 1–2 week open timeframe • Ensure ADA accessibility • Provide convenient or multiple times • Provide recordings or online/virtual optionsProvide ample time for the public to speak and/or provide written comments and questions
Printed Materials	• Potential for low participation	• Identify a variety of outlets with relevant contact information for notification and distribution of materials (newspapers, neighborhoods, churches, and other community-oriented organizations/groups) • Include website link and QR code for access.

CITY OF BAINBRIDGE ISLAND

COMPREHENSIVE PLAN
2024 PERIODIC UPDATE

GENERAL INFORMATION SHEET

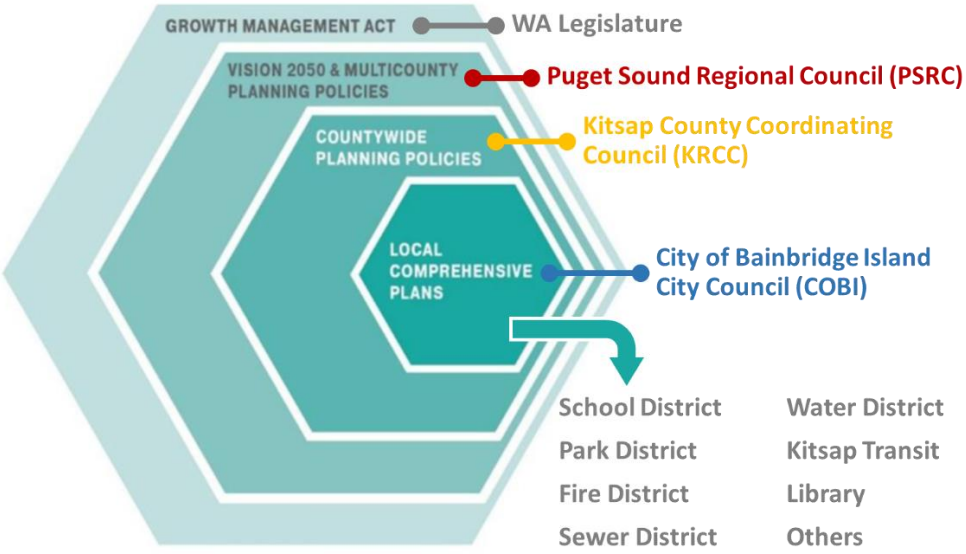
The purpose of this information sheet is to provide general background information and links to additional resources for the 2024 Periodic Update of the City of Bainbridge Island Comprehensive Plan.

This sheet describes the regulatory framework for planning per Washington state law as well as brief explanations of the update cycle and planning period, foundations of analysis, and the planned project phases. Additional information can be found in the links at the bottom.

PLANNING FRAMEWORK

The comprehensive planning framework for the City of Bainbridge Island is:

- Enabled and governed by the WA Growth Management Act (RCW 36.70A).
- Coordinated across the Central Puget Sound region through the Puget Sound Regional Council (PSRC) and the multi-county planning policies adopted in Vision 2050.
- Coordinated within Kitsap County through the Kitsap Regional Coordinating Council (KRCC) and the county-wide planning policies adopted by Kitsap County and ratified by the City of Bainbridge Island.
- Coordinated between agencies on Bainbridge Island through the public facilities/services planning process.
- Implemented through City regulations and programs as well as various programs provided by the other agencies and organizations that work on Bainbridge Island.



PERIODIC UPDATE CYCLES AND PLANNING PERIODS

Under the WA Growth Management Act (RCW 36.70A), the City's Comprehensive Plan must undergo a periodic update every 8-years (Note: this will change to 10-year cycles after the 2024 update). The City's last periodic update adopted the 2016 Comprehensive Plan with a 20-year planning period of 2016-2036. The 2024 Periodic Update will adopt a comprehensive plan with a 20-year planning period of 2024-2044.

ACCOMMODATING GROWTH

The 2024 Periodic Update must plan to accommodate a portion of the overall population and employment growth that is forecast for the Central Puget Sound region (i.e. Kitsap, Pierce, King, and Snohomish Counties). Growth allocations are determined through a regional process coordinated through the Puget Sound Regional Council (PSRC) and the Kitsap Regional Coordinating Council (KRCC). The City of Bainbridge Island actively participates in both coordination organizations. Within the context this regional allocation process, local jurisdictions adopt 2044 growth targets that will be used as the basis for their periodic updates.

The Bainbridge Island City Council has adopted preliminary 2044 growth targets for population and employment.

	Population (People)	**Employment (Jobs)**
2020 (actual)	24,825^	8,073^^
2020-2044 Preliminary Growth Target	+ 4,525	+ 1,927
2044 (anticipated)	29,350	10,000
Buildable Land Capacity^^ (2020 capacity - growth target)	776 capacity surplus	800 capacity deficit^^^

^ 2020 Census ^^ 2021 Buildable Lands Report (Exhibit 52)

^^^ Additional capacity will need to be created during the periodic update to avoid a deficit

The 2024 Comprehensive Plan must demonstrate the community can accommodate the adopted growth targets with the following analysis:

- Land capacity analysis that ensures the proposed map designations (e.g., zoning) and development regulations (e.g., allowed uses, density, dimensions, environmental protections, etc.) can support adequate development or redevelopment;
- Public facilities/services analysis that ensures public facilities and services (e.g., roads, sewer, water, schools, emergency services, parks, etc.) will provide adequate capacity concurrently with growth; and
- Financial capacity analysis that ensures the community can afford to maintain and upgrade public facilities/services concurrently with growth.

PROJECT PHASES

In general, the 2024 Periodic Update process can be summarized into the following phases:

Phase	**Outcome**
Scoping	Overall scope and process are defined, including what non-mandatory amendments will be included as well as how the project will engage the public, other agencies, and tribes .
Analysis	Mandatory amendments for consistency with changes in state law and other requirements are identified; the three types of analysis described above are completed to inform the planning process and then to verify the adequacy of the plan; and individual and cumulative effects are understood through State Environmental Policy Act (SEPA) review.

Development and Integration of Various Amendments	Mandatory and non-mandatory amendments are fully developed (including alternatives, if applicable) and integrated into an internally consistent package of amendments. Some amendments, such as subarea plans and utility system plans, are being developed through independent planning efforts and will be completed prior to and integrated into the Periodic Update.
Consideration and Adoption	Public, agency, and tribal input and policy deliberations at the Planning Commission and City Council lead to well-reasoned decisions consistent with the Growth Management Act, multi-county planning policies, and county-wide planning policies.
Regional Certification	The City's Comprehensive Plan is found to be consistent with multi-county planning policies by the Puget Sound Regional Coordinating Council.
Appeal	If applicable, any legal deficiencies are identified and then corrected.
Implementation	The City, other agencies, and community organizations align investments, programs, and actions with the Comprehensive Plan.
Monitoring & Adaptive Management	The implementation and effectiveness of the Comprehensive Plan is monitored through the Buildable Lands Program and other efforts.

RESOURCES

WA Growth Management Act (RCW 36.70A; WAC 365-196)

WA Department of Commerce - Growth Management Services (GMS)

- Periodic Update Information
- Grant Information

Puget Sound Regional Council (PSRC)

- Vision 2050 – Regional Growth Plan
- Regional Centers Framework
- Regional Transportation Plan

Kitsap Regional Coordinating Council (KRCC)

- County-wide Planning Policies
- Preliminary Growth Allocations
- Buildable Lands Program

City of Bainbridge Island

- 2016 Comprehensive Plan
- Bainbridge Island Municipal Code

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (7:15 PM) Consider Police/Court Carbon Offset Recommendations,

SUMMARY: The Climate Change Advisory Committee reviewed project options for implementation and funding to offset carbon emissions associated with operation of the new Police/Court building at their June 21, 2023 meeting and recommends that Council consider moving forward with at least Option C (Install 120 kW photovoltaic system at a location on Bainbridge Island) and additionally either Option A (add solar panels to Police/Court building (City building)) or Option B (add carports and solar panels in the Police/Court parking lot).

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

RECOMMENDED MOTION: I move to direct the City Manager to pursue the necessary steps to implement the recommendation from the Climate Change Advisory Committee.

COMMUNITY ENGAGEMENT AND OUTREACH: This topic was included as an agenda item at the February 15, March 13, April 19, May 17 and June 21 CCAC meetings in 2023. This topic was also presented at the May 9, 2023 City Council meeting.

FISCAL IMPACT:

Amount:	Will depend on set of options chosen.
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: City Council reviewed potential offset projects analyzed by the Climate Change Advisory Committee at the May 9, 2023 City Council meeting. Council directed the Climate Change Advisory Committee to make a recommendation on a project for implementation and funding to offset approximately 274 metric tons of carbon emissions associated with operation of the new Police/Court building from 2024-2045.

Responding to feedback from both Council and Committee members, a subgroup of the Committee worked to refine the analysis originally presented at the May 9th Council meeting to include the following:

- Consideration of solar projects only.
- A revised size estimate for adding solar panels on the roof of the new Police/Court building.
- The potential to add carports with solar panels in the new Police/Court facility parking lot.

The Committee subgroup updated the analysis to include four project options for consideration by the full Committee:

A. Add solar panels to Police/Court building (City facility) – estimated with a 15kW solar photovoltaic (PV) system

B. Add carports with solar panels in the Police/Court parking lot (City facility) – estimated with a 40kW solar PV system

C. Install 120 kW solar PV system on Bainbridge Island (likely not a City facility)

D. Install a number of 8kW solar PV systems on rooftops (likely not a City facility)

The Committee reviewed these options at their June 21, 2023 meeting and voted to recommend Option C (Install 120 kW photovoltaic system elsewhere on Bainbridge Island), and additionally either Option A (Add solar panels to Police/Court building (City building)) or Option B (Add carports solar panels in the Police/Court parking lot). More information on that analysis is available in Attachment A.

