CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 08, 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. PRESENTATION(S)

3.A **(6:10 PM) Announce the Bainbridge Island Reads Book for Summer and Fall 2023 - Executive,** 5 Minutes

4. PUBLIC COMMENT - 6:15 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.

4.A **Instructions for Providing Public Comment** 60 Minutes
Instructions for Providing Public Comment at Hybrid Meetings.docx

5. CONSENT AGENDA - 7:15 PM

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

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

5.B **Approve Accounts Payable and Payroll**
AP Report to Council of Cash Disbursements 07-26-23.pdf
Council Report PR 7-20-23.pdf
AP Report to Council of Cash Disbursements 08-09-23.pdf
Council Report PR 8-5-23.pdf

5.C **Approve City Council Meeting Minutes**
Special City Council Meeting - Executive Session Minutes, July 11, 2023.pdf
Regular City Council Business Meeting Minutes, July 11, 2023.pdf

5.D **Authorize the City Manager to Advertise for Construction Bids to Support the Ferncliff Avenue Water Main Extension Project - Public Works**
Ferncliff Main Extension Location Map.pdf

5.E **Authorize the City Manager to Advertise for Construction Bids to Support the Demolition of the Police Station Building at 625 Winslow Way East - Public Works**
625 Winslow Way East Location Map.pdf

5.F **Authorize Issuance of Request for Proposals for Lodging Tax Advisory Committee Awards for 2024 - Executive,** 5 Minutes
2023_LTAC_RFP_for_2024_for CC 08082023
COBI LTAC Funding Application Form for 2024 for CC 08082023

5.G **Cancel the August 22 and September 5, 2023 City Council Meetings**

5.H **Authorize the City Manager to Enter Into a Lease Agreement Amendment with Verizon for a Communications Antenna on the Existing Winslow Water Tank - Public Works,**
FERNCLIFF- Amendment No. 2 to Option and Water Tower Lease.doc

5.I **Authorize the City Manager to Execute Amendment No. 6 to the Professional Services Agreement with Coates Design for Construction Administration Services Associated with the Ted Spearman Justice Center ($24,000, Tax Supported)**
Coates PSA Amendment No. 6 Con Admin.docx

5.J **Accept Updated Artwork for Something New VI, 2023-24 Rotation, for the City Hall Exterior Display Location - Executive,** 5 Minutes
Something New VI Update for CC 07252023

5.K **Authorize Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement Project ($465,046.00,**

Water Fund) - Public Works
Amendment 2 to Water Tank PSA.docx
Scope A1.docx
Scope A2.docx
Water Tank Budget Summary.pdf

5.L **Authorize the City Manager to Execute a Grant Agreement with the Washington Department of Ecology Relating to Sea Level Rise Vulnerability and Risk Assessment in the amount of $100,000**
Grant Agreement

5.M **Consider Holding in Abeyance an Amended Proposal from the Historic Preservation Commission for Akio Suyematsu Day on Suyematsu Farm - Executive,** 5 Minutes
HPC Amended Proposal for Akio Suyematsu Day as of 07112023

6. COUNCIL ANNOUNCEMENTS - 7:20 PM

7. CITY MANAGER'S REPORT - 7:30 PM

7.A **Receive City Manager's Report** 15 Minutes
CAP Status Update Memo - Q2 2023.docx
2023_Q2_Memo_for CC 07252023.docx
Q2 2023 Workplan Report for CC 07252023.pdf
STP Status Update Memo - Q2 2023.docx
BIPD Monthly Report May 2023.pdf
625 Winslow Way Affordable Housing Site Memorandum.docx

8. REGULAR BUSINESS

8.A **(7:45 PM) Receive the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2022 - Finance,** 15 Minutes
CBI_ExitPP - Aug 8.pdf
2022 COBI Packet.pdf
2022 ACFR AUDITED - City of Bainbridge Island, WA.pdf

8.B **(8:00 PM) Introduce Ordinance No. 2023-19 Amending Bainbridge Island Municipal Code (BIMC) Chapter 15.30, Transportation Impact Fees - Public Works,** 10 Minutes
Ordinance No. 2023-19 Amending Transportation Impact Fees Section 15.30.030 DRAFT.docx
Bainbridge_TIF_Rate_Study_Final.pdf

8.C **(8:10 PM) Present Ordinance No. 2023-24 Amending Chapter 8.24 of the Bainbridge Island Municipal Code, Establishing Regulations for Disposable Food Service Ware and Waste Reduction,** 20 Minutes
Attachment A - Draft Ordinance 2023-24 Disposable Food Service Ware - 08.08.23.docx
Attachment B - Summary of Proposed Updates to BIMC 8.24 - 08.08.23.docx
Attachment C - Proposed Home Compostable Selection Methodology - 08.08.23.docx
BIMC 8.24 Proposed Updates for Waste Reduction Regulations - Council Presentation - 05.09.23.pptx

