



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JULY 11, 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 - 6:55 PM**

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

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

- 4.B **Approve Accounts Payable and Payroll**  
Council Report PR 7-5-23.pdf  
AP Report to Council of Cash Disbursements 07-12-23.pdf
- 4.C **Approve City Council Meeting Minutes**  
Special City Council Meeting Minutes, June 20, 2023.pdf  
City Council Study Session Minutes, June 20, 2023.pdf  
Special City Council Meeting - Executive Session Minutes, June 27, 2023.pdf  
Regular City Council Business Meeting Minutes, June 27, 2023.pdf
- 4.D **Authorize the City Manager to Execute the Construction Contract with Tree Cycle, LLC, dba Seattle Tree Care, for the Shade Covenant Tree Project (\$288,834.00 – General Fund) - Public Works,**  
SWR\_Shade\_Covenant\_Tree\_Project\_Treecycle.docx  
Shade Covenant Work Plan for CC 04252023.docx
- 4.E **Authorize the City Manager to Execute a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage Project - (\$299,295.35 SSWM) - Public Works**  
PSA Springbrook Fish Passage Parametrix.pdf  
Attachment B - Budget.pdf  
Attachment B - Fee Schedule.pdf  
Attachment C - 60% and 100% Design Fees.pdf
- 4.F **Adopt Resolution No. 2023-01 Establishing a Naming Policy for Municipally Owned Property and Property Naming and Authorizing the Adoption of a Policy on Public Property Names and Name Changes - Executive, 5 Minutes**  
Presentation - Res 2023-01 Naming Policy for CC 07112023  
Res 2023-01 Establishing a Naming Policy for Municipally Owned Property.docx

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

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

7. **REGULAR BUSINESS**

- 7.A **(7:15 PM) Authorize the City Manager to Proceed with the Final Design for the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project - Public Works, 30 Minutes**  
Eagle Harbor\_Wyatt\_NonMotorized Prelim Design Alt D&E\_071123.pdf
- 7.B **(7:45 PM) Consider Criteria and Process for the Lodging Tax Advisory Committee Awards for 2024 - Executive, 15 Minutes**  
MRSC - Lodging Tax Explanatory Materials accessed 06302023.  
Presentation - LTAC - for 2024 award cycle  
2023\_LTAC\_RFP\_for 2024 DRAFT  
COBI LTAC Funding Application Form for 2024
- 7.C **(8:00 PM) Endorse Request from the Bainbridge Island Japanese American Exclusion Memorial Association for Funding from Kitsap Public Facilities District ("KPF") to Extend Water Service to**

8. ADJOURNMENT - 8:10 PM

**GUIDING PRINCIPLES**

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



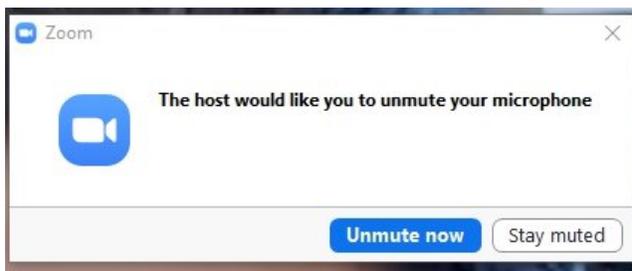
CITY OF  
BAINBRIDGE ISLAND

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](mailto: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:** July 11, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report PR 7-5-23.pdf](#)

[AP Report to Council of Cash Disbursements 07-12-23.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# PAYROLL

## PAYROLL CHECK RUN: 7 - 05 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	7/5/2023	57807-57946	Regular check run (Direct Dep)	381,218.68
Normal	7/5/2023	110182	Regular check run (Paper Checks)	2,900.21
Vendor	7/5/2023	110183-110195	Vendor check run (Paper Checks)	436,723.54
EFTPS	7/5/2023		Federal Tax Electronic Transfer	144,239.23
			<b>TOTAL:</b>	<b>965,081.66</b>

Prepared and Reviewed by:   
Ruth Schroeder, Payroll Specialist

Date 7/5/2023

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 07/05/2023  
Billie Kinley, Budget Manager



CITY OF  
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 26, 2023 - July 10, 2023  
CITY COUNCIL: June 27, 2023 - July 11, 2023

Last check from previous run: 360335 dated 06/28/2023 issued to WA ST DEPT of L&I for \$161.65  
Last ACH from previous run: 2406 dated 06/28/2023 issued to Westbay Auto Parts for \$915.87

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	06/26/2023	2407	EX/Brody, Mark/Something new art 3rd installment	300.00
ACH/EFT	06/26/2023	2408	POL/Day Management Corp/Radar calibration	1,793.61
ACH/EFT	06/26/2023	2409	EX/The Lesser-Known Players/2023-2023 cultural funding	4,610.00
ACH/EFT	06/26/2023	2410	EX/Peacock Family Services/2023-2024 Human services funding	10,000.00
ACH/EFT	06/26/2023	2411	ENG/Perteet Inc/PH I - Preliminary Design Eagle Harbor	75,849.95
ACH/EFT	06/28/2023	2412	WA State DOL/Firearm permits - Jun. 2023	165.00
ACH/EFT	07/05/2023	2413	ENG/Empire Well Drilling/Sands Ave well rehab design	217,817.60
ACH/EFT	07/05/2023	2414	PW/Island Hands/Janitorial Services	16,811.00
Manual	06/23/2023	360336	POL,EOC/AT&T/Wireless charges	3,655.05
Manual	06/23/2023	360337	EX/BI Downtown Assoc/2023 banner agreement	100.00
Manual	06/23/2023	360338	EX/Juneau, Mike/2023 banner agreement	250.00
Manual	06/23/2023	360339	Puget Sound Energy/515 Ferncliff Ave, Rockaway Interite PRV	31.16
Manual	06/23/2023	360340	ENG/Verizon/Modems for automated flow stations	78.66
Manual	07/03/2023	360341	CenturyLink/Weaver PRV water telemetry	58.43
Manual	07/03/2023	360342	Puget Sound Energy/194 Winslow Way W	21.72

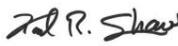
<b>Total Manual Checks and Electronic Disbursements</b>	<b>331,542.18</b>
---------------------------------------------------------	-------------------

Regular Run Checks	07/12/2023	360343-360394	<b>Total Regular Check Run</b>	<b>97,416.19</b>
Regular Run ACH	07/12/2023	2415-2453	<b>Total Regular ACH Run</b>	<b>896,393.73</b>
			<b>Total Disbursements</b>	<b>1,325,352.10</b>

Retainage Release	06/23/2023	218	Granite Construction/2022 Annual Roads	24,698.88
Retainage Release	07/03/2023	219	Seton Construction/Pritchard Park Outfall	7,047.42

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.

  
Carrie Freitas, Interim Accounting Manager

7/6/2023

Date

JK



06/23/2023 08:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 628	111100	CASH-RETAINAGE	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
<b>INVOICE DTL DESC</b>								
218	06/23/2023	PRTD	7570 GRANITE CONSTRUCTION	264209	RETREL-01206	06/22/2023	RT062223	24,698.88
	Invoice: RETREL-01206					RET REL 2022 ANNUAL ROADS		
				24,698.88	41628860 586000	RETAINAGE RELEASE		
						CHECK	218 TOTAL:	24,698.88
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	24,698.88
						COUNT	AMOUNT	
					TOTAL PRINTED CHECKS	1	24,698.88	
							*** GRAND TOTAL ***	24,698.88

06/23/2023 08:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT	
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2023 6 233										
APP 622-213000	06/23/2023	RT062223	062323			ACCOUNTS PAYABLE		24,698.88		
						AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100	06/23/2023	RT062223	062323			CASH-RETAINAGE			24,698.88	
						AP CASH DISBURSEMENTS JOURNAL				
							JOURNAL 2023/06/233	TOTAL	24,698.88	24,698.88

06/23/2023 08:19  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND 622-213000 628-111100	2023 6	233	06/23/2023	ACCOUNTS PAYABLE CASH-RETAINAGE	24,698.88	24,698.88
				FUND TOTAL	24,698.88	24,698.88

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

JK



07/03/2023 10:26  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 628	111100	CASH-RETAINAGE	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME						
<hr/>									
219	07/03/2023	PRTD	1488 SETON CONSTRUCTION I	264436	RETREL-01120	06/29/2023	RT070323	7,047.42	
Invoice: RETREL-01120				7,047.42	41628860 586000	RET REL PRITCHARD PARK OUTFALL			
						RETAINAGE RELEASE			
							CHECK	219 TOTAL:	7,047.42
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		7,047.42	
					COUNT	AMOUNT			
					TOTAL PRINTED CHECKS	1	7,047.42		
							*** GRAND TOTAL ***	7,047.42	

07/03/2023 10:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 7 5									
APP 622-213000	07/03/2023	RT070323	070323			ACCOUNTS PAYABLE		7,047.42	
						AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100	07/03/2023	RT070323	070323			CASH-RETAINAGE			7,047.42
						AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2023/07/5	TOTAL	7,047.42	7,047.42

07/03/2023 10:26  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND 622-213000 628-111100	2023 7	5	07/03/2023	ACCOUNTS PAYABLE CASH-RETAINAGE	7,047.42	7,047.42
				FUND TOTAL	7,047.42	7,047.42

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



06/23/2023 09:16  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 6 236									
APP 001-213000	06/26/2023	M062323	062323			GENERAL - ACCOUNTS PAYABLE		16,703.61	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/26/2023	M062323	062323			CASH			92,553.56
						AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000	06/26/2023	M062323	062323			ACCOUNTS PAYABLE		75,849.95	
						AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		92,553.56	92,553.56
APP 631-130000	06/26/2023	M062323	062323			DUE TO/FROM CLEARING		92,553.56	
APP 001-130000	06/26/2023	M062323	062323			GENERAL - DUE TO/FROM CLEARING			16,703.61
APP 301-130000	06/26/2023	M062323	062323			DUE TO/FROM CLEARING			75,849.95
						SYSTEM GENERATED ENTRIES TOTAL		92,553.56	92,553.56
						JOURNAL 2023/06/236 TOTAL		185,107.12	185,107.12

06/23/2023 09:16  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 6	236	06/26/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	16,703.61	16,703.61
				FUND TOTAL	16,703.61	16,703.61
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 6	236	06/26/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	75,849.95	75,849.95
				FUND TOTAL	75,849.95	75,849.95
631 CLEARING FUND 631-130000 635-111100	2023 6	236	06/26/2023	DUE TO/FROM CLEARING CASH	92,553.56	92,553.56
				FUND TOTAL	92,553.56	92,553.56

06/23/2023 09:16  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		16,703.61
301	CAPITAL CONSTRUCTION FUND		75,849.95
631	CLEARING FUND	92,553.56	
	TOTAL	92,553.56	92,553.56

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

JK



06/28/2023 10:16  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>									
2412	06/28/2023	MANL	969 DEPARTMENT OF LICENS	264249	JUN23FA	06/27/2023		FAJUN23	165.00
	Invoice: JUN23FA								
				165.00	41654860 586000				
								CPL GUN PERMIT-STATE SHARE OUT	
								CHECK 2412 TOTAL:	165.00
								NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL *** 165.00
								COUNT	AMOUNT
								TOTAL MANUAL CHECKS	1 165.00
								*** GRAND TOTAL ***	165.00

06/28/2023 10:16  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 6 285									
APP 650-213000	06/28/2023	FAJUN23	062823			ACCOUNTS PAYABLE		165.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/28/2023	FAJUN23	062823			CASH			165.00
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								165.00	165.00
APP 631-130000	06/28/2023	FAJUN23	062823			DUE TO/FROM CLEARING		165.00	
APP 650-130000	06/28/2023	FAJUN23	062823			DUE TO/FROM CLEARING			165.00
SYSTEM GENERATED ENTRIES TOTAL								165.00	165.00
JOURNAL 2023/06/285 TOTAL								330.00	330.00

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2023 6	285	06/28/2023	DUE TO/FROM CLEARING CASH	165.00	165.00
				FUND TOTAL	165.00	165.00
650 AGENCY FUND 650-130000 650-213000	2023 6	285	06/28/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	165.00	165.00
				FUND TOTAL	165.00	165.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	165.00	
650	AGENCY FUND		165.00
TOTAL		165.00	165.00

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CITY OF BAINBRIDGE ISLAND  
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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>									
2413	07/05/2023	EFT	10231 EMPIRE WELL DRILLING	264251	PAYREQ1-01183	06/27/2023		M070323	217,817.60
Invoice: PAYREQ1-01183									
				217,817.60	72413434 66300001183	ENG/SANDS AVE WELL REHAB DESIGN AN			
						SANDS AVE WELL REHAB-CONSTR			
						CHECK		2413 TOTAL:	217,817.60
2414	07/05/2023	EFT	8646 ISLAND HANDS	264317	2028	06/26/2023		M070323	16,811.00
Invoice: 2028									
				16,306.67	73011183 54110000269	PW/2023-2024 JANITORIAL SERVICES			
				504.33	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
						JANITORIAL CONTRACT-PRO SVCS			
						CHECK		2414 TOTAL:	16,811.00
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	234,628.60
						COUNT		AMOUNT	
						TOTAL EFT'S	2	234,628.60	
								*** GRAND TOTAL ***	234,628.60

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	7	4									
APP	401-213000		07/05/2023	M070323	070323			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		217,817.60	
APP	635-111100		07/05/2023	M070323	070323			CASH AP CASH DISBURSEMENTS JOURNAL			234,628.60
APP	001-213000		07/05/2023	M070323	070323			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,306.67	
APP	402-213000		07/05/2023	M070323	070323			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		504.33	
GENERAL LEDGER TOTAL										234,628.60	234,628.60
APP	631-130000		07/05/2023	M070323	070323			DUE TO/FROM CLEARING		234,628.60	
APP	401-130000		07/05/2023	M070323	070323			DUE TO/FROM CLEARING			217,817.60
APP	001-130000		07/05/2023	M070323	070323			GENERAL - DUE TO/FROM CLEARING			16,306.67
APP	402-130000		07/05/2023	M070323	070323			DUE TO/FROM CLEARING			504.33
SYSTEM GENERATED ENTRIES TOTAL										234,628.60	234,628.60
JOURNAL 2023/07/4 TOTAL										469,257.20	469,257.20

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	4	07/05/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	16,306.67	16,306.67
				FUND TOTAL	16,306.67	16,306.67
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	4	07/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	217,817.60	217,817.60
				FUND TOTAL	217,817.60	217,817.60
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	4	07/05/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	504.33	504.33
				FUND TOTAL	504.33	504.33
631 CLEARING FUND 631-130000 635-111100	2023 7	4	07/05/2023	DUE TO/FROM CLEARING CASH	234,628.60	234,628.60
				FUND TOTAL	234,628.60	234,628.60

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		16,306.67
401	WATER OPERATING FUND		217,817.60
402	SEWER OPERATING FUND		504.33
631	CLEARING FUND	234,628.60	
	TOTAL	234,628.60	234,628.60

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: 537161				57.81	73011183 531100					PW/STAPLE BLK, COAXL, MOUNTING TAPE, BRASS ROD O&M-C/E-CH FAC-SUPPLIES
Invoice: 537221				264313	537221	06/26/2023		07/09/23	161.55	PW/GARDEN HND CULTIVTR, HOE RED SCUFFLE O&M-C/E-PARKS-SUPPLIES
Invoice: 537251				264314	537251	06/26/2023		07/09/23	104.97	PW/HARRIS VINEGAR 30% GAL, HARDWARE O&M-STD ALLOCATION-SUPPLIES
Invoice: 537281				264315	537281	06/26/2023		07/09/23	16.36	PW/VINEGAR WHITE DIST, DAWN ULTRA DSH SOAP O&M-C/E-PARKS-SUPPLIES
Invoice: 53337301				264318	53337301	06/26/2023		07/09/23	89.42	PW/TARP POLY BLUE, ROPE, BUNGEE CORD BLK OFFICE SUPPLIES
Invoice: 537311				264319	537311	06/27/2023		07/09/23	75.33	PW/PICK MATTOCK FG, CUTTER MATTOCK FG O&M-C/E-PARKS-SUPPLIES
Invoice: 537321				264320	537321	06/27/2023		07/09/23	106.97	PW/TILLER STEEL, HOE RED SCUFFLE O&M-C/E-PARKS-SUPPLIES
Invoice: 537721				264484	537721	07/03/2023		07/09/23	86.24	PW/LONG HANDLED NET O&M-WWTP-SUPPLIES
								CHECK 2416 TOTAL:	1,178.69	
2417 07/12/2023 EFT			7726 AIR MANAGEMENT SOLUT	264352	0001142986	06/28/2023		07/09/23	3,567.59	PW/HVAC REPAIR POL DEPARTMENT
Invoice: 0001142986				3,567.59	73011215 54810000707			PD HVAC-REPAIRS		
								CHECK 2417 TOTAL:	3,567.59	
2418 07/12/2023 EFT			8672 ALLSTREAM	264453	19635477	07/01/2023		07/09/23	787.28	FIN/CITY WIDE PHONE SERVICES
Invoice: 19635477				787.28	71637891 542100			PW - ALLOC COMMUNICATION		
								CHECK 2418 TOTAL:	787.28	
2419 07/12/2023 EFT			7821 ARAMARK	264353	5120261961	06/15/2023		07/09/23	53.09	PW/COVERALL COTTON, COVERALL FR
Invoice: 5120261961				53.09	73638893 589310			LAUNDRY SERVICES		

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CASH ACCOUNT: 635		111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
										INVOICE DTL	DESC		
Invoice: 5120266513				264354	5120266513	06/22/2023		07/09/23	53.09				
				53.09	73638893 589310	PW/COVERALL COTTON, COVERALL FR LAUNDRY SERVICES							
Invoice: 5120270870				264355	5120270870	06/29/2023		07/09/23	53.09				
				53.09	73638893 589310	PW/COVERALL COTTON, COVERALL FR LAUNDRY SERVICES							
								CHECK	2419	TOTAL:		159.27	
2420	07/12/2023	EFT	2138 ASPECT CONSULTING LL	264207	52021	06/21/2023		07/09/23	1,407.50				
			Invoice: 52021	1,407.50	72011494 54110001198	ENG/2022 GROUNDWATER MODEL UPDATE GWMP-PROF SVCS							
Invoice: 52038				264292	52038	06/21/2023		07/09/23	2,382.00				
				2,382.00	72655860 58600000370	ENG/THIRD PARTY REVIEW BLD27496 HIDDEN COVE RESID GEO TECCH-3RD PARTY REVIEWS							
								CHECK	2420	TOTAL:		3,789.50	
2421	07/12/2023	EFT	4365 AUTOMATIC FUNDS TRAN	264356	127469	06/16/2023		07/09/23	1,840.50				
			Invoice: 127469	1,840.50	73637892 541100	PW/CONSUMER CONFIDENCE REPORT 2023 O&M-ALLOC-WTR-PROF SVCS							
Invoice: BAIN2306028				264487	BAIN2306028	06/30/2023		07/09/23	201.34				
				195.40	41011141 541100	FIN/B&O JUNE 2023 FIN-GF-PROF SVCS							
				5.94	41011141 542500	FIN-GFE-POSTAGE/SHIPPING							
								CHECK	2421	TOTAL:		2,041.84	
2422	07/12/2023	EFT	55 SOUND PUBLISHING, IN	264196	BIR977655	06/02/2023		07/09/23	65.45				
			Invoice: BIR977655	65.45	11011113 544000	CC/ORDINANCE NO 2023-13 PUBLIC ART DONATIONS COUNCIL - LEGAL NOTICES							
Invoice: BIR977657				264197	BIR977657	06/02/2023		07/09/23	62.33				
				62.33	11011113 544000	CC/ORDINANCE NO 2023-16 UTILITY FEE INCREASE COUNCIL - LEGAL NOTICES							
Invoice: BIR978096				264224	BIR978096	06/09/2023		07/09/23	305.43				
				305.43	73011593 54400000998	PW/SHADE COVENANT TREE PROJECT ADVERTISEMENT SHADE COVENANT-ADV							
								CHECK	2422	TOTAL:		433.21	
2423	07/12/2023	EFT	5412 BENEFIT ADMINISTRATI	264406	06/23/2023	06/23/2023		07/09/23	408.01				
			Invoice: 06/23/2023	26.03	21011125 520000	HSA/FSA RECONCILIATION 2021-2022 COURT-BENEFITS							

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
				69.44	31011131 520000					EX-GF-BEN
				52.10	41011141 520000					FIN-GF-BEN
				8.69	51011211 520000					PD-C/E ADMIN-BENEFITS
				34.72	61011581 520000					PCD - C/E ADMIN BENEFITS
				104.16	71011321 520000					PW - C/E BENEFITS
				112.87	81011881 520000					IT - C/E ADMIN BENEFITS
								CHECK 2423 TOTAL:		408.01
2424	07/12/2023 EFT		360 BUILDERS FIRSTSOURCE	264316	87453225	06/15/2023		07/09/23		17.72
	Invoice: 87453225									PW/CEILING HOOK, HOOK SNAP GALV, ROPE POLYPROPLN
				17.72	73011897 531100					O&M-C/E-PWY FAC-SUPPLIES
								CHECK 2424 TOTAL:		17.72
2425	07/12/2023 EFT		8491 ROSSMAN ENTERPRISESE	264208	1104697-0	05/15/2023		07/09/23		51.32
	Invoice: 1104697-0									CRT/SEAL OF THE MUNICIPAL COURT STAMP
				51.32	21011125 531100					COURT-SUPPLIES
								CHECK 2425 TOTAL:		51.32
2426	07/12/2023 EFT		518 CRIMINAL JUSTICE TRA	264359	201138288	06/23/2023		07/09/23		600.00
	Invoice: 201138288									POL/HANDGUN INSTR II/RN
				600.00	53011212 443410					POLICE - C/E PATROL TRAINING
								CHECK 2426 TOTAL:		600.00
2427	07/12/2023 EFT		6919 CLARK CONSTRUCTION I	264485	PAYREQ14-00724	06/30/2023		07/09/23		731,034.92
	Invoice: PAYREQ14-00724									ENG/POLICE AND MUNICIPAL COURT - C
				731,034.92	72311942 66200000724					PD/COURT BLDG-CONSTR OF BLDG
								CHECK 2427 TOTAL:		731,034.92
2428	07/12/2023 EFT		9323 CONSOR NORTH AMERICA	264215	N223434WA.00-13	06/21/2023		07/09/23		35,536.39
	Invoice: N223434WA.00-13									PW/WINSLOW WATER TANK DESIGN SERV
				35,536.39	72413434 64110000988					NEW WATER TANKS-PROF SVCS
								CHECK 2428 TOTAL:		35,536.39
2429	07/12/2023 EFT		142 COPIERS NORTHWEST IN	264216	INV2665393	06/22/2023		07/09/23		829.69
	Invoice: INV2665393									EX,FIN/COPIER LEASE
				414.85	31011131 545000					EX-GF-RENTS & LEASES
				414.84	41011141 545000					FIN-GF-RENTS & LEASES

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK		2429 TOTAL:	829.69	
2430	07/12/2023	EFT	10160 CPR SEATTLE LLC	264293	90029	06/26/2023		07/09/23	1,584.72	
	Invoice: 90029			1,584.72	31011256 443410	EX/MASTERING FUNDAMENTALS OF SKIN LACERATION REPAI				
								EX-GF-EMERG PREP-TRAINING		
						CHECK		2430 TOTAL:	1,584.72	
2431	07/12/2023	EFT	7144 DTMICRO, INC	264223	6857	06/15/2023		07/09/23	136.50	
	Invoice: 6857			136.50	91011215 542100	POLICE INTERNET CONNECTION TO COUNTY				
								GG-C/E-PD-PHONE		
						CHECK		2431 TOTAL:	136.50	
2432	07/12/2023	EFT	8975 ECONORTHWEST	264381	27561	05/31/2023		07/09/23	14,481.40	
	Invoice: 27561			14,481.40	64011586 54110001186	PCD/HOUSING ACTION PLAN				
								HOUSING ACTION PLAN-PROF SVCS		
						CHECK		2432 TOTAL:	14,481.40	
2433	07/12/2023	EFT	5781 EXTERMINATION SERVIC	264456	45252	06/22/2023		07/09/23	95.00	
	Invoice: 45252			95.00	73011215 548100	PW/POLICE PEST SERVICES				
								O&M-C/E-POLICE FAC-REPAIRS		
	Invoice: 45253			264457	45253	06/22/2023		07/09/23	294.84	
				294.84	73011897 548100	PW/PW YARD PEST SERVICES				
								O&M-C/E-PWYD FAC-REPAIRS		
	Invoice: 45299			264458	45299	06/27/2023		07/09/23	364.73	
				364.73	73425358 548100	PW/PEST SERVICE CONTRACT				
								O&M-WWTP-REPAIRS		
						CHECK		2433 TOTAL:	754.57	
2434	07/12/2023	EFT	10151 FASTENAL COMPANY	264476	WABR164592	06/27/2023		07/09/23	962.38	
	Invoice: WABR164592			962.38	73637891 531100	PW/SAFETY SUPPLIES				
								OFFICE SUPPLIES		
						CHECK		2434 TOTAL:	962.38	
2435	07/12/2023	EFT	6155 HDR ENGINEERING INC	264217	1200532181	06/16/2023		07/09/23	1,284.28	
	Invoice: 1200532181			1,284.28	71425352 54110001192	PW/WASTEWATER BENEFICIAL REUSE AN				
								WW BEN REUSE-PROF SVCS		

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	2435 TOTAL:	1,284.28
2436	07/12/2023	EFT	4198 KENT D BRUCE COMPANY	264469	13878	06/15/2023		07/09/23		158.78
			Invoice: 13878							
				158.78	73637960	53110000905		PW/LINEAR3 LED HORIZ SYNC AMBER 2018 P/U-50%ST/50% GF-SUPPLIES		
								CHECK	2436 TOTAL:	158.78
2437	07/12/2023	EFT	9338 KEY CODE MEDIA, INC.	264496	106547	06/16/2023		07/09/23		1,039.64
			Invoice: 106547							
				1,039.64	81031881	53550000567		IT/LIGHTS IN CHAMBERS PEG CAP FUNDING-NON CAP ITEMS		
								CHECK	2437 TOTAL:	1,039.64
2438	07/12/2023	EFT	8546 KITSAP 911 PUBLIC AU	264366	BIPD2023-07	06/15/2023		07/09/23		9,034.08
			Invoice: BIPD2023-07							
				6,323.86	53011286	551000		POL/CALL CENTER SERVICES		
				2,710.22	52011286	551000		POLICE - C/E PATROL CENCOM POLICE - C/E - INVEST CENCOM		
								CHECK	2438 TOTAL:	9,034.08
2439	07/12/2023	EFT	309 KITSAP TIRE CENTER I	264471	INV060855	06/16/2023		07/09/23		8.74
			Invoice: INV060855							
				4.37	73111423	531100		PW/TIRE DISPOSAL		
				4.37	73111427	531100		OFFICE SUPPLIES OFFICE SUPPLIES		
								CHECK	2439 TOTAL:	8.74
2440	07/12/2023	EFT	6577 LAKESIDE INDUSTRIES	264473	235646	06/17/2023		07/09/23		1,088.45
			Invoice: 235646							
				1,088.45	73111423	531100		PW/SHINE ASPHALT PLANT OFFICE SUPPLIES		
								CHECK	2440 TOTAL:	1,088.45
2441	07/12/2023	EFT	10209 PAE CONSULTING ENGIN	264199	20231559	04/30/2023		07/09/23		9,657.50
			Invoice: 20231559							
				9,657.50	72311418	64110001092		ENG/CITY HALL SECURITY SYSTEM UPDA CH SECURITY-PROF SVCS		
				264200	20231560R			06/14/2023	07/09/23	1,171.93
			Invoice: 20231560R					ENG/CITY HALL SECURITY SYSTEM UPDA CH SECURITY-PROF SVCS		
				1,171.93	72311418	64110001092				
								CHECK	2441 TOTAL:	10,829.43

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
2442	07/12/2023	EFT	5717 MAKERS ARCHITECTURE	264260	2257-3	05/22/2023		07/09/23	1,952.50
	Invoice: 2257-3					EX/ELEC VEHICLE OPTIONS/FACILITY			
				1,952.50	31011492 54110001195	CAP-TRANSP & FUELS-PROF SVCA			
	Invoice: 2257-4					EX/ELEC VEHICLE OPTIONS/FACILITY			
				264261	2257-4	06/20/2023		07/09/23	8,654.75
				8,654.75	31011492 54110001195	CAP-TRANSP & FUELS-PROF SVCA			
						CHECK		2442 TOTAL:	10,607.25
2443	07/12/2023	EFT	9650 PAPE MACHINERY INC	263641	14454175	05/18/2023		07/09/23	81.95
	Invoice: 14454175					PW/MOTOMIX			
				81.95	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 14343590-CM					O&M-STD ALLOCATION-SUPPLIES			
				263653	14343590-CM	04/20/2023		07/09/23	-445.92
				-445.92	73111290 531100	PW/CREDIT MEMO FOR DOUBLE PAID INVOICE			
						O&M-STREET-MAINT O/H-SUPPLIES			
	Invoice: 14414280					PW/SWITCH, ENGINE, PROT, CAP, OIL FILTER			
				263814	14414280	05/16/2023		07/09/23	92.34
				92.34	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 14573946					PW/FUEL PUMP			
				264474	14573946	06/27/2023		07/09/23	53.26
				53.26	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 14495564					PW/DOOR, ROD, HINGE, SHOE SKID, BOLT, FLAP			
				264489	14495564	06/01/2023		07/09/23	1,021.07
				1,021.07	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
	Invoice: 14495646					PW/DOOR, ROD, HINGE, BOLT, FLAP, HOLD DOWN FL			
				264490	14495646	06/09/2023		07/09/23	1,970.04
				1,970.04	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
	Invoice: 14516529					PW/CIRCUIT BREAKER, FLOODLAMP			
				264491	14516529	06/08/2023		07/09/23	256.36
				256.36	73111427 531100	OFFICE SUPPLIES			
						CHECK		2443 TOTAL:	3,029.10
2444	07/12/2023	EFT	2203 PST INVESTIGATIONS	264236	2023-560	07/01/2023		07/09/23	295.00
	Invoice: 2023-560					SUBSCRIPTION FEES Q2 APR-JUN 2023			
				295.00	91011211 549100	GG-C/E-CIVIL SVC-DUES/SUBS			
						CHECK		2444 TOTAL:	295.00



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CITY OF BAINBRIDGE ISLAND  
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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	2447 TOTAL:	744.00
2448	07/12/2023	EFT	5730 SUMMIT LAW GROUP	264201	146180	06/16/2023		07/09/23		2,055.00
			Invoice: 146180							
				2,055.00	32011152	54111000870		LEGAL/PROFESSIONAL SERVICES MAY 2023		
								LGL-HR (NON-BARGAINING)		
			Invoice: 146181	264202	146181	06/16/2023		07/09/23		1,404.00
				1,404.00	32011152	54111000274		LEGAL/PROFESSIONAL SERVICES MAY 2023		
								LGL-LABOR NEGOTIATIONS		
								CHECK	2448 TOTAL:	3,459.00
2449	07/12/2023	EFT	4576 TETRA TECH INC	264203	52084745	06/19/2023		07/09/23		11,582.00
			Invoice: 52084745							
				11,582.00	72423434	64110001187		ENG/WINSLOW WWTP UPGRADE DESIGN		
								WWTP CAPACITY UPGR-PROF SVCS		
								CHECK	2449 TOTAL:	11,582.00
2450	07/12/2023	EFT	9295 TOOLE DESIGN GROUP,	264205	0SEA70178_16	06/15/2023		07/09/23		25,101.94
			Invoice: 0SEA70178_16							
				25,101.94	72334561	64110001088		ENG/CORRIDOR IMPRVMENTS DESIGN & FI		
								MAD AVE NM IMPR-PROF SVCS		
								CHECK	2450 TOTAL:	25,101.94
2451	07/12/2023	EFT	1152 HD SUPPLY INC	264480	INV00039182	06/09/2023		07/09/23		982.76
			Invoice: INV00039182							
				982.76	73425358	531100		PW/BOTTLES, DISPOSABLE PIPETS, PETRI DISH		
								O&M-WWTP-SUPPLIES		
			Invoice: INV00043454	264481	INV00043454	06/14/2023		07/09/23		259.90
				259.90	73425358	531100		PW/HACH M-FC BROTH IN PLASTIC AMPULES		
								O&M-WWTP-SUPPLIES		
								CHECK	2451 TOTAL:	1,242.66
2452	07/12/2023	EFT	9128 THE WATERSHED COMPAN	264204	2023-0944	06/13/2023		07/09/23		1,009.59
			Invoice: 2023-0944							
				1,009.59	61655860	58600001083		PCD/THIRD PARTY ENVIORNMENTAL REVI		
								ENV 3RD PARTY REVIEWS		
								CHECK	2452 TOTAL:	1,009.59
2453	07/12/2023	EFT	499 WESTBAY AUTO PARTS I	264323	798172	06/14/2023		07/09/23		352.20
			Invoice: 798172							
				352.20	53011212	531100		POL/OPTIMA BATTERY 36, CORE DEPOSIT		
								PD-C/E-PATROL SUPPLIES		
			Invoice: 798763	264324	798763	06/16/2023		07/09/23		60.24
								PW/OIL FILTER, FUEL FILTER, AIR FILTER		