ATTACHMENTS:

Attachment A - CCAC Carbon Offset Recommendation for CC 06.27.23.docx

Attachment B - Carbon Offset Options for Police Court Building - for CC 06.27.23.pptx

FISCAL DETAILS: No funding has been allocated for this project in the City's 2023-24 budget.

Fund Name(s):

Coding:

Climate Change Advisory Committee Carbon Offset Project Recommendation for the Police/Court Facility

June 27, 2023

The Climate Change Advisory Committee reviewed project options for implementation and funding to offset carbon emissions associated with operation of the new Police/Court building at their June 21, 2023 meeting. The Committee recommends that Council consider moving forward with Option C – to install at 120 kW solar PV system on Bainbridge Island, and additionally either Option A (Add solar panels to Police/Court building (City building)) or Option B (Add carports solar panels in the Police/Court parking lot).

UPDATED ASSESSMENT

City Council reviewed potential offset projects analyzed by the Climate Change Advisory Committee at the May 9, 2023 City Council meeting. Council directed the Committee to make a recommendation on a project for implementation and funding to offset approximately 274 metric tons of carbon emissions from 2024-2045 associated with operation of the new Police/Court building. Next steps were reviewed at the May 17, 2023 Climate Change Advisory Committee meeting.

Responding to feedback from both Council and Committee members, a subgroup of the Committee worked to refine the analysis originally presented at the May 9th Council meeting to include the following:

- Consideration of solar projects only
- A revised size estimate for adding solar panels on the roof of the new Police/Court building
- Potential to add carports with solar panels in the new Police/Court facility parking lot

The Committee subgroup updated the analysis to include four project options for consideration by the full Committee:

A. Add solar panels to Police/Court building (City facility) – estimated with a 15kW solar photovoltaic (PV) system
B. Add carports with solar panels in the Police/Court parking lot (City facility) – estimated with a 40kW solar PV system
C. Install 120 kW solar PV system on Bainbridge Island (likely not a City facility)
D. Install a number of 8kW solar PV systems on rooftops (likely not a City facility)

The Committee subgroup also developed parameters for potential locations to house a 120kW solar PV system with a focus on:

- Properties with 9,000-12,000 square feet of available space for a solar PV system, ideally with a flat or 45-degree angle and southern exposure
- Properties with minimal shade
- Properties that are currently "solar ready" and would not require significant investments to structurally support and/or connect a solar PV system

The Committee subgroup did not analyze specific locations for a 120kW solar PV system on the island but anticipates that such locations will be identified as part of the Energy Transitions Initiative Partnership Project (ETIPP) technical assistance program. ETIPP partners recently met with community stakeholders to identify and visit potential sites for solar projects on the island, with a full assessment anticipated in late 2023.

The Committee subgroup also developed a proposed hierarchy for siting any solar project as part of this carbon offset analysis, with a priority focus on larger, public facilities, if available:

1. Public facilities w/larger roofs
2. Public facilities w/smaller roofs (including affordable housing)
3. Private property (more issues w/additionality)

CCAC members reassessed the amount of greenhouse gas emissions to be mitigated with this carbon offset project and prioritized the following criteria in their review of potential program options:

- Additionality
- Level of uncertainty
- Range of estimated carbon dioxide equivalent (CO2) emissions avoided over the lifetime of the proposed project
- Rang of estimated costs associated with the project

A summary of offset program options is provided below for these priority criteria. Note that the level of uncertainty is "Low" for all options, per the following, which applies to all evaluated solar PV projects:

- Since this measure would generate electricity to match the excess consumption of the police building, any uncertainty associated with future grid emission factors is immaterial.
- Typical output of rooftop solar panels can be easily estimated (within a reasonable range).
- Solar panels are likely to have reliable performance over time.

RECOMMENDATION

The Climate Change Advisory Committee reviewed project options for implementation and funding to offset carbon emissions associated with operation of the new Police/Court building at their June 21, 2023 meeting. The Committee recommends that Council consider moving forward with at least Option C (Install 120 kW photovoltaic system elsewhere on Bainbridge Island) and additionally either Option A (Add solar panels to Police/Court building (City building)) or Option B (Add carports solar panels in the Police/Court parking lot).

Is the project additional? (not likely to happen under business as usual)	Range of total emissions saved* (metric tCO2e over lifetime)	Range of estimated costs (capital, O&M and programmatic)
OPTION A: Add solar panels to Police/Court building (City building) – *approximately a 15kW system*		
Assuming that installation of solar panels was not contemplated at the time of the building design decision, this could be seen as an "additional" measure undertaken to compensate for the building's excess electricity consumption. As with all the solar panel projects considered here, additionality is contingent on ensuring that PSE will not count the electricity generated by the panels towards its statewide renewable energy goals. This could be done by retaining any renewable energy certificates that would be generated by the project and retiring them.	45 to 72 metric tCO2_eq/lifetime (depending on the capacity factor used)	$90,000 capital $500 / year cleaning Assumes 1600 square feet @ 24kW AC
OPTION B: Add carports solar panels in the Police/Court parking lot – *approximately a 40kW system*		
As a new, previously unplanned project, this project would be additional. As with all the solar panel projects considered here, additionality is contingent on ensuring that PSE will not count the electricity generated by the panels towards its statewide renewable energy goals. This could be done by retaining any renewable energy certificates that would be generated by the project and retiring them.	83 to 116 metric tCO2_eq/lifetime (depending on the capacity factor used)	$600-800K capital $500 / year cleaning Assumes 1000 sf @ 16kW AC
OPTION C: Install 120 kW photovoltaic system elsewhere on Bainbridge Island – *likely on private (non-City owned) property*		
As a new, previously unplanned project, this project would be additional. As with all the solar panel projects considered here, additionality is contingent on ensuring that PSE will not count the electricity generated by the panels towards its statewide renewable energy goals. This could be done by retaining any renewable energy certificates that would be generated by the project and retiring them.	215 to 348 metric tCO2_eq/lifetime (depending on the capacity factor used)	$600,000 capital cost $750 / year cleaning
OPTION D: Install a number of 8kW solar PV systems on roofs – *on private property*		
The additionality of this option could be hard to guarantee, due to the potential for free riding. Significant outside incentives have been established for residential solar installations under the Inflation Reduction Act, for example, meaning that many Bainbridge Island households might undertake these installations in any case (and it would be difficult for a BI-led program to distinguish between those who would or would not have undertaken installations otherwise).	14 to 23 metric tCO2 per upgrade 6 to 10 upgrades needed to achieve the same emission reductions as Option A.	$25,000 capital (with future maintenance costs for homeowner)

**Compensation goal is: 274 metric tCO2e (tons of carbon dioxide equivalent)*



Carbon Offset Project Recommendation for the New Police/Court Facility

June 27, 2023

Autumn Salamack
Climate Mitigation & Adaptation Manager

Climate Change Advisory Committee (CCAC) Review of Options

- Goal: recommend project to offset 274 metric tons of CO2e per year, over 21 years
  - Thru 2045 when PSE's grid is carbon neutral
- May 9th Council Action:
  - Directed CCAC to make a recommendation on a preferred carbon offset project (or projects)



2023 Carbon Offset Options Evaluated

A. Install 15 kW solar photovoltaic (PV) system on the Police/Court building roof

B. Add carports with ~40kW of solar panels in the Police/Court parking lot

C. Install 120 kW solar PV system on Bainbridge Island

D. Install a number of 8kW solar PV systems on rooftops

Key Criteria for Evaluation

- Additionality
- Level of uncertainty
- Range of estimated CO_2e emissions avoided over the lifetime of the proposed project
- Range of estimated costs associated with the project

Option A: Install 15 kW photovoltaic system on the Police/Court building roof



Additionality	Yes, if PSE will not count the electricity generated by the panels towards its statewide renewable energy goals
Level of Uncertainty	Low
Estimated range of offset	~45 to 72 tons CO2e
Estimated cost	$90,000

Option B: Add carports with ~40kW of solar panels in the Police/Court parking lot



Additionality	Yes, if PSE will not count the electricity generated by the panels towards its statewide renewable energy goals
Level of Uncertainty	Low
Estimated range of offset	~83 to 116 tons CO2e
Estimated cost	$600,000 – $800,000 (installation)

Option C: Install 120 kW photovoltaic system somewhere on Bainbridge Island (not City property)



Additionality	Yes, if PSE will not count the electricity generated by the panels towards its statewide renewable energy goals
Level of Uncertainty	Low
Estimated range of offset	~215 to 348 tons CO2e
Estimated cost	$600,000

Option D: Install a number of 8kW solar PV systems on rooftops (on private property)



Image from PSE.com

Additionality	Hard to guarantee
Level of Uncertainty	Low
Estimated range of offset	~14 to 23 tons CO2e per 8kW system o Requires 12-19 rooftop systems for total carbon offset
Estimated cost	$25,000 per property o $300,000 – 475,000 total program cost

Recommended Option

Option C –

Install 120 kW photovoltaic system somewhere on Bainbridge Island

And Option A or Option B

Install 15 kW photovoltaic system on the Police/Court building roof

Add carports with ~40kW of solar panels in the Police/Court parking lot

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:35 PM) Consider Recommendation for Public Art for the Ted Spearman Justice Center - Executive,

SUMMARY: The City Council tasked City staff with obtaining public art for the new police and court facility, with an approved total budget of $150,000. Council directed that the selection and procurement process include equity considerations. Roughly $10,000 has been dedicated to the process to date, including stipends to semifinalists and costs to provide lighting for artwork.