8.D **(8:30 PM) Authorize the City Manager to Include a Graphic Design, Tree Rendering #1, on the Winslow Water Tank and Prepare an Associated Budget Amendment in the Amount of $70,000 (General Fund),** 10 Minutes
Winslow Water Tank Graphic.pdf
Water Tank Graphic_Public Feedback.pdf

8.E **(8:40 PM) Discuss Resolution No. 2023-06 Reducing Land Use Permit Fees for Affordable Housing Developments - Planning,** 15 Minutes
Resolution No. 2023-06 Relating to a fee payment for affordable housing development projects.docx

8.F **(8:55 PM) Authorize the City Manager to Issue a Request for Proposals for Cultural Funding in a total amount of $300,000 for 2024-2025,** 10 Minutes
Presentation - Cultural Funding - for 2024-2025 award cycle
COBI Cultural Funding Request for Proposals for 2024-2025 RFP
COBI Cultural Funding Application Form for 2024-2025

8.G **(9:05 PM) Authorize the City Manager to Solicit for Political Lobbying Services,** 10 Minutes

8.H **(9:15 PM) Confirm Appointments to the Climate Change Advisory Committee,** 5 Minutes
Bhatt (Climate Change Advisory Committee)_Redacted.pdf
Kleeman (Climate Change Advisory Committee)_Redacted.pdf
Kydd (Climate Change Advisory Committee)_Redacted.pdf
Victurine (Climate Change Advisory Committee)_Redacted.pdf

9. COMMUNICATIONS

9.A **(9:20 PM) Endorse Councilmember Deets request to the Kitsap Regional Coordinating Council,** 5 Minutes

10. ADJOURNMENT - 9:25 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:10 PM) Announce the Bainbridge Island Reads Book for Summer and Fall 2023 - Executive,

SUMMARY: The community had the opportunity to vote on an option of three books from May 16 until June 16. After the announcement of the book, the community will have the opportunity over the next four months to read and participate in special events around the top-voted book. The events will occur from September-November.

The finalists for the next BI Reads book were:

1. A Tale for the Time Being by Ruth Ozeki
2. Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants by Robin Wall Kimmerer
3. The House of Broken Angels by Luis Alberto Urrea

Over 200 people voted for their choice of which book to read through in-person ballot boxes at City Hall, the Bainbridge Island Library, Eagle Harbor Books, and the Senior Center, as well as online at Engage Bainbridge. The City encourages people to read the chosen book and participate in the City events. Three events will take place in the months of September, October, and November related to the book.

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

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH: The public voted on the three finalist books and the highest voted book was chosen as the BI Reads book of Summer and Fall 2023.

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

BACKGROUND: The City is continuing its Community Reads Program, called BI Reads, that was started with the Bainbridge Island Reads for Justice with the book "Stamped: Racism, Antiracism, and You" by Jason Reynolds and Ibram X. Kendi. The goals for the BI Reads program are to:

1. Build community on Bainbridge Island through reading one book together.

2. Promote literacy and the love of reading Island-wide and beyond.

3. Be open to all types of books that foster beneficial dialogue, creative expression, and expanded ways of thinking.

The community had the opportunity to vote on an option of three books from May 16 until June 16. These books were selected after an extensive review of successful community reads and vetted with librarians of the Kitsap Regional Library Bainbridge Branch. After the announcement of the book, the community will have the opportunity over the next four months to read and participate in special events around the top voted book. The events will occur from September-November.

The finalists for the next BI Reads book were:

1. A Tale for the Time Being by Ruth Ozeki

2. Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants by Robin Wall Kimmerer

3. The House of Broken Angels by Luis Alberto Urrea

Over 200 people voted for their choice of which book to read through in-person ballot boxes at City Hall, the Bainbridge Island Library, Eagle Harbor Books, and the Senior Center, as well as online at Engage Bainbridge. The City encourages people to read the chosen book and participate in the City events. The title is available in large print, audio format, hardback, and paperback.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 60 Minutes

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

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

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Instructions for Providing Public Comment at Hybrid Meetings.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov. Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

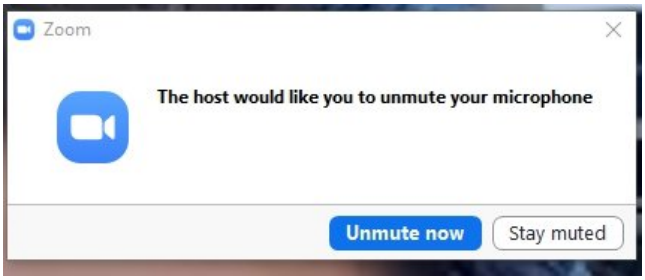
1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.