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
				60.24	73638935 531100				
Invoice: 799275				264326	799275	06/20/2023		07/09/23	17.70
				17.70	73638935 531100				
				264327	799466	06/20/2023		07/09/23	34.27
Invoice: 799466				34.27	73638935 531100				
				264328	799754	06/22/2023		07/09/23	109.41
Invoice: 799754				109.41	73638935 531100				
				264329	800464	06/26/2023		07/09/23	97.85
Invoice: 800464				97.85	73638935 531100				
				264330	800483	06/26/2023		07/09/23	63.65
Invoice: 800483				63.65	73638935 531100				
				264331	800677	06/27/2023		07/09/23	12.86
Invoice: 800677				12.86	73638935 531100				
				264332	800758	06/27/2023		07/09/23	235.83
Invoice: 800758				235.83	73638935 531100				
				264333	800939	06/28/2023		07/09/23	59.12
Invoice: 800939				59.12	73638935 531100				
				264334	800954	06/28/2023		07/09/23	11.42
Invoice: 800954				11.42	73638935 531100				
				264335	801015	06/28/2023		07/09/23	59.12
Invoice: 801015				59.12	73638935 531100				
				264336	801016	06/28/2023		07/09/23	-146.88
Invoice: 801016				-146.88	73638935 531100				
								CHECK 2453 TOTAL:	966.79

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NUMBER OF CHECKS 39 \*\*\* CASH ACCOUNT TOTAL \*\*\* 896,393.73

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL EFT'S	39	896,393.73

\*\*\* GRAND TOTAL \*\*\* 896,393.73

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	7	13									
APP	101-213000		07/12/2023	07/09/23	070623			STREETS - ACCOUNTS PAYABLE		12,026.87	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/12/2023	07/09/23	070623			CASH			896,393.73
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/12/2023	07/09/23	070623			GENERAL - ACCOUNTS PAYABLE		52,813.05	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		8,007.93	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		36,032.09	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		14,939.91	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		3,391.59	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		766,966.29	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		2,216.00	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		896,393.73	896,393.73
APP	631-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING		888,385.80	
APP	101-130000		07/12/2023	07/09/23	070623			STREETS - DUE TO/FROM CLEARING			12,026.87
APP	001-130000		07/12/2023	07/09/23	070623			GENERAL - DUE TO/FROM CLEARING			52,813.05
APP	401-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			36,032.09
APP	402-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			14,939.91
APP	650-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			3,391.59
APP	301-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			766,966.29
APP	403-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			2,216.00
								SYSTEM GENERATED ENTRIES TOTAL		888,385.80	888,385.80
								JOURNAL 2023/07/13 TOTAL		1,784,779.53	1,784,779.53

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	13	07/12/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	52,813.05	52,813.05
				FUND TOTAL	52,813.05	52,813.05
101 STREET FUND 101-130000 101-213000	2023 7	13	07/12/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	12,026.87	12,026.87
				FUND TOTAL	12,026.87	12,026.87
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	766,966.29	766,966.29
				FUND TOTAL	766,966.29	766,966.29
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	36,032.09	36,032.09
				FUND TOTAL	36,032.09	36,032.09
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,939.91	14,939.91
				FUND TOTAL	14,939.91	14,939.91
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,216.00	2,216.00
				FUND TOTAL	2,216.00	2,216.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	888,385.80 8,007.93	896,393.73
				FUND TOTAL	896,393.73	896,393.73
650 AGENCY FUND 650-130000 650-213000	2023 7	13	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,391.59	3,391.59
				FUND TOTAL	3,391.59	3,391.59

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		52,813.05
101	STREET FUND		12,026.87
301	CAPITAL CONSTRUCTION FUND		766,966.29
401	WATER OPERATING FUND		36,032.09
402	SEWER OPERATING FUND		14,939.91
403	STORM & SURFACE WATER FUND		2,216.00
631	CLEARING FUND	888,385.80	
650	AGENCY FUND		3,391.59
	TOTAL	888,385.80	888,385.80

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NUMBER OF CHECKS      5                      \*\*\* CASH ACCOUNT TOTAL \*\*\*                      4,114.87

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	5	4,114.87

\*\*\* GRAND TOTAL \*\*\*                      4,114.87

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 6 235									
APP 001-213000	06/23/2023	M062323	062323			GENERAL - ACCOUNTS PAYABLE		4,005.05	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/23/2023	M062323	062323			CASH			4,114.87
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	06/23/2023	M062323	062323			ACCOUNTS PAYABLE		31.16	
						AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000	06/23/2023	M062323	062323			ACCOUNTS PAYABLE		78.66	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								4,114.87	4,114.87
APP 631-130000	06/23/2023	M062323	062323			DUE TO/FROM CLEARING		4,036.21	
APP 001-130000	06/23/2023	M062323	062323			GENERAL - DUE TO/FROM CLEARING			4,005.05
APP 401-130000	06/23/2023	M062323	062323			DUE TO/FROM CLEARING			31.16
SYSTEM GENERATED ENTRIES TOTAL								4,036.21	4,036.21
JOURNAL 2023/06/235 TOTAL								8,151.08	8,151.08

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 6	235	06/23/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	4,005.05	4,005.05
				FUND TOTAL	4,005.05	4,005.05
401 WATER OPERATING FUND 401-130000 401-213000	2023 6	235	06/23/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	31.16	31.16
				FUND TOTAL	31.16	31.16
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 6	235	06/23/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	4,036.21 78.66	4,114.87
				FUND TOTAL	4,114.87	4,114.87

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,005.05
401	WATER OPERATING FUND		31.16
631	CLEARING FUND	4,036.21	
	TOTAL	4,036.21	4,036.21

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>									
360341	07/03/2023	PRTD	551 CENTURYLINK	264250	6124JUN23	06/16/2023		M070323	58.43
	Invoice: 6124JUN23			58.43	91411891 542100	WEAVER PRV WATER TELEM GG-WTR-FAC-PHONE			
						CHECK	360341	TOTAL:	58.43
360342	07/03/2023	PRTD	1205 PUGET SOUND ENERGY	264435	0727MAY-JUN23	06/29/2023		M070323	21.72
	Invoice: 0727MAY-JUN23			21.72	91011739 547100	194 WINSLOW WAY W COMM EVENTS-ELECTRICITY			
						CHECK	360342	TOTAL:	21.72
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***			80.15
						COUNT		AMOUNT	
				TOTAL PRINTED CHECKS		2		80.15	
								*** GRAND TOTAL ***	80.15

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2023 7 3								
APP 401-213000	07/03/2023	M070323	070323			ACCOUNTS PAYABLE	58.43	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	07/03/2023	M070323	070323			CASH		80.15
						AP CASH DISBURSEMENTS JOURNAL		
APP 001-213000	07/03/2023	M070323	070323			GENERAL - ACCOUNTS PAYABLE	21.72	
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							80.15	80.15
APP 631-130000	07/03/2023	M070323	070323			DUE TO/FROM CLEARING	80.15	
APP 401-130000	07/03/2023	M070323	070323			DUE TO/FROM CLEARING		58.43
APP 001-130000	07/03/2023	M070323	070323			GENERAL - DUE TO/FROM CLEARING		21.72
SYSTEM GENERATED ENTRIES TOTAL							80.15	80.15
JOURNAL 2023/07/3 TOTAL							160.30	160.30

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	3	07/03/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	21.72	21.72
				FUND TOTAL	21.72	21.72
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	3	07/03/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	58.43	58.43
				FUND TOTAL	58.43	58.43
631 CLEARING FUND 631-130000 635-111100	2023 7	3	07/03/2023	DUE TO/FROM CLEARING CASH	80.15	80.15
				FUND TOTAL	80.15	80.15

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		21.72
401	WATER OPERATING FUND		58.43
631	CLEARING FUND	80.15	
	TOTAL	80.15	80.15

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
360343	07/12/2023	PRTD	7588 A WORKSAFE SERVICE I	264252	2023-5066	05/31/2023		07/09/23	85.00
	Invoice: 2023-5066					HR/PRE-EMPLOYMENT DRUG TESTS HR-C/E-PROF SVCS			
				85.00	33011161 541100				
						CHECK	360343	TOTAL:	85.00
360344	07/12/2023	PRTD	1030 SUNBELT RENTALS	264478	141011268-0002	06/21/2023		07/09/23	471.98
	Invoice: 141011268-0002					PW/DIESEL AIR COMPRESSOR RENTAL RENTS & LEASES - OPERATING			
				471.98	73111423 545000				
						CHECK	360344	TOTAL:	471.98
360345	07/12/2023	PRTD	8511 A G O LAND SURVEYING	264195	4469	06/20/2023		07/09/23	1,940.00
	Invoice: 4469					ENG/SURVEY PROFESSIONAL SERVICES SURVEY SVCS-STREET-PRO SVCS			
				1,940.00	72111421 54110000205				
						CHECK	360345	TOTAL:	1,940.00
360346	07/12/2023	PRTD	10297 AL-KAZILY, BINNUR &	264229	109656	06/27/2023		07/09/23	599.93
	Invoice: 109656					UB 11791 753 VILLAGE CIRCLE NW WATER ACCOUNTS RECEIVABLE WATER ACCOUNTS RECEIVABLE			
				554.41	411 122100				
				45.52	411 122100				
						CHECK	360346	TOTAL:	599.93
360347	07/12/2023	PRTD	4861 AXON ENTERPRISE, INC	264357	INUS166868	06/22/2023		07/09/23	686.65
	Invoice: INUS166868					POL/TASER CARTRIDGES X6 PD-C/E-PATROL SUPPLIES			
				686.65	53011212 531100				
						CHECK	360347	TOTAL:	686.65
360348	07/12/2023	PRTD	10296 BAKER, LINDA	264227	109655	06/27/2023		07/09/23	127.88
	Invoice: 109655					UB 12838 992 CURTIS LOOP NE SEWER ACCOUNTS RECEIVABLE WATER ACCOUNTS RECEIVABLE			
				5.57	421 122100				
				122.31	411 122100				
						CHECK	360348	TOTAL:	127.88
360349	07/12/2023	PRTD	57 BAY HAY & FEED	259856	1785826	11/03/2022		07/09/23	-80.54
	Invoice: 1785826					PW/CREDIT INVOICE 1785732 OFFICE SUPPLIES			
				-80.54	73111427 531100				
				262880	1830424	04/19/2023		07/09/23	78.80
	Invoice: 1830424					FORKLIFT FUEL GG-C/E-O&M YARD FAC-PROPANE			
				78.80	91011897 547200				

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL	DESC		
Invoice: 1857226			264465	1857226	06/29/2023		07/09/23	73.16
			73.16	73111290 531100	PW/HAY STRAW BALE 2 STRING O&M-STREET-MAINT O/H-SUPPLIES			
					CHECK	360349	TOTAL:	71.42
360350	07/12/2023	PRTD 10301 BLIS APARTMENTS LLC	264239	109664	06/27/2023		07/09/23	137.26
Invoice: 109664			112.69	411 122100	UB 13146 736 MINAMOTO LANE NE WATER ACCOUNTS RECEIVABLE			
			24.57	411 122100	WATER ACCOUNTS RECEIVABLE			
					CHECK	360350	TOTAL:	137.26
360351	07/12/2023	PRTD 551 CENTURYLINK	264488	0399JUN23	06/23/2023		07/09/23	3,536.50
Invoice: 0399JUN23			1,594.18	91425358 542100	CITY WIDE TELEMETRY & FAX SERVICE			
			1,281.58	91411891 542100	GG-WWTP-TELEPHONE/FAX			
			83.52	91011755 542100	GG-WTR-FAC-PHONE			
			170.43	91011189 542100	GG-C/E-COMMONS-PHONE			
			256.18	91011897 542100	GG-C/E-CITY HALL-PHONE			
			81.17	91011255 542100	GG-C/E-O&M YARD FAC-PHONE			
			69.44	91011215 542100	GG-C/E-COURT BLDG-PHONE			
					CHECK	360351	TOTAL:	3,536.50
360352	07/12/2023	PRTD 9908 CINTAS CORPORATION #	264212	5163901111	06/22/2023		07/09/23	104.50
Invoice: 5163901111			104.50	91011183 531100	CITY HALL FIRST AID RESTOCK			
			264337	5162915166	06/16/2023		07/09/23	24.21
Invoice: 5162915166			24.21	73011755 531100	PW/FIRST AID RESTOCK THE COMMONS O&M-COMMONS SUPPLIES			
			264338	5162915178	06/16/2023		07/09/23	8.66
Invoice: 5162915178			8.66	73637891 531100	PW/FIRST AID RESTOCK PWOM OFFICE SUPPLIES			
			264358	5162915104	06/16/2023		07/09/23	7.81
Invoice: 5162915104			7.81	51011215 531100	POL/FIRST AID RESTOCK POLICE - C/E FACIL SUPPLIES			
					CHECK	360352	TOTAL:	145.18
360353	07/12/2023	PRTD 9019 CITIES DIGITAL, INC.	264213	57343	05/31/2023		07/09/23	300.00
Invoice: 57343			300.00	81011881 548500	IT/LASERFICHE SECURITY & WEBLINK UPDATES IT - C/E COMPUTER SUPPORT			



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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	360359 TOTAL:	1,981.28
360360	07/12/2023	PRTD	152 DAILY JOURNAL OF COM	264198	3389979	06/14/2023		07/09/23	360.00	
	Invoice: 3389979							PW/SHADE COVENANT TREE PROJECT AD		
				360.00	73011593 54400000998			SHADE COVENANT-ADV		
								CHECK	360360 TOTAL:	360.00
360361	07/12/2023	PRTD	10190 DTG ENTERPRISES INC	264361	200112478	06/19/2023		07/09/23	108.00	
	Invoice: 200112478							PW/PORTABLE RESTROOM HIDDEN COVE RD		
				108.00	73011897 545000			O&M-C/E-PWYD FAC-RENTS		
	Invoice: 200112501							PW/PORTABLE RESTROOM NE VINCENT RD	108.00	
				108.00	73435838 545000			O&M-DECANT-RENTS		
								CHECK	360361 TOTAL:	216.00
360362	07/12/2023	PRTD	1953 FERGUSON ENTERPRISES	264363	0005333	06/13/2023		07/09/23	625.17	
	Invoice: 0005333							PW/WATER SUPPLIES		
				625.17	73411345 531100			OFFICE SUPPLIES		
	Invoice: 0005331							PW/NEW METERS	4,908.49	
				4,908.49	73411345 531100			OFFICE SUPPLIES		
								CHECK	360362 TOTAL:	5,533.66
360363	07/12/2023	PRTD	10014 FIFE WATER SERVICES	264459	23-06-09-02	06/09/2023		07/09/23	365.00	
	Invoice: 23-06-09-02							PW/MICROSCOPIC EVALUATION REPORT		
				365.00	73425358 541100			O&M-WWTP-PROF SVCS		
	Invoice: 23-06-15-01							PW/MICROSCOPIC EVALUATION REPORT	365.00	
				264460	23-06-15-01	06/15/2023		07/09/23		
				365.00	73425358 541100			O&M-WWTP-PROF SVCS		
	Invoice: 23-06-25-02							PW/MICROSCOPIC EVALUATION REPORT	365.00	
				264461	23-06-25-02	06/26/2023		07/09/23		
				365.00	73425358 541100			O&M-WWTP-PROF SVCS		
								CHECK	360363 TOTAL:	1,095.00
360364	07/12/2023	PRTD	4850 HOME DEPOT CREDIT SE	264339	4514457	06/07/2023		07/09/23	136.50	
	Invoice: 4514457							PW/BREAKER HOM 50A 2-POLE		
				136.50	73011757 531100			O&M-C/E-MARINA-SUPPLIES		
				264364	1624057	06/20/2023		07/09/23	262.62	



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CASH ACCOUNT: 635	111100	CASH											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
												INVOICE DTL DESC	
												CHECK 360371 TOTAL:	71.43
360372	07/12/2023	PRTD	493 MODERN COLLISION REB	264472	46568	06/21/2023		07/09/23	354.90				
	Invoice: 46568												
				354.90	61011581 548100	PCD/2017 FORD ESCAPE WINDSHIELD PILLARS							
												CHECK 360372 TOTAL:	354.90
360373	07/12/2023	PRTD	10299 MORTON, BOB	264234	109659	06/27/2023		07/09/23	69.47				
	Invoice: 109659												
				69.47	411 122100	UB 11381 8471 HANSEN ROAD NE							
												CHECK 360373 TOTAL:	69.47
360374	07/12/2023	PRTD	2574 NATIONAL BARRICADE C	264340	300818	06/12/2023		07/09/23	160.09				
	Invoice: 300818												
				160.09	73111264 53110001264	PW/ACCESSIBLE EV CHARGING SIGN							
												CHECK 360374 TOTAL:	160.09
360375	07/12/2023	PRTD	10265 HUGHES, RYAN	264462	166	06/30/2023		07/09/23	4,752.50				
	Invoice: 166												
				4,752.50	61011586 54110000930	PCD/2024 COMPREHENSIVE PLAN UPDATE							
												CHECK 360375 TOTAL:	4,752.50
360376	07/12/2023	PRTD	10304 NORWICH, MAVIS	264243	109667	06/27/2023		07/09/23	85.01				
	Invoice: 109667												
				85.01	411 122100	UB 11351 5649 FOSTER ROAD NE							
												CHECK 360376 TOTAL:	85.01
360377	07/12/2023	PRTD	1754 OTIS ELEVATOR COMPAN	264367	100401214080	06/19/2023		07/09/23	2,666.93				
	Invoice: 100401214080												
				2,666.93	73011183 54810000888	PW/ELEVATOR QUARTERLY SERVICE							
												CHECK 360377 TOTAL:	2,666.93
360378	07/12/2023	PRTD	9440 QBSI-XEROX	264218	IN3525240	06/21/2023		07/09/23	74.21				
	Invoice: IN3525240												
				74.21	21011125 549500	CRT/COPIER LEASE							
												COURT-COPIES/PRINTING	

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
						CHECK	360378	TOTAL:	74.21		
360379	07/12/2023	PRTD	10295 RONYAI, TAMAS & FION	264226	109654	06/27/2023		07/09/23	88.87		
			Invoice: 109654			UB 12319 10244	GARIBALDI LOOP NE				
				11.15	421			SEWER ACCOUNTS RECEIVABLE			
				77.72	411			WATER ACCOUNTS RECEIVABLE			
						CHECK	360379	TOTAL:	88.87		
360380	07/12/2023	PRTD	6820 RICH BOTTALICO	264368	2784	06/12/2023		07/09/23	354.90		
			Invoice: 2784			PW/REPAIR ROLLER AT WWTP					
				354.90	73425358	548100	O&M-WWTP-REPAIRS				
				264369	2789			06/23/2023	07/09/23	2,511.60	
			Invoice: 2789			PW/REPAIR DOCK CLEAT					
				2,511.60	73011757	548100	O&M-C/E-MARINA-R&M				
						CHECK	360380	TOTAL:	2,866.50		
360381	07/12/2023	PRTD	10243 SHI INTERNATIONAL CO	264370	B16793204	04/27/2023		07/09/23	13,609.60		
			Invoice: B16793204			ENG/WIRELESS ACCESS POINT FOR POL/CRT BLDG					
				13,609.60	72311942	63550000724	PD/COURT BLDG-PC PARTS/EQ				
						CHECK	360381	TOTAL:	13,609.60		
360382	07/12/2023	PRTD	4689 SITESTAR.NET	264463	8016535	07/01/2023		07/09/23	6,165.00		
			Invoice: 8016535			IT/WAN INTERNET CONNECTION					
				6,165.00	81011881	548500	IT - C/E COMPUTER SUPPORT				
						CHECK	360382	TOTAL:	6,165.00		
360383	07/12/2023	PRTD	601 SOUND REPROGRAPHICS	264220	97883	06/08/2023		07/09/23	311.41		
			Invoice: 97883			PCD/WUI MAP / FIRE HAZARDS					
				311.41	62471591	549500	BLDG-BLDG-FACILITIES-COPIES				
						CHECK	360383	TOTAL:	311.41		
360384	07/12/2023	PRTD	10302 STEIN, JEREMY & TARA	264241	109665	06/27/2023		07/09/23	69.91		
			Invoice: 109665			UB 11245 9225	BLUEFIN COURT NE				
				69.91	411	122100	WATER ACCOUNTS RECEIVABLE				
						CHECK	360384	TOTAL:	69.91		

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC										
360385	07/12/2023	PRTD	9358 STRUCTURED COMMUNICA	264237	0231756-IN	06/14/2023		07/09/23		3,393.19
	Invoice: 0231756-IN					ENG/PHONE EQUIPMENT FOR POL/CRT BUILDING				
				3,393.19	72311942 63550000724	PD/COURT BLDG-PC PARTS/EQ				
				264256	0231757-IN-2	06/14/2023		07/09/23		4,095.62
	Invoice: 0231757-IN-2					IT/ANNUAL MAINTENANCE LICENSE WIRELESS ACCESS				
				4,095.62	81011881 548500	IT - C/E COMPUTER SUPPORT				
						CHECK	360385	TOTAL:		7,488.81
360386	07/12/2023	PRTD	7095 SUPERIOR SAW & SUPPL	264479	169699	06/20/2023		07/09/23		24.02
	Invoice: 169699					PW/SHARPEN SAW CHAINS				
				24.02	73111427 548100	O&M-ACCESS RDSIDE R&M				
						CHECK	360386	TOTAL:		24.02
360387	07/12/2023	PRTD	8243 TILZ	264321	102-05340	06/26/2023		07/09/23		30.00
	Invoice: 102-05340					YARD WASTE				
				30.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				264322	102-05553	06/28/2023		07/09/23		360.00
	Invoice: 102-05553					MEDIUM COMPOST X10				
				360.00	73111264 547900	O&M-STREET-TRAF CONTROL-DISPOS				
				264468	102-05739	06/30/2023		07/09/23		72.00
	Invoice: 102-05739					PW/YARD WASTE				
				72.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
						CHECK	360387	TOTAL:		462.00
360388	07/12/2023	PRTD	10258 VICTORIA LAUGHLIN TA	264221	1	06/15/2023		07/09/23		3,800.00
	Invoice: 1					EX/AFFORDABLE HOUSING DEVELOPMENT SERVICES				
				3,800.00	31011551 54110001251	625 WINSLOW-AFF HSG-PROF SVCS				
						CHECK	360388	TOTAL:		3,800.00
360389	07/12/2023	PRTD	6714 TOSHIBA FINANCIAL SE	264379	34330130	06/26/2023		07/09/23		234.85
	Invoice: 34330130					POL/COPIER LEASE				
				234.85	51011211 545000	PD-C/E-ADMIN RENTS/LEASE				
				264380	34330129	06/26/2023		07/09/23		224.64
	Invoice: 34330129					PW/COPIER LEASE				
				224.64	73637891 545000	RENTS & LEASES - OPERATING				
						CHECK	360389	TOTAL:		459.49

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET
INVOICE DTL DESC											
360390	07/12/2023	PRTD	952 WASHINGTON STATE PAT	264464	I23007650	07/03/2023		07/09/23			53.00
	Invoice: I23007650					FIN/BACKGROUND CHECKS					
				53.00	41654861 586100	CPL GUN PERMIT-FBI SHARE OUT					
							CHECK	360390	TOTAL:		53.00
360391	07/12/2023	PRTD	5271 WASHINGTON WATER SER	264492	4815979187-JUN23	06/21/2023		07/09/23			150.51
	Invoice: 4815979187-JUN23					DECANT FACILITY WATER					
				150.51	91435838 547500	GG-DECANT-WATER/SEWER					
							CHECK	360391	TOTAL:		150.51
360392	07/12/2023	PRTD	8390 WEST HILLS FORD MAZD	264482	75019141	06/26/2023		07/09/23			232.92
	Invoice: 75019141					PW/ROTOR ASY, BRAKE LINING					
				232.92	73638935 531100	O&M-STD ALLOCATION-SUPPLIES					
							CHECK	360392	TOTAL:		232.92
360393	07/12/2023	PRTD	6488 WOOD ENVIRONMENTAL I	264294	S51704637	06/27/2023		07/09/23			645.00
	Invoice: S51704637					ENG/THIRD PARTY GEOTECH REVIEW BLD27343 MORESHEAD					
				645.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS					
							CHECK	360393	TOTAL:		645.00
360394	07/12/2023	PRTD	522 WA ST DEPT OF TRANSP	264222	RE-313-ATB30613117	06/13/2023		07/09/23			151.63
	Invoice: RE-313-ATB30613117					ENG/SPORTSMAN CLUB & NEW BROOKLYN RD MNGMT					
				151.63	72321953 64110000715	SP CLUB/NB INTERSECTN-DESIGN					
							CHECK	360394	TOTAL:		151.63
NUMBER OF CHECKS						52	*** CASH ACCOUNT TOTAL ***				97,416.19
							COUNT	AMOUNT			
TOTAL PRINTED CHECKS						52					97,416.19
							*** GRAND TOTAL ***				97,416.19

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	7	12									
APP	001-213000		07/12/2023	07/09/23	070623			GENERAL - ACCOUNTS PAYABLE		46,764.13	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/12/2023	07/09/23	070623			CASH			97,416.19
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/12/2023	07/09/23	070623			STREETS - ACCOUNTS PAYABLE		2,948.71	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		18,703.38	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		10,111.41	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		466.22	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		258.51	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		17,154.42	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		311.41	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/12/2023	07/09/23	070623			ACCOUNTS PAYABLE		698.00	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		97,416.19	97,416.19
APP	631-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING		96,949.97	
APP	001-130000		07/12/2023	07/09/23	070623			GENERAL - DUE TO/FROM CLEARING			46,764.13
APP	101-130000		07/12/2023	07/09/23	070623			STREETS - DUE TO/FROM CLEARING			2,948.71
APP	401-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			18,703.38
APP	402-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			10,111.41
APP	403-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			258.51
APP	301-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			17,154.42
APP	407-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			311.41
APP	650-130000		07/12/2023	07/09/23	070623			DUE TO/FROM CLEARING			698.00
								SYSTEM GENERATED ENTRIES TOTAL		96,949.97	96,949.97
								JOURNAL 2023/07/12	TOTAL	194,366.16	194,366.16

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 7	12	07/12/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	46,764.13	46,764.13
				FUND TOTAL	46,764.13	46,764.13
101 STREET FUND 101-130000 101-213000	2023 7	12	07/12/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	2,948.71	2,948.71
				FUND TOTAL	2,948.71	2,948.71
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	17,154.42	17,154.42
				FUND TOTAL	17,154.42	17,154.42
401 WATER OPERATING FUND 401-130000 401-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	18,703.38	18,703.38
				FUND TOTAL	18,703.38	18,703.38
402 SEWER OPERATING FUND 402-130000 402-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,111.41	10,111.41
				FUND TOTAL	10,111.41	10,111.41
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	258.51	258.51
				FUND TOTAL	258.51	258.51
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	311.41	311.41
				FUND TOTAL	311.41	311.41
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	96,949.97 466.22	97,416.19
				FUND TOTAL	97,416.19	97,416.19

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2023 7	12	07/12/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	698.00	698.00
				FUND TOTAL	698.00	698.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		46,764.13
101	STREET FUND		2,948.71
301	CAPITAL CONSTRUCTION FUND		17,154.42
401	WATER OPERATING FUND		18,703.38
402	SEWER OPERATING FUND		10,111.41
403	STORM & SURFACE WATER FUND		258.51
407	BUILDING & DEVELOPMENT FUND		311.41
631	CLEARING FUND	96,949.97	
650	AGENCY FUND		698.00
	TOTAL	96,949.97	96,949.97

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Special City Council Meeting Minutes, June 20, 2023.pdf](#)

[City Council Study Session Minutes, June 20, 2023.pdf](#)

[Special City Council Meeting - Executive Session Minutes, June 27, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, June 27, 2023.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING  
TUESDAY, JUNE 20, 2023**

**Meeting Minutes**

**1) CALL TO ORDER / ROLL CALL IN COUNCIL CHAMBERS**

Mayor Fantroy-Johnson called the special City Council meeting to order at 3:30 p.m. in Council Chambers and on the Zoom webinar platform.

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

**2) MAP AND PLAN REVIEW IN COUNCIL CHAMBERS**

**2.A Review of the Site for the Eagle Harbor/Wyatt Non-Motorized Transportation Project  
Cover Page**

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation on the project options.

Councilmember Hytopoulos arrived at 3:38 p.m.

**3) DRIVE THROUGH SITE OF EAGLE HARBOR/WYATT WAY NON-MOTORIZED  
TRANSPORTATION PROJECT**

Mayor Fantroy-Johnson, Deputy Mayor Quitslund, Councilmembers Deets, Hytopoulos, Moriwaki and Schneider, City Manager King, Public Works Director Wierzbicki, City Clerk Brown, and all members of the public in attendance in Council Chambers boarded a bus and drove the length of the project along Wyatt Way and Eagle Harbor, turning around at Hyla School. Public Works Director Wierzbicki provided information on the options for the project.

**4) REVIEW PLANS AND VIEW SITE, ADJACENT TO GREEN LIGHT GARAGE**

Mayor Fantroy-Johnson, Deputy Mayor Quitslund, Councilmembers Deets, Hytopoulos, Moriwaki and Schneider, City Manager King, Public Works Director Wierzbicki, City Clerk Brown and members of the public disembarked from the bus near the project site and were joined by neighbors and representatives from a local business. Public Works Director Wierzbicki answered questions on the project.

**5) RETURN TO CITY HALL AND ADJOURN**

Mayor Fantroy-Johnson, Deputy Mayor Quitslund, Councilmembers Deets, Hytopoulos, Moriwaki and Schneider, City Manager King, Public Works Director Wierzbicki, City Clerk Brown, and members of

the public returned to the bus for the return trip to City Hall. Mayor Fantroy-Johnson adjourned the meeting in Council Chambers and on the Zoom webinar at 4:14 p.m.

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Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 20, 2023**

**Meeting Minutes**

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

Deputy Mayor Quitslund 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 in Council Chambers. Councilmember Pollock attended remotely.

**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.

**3) REGULAR BUSINESS**

**3.A Receive Report on Kitsap Regional Coordinating Council Organization**

Cover Page

KRCC Orientation PPT 2023.pptx

Planning Director Charnas introduced the agenda item. Sophie Glass, Program Director of Kitsap Regional Coordinating Council (KRCC), provided a presentation, and Council discussed the topic, including a discussion of the City's representation in KRCC as a Council-Manager form of government.

**3.B Receive Report on Affordable Housing and Sustainable Transportation Funding Options - Finance**

Cover Page

Affordable Housing and Sustainable Transportation Funding Options.pptx

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

**4) COMMITTEE REPORTS**

Council members reported on regional and City committees and events.

**5) ADJOURNMENT**

Deputy Mayor Quitslund adjourned the meeting at 7:33 p.m.

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Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION  
TUESDAY, JUNE 27, 2023**

**Meeting Minutes**

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

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

Mayor Fantroy, Deputy Mayor Quitslund, and Councilmembers Hytopoulos, Moriwaki, and Schneider were present. Councilmembers Deets and Pollock were absent and excused.

**2) EXECUTIVE SESSION**

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

Mayor Fantroy-Johnson adjourned the meeting to an executive session at 5:30 p.m. pursuant to RCW 42.30.110(i).

**3) ADJOURNMENT**

Council returned from executive session at 6:03 p.m., and Mayor Fantroy-Johnson adjourned the meeting at 6:04 p.m.

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Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JUNE 27, 2023**

**Meeting Minutes**

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

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

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

Mayor Fantroy-Johnson led the Pledge of Allegiance.

**2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

Councilmember Moriwaki moved and Deputy Mayor Quitslund seconded to approve the agenda as presented. The motion carried unanimously, 5 - 0.

There were no conflicts of interest disclosed.

**3) PUBLIC COMMENT**

**3.A Instructions for Providing Public Comment**

[Cover Page](#)

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

Christine Cochran spoke in favor of the Housing Action Plan.

Steve Johnson spoke about the Eagle Harbor/Wyatt non-motorized transportation options.

Dick Haugan spoke about affordable housing.

Maggie Rich spoke in favor of the Housing Action Plan with a workplan and annual reporting.

Peter Schaab, Planning Commissioner, commented on the Housing Action Plan.

John Grinter spoke about the Eagle Harbor/Wyatt Way non-motorized transportation project.

**4) CONSENT AGENDA**

**4.A Agenda Bill for Consent Agenda**

[Cover Page](#)

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

**Moriwaki/Quitslund:** The motion carried unanimously, 5 - 0.

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

**4.B Approve Accounts Payable and Payroll**

[Cover Page](#)

[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**

[Cover Page](#)

[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**

[Cover Page](#)

[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**

[Cover Page](#)

[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**

[Cover Page](#)

[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**

[Cover Page](#)

[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**

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

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

**5) COUNCIL ANNOUNCEMENTS**

Council members provided an update on local and regional events.

**6) CITY MANAGER'S REPORT**

City Manager King announced the end of the Bainbridge Taxpayers United lawsuit and the receipt of a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to be used for design purposes for the Sound to Olympics Trail.

**7) REGULAR BUSINESS**

**7.A Consider Planning Commission Recommendation on Adopting Housing Action Plan \*\*2022 Council High Priority Project\*\* - Planning**

Cover Page  
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

City Manager King introduced the agenda item. Planning Director Charnas provided additional information, and Council discussed the topic.

**MOTION:** I move to approve the Housing Action Plan as recommended by the Planning Commission.  
**Quitslund/Moriwaki:** The motion carried unanimously, 5 - 0.

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

Deputy Mayor Quitslund moved and Councilmember Moriwaki seconded 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.

Councilmember Hytopoulos moved and Councilmember Moriwaki seconded to amend the motion to direct the City Manager to begin work on the three implementation recommendations from the Planning Commission. The amendment carried unanimously, 5 - 0.