Staff convened a selection team with broad representation, which has participated in a process that began in January of this year. The selection team, made up of stakeholders from the community, recommends commissioning of "Peers," a four-column artwork to be installed outside the building.

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

RECOMMENDED MOTION: I move that the Council accept the recommendation of the community selection team to move forward with an artwork commission agreement with Shawn Parks for a total cost to commission and install "Peers" at the Ted Spearman Justice Center not to exceed $150,000, and direct the City Manager to execute necessary agreements, substantially in the form attached.

COMMUNITY ENGAGEMENT AND OUTREACH: Publicity in multiple web calls for art, social and print media. Discussion at Race Equity Advisory Committee and Public Art Committee meetings. Inclusion in the City Manager's Report.

FISCAL IMPACT:	
Amount:	$150,000
Ongoing Cost:	
One-Time Cost:	$150,000
Included in Current Budget?	Yes

BACKGROUND: The City of Bainbridge Island (City) in partnership with its Race Equity Advisory Committee and Public Art Committee issued a call for artists to create two or three-dimensional work(s) of interior and/or exterior art for the new Police-Court Facility on Bainbridge Island. The artwork should support and reflect the justice and public safety functions of the facility and respond to the City's values related to diversity, equity and inclusion.

The City encouraged responses from artists who identify as women or members of traditionally marginalized communities. All artists with an interest in providing artwork for this space were encouraged to apply.

The City convened a selection team including a range of community stakeholders – members of the Public Art Committee and the Race Equity Advisory Committee, the Police Chief, the Judge, and a representative from Bainbridge Youth Services. This team met three times and came to the final recommendation included with this agenda item.

The recommended artwork is a group of four (4) sets of columns to be installed outside the building. They will be made of steel and will be roughly 20 feet in height. The color is inspired by early morning sunrise.

The local artist provided a statement which in part explains:

The City of Bainbridge Island is repurposing a former medical building into a courthouse and police station. Peers uses the classic iconography of the column to create a sense of space, a sense of place. It lets the community know "something important happens here." Peers is also joyful. As a queer person, I spend a lot of time thinking about community, acceptance and representation. As a weaver, I spend a lot of time thinking about color and structure, differing warp and weft, creating something useful and beautiful. Peers transforms the solidity and solemnity of the traditional column, into something more welcoming. The unfinished weaving at top allows for Bainbridge Island's community to define our future and how we engage in civic duty. Peers is a play on words, exploring the homophone peer/pier. Pier is a synonym for column. Pier is a place of arrival, well known on an island. Peer denotes an equal. Peer means to look closely and carefully. And, of course, courthouses are noted for their reliance on a jury of one's peers. Peers reimagines strength, respect and reverence. Strength comes from the interplay—the weave—of our differences. Respect comes from openness to our differences. And reverence comes from institutional transparency—all will find justice here.

The recommended artist commission agreement is also attached. This agreement is similar to the one used with the art placed in the Waypoint.

ATTACHMENTS:

PEERS_COBI Courthouse_Police for CC 06272023.pdf

Artwork Commission Agreement for Police Court Facility Public Art w-budget for CC 06272023.doc

FISCAL DETAILS: The City's Public Art Committee recommended and the City Council considered and approved use of up to $150,000 from the Public Art Subfund for public art for the building now known as the Ted Spearman Justice Center. This amount can be fully supported from the Public Art Subfund balance. The approved amount of $150,000 is roughly 1.4% of an estimated construction budget of $11 million, which is less than Bainbridge Island's previous benchmark of 2% for Art. Additional funding may be requested in the future for interior art, after the building is in service.

Fund Name(s):

Coding:

PEERS



shawn@shawnparks.net

www.shawnparks.net

303-506-4741

INSPIRATION

- Columns and courthouses go together like peanut butter and jelly. In America, Greek Revival architecture and its reliance on columns signal a notable place. American “temples,” be they temples of commerce (banks), education (universities), law (courthouses) or actual temples (churches), let you know “something important happens here.”

- All over the world and throughout history, columns mark an important place, delineate an important space. Obelisks mark an important location. A Japanese torii gate marks the threshold between the mundane world and the sacred. A Tlingit totem tells the history and mythos of a family.

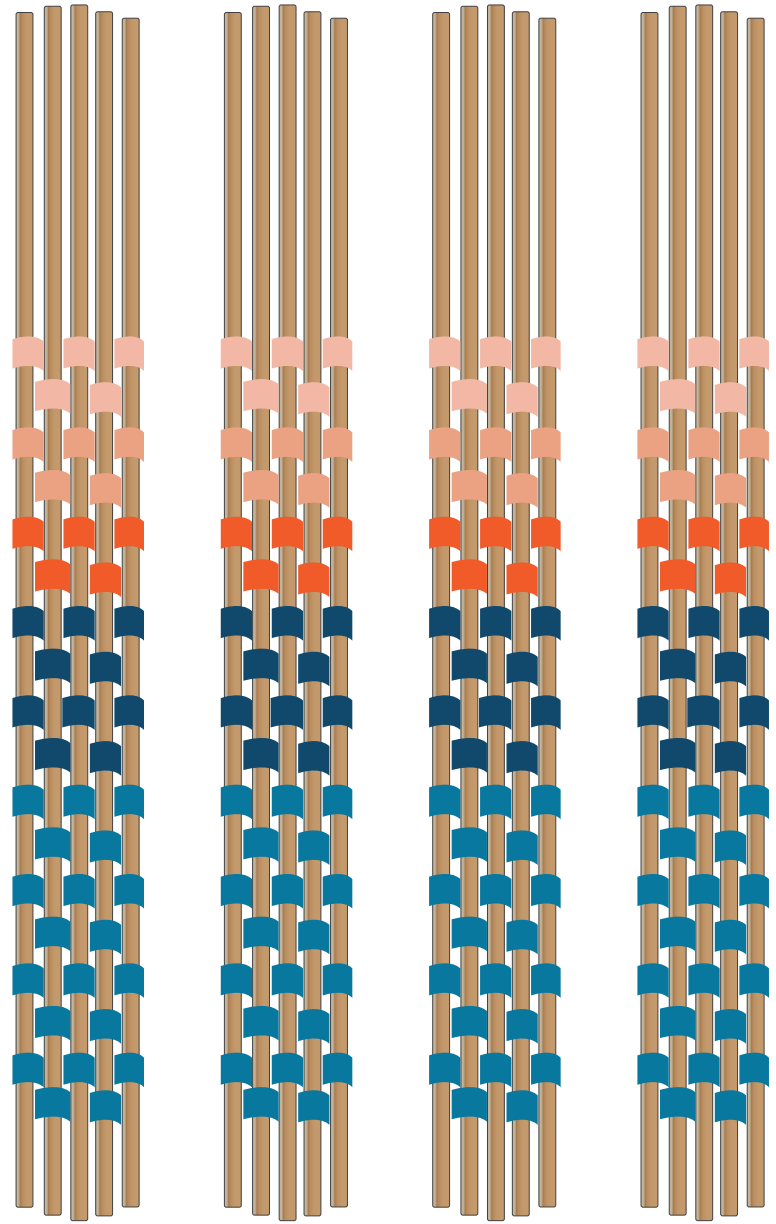
- Columns signify strength. They call for respect. They inspire reverence for what takes place under their watch. Yet, we must continually examine and explore what these concepts mean. Strength. Respect. Reverence.



Property of Shawn Parks

CONCEPT

- The City of Bainbridge Island is repurposing a former medical building into a courthouse and police station. *Peers* uses the classic iconography of the column to create a sense of space, a sense of place. It lets the community know "something important happens here."
- *Peers* is also joyful. As a queer person, I spend a lot of time thinking about community, acceptance and representation. As an artist, I spend a lot of time thinking about color, structure and beauty. Peers transforms the solidity and solemnity of the traditional column, into something more welcoming. The unfinished weaving at the top allows for Bainbridge Island's community to define our future and how we engage in civic duty.
- *Peers* is a play on words, exploring the homophone peer/pier. Pier is a synonym for column. Pier is a place of arrival, well known on an island. Peer denotes an equal. Peer means to look closely and carefully. And, of course, courthouses are noted for their reliance on a jury of one's peers.
- *Peers* reimagines strength, respect and reverence. Strength comes from the interplay—the weave—of our differences. Respect comes from openness to our differences. And reverence comes from institutional transparency—all will find justice here.