2. Sign in to Zoom with your full name.

3. The Mayor will indicate when it is time for public comment.

4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.

5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



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

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

7. Attendee provides their comment.

8. A timer on the screen will track your time.

9. Stop speaking when the timer reaches the 3-minute mark.

10. Attendee is returned to attendee group, and microphone is muted.

11. Public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

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

5.6.1 Orderly Behavior and Civility in Remarks

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

(a) Speaking without being recognized by the Presiding Officer.

(b) Continuing to speak after the allotted time has expired.

(c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.

(d) Throwing objects.

(e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.

(f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.

(g) Impersonating a City Councilmember or a member of the City staff.

(h) Shouting or otherwise engaging in loud or boisterous behavior.

(i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.

(j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.

(k) Booing, hissing, or otherwise disrupting the comments of another speaker.

(l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.

(m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

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

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

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

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Consider approval of payroll and accounts payable.

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

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

AP Report to Council of Cash Disbursements 07-26-23.pdf

Council Report PR 7-20-23.pdf

AP Report to Council of Cash Disbursements 08-09-23.pdf

Council Report PR 8-5-23.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 10, 2023 - July 24, 2023
CITY COUNCIL: July 11, 2023 - July 25, 2023

Last check from previous run: 360394 dated 07/12/2023 issued to WA ST DEPT of Transportation for $151.63
Last ACH from previous run: 2453 dated 07/12/2023 issued to Westbay Auto Parts for $966.79

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	07/13/2023	360398	PW/COBI/Permit PLN52618 VAR amount changed to $495.00	1,150.00
ACH/EFT	07/14/2023	2454	PW/Clary Auburn VW LLC/Electric vehicles for PCD	56,259.98
ACH/EFT	07/14/2023	2455	ENG/Kelley Connect/Copier lease	459.75
ACH/EFT	07/18/2023	2456	US Bank/Credit card purchases - Jun. 2023	50,037.64
Manual	07/13/2023	360395	POL,PCD/AT&T/Fax long distance	19.25
Manual	07/13/2023	360396	Bainbridge Disposal/City wide disposal services	3,889.10
Manual	07/13/2023	360397	CenturyLink/Citywide telemetry - Jul. 2023	1,322.24
Manual	07/13/2023	360398	PW/City of Bainbridge Island/Permit PLN52618 VAR	1,150.00
Manual	07/13/2023	360399	EX/McVay, Patrick/Something New 3rd installment	300.00
Manual	07/13/2023	360400	Puget Sound Energy/Citywide energy services	36,974.15
Manual	07/13/2023	360401	Verizon/Citywide wireless charges - Jul. 2023	5,781.00
Manual	07/13/2023	360402	EX/Wylde, John/Something New 3rd installment	300.00
Manual	07/18/2023	360403	PW/City of Bainbridge Island/Permit PLN52618 VAR	495.00
Manual	07/18/2023	360404	ENG/Verizon/Modem communications for automated flow stations	78.70
			Total Manual Checks and Electronic Disbursements	**157,066.81**

Regular Run Checks	07/26/2023	360405-360441	**Total Regular Check Run**	**86,409.01**
Regular Run ACH	07/26/2023	2457-2523	**Total Regular ACH Run**	**513,039.26**
			Total Disbursements	**756,515.08**

Retainage Release	07/12/2023	220	DP Wain Construction/Fletcher Bay pumphouse roof repair	3,153.73
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by _____ Jacob Kines, Senior Accounting Technician

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

Karl R. Shaw, Accounting Manager — Date 7/20/2023

JK

munis a tyler erp solution

07/12/2023 08:17 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
220	07/12/2023	PRTD	7730	DP WAIN CONSTRUCTION	264616	RETREL-01202	07/11/2023		RT071223	3,153.73
Invoice: RETREL-01202							RET REL FLETCHER BAY PUMPHOUSE ROOF REPAIR			
					3,153.73	41628860 586000	RETAINAGE RELEASE			

CHECK 220 TOTAL: 3,153.73

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 3,153.73

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	3,153.73

*** GRAND TOTAL *** 3,153.73

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 33								
APP 622-213000					ACCOUNTS PAYABLE		3,153.73	
07/12/2023	RT071223	071223			AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100					CASH-RETAINAGE			3,153.73
07/12/2023	RT071223	071223			AP CASH DISBURSEMENTS JOURNAL			
					JOURNAL 2023/07/33	TOTAL	3,153.73	3,153.73

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2023	7	33	07/12/2023			
622-213000					ACCOUNTS PAYABLE	3,153.73	
628-111100					CASH-RETAINAGE		3,153.73
					FUND TOTAL	3,153.73	3,153.73