**AMENDED MOTION:** 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 and to direct the City Manager to begin work on the three implementation recommendations from the Planning Commission.

**Quitslund/Moriwaki:** The motion carried unanimously, 5 - 0.

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

**7.B Approve the Work Plan and Engagement Plan for the 2024 Comprehensive Plan Periodic Update - Planning**  
[Cover Page](#)  
[Work Plan](#)  
[Engagement Plan](#)  
[General Info Sheet](#)

City Manager King introduced the agenda item. Planning Director Charnas provided additional information, and Council discussed the topic.

**MOTION:** I move to approve the work plan and engagement plan for the 2024 Comprehensive Plan Periodic Update.

**Quitslund/Moriwaki:** The motion carried unanimously, 5 - 0.

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

**7.C Consider Police/Court Carbon Offset Recommendations**  
[Cover Page](#)  
[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](#)

City Manager King introduced the agenda item. Climate Mitigation and Adaptation Manager Salamack provided a presentation. Council discussed the topic.

**MOTION:** I move to direct the City Manager to pursue the necessary steps to implement the recommendation from the Climate Change Advisory Committee.

**Schneider/Moriwaki:** The motion carried unanimously, 5 - 0.

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

**7.D Consider Recommendation for Public Art for the Ted Spearman Justice Center - Executive Cover Page**  
[PEERS\\_COBI Courthouse\\_Police for CC 06272023.pdf](#)  
[Artwork Commission Agreement for Police Court Facility Public Art w-budget for CC 06272023.doc](#)

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

**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.

**Moriwaki/Schneider:** The motion carried unanimously, 5 - 0.

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

**7.E Review Recommended Artwork for Something New VI, 2023-24 Rotation - Executive Cover Page**  
[Something New VI Artwork for CC 06272023](#)

Deputy City Manager Schroer introduced the agenda item and provided a presentation.

**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.

**Moriwaki/Schneider:** The motion carried unanimously, 5 - 0.

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

**7.F Appoint Deputy Mayor for a Term Commencing July 1, 2023 and Ending on December 31, 2023**  
[Cover Page](#)

**MOTION:** I move to appoint Kirsten Hytopoulos as Deputy Mayor for a term commencing July 1, 2023 and ending December 31, 2023.

**Schneider/Moriwaki:** The motion carried unanimously, 5 - 0.

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

**8) COMMUNICATIONS**

**8.A Request for Regular Agenda Item to Discuss Checkpoints and Deadline for Groundwater Management Plan (GWMP) - Councilmember Hytopoulos**

Cover Page

Request for Council Discussion on Setting Deadline and Check Ins On GWMP

HYTOPOULOS.docx

Councilmember Hytopoulos introduced the agenda item.

**MOTION:** I move for the City Council to schedule discussion regarding regular check-ins and other decision points related to the Groundwater Management Plan.

**Hytopoulos/Schneider:** The motion carried unanimously, 5 - 0.

**AYES:** Brenda Fantroy-Johnson, Jon Quitslund, Kirsten Hytopoulos, Clarence Moriwaki, Leslie Schneider

**NOES:** None

**ABSENT:** Joe Deets, Michael Pollock

**ABSTAIN:** None

**9) ADJOURNMENT**

Mayor Fantroy-Johnson adjourned the meeting at 7:43 p.m.

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Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize the City Manager to Execute the Construction Contract with Tree Cycle, LLC, dba Seattle Tree Care, for the Shade Covenant Tree Project (\$288,834.00 – General Fund) - Public Works,

**SUMMARY:** City staff is requesting that the City Council consider authorizing the City Manager to award the Shade Covenant Tree project construction award to the apparent low bidder, Tree Cycle, LLC, dba Seattle Tree Care, in the amount of \$288,834.00.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Move to authorize the City Manager to enter into a construction contract with Tree Cycle, LLC, dba Seattle Tree Care, in the amount of \$288,834.00 for the Shade Covenant Tree project.

**COMMUNITY ENGAGEMENT AND OUTREACH:** This project has been reviewed by the City Council at several open meetings, with opportunities for the public to comment.

**FISCAL IMPACT:**

<b>Amount:</b>	\$288,834.00
<b>Ongoing Cost:</b>	\$0
<b>One-Time Cost:</b>	\$288,834.00
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** 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 that requires 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. A Shade Covenant is typical for agricultural operations to prevent shade from one property negatively affecting another property’s agricultural operations.

On June 14, 2022, the Council had an introductory discussion regarding compliance. On July 12, 2022, the Council directed staff to move forward with a project to comply with the language of the shade covenant without modification. Since that time, staff has developed a project plan, submitted necessary permits, paid all required fees, and bid the needed tree work and associated project mitigation.

The proposed work includes accessing the site, removing trees, coppicing trees, snagging trees, chipping branches and debris, applying wood chips to the access road, and removing invasive species in the work area of M&E and Crawford properties. Work also includes planting native species on the project area properties and installation of an irrigation system on the Lovgreen Pit mitigation site, as well as other miscellaneous items.

Bids were solicited through the area newspapers, City's bids & awards webpage, and listserv. A job walk was held on June 15, 2023, with two contractors in attendance. The bid opening was held on June 23, 2023, and one bid was received.

City staff reviewed the bid results and the contractor's qualifications and recommend that City Council award the Shade Covenant Tree Project to the responsible low bidder, Tree Cycle, LLC DBA Seattle Tree Care, in the amount of \$288,834.00.

**ATTACHMENTS:**

[SWR Shade Covenant Tree Project Treecycle.docx](#)

[Shade Covenant Work Plan for CC 04252023.docx](#)

**FISCAL DETAILS:** The City Council approved funding for this project in the amount of \$350,000 as part of the 2023 1st quarter budget amendment process.

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

**Coding:** Munis Project # 00998

# Contract

## CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the \_\_\_\_, day of July, 2023, by and between the City of Bainbridge Island (“City” and/or “CONTRACTING AGENCY”) and Treecycle LLC, dba Seattle Tree Care, a Washington State limited liability company (“CONTRACTOR”).

### WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the SHADE COVENANT TREE PROJECT, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Two Hundred Eighty-Eight Thousand, Eight Hundred Thirty-Four and 00/100 Dollars (\$288,834.00) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form “Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices”
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2020 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter “Standard Specifications”)
3. Amendments to the Standard Specifications
4. Special Provisions
5. Indemnity and Insurance Agreement
6. Special Indemnity and Insurance Agreement
7. Prevailing Wage Schedules and Regulations
8. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
9. Certification of Compliance with Wage Payment Statutes
10. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR's Initials: \_\_\_\_\_

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

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

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

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

**CONTRACTOR:**  
**TREECYCLE LLC, dba SEATTLE TREE CARE**

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

Its: \_\_\_\_\_

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

**CITY OF BAINBRIDGE ISLAND**

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

Blair King, City Manager

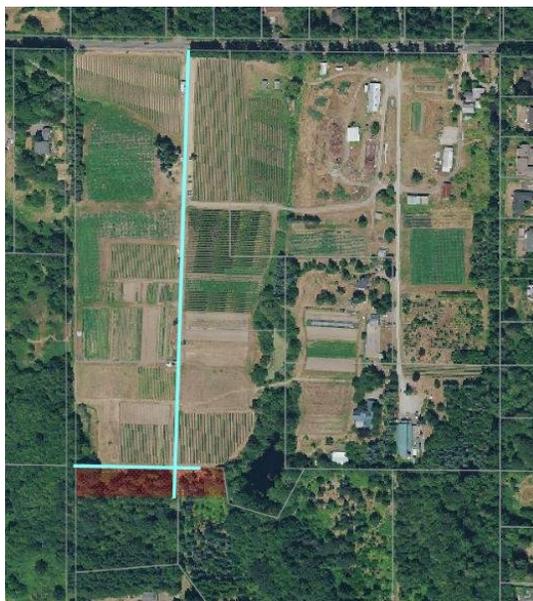
Date: \_\_\_\_\_

# SHADE COVENANT – PROJECT AREA SITE PLAN

## SITE DESCRIPTION AND ACCESS

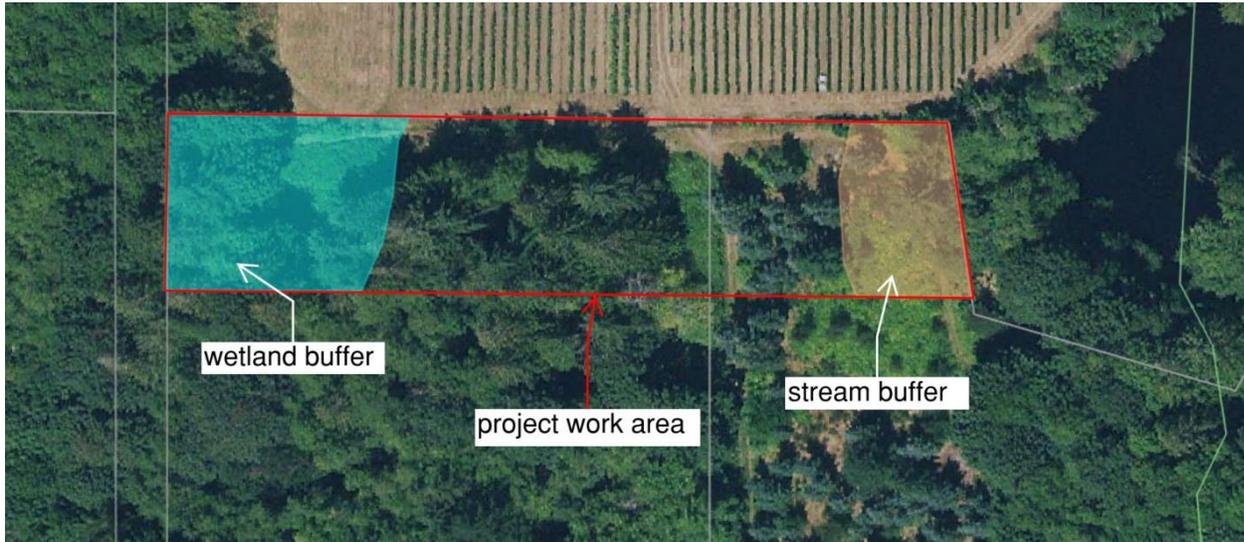


This project concerns two City-owned parcels known as Crawford and M&E (102502-1-047-2006 and 102502-1-029-2008). The project area is the first 100' from the North property line on both parcels. The project brings the City into compliance with a 2004 agreement, referred to as the "Shade Covenant."



The project work area (shown in red shading) assumes access from NE Day Rd E through the adjacent agricultural property and utilization of existing unimproved roads on site (shown in blue). A temporary construction easement will be needed and is in process. Some improvements will be made to the access as needed by laying down woodchips and gravel.

## SITE DESCRIPTION AND LAND TYPES



Total Disturbance area: 34,185 sq ft

By Property:

Crawford – 27,175 sf ft

M&E - 7,010 sq ft

By land type:

Wetland buffer – 8,035 sq ft (calculated without the 3,900 sq ft occupied by blackberry patch and old road)

Stream buffer – 85 sq ft

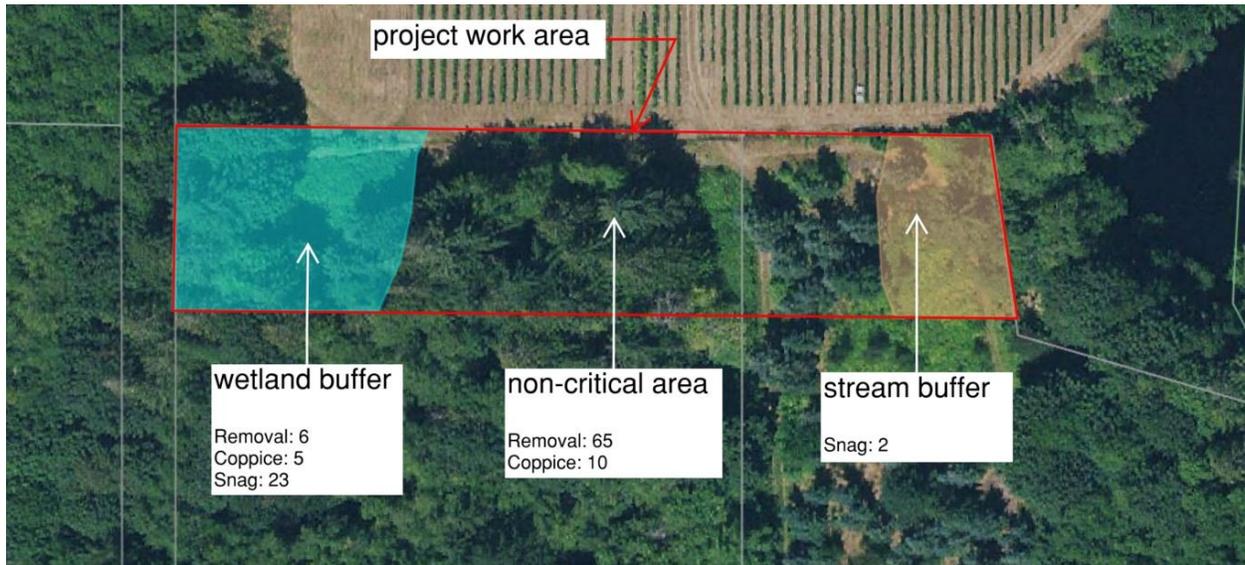
Other- 26,065 sq ft

Trees:

Total number of trees receiving management: 110

Number of trees in critical areas: 36

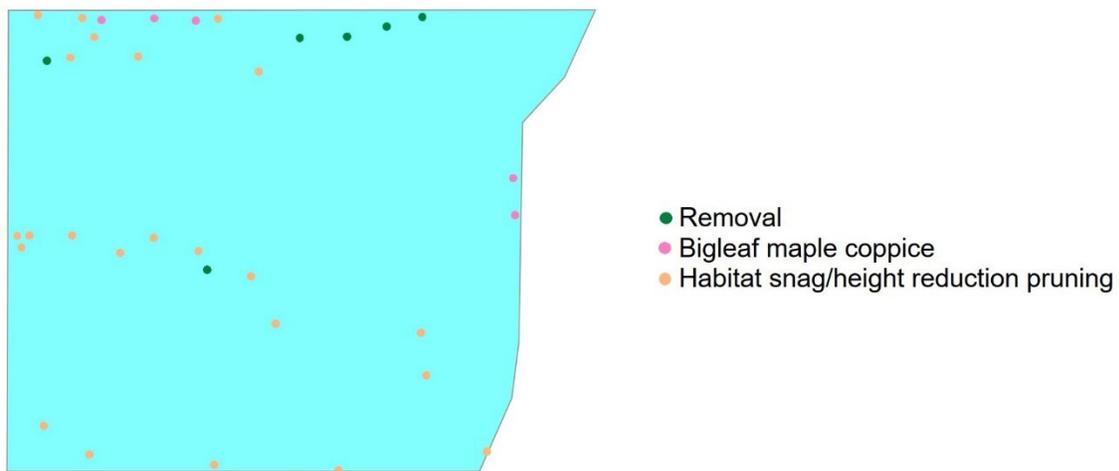
## TREE PLAN



### Wetland Buffer

#### Work plan

All trees over 30 ft in the 110 ft wetland buffer will be removed, habitat “snagged”, pruned, or coppiced. This amounts to a maximum of 36 significant trees receiving management including Douglas-fir (*Pseudotsuga menziesii*), red alder (*Alnus rubra*), bigleaf maple (*Acer macrophyllum*), and Western red-cedar (*Thuja plicata*). Understory is to remain but might see some impacts from arboriculture operations.



Three colored ribbons will distinguish between trees being snagged, pruned and coppiced.

#### Replanting

Smaller native vegetation will be planted on the site after work is complete as needed such as

Osoberry (*Oemleria cerasiformis*), salmonberry (*Rubus spectabilis*), Nootka rose (*Rosa nutkana*), and willow (*Salix* spp.) based on new exposure and efforts to establish lower vegetation to suppress new trees from growing in the area. This is not part of the required mitigation plan.

Estimated re-plantings: 15

## Stream Buffer

### Work plan

(2) Noble fir (*Abies procera*) significant trees over 30 ft in height will be habitat “snagged” to comply with the shade covenant project. These trees have a very sparse and narrow canopy as they currently are and there is little ground vegetation present.

### Replanting

Smaller native vegetation such as Osoberry (*Oemleria cerasiformis*) and salmonberry (*Rubus spectabilis*) will be planted on the site after work is complete as needed based on new exposure and efforts to establish lower vegetation to suppress new trees from establishing in the area. This work is not part of the required mitigation plan.

Estimated re-plantings: 2

## Non-critical Area

### Work plan

All significant trees will be removed and harvested for timber in this area as allowed. This amounts to 65 significant trees including Douglas-fir (*Pseudotsuga menziesii*), red alder (*Alnus rubra*), bigleaf maple (*Acer macrophyllum*), Western red-cedar (*Thuja plicata*), Pacific Dogwood (*Cornus nutalii*) and willow (*Salix* spp.). Non-significant trees (<10” DBH for evergreens and <12” DBH for deciduous) will also be coppiced or removed if they exceed the height limit. There are 10 trees that fall into that category and are primarily red alder and bigleaf maple. Understory is to remain but might see some impacts from arboriculture operations. Stumps will be left intact and the bigleaf maple stumps are expected to re-sprout with time given their species profile.

### Replanting

Smaller native vegetation will be planted on the site after work is complete as needed based on new exposure and efforts to establish lower vegetation to suppress new trees from establishing in the area. This can include Pacific dogwood (*Cornus nutalii*), vine maple (*Acer circinatum*), Osoberry (*Oemleria cerasiformis*), red-flowering currant (*Ribes sanguineum*), salal (*Gaultheria shallon*), willow (*Salix* spp.), Pacific rhododendron (*Rhododendron macrophyllum*) and Western hazelnut (*Corylus cornuta*). This work is not part of the required mitigation plan.

Estimated re-plantings: 40

### Additional Information

#### Tree Distribution



#### Critical Areas



#### Mitigation

Mitigation plan for work at City-owned parcel near Miller and Lovgreen Roads – Maps provided as “Bainbridge Buffer Mitigation Plan”



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize the City Manager to Execute a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage Project - (\$299,295.35 SSWM) - Public Works

**SUMMARY:** City staff are requesting that the City Council consider authorizing the City Manager to enter into a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage project.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Move to authorize the City Manager to enter into a Professional Services Agreement with Parametrix, Inc., for the 30% design of the Springbrook Fish Passage project in the amount of \$299,295.35.

**COMMUNITY ENGAGEMENT AND OUTREACH:** The 30% design phase will include both a local and broader community engagement opportunity.

**FISCAL IMPACT:**

<b>Amount:</b>	\$299,295.34
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$299,295.35
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The Springbrook Fish Passage project envisions replacing the the Fletcher Bay Road NE culvert on Springbrook Creek with a bridge, and restoring over 400' of stream channel. The crossing under Fletcher Bay Road NE is a partial fish barrier that includes a series of concrete weirs and bank armoring upstream and downstream of the undersized steel culvert. At this time, restoration of fish passage and in-stream habitat conditions at this location is the highest-priority restoration project in the watershed.

The City solicited Request for Qualifications (RFQ) from consulting firms with experience in designing and permitting culvert replacements with fish passage and stream channel restoration.

City staff interviewed multiple firms (including Shannon and Wilson, Reid Middleton, Gray and Osbourne, and Parametrix) and Parametrix, Inc., was selected as the most qualified consultant to perform the work due to their

local and regional experience with fish-barrier removal transportation projects and understanding of the project permitting needs.

The initial discussions with Parametrix indicate that the overall project cost will be significantly more than previously anticipated. The construction cost, which was previously estimated at \$2M, could be as high as \$5M.

That said, the proposed scope of the design services in the amount of \$299,295 will cover the 30% preliminary design and environmental permit documentation, reports, and applications up to the application stage. However, staff anticipates that additional scope up to a 60% design level will be necessary to complete and receive the final permits.

For reference and future funding purposes, the 60% design fee will be an additional \$330,428 with an additional \$50,026 needed to bring the design to 100%.

**ATTACHMENTS:**

[PSA Springbrook Fish Passage Parametrix.pdf](#)

[Attachment B - Budget.pdf](#)

[Attachment B - Fee Schedule.pdf](#)

[Attachment C - 60% and 100% Design Fees.pdf](#)

**FISCAL DETAILS:** The Capital Improvement Plan includes approximately \$340K for project design in 2023.

**Fund Name(s):** SSWM Fund

**Coding:** Capital Improvement Plan project #01159

## **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 Parametrix, Inc., a Washington State corporation (“Consultant”).

**WHEREAS**, the City needs professional services in connection with design and permitting of culvert replacement with fish passage and stream channel restoration; 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, 2024, 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 hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of Two Hundred Ninety-Nine Thousand Two Hundred Ninety-Five and 35/100 dollars (\$299,295.35);

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:         Parametrix, Inc.  
                                      719 2<sup>nd</sup> Ave, Suite 200  
                                      Seattle, WA 98104  
                                      Attention: Steve Seville

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.

PARAMETRIX, INC.

CITY OF BAINBRIDGE ISLAND

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

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

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

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

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

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

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

## ATTACHMENT A INSURANCE REQUIREMENTS

### A. Insurance Term

The 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**

### **Introduction**

This scope of work (SOW) describes professional services to be performed by Parametrix for the City of Bainbridge Island's (City's) Springbrook Creek/Fletcher Bay Road Culvert Replacement project.

### **Summary of Work**

The purpose of the work is to develop a 30% design for replacement of the existing fish barrier culvert at the Springbrook Creek crossing of Fletcher Bay Road. The existing 100-foot long by 5-foot diameter corrugated metal pipe (CMP) and associated concrete weirs, flow control structures, and rock bank armoring will be replaced with a restored stream segment and new structure that will allow for conveyance of the creek flows and fish passage. Work completed by others indicates that a 60-foot span steel bridge is the preferred alternative. Based on discussions with the City, Parametrix will review the available project information and make recommendations for a prefabricated structure that meets fish barrier removal criteria and provides a structure that is acceptable to the City in material, cost, and future maintenance requirements within the City's bridge inventory.

Design of the bridge structure and stream elements will follow the requirements of WDFW's 2013 Water Crossing Design Guidelines. Key project tasks include:

- Complete an existing data review and summary
- Provide community engagement support with residents and stakeholders
- Perform cultural resources review and permitting for the project
- Perform a geotechnical evaluation of the proposed new crossing.
- Perform a topographic survey to augment existing survey data and support the design.
- Perform hydrologic, hydraulic, and stream geomorphic studies to develop stream design and inform structure foundation requirements
- Develop structure sizing and type and associated foundations
- Develop necessary stormwater designs associated with the crossing roadway design
- Perform biological field investigation, wetland delineation, and regulatory pre-application meeting to verify regulatory project requirements.

### **Design Criteria and Basis of Work**

The project crossing structure and roadway will rely on American Association of State and Highway Transportation Officials (AASHTO) design guidelines; the Washington State Department of Transportation (WSDOT) Design Manual, Standard Plans, and Standard Specifications for Road, Bridge, and Municipal Construction; and the City of Bainbridge Island Public Works Standards as guidelines for the development of the project. The stream design portion of the project will utilize a series of technical guidance documents that are available through Washington Department of Fish and Wildlife's (WDFW) Aquatic Habitat Guidelines program.

WSDOT Publications:

- Washington State Department of Transportation/American Public Works Association (WSDOT/APWA), Standard Specifications for Road, Bridge, and Municipal Constructions (M41-10), 2024 (English) edition (including the Division 1 APWA Supplement)
- WSDOT/APWA, Standard Plans for Road, Bridge, and Municipal Construction [English] (M21-01)
- WSDOT Construction Manual
- WSDOT Design Manual (M22-01)
- WSDOT General Special Provisions
- WSDOT Traffic Manual (M51-02)
- WSDOT Sign Fabrication Manual

U.S. Department of Transportation publications:

- Manual on Uniform Traffic Control Devices for Streets and Highways

WDFW:

- Stream Habitat Restoration Guidelines, 2012
- Water Crossing Design Guidelines, 2013
- Marine Shoreline Design Guidelines, 2014
- Incorporating Climate Change into the Design of Water Crossing Structures, 2017

Washington State Recreation and Conservation Office:

- Salmon Recovery Grants, Manual 18, Appendix D – Design and Restoration Project Deliverables, 2023

Other:

- Americans with Disabilities Act (ADA) regulations
- AASHTO Geometric Design for Highways and Streets, 2011
- City of Bainbridge Island Municipal Code
- City of Bainbridge Island 2016 Public Works Standards

Work to be performed is detailed in the task descriptions below.

**Task 01 – Project Management**

**Objectives:**

The objective of this task is to provide coordination between the City staff, subconsultants, and the design team members. The Parametrix project manager will work to move the schedule and team forward in a timely, consistent, and responsive manner to achieve project goals for work products, schedule, and budget.

**Activities:**

Activities for this task include:

- Update the City monthly regarding completion of scope work items, project timeline, budget, and overall project administration.
- Resolve issues and report results to the City’s project manager.
- Attend bi-weekly meetings with the City to discuss status of the project.
- Oversee subconsultants’ work as well as ensuring timely submittal of all work products.
- Coordination with 3<sup>rd</sup> party bridge supplier/designer.
- Coordinate design with the internal and external project teams. This will include an initial meeting with City staff to determine coordination procedures, schedule, and project expectations and verify grant funding design and timeline requirements.

**Subtask 1.01 – Project Schedule (30% Phase)**

The RFQ project schedule requires that the JARPA be submitted within 12 months. Parametrix will develop a project schedule with the City to identify key milestones associated with current funding source requirements.

**Subtask 1.02 – QA/QC Plan (30% Phase)**

Parametrix will develop a quality assurance quality control plan to be approved by the City. Utilizing similar plans that are effective for fish barrier removal projects, Parametrix will recommend a process that outlines the review and documentation of key deliverable and design steps. This method will be sized to the project to create consistency and points of verification that can be easily reviewed and serve as a record of deliverables and their development. The plan will focus on defined deliverables outlined within this scope of work, and interim deliverables will follow design standards of care without formal QA/QC documentation. As an example, a 30% stream design drawing will be reviewed by the assigned quality control (QC) lead, once QC is complete, quality assurance (QA) review will be conducted to backcheck steps of review and quality, and finally a quality verification (QV) step will be completed to document the quality plan was executed as intended and with the expected outcome. Whereas an interim stream design drawing may be circulated or presented for review and comment while in development, but the product would not follow a documented process per the QA/QC plan.

**Subtask 1.03 – Owner Meetings (30% Phase)**

Parametrix will facilitate an initial meeting with the City to kick-off the project. This meeting will be scheduled for 2 hours and review the project information developed to date and key schedule and funding requirements that will influence the 60% design and JARPA schedule. After the initial meeting, Parametrix will conduct bi-weekly meetings with the City to review the details of the project, discuss items needing clarification and input from the City, review the schedule, and stay up to date on meetings with stakeholders and regulatory agency staff. The bi-weekly meetings are expected to be 30 minutes.

**Subtask 1.04 Contract Administration and Invoicing (30% Phase)**

Parametrix will administer the contract, manage the subconsultants, and provide monthly invoices the City. The invoices will be accompanied by a progress report that will reflect the past month’s activities and accomplishments.

**Deliverables:**

Deliverables for this task include:

- Project Schedule
- Quality Management Plan
- Monthly progress letters and invoice descriptions that clearly identify tasks and items completed for the month prior as well as update the schedule to reflect progress within the project timeline. Invoices will include expenses by task, hours worked by personnel, and direct costs associated with subconsultants, as well as contract budget status. The progress letters will also detail any out-of-scope requests or budget/schedule issues.
- Meeting agendas and minutes for progress meetings with City staff.
- Routine correspondence.

**Assumptions:**

Assumptions for this task include:

- Project timeline has been identified as 12 months in the request for qualification. This schedule was associated with 30% design and permit documents. The schedule needs to be reviewed to confirm if any existing or expected project funding sources will impose additional requirements on the design and/or the schedule. Parametrix will work with the City if schedule adjustments, not yet determined, need to be applied.
- Parametrix cannot control the schedule or approvals for regulatory agencies that are currently requesting maximum allowable timelines.
- A total of up to 24 progress meetings, over a 12-month schedule, with City staff will be attended by the Parametrix PM and design leads as needed based on the agenda and technical details to be discussed.
- Progress meetings and design team meetings will be conducted virtually to maintain efficient use of budget.

**Task 2 – Project Kick-Off Meeting (30% Phase)**

**Objectives:**

The objective of this task is to align understanding and expectations between Parametrix and the City. The project, to date, has been developed by others. The project kick-off meeting will allow Parametrix to meet with the City and its partners to discuss the project history and learn the context of the project in its current state.

**Activities:**

Activities for this task include:

- Complete a detailed review of available project data and summarize data and any potential gaps.
- Lead a kick-off meeting with the City and its project partners to discuss the project history and context.

**Subtask 2.01 – Data Review and Project Kick-off Meeting**

Parametrix will complete a review of the historic project data provided by the City. Following this review, Parametrix will create an annotated summary of the data.

Parametrix will lead a 2-hour kick-off meeting attended by the technical leads, the City, and the City’s project partners to discuss the project history and context and to learn from the project

partners the applicability of the data included in the review. The intent is to complete a transfer of knowledge and context that will be helpful in stakeholder outreach and early engagement with regulatory staff. While much of the information can be summarized in written documents, the open discussion in the meeting format allows the technical leads to ask questions and hear firsthand how decisions have progressed to date, allowing the team to quickly resolve design status and next steps to advance the project toward 60% designs and the JARPA.

**Deliverables:**

Deliverables for this task include:

- Project data review annotated summary
- Project kick-off meeting agenda and notes

**Assumptions:**

Assumptions for this task include:

- Project data provided by the City will form the basis of understanding. Any other additional data gathered will be publicly available and part of design standard of care (e.g., FEMA flood maps).
- Based on Parametrix initial review of data provided, some data gaps are included in this scope (e.g., topographic survey). Other data gaps identified and recommendations to collect additional data will be provided to the City, under separate scope and budget amendment, for the City to review and approve at their discretion.
- One 2-hour project kick-off meeting (in-person and virtual hybrid)

**Task 3 – Tribal Engagement and Stakeholder Support (30% Phase)**

**Objective:**

To continue stakeholder engagement in a targeted and transparent process that will garner input and inform the project design and permitting processes.

**Activities:**

Activities for this task include:

- Perform outreach and site visit with the Suquamish Tribe to discuss proposed stream crossing features.
- Facilitate one public meeting at a City-owned meeting space for an early-evening meeting. Parametrix will provide an overview of the project and invite public input. Parametrix will also attend a second meeting as a follow-on effort, separately as an online forum (e.g., Teams) to allow broader public access and participation.
- Prepare color schematics of the proposed new stream crossing suitable for use at stakeholder meetings (22-inch by 34-inch format).

**Subtask 3.01 Suquamish Tribe Site Visit**

Parametrix will reach out to Suquamish Tribe fish passage lead and conduct a site visit to review the project and collect design input. This step will identify potential issues and design challenges early in the process, allowing the team to accommodate and proactively develop design details to

address identified concerns. This step will be completed in coordination with cultural resource and hydraulic project approval tasks to maintain budget efficiency.

### **Subtask 3.02 Stakeholder Meetings**

Parametrix will facilitate two stakeholder engagement meetings. The first will be an in-person meeting to present the project overview and discuss the details of the proposed 30% design. The second will be a virtual setting (e.g., MS Teams), allowing participants to engage from remote locations. Information in both meetings will be presented from the same script and collected stakeholder feedback will be documented. Collected feedback will be reviewed by Parametrix and the City to determine applicability to 60% design development and the permitting process in subsequent amendments.

#### **Deliverables:**

Deliverables for this task include:

- Up to three schematics in 22-inch by 34-inch format
- PowerPoint Project presentation
- Documentation of comments received and comment responses/actions in Excel format

#### **Assumptions:**

Assumptions for this task include:

- One onsite meeting with Suquamish Tribe, The City, Steve Seville, and Tad Schwager.
- One in person stakeholder meeting attended by the Parametrix outreach leads, Steve Seville, and Tad Schwager and 2 staff to assist with comment collection and note taking. One virtual meeting will also include the Parametrix technical leads.
- Schematics will be provided in 22-inch by 34-inch format and will be developed using photoshop or similar software.

### **Task 4 – Cultural Resources (30% Phase)**

#### **Objectives:**

To facilitate the activities that will review the proposed project and inform the design in ways to reduce disturbance and either avoid, preserve, or protect cultural resources in the project area.

#### **Activities:**

Activities for this task include:

- Define the area of potential effect (APE).
- Perform a cultural resource records review.
- Document field surveys.
- Develop required permit and environmental compliance materials.

### **Subtask 4.01 – Cultural Resource Review and Compliance**

Parametrix cultural resources staff will assist the City with the project's cultural resources obligations under Section 106 of the National Historic Preservation Act, State Environmental Policy Act, and Executive Order 21-02. This assistance will include developing a figure

depicting the project's area of potential effects (APE); performing a cultural resources records review on the Washington Information System for Architectural and Archaeological Records Data (WISAARD); performing an archaeological and architectural history field survey; documenting records review and field survey results in a cultural resources technical report; and assisting the City with cultural resources correspondence and deliverable submittals.

**Deliverables:**

Deliverables for this task include:

- Records review summary.
- Cultural resources technical report.
- Cultural resource permit submittal forms.