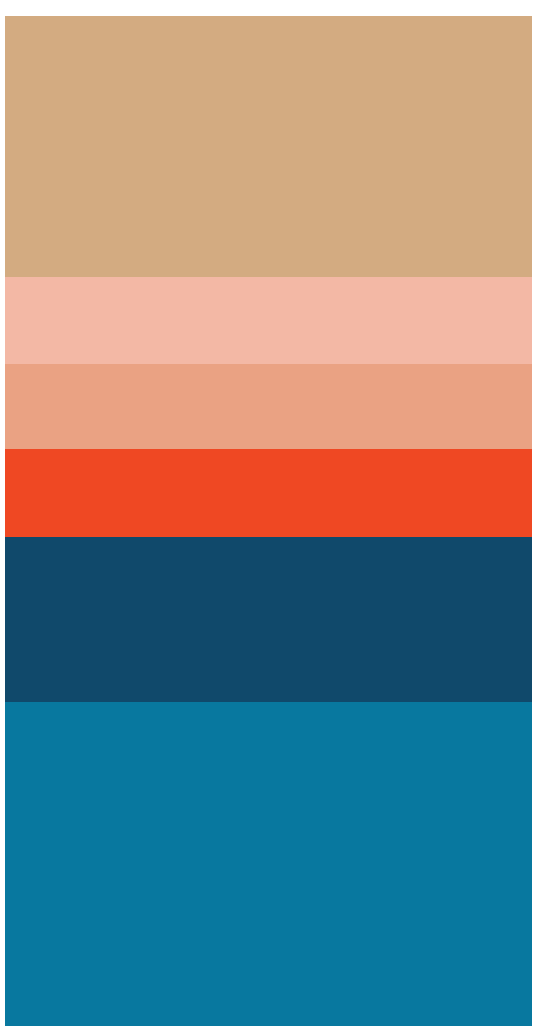
Property of Shawn Parks

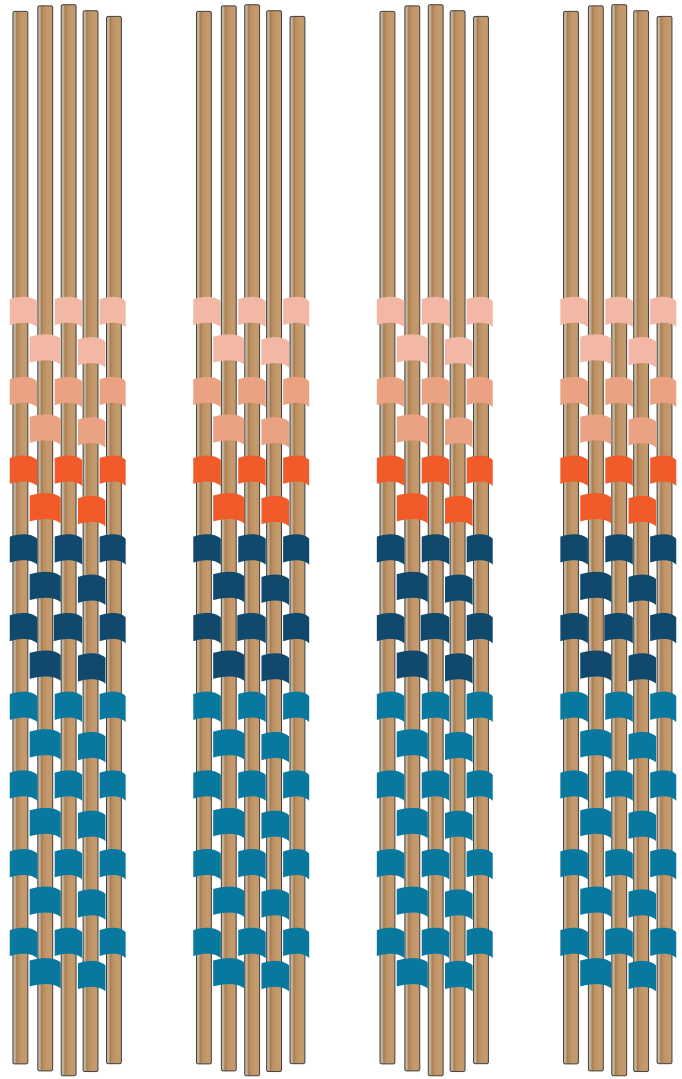
COLOR

Inspired by:

- Watching an early morning sun rise over the water surrounding our island.

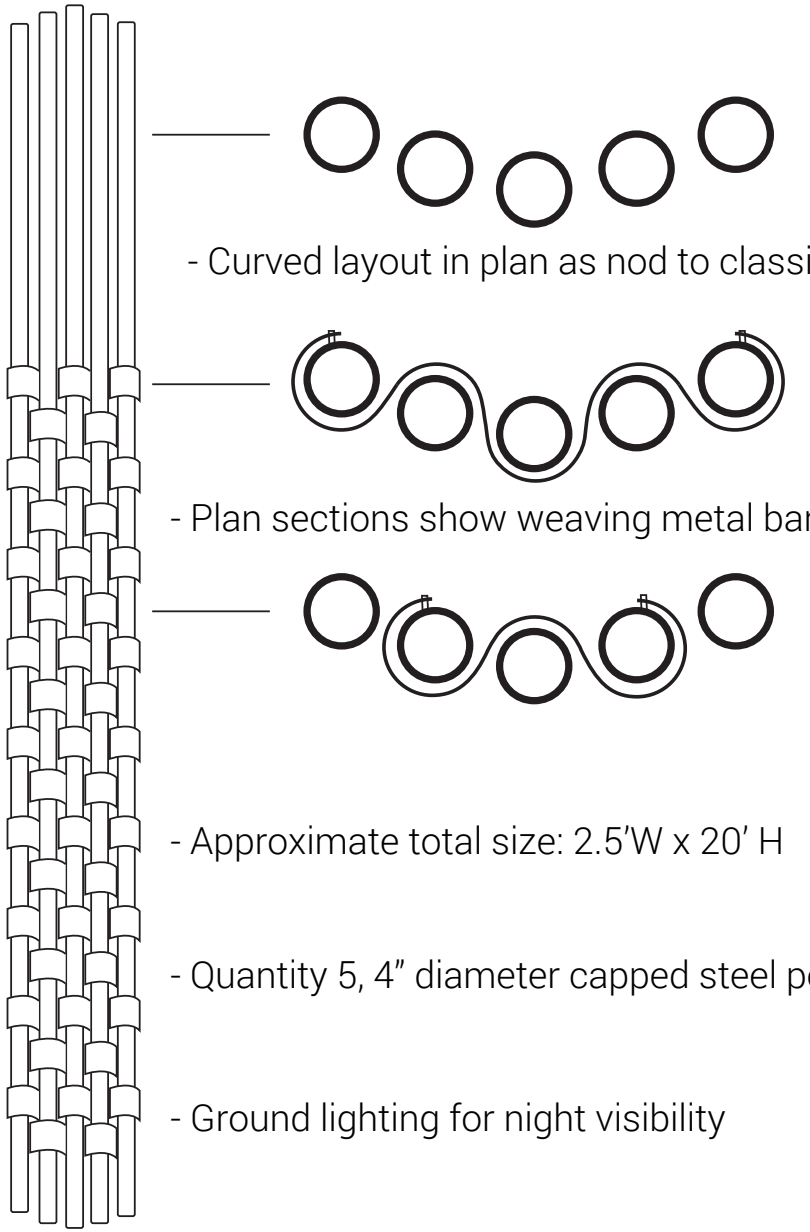
- The start of a new day is optimistic and hopeful.





Property of Shawn Parks

DETAILS



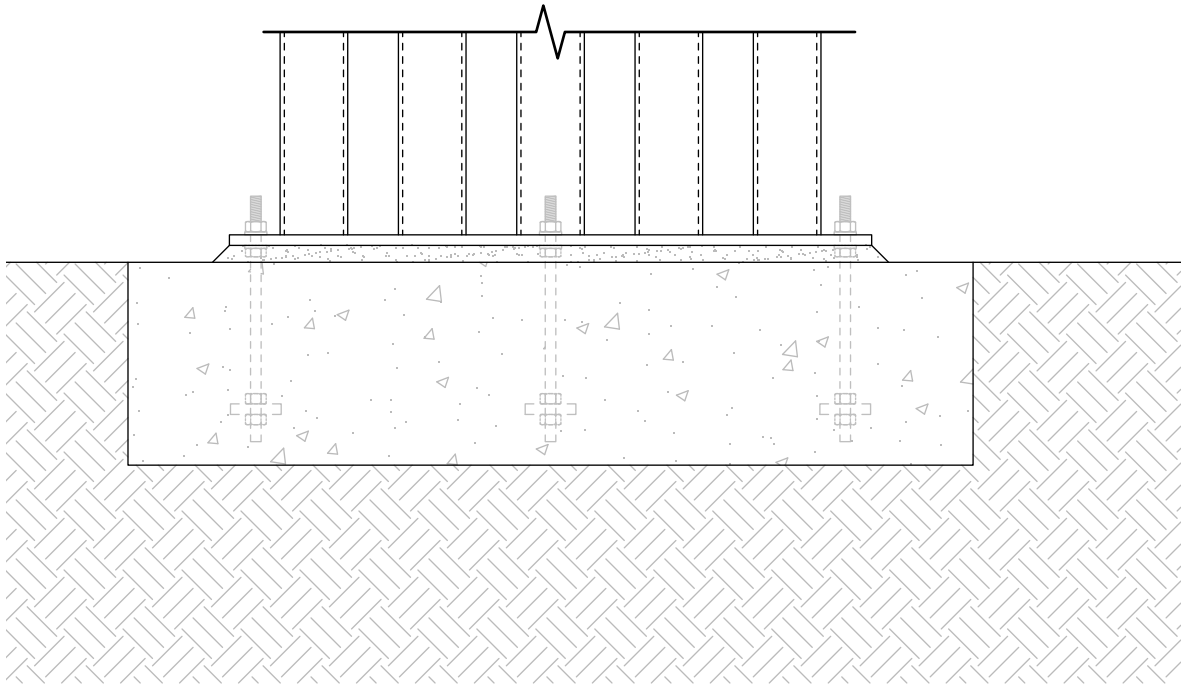
- Curved layout in plan as nod to classic pillar rounding

- Plan sections show weaving metal band detail

- Approximate total size: 2.5'W x 20' H

- Quantity 5, 4" diameter capped steel poles per pillar

- Ground lighting for night visibility



- Footing example detail

Property of Shawn Parks

MORE DETAILS

Material: Mild steel for entire sculpture coated with a zinc-rich primer and top coated with a low maintenance, heavy duty marine grade paint coating.
(Same quality of paint used on Disney rollercoasters. Designed to last!)