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

JK

07/12/2023 14:38 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2454	07/14/2023	EFT	10204	CLARY AUBURN VW LLC	264517	V23484	06/30/2023	20230002	M071223	56,259.98
Invoice: V23484							PW/ELECTRIC VEHICLES FOR PCD			
					56,259.98	73501448 66400001263	PCD 2 NEW ELECTRIC VEH-EQUIP			
								CHECK	2454 TOTAL:	56,259.98
2455	07/14/2023	EFT	1971	KELLEY CONNECT	264519	IN1362619	07/03/2023		M071223	459.75
Invoice: IN1362619							ENG/COPIER LEASE			
					459.75	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
								CHECK	2455 TOTAL:	459.75

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 56,719.73

	COUNT	AMOUNT
TOTAL EFT'S	2	56,719.73

*** GRAND TOTAL *** 56,719.73

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 47									
APP 501-213000					ER&R-ACCOUNTS PAYABLE			56,259.98	
07/14/2023 M071223		071223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				56,719.73
07/14/2023 M071223		071223			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			459.75	
07/14/2023 M071223		071223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			56,719.73	56,719.73
APP 631-130000					DUE TO/FROM CLEARING			56,719.73	
07/14/2023 M071223		071223							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				56,259.98
07/14/2023 M071223		071223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				459.75
07/14/2023 M071223		071223							
					SYSTEM GENERATED ENTRIES TOTAL			56,719.73	56,719.73
					JOURNAL 2023/07/47 TOTAL			113,439.46	113,439.46

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	47	07/14/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		459.75
001-213000				GENERAL - ACCOUNTS PAYABLE	459.75	
				FUND TOTAL	459.75	459.75
501 EQUIPMENT RENTAL & REVOLVING	2023	7	47	07/14/2023		
501-130000				ER&R-DUE TO/FROM CLEARING		56,259.98
501-213000				ER&R-ACCOUNTS PAYABLE	56,259.98	
				FUND TOTAL	56,259.98	56,259.98
631 CLEARING FUND	2023	7	47	07/14/2023		
631-130000				DUE TO/FROM CLEARING	56,719.73	
635-111100				CASH		56,719.73
				FUND TOTAL	56,719.73	56,719.73

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		459.75
501	EQUIPMENT RENTAL & REVOLVING		56,259.98
631	CLEARING FUND	56,719.73	
	TOTAL	56,719.73	56,719.73