**Assumptions:**

- The City will coordinate access to the project location for the cultural resources field inventory.
- Parametrix will be responsible for obtaining utility locates prior to performing field inventory.
- Cultural resources fieldwork will require two (2) staff for one (1) eight-hour day to complete.
- No previously documented or as-yet undocumented archaeological resources are anticipated in the APE. Therefore, formal documentation, delineation, evaluation, and/or mitigation for archaeological resources is not included in this scope of work.
- Up to one (1) historic built resource is anticipated in the APE. Parametrix will document the resource on a historic property inventory form and evaluate the resource's significance. Mitigation for historic built resources is not included in this scope of work.
- City and agency comments on the draft cultural resources technical report will be provided in a single consolidated submittal.
- Parametrix will be responsible for revisions in response to a single round of comments to the draft cultural resources technical report.
- The federal and state lead agencies will be responsible for formal consultation with consulting parties under state and federal regulations.

**Task 5 – Right of Way (To be included in future design phases)**

**Task 6 – Geotechnical Evaluation and Engineering (30% Phase)**

**Objectives:**

HWA will lead the geotechnical evaluation and engineering services as a member of the Parametrix Team. The purpose of this task is to collect subsurface information of the site to support design of the bridge, walls, utilities, and other site improvements. Geotechnical engineering analyses will be performed to provide geotechnical recommendations for design and construction of the proposed improvements.

**Activities:**

Activities for this task include:

- Complete site reconnaissance and subsurface exploratory investigations
- Develop seismic design parameters
- Evaluate geologic hazards
- Assess proposed foundation designs
- Provide information regarding soil infiltration capacity for stormwater

### **Subtask 6.01 – Preliminary Geotechnical Evaluation (30% Phase)**

HWA will complete the following to inform and support the overall 30% design effort:

- Perform site reconnaissance
- Plan and coordinate geotechnical explorations:
  - Coordinate utility locates for borings, minimum 2 site visits
  - Generate Geotechnical Work Plan for borings drilled on Fletcher Bay Road, with TCPs
  - Explorations to consist of 4 borings
    - 2 borings to be drilled within the roadway to approximately 50 feet deep, one at each abutment, including constructing a ground water monitoring well in one of the borings
    - 2 borings near the toes of the existing fill embankment north and south of the roadway, to be completed with specialized equipment that can access the terrain of the natural floodplain.
- Prepare logs and assign laboratory testing for samples obtained during drilling
- Evaluate field and laboratory data
- Conduct ground water monitoring for a period of one year with site visits quarterly to retrieve transducer data
- Construct a geologic profile for geotechnical engineering evaluations
- Develop seismic design parameters for bridge and wall design
- Evaluate Geologic Hazards including slope stability, liquefaction, and scour
- Perform geotechnical foundation assessment suitable design types for bridge support consisting of spread footings, driven piles and drilled shafts
- Assess suitable wall options for abutment and wing walls
- Provide preliminary evaluation of the potential to use infiltration for stormwater management at the site
- Identify key conceptual level construction considerations, including temporary roadway and shoring options, dewatering, and earthwork
- Prepare memorandum summarizing findings for the proposed bridge alternatives

### **Deliverables:**

Deliverables for this task include:

- Geotechnical Exploration Work Plan
- Summary Memo for Geotechnical Assessment of Alternatives

### **Assumptions:**

The following assumptions are associated with this task:

- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual, or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of work. If contaminated soils and/or groundwater are encountered, the material will be properly contained on site for disposal as mutually agreed upon without additional cost to HWA.
- All noncontaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- Assumes that design infiltration rates can be assessed based on grain-size methods, or infiltration is determined to be infeasible due to site constraints. If field testing is required, a supplemental scope and budget will be needed.
- All field explorations will be conducted between the hours of 8 a.m. to 6 p.m.
- All required permits will be provided by the City at no cost to HWA.
- HWA will install one groundwater monitoring well at the location of one of the borings. The wells will be the property of the City. Construction should include the decommissioning of the wells.
- The boreholes will be backfilled to the surface and patched with rapid setting concrete. No HMA pavement patches will be required.
- The borehole locations will be surveyed during land survey task (by Parametrix).
- Design parameters for seismic design will be provided using the general procedure in the AASTHO seismic design. No site-specific site response analyses will need to be performed based on the current understanding of the geology at the site.
- Design traffic estimates to be provided by others.
- No Phase 1 or Phase 2 Environmental Site Assessment will be completed by HWA.
- Design and implementation of any dewatering systems will be the responsibility of the contractor.
- Utility locates, via the One-Call Utility Locate Center, and private utility locating subconsultant will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Following finalization of the geotechnical report, all soil samples will be disposed. Long-term storage of soil samples by the Consultant is not included.
- HWA/Parametrix will respond to one round of review comments from City staff.
- Geotechnical report will be finalized in future phases of the design.

### **Task 7 – 30% Design (30% Phase)**

#### **Objectives:**

The objective of this task is to develop assess design alternatives and advance a preferred alternative to a 30% level of design for review by the City, the City’s project partners, stakeholders, and to facilitate early discussions with regulatory agencies. Parametrix will start this 30% design effort with the understanding that previous work completed by others had recommended a 60-foot-long steel bridge as the preferred alternative. A bridge is assumed to be the preferred structure, and Parametrix will verify with the City the acceptable materials, associated purchase and construction cost, and long-term maintenance requirements of various structure options before the 30% designs are completed. A prestressed concrete girder design is

the assumption for this scope and associated budget, based on availability of materials, similar projects in the local vicinity, and reduced maintenance compared to steel bridge requirements.

**Activities:**

Activities for this task include:

- Collection of detailed site and topographic information.
- Determination of stream hydrology, stream flow hydraulics, and expected climate change variability.
- Determination of stream scour potential at the project site.
- Determination of stream complexity and biologic mimicry needed in design.
- Determination of stormwater capture and treatment requirements.
- Determination of feasible roadway design.
- Review and selection of suitable road supporting structure and foundations.
- Develop 30% design drawings, outline of technical specifications, and 30% engineers cost estimate.

**Task 7.01 – Land Survey**

**Objectives:**

Parametrix will collect topographic, roadway extent, and utility location information along Fletcher Bay Road NE beginning at the intersection of Springridge Road NE and Fletcher Bay Road NE to the intersection of Miller Road NE and Fletcher Bay Road NE right of way to right of way. Property line and right of way limits information will rely on City provided GIS data.

**Topographic survey:**

Parametrix will provide topographic mapping along Fletcher Bay Road NE beginning at the intersection of Springridge Road NE and Fletcher Bay Road NE to the intersection of Miller Road NE and Fletcher Bay Road NE right of way to right of way as well as upstream and downstream of Springbrook Creek approximately 400 feet north and 200feet south of roadway and 50 feet on each side, (east and west) of the creek.

**Topographic Elements:**

Topographic elements consist of information shown on a map which depicts the horizontal and vertical positions of natural and/or fabricated features and existing terrain surfaces. The topographic mapping will include evidence of, including but not limited to, the following improvements:

- |                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Buildings</li><li>• Curbs</li><li>• Sidewalks/paths</li><li>• Driveways/curb cuts</li><li>• Pavement delineation between concrete and asphalt</li><li>• Retaining walls, bulkheads, and fences – materials and heights</li></ul> | <ul style="list-style-type: none"><li>• Storm drainage and storm drain structures</li><li>• Sanitary sewer utility access holes and/or septic tank/drain field areas as identified to our field survey crew by the Client</li></ul> | <ul style="list-style-type: none"><li>• Meters or utility connects to existing buildings</li><li>• Water valve boxes</li><li>• Fire hydrants</li><li>• Telephone pedestals</li><li>• Signage</li><li>• Ponds</li><li>• Street lighting</li><li>• Significant trees with drip lines (6 inches as</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Underground utility location paint marks set by others if visible at time of the field survey
  - Electrical power vaults and associated surface features
  - Overhead wires, guy wires
  - Natural gas
  - Cable or fiber optic pedestals
- measured 4.5 feet above the ground)

### **Wetland survey**

Parametrix will pick up the wetland flags and critical areas marked by Parametrix wetland scientists.

### **Deliverables:**

Deliverables for this task include:

- An electronic drawing file of the boundary/right of way and topographic survey in AutoCAD Civil 3D 2020 format in one drawing file.

### **Assumptions:**

The following assumptions are associated with this task:

- Parametrix will be provided reasonable access to all areas requiring surveys.
- Parametrix will be provided right of entry on private properties.
- All electronic mapping standards will be based on Parametrix drafting standards.
- Parametrix will be provided a current title report including all referenced documents for the subject property prior to commencement of work.
- Parametrix field crews may need to perform minor brushing with machetes to conduct this survey, and we have the Client's permission to do so.
- Unless otherwise specified by the client, horizontal datum shall be North American Datum (NAD) 83/11 Washington Coordinate System, North Zone, and vertical datum shall be North American Vertical Datum of 1988 (NAVD 88).
- Utility locate service will be coordinated with other elements of work led by Parametrix and a rely on that single effort to mark utilities to be captured in the topographic survey.
- For safety reasons, our survey crews are not allowed to enter subsurface vaults. Our work will be conducted from the surface, using measure-down techniques. Crews will also not open any structure covers more than 80 pounds.
- If measure down information for maintenance holes that lie within the roadway are needed, the city will provide traffic control on a mutually agreed upon schedule.
- The setting of any survey monuments at any of the exterior boundary points of the subject properties has not been included in this proposal. The City provided GIS boundary of the property will be merged into the topographic mapping, as appropriate, and shown for graphical purposes only. This service can be provided if required later; however, any setting of property corners, and filing of a record of survey (if required) will be considered Additional Services and billed separately.

## **Subtask 7.02 – Stream Design - Hydrology, Hydraulics, and Scour**

### **Objectives:**

Parametrix will perform a hydrologic and hydraulic analysis of the basin and crossing site to assess the crossing type and stream design, prepare a stream restoration design, evaluate floodplains, and determine scour potential in the stream and at the new structure crossing. The stream design will be developed to a 30% level of detail and focus on restoration and habitat elements, streambank design, large wood placement, and riparian landscaping, for the preferred crossing design alternative.

### **Activities:**

The following activities will be completed to develop the Stream Design to the 30% level of design:

- Site visit field stream assessment to locate reference reach, determine existing constraints, pebble counts, bankfull widths, habitat assessment.
- Prepare a hydrologic analysis of the basin to determine 100-year, 2-year, base flow, and other bridge design and stream design related flows.
- Prepare a hydraulic channel surface to evaluate existing 100-year floodplain for a reach up to 1,000 feet upstream and downstream of the existing culvert.
- Prepare a proposed channel restoration section using a reference reach, if available, and hydraulic analyses.
- Prepare a concept channel design, including large wood needs and other proposed habitat feature details, including the adjacent upland planting and bank restoration.
- Prepare a hydraulic channel surface for the future conditions to evaluate proposed channel configuration, habitat features, flood stages, and bridge scour.
- Perform hydraulic modeling on the channel using SRH-2D to evaluate future channel conditions and support the stream and bridge design.
- Prepare a future 100-year floodplain water surface profile for the proposed restoration reach and up to 400 feet upstream and downstream of the restoration section.
- Prepare a scour analysis for the future bridge design at the 30% design-level.
- Prepare a brief hydrology, stream restoration, hydraulic model, and floodplain technical memorandum.
- Model the proposed bridge design with the SRH-2D model.
- Prepare a 30% design-level basis of stream design technical design memorandum.

### **Deliverables:**

Deliverables for this task include:

- Draft and final Hydraulics technical memorandum
- Draft and final basis of stream design memorandum

### **Assumptions :**

The following assumptions are associated with this task:

- No zero-rise analysis or floodplain mapping is included.
- Does not include floodplain development approval.
- One review of the draft technical memorandum is included.
- One review of the draft basis of stream design report is included.

### **Subtask 7.03 – Stormwater Management**

#### **Objectives:**

Parametrix will develop stormwater management approaches for the proposed roadway replacement.

#### **Activities:**

Activities for this task include:

- Delineate the threshold drainage areas (TDA) for the proposed selected preferred crossing option.
- Determine stormwater runoff volume and peak flow rates generated by the project.
- Calculate areas and any changes in pollution generating impervious surfaces based on proposed structure and roadway design layout and alignments.
- Prepare up to three approaches for controlling stormwater from the road replacement area, fitting capture, conveyance, and treatment options with the proposed road section and bridge design.
- Verify compliance with City’s stormwater requirements.
- Prepare a stormwater basis of design technical memorandum.

#### **Deliverables:**

Deliverables for this task include:

- Draft and final stormwater basis of design technical memorandum

#### **Assumptions:**

The following assumptions are associated with this task:

- The Washington State Department of Ecology’s 2019 Stormwater Management Manual for Western Washington, as amended, will be used. Certain provisions of the manual are amended as stated in Bainbridge Island municipal code 15.20.060.
- No contact or outreach with regulatory agencies is included in this task.

### **Subtask 7.04 – Roadway Design**

#### **Objectives:**

Parametrix will develop an understanding of the project area traffic, level of service, and potential construction challenges associated with the requirement to maintain continuous access for the traveling public along Fletcher Bay Road. The roadway design team will review the proposed roadway requirements, including road width, section, and minimum standards per the

City of Bainbridge requirements. Additionally, the team will develop a maintenance of traffic (MOT) strategy for review by the City.

**Activities:**

Activities for this task include:

- Prepare preliminary (30%) roadway design and maintenance of traffic (MOT) concept
- Participate in one (1) design review meeting with the City of Bainbridge Island for design review and approval

**Deliverables:**

Deliverables for this task include:

Proposed roll plots or exhibits to be delivered for this task are:

- Staging/MOT Concept 1 roll plot
- Roadway Plan/Profile 1 roll plot

**Assumptions:**

The following assumptions are associated with this task:

- AutoCAD Civil 3D design software using Parametrix CAD standards
- One staging/MOT concept
- Roadway design roll plot with plan/profile format
- Electronic delivery (PDF format)

**Subtask 7.05 – Structures**

**Objectives:**

Parametrix will perform an alternatives analysis, recommend a preferred alternative, and develop a structures Preliminary Plan for the replacement of the existing Springbrook Creek culvert.

**Activities:**

Activities for this task include:

- Coordinate with all disciplines and the City to preferred 3<sup>rd</sup> party prefabricated structure option for the replacement of the existing culvert including, hydraulics, geotechnical, environmental, and civil. The alternatives will be based on the minimum hydraulic opening.
- Develop conceptual plan and elevations for the abutments and roadway approach retaining walls.
- Include foundation recommendations based on preliminary geotechnical information.
- Review staging concept.
- Develop conceptual level cost estimate.
- Document the compatibility of the abutments and retaining walls with the prefabricated bridge structure in a technical memorandum.
- Prepare preliminary abutment and retaining wall plans.

- Perform an independent QA/QC review.

**Deliverables:**

Deliverables for this task include:

- A Technical Memorandum documenting compatibility of the abutment and retaining wall design with the prefabricated structure.
- A structures Preliminary Plan including a plan, elevation, typical section, and staging concept – coordinated with prefabricated structure vendor.
- Preliminary abutment and retaining wall plans and elevations.

**Assumptions :**

The following assumptions are associated with this task:

- Preliminary geotechnical information will be available to determine foundation type.
- Construction staging will be required to maintain traffic during construction.
- Bridge approach slabs are not required.
- Preliminary design will be in accordance with the latest WSDOT BDM and the AASHTO LRFD Bridge Design Specifications Ninth Edition 2020.

**Subtask 7.06 – 30% Design Drawings, Specifications, and Cost Estimate**

**Objectives:**

Building on the technical information developed in this task 7, Parametrix will develop 30% level design drawings, outline of the associated technical specifications, and a preliminary cost estimate.

**Activities:**

Activities for this task include:

- Development of 30% drawings
- Develop outline of technical specifications based on 30% drawing features
- Develop preliminary cost estimate for major items depicted in the 30% drawings

**Deliverables:**

Deliverables for this task include:

- Cover sheet (1 sheet)
- Project notes (1 sheet)
- Land survey and topographic map overview (1 sheet)
- Roadway alignment roll plot
- Utilities (1 sheet)
- Structure plan and section (1 sheet)
- Abutment and retaining wall sections (2 sheets)
- Stream alignment plan view with disturbance limits and grading (1 sheet)
- Stream channel profile (1 sheet)

- Typical channel sections (1 sheet)
- Large wood plan (1 sheet)
- Typical large wood details (2 sheets)
- Landscaping plan (1 sheet)
- Landscaping details (1 sheet)
- Stormwater design plan (1 sheet)
- Stormwater details (2 sheets)
- Technical specification outline
- Preliminary cost estimate of major project elements

**Assumptions:**

The following assumptions are associated with this task:

- 30% drawings will be developed with Parametrix CAD standards.
- Utility drawings will be coordinated with water supply line project. Based on schedule alignment of the two separate projects, details presented in the utility drawing information is to be determined, Details will either rely on the design by others, or the expected water utility alignment will be shown in the preferred alignment and location supported and hung externally on the downstream side of the bridge structure.
- Technical specification outline will adopt WSDOT specification standards and template style.
- Preliminary cost information will be based on recent local projects and general known product and construction cost and will not include inflation and are provided for future budget planning purposes only.
- AutoCAD Civil 3D.
- Electronic delivery of drawings (PDF format).

**Task 8 – 30% Permitting (30% Phase)**

**Objectives:**

Parametrix will develop applications for the necessary permits and approvals to complete the project. Because this project a) removes a human-made or caused fish passage barrier, and b) is a stand-alone fish passage barrier correction project funded by the city, it is assumed to qualify as a fish habitat enhancement project (FHEP) (RCW 77.55.181). As such, it is exempt from the State Environmental Policy Act (SEPA) and the need for local environmental permits. Federal and state regulations still apply. The complete list of permits will need to be verified by the agencies, but the anticipated list includes:

- Hydraulic Project Approval, Fish Habitat Enhancement Project (Washington Department of Fish and Wildlife [WDFW])
- Clean Water Act Section 404 (U.S. Army Corps of Engineers [USACE] permit)
  - May qualify for coverage under Nationwide Permit
- Endangered Species Act Section 7 (National Marine Fisheries Service and U.S. Fish and Wildlife Service [Services])
  - May qualify for coverage under programmatic biological opinion

- National Historic Preservation Act Section 106 (Washington Department of Archaeology and Historic Preservation [DAHP]) (described in Task 2)
- Section 401 Water Quality Certificate (Washington State Department of Ecology [Ecology])
- Coastal Zone Management Act Certification of Consistency (Ecology)

**Activities:**

Activities for this task include:

- Prepare for and attend up to four meetings with City to review permit requirements and coordinate during the design process.
- Characterize and evaluate existing environmental conditions at the site. This will include the delineation of ordinary high-water mark (OHWM) and jurisdictional wetlands and applying wetland and stream ratings using methods required by both USACE and WDFW.
- Prepare a wetlands and streams report summarizing the findings from the completed wetland and OHWM delineations. The report will include a wetland assessment, stream assessment, and observations of any additional fish and wildlife habitat; an impact assessment; a mitigation plan if required; and a monitoring and maintenance plan. The wetlands and streams report shall meet the requirements for submittal to the USACE for a Section 404 permit. The project is not anticipated to require compensatory mitigation; however, the design will include measures to restore the stream to meet WDFW hydraulic, hydrologic, and habitat guidelines, and to restore wetland and riparian areas temporarily impacted by project construction. The report will address overarching changes to habitat and benefits to salmon, etc.
- Prepare for and attend up to three meetings with representatives from regulatory agencies, Tribes, and other stakeholder groups.

**Subtask 8.01 – Field Investigation**

Parametrix will perform a field investigation to document existing conditions. The ordinary high-water mark (OHWM) of the stream and any wetland features within 200 feet of the project limits will be delineated. Additional observations of stream habitat quality, bank erosion, riparian vegetation, and other sensitive habitat features will be noted. All flag locations will be captured by the survey team with high-precision survey equipment. Landowner permission for access to adjacent properties will be secured by the City.

**Subtask 8.02 – Wetland and Stream Report**

Parametrix will report its findings from the field investigation in a wetlands and streams report. The report will provide the basis for determining impacts to wetlands and streams, and for determining any mitigation requirements that may be needed. The memo will include descriptions of natural resource conditions in the project area, maps, a summary of anticipated impacts, mitigation (if required), necessary permits and their respective terms and conditions.

**Subtask 8.03 – Pre-Application Meeting**

Pre-application meetings will be held with the City, Parametrix, and appropriate regulatory agency representatives. If possible, this meeting will be held in-person at the site. Required attendees will include US Army Corps of Engineers, Washington Department of Ecology,

Washington Department of Fish and Wildlife, Department of Natural Resources, and Suquamish Tribe. Additional invitees will include Wild Fish Conservancy, Mid-Sound Fisheries Enhancement Group, and Bainbridge Island Land Trust. Parametrix will coordinate the meeting time and provide orientation materials to attendees. We recognize the importance of efficiency and the value of engaging in separate meetings to collect additional feedback. Parametrix suggests three separate meetings. The first with USACE, WDFW, Ecology, DNR, and the Suquamish Tribe; the second with the City partners and collaborators; the third with other interested stakeholders and community members.

**Deliverables:**

Deliverables for this task include:

- Agenda and summary notes for up to four meetings with the City
- Agenda and summary notes for up to three meetings with agencies, Tribes, and stakeholders
- Wetlands and Streams Report, to include a map of delineated wetlands and stream OHWM, and a matrix of permit information
- Cultural resources survey report including an inadvertent discovery plan (see Task 2)

**Assumptions:**

The following assumptions are associated this task:

- Right of entry for field work and for on-site meetings will be provided by the City in advance of scheduling field crews.
- The City will coordinate all public notices for permitting.
- The project qualifies as a Fish Habitat Enhancement Project (stand-alone fish habitat enhancement project), which eliminates the need for SEPA and local permits/approvals.
- The project will qualify to be permitted under the current USACE Nationwide Permit 27, which covers NEPA requirements. No federal funding is anticipated for the project which would require additional NEPA compliance.
- An individual 401 water quality certificate will not be required.
- The project will qualify to use the Fish Passage and Restoration Programmatic (FPRP III). The project will incorporate all relevant conservation measures specified in Section 1.3.2 of the Biological Opinion. A limited budget has been included for assisting with Endangered Species Act (ESA) consultation based on the project's consistency with this BiOp as a fish passage action. Consistency is determined by agency review of the proposed action and culvert design initiated through submittal of the FPRP project information form.
- Preliminary plans and geomorphic analysis developed under other tasks will be used to support development of wetland and stream impact assessment, and mitigation plans. Mitigation will consist of stream restoration and native plantings within the project footprint.
- The wetland and stream impact assessment and mitigation plans development does not include the preparation of restoration, landscape, or site plan drawings. These drawings will be prepared under separate tasks.
- No permits other than those described above will be needed for project completion.

**Consultant's Hourly Rates:**

See Attachment B – Fee Schedule

**Schedule:**

Notice to Proceed

Survey

30% Design Submittal

July 24, 2023

September 15, 2023

November 30, 2023

**ATTACHMENT C**  
**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**  
**AND OTHER RESPONSIBILITY MATTERS**

In accordance with federal Executive Order 12549, the Consultant certifies to the best of its knowledge and belief, that it and/or its principals or officers:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding the execution of this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- d. Have not within a three-year period preceding the execution of this Agreement had one or more public transactions (federal, state, or local) terminated for cause of default; and
- e. Acknowledge that all subconsultants selected for this project must be in compliance with paragraphs (a – d) of this certification.

\_\_\_\_\_  
Name and Title of Authorized Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Consultant

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.

# Attachment B - Budget

Client: City of Bainbridge  
 Project: Springbrook Creek/Fletcher Bay Road Fish Passage (30% Phase)  
 Project No: 553-2290-840

		Billing Rates:		Steve Seville	Kevin House	Kristy Allinson	Tad Schwager	Nicole Nagao	Tait Elder	Chris Johnson	Joe Mierth	Scotty Ireland	Theo Prince	Sarah Rife	Joe Gluck	January Tavel	Corey Lentz	Jessamine Fung	Jeff Butler	Hiba Farag	Alvin Valencia	Kaylee Moser	Amanda Weiss	Griffin J. Harger	Ken Van Cleave	Steven N. Sharpe	Michal D'Agostino	Alain P. Desplanches	Shanon L. Harris	Debra M. Featherston	Jessica Lavaris		
		\$341.38	\$366.18	\$206.25	\$187.49	\$184.37	\$242.19	\$161.04	\$307.74	\$304.95	\$215.05	\$177.13	\$97.50	\$226.56	\$132.83	\$149.18	\$152.17	\$125.91	\$195.78	\$139.95	\$108.39	\$184.11	\$149.50	\$144.53	\$136.60	\$102.90	\$143.23	\$166.86	\$124.96				
Task	Subtask	Description	Labor Dollars	Labor Hours	Project Manager	Sr Consultant	Survey Supervisor	Sr Scientist/Biologist	Engineer IV	Sr Consultant	Engineer IV	Sr Consultant	Sr Consultant	Sr Engineer	Engineer IV	Cultural Resource Specialist I	Sr Cultural Resources Specialist	Cultural Resource Specialist II	Planner III	Designer III	Engineer I	Designer IV	Scientist/Biologist III	Scientist/Biologist II	Sr Surveyor	Sr Surveyor	Technical Lead	Surveyor III	Surveyor II	Project Controls Specialist	Publications Supervisor	Sr. Project Accountant	
01		Project Management	\$14,992.90	56	16	12	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	6	
01	01	Project Schedule	\$4,560.73	14	8							6																					
01	02	QA/QC Plan	\$5,076.89	14	2	12																											
01	03	Owner Meetings	\$3,173.24	12	6		6																										
01	04	Contract Administration and Invoicing	\$2,182.05	16																													
02		Project Kickoff Meeting	\$6,644.56	28	4	0	4	4	0	4	4	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02	01	Data Review and Project Kick-off Meeting	\$6,644.56	28	4		4	4	4	4	4	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03		Tribal Engagement And Stakeholder Support	\$8,575.52	35	12	0	12	0	2	0	0	0	3	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0
03	01	Suquamish Tribe Site Visit	\$2,599.87	10	4		4		2																								
03	02	Stakeholder Meetings	\$5,975.65	25	8		8					3				3							3										
04		Cultural Resources	\$15,442.96	92	0	0	0	0	32	0	0	0	0	0	24	4	20	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04	01	Cultural Resource Review and Compliance	\$15,442.96	92					32						24	4	20	12															
05		Right-of-Way (see subconsultant RESGNW)	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05	01	Right of Way - Preliminary Services	\$0.00	0																													
06		Geotechnical (see subconsultant HWA)	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06	01	Preliminary Geotechnical Evaluation (30% Design)	\$0.00	0																													
07		30% Design Drawings	\$160,332.38	866	34	8	20	0	134	0	48	52	20	44	88	0	0	0	0	100	60	96	0	0	2	0	40	60	60	0	0	0	0
07	01	Land Survey & Topographic Mapping	\$24,643.78	182			20																		2		40	60	60				
07	02	Stream Design - Hydrology, Hydraulics, and Scour	\$38,068.16	192	16			72					24	80																			
07	03	Stormwater Design	\$7,442.89	38	2			32				4																					
07	04	Roadway Design	\$13,816.40	88						48											40												
07	05	Foundations and Retaining Walls Design	\$42,351.79	208							52											60	96										
07	06	30% Design Drawings, Specifications, and Cost Estimate	\$34,009.37	158	16	8						20	16	8							60												
08		30% Permitting	\$20,453.03	138	4	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62	38	0	0	0	0	0	0	0	4	0
08	01	Field Investigation	\$6,223.23	44			12																16	16									
08	02	Wetland and Stream Report	\$8,374.41	62			2																40	16									4
08	03	Pre Application Meeting	\$5,855.40	32	4		16															6	6										
			\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			\$0.00	0																													
<b>Labor Totals:</b>				1,215	70	20	24	52	134	38	52	56	26	51	88	24	7	20	12	100	60	96	65	38	2	0	40	60	60	10	4	6	
<b>Totals:</b>			\$226,441.35	0	\$23,896.60	\$7,323.55	\$4,949.88	\$9,749.61	\$24,705.92	\$9,203.22	\$8,373.95	\$17,233.58	\$7,928.64	\$10,967.68	\$15,587.00	\$2,340.00	\$1,585.90	\$2,656.55	\$1,790.10	\$15,216.50	\$7,554.30	\$18,794.88	\$9,096.43	\$4,118.73	\$368.23	\$0.00	\$5,781.10	\$8,195.85	\$6,173.70	\$1,432.28	\$667.42	\$749.78	

**Subconsultants**  
 HWA Geotechnical Engineers (through 30%) \$66,854.00  
 Real Estate Services Group Northwest (RESGNW) \$0.00

**Subconsultants Total:** \$66,854.00

**Other Direct Expenses**  
 Mileage - \$0.655/mile \$3,600.00  
 Survey Equipment (\$160/Use) \$2,400.00

**Other Direct Expenses Total:** \$6,000.00

**30% Phase Total** \$ 299,295.35

# Attachment B - Fee Schedule

Parametrix Puget Sound Billing Rates - October 1, 2022 through September 30, 2023

Classification	Grade	Rate for Billing 10/2022	Classification	Grade	Rate for Billing 10/2022
CADD Operator I	8	\$120	Jr. Planner	8	\$120
CADD Operator II	9	\$130	Planner I	10	\$135
CADD Operator III	11	\$145	Planner II	11	\$145
CADD Supervisor/Technical Lead	12	\$155	Planner III	12	\$155
CADD Services Manager	14	\$175	Planner III	13	\$160
			Planner IV	14	\$180
Jr. Designer	8	\$120	Sr. Planner	15	\$200
Designer I	10	\$140	Sr. Planner	16	\$220
Designer II	11	\$150	Sr. Planner	17	\$235
Designer III	12	\$160			
Designer III	13	\$170	Jr. Scientist/Biologist	8	\$120
Designer IV	14	\$170	Scientist/Biologist I	10	\$135
Sr. Designer	15	\$190	Scientist/Biologist II	11	\$145
Sr. Designer	16	\$210	Scientist/Biologist III	12	\$155
Sr. Designer	17	\$225	Scientist/Biologist III	13	\$160
			Scientist/Biologist III	14	\$180
			Scientist/Biologist IV	15	\$200
Jr. Engineer	8	\$125	Sr. Scientist/Biologist	16	\$220
Engineer I	10	\$145	Sr. Scientist/Biologist	17	\$235
Engineer II	11	\$150			
Engineer III	12	\$160	Environmental Technician I	7-8	\$120
Engineer III	13	\$175	Environmental Technician II	9	\$130
Engineer IV	14	\$190	Environmental Technician III	10	\$135
Sr. Engineer	15	\$215			
Sr. Engineer	16	\$230	Jr. Hydrogeologist	8	\$120
Sr. Engineer	17	\$250	Hydrogeologist I	10	\$135
Sr. Consultant	18	\$285	Hydrogeologist II	11	\$145
Sr. Consultant	19	\$290	Hydrogeologist III	12-13	\$160
			Hydrogeologist IV	14	\$180
Electrical Designer I	11	\$150	Sr. Hydrogeologist	15	\$200
Electrical Designer II	12	\$165	Sr. Hydrogeologist	16	\$220
Electrical Designer III	13	\$180	Sr. Hydrogeologist	17	\$235
Electrical Designer IV	14	\$180			
Sr. Electrical Designer	15-16	\$215			
Sr. Electrical Designer	17	\$235	GIS Technician	9	\$130
Electrical Engineer I	11	\$150	GIS Analyst	10	\$135
Electrical Engineer II	12	\$160	Sr. GIS Analyst	11	\$145
Electrical Engineer III	13	\$175			
Electrical Engineer IV	14-15	\$200	Graphic Designer	10-11	\$145
Sr. Electrical Engineer	16-17	\$230	Sr. Graphic Designer	12-13	\$160
Sr. Electrical Engineer	18	\$270			
			Publications Specialist I	8	\$110
Jr. Surveyor	8	\$120	Publications Specialist II	9-10	\$130
Surveyor I	9	\$130	Sr. Publications Specialist	10-11	\$140
Surveyor II	10	\$135	Publications Supervisor	12-13	\$150
Surveyor III	11	\$150	Technical Editor	10-11	\$140
Sr. Surveyor	12	\$160	Sr. Technical Editor	12-13	\$150
Sr. Surveyor	13	\$195			
Survey Supervisor	14-15	\$205	Technical Aide	7	\$110
Survey Supervisor	16-17	\$225	Sr. Technical Aide	8	\$120
Survey Prevailing Wage*			Project Coordinator	9	\$130
			Sr. Project Coordinator	10	\$135
Jr. Inspector	8	\$120	Project Controls Specialist	11	\$145
Construction Inspector	10-11	\$145	Sr. Project Controls Specialist	12-13	\$160
Sr. Construction Inspector	12-13	\$160			
Resident Engineer	13	\$170	Project Accountant	9	\$130
Resident Engineer	14	\$180	Sr. Project Accountant	10-11	\$145
Construction Manager I	12-14	\$180	Accounting Specialist	9	\$130
Construction Manager II	15-17	\$195	Sr. Accounting Specialist	10-11	\$140
Sr. Construction Manager	15	\$210			
Sr. Construction Manager	16-17	\$235	Admin Assistant	7	\$110
Owner's Representative	18-19	\$260	Sr. Admin Assistant	8	\$120
			Office Administrator	10-11	\$145
Division Manager	16-17	\$235	Sr. Office Administrator	12-13	\$155
Regional Division Manager	18-19	\$265	Office Administrative Manager	14-15	\$180
Operations Manager	16-17	\$235	Business Manager	15-16	\$195
Operations Manager	18-19	\$275	Sr. Contract Administrator	12-13	\$160
Program Manager	18-20	\$280	Director of Risk Management	20	\$295
Principal Consultant	19	\$280			
Principal Consultant	20	\$300	UAV Pilot	12-13	\$190
Vice President/Sr. Vice President	18-20	\$300	Expert Witness		\$400

\* Prevailing Wage Rates apply to construction surveying on all Washington Public Works Projects.