Size: Each Artwork is to be approx. 3'-0" wide x 20'-0" tall with a spread footing at grade to take the vertical load. The artwork will be tied back to the building at 1 or 2 locations to assist in resolving wind/seismic loads.

Installation: To be completed by boom lift in conjunction with either a small crane or telehandler. Preparing site, pouring concrete footings, grading and final ground cover. Installing electrical ground lighting for night visibility.

Design / Fabrication / Installation timeline: 4-6 months. Determined at the time of commencement payment receipt.

Maintenance: Steel lasts indefinitely with coating maintenance. Specified coating has 25-30 years before scheduled maintenance. Seasonal dusting, clearing off cobwebs, leaf debris, etc recommended. If touch up paint is needed due to graffiti or unexpected event, it can be applied on location. Will provide leftover paint, documented paint colors and where more can be purchased. Will detail out after we are under contract phase.

Property of Shawn Parks

BUDGET

$15,000.00: Artist
$15,000.00: Design / Engineering including structural and electrical
$47,500.00: Materials
$36,500.00: Labor
$13,500.00: Install
$8,000.00: Contingency
$1,500.00: Insurance

$137,000.00: Sub Total
$12,604.00: Tax (9.2%)

$149,604.00: Total

Property of Shawn Parks

PEERS



Thank you!

shawn@shawnparks.net

www.shawnparks.net

303-506-4810

Project Name: Police Court Facility Public Art

ARTWORK COMMISSION AGREEMENT

THIS ARTWORK COMMISSION AGREEMENT (this "Agreement") is made and entered into this ___ day of ____, 2023 by and among the City of Bainbridge Island, a municipal corporation (the "City"), and NAME (the "Artist").

RECITALS

WHEREAS, the City is renovating a building at 8804 Madison Avenue N and expects to include public art in this facility; and

WHEREAS, the City issued a Call for Artists (Call), which closed on March 3, 2023; and

WHEREAS, a nine-member panel reviewed proposals submitted by Pacific Northwest artists and recommended the selection of an artwork proposal submitted by the Artist for further review; and

WHEREAS, the Artist provided a refined proposal in April 2023 and the nine-member panel further reviewed this proposal on May 2, 2023 and on June 9, 2023; and

WHEREAS, the City and the Artist wish to enter into this Agreement for the fabrication and installation of artwork to be incorporated in the building or grounds at 8804 Madison Avenue North; and

WHEREAS, on _____, the City Council considered and approved the execution of this Agreement;

NOW, THEREFORE, in consideration of the promises, covenants, conditions and performances described in this Agreement, the parties hereto agree as follows:

1. SCOPE OF WORK.

a. Description of the Artwork. The Artist shall perform services and fabricate the artwork described in the Artist Proposal, a copy of which is attached as Attachment 1 and incorporated herein by this reference (the "Artwork").

b. Develop Design Materials. The Artist shall prepare and present to the City a more detailed presentation of the Artwork, including specifications for the design, fabrication and installation of the Artwork, showing content, materials, dimensions, quantities and locations. The Artist shall not begin project fabrication or installation until a written Notice to Proceed has been issued by the City Manager of the City.

c. Installation and Location of the Artwork. The Artist shall install the Artwork within the police and court facility in coordination and consultation with the City. The Artist shall install the Artwork in the location(s) approved by the City.

d. Permits and Licenses. The Artist shall obtain any and all permits, licenses, or approvals from the State or the City, as required by law and applicable to this project.

e. Artwork Documentation and Maintenance Instructions. Within thirty (30) calendar days of completion of the Artwork and installation thereof, the Artist shall provide the following documents to the City:

i. Artwork Catalog Sheet as described in Attachment 2;

ii. Artwork Maintenance Sheet as described in Attachment 3;

iii. An Artist Public Report as described in Attachment 4, that the City may use for public information purposes; and

iv. A minimum of twelve (12) high-resolution digital images of the entire Artwork, including each component of the Artwork and one high-resolution digital photograph of the Artist.

f. Artist Identification Label. The Artist shall prepare and install an identification label or signage indicating the Artist's name, the Artwork's title, year of completion, and the following funding source language: "This project was funded through the City of Bainbridge Island's Public Art Program." The installation shall also include informational text about the Artwork. This information shall be incorporated into a location mutually acceptable to the Artist and the City.

g. Credit. The Artist shall use best efforts to credit "The City of Bainbridge Island Public Art Program" on any and all publicity materials distributed for this Artwork and on published reproductions of the Artwork.

h. Consultation. The Artist will consult as necessary with the City Project Manager in order to complete the Artwork and other work required under this Agreement. Additionally, and if asked, the Artist shall consult with the Public Art Committee or City staff.

If requested by the City, the Artist shall, prior to fabrication of the Artwork, meet or communicate with a professional art conservator, recommended by and paid for by the City, to review the proposed Artwork and ensure that it can be maintained over the period of its lifetime without extraordinary expense.

i. Educational/Community Event and Dedication Ceremony. The Artist may be asked to participate in one educational/community event and/or to participate in and attend the Artwork dedication ceremony.

j. Additional Work. The City may desire to have the Artist perform work or render services in connection with this project other than that expressly provided for in this section.

This will be considered extra work, supplemental to this Agreement, and shall not proceed unless authorized by an amendment executed by the Artist and the City. Any costs incurred due to the performance of extra work prior to execution of an amendment will not be reimbursed under this Agreement or an amendment.

2. FUNDING AND COMPENSATION.

a. Funding. One hundred and fifty thousand ($150,000) has been allocated from the City's Public Art Fund for use in connection with the Artwork. One hundred and forty-one

thousand six hundred and four ($141,604) shall be paid to the Artist. The balance shall be available to fund project costs, including juror compensation or other contingencies.

b. Total Compensation Amount. The City shall pay the Artist a total amount of One hundred and forty-one thousand six hundred and four ($141,604) for the Artwork and all work and services required under this Agreement including but not limited to design, creation, and installation of the Artwork and participation in one education/community event associated with the Artwork dedication ceremony. Said total amount includes any and all applicable taxes, including but not limited to Washington State sales taxes, the payment of which the Artist agrees is their responsibility.

c. Payment Schedule. The Artist shall be paid for work and services satisfactorily rendered pursuant to this Agreement in accordance with the terms herein and Attachment 5, Artist Payment Schedule. Such payment shall be full compensation for work performed and services rendered, for all supervision, labor, supplies, materials, equipment or use thereof, taxes, and for all other necessary incidentals.

d. Process for Payment. To be eligible for any payment under this Agreement, the Artist must submit to the City an invoice for payment in a manner acceptable to the City, together with evidence, to the reasonable satisfaction of the Project Manager, that the Artist has completed the performance/payment stage that would warrant the payment requested. Upon receipt and approval of such invoice, the City shall arrange for the immediate processing of such documentation, and the appropriate payment to the Artist. All payments shall be approved by the City pursuant to Chapter 3.80 and 3.82 of the Bainbridge Island Municipal Code prior to payment of funds to the Artist. The City shall make payments within forty-five (45) days of receipt of the Artist's invoice by the City.

3. TERM OF AGREEMENT.

This Agreement shall be effective upon full execution hereof by the parties and, unless terminated earlier pursuant to the provisions hereof, shall expire on acceptance of the Artwork by the City, which shall occur after the creation, delivery and installation of the Artwork, after safety review by City engineering staff or the City building inspector, and after final payment to the Artist of any amounts due hereunder. Certain provisions of this Agreement shall survive expiration or termination of this Agreement as provided herein.

4. TITLE TRANSFER.

a. Transfer upon Acceptance. Upon final acceptance of the Artwork by the City, title to the Artwork shall pass to the City. The Artist shall deliver a bill of sale and/or other appropriate transfer document to the City.

b. Transfer upon Termination. In the event of termination hereunder, the Artist shall deliver the Artwork in its current stage of completion to the City, whereupon title to the Artwork shall pass to the City. The Artist shall deliver a bill of sale and/or other appropriate transfer document to the City.

5. PUBLIC INFORMATION.

The City shall be solely responsible for coordinating public information materials and activities

related to the dedication of the Artwork.

6. INDEPENDENT CONTRACTOR STATUS.

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

b. The Artist is not and shall not represent that they are the agent or legal representative of the City for any purpose whatsoever. The Artist is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the City and/or to bind the City in any manner or thing whatsoever.

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

7. NO ASSIGNMENT OF WORK.

The Artwork and the other work and services required under this Agreement are personal and shall not be assigned, delegated, or transferred without the express, written approval of the City; provided, however, that this provision shall not prohibit the Artist from employing qualified personnel for work under the Artist's direct supervision regarding the fabrication and installation of the Artwork.

8. CITY INSPECTION

Upon reasonable prior notice to the Artist, the City and its officers, employees, and agents shall have the right to make reasonable inspections and reviews of the Artist's progress with respect to the design, fabrication and installation of the Artwork.