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2456	07/18/2023	PRTD	7314	US BANK	264244	060223MS	06/02/2023		USBJUN23	9.99
Invoice: 060223MS					9.99	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
					264245	060223MS-A	06/02/2023		USBJUN23	22.67
Invoice: 060223MS-A					22.67	63470586 542450	PCD/CLICK2MAIL/PLN52112 POSTCARDS PCD-PLANNING-COMM OUTREACH			
					264246	060823MS	06/08/2023		USBJUN23	40.00
Invoice: 060823MS					40.00	61011584 443410	PCD/MRSC/OPMA TRAINING MS PCD - C/E ADM TRAINING			
					264247	062223MS	06/22/2023		USBJUN23	2.24
Invoice: 062223MS					2.24	63011586 443410	PCD/WADOE/CREDIT CARD SERVICE FEE CUR - C/E TRAINING TRAVEL			
					264248	062223MS-A	06/22/2023		USBJUN23	70.00
Invoice: 062223MS-A					70.00	63011586 443410	PCD/WADOE/COASTAL WORKSHIP JM CUR - C/E TRAINING TRAVEL			
					264263	052623KB	05/26/2023		USBJUN23	1,236.12
Invoice: 052623KB					1,236.12	33011161 531100	HR/IKEA/CITY HALL WELLNESS ROOM FURNITURE HR-C/E-SUPPLIES			
					264264	062023KB	06/20/2023		USBJUN23	32.53
Invoice: 062023KB					32.53	33011161 531100	HR/AMAZON/CITY HALL WELLNESS ROOM FURNITURE HR-C/E-SUPPLIES			
					264266	060823RA	06/08/2023		USBJUN23	40.00
Invoice: 060823RA					40.00	61011584 443410	PCD/MRSC/OPMA LATEST ISSUES & CASE RA PCD - C/E ADM TRAINING			
					264267	060923RA	06/09/2023		USBJUN23	23.38
Invoice: 060923RA					23.38	63470588 539100	PCD/SAFEWAY/WUI PRESENTATIONS REFRESHMENTS CUR-NON TRAVEL FOOD/BEV			
					264268	052923AL	05/29/2023		USBJUN23	-13.75
Invoice: 052923AL					-13.75	31011256 531100	EX/COSTCO/REFUND PLASTIC BINS EX-GF-EMERG PREP-SUPPLIES			
					264269	052923AL-A	05/29/2023		USBJUN23	13.75
Invoice: 052923AL-A					13.75	31011256 531100	EX/COSTCO/REORDER PLASTIC BINS EX-GF-EMERG PREP-SUPPLIES			
					264270	052923AL-B	05/29/2023		USBJUN23	285.12
Invoice: 052923AL-B					285.12	31011256 531100	EX/AMAZON/HUBS SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
					264271	052923AL-C	05/29/2023		USBJUN23	104.88
Invoice: 052923AL-C					104.88	31011256 531100	EX/AMAZON/HUBS SUPPLIES EX-GF-EMERG PREP-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264272	053023AL	05/30/2023		USBJUN23	9.81
Invoice: 053023AL							EX/AMAZON/WALL CALENDAR			
					9.81	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264273	053023AL-A	05/30/2023		USBJUN23	371.26
Invoice: 053023AL-A							EX/AMAZON/EOC & CERT TEAM SUPPLIES			
					371.26	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264274	060223AL	05/30/2023		USBJUN23	87.16
Invoice: 060223AL							EX/GARMIN/MONTHLY SUBSCRIPTION			
					87.16	31011256 542100	EX-GF-EMERG PREP-PHONE			
					264275	060623AL	06/06/2023		USBJUN23	1,065.80
Invoice: 060623AL							EX/AMAZON/DOP GIVEAWAY OUTREACH ITEMS			
					1,065.80	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
					264276	060723AL	06/07/2023		USBJUN23	129.50
Invoice: 060723AL							EX/NCSI/VOLUNTEER BACKGROUND CHECKS			
					129.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
					264277	060823AL	06/08/2023		USBJUN23	70.58
Invoice: 060823AL							EX/E TRAILER/HUBS SUPPLIES TRAILER LOCKS			
					70.58	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264279	060823AL-A	06/08/2023		USBJUN23	2,779.14
Invoice: 060823AL-A							EX/UBIQUITY/EOC SUPPLIES EMPG REPURPOSE GRANT			
					2,779.14	31011256 53110001123	FEMA EMPG-EM PREP-SUPPLIES			
					264280	060923AL	06/09/2023		USBJUN23	23.43
Invoice: 060923AL							EX/SAFEWAY/HUBS SUPPLIES			
					23.43	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264281	061423AL	06/14/2023		USBJUN23	99.40
Invoice: 061423AL							EX/AMAZON/HUBS SUPPLIES			
					99.40	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264282	061523AL	06/15/2023		USBJUN23	28.80
Invoice: 061523AL							EX/AMAZON/HUBS SUPPLIES			
					28.80	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264283	061523AL-A	06/15/2023		USBJUN23	1,703.26
Invoice: 061523AL-A							EX/LIFESTRAW/HUBS SUPPLIES			
					1,703.26	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264284	061523AL-B	06/15/2023		USBJUN23	76.39
Invoice: 061523AL-B							EX/AMAZON/FIRST AID BANNER EVENT SUPPLIES			