Client: City of Bainbridge  
 Project: Springbrook Creek/Fletcher Bay Road Fish Passage (60% Phase)  
 Project No: 553-2290-840

				Billing Rates:																															
				Steve Seville	Kevin House	Kristy Allinson	Tad Schwager	Nicole Nagao	Tait Elder	Chris Johnson	Joe Mierth	Scotty Ireland	Theo Prince	Sarah Rife	Joe Gluck	January Tavel	Corey Lentz	Jessemine Fung	Jeff Butler	Hiba Farag	Alvin Valencia	Kaylee Moser	Amanda Weiss	Giffin J. Herger	Ken Van Cleave	Steven N. Sharpe	Michal D'Agostino	Alan P. Desplanches	Shanon L. Harris	Debra M. Featherston	Jessica Laveris				
				Project Manager	Sr. Consultant	Survey Supervisor	Sr. Scientist/Biologist	Engineer IV	Sr. Consultant	Engineer IV	Sr. Consultant	Sr. Consultant	Sr. Engineer	Engineer IV	Cultural Resource Specialist II	Sr. Cultural Resources Specialist	Cultural Resource Specialist II	Planner III	Designer III	Engineer I	Designer IV	Scientist/Biologist III	Scientist/Biologist II	Sr. Surveyor	Sr. Surveyor	Technical Lead	Surveyor III	Surveyor II	Project Controls Specialist	Publications Supervisor	Sr. Project Accountant				
Task	Subtask	Description	Labor Dollars	Labor Hours	\$341.38	\$366.18	\$206.25	\$187.49	\$184.37	\$242.19	\$161.04	\$307.74	\$304.95	\$215.05	\$177.13	\$97.50	\$226.56	\$132.83	\$149.18	\$152.17	\$125.91	\$195.78	\$139.95	\$108.39	\$184.11	\$149.50	\$144.53	\$136.60	\$102.90	\$143.23	\$166.86	\$124.96			
01		Project Management	\$5,355.29	28	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
01	01	Project Schedule	\$0.00	0																															
01	02	QA/QC Plan	\$0.00	0																															
01	03	Owner Meetings	\$3,173.24	12	6			6																											
01	05	Contract Administration and Invoicing	\$2,182.05	16																															
02		Project Kickoff Meeting	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
02	01	Data Review & Technical Summary	\$0.00	0																															
02	02	Project Kick-off Meeting	\$0.00	0																															
03		Tribal Engagement And Stakeholder Support	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
03	01	Squamish Tribe Site Visit	\$0.00	0																															
03	02	Stakeholder Meetings	\$0.00	0																															
04		Cultural Resources	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
04	01	Cultural Resource Review and Compliance	\$0.00	0																															
05		Right-of-Way (see subconsultant RESGNW)	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
05	01	Right of Way - Preliminary Services	\$0.00	0																															
06		Geotechnical (see subconsultant HWA)	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
06	01	Preliminary Geotechnical Evaluation (30% Design)	\$0.00	0																															
06	02	Preliminary Geotechnical Evaluation (60% Design)	\$0.00	0																															
07		30% Design	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
07	01	Land Survey & Topographic Mapping	\$0.00	0																															
07	02	Stream Design - Hydrology, Hydraulics, and Scour	\$0.00	0																															
07	03	Stormwater Design	\$0.00	0																															
07	04	Roadway Design	\$0.00	0																															
07	05	Foundations and Retaining Walls Design	\$0.00	0																															
07	06	30% Design Drawings, Specifications, and Cost Estimate	\$0.00	0																															
07	07	Constructability Review	\$0.00	0																															
08		30% Permitting	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
08	01	Field Investigation	\$0.00	0																															
08	02	Wetland and Stream Report	\$0.00	0																															
08	03	Pre Application Meeting	\$0.00	0																															
09		60% Design	\$254,592.98	1,340	58	10	0	12	40	0	204	120	48	60	4	0	0	0	24	180	280	248	0	0	0	0	0	0	0	0	0	0	0	56	0
09	01	60% Design Drawings	\$165,420.78	946	8	2		40			120	96								180	280	220													
09	02	60% Technical Specifications	\$29,055.20	146	8	2					40	8										16													
09	03	60% Engineers Cost Estimate	\$25,907.90	110	8	2					32	8	24	24								12													
09	04	60% Constructability Review	\$8,733.86	28	2	2							24																						
09	05	Basis of Design Report	\$25,475.26	110	32	2	12				8	8		4	4				24															16	
10		60% Permitting	\$32,657.11	222	0	2	0	36	0	0	4	0	0	0	0	0	0	0	40	0	0	0	0	36	0	0	0	0	0	0	0	4	4	0	
10	01	JARPA Package Submittal (w/60% designs)	\$32,657.11	222	2	2		36			4								40				36												
<b>Labor Totals:</b>				1,590	64	12	0	54	40	0	204	120	48	60	4	0	0	0	64	180	280	248	100	36	0	0	0	0	0	0	10	60	6		
<b>Totals:</b>				\$292,605.37	0	\$21,848.32	\$4,394.13	\$0.00	\$10,124.60	\$7,374.90	\$0.00	\$32,851.65	\$36,929.10	\$14,637.48	\$12,903.15	\$708.50	\$0.00	\$0.00	\$0.00	\$9,547.20	\$27,389.70	\$35,253.40	\$48,553.44	\$13,994.50	\$3,901.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,432.28	\$10,011.30	\$749.78		

Subconsultants	
HWA Geotechnical Engineers (60% design and reporting)	\$32,708.00
Real Estate Services Group Northwest (RESGNW)	\$4,865.00
<b>Subconsultants Total:</b>	<b>\$37,573.00</b>

Other Direct Expenses	
Mileage - \$0.655/mile	\$250.00
Survey Equipment (\$160/Use)	\$0.00
<b>Other Direct Expenses Total:</b>	<b>\$250.00</b>

**60% Phase Total \$ 330,428.37**





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Adopt Resolution No. 2023-01 Establishing a Naming Policy for Municipally Owned Property and Property Naming and Authorizing the Adoption of a Policy on Public Property Names and Name Changes - Executive,

**SUMMARY:** The City of Bainbridge Island does not have a policy for considering and approving names for municipally-owned property, including buildings, streets and trails. Adopting a policy will provide the community with information about how the City will name new facilities, or consider requests for name changes or dedications.

This draft policy was used as a basis for the process to name the Ted Spearman Justice Center.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Adopt Resolution No. 2023-01 establishing a policy for naming municipally-owned property and property naming and authorizing the adoption of a policy on public property names and name changes.

**COMMUNITY ENGAGEMENT AND OUTREACH:** It has been reviewed with the Race Equity Advisory Committee and presented in part through the naming process for the Ted Spearman Justice Center.

**FISCAL IMPACT:**

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

**BACKGROUND:** The City of Bainbridge Island does not currently have a policy for naming buildings, trails and other municipally-owned property. The policy also applies to public streets, and includes compliance with state regulations related to street names.

The proposal to be considered by the City Council today is based on other policies in use in the region. It has been reviewed with the Race Equity Advisory Committee and the Historic Preservation Commission.

General Procedures for Considering Naming or Name Change Requests. Additional details are provided in the resolution.

1. Requests for naming or changing the name to City property may be submitted by any Bainbridge Island resident, property owner, or City official. Requests should be made in writing or via email. For a new or un-named property, a request may be made to the City Council or the City Council may determine that it wishes to establish a name.
2. The City Council reviews the proposal. Council may decide to take a vote and deny the request.
3. Community outreach
4. Council may refer the proposal to a committee.
5. Public Meeting and comment period. Additional meetings may be scheduled.
6. Recommendation to City Council.
7. Decision by City Council.

General Naming Criteria. Additional details are provided in the resolution.

1. Clarity
2. Context and geographical location
3. Natural or geological features
4. Community significance
5. Historical significance
6. Individual contribution
7. Equity and alignment with City values
8. Prohibition on profane, frivolous or unrelated names.
9. Except in extraordinary circumstances, facilities and public property shall not be named for living individuals.
10. Street names shall conform with relevant local and state laws and processes regulating street names.

**ATTACHMENTS:**

[Presentation - Res 2023-01 Naming Policy for CC 07112023](#)

[Res 2023-01 Establishing a Naming Policy for Municipally Owned Property.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

# Consideration of a Naming Policy for Municipally Owned Buildings, Properties and Streets

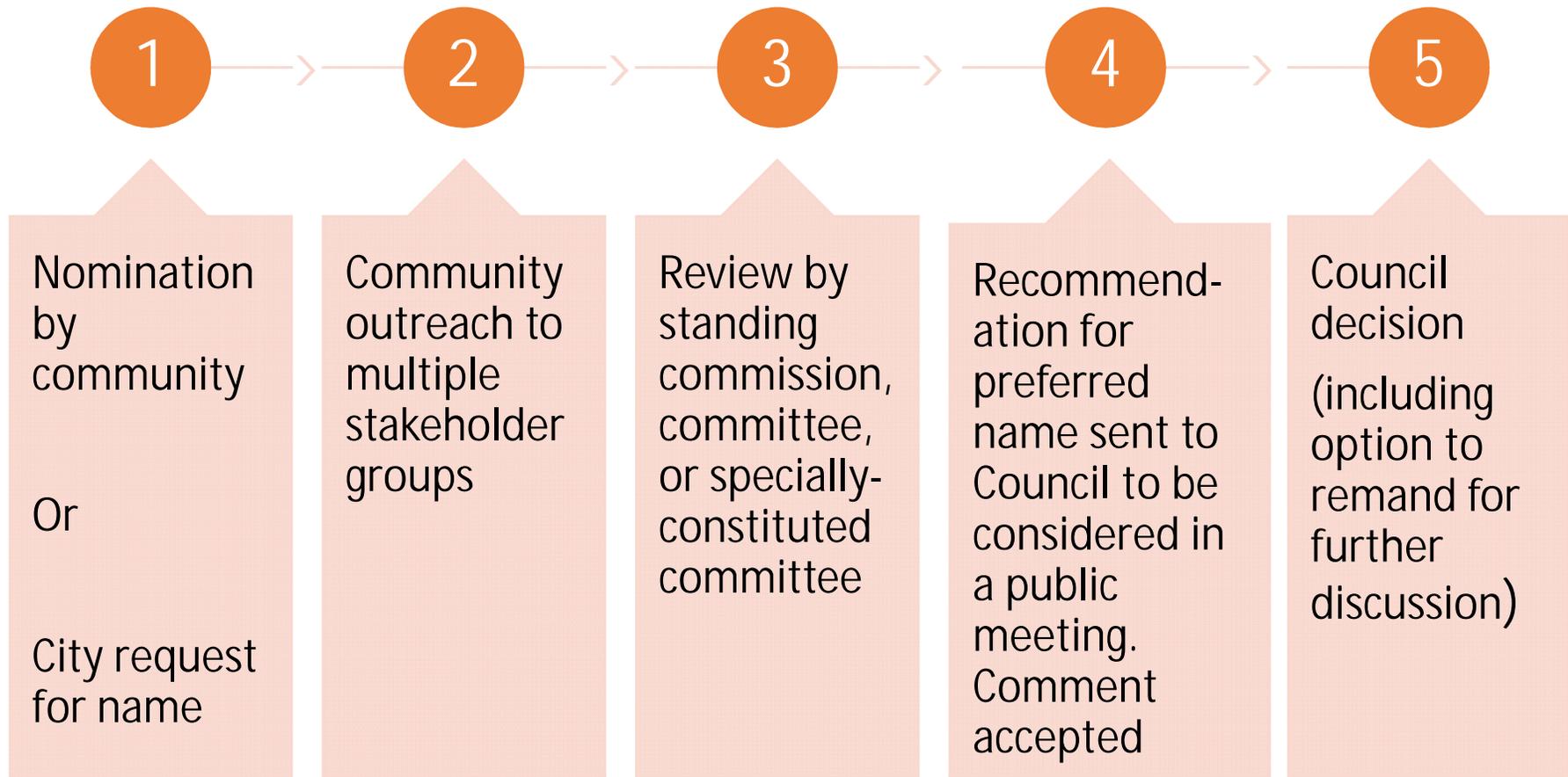
July 11, 2023

Ellen Schroer, Deputy City Manager

# Background

- In 2022, community interest expressed in a City naming policy
- Staff research provided examples
- Name for Ted Spearman Justice Center followed draft policy presented tonight

# Process



# Criteria



Clarity



Context and geographical location



Natural or Geological Features



Community Significance



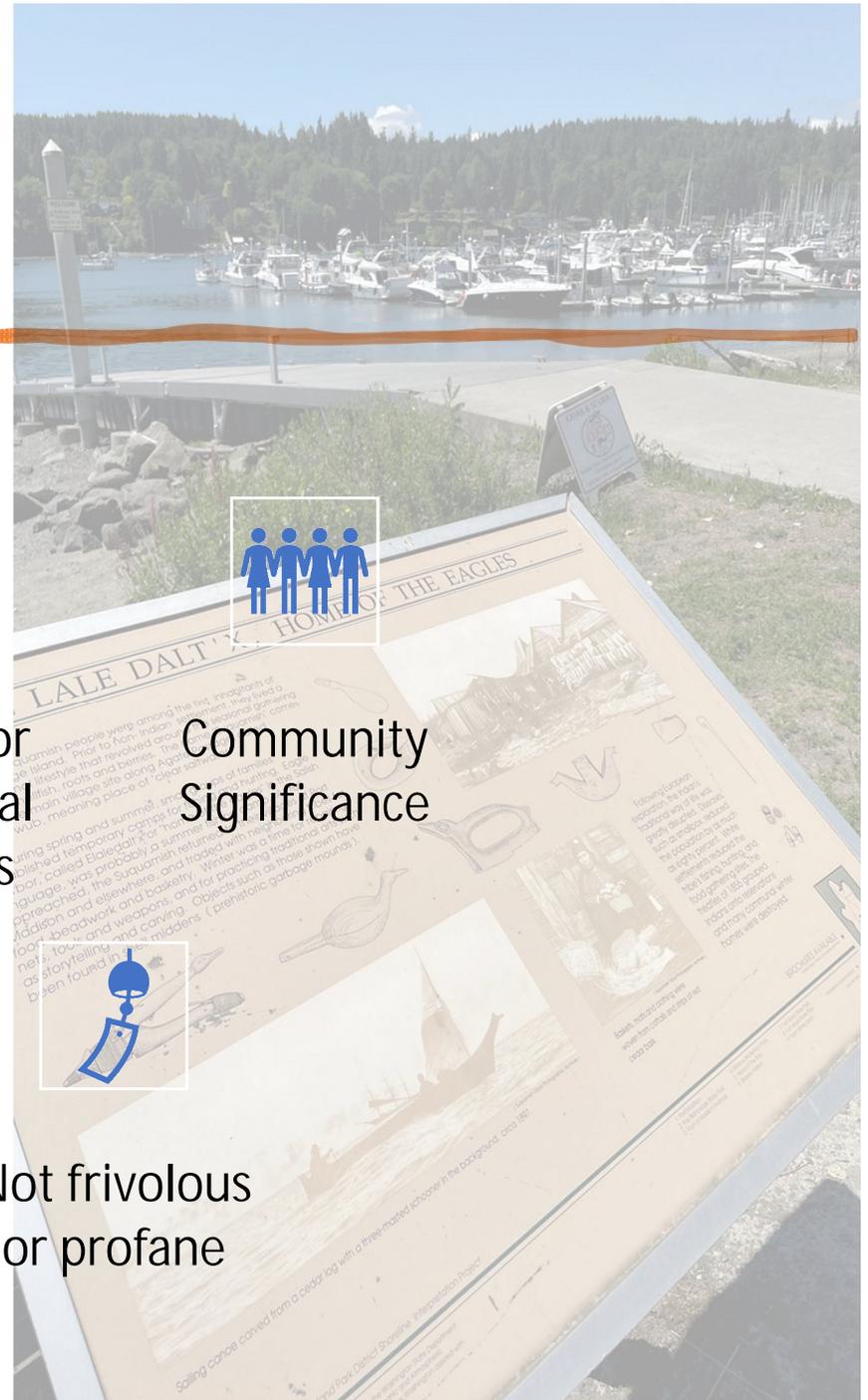
Historical Significance



Equity and Inclusion



Not frivolous or profane



# Experience to date

- Used process conforming to this policy in recent naming process
- Policy allows for both community-generated suggestions and new City facilities and property
- Policy provides transparency and established shared expectations
- Final decisions rest with the City Council

**RESOLUTION NO. 2023-01**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, relating to relating to municipally owned property and property naming; authorizing the adoption of a *Policy on Public Property Names and Name Changes*.

**WHEREAS**, the City of Bainbridge Island (City) recognizes the importance of establishing a policy and procedure for evaluating proposals for naming public property and for considering name changes to public property; and

**WHEREAS**, the City determined that it should document its practices regarding place and facility names, including the review process, as well as ways to ensure public engagement, articulate criteria and process, and define historical significance; and

**WHEREAS**, the City is interested in highlighting the contribution of its residents to the fabric of the community through naming public property and facilities, where appropriate; and

**WHEREAS**, the City is committed to public engagement with a broad range of community stakeholders, including those traditionally underrepresented in government decisions, in processes for naming public facilities and property,

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

**Section 1.** Purpose of this Policy

1. In the event that the City of Bainbridge Island wishes to confer a specific name on a municipally owned property, building, or street, the following policy is adopted.
2. The criteria contained within this policy should also be followed in reviewing or preparing the City of Bainbridge Island’s official comments or recommendations to State, Federal, and/or intergovernmental boards taking actions regarding geographic names, naming, or renaming.

**Section 2.** Scope of this Policy

1. This policy affects municipally owned property only.
2. The following types of municipally owned property are included within the scope of this policy (referred to hereafter as “property”):
  - a. Buildings and structures, including docks and bridges;
  - b. Real Property, including open spaces and parks;

- c. Rights of Way, including under certain circumstances, streets, trails, and paths.
3. The process and criteria for naming or renaming municipally owned properties described in this policy do not apply to the following types of property:
- a. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register, including property on the City of Bainbridge Island, Washington State, or National Registers of Historic Places.

### **Section 3. Initial Procedures for Considering Naming or Name Change Requests**

1. Requests for naming or changing the name to City property may be submitted by any Bainbridge Island resident, property owner, or City official. Such a proposal shall be made in writing to the City Council and include, as relevant or requested:
  - a. Map illustrating the area affected by the proposal;
  - b. Any existing place, street or facility names that would be affected;
  - c. Any common usage names or nicknames for the area or its elements, including topographical landmarks;
  - d. Representative photographs of the area;
  - e. An overview of any public engagement or support received for the proposal to date, including media coverage and meetings;
  - f. A statement of the criteria in this policy that apply to the request, and how the proposal meets these criteria;
  - g. A summary of any public outreach conducted to date, including to neighborhood associations, business, affinity, city advisory groups, or community groups. This may include any statements of support or endorsement received. Applicants are encouraged to seek public support prior to submitting a request for name changes; and
  - h. A description of any plans for interpretive measures to be taken by the sponsor if the naming request is approved, including signs, interpretive panels, or markers.
2. The City Council, upon receiving such a request, shall review the proposal for completeness at a coming Council agenda with available time. Council may delegate the review for completeness to the City Manager or their designee.
3. If more information is required, the Council or City Manager shall describe to the proponent what information is needed to complete the request.
4. The process shall include intentional and targeted outreach to relevant stakeholders and community leaders.
5. If the request is considered complete, the Council may take action to schedule the request for consideration following its normal public meeting procedures and as time is available at Council meetings, or the Council may refer the request to the City Manager or a City

Advisory Committee (Committee) for review. If the request is referred to a Committee, the Committee should address the request at its next available meeting using the process in Section 4, below.

6. If no action is taken to schedule consideration of the request within 90 days of the first consideration of a complete request, it is considered denied. The Council may also vote to deny the request.
7. If the Council denies the application by vote or by failure to act, the Council shall not consider the same request for the period of one calendar year.
8. If the Council denies a request, the Council may, for any reason, follow its procedure to add items to the Council agenda and schedule the item for discussion.
9. Following the public meeting, there shall be a mandatory 30-day comment period.
10. After the close of the comment period, the Council shall review the testimony and written comments, and the criteria contained within this policy.

#### **Section 4. Initial Procedures for Considering Naming Requests for New Names**

1. For new or unnamed City-owned properties, staff or any community resident may make a new naming request directly to the City Council.
2. When so directed, City staff or Committees shall publicly solicit ideas for naming new facilities through a call for proposals.
  - a. Such a call for proposals shall minimally take the form of a press release, website posting, and distribution of an announcement through City e-mail list distribution or other electronic means.
  - b. Additional outreach and engagement shall be done to relevant community leaders and stakeholders.
  - c. The call for proposals shall state a timeline for submission and review, as well as the criteria for naming contained in this policy.
3. The purpose of the call for proposals is to develop a broad array of ideas, and to encourage community participation and engagement in the naming process.
4. While an individual may directly propose to the City Council consideration of a particular name for a property, such a request is not required to initiate the naming process for new facilities, nor is the Council's consideration of names limited to that proposed by an individual.
5. The naming process shall be initiated as soon as practical in the development process.

## **Section 5. Public Meeting Required**

1. For both renaming requests, and names for new facilities, the Council shall hold a minimum of one public meeting to receive comments on all naming requests.
2. Interested stakeholders include property owners and occupants within a 500' radius of the subject property, recognized neighborhood and business groups, and parties included on the City Manager's Report contact lists. Other groups or individuals should be contacted, as well.
3. An additional meeting may be scheduled at the discretion of the City Council to discuss public comment received.

## **Section 6. Recommendation to and Decision by City Council**

1. Based on the findings and recommendation of its designee, the City Council, at its discretion, may accept, modify, reject or remand the recommendation, or may decide that an additional public meeting should be held.
2. If the reviewing body recommendation is accepted or modified, a resolution will be prepared by the City's Public Works Director, incorporating the Council's recommendation.
3. If the recommendation is rejected, the Council may remand the recommendation to the reviewing body or may determine that no name will be chosen.
4. In all cases, the City Council will have the prerogative of accepting or rejecting the proposal.
5. The City Council shall approve or disapprove of any naming or renaming action by resolution.
6. Once a name has been officially approved by the City Council, changes should be strongly discouraged.

## **Section 7. Criteria for the City Council to Consider.**

The City Council shall use the following criteria when considering proposals to name or change the name of publicly owned municipal property covered by the Scope of this policy:

1. Clarity. To avoid duplication, confusing similarity or inappropriateness, the Council, in considering name changes or initial naming decisions, shall review existing publicly owned municipal property names.
2. Context and geographical location. Publicly owned municipal property may be given names that directly reflect or are contextually related to the history of the site, such as

topographical features, nearby schools, or historical plat names.

- a. Names of features indicated on general usage maps for fifty years or more (National Register age criteria) should only be changed under exceptional circumstances.
3. Natural or Geological Features. Names may be based on distinctive, predominant and defining natural or geological features of an area.
4. Community Significance. Publicly owned municipal property may be given a name based on community significance if the proposed name meets one of the following criteria:
  - a. The name is associated with a historically significant use of the property.
  - b. The name reflects current or intended community use of the property.
5. Historical Significance. Publicly owned municipal property may be given a name based on historical significance if the proposed name meets one of the following criteria:
  - a. The name is associated with a historically significant event or for events reflecting broad patterns of Bainbridge Island history;
  - b. The name is associated with the lives of persons of citywide significance in Bainbridge Island's past;
  - c. The name reflects a distinctive architectural or engineering achievement; or
  - d. The name is related to an existing or proposed registered historic property or district.
6. Individuals. Facilities may be named for an individual who has made a significant community contribution, such as community leadership or advocacy. Portions of a facility may have another name than that of the entire facility or features may be dedicated to or in honor of a person such as "Charles Schmid Memorial Waterfront Trail." Facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the City of Bainbridge Island, consistent with the City's relevant donation acceptance policies.
7. Equitable Considerations. The Council, in considering name changes or initial naming decisions, shall take into consideration the City's stated policies and goals regarding equity and inclusion, as well as community and City values as expressed in City documents such as the Adopted Budget or Comprehensive Plan.
8. Proposed names may be removed from consideration if the name or the acronym of the name is profane, frivolous, inconsistent with City values, or not related to the municipally owned property.

## **Section 8. Special Criteria/Considerations**

1. Individuals. Except in extraordinary circumstances, facilities and public property shall not be named for living individuals.
2. Streets.
  - a. Official renaming of existing streets, in general, is discouraged except when:
    - i. A naming effort is part of a larger, coordinated and planned effort involving multiple streets or blocks; or
    - ii. Proposals to rename existing streets for individuals may be considered for those persons that have a broad, regional or national significance that is generally recognized by Bainbridge Island residents.
  - b. All street names must comply with relevant local and state laws and processes regulating street names.
3. Street Renaming Requirements.
  - a. Renaming of existing streets shall only occur at existing shifts in the street grid or where there are clear topographical or geographical shifts in the grid.
  - b. The City Attorney's Office, Public Works Engineering Division, Planning and Community Development Department, and the Police Department shall be given a copy of any street naming request prior to the scheduling of a public hearing on the matter.
  - c. A signed petition of 51% by linear frontage of the affected property owners in support of the renaming must be solicited and submitted by the proponents of the renaming prior to consideration by the City. Such a petition shall be implemented at the sole expense of the proponent(s); however, the City may provide a list of affected taxpayers of record.
4. Street Renaming Alternatives.
  - a. Organizations are encouraged to consider alternatives to street renaming requests for the commemoration of individuals or organizations. For example, interpretive plaques at key locations on buildings or sites, or where appropriate, in sidewalks or other visible pedestrian areas.
  - b. In some cases, an "Honorary Street" designation may be given to certain sections of existing streets to commemorate the lives of important community members. A commemorative street blade sign may be mounted below the official street name for a defined length of the street, if approved, at the expense of the

applicants. “Honorary designations” of streets may be considered as requests for renaming of facilities.

- c. For “Honorary Street” designations, the City shall develop and provide a standard sign specification for approved requests.
- d. In the event that an “Honorary Street” sign blade is damaged or vandalized, the City will notify the sponsor(s) of the need for replacement.
- e. The sponsor will be responsible for replacement of damaged and stolen blades, using the same specifications as for the original installation. If the sponsor does not replace damaged or stolen blades within 90 days of notification, the City Engineer is authorized to rescind the over-naming designation and cause any remaining blades carrying the same designation to be removed and retained by the City.

**Section 9.** 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 10.** 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:	July 7,, 2023
PASSED BY THE CITY COUNCIL:	_____, 2023
RESOLUTION NO.	2023-01



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:15 PM) Authorize the City Manager to Proceed with the Final Design for the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project - Public Works,

**SUMMARY:** Public Works staff will present an overview of the preliminary design alternatives.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** I move to authorize the City Manager to proceed with Alternative E for the final design of the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements project, and prepare any related budget amendments to support the project.

**COMMUNITY ENGAGEMENT AND OUTREACH:** The Public Works Department has hosted two in-person engagements, and a virtual engagement. The preliminary plans were posted on the City website on June 26, 2023.

**FISCAL IMPACT:**

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

**BACKGROUND:** At the Regular Business Meeting of February 14, 2023, the City Council authorized proceeding with the preliminary design for the Eagle Harbor/Wyatt Non-Motorized Improvement Project. On May 23, 2023, the City Council received a briefing from staff on several design alternatives for consideration, as well as a summary of public engagement on the alternatives. On June 20, 2023, the City Council attended a field trip to the project corridor, and asked staff questions about the two alternative designs.

For this agenda item, staff will present an overview of the preliminary design alternatives D (two-sided protected bike lanes) and E (bi-directional cycle track), and request direction for proceeding to final design. The final project plans, permitting and right-of-way acquisition must be completed by June 1, 2024.

Both of the alternatives were designed in accordance with appropriate design guidelines, and were developed and reviewed by two engineering design firms, Pertee and Toole Design. While both designs are still preliminary, both overall concepts are considered to be safe alternatives.

As part of the design process, City staff accepted feedback and recommendations from the public that helped to share the design. Those recommendations include: focusing improvements on highly used segments; extending bi-directional option up Bucklin Hill to Hyla School; adding traffic calming elements; widening bi-directional lanes; extending existing northbound bike lane on Eagle Harbor Dr.; adding Wyatt bicycle climbing lane in the bi-directional alternative; and, purchasing mini-sweeper to address maintenance issues.

Lastly, the staff will be pursuing three transportation grant opportunities in the next several months that could support the project in the following ways: filling budget gaps, or supplanting funds in the current projects; expanding the project to include a future boardwalk in the area adjacent to the Greenlight Garage; or, building out a future phase of the project from Hyla School to Lynwood Center.