9. COPYRIGHT, RENDITIONS, RETAIL SALES AND REPRODUCTIONS.

a. Copyright. The Artist shall retain the copyright and all other similar rights in and to the Artwork; provided, however, that the City is hereby granted an irrevocable license to, without further approval from the Artist, graphically reproduce (through photography or otherwise) the image of the Artwork, including but not limited to, the Artwork proposal and all preliminary studies, models and maquettes thereof that have been delivered to and accepted by the City, and to authorize the City and other third parties to graphically reproduce (through photography or otherwise) any and all of the same, as are desired by the City, for municipal purposes (e.g., education, public information, etc.), provided that reproductions of any

preliminary studies, models and maquettes shall not be identified as or represented to be the finished Artwork.

b. Artwork Renditions. Except as described above in paragraph 9(a), the City shall not use drawings or renditions of the Artwork not created by the Artist in City publications without the prior approval of the Artist.

c. Retail Sales. The City agrees that they shall not reproduce images of the Artwork for retail sale, without the approval of the Artist.

d. Copyright Notice. On any Artist-approved reproduction, the Artist shall be acknowledged, using designations provided by the Artist, to be the creator of the original Artwork thereof, with appropriate copyright notice.

e. Prohibitions. The City is expressly prohibited from reproducing images of the Artwork through any medium, including illustration, to be used as an emblem or logo on documents or stationery without written agreement with and compensation to the Artist, to be separately negotiated.

f. Waiver of VARA Rights. The Artist hereby acknowledges the existence of his statutory moral rights as those rights to the Artwork are more particularly described in 17 USC 106A, and expressly, knowingly, and forever waives any and all such rights as to any and all applications in which either the attribution right or the integrity right may be implicated, whether such rights arise under 17 USC 106A or under U.S. federal or state law or under the laws of any other country that conveys rights of the same nature as those conveyed under 17 USC 106A, or any other type of moral right or droit moral.

g. Survivability. The rights granted by this section shall survive the expiration or earlier termination of this Agreement.

10. ARTWORK CHANGES PRIOR TO ACCEPTANCE.

a. Material and Non-Material Changes Requested by the Artist Prior to Acceptance. The Artist may request (in writing) changes to the design of the Artwork. If the proposed change does not materially alter the design of the Artwork, the request shall be made to and must be approved (in writing) by the City Manager and Project Manager. If the requested change would materially alter the design of the Artwork, the written request shall be made to the City, and the approval for such material change shall be reflected in a written amendment to this Agreement.

b. Material and Non-Material Changes Requested by the City prior to or after Acceptance. If the City requests that the Artist materially alter, revise or change the design, fabrication and/or installation of the Artwork at any time after written acceptance by the City of the Artist's complete drawings as described in Section 1(b), the Artist shall comply with such request subject to the City and the Artist negotiating and executing an amendment to this Agreement that describes such alterations, revisions and/or changes and any additional payment. The City may not request changes to the Artwork after written acceptance of the completed Artwork by the City, other than to have the Artist perform work and services necessary to comply with the warranties and representations in this Agreement, or as otherwise provided herein.

11. ALTERATIONS, MODIFICATIONS AND REMOVAL.

a. Except as provided herein, the City will not alter, modify, relocate, or remove the Artwork without written authorization from the Artist regarding the proposed alteration, modification, relocation and/or removal. Such authorization shall not be unreasonably withheld. For purposes of this Agreement, no alteration, modification and/or change of the Artwork that results from the passage of time or the inherent nature of the materials used in the Artwork shall constitute an alteration, modification and/or change for which the Artist may claim relief or any remedy from the City.

b. No alteration, modification and/or change of the Artwork that is the result of conservation or of its public presentation (including but not limited to lighting and placement) shall constitute an alteration, modification and/or change that is prejudicial to the Artist's honor or reputation for which the Artist may claim relief or any remedy from the City.

c. The City shall provide sixty (60) calendar days' written notification to the Artist of any proposed alteration, modification, relocation and/or removal of the Artwork, and shall consult with the Artist in planning and executing any such alteration, modification, relocation, and/or removal. In the event that the Artist and the City are unable to reach agreement regarding alteration, modification, relocation, and/or removal of the Artwork, the following terms and conditions shall apply:

i. The request for alteration, modification, relocation and/or removal shall first be submitted to and considered by a mutually-agreeable third party for a written decision regarding the proposed alteration, modification, relocation and/or removal.

ii. In the event the Artist and/or the City disagrees with the decision of the mutually-agreeable third party, that party(ies) may appeal to the City Council in writing within thirty (30) calendar days of the date of that decision.

iii. The City Council shall have the non-delegable duty to review and affirm, affirm with modifications, or deny the third-party decision. The decision of the City Council shall be final and shall not be appealable.

iv. If the Artist disagrees with the alteration, modification and/or relocation of the Artwork approved by the City Council, the Artwork will no longer be represented as the work of the Artist without the Artist's written permission.

d. The right of the Artist to approve in this section shall not apply in the event that the City reasonably determines that the Artwork is, could or will create a public hazard or harm or damage or injure any person or property, and the City further determines that the proposed alteration, modification, relocation and/or removal is reasonably necessary to eliminate or prevent said public hazard or harm or damage or injure any person or property.

12. MAINTENANCE, REPAIRS AND RESTORATIONS.

a. Maintenance. The City shall reasonably ensure that the Artwork is properly

maintained and protected, taking into account the recommendations of the Artist as stated in the maintenance criteria and instructions provided by the Artist under Section 1(e).

b. Repairs and Restorations. The City will make reasonable efforts to consult with the Artist on all repairs and restorations other than ordinary maintenance prior to carrying out such repairs and/or restoration. To the extent practical, the Artist shall be given the opportunity to accomplish such repairs and restorations in accordance with Section 11(c). If the City and the Artist cannot agree regarding repairs and/or restoration, the City may accomplish such repairs and restoration as it deems necessary but such work shall be performed by and/or in consultation with a professional conservator. In that event and upon receipt of a written request from the Artist, the City agrees to no longer represent the Artwork as that of the Artist.

13. RISK OF LOSS.

The Artist shall take such measures as are reasonably necessary to protect the Artwork from loss or damage until the Artist has completed installation of the Artwork at the project site. During the term of this Agreement, the Artist shall obtain and maintain property insurance to cover any loss of the Artwork materials paid for by the City, or agree to be responsible and to pay for the cost of any loss of such materials with the exception of acts of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

14. INDEMNIFICATION, DEFENSE AND HOLD HARMLESS.

a. The Artist shall indemnify, defend and hold the City and its directors, officers, elected officials, employees, agents and/or volunteers harmless from and against any and all claims, demands, liability, loss, cost, damage or expense of any nature whatsoever including all costs and attorneys' fees, made against the City and its directors, officers, elected officials, employees, agents and/or volunteers on account of injury, harm, death or damage to persons or property which is caused by, in whole or in part, the willfully tortuous, negligent acts, and/or negligent omissions of the Artist, any member thereof and/or their subcontractors in the performance of the work and services required under this Agreement.

b. The City shall indemnify, defend and hold the Artist harmless from and against any and all claims, demands, liability, loss, cost, damage or expense of any nature whatsoever including all costs and attorneys' fees, made against the Artist on account of injury, harm, death or damage to persons or property which is caused by, in whole or in part the willfully tortuous, negligent acts, and/or negligent omissions of City and its directors, officers, its elected officials, employees, agents and/or volunteers in its performance required under this Agreement.

c. In the event that more than one party is negligent, then each party's liability for indemnification of the other shall be limited to its contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the other, their directors, officers, its elected officials, employees, agents and/or volunteers.

e. Each party's indemnification obligations pursuant to this section shall include assuming potential liability for actions brought by that party's own employees and the employees of that party's agents, representatives, contractors, and subcontractors even though that party

might be immune under RCW Title 51 from direct suit brought by such employees. The obligations of each party under this section have been mutually negotiated by the parties hereto, and each acknowledges that the other parties would not enter into this Agreement without such waiver thereof. To the extent required to provide this indemnification and this indemnification only, each party waives its immunity under RCW Title 51 as provided in RCW 4.24.115.

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

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

15. INSURANCE.

a. Commercial Liability Insurance. On or before the date this Agreement is fully executed by the parties, the Artist shall provide the City with a certificate of insurance as proof of (1) commercial liability insurance with a minimum liability limit of $1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; $1,000,000 general aggregate and (2) a policy of business automobile liability, including coverage for owned, non-owned, leased or hired vehicles, with a minimum liability limit of $1,000,000 per occurrence/aggregate limit bodily injury. The certificate shall clearly state who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of this Agreement. The policy shall contain a clause that the insurer will not cancel or reduce in limits the insurance without first giving the City thirty (30) calendar days' prior written notice. The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide and admitted in the State of Washington.

b. City shall be named as Additional Insureds. The insurance policy required by Section 15(a) shall name the City and its directors, officers, elected officials, employees, agents, and volunteers as additional insureds, and shall have an additional insured endorsement that shall have the following language:

> "The City of Bainbridge Island, its directors, officers, elected officials, employees, agents and volunteers are an additional insured for all coverages provided by this policy and shall be fully and completely protected to the extent provided in said policy for any and every injury, death, damage and loss of any sort sustained by any person, organization or corporation in connection with any activity performed by virtue of the provisions of that Agreement between the City of Bainbridge Island and the Artist, entitled ARTWORK COMMISSION AGREEMENT (dated ___, 2023).
>
> The coverages provided by this policy to the City and any other named insured shall not be terminated, reduced or otherwise materially changed without providing at lease thirty (30) days' prior written notice to the City of Bainbridge Island."

Any change to the additional insured endorsement language must be approved in advance by the City.

c. Separability and Primary Coverage. The insurance policy required under Section 15(a) shall: (1) state that the coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits.

d. Industrial Insurance. The Artist shall comply with the provisions of RCW Title 51, Industrial Insurance. For the duration of this Agreement, the Artist shall provide or purchase industrial insurance coverage for its employees, as may be required of an "employer" as defined in RCW Title 51, and shall maintain full compliance with RCW Title 51.

e. Insurance provided by Contractors/Subcontractors. The Artist shall ensure that all contractors and subcontractors it utilizes for work/services required under this Agreement shall comply with all of the above insurance requirements.

f. Failure to Comply. Failure of the Artist to comply with any of the terms of the above insurance provisions shall be considered a material breach of this Agreement and shall be cause for immediate termination of this Agreement by the City.