					76.39	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					264285	061623AL	06/16/2023		USBJUN23	98.26
Invoice: 061623AL							EX/AMAZON/HUBS SUPPLIES			
					98.26	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				264286	061923AL	06/19/2023		USBJUN23	421.19
Invoice: 061923AL				EX/ALL STAR LANES/VOLUNTEER ENGAGEMENT TEAM LEADS					
				421.19	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
				264287	061923AL-A	06/19/2023		USBJUN23	1,211.44
Invoice: 061923AL-A				EX/AMAZON/HUBS SUPPLIES					
				1,211.44	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				264288	061923AL-B	06/19/2023		USBJUN23	645.24
Invoice: 061923AL-B				EX/AMAZON/HUBS SUPPLIES					
				645.24	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				264289	062023AL	06/20/2023		USBJUN23	-76.39
Invoice: 062023AL				EX/AMAZON/REFUND FIRST AID BANNER					
				-76.39	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				264290	062223AL	06/22/2023		USBJUN23	76.39
Invoice: 062223AL				EX/AMAZON/REORDER FIRST AID BANNER					
				76.39	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				264291	062323AL	06/23/2023		USBJUN23	396.00
Invoice: 062323AL				EX/MEDIC RESPONSE/WFA PATCHES					
				396.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				264295	052523AS	05/25/2023		USBJUN23	78.48
Invoice: 052523AS				EX/COQUETTE/LUNCH ETIPP SITE VISIT PARTICIPANTS					
				78.48	31011492 53910001196	CAP-ENERGY & GR BLDG-FOOD/BEV			
				264296	053123AS	05/31/2023		USBJUN23	38.28
Invoice: 053123AS				EX/TOWN&COUNTRY/COFFEE, FOOD ETIPP SITE VISIT					
				38.28	31011492 53910001196	CAP-ENERGY & GR BLDG-FOOD/BEV			
				264297	060423AS	06/04/2023		USBJUN23	14.00
Invoice: 060423AS				RIDWELL/MEMBERSHIP FEE RECYCLING CITY HALL					
				14.00	91011497 54790401194	GREEN TEAM-RECYCLING SVCS			
				264298	061523AS	06/15/2023		USBJUN23	87.88
Invoice: 061523AS				EX/AMAZON/COMPOST BIN CLIMATE SMART CHALLENGE					
				87.88	31011492 53110001150	CAP-OTHER IMPL-SUPPLIES			
				264299	061523AS-A	06/15/2023		USBJUN23	11.00
Invoice: 061523AS-A				RIDWELL/RECYCLING PICKUP CITY HALL					
				11.00	91011497 54790401194	GREEN TEAM-RECYCLING SVCS			
				264300	061623AS	06/16/2023		USBJUN23	79.66
Invoice: 061623AS				EX/AMAZON/COMPOST BIN CLIMATE SMART CHALLENGE					
				79.66	31011492 53110001150	CAP-OTHER IMPL-SUPPLIES			
				264341	052523BL	05/25/2023		USBJUN23	45.00
Invoice: 052523BL				HR/CRAIGSLIST/PW MANAGER ADVERTISING					
				45.00	33011161 544000	HR-C/E-ADVERTISING			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264342	053023BL	05/30/2023		USBJUN23	547.15
Invoice: 053023BL							HR/INDEED/JUD SPEC & ADMIN SPEC ADVERTISING			
					547.15	33011161 544000	HR-C/E-ADVERTISING			
					264343	053123BL	05/31/2023		USBJUN23	4.78
Invoice: 053123BL							HR/USPS/DEPT OF RETIREMENT SYSTEMS MAILING			
					4.78	33011161 542500	HR-C/E-POSTAGE			
					264344	053123BL-A	05/31/2023		USBJUN23	54.36
Invoice: 053123BL-A							HR/INDEED/PW MANAGER ADVERTISING			
					54.36	33011161 544000	HR-C/E-ADVERTISING			
					264345	061223BL	06/12/2023		USBJUN23	200.00
Invoice: 061223BL							HR/PAYPAL-AWC/JOB POSTING 5PK			
					200.00	33011161 544000	HR-C/E-ADVERTISING			
					264346	061223BL-A	06/12/2023		USBJUN23	45.00
Invoice: 061223BL-A							HR/CRAIGSLIST/FAC MAINT TECH ADVERTISING			
					45.00	33011161 544000	HR-C/E-ADVERTISING			
					264347	061223BL-B	06/12/2023		USBJUN23	45.00
Invoice: 061223BL-B							HR/CRAIGSLIST/MAIT TECH ADVERTISING			
					45.00	33011161 544000	HR-C/E-ADVERTISING			
					264348	061223BL-C	06/12/2023		USBJUN23	45.00
Invoice: 061223BL-C							HR/CRAIGSLIST/UTIL TECH ADVERTISING			
					45.00	33011161 544000	HR-C/E-ADVERTISING			
					264349	061523BL	06/15/2023		USBJUN23	547.06
Invoice: 061523BL							HR/INDEED/PW MANAGER, TECHS ADVERTISING			
					547.06	33011161 544000	HR-C/E-ADVERTISING			
					264350	061423BL	06/14/2023		USBJUN23	247.66
Invoice: 061423BL							HR/BULK OFFICE SUPPLY/MINI EMERGENCY KITS			
					247.66	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