**ATTACHMENTS:**

[Eagle Harbor Wyatt NonMotorized Prelim Design Alt D&E 071123.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:** N/A

# Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements

## Preliminary Design Alternatives D & E

July 11, 2023



# Agenda

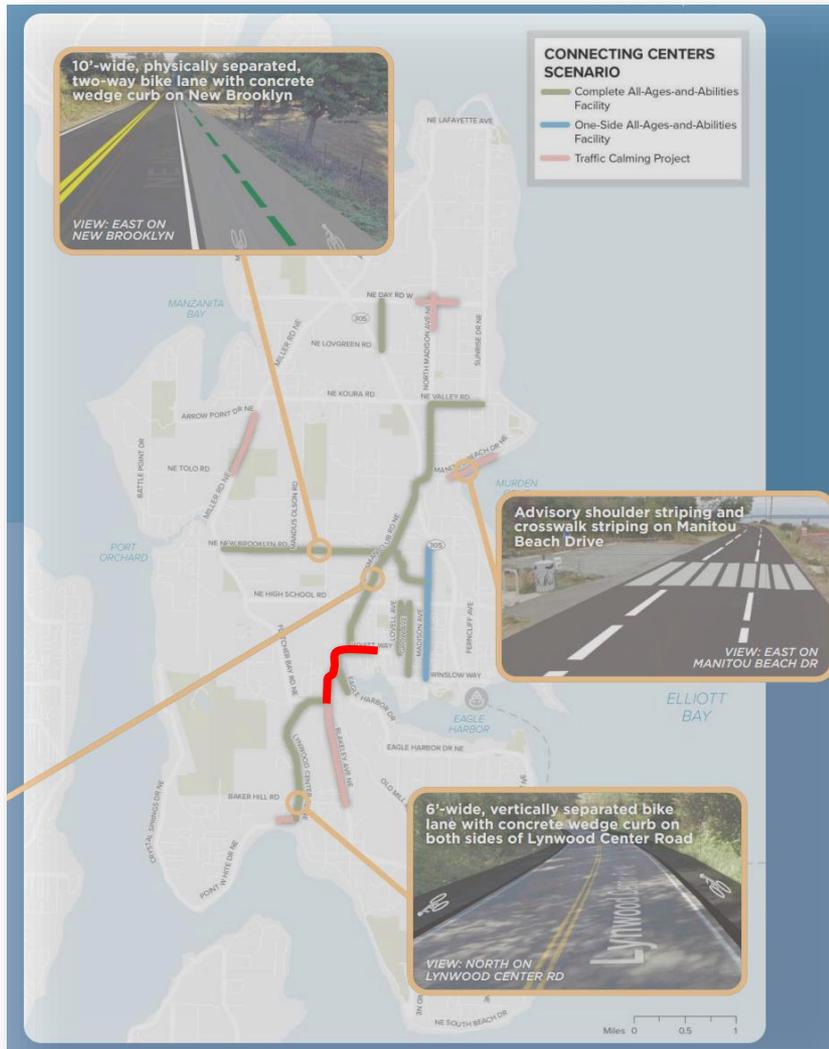
- Design support and background
- Review of Alternative D & E designs
- Motion for consideration:

*I move to authorize the City Manager to proceed with Alternative (D or E) for the final design of the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements project and prepare any related budget amendments.*

# Design Support and Background



# Sustainable Transportation Plan



Eagle Harbor/Wyatt (shown in red) is a critical link in the Connecting Centers Strategy

*...the Connecting Centers scenario focuses on rapid implementation and delivery projects that would provide a complete all-ages-and-abilities spine, as well as traffic calming projects on key routes...*

# All-Ages-And-Abilities Facility Designs



Alternative D - One-way with curb



Alternative E - Bi-directional cycle track w/ curb

# Design Guidance

- Design will follow guidance from:
  - National Association of City Transportation Officials (NACTO)
  - Ohio Department of Transportation (DOT) Multi-Modal Design Guide
  - Massachusetts DOT Bike Lane Planning Guide
- 3<sup>rd</sup> party review by Toole Design
  - Recommendations will be accepted for final design
  - No red-flags noted on design

# Responses to Community Feedback - Incorporated

- Focused improvements on highly used segments
- Extended bi-directional option up Bucklin Hill to Hyla
- Added traffic calming elements
- Widened bi-directional lanes
- Extended existing northbound bike lane on Eagle Harbor Dr.
- Added Wyatt bicycle climbing lane in bi-directional alt.
- Purchasing mini-sweeper to address maintenance

# Responses to Community Feedback – To Be Considered

- The design is not complete
- Whichever alternative is chosen, the project team will make an effort to continue to solicit and address public feedback

# Notes on Bi-Directional Cycle Tracks

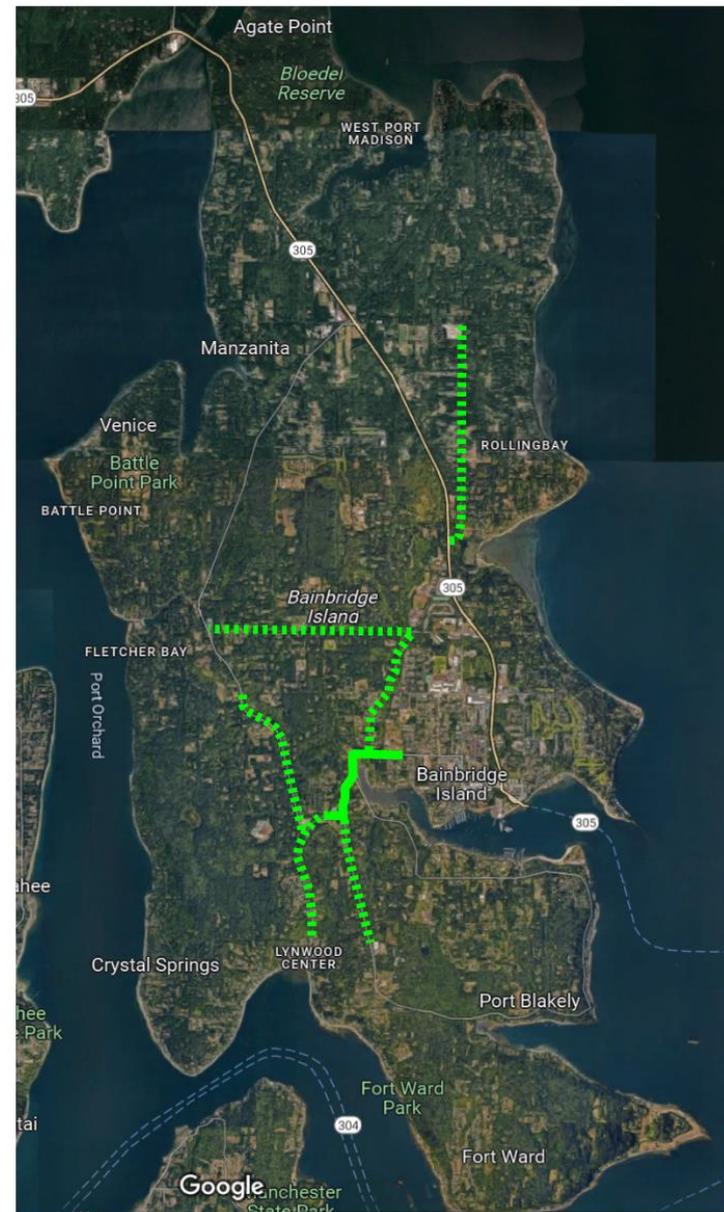
- Staff sought feedback from program staff at:
  - City of Seattle
  - City of Portland
  - City of Victoria, BC
  - District of Columbia
- Consistent feedback on bi-directional facilities:
  - Higher levels of family/recreational use
  - Few concerns/reports of head-on bike crashes
  - Users approach the facility like a trail
  - Intersection safety is prime concern

# Notes on Bi-Directional Cycle Tracks

- Why is this facility type proposed?
  - Dedicated space for bikes and peds without competition from vehicles
  - More space for bike/bike and bike/ped passing
  - Encourage more “everyday” riding for school, errands and other non-commute trips

# Notes on Bi-Directional Cycle Tracks

- Cycle tracks have significant potential on the Island where long, high traffic, corridors have few intersections
- Opportunity to build a wider all-ages and abilities network at lower cost
- Provide for and attract cycling tourists (less cars)



## Review of Alternative E Cycle Track to Lynwood – Preferred Alternative



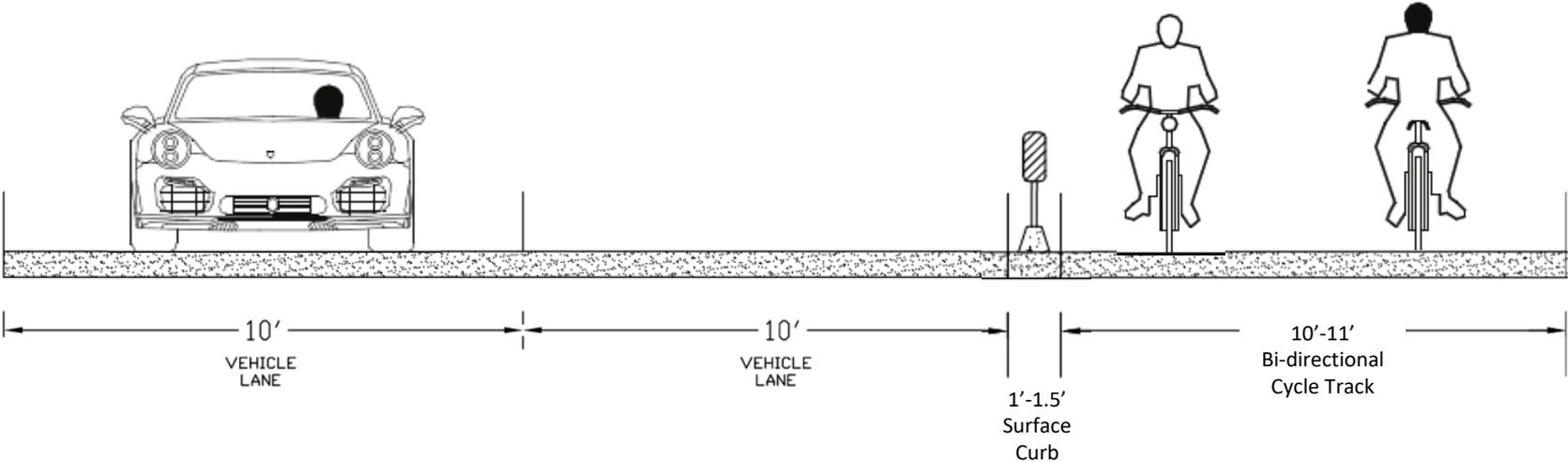
## Alternative E – Cycle Track to Lynwood Facility Type



Bi-directional with curb  
(N Greely Ave, Portland)

- **Overall:** 8' - 11' lane with 1' - 1.5' buffer
  - 8' lane in constrained areas
  - 10' - majority
  - 11' lane on slopes/curves

# Alternative E – Cycle Track to Lynwood Facility Type



# Alternative E – Cycle Track to Lynwood Facility Type Example Location



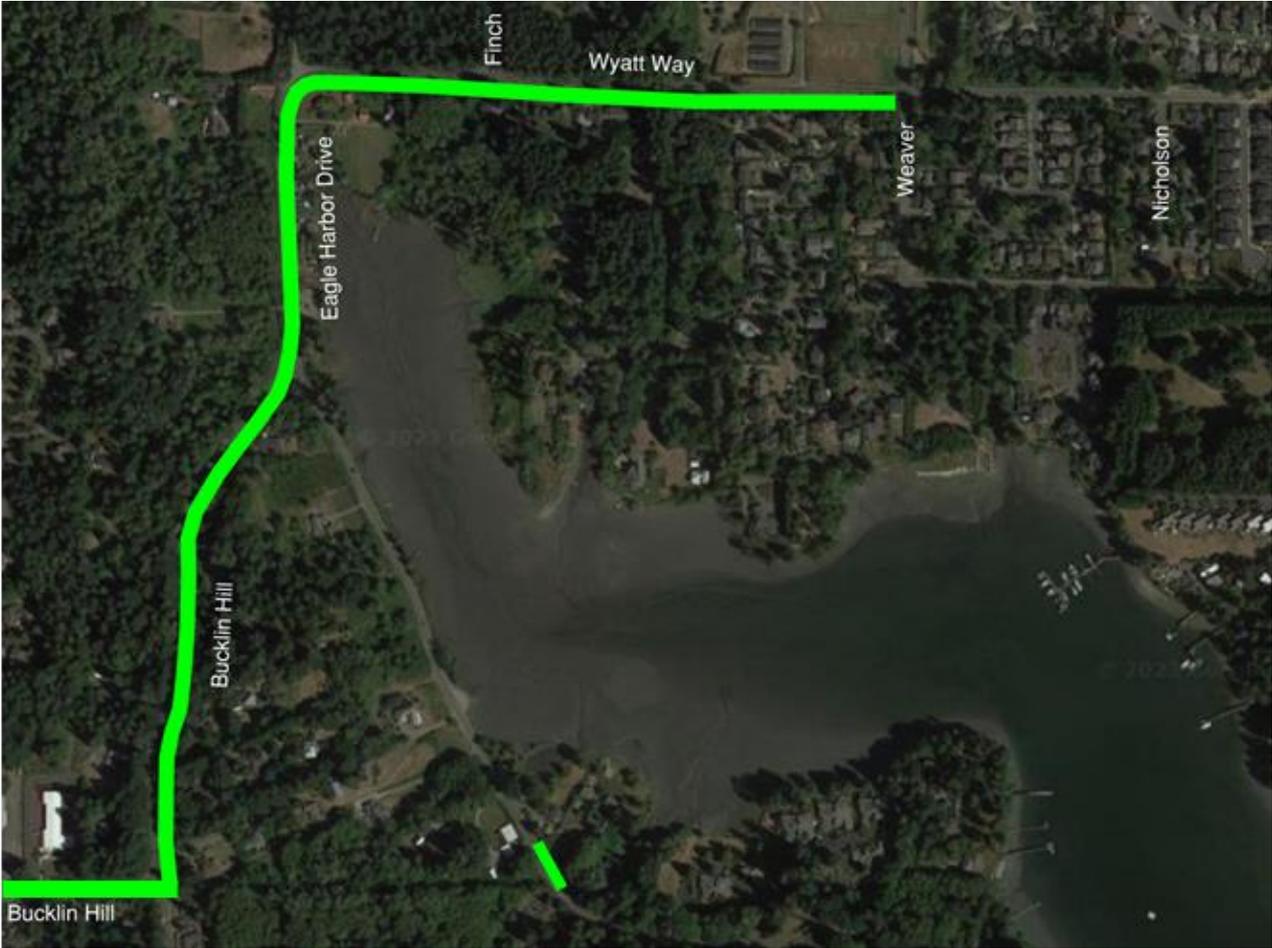
Eagle Harbor/Wyatt Non-Motorized Improvements

July 11, 2023

# Alternative E – Cycle Track to Lynwood Facility Type Example Location



# Alternative E – Cycle Track to Lynwood

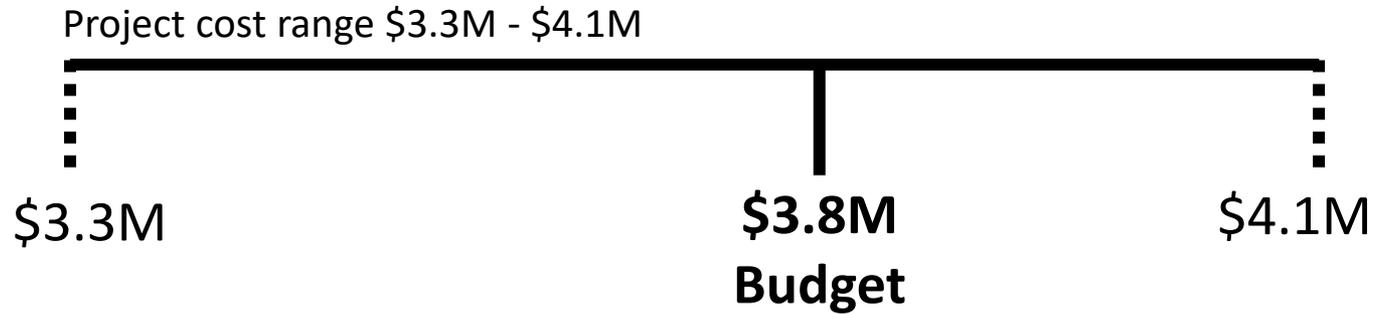


Eagle Harbor/Wyatt Non-Motorized Improvements

July 11, 2023

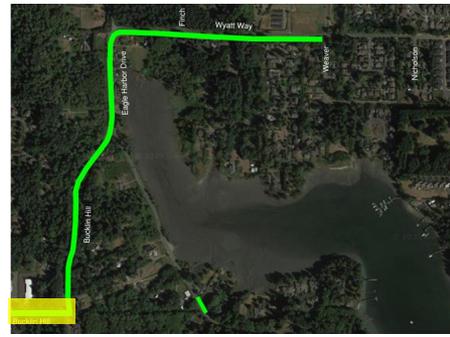


## Alternative E – Cycle Track to Lynwood Costs



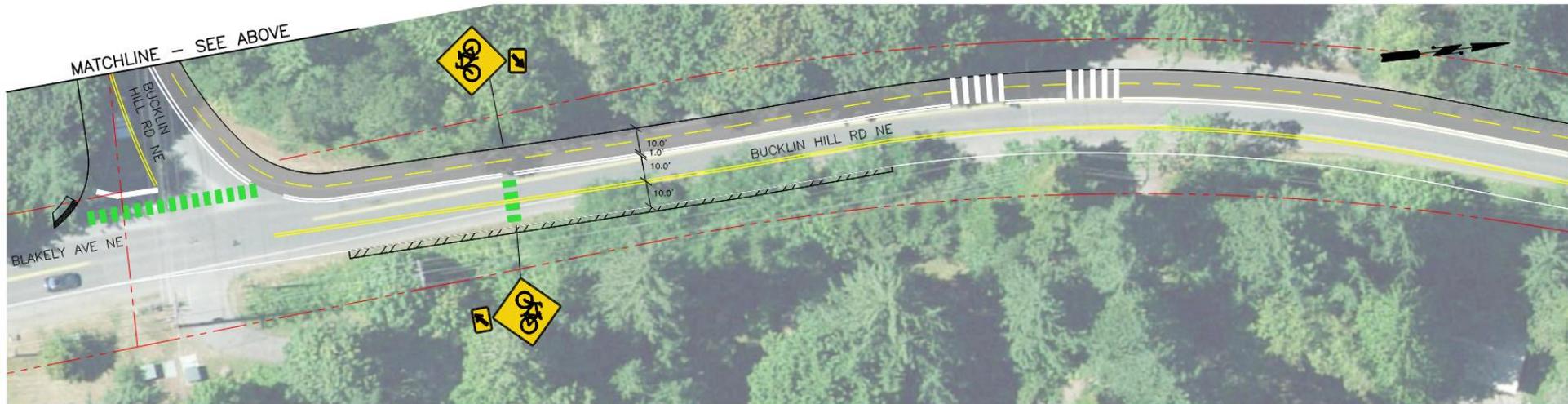
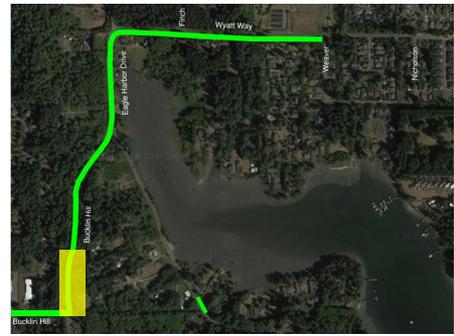
- There are three (3) pending grant opportunities to support budget gap filling AND extension to Lynwood
  - Transportation Alternatives Program (State)
  - Transportation Improvement Board (State)
  - Multi-modal Project Discretionary Grant Program (Fed)

# Alternative E – Cycle Track to Lynwood



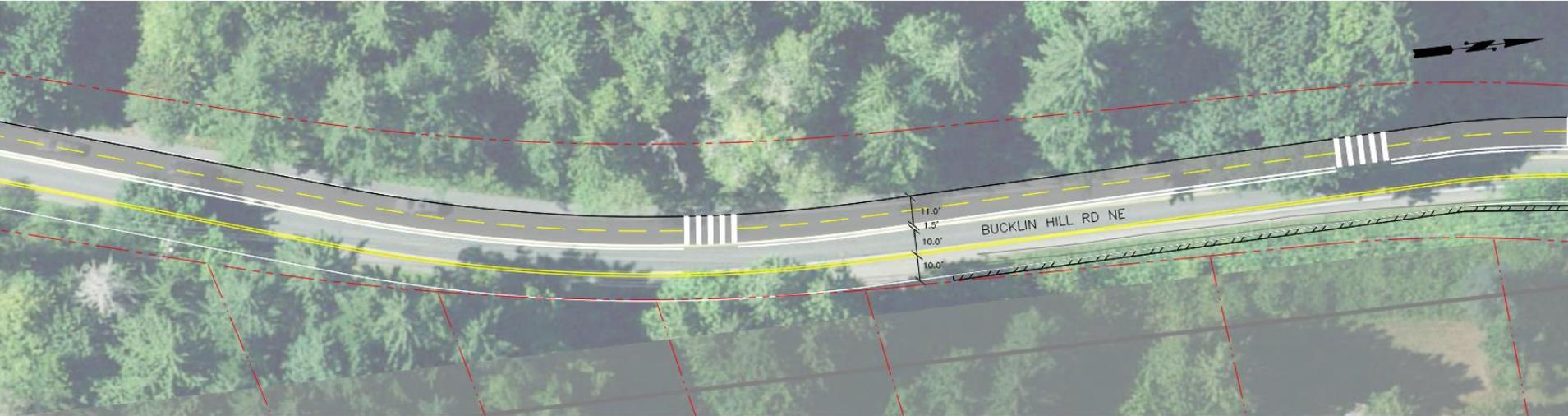
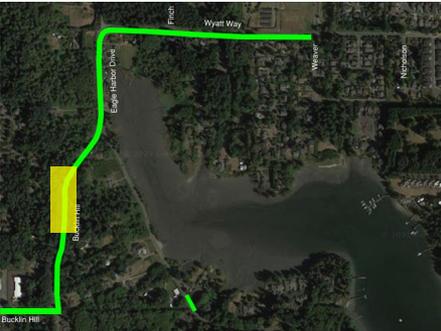
- Project start – Hyla school crossing and transition to bi-directional

# Alternative E – Cycle Track to Lynwood



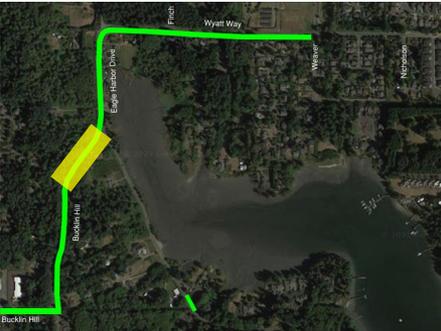
- Mid-block crossing for northbound access to cycle track

# Alternative E – Cycle Track to Lynwood

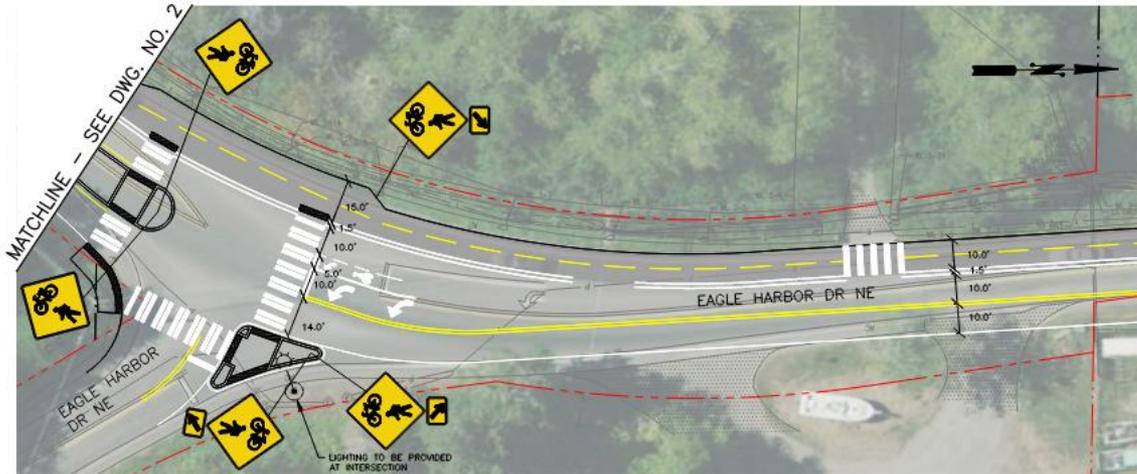
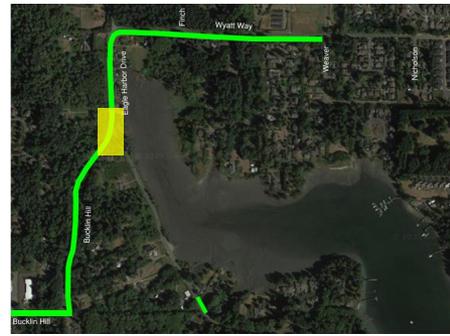


- Cycle track widens to 11' at curve/slope

# Alternative E – Cycle Track to Lynwood

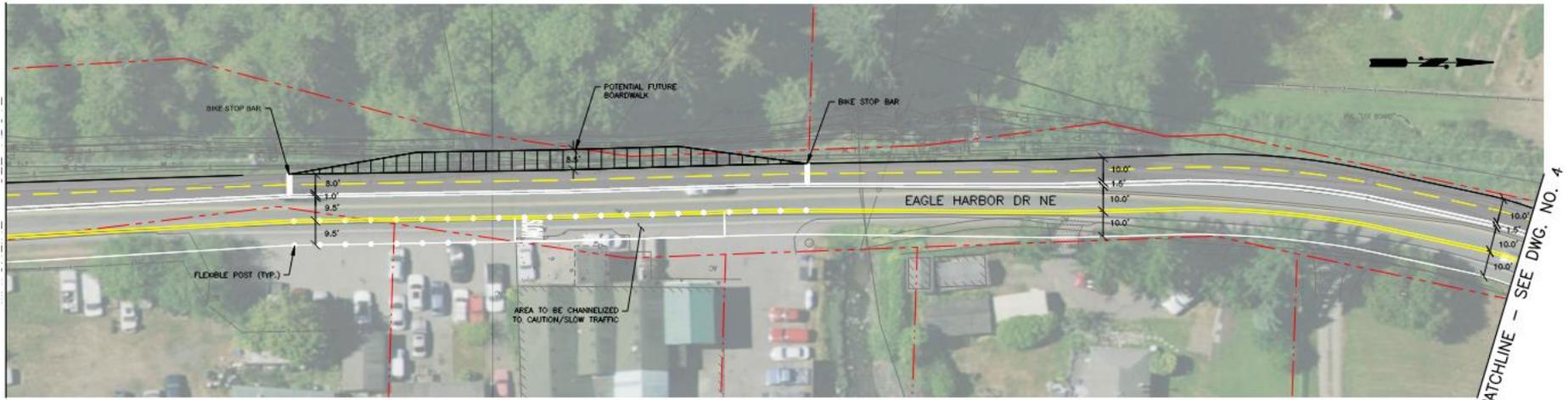
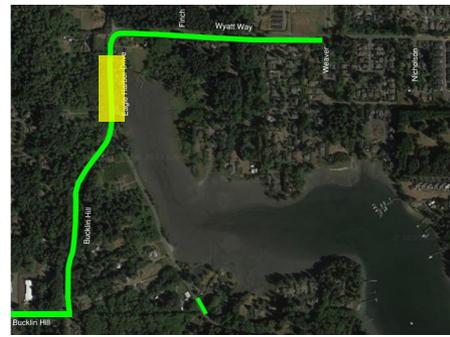


# Alternative E – Cycle Track to Lynwood



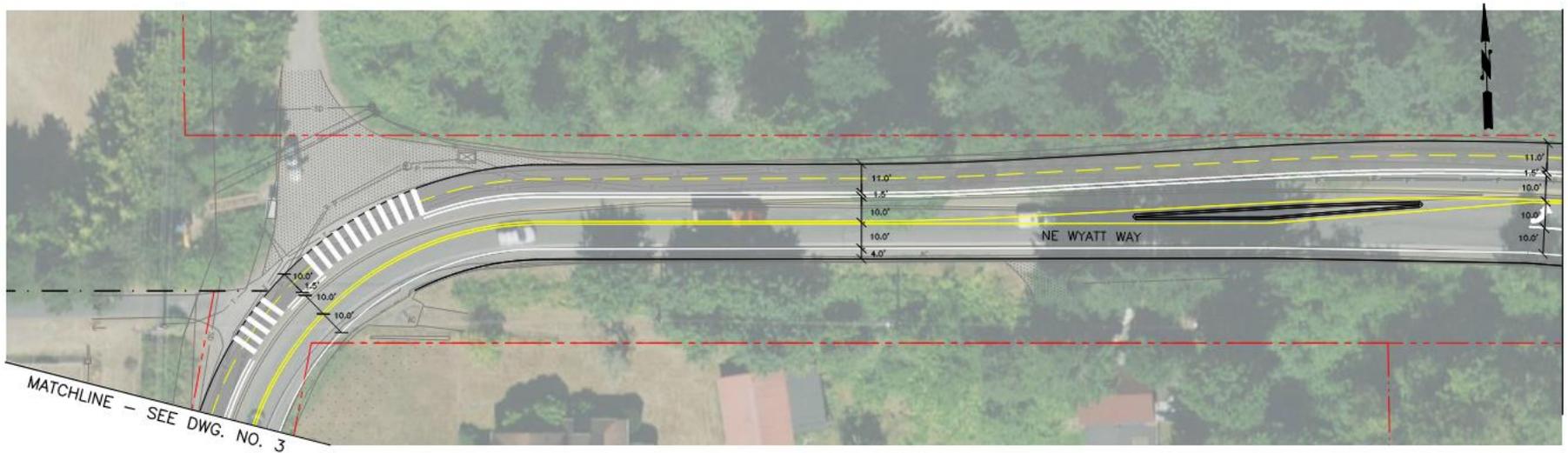
- Multi-directional cross-walks, curbed traffic calming islands, lighting

# Alternative E – Cycle Track to Lynwood



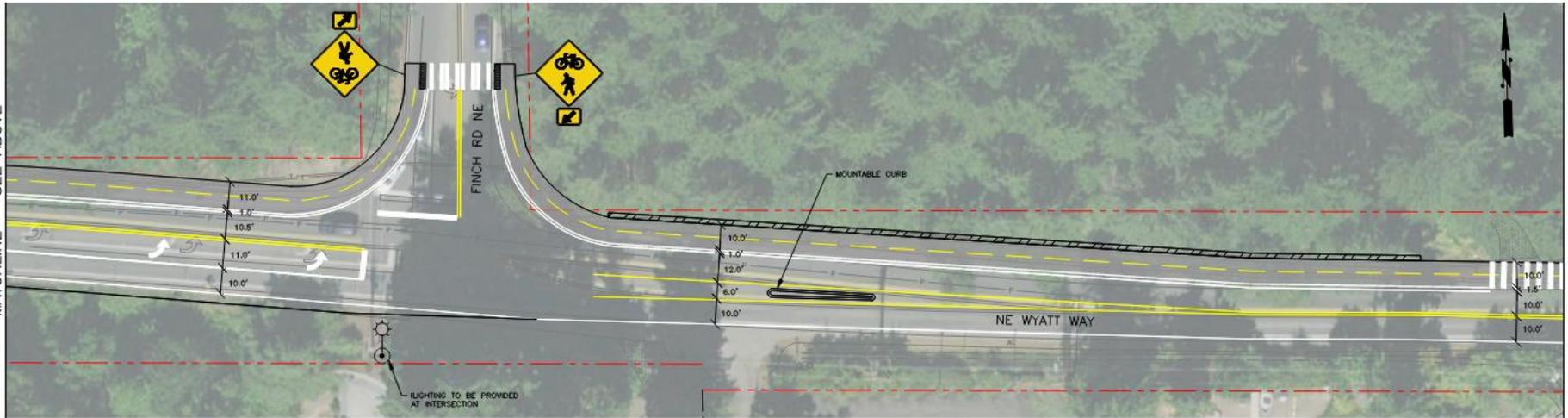
- Cycle track narrowing, future boardwalk (2025) to shift traffic away from Greenlight Garage

# Alternative E – Cycle Track to Lynwood



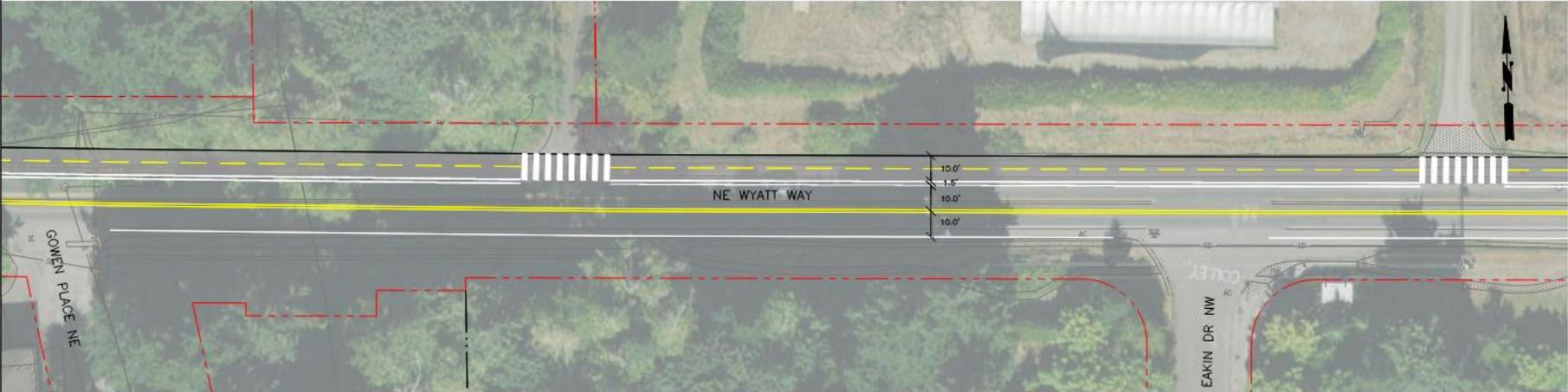
- Cycle track widens to 11' at slope;
- Retains 4'-wide northbound shoulder (uphill) for experienced cyclists

# Alternative E – Cycle Track to Lynwood



- Bend-out intersection at Finch for north/south crossing, curbed traffic calming islands, lighting

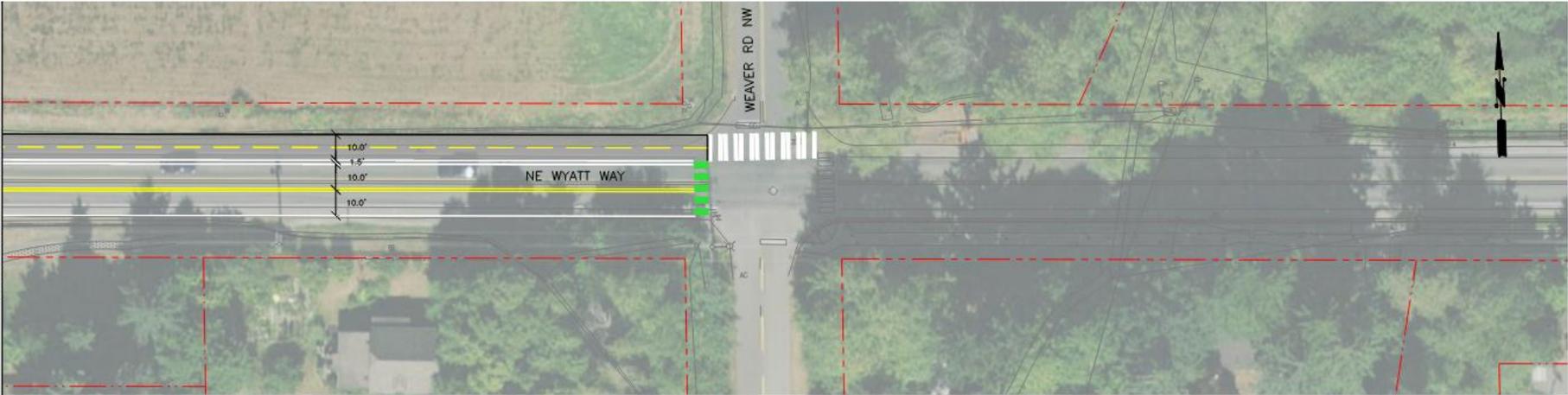
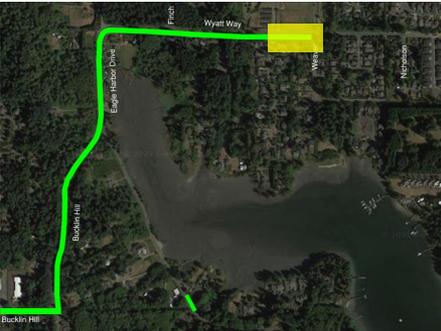
# Alternative E – Cycle Track to Lynwood