16. ARTIST'S WARRANTIES.

a. Warranty Against Defects. The Artist warrants the Artwork against any faulty material or workmanship of the Artist and/or their subcontractors and, at the City's option, shall remedy and/or pay for any loss or damage resulting there from that occurs or appears within a period of up to three (3) years after the date the City accepts the Artwork. The City shall give written notice with reasonable promptness to the Artist regarding observed defects in the Artwork. Nothing contained herein nor any action whatsoever by the City shall constitute an acceptance of work not done in accordance with the provisions of this Agreement and/or relieve the Artist of liability or responsibility for faulty material or workmanship.

b. Warranty of Title. The Artist warrants and guarantees that, upon the City's acceptance of the Artwork from the Artist, the City shall acquire good title to the Artwork, and that the Artwork thereafter shall be free from any and all claims, liens, damages and charges by any person or entity, including but not limited to any employee, subcontractor or supplier.

c. Other Warranties. The Artist warrants that the Artwork is original to the Artist, that it does not violate any copyright or other rights of third parties, that it is one-of-a-kind and does not and shall not replicate other Artwork, and that the Artist has received copyright assignments to the Artist from any and all persons who have contributed copyrightable material to the Artwork.

d. Survival. All of this Section 16 shall survive termination or expiration of this Agreement.

17. ADDRESSES FOR NOTICES AND OTHER DELIVERABLES.

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

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

To the Artist: Shawn Parks
ADDRESS
Website:
Email:

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

The Artist shall notify the City of changes in the Artist's address and phone number. In the event that the Artist fails to notify the City, the Artist expressly waives any and all rights to notification under this Agreement and associated rights, including but not limited to rights and opportunities provided under Section 11.

18. COLLECTION MANAGEMENT.

The City reserves the right to manage its collection of art, including the Artwork, consistent with all of its applicable laws ordinances, and municipal policies, including but not limited to the Cultural Element section of the Comprehensive Plan and relevant sections of the Bainbridge Island Municipal Code.

19. COMPLIANCE WITH LAWS AND REGULATIONS.

a. General Requirement. The Artist agrees to perform the work and services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

b. Licenses, Permits and other Similar Authorizations. The Artist, at no expense to the City, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits, and similar legal authorizations, and comply with all requirements thereof.

c. Americans with Disabilities Act. The Artist shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and respective implementing regulations, in performing the Artist's obligations under this Agreement. If the Artist is providing services, programs, or activities to City employees or members of the public as part of this Agreement, the Artist shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA and/or RCW Chapter 49.60 and respective implementing regulations shall be a material breach of and grounds for the immediate termination of this Agreement.

20. NONDISCRIMINATION AND AFFIRMATIVE ACTION.

During the performance of this Agreement, the Artist shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin or the presence of any sensory,

mental or physical handicap, unless based upon a bona fide occupational qualification. The Artist will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, marital status, sexual orientation, political ideology, national origin or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. NO CONFLICT OF INTEREST.

The Artist confirms that the Artist does not have a business interest or close family relationship with any City employee who was, is, or will be involved in the Artist's selection or the negotiation, drafting signing, administration, and/or performance of the Agreement. As used in this section, the term "close family relationship" refers to the following: spouse or domestic partner; any dependent parent, parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City employee described above.

22. BINDING EFFECT.

The provisions, terms, covenants and conditions in this Agreement shall apply to and bind the parties, and their legal heirs, representatives, successors, and assigns.

23. GOVERNING LAW AND VENUE.

This Agreement shall be governed by, construed and interpreted in accordance with, the laws of the State of Washington. The venue of any action brought hereunder shall be in the Superior Court for Kitsap County.

24. REMEDIES CUMULATIVE.

The rights of the parties under this Agreement are cumulative. The failure of a party to exercise on any occasion any right hereunder shall not operate to forfeit such right on another occasion. The use of one remedy by a party shall not be taken to exclude or waive the right by that party to use another remedy.

25. NO WAIVER.

No waiver of full performance by any party hereto shall be construed or operate as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Artist shall not be deemed a waiver of any right or the acceptance of defective performance.

26. SEVERABILITY.

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

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

27. DISPUTES.

Any disputes concerning the Artist's performance of this Agreement that are not disposed of by agreement between the Artist and the City's Project Manager, shall be referred to the City Manager or designee and the Artist or the Artist's designated representative. If such persons do not agree upon a decision within a reasonable period of time, and except as provided in Subsection 11(c), the parties may pursue other legal means to resolve such disputes.

28. TERMINATION.

a. For Cause. Either the City or the Artist may terminate this Agreement in the event the other fails to perform its obligations as described in this Agreement, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided in writing to the other party.

b. For Reasons Beyond the Control of the Parties. Either the City or the Artist may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to acts of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control, or for lack of continuing appropriations.

c. Notice. Notice of termination under this section shall be given by the party in writing terminating this Agreement to the other party not less than ten (10) working days prior to the effective date of termination.

d. Payments Due in the Event of Termination. In the event this Agreement is terminated by the City due to the Artist's failure to perform its obligations as described in this Agreement, the Artist shall immediately refund to the City the full amount paid to the Artist, less the reasonable value of any property that is transferred to the City on termination. In the event this Agreement is terminated by reason of the City's failure to perform its obligations as described in this Agreement, the Artist shall be paid in accordance with the Schedule of Payment attached to this Agreement. In the event this Agreement is terminated for reasons beyond the control of the Parties, all finished or unfinished material or work of the Artist pursuant to this Agreement shall be transferred to the City, and the Artist shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination.

29. DRAFTING OF THIS AGREEMENT.

All parties have participated in the drafting of this Agreement. As such, it is agreed by the parties that the general contract rule of law that ambiguities in the contract language shall be construed against the drafter of a contract shall have no application to any legal proceeding, arbitration and/or action in which this Agreement and its terms and conditions are being interpreted and/or enforced.

30. INTEGRATION AND SUPERSESSION.

This Agreement sets forth all of the terms, conditions, and agreements of the parties relative to the subject matter hereof and supersedes any and all such former agreements which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or agreements with respect thereto except as herein provided, and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement by having their signatures affixed below:

CITY OF BAINBRIDGE ISLAND	**ARTIST**
By: _____	By:_____
Blair King, City Manager	**NAME**
	WA State UBI: _____
	City Business License: _____

ATTACHMENT 1

Artwork Specifications and Project Sketch

Description of Artwork:

Proposal to be attached

ATTACHMENT 2

Artwork Catalog Sheet

INSERT IMAGE HERE

Artist:
Address:
Phone:
E-Mail:
Nationality:
Birth date:

Accession Number:
Classification:
Medium/Technique:
Date of Installation:
COBI Contract Number:
Contract Amount: $

Title of Work:
Project Site/Address:
Fabrication Artist(s):
Address:
Phone:
Email:

Insurance Value/Date:

Dimensions
Height:
Width:
Depth:
Circumference:
Approximate Weight:

Location of Signature:

Artist(s) Credit Line Text:

Funding or Acquisition Source(s):

Selection Process:

Exhibition and Publication History:

ATTACHMENT 3

Artwork Maintenance Sheet

1. **Artist:**
2. **Title of Work:**
3. **Media or Material:**
4. **Specific materials used in the execution of the piece including brand names:**
5. **Material thickness or gauge:**
6. **Welding or jointing method:**
7. **Welding rod alloy or joint material:**
8. **Casting alloy, ax body, glass or fiber type:**
9. **Technique or construction method. Attach fabrication drawings:**
10. **Material finish:**
11. **Foundation/installation structure:**
12. **Yearly maintenance and care of artwork. Include cleaning agent and procedure:**
13. **Additional maintenance notes:**

ATTACHMENT 4

Artist Public Report

1. **Project Description:**

2. **Impact of artwork in the community:**

3. **Describe any challenges encountered:**

4. **Evaluation of artwork outcomes:**

ATTACHMENT 5

Artist Payment Schedule

The Artist shall be paid in accordance with the following payment schedule:

1. First Payment. The Artist shall receive a first payment of $35,401 for completion and delivery, and acceptance by the City Project Manager, of a work schedule with anticipated fabrication and installation timeline coordinated with City staff.

2. Second Payment. The Artist shall receive a second payment of $35,401 upon delivery and written acceptance by the Project Manager of a receipt or purchase order in an amount equal to or greater than $70,802 for materials acquired for the project.

3. Third Payment. The Artist shall receive a third payment of $35,401 upon delivery and written acceptance by the Project Manager of satisfactory evidence that the Artist has completed approximately ninety percent (90%) of the Artwork.

4. Final Payment. The Artist shall receive a final payment of $35,401 plus any approved contingencies within the approved budget upon completion, delivery and acceptance by the Project Manager of the items specified in Section 1 of this Agreement, and transfer of title or delivery of bill of sale to the City.

ATTACHMENT 6

Artist will provide and address schedule of all deliverables, fabrication and other contract requirements

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:50 PM) Review Recommended Artwork for Something New VI, 2023-24 Rotation - Executive,

SUMMARY: Council will review the artwork recommended by the Public Art Committee selection jury for the next rotation of "Something New." The "Something New" project was first approved in 2017, with three new artworks installed annually in the downtown area. In 2021, the program expanded to five sites.

PAC recommends the installation of five new pieces, to be installed in July or August and displayed for one year.

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

RECOMMENDED MOTION: I move to accept the recommended artwork for the Something New 2023-2024 rotation and direct the City Manager to prepare and execute necessary agreements and installation plans.