					264351	062223BL	06/22/2023		USBJUN23	546.05
Invoice: 062223BL							HR/INDEED/PW TECHS ADVERTISING			
					546.05	33011161 544000	HR-C/E-ADVERTISING			
					264383	060423JB	06/04/2023		USBJUN23	733.95
Invoice: 060423JB							POL/PORT OF KINGSTON/M8 FUEL			
					733.95	54025212 532000	MARINE - FUEL			
					264384	053123JF	05/31/2023		USBJUN23	1,646.63
Invoice: 053123JF							POL/PRIMARY ARMS/HOLOSUN GREEN DOT SIGHTS X5			
					1,646.63	53011212 531100	PD-C/E-PATROL SUPPLIES			
					264385	061223JF	06/12/2023		USBJUN23	81.87
Invoice: 061223JF							POL/AMAZON/HOLSTER FOR HUSKA			
					81.87	52011212 531100	POLICE - C/E INVEST SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264386	053023LH	05/30/2023		USBJUN23	455.35
Invoice: 053023LH						POL/SOCIAL MEDIA ACADEMY/SOCIAL MEDIA TRAINING			
				455.35	51011120 443410	PD-CLERKS-TRAINING			
				264387	052323CL-A	05/23/2023		USBJUN23	-45.52
Invoice: 052323CL-A						POL/QUALITY INN/DISCOUNT ON EMERGENCY LODGING			
				-45.52	51011211 541100	PD-C/E-ADM-PROF SVCS			
				264388	052623RN	05/26/2023		USBJUN23	23.46
Invoice: 052623RN						POL/AM-PM/FUEL			
				23.46	54025212 443410	MARINE - TRAINING			
				264389	061723BS	06/17/2023		USBJUN23	708.73
Invoice: 061723BS						POL/PORT OF BROWNSVILLE/MARINE FUEL			
				708.73	54025212 532000	MARINE - FUEL			
				264390	060123SW	06/01/2023		USBJUN23	445.00
Invoice: 060123SW						POL/IACP/REGISTRATION			
				445.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				264392	060123SW-A	06/01/2023		USBJUN23	277.80
Invoice: 060123SW-A						POL/DELTA AIRLINES/RT AIRFARE			
				277.80	51011214 443410	PD-C/E-ADMIN-TRAINING			
				264393	052423RS	05/24/2023		USBJUN23	39.77
Invoice: 052423RS						POL/ICE HARBOR BREWING			
				39.77	54025212 443410	MARINE - TRAINING			
				264394	052723RS	05/27/2023		USBJUN23	596.20
Invoice: 052723RS						POL/CLOVER ISLAND INN/LODGING X5 NIGHTS			
				596.20	54025212 443410	MARINE - TRAINING			
				264395	052623RS	05/26/2023		USBJUN23	54.96
Invoice: 052623RS						POL/ELLENSBURG CONOCO/FUEL			
				54.96	54025212 443410	MARINE - TRAINING			
				264396	052523BM	05/25/2023		USBJUN23	23.65
Invoice: 052523BM						POL/CROW'S NEST/MEAL			
				23.65	54025212 443410	MARINE - TRAINING			
				264397	052423BM	05/24/2023		USBJUN23	24.11
Invoice: 052423BM						POL/ICE HARBOR BREWING/MEAL			
				24.11	54025212 443410	MARINE - TRAINING			
				264398	053123BM	05/31/2023		USBJUN23	596.20
Invoice: 053123BM						POL/CLOVER ISLAND INN/LODGING X5 NIGHTS			
				596.20	54025212 443410	MARINE - TRAINING			
				264399	052423ZB	05/24/2023		USBJUN23	44.98
Invoice: 052423ZB						POL/SAFEWAY/CAKE & SNACKS COMMUNITY POLICE ACADEMY			
				44.98	51011211 53910000589	PD-COMM OUTREACH-FOOD/BEV			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264400	052823ZB	05/28/2023		USBJUN23	54.21
				Invoice: 052823ZB			POL/CHEWY/K9 FOOD			
					54.21	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					264401	053023ZB	05/30/2023		USBJUN23	498.00
				Invoice: 053023ZB			POL/ALDER CREEK PET LODGE/K9 BOARDING 6 DAYS			
					498.00	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					264402	061223ZB	06/12/2023		USBJUN23	535.76
				Invoice: 061223ZB			POL/PRICELINE/RENTAL CAR			
					535.76	53011212 44341000962	TRACKING CANINE-TRAINING			
					264403	062123ZB	06/21/2023		USBJUN23	21.60
				Invoice: 062123ZB			POL/SALTY DOG WASH/K9 NAIL TRIM & BATH			
					21.60	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					264404	062223ZB	06/22/2023		USBJUN23	25.61
				Invoice: 062223ZB			POL/DAY ROAD ANIMAL HOSPITAL/K9 PARASITE TEST, RX			
					25.61	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					264405	062423ZB	06/24/2023		USBJUN23	29.46
				Invoice: 062423ZB			POL/Z BONES/K9 TOYS, TREATS			
					29.46	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					264407	052523BB	05/25/2023		USBJUN23	-100.00
				Invoice: 052523BB			POL/IAPE.ORG/COOPER ANNUAL CERT RENEWAL			
					-100.00	51011191 549100	PD-C/E-PROP RM-DUES/MEMBERSHIP			
					264408	052523BB-A	05/25/2023		USBJUN23	40.00
				Invoice: 052523BB-A			POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS			