## Eagle Harbor/Wyatt Non-Motorized Improvements

July 11, 2023

# Alternative E – Cycle Track to Lynwood



- Project end – intersection with Weaver Road

## Review of Alternatives D Protected Bike Lanes



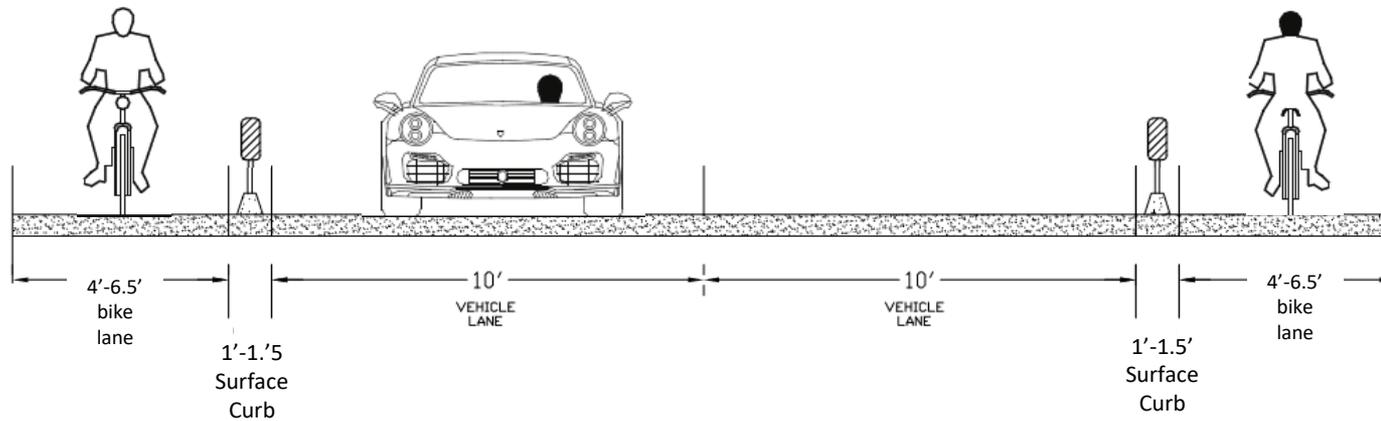
## Alternative D – Protected Bike Lane Facility Types



One-way with curb

- **Overall:** 4' – 6.5' lane with 1' - 1.5' buffer
  - 4' lane in constrained areas
  - 5' - 6' majority
  - 6.5' lane in uphill areas allows passing

# Alternative D – Protected Bike Lane Facility Types



# Alternative D – Protected Bike Lane Facility Type Example Location



Eagle Harbor/Wyatt Non-Motorized Improvements

July 11, 2023

# Alternative D – Protected Bike Lane Location





# Alternative D – Protected Bike Lanes



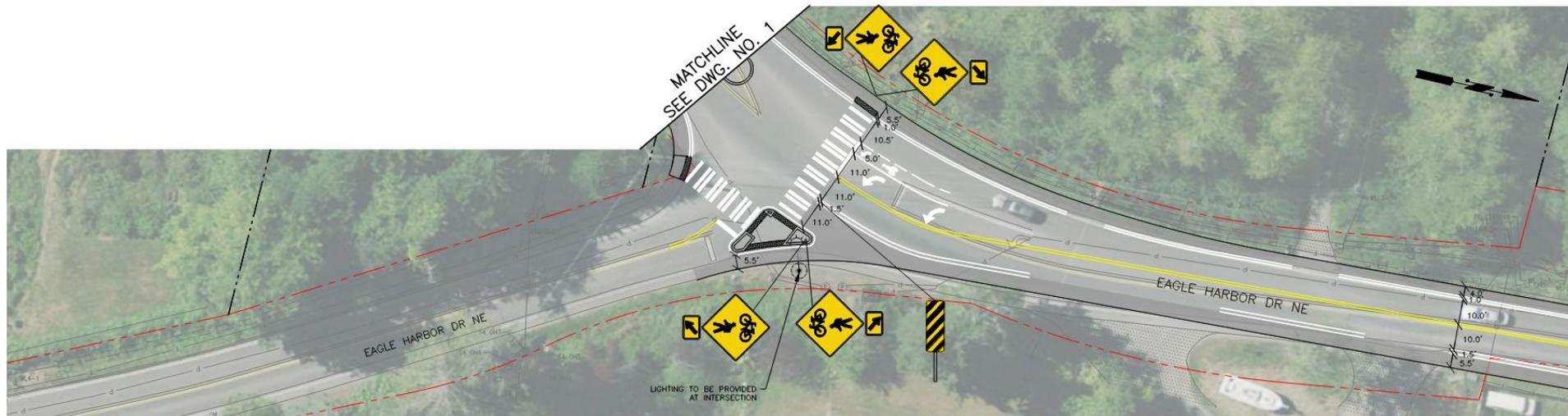
- Extends northbound bike lane transition from existing bike lane for increased safety

# Alternative D – Protected Bike Lanes



- Project start - note buffered crosswalk with curbed traffic calming islands

# Alternative D – Protected Bike Lanes



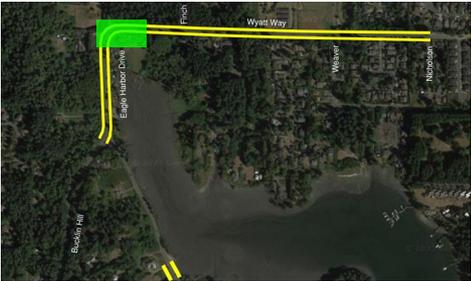
- Multi-directional cross-walks, curbed traffic calming islands, lighting

# Alternative D – Protected Bike Lanes



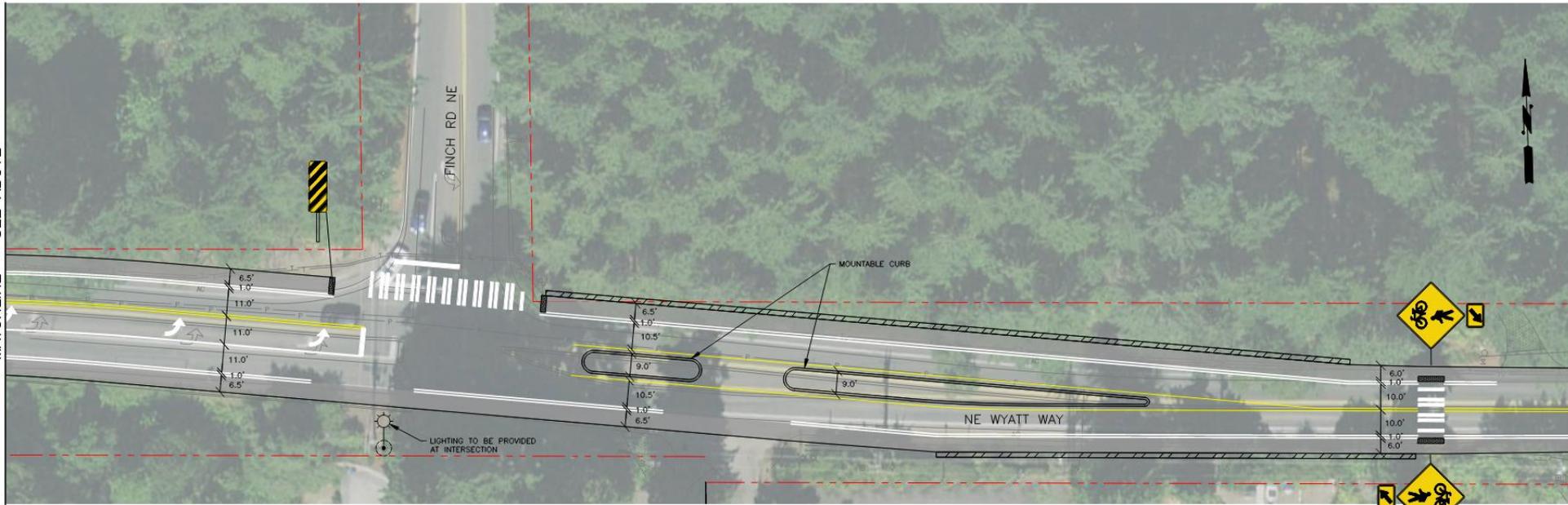
- Lane narrowing, future boardwalk (2025) to shift traffic away from Greenlight Garage

# Alternative D – Protected Bike Lanes



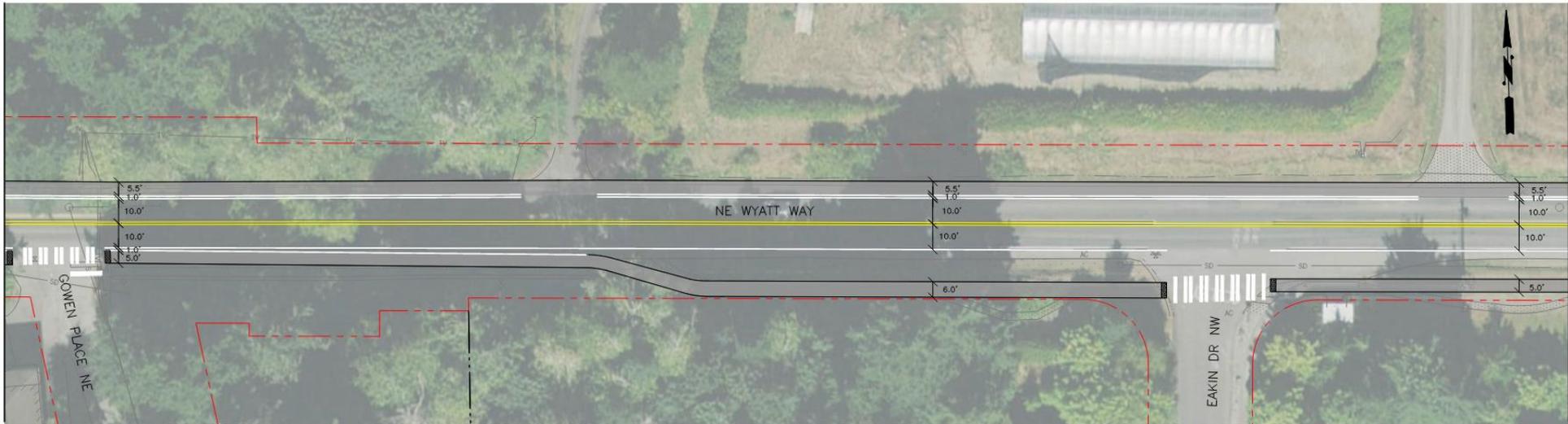
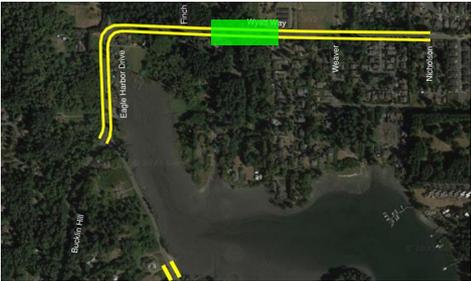
- 6.5' wide climbing lane eastbound allows passing

# Alternative D – Protected Bike Lanes



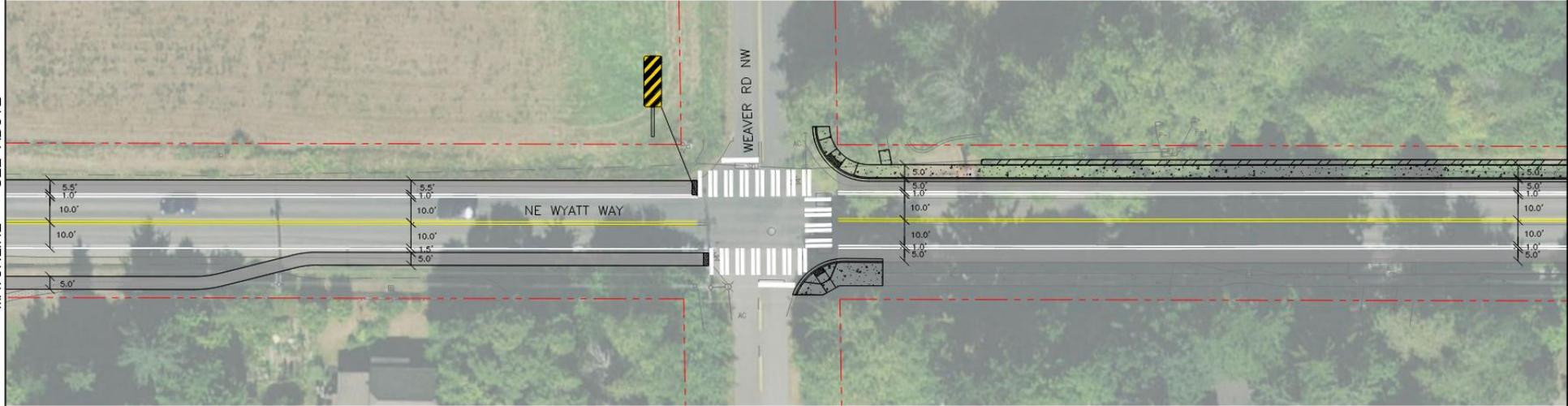
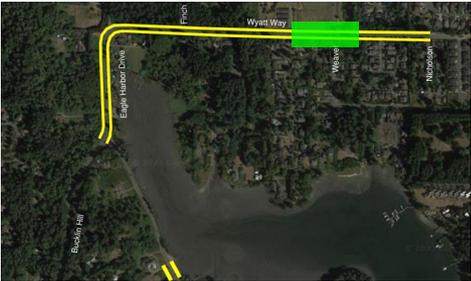
- Curbed traffic calming islands, lighting, mid-block crosswalk for bicyclists not using uphill left-turn lane to Finch

# Alternative D – Protected Bike Lanes



- Formalization of separated path on south side

# Alternative D – Protected Bike Lanes



- North/south sidewalk extension connection to Weaver

# Alternative D – Protected Bike Lanes



- Project end - sidewalk extension on north side to Weaver

# Next Steps

- Select preliminary design alternative
- Fed/State grant notifications fall 2023
- Final design available for comment fall 2023
- Construction start late summer/early fall 2024



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:45 PM) Consider Criteria and Process for the Lodging Tax Advisory Committee Awards for 2024 - Executive,

**SUMMARY:** The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the Council with recommendations on project funding. The Request for Proposals will include certain criteria established by the Council, which will be reviewed and discussed at this meeting.

Staff will provide information about three aspects of LTAC process for Council policy direction:

1. It is suggested that a scoring matrix be used when reviewing the proposals. A draft matrix is provided. The matrix is based on prior years' evaluation criteria, divided into two groups – threshold (or required) and evaluation (or assessment) criteria.
2. It is also suggested that the City's approach be modified to set an inflexible floor for award amounts at \$5,000 per year and a "soft" ceiling at \$200,000. In the case that an application is for more than \$200,000 the applicant may be asked for additional information or receive detailed questions to document the need for the funding and the expected results.
3. The Council will also review recent financial performance of this revenue and provide initial guidance on the amount to be awarded for 2024.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to direct the City Manager to take the necessary actions to update and issue the Request for Proposals for Lodging Tax Award Committee (LTAC) funding proposals for 2024 (up to a total award amount of \$400,000).

**COMMUNITY ENGAGEMENT AND OUTREACH:** Discussion at July 11 and August 8 Council meetings, followed by additional community outreach to encourage proposals.

**FISCAL IMPACT:**

<b>Amount:</b>	\$400,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$400,000
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. This tax is a four percent (4%) tax on lodging at hotels, motels and short-term rentals. The tax is structured such that the first two percent (2%) is a credit against the state sales tax, thus not increasing cost to the patron; the second two percent (2%) is an additional tax and does increase cost. The City of Bainbridge Island has received between \$214,000 and \$399,000 in annual revenue from this source over the past five years. The lowest year was 2021 due to the COVID pandemic and reduced travel during that year.

The City recommends that the Council consider distribution of \$400,000 for 2024. This amount can be supported by the estimated 2022 ending fund balance of roughly \$538,000. The City's practice is to award no more than half of the total amount to be distributed to any one proposal, resulting in a general suggested maximum award of \$200,000. The request for proposals allows for larger applications, with the expectation that additional information may be required to support an application in excess of half of the total award. If a grant in excess of \$200,000 is awarded, the grant application will be required to establish the extraordinary meritorious nature of the request. The suggested minimum of \$5,000 is intended to provide for awards of sufficient size to make the award administratively efficient.

The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from the Municipal Research and Services Center of Washington (MRSC).

The RFP includes criteria to guide the proposal process for Bainbridge Island. These criteria are listed below. The criteria are divided into two groups, shown below.

#### Lodging Fund Project Evaluation – Threshold Criteria

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

#### Lodging Fund Project Evaluation – Evaluation Criteria

- D. Goals and/or results objectively assessed, clearly presented in the application, and support increased tourism.
- E. Emphasize tourism during the off-season, October 1 until Memorial Day.
- F. Demonstrated history of organizational success and stability, including but not limited to previous LTAC-funded projects.
- G. Leverage and cooperation with other organizations and businesses, as well as matching funds or in-kind goods and services.
- H. Innovative use of LTAC funds.
- I. Alignment with City goals and values including climate-friendly tourism, equity and inclusion, and sustainable transportation practices.

J. Proposals for capital projects are encouraged.

The proposed scoring matrix provides guidance to the evaluation committee:

Goals: up to 20 points

Impact: up to 25 points

Timing: up to 5 points

Sustainability: up to 10 points

Support: up to 10 points

Need/Innovation: up to 5 points

Alignment: up to 15 points

Capital: up to 10 points

**ATTACHMENTS:**

[MRSC - Lodging Tax Explanatory Materials accessed 06302023.](#)

[Presentation - LTAC - for 2024 award cycle](#)

[2023 LTAC RFP for 2024 DRAFT](#)

[COBI LTAC Funding Application Form for 2024](#)

**FISCAL DETAILS:** The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from the Municipal Research and Services Center of Washington (MRSC).

In most years, the amount of revenue received by the City of Bainbridge Island from this revenue source has increased. Over the past five years, the average amount of revenue received was \$308,000, with a one-year significant decrease in revenue in 2020 due to the COVID pandemic and related restrictions. The revenue reached its highest ever level in 2022 at \$399,000.

The recommended award for 2024 is \$400,000 which is an increase of \$50,000 over the amount of funding provided in 2023. The recommended award total is fully supported by the City's estimated year-end fund balance estimates. For several years, it has been the City's practice to award an amount of total funding that is fully supported by the prior year's fund balance. This provides certainty to the recipient organizations that funding will be available and allows a lead time to adjust in the event of any significant downturn in this revenue stream. In order to provide \$400,000 in funding, a budget increase for this fund will be included in the 2024 Budget Modification process in the fall of 2023.

**Fund Name(s):** Other

**Coding:**



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SECTIONS

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more

## Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism, including applicable tax rates, use of revenues, lodging tax advisory committees (LTACs), and sample documents.

The information on this page applies only to cities and counties. Certain public facilities districts also have separate lodging tax authority which is not discussed on this page. For more information, see our page on [Public Facilities Districts \(PFDs\)](#).

For further guidance on lodging taxes and other local revenue options, see MRSC's [City Revenue Guide](#) and [County Revenue Guide](#).

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## Overview

Any city, town, or county has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals – including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days.

The tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

There are two lodging tax options:

- A **“basic”** or **“state-shared” lodging tax** up to 2% that is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase ([RCW 67.28.180-.1801](#)). The state also sometimes refers to this as the **“transient rental tax.”**
- An **“additional”** or **“special” lodging tax** up to 2% *on top* of the other state and local [retail sales taxes](#), resulting in a higher tax bill for the patron ([RCW 67.28.181](#)).

If a jurisdiction imposes both options at the maximum rate, that would bring the total lodging tax rate to 4%. However, a few specific jurisdictions are not authorized to collect certain lodging taxes while others have additional authority, as discussed below.

Lodging taxes are different from (and may be imposed in addition to) tourism promotion area fees. For more information on tourism promotion areas, see our page [Tourism and Local Governments](#).

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## “Basic” or “State-Shared” Lodging Tax

Any county has the authority to levy the “basic” or “state-shared” lodging tax up to 2% ([RCW 67.28.180](#)), which is taken as a credit against the 6.5% state sales tax ([RCW 67.28.1801](#)). This means that there is no tax increase, and the total tax paid by the patron is equal to the retail sales tax in the jurisdiction in which the lodging is located. The state’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5% within those jurisdictions. The state sometimes refers to this as the “transient rental tax.”

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2%

basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

- No city located within King County may impose the basic lodging tax (see [RCW 67.28.180\(2\)\(c\)\(ii\)](#)), except for Bellevue which has legislation allowing it to collect a rate up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- No city that is located within a county that is exempt under [RCW 67.28.180\(2\)\(b\)](#) may impose the basic lodging tax so long as the county remains exempt. Currently, Yakima County is the only county exempt under that subsection, so no city within Yakima County may impose this tax. However, there is also an exception that grandfathers in the City of Yakima and allows it to collect a basic lodging tax up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- For Bellevue/King County and City of Yakima/Yakima County, the statutory exemptions allow the jurisdictions to “double-dip,” meaning that the city lodging tax is not taken as a credit against the county rate. Instead, the city and county rates are added together, resulting in a credit of up to 4% against the state sales tax rate within Bellevue and the City of Yakima. This means the state only receives a 2.5% sales tax on lodging in those two cities.

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## "Additional" or "Special" Lodging Tax

In addition to the “basic” 2% lodging tax, any county may impose an “additional” or “special” lodging tax up to 2% in increments no smaller than 0.1% ([RCW 67.28.181](#)). Unlike the basic lodging tax, the additional lodging tax is *not* a credit against the state sales tax and results in a tax increase for the lodging patron.

If the basic and additional lodging tax are each levied at a rate of 2%, the combined lodging tax rate would be 4% and the total tax paid by the patron would equal the retail sales tax in the jurisdiction plus the additional/special lodging tax of 2%.

Most cities and towns also have similar authority, and just like the basic lodging tax the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For instance, if both the city and the county impose the full 2% additional lodging tax, the total additional rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax also has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under [RCW 67.28.181\(2\)\(a\)](#). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.

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- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% ([RCW 67.28.181\(2\)\(b\)](#)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under [RCW 67.28.181\(2\)\(d\)](#). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

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## Use of Revenues

City and county lodging tax revenues – including both the “basic” and “additional” lodging taxes – must generally be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities ([RCW 67.28.1815-1816](#)), including:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations *and* capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, including repayment of general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) for eligible capital projects; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but *not* capital expenditures).

(King County has separate provisions and requirements for how to spend the revenues.)

Definitions of “tourism,” “tourism promotion,” and “tourism-related facility” are provided in [RCW 67.28.080](#). Cities and counties may use the funds either directly, or indirectly through a convention and visitor’s bureau or destination marketing organization. The funds may be awarded to nonprofits, tourism organizations, and to the city or county for eligible expenses.

**Practice Tip:** The guiding principle is that these facilities should be used by tourists. So for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC, described in further detail below), provided that proper application and reporting requirements are followed. Our conclusion comes from [RCW 67.28.1815](#), which states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

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Cities and counties may also use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) issued for affordable workforce housing within a half-mile of a transit station. For more information, see our page on [Affordable Housing Funding Sources](#).

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## Application and Award Process

All prospective lodging tax recipients must apply to the city/county for funding. The entities that may apply for lodging tax funding are:

- Convention and visitors' bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce; and
- Municipalities (defined as any city, town, or county).

Any city or county with a population of 5,000 or more that imposes any lodging tax must also establish a lodging tax advisory committee (LTAC), described in the next section, to review the applications and make funding recommendations.

Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so if desired. If the jurisdiction does not have an LTAC, prospective applicants must apply directly to the legislative body (city council or county commission) for consideration and funding.

All applications must include estimates of how funding the activity will result in increases to the number of people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure that the applicants are compliant with this statutory requirement, this information should be included in the lodging tax application form that will be filed with the city/county or the LTAC.

There is no requirement that priority for funding be given to applicants expected to generate the largest number of tourists, and lodging tax revenue may still be awarded to recipients who provide services that indirectly increase tourism such as destination marketing organizations.

The law is silent on the frequency of the awards. Some jurisdictions choose to make the award process a part of their annual budget cycle while others may incorporate a mid-year awards procedure to account for unexpected increases or decreases in lodging tax revenues.

### Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if

cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.

- To avoid any concerns regarding [gifting of public funds](#), the city or county awarding the funds should enter into a contract with the recipient organization(s). The contract should spell out the tourism-related services to be provided in exchange for the funding, as well as the required reports that must be filed by the recipient that quantifies the services in terms of the number or tourists generated as a result of the funding.

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## Lodging Tax Advisory Committees (LTACs)

Any city or county with a population of 5,000 or more that imposes any lodging tax is required to establish a lodging tax advisory committee (LTAC) to review the applications and make funding recommendations to the legislative body.

**Practice Tip:** Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so voluntarily. If a jurisdiction voluntarily establishes an LTAC, it is not required to follow these rules and may adopt its own processes and requirements.

For jurisdictions of at least 5,000 population, the LTAC must be appointed by the legislative body (city council or county commission) and must contain at least five members, including at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by the lodging tax, and one elected official from the jurisdiction who serves as chair ([RCW 67.28.1817](#)).

The number of committee members from organizations representing hotels/motels collecting the tax and the number from organizations involved in activities that can be funded must be equal. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.

The statute also provides that a person who is eligible under the first category (lodging businesses) is not eligible for appointment under the second category (funding organizations), and vice versa.

The legislative body must review the committee's membership annually and makes changes as appropriate. A city's committee may include a non-voting elected county official and vice versa.

The LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to city or county legislative body for final determination. The statute says that the legislative body "may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee" ([RCW 67.28.1816\(2\)\(b\)\(ii\)](#), emphasis added).

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**Practice Tip:** The legislative body is not required to fund the full list of recommended recipients and may choose to make awards to only some or even none of the recommended recipients, but the legislative body *may not award funds to any recipient that was not recommended by LTAC*.

However, an [informal opinion from the Attorney General's Office](#) in 2016 states that the legislative body may award *amounts* different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of [RCW 67.28.1817\(2\)](#). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least 45 days before final action is taken.

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action will be taken on the proposal by the legislative body ([RCW 67.28.1817\(2\)](#)).

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## Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) each year for the prior calendar year ([RCW 67.28.1816](#)). If a jurisdiction received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

The reporting requirements include:

- All lodging tax revenues received;
- All lodging tax revenues distributed and/or expended;
- All recipients of lodging tax monies, including the city itself, that may have directly used lodging tax funds for qualifying facilities, tourist events, or tourism administration; and
- For all recipients, the actual number of people traveling for business or pleasure on an overnight trip in paid accommodations, traveling 50 or more miles away from their business or place of residence for the day or overnight, or traveling from another country or state.

For more information, including an email sign-up, reporting deadlines and instructions, FAQs, and the reporting system login, see the [JLARC Lodging Tax page](#).

**Practice Tip:** The JLARC online filing system can record and store lodging tax activity throughout the calendar year. As part of your contract with recipients, we recommend that you require the recipient(s) to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed. This will make it easier to file the annual report to ensure the city's full compliance with JLARC.

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## Maximum Combined Sales & Lodging Tax Rate

For cities and counties, the maximum combined sales and lodging tax rate upon sales of lodging may not exceed 12% ([RCW 67.28.181\(1\)](#)), except for Seattle which has a maximum combined rate of 15.2%. The statutes included within the 12% cap are:

- [Chapter 36.100 RCW](#) (public facilities districts),
- [Chapter 82.08 RCW](#) (state sales tax)
- [Chapter 82.14 RCW](#) (local sales taxes)
- [Chapter 67.28 RCW](#) (lodging taxes), and
- [Chapter 67.40 RCW](#) (convention and trade center tax – repealed in 2010).

However, affordable housing sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity transit sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within the 12% cap.

Most counties and cities are not that close to the 12% cap, and the cap does not affect the ability of any jurisdiction to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax and does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some jurisdictions may impose.

[RCW 82.14.410](#) provides that any local sales and use tax increase adopted after December 1, 2000 must exempt lodging sales if the increase would cause the total combined lodging/sales tax rate to exceed the greater of the 12% cap or the actual combined lodging/sales tax rate in effect on December 1, 2000.

## Examples of Lodging Tax Documents

Below are selected examples of lodging tax ordinances, code provisions, application forms, and contracts.

### Code Provisions/Ordinances

- [Anacortes Ordinance No. 4019](#) (2022) – Establishing Lodging Tax Advisory Committee
- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787](#) (2019) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [Si](#) [Back to top](#) [ty Code Ch. 3.16](#) – Lodging Tax

- [SeaTac Ordinance No. 98-1049 \(1998\)](#) – Authorizes issuance of \$5 million in limited tax general obligation (LTGO) bonds for specified tourism-related capital projects, repaid from lodging tax revenues and, if lodging taxes are insufficient, general property taxes
- [Spokane Valley Municipal Code Ch. 3.20](#) – Transient Occupancy Tax

### RFPs, Applications, and Guidelines

- [Airway Heights Lodging Tax Advisory Committee](#) – Includes city’s tourism policy goals and strategic plan, LTAC grant application and instructions, and application for reimbursement of approved funding
- [Kittitas County, Cle Elum, Ellensburg, and Roslyn Request for Proposals: Lodging Tax Fund](#) – Consolidated online application form for county and cities. Provides lots of details about the application and scoring process; users must log in to access form
  - [Lodging Tax Request For Proposals \(2017\)](#) – Older paper copy of RFP; includes application form, rating form; and applicant and internal submittal checklists
  - [Consolidated Lodging Tax Interlocal Agreement \(amended 2018\)](#) – Creates consolidated lodging tax application process with countywide lodging tax advisory committee (LTAC) work group consisting of members of each participating LTAC. Includes amendments.
- [Lacey Application for City Lodging Tax Funds \(2019\)](#)
- [Ocean Shores Lodging Tax Funds Application \(2019\)](#)
- [Pacific County Lodging Tax Grant Application Packet \(2019\)](#)
- [Pierce County Lodging Tax Program](#) – Includes application process and forms, list of awards, and “resources” including the county’s tourism funding strategic plan and LTAC scoring matrices. Applicants must schedule a one-on-one application workshop with the county economic development department.
- [San Juan County Lodging Tax Advisory Committee](#) – Includes most recent LTAC master plan, RFPs, and application forms
- [Wenatchee Application for Lodging Tax Funds \(2016\)](#)

### Contracts with Lodging Tax Recipients

- [Ocean Shores Tourism Promotion Agreement \(2019\)](#) – Contract template for lodging tax recipients; includes reporting requirements and example of final report on number of visitors and paid room nights
- [Olympia Professional Services Agreement for Tourism Promotion \(Lodging Tax\) Services \(2014\)](#) – Agreement to use lodging tax revenues for marketing and promotion of the Hands On Children’s Museum and the 2014 Sand in the City event, not to exceed \$60,000.
- [Union Gap Old Town Days Agreement \(2011\)](#) – Simple and short contract

- [Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities \(2014\)](#) – Agreement to use lodging tax revenues to support operations of nonprofit Wenatchee Valley Museum and Cultural Center Association by growing visitation, enhancing events and marketing, and supporting a visitor services staff member/volunteer coordinator

Last Modified: January 17, 2023

## Sample Documents

## Topics

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## Related Services



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CITY OF  
BAINBRIDGE ISLAND

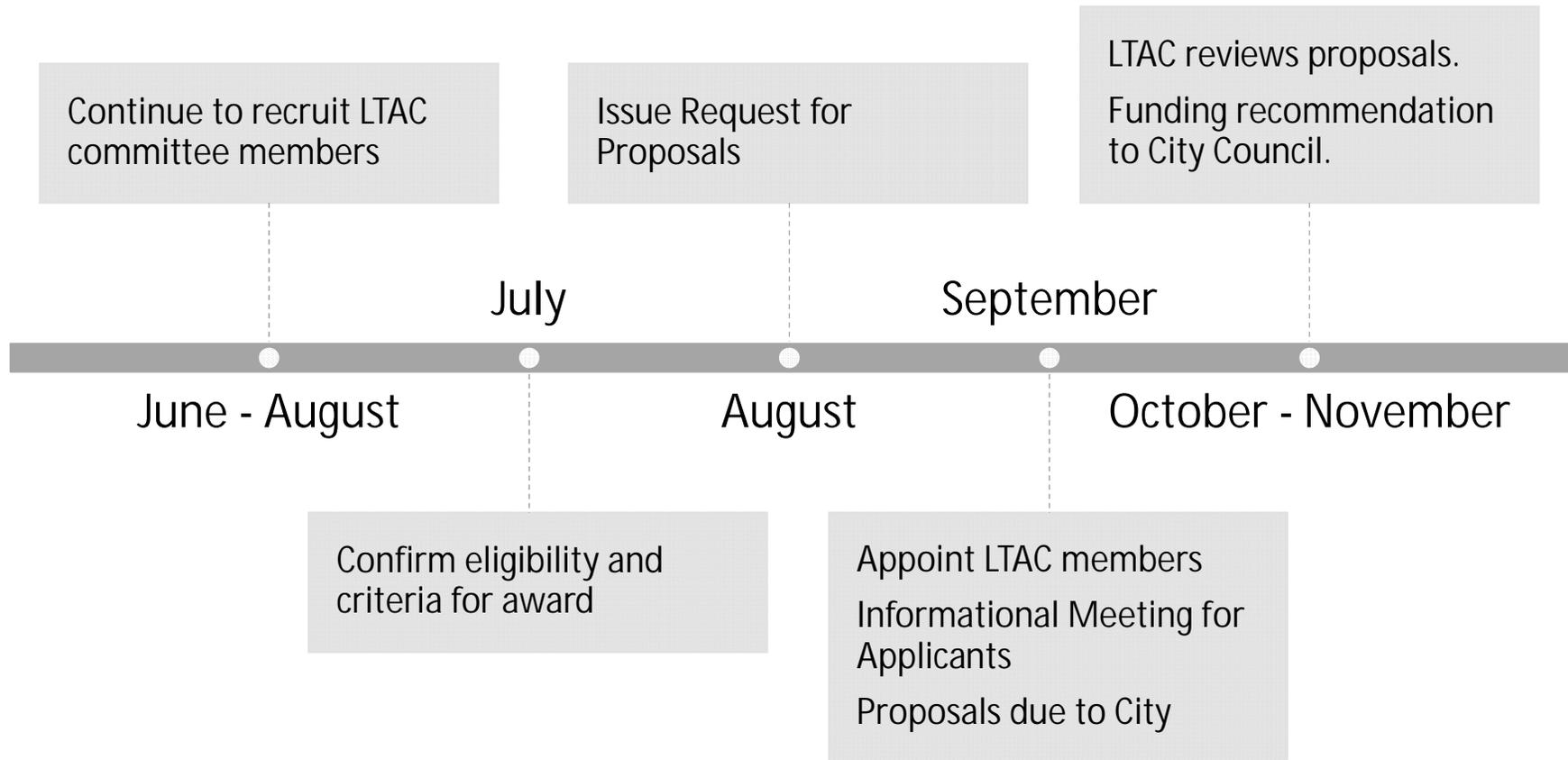
# 2024 Lodging Tax Award Process Discussion (LTAC)