COMMUNITY ENGAGEMENT AND OUTREACH: Outreach for Call for Art via CaFe, AHB website and City media channels.

FISCAL IMPACT:	
Amount:	$26,000 for total program cost, $2,000 to each artist for display
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: In 2017, the Public Art Committee (PAC), a subcommittee of the Arts and Humanities Bainbridge (AHB) Board, presented the City Council with a proposal for a new public art project titled “Something New.” Since that time, the City has installed five permanent plinths (bases) in the downtown Winslow area which are used to display artwork from various artists on a one-year rotation schedule. In 2022, the display payment to the artists was increased from $1,000 to $2,000.

The recruitment and selection of artists is the responsibility of AHB, with assistance from PAC. Using a jury process, PAC solicited for and selected artwork pieces, which have been installed annually. Project management for construction and installation of the bases for the artwork is the responsibility of staff in the Public Works Department.

The artwork that is part of Something New is located on the south side of Winslow Way at Ericksen, two in Waterfront Park, at City Hall, and at the terminus of Madison Avenue.

PAC has selected the following five artwork pieces for 2023. They will be installed in the summer of 2023. The locations will be finalized by PAC and City staff in coming weeks.

Strawberry (stainless steel and synthetic) by Charles Fitzgerald

Aeon 2021 (wood and metal) by Bruce and Shannon Andersen

Leaf Spiral (Steel and stainless steel) by Ken McCall

Abstract Woman (painted steel) by Edward McCarthy

Unam (Stainless steel) by Ken McCall

ATTACHMENTS:

Something New VI Artwork for CC 06272023

FISCAL DETAILS:

Fund Name(s):

Coding:

Something New VI Selections

arts & humanities bainbridge

Location #1 (T & C)

Strawberry by Charles Fitzgerald

This “pop art” sculpture of a strawberry on a fork is intended to honor and represent the berry industry in the northwest. For decades areas surrounding the Seattle area have been known for their berry growing. Years ago berries were shipped across the country in ice packed box cars. The popularity of berries continues today in many local farms. The knife and fork are made of 3/8 inch thick stainless steel and the berry is made of synthetic material (polyurea). The piece is resistant to damage caused by weather and humans. The piece stands 6 feet tall and weighs approximately 180 pounds. The base can be secured by tack welds or bolts.



Location #2 (Doc's)

Aeon 2021 by Bruce & Shannon Andersen

The sculptures we are proposing to install is approximately 72" high by 32" wide and 12" deep. The base of the piece is 28" W x 14" D and can be installed on any footing that can accommodate these dimensions or greater (no preference). The approximate weight of the artwork is 200 lbs. The purchase price of the sculpture is 3,500.00.





Location #2 (Doc's)

Aeon 2021 by Bruce & Shannon Andersen





Location #3 (City Hall)

Leaf Spiral by Ken McCall

6’ x 2’ x 8” Steel and stainless steel Leaf Spiral is inspired by the autumn leaves swirling down from the many trees in my hometown of Boise, ID. It has been selected as temporary public art in Ketchum, ID, in Redmond, OR for their Art Around the Clock program, in Napa, CA’s temporary art program, and is currently part of the outdoor sculpture exhibition at the Newport Beach Civic Center Park.



Leaf Spiral
Steel and stainless steel
7’ x 2’ x 2’
Artwork for Sale: Yes
$30,000.00
2015
Sculpture
Art in Public Places: No
Leaf Spiral is inspired by the autumn leaves swirling down from the many trees in my hometown of Boise, ID. It has been selected as temporary public art in Ketchum, ID, in Redmond, OR, Napa, CA and Newport Beach, CA.



Leaf Spiral
Steel and stainless stell
7’ x 2’ x 2’
Artwork for Sale: Yes
$10,000.00
1998
Sculpture
Art in Public Places: No
Initially independent work in studio. Temporary public art in Ketchum, ID in 2015, Redmond,OR in July 2016, and is currently part the temporary art collection in Napa, CA

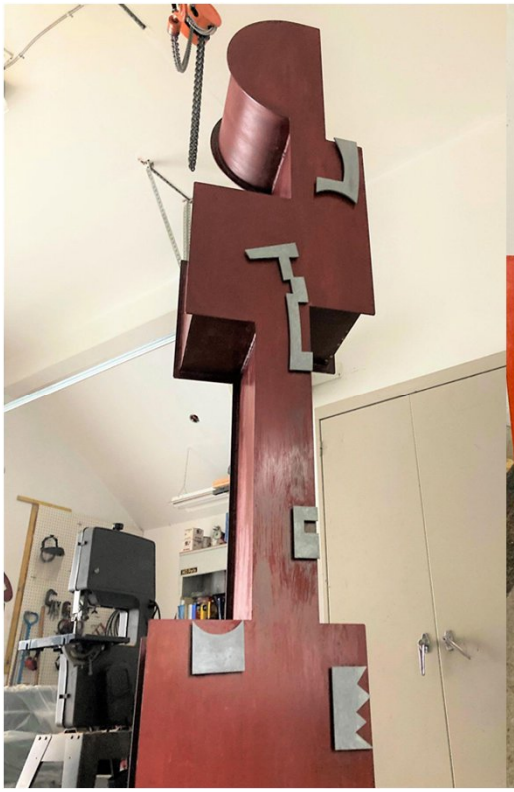
Location #4 (waterfront)

Abstract Woman by Edward J McCarthy

Abstract Woman is a piece from a study of the female form that I conducted. The simple form of Abstract Woman #1 highlights strength and resilience. The sculpture's red patina portrays vibrance. Raised markings arranged on the front and back sides of the sculpture represent individuality.

Dimensions:
104"Hx18"Wx12"D







Location #5 (waterfront)

Unam by Ken McCall

6’ x 24” x 18”
Stainless steel
Independent studio work Currently in Lake Oswego’s Gallery Without Walls temporary art exhibit, Unam, Latin for “one”, represents the deep connections within humanity.



Unam
Stainless steel
6’ x 24" x 18"
Artwork for Sale: Yes
$30,000.00
2021
Sculpture
Art in Public Places: No
Currently in Lake Oswego’s Gallery Without Walls temporary art exhibit, Unam, Latin for “one”, represents the deep connections within humanity.



Unam
Stainless steel
6’ x 24" x 18"
Artwork for Sale: Yes
$30,000.00
2021
Sculpture
Art in Public Places: No
Currently in Lake Oswego’s Gallery Without Walls temporary art exhibit, Unam, Latin for “one”, represents the deep connections within humanity.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 27, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:05 PM) Appoint Deputy Mayor for a Term Commencing July 1, 2023 and Ending on December 31, 2023,

SUMMARY: The City Council will appoint a Deputy Mayor for a term commencing July 1, 2023 and ending December 31, 2023.

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

RECOMMENDED MOTION: I move to appoint _____ as Deputy Mayor for a term commencing July 1, 2023 and ending December 31, 2023.

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: June 27, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Request for Regular Agenda Item to Discuss Checkpoints and Deadline for Groundwater Management Plan (GWMP) - Councilmember Hytopoulos,

SUMMARY: Council will discuss the proposal from Councilmember Hytopoulos to place a discussion of checkpoints and a deadline for the Groundwater Management Plan 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:

Request for Council Discussion on Setting Deadline and Check Ins On GWMP HYTOPOULOS.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

Request for discussion item (Council Member Hytopoulos):
PROPOSAL FOR REGULAR AGENDA ITEM, CHECKPOINTS AND DEADLINE FOR GROUNDWATER MANAGEMENT PLAN (GWMP)

June 16, 2023

As the community considers options in the Comprehensive Plan and Winslow Subarea Plan updates, one of the most critical contextual factors will be the sustainability of our water resources – both for human consumption and use, and for the continued viability of surface water functions. The Groundwater Management Plan (GWMP) must be completed and adopted before we begin the process of evaluating options if we are to make fully informed decisions. It's also critical that the council and the community have confidence in the process leading up to the development of the GWMP.

Given the increasing urgency to have a plan in place, I am proposing that the council identify, with the assistance of the city manager and staff, a deadline for the completion of the GWMP (including any review, revisions and final adoption) no later than the fourth quarter of this year. To ensure that there is full transparency and accountability surrounding the process, I am proposing the council request a monthly agenda item on the status of the GWMP. And to ensure council involvement in any policy decisions inherent in the development of the plan (e.g. assumptions used in modeling), I am proposing that the council work with the city manager and staff to identify checkpoints for council feedback.

BACKGROUND:

A critical goal of our comprehensive plan is the responsible stewardship of our water resources. The comp plan's second guiding principle, printed on all of our meeting agendas, is directed at that goal:

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.

As "the Island's finite groundwater resources [aquifers] are the sole source of our residents' water supply and are critical perennial sources for our surface waters and the ecosystems they support" we are directed to:

- *Consider the impacts of future development to the quality and quantity of water*
- *Maintain sustainable groundwater withdrawal*
- *Anticipate and prepare for the consequences of climate change on our aquatic resources*
- *Create a Bainbridge Island surface and groundwater management plan*

The city has commissioned multiple studies of our water resources over the years, but has yet to translate that data into a tool that can be used to inform our decisions regarding the amount, location and type of future development that the Island can sustain, as well as any mitigation measures we may already need to take with regard to current development. The Groundwater Management Plan is expected to be that tool.

The original target date for the completion of the plan was 2022. Unfortunately, between the Covid Pandemic and loss of our hydrologist last year, the project has seen significant delays. We are now beginning major long term planning processes that will include consideration of whether, and by how much, to up-zone certain areas of the Island to accommodate projected population growth. An sound understanding of the carrying capacity of our groundwater resources will be essential to that analysis.