# 2024 LTAC Awards

## Tonight's Topics

- Review award cycle schedule
- Review estimated amount to award for 2024
- Discuss selection criteria and eligibility

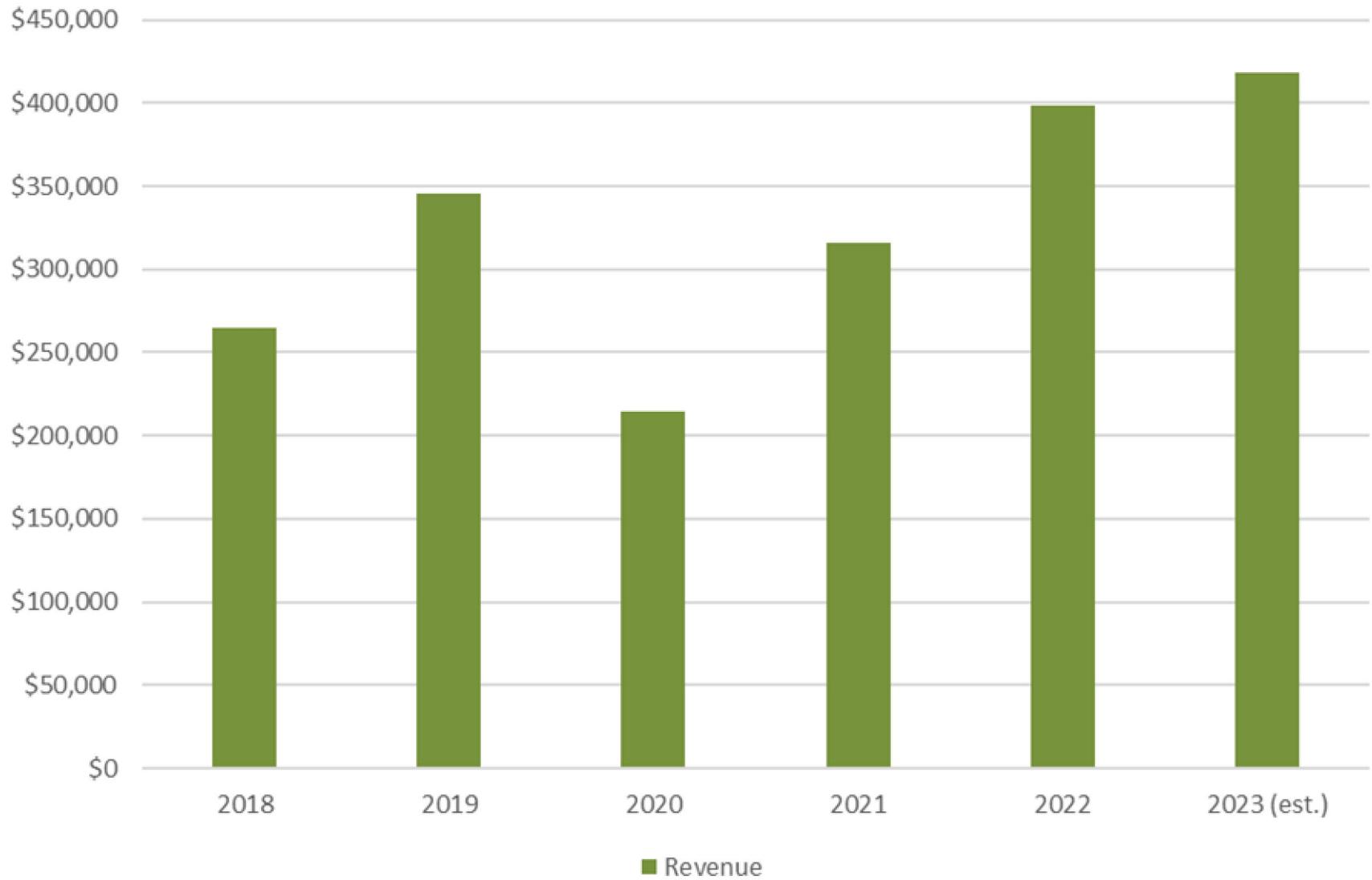
# General Timeline



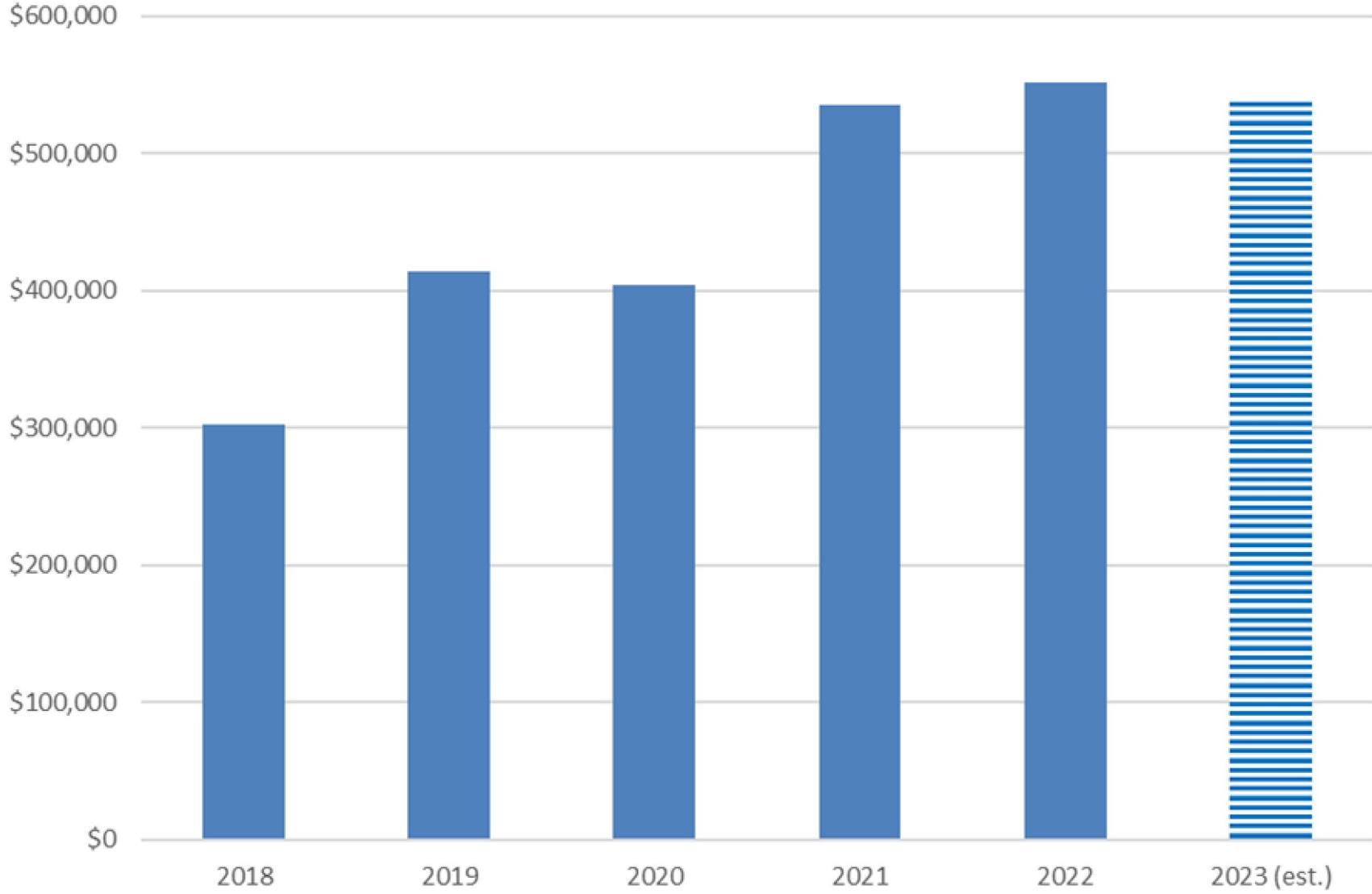
# Planned Funding Level

- Plan for total 2024 awards of \$400,000
- Expect to award an amount fully supported by 2024 starting fund balance in the Civic Improvement Fund

# Annual LTAC Revenue

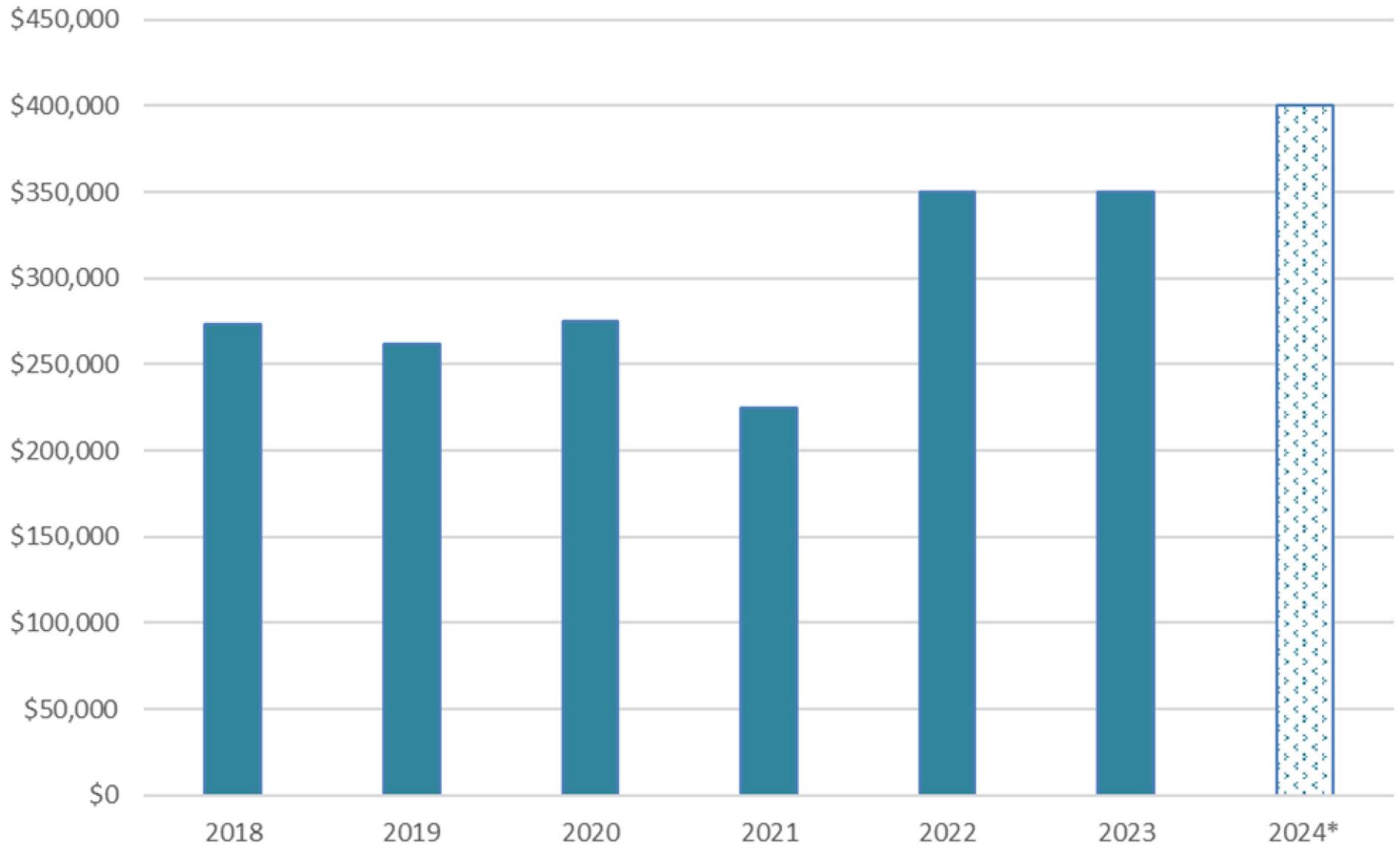


# Year-end Fund Balance



# Awards

## 2018 - 2023 Actuals; 2024 (recommended)





JULY 11, 2023



# 2023 Award Examples

# Eligibility for LTAC Awards

- Applicants must be a municipality, convention and visitors' bureau, destination marketing organization, non-profit, including main street organizations, lodging association or chamber of commerce.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.
  - This is a criterion determined by the City of Bainbridge Island

# Threshold Criteria

(from Revised Code of Washington)

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

# Evaluation Criteria

(set by City of Bainbridge Island)

- D. Goals and/or results objectively assessed, clearly presented in the application, and support increased tourism.
- E. Emphasize tourism during the off-season, October 1 until Memorial Day.
- F. Demonstrated history of organizational success and stability, including but not limited to previous LTAC-funded projects.
- G. Leverage and cooperation with other organizations and businesses, as well as matching funds or in-kind goods and services.
- H. Innovative use of LTAC funds.
- I. Alignment with City goals and values including climate-friendly tourism, equity and inclusion, and sustainable transportation practices.
- J. Proposals for capital projects are encouraged.

# Proposed Scoring Matrix

total of 100 points

Topic	Description	Maximum Score
Goals	Did applicant provide clear project goals? Are measurement approaches clear? Does the proposal clearly tie to increased tourism?	20 points
Impact	How does the proposal increase revenue-generating tourism or improve the tourism experience on Bainbridge Island? What is the expected return on the investment of LTAC funding in this proposal?	25 points
Timing	Does the proposal target off-season tourism?	5 points
Sustainability	Is this organization likely to continue operating through 2024 and in future years? Will the City's funds be used wisely and responsibly?	10 points
Support	Does the proposal demonstrate cooperation with other organizations? Does the proposal include matching funds or services?	10 points
Need	Is this an innovative use of LTAC funds?	5 points
Alignment	How well does the proposal align with the goals of COBI LTAC funding and the City's overall priorities including climate, equity and sustainability?	15 points
Capital	Is this proposal a capital project?	10 points

# Next Steps: 2024 LTAC Awards

## Tonight:

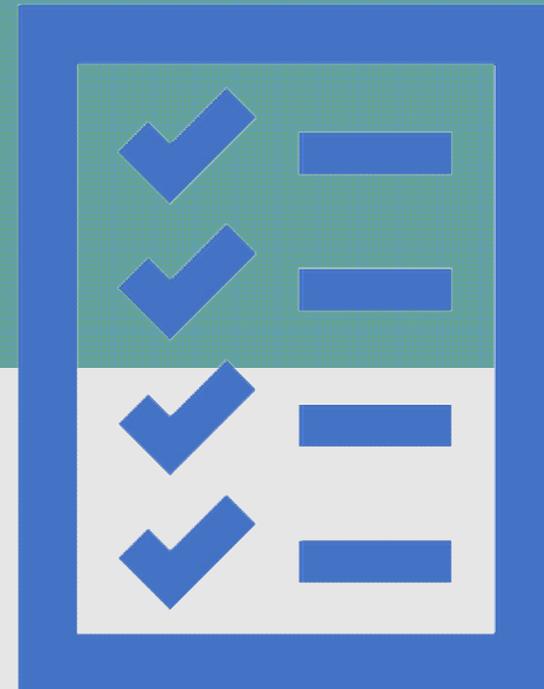
- Confirm criteria
- Confirm amount to be awarded

## Summer:

- Continue to recruit LTAC members
- Issue Request for Proposals

## Fall:

- LTAC member appointment, review and recommendation process
- Council consideration and approval of awards





## CITY OF BAINBRIDGE ISLAND

### REQUEST FOR PROPOSALS 2024 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,<sup>1</sup> or capital expenses for an eligible tourism-related facility.<sup>2</sup>

In 2023, there are approximately \$400,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects in 2024. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. In general, awards will be made in amounts between \$5,000 and \$200,000. Applications that exceed \$200,000 may receive additional questions or requests for documentation to support the request. Awards will not be made for amounts less than \$5,000 to support efficiency on the part of both the applicant organizations and City administration.

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited to nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals, including obtaining a business license and providing documentation of certain types of insurance. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

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<sup>1</sup> To be eligible for operating expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

<sup>2</sup> To be eligible for capital expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

### Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Applicants may be: convention and visitors' bureaus, destination marketing organizations, main street organizations, lodging associations, chambers of commerce, nonprofit organizations, or a municipality (defined as any city, town or county).
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.

### Proposal Eligibility

- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Proposals must fund expenses incurred during January 1 – December 31, 2024. Funding requests for goods or services to be provided in 2023 or beyond calendar year 2024 will not be considered.
- Proposals from non-City organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

## Policy Background

Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)

[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

### Definition of Terms (Per RCW 67.28.080)

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

## Application Requirements

- Each proposal must ADDRESS AND REFERENCE the questions listed on the attached LTAC 2024 Proposal Form IN THE ORDER IN WHICH THEY APPEAR.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).
- The City strongly prefers proposals in electronic format. Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.
  - Submit the proposal via email to: [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov)
  - Paper copies may be mailed to City Hall or dropped off at the City Hall front desk.
- Proposals are due **no later than 4:00 pm, Thursday, September 28, 2023**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by **February 28, 2025**. Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:

The projected and actual data for each of the following categories:

- a) Overall attendance for the activity;
- b) The number of people who traveled more than 50 miles to attend the activity;
- c) The number of people from outside the state or outside the country who attended the activity;
- d) The number of people who attended the activity and paid for overnight lodging;
- e) The number of people who attended the activity without paying for overnight lodging, and
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document.

## Review Process

### Lodging Tax Advisory Committee (LTAC)

Appointed by the Council on TBD, 2023

Brenda Fantroy-Johnson  
Clarence Moriwaki

City Councilmember Chair, voting  
City Councilmember Vice-chair, non-voting

TBD  
TBD  
TBD  
TBD

Eligible lodging business representative  
Eligible lodging business representative  
Eligible recipient organization representative  
Eligible recipient organization representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2024 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

## Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

### Lodging Fund Project Evaluation – Threshold Criteria

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

### Lodging Fund Project Evaluation – Evaluation Criteria

- D. Goals and/or results objectively assessed, clearly presented in the application, and support increased tourism.
- E. Emphasize tourism during the off-season, October 1 until Memorial Day.
- F. Demonstrated history of organizational success and stability, including but not limited to previous LTAC-funded projects.
- G. Leverage and cooperation with other organizations and businesses, as well as matching funds or in-kind goods and services.
- H. Innovative use of LTAC funds.
- I. Alignment with City goals and values including climate-friendly tourism, equity and inclusion, and sustainable transportation practices.
- J. Proposals for capital projects are encouraged.

## Review Matrix

The LTAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

Topic	Description	Maximum Score
Goals	Did applicant provide clear project goals? Are measurement approaches clear? Does the proposal clearly tie to increased tourism?	20 points
Impact	How does the proposal increase revenue-generating tourism or improve the tourism experience on Bainbridge Island? What is the expected return on the investment of LTAC funding in this proposal?	25 points
Timing	Does the proposal target off-season tourism?	5 points
Sustainability	Is this organization likely to continue operating throughout 2024 and in future years? Will the City's funds be used wisely and responsibly?	10 points
Support	Does the proposal demonstrate cooperation with other organizations? Does the proposal include matching funds or services?	10 points
Need	Is this an innovative use of LTAC funds?	5 points
Alignment	How well does the proposal align with the goals of COBI LTAC funding and the City's overall priorities including climate, equity and sustainability?	15 points
Capital	Is this proposal a capital project?	10 points



## PROPOSAL COVER SHEET – 2024 Funding Cycle

Proposal Summary	
Applicant Organization Name	
Grant Request Type	<input type="checkbox"/> Tourism Marketing <input type="checkbox"/> Marketing and operations of special events and festivals <input type="checkbox"/> Supporting the operations of a tourism-related facility owner or operated by a nonprofit organization* <input type="checkbox"/> Supporting the operations and/or capital expenditures of a tourism-related facility owned or operation by a municipality or a public facilities district
Proposal Title	
Total Amount Requested	
One Sentence Description of Request "To support..."	

Applicant Organization Information	
Applicant Organization Name	
Proposal Contact Person	
Position/Title	
Email Address*	
<small>*Note: All communication regarding this proposal and any questions will be communicated using this email address.</small>	
Mailing Address, City, State, Zip	
Phone	
Legal Status of Applicant Organization	
Applicant Organization Legal Status	Non-profit organization; Municipality
If non-profit organization:	
Year Established	
Organization Tax ID #	
If applying with a fiscal sponsor:	
Fiscal Sponsor Organization Name	
Fiscal Sponsor Contact/Title	
Fiscal Sponsor Email/Phone	
Fiscal Sponsor Tax ID #	
Fiscal Sponsor Mailing Address	

CITY OF BAINBRIDGE ISLAND LODGING TAX ADVISORY COMMITTEE APPLICATION

City of Bainbridge Island Funding					
Please list year(s) and award amount of other funding received from the City of Bainbridge Island. Include Human Services (HS), Lodging and Tourism Tax (LTAC) funding, Cultural Funding (CF), and/or any other grant or contract funding.					
	2023	2022	2021	2020	2019
LTAC					
HS					
CF					
Other					

Attachment Checklist – please ensure you provide each of these items. Check them off here before submitting your application and attachments.	
1. Cover Sheet (this document)	
2. Proposal Narrative Please use the attached format and reference instructions on that form.	
3. Board of Directors List Include names and titles of current members, as well as any open positions	
4. Current Staff List Include names and titles of current leadership team, indicating if full-time, part-time, volunteer	
5. Operating Budget For your current fiscal year. If you work with a fiscal sponsor or are a division of a larger organization, please include the operating budget specifically for your entity or division.	
6. Organizational Statement of Activities This is sometimes referred to as Income and Expense Statement. Please provide a statement for your most recently-completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.	
7. Organizational Statement of Financial Position This is sometimes referred to as a Balance Sheet. Please provide a statement for your most recently completed fiscal year for your organization. If you work with a fiscal sponsor or are a division of a larger organization, include a statement specific to your entity or division.	
8. Use of Funds Worksheet Please complete the attached form specific to your proposal.	
9. IRS Determination Letter of 501(c)(3) Non-profit Status, if applicable	
Authorization	
Authorized Signature	
Print Name	
Date	

## PROPOSAL NARRATIVE

Answer each question in the order in which they appear below. You may choose to delete the prompts for each narrative question before providing your answers, but please include the headers for each section. Each question has a page limit; in total, the entire Proposal Narrative should be no more than 8 total pages in length. Please type responses in single-spaced 11-point font.

**I. ORGANIZATIONAL OVERVIEW – no more than ½ page**

Please provide a brief history of your organization and an overview of the programs and services you currently provide.

**II. DESCRIPTION OF REQUEST – no more than 1 page**

Please describe the programs or services you will use funds to provide.

For tourism marketing and organizational operations requests: include your experience in tourism promotion on Bainbridge Island and your demonstrated ability to use the funding. Be specific about what the proposal will fund with LTAC dollars and what results you intend to achieve.

For event or facility funding: Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history, if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2024. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2024?

**III. COLLABORATION – no more than ½ page**

Please describe any ways that you collaborate with other organizations on Bainbridge Island or in the Greater Puget Sound region. You may choose to list each partner and describe your work with them. If any other organizations on Bainbridge Island provide similar services to you, please describe how you work together and what differentiates you from each other.

**IV. ALIGNMENT WITH CITY OF BAINBRIDGE ISLAND LODGING TAX/CIVIC IMPROVEMENT FUND GOALS – no more than ½ page**

Please describe how this funding will align with the criteria established by the City Council:

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

**V. CONTRACT METRICS**

Awardees will enter into a contract with the City and report back quarterly on what you have achieved.

Metrics	Q1	Q2	Q3	Q4	Total
Overall attendance					
Number of people who traveled more than 50 miles					
The number of people who attended the					

CITY OF BAINBRIDGE ISLAND LODGING TAX ADVISORY COMMITTEE APPLICATION

activity and paid for overnight lodging					
Estimated LTAC dollars spent per people how traveled more than 50 miles					
Total number of paid lodging nights due to LTAC award					

VI. SOCIAL GOALS – no more than ½ page

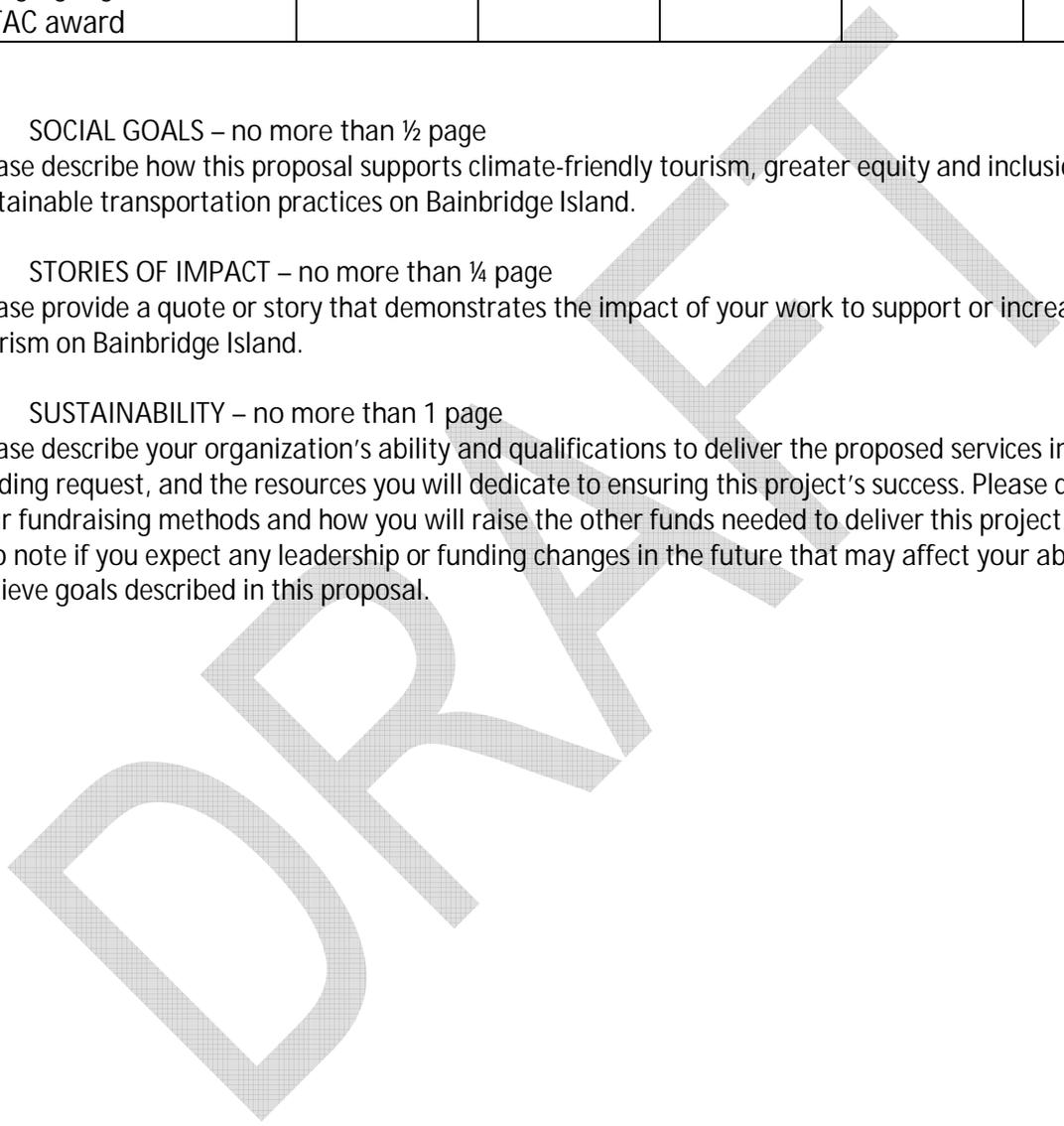
Please describe how this proposal supports climate-friendly tourism, greater equity and inclusion, and sustainable transportation practices on Bainbridge Island.

VII. STORIES OF IMPACT – no more than ¼ page

Please provide a quote or story that demonstrates the impact of your work to support or increase tourism on Bainbridge Island.

VIII. SUSTAINABILITY – no more than 1 page

Please describe your organization’s ability and qualifications to deliver the proposed services in your funding request, and the resources you will dedicate to ensuring this project’s success. Please describe your fundraising methods and how you will raise the other funds needed to deliver this project. Please also note if you expect any leadership or funding changes in the future that may affect your ability to achieve goals described in this proposal.



## USE OF FUNDS WORKSHEET

Please complete this form below. The Total column should equal the total cost of delivering your proposed program or event.

2024

Expense Category	Amount Covered by COBI LTAC Request Column A	Amount Covered by Other Funding Column B	Total Cost (A + B)
Staff Costs (Salaries, Benefits, Taxes, Training, etc.)			
Professional Services / Consultants / Contractors			
Program Supplies			
Other Operating Expenses (e.g., Technology, Rent, Equipment, Insurance)			
Scholarships / Stipends			
Other (describe)			
<b>Total</b>			

Comments on Other Funding Sources (please limit response to one page)

Of the amounts listed in Column B, do you have any funds committed to date? If yes, please list sources and amounts below. If no, please describe where you expect to secure these funds from, and how you know you can raise those funds.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 11, 2023

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:00 PM) Endorse Request from the Bainbridge Island Japanese American Exclusion Memorial Association for Funding from Kitsap Public Facilities District ("KPF") to Extend Water Service to the Site,

**SUMMARY:** Council will consider whether to endorse a request from the Bainbridge Island Japanese American Exclusion Memorial Association for funding from Kitsap Public Facilities District to extend required water service to the site.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to endorse a request from the Bainbridge Island Japanese American Exclusion Memorial Association for funding from Kitsap Public Facilities District to extend required water service to the site and direct the City Manager to communicate this endorsement to the Kitsap Public Facilities District's Board of Directors.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

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

**BACKGROUND:** The Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA) is in the process of planning the construction of a small Visitor Center at the Memorial, located at Pritchard Park on Bainbridge Island. BIJAEMA has asked Kitsap Public Facilities District ("KPF") for a small funding request for water connection to the site.

BIJAEMA is a 501(c)(3) organization with a primary mission to build and maintain the Memorial. The Memorial is physically located on land owned by the Bainbridge Island Metropolitan Park and Recreation District, and is an administrative unit of the Minidoka, Idaho, National Historic Site.

Design of the Visitor Center is virtually complete. BIJAEMA's ability to apply for a building permit is primarily contingent on developing a source of water to serve the site. The site is within the City of Bainbridge Island

water service area, but there is no water service actually existing within 1/4 mile. Building out service to the site will cost in the range of \$200,000-\$250,000, and a new main would entirely front the public land of Pritchard Park, so there would be no opportunity for other potential users to share in the cost of construction.

A review of KPF D's mission and funding guidelines suggests that this would be an appropriate project for KPF D support. KPF D support depends on the following criteria:

**Economic Development.** The Memorial has been in development since 2002. Its iconic Story Wall was dedicated in 2011, followed by the Departure Deck in 2020 and interpretive artwork on the Deck in 2022. The Memorial attracts well in excess of 10,000 unique visitors each year, from all over the world. It is a featured attraction for Visitors to Bainbridge Island, promoted by commercial travel websites as well as visitor information sites in Seattle and on the Island.

**Efficient use of public and private monies.** The budget for this current phase of the project is approximately \$5.0 million. Of that total, it is anticipated roughly 75% will come from a variety of public sources, with the balance from private sources. Their outreach of KPF D is part of their effort to spread the cost of this project as widely as possible among appropriate funding sources.

**Innovation.** The Memorial is a work of art. With the guiding hand of renowned architect Johnpaul Jones, BJAEMA has created elements that individually make an emotional connection of great power, and collectively tell a powerful story of the wrongs done to the Japanese American community during World War II. The new Visitor Center will continue this theme, featuring a green roof to blend into the landscape and minimize its impact on the land, and an outdoor amphitheater to maximize use of the public space.

**Multiple use of facilities.** When completed, the primary use of the Visitor Center will be as a meeting space for the many tour groups that visit the Memorial, including notably many school groups from around Kitsap County and beyond. These tours are frequently sponsored by the Bainbridge Island Japanese American Community. The space is being designed with flexibility in mind, and will periodically host exhibits of archival material from the Bainbridge Island Historical Museum. While the Visitor Center will probably operate with limited open hours, it will be available for a community meeting space, as well.

The proposed visitor's center requires potable water. The visitor center is classified as a public assembly use, and it must be sprinkled for fire protection purposes. The sprinkler system requires a set amount of water pressure be maintained in the water line. The city's Engineering Division has worked closely with BJAEMA to address the water demands. The city currently has a well on the site of the Exclusion Memorial, but because the water is untreated and due to water pressure requirements, it cannot serve the visitor center. Developing a new well or tapping into the city's water line are not viable options. The only feasible option is to construct a new water line between the city's holding tank, located near the intersection of Eagle Harbor Drive and Old Creosote Road, and the Exclusion Memorial site.

KPF D is an independent public agency with an appointed Board of Directors. The City Council makes one appointment to the seven member board. It is noted that currently, with the exception of the City of Bainbridge Island, KPF D has made commitments to provide financial assistance to projects in every other city in Kitsap

County. Staff is unaware of any other eligible project on Bainbridge Island ready for immediate funding and construction.

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**