					40.00	53011212 443410	POLICE - C/E PATROL TRAINING			
					264410	052623BB	05/26/2023		USBJUN23	51.78
				Invoice: 052623BB			POL/HOME DEPOT/BUBBLE WRAP			
					51.78	51011211 531100	PD-C/E-ADM-SUPPLIES			
					264411	060123BB	06/01/2023		USBJUN23	423.00
				Invoice: 060123BB			POL/RELIABLE STORAGE/STORAGE UNIT RENT			
					423.00	53011212 545000	POLICE - C/E PATROL RENTS			
					264412	060123BB-A	06/01/2023		USBJUN23	9.99
				Invoice: 060123BB-A			POL/KITSAP SUN/DIGITAL SUBSCRIPTION			
					9.99	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
					264413	060323BB	06/03/2023		USBJUN23	24.86
				Invoice: 060323BB			POL/AMAZON/PARCHMENT PAPER BOATERS FAIR			
					24.86	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
					264414	060523BB	06/05/2023		USBJUN23	125.00
				Invoice: 060523BB			POL/MORAN'S PORTABLE RESTROOMS/HAND-WASHING STATN			
					125.00	51011211 54500000589	PD-COMM OUTREACH-RENTS			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					264415	060623BB	06/06/2023		USBJUN23	233.98
Invoice: 060623BB					POL/ALASKA AIRLINES/PREMIUM SEAT UPGRADE ZB					
					233.98	53011212 44341000962	TRACKING CANINE-TRAINING			
					264416	060623BB-A	06/06/2023		USBJUN23	233.98
Invoice: 060623BB-A					POL/ALASKA AIRLINES/PREMIUM SEAT UPGRADE K9					
					233.98	53011212 44341000962	TRACKING CANINE-TRAINING			
					264417	060623BB-B	06/06/2023		USBJUN23	592.80
Invoice: 060623BB-B					POL/ALASKA AIRLINES/ROUND TRIP TCKT SEATTLE-TAMPA					
					592.80	53011212 44341000962	TRACKING CANINE-TRAINING			
					264418	060623BB-C	06/06/2023		USBJUN23	592.80
Invoice: 060623BB-C					POL/ALASKA AIRLINES/ROUND TRIP TCKT SEATTLE-TAMPA					
					592.80	53011212 44341000962	TRACKING CANINE-TRAINING			
					264419	060723BB	06/07/2023		USBJUN23	192.17
Invoice: 060723BB					POL/AMAZON/AIR FRYER/TOASTER OVEN FOR KITCHEN					
					192.17	51011215 531100	POLICE - C/E FACIL SUPPLIES			
					264420	061123BB	06/11/2023		USBJUN23	392.86
Invoice: 061123BB					POL/SAFEWAY/HOT DOGS, BUNS, CONDIMENTS BOATER FAIR					
					392.86	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
					264421	061623BB	06/16/2023		USBJUN23	40.00
Invoice: 061623BB					POL/GOOD2GO/TACOMA NARROWS BRIDGE TOLLS					
					40.00	53011212 443410	POLICE - C/E PATROL TRAINING			
					264422	061023EH	06/10/2023		USBJUN23	17.94
Invoice: 061023EH					POL/SAFEWAY/ICE FOR BOATERS FAIR					
					17.94	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
					264423	061423EH	06/14/2023		USBJUN23	74.00
Invoice: 061423EH					POL/SEATTLE PARKING/SEATAC PARKING					
					74.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
					264424	061423EH-A	06/14/2023		USBJUN23	1,417.80
Invoice: 061423EH-A					POL/ALASKA AIRLINES/ROUND TRIP SEATTLE-HOUSTON EH					
					1,417.80	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
					264425	061423EH-B	06/14/2023		USBJUN23	1,417.80
Invoice: 061423EH-B					POL/ALASKA AIRLINES/ROUND TRIP SEATTLE-HOUSTON AB					
					1,417.80	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
					264426	061423EH-C	06/14/2023		USBJUN23	100.00
Invoice: 061423EH-C					POL/ALASKA AIRLINES/CHANGE FEE EH					
					100.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			
					264427	061423EH-D	06/14/2023		USBJUN23	100.00
Invoice: 061423EH-D					POL/ALASKA AIRLINES/CHANGE FEE AB					
					100.00	51011232 543100	HOUSING/MONIT PRIS-TRAVEL EXP			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264428	061423EH-E	06/14/2023		USBJUN23	518.90
	Invoice: 061423EH-E			518.90	51011232 543100	POL/ALASKA AIRLINES/ONE WAY HOUSTON-SEATTLE HOUSING/MONIT PRIS-TRAVEL EXP			
				264429	062023EH	06/20/2023		USBJUN23	83.23
	Invoice: 062023EH			83.23	51011232 543100	POL/ENTERPRISE RENTAL CARS/VEHICLE RENTAL 1 DAY HOUSING/MONIT PRIS-TRAVEL EXP			
				264430	062023EH-A	06/20/2023		USBJUN23	10.50
	Invoice: 062023EH-A			10.50	51011232 543100	POL/ALASKA AIRLINES/IN-FLIGHT MEAL HOUSING/MONIT PRIS-TRAVEL EXP			
				264431	061923EH	06/19/2023		USBJUN23	38.77
	Invoice: 061923EH			38.77	51011232 543100	POL/BALLARD BREW HALL/MEALS X2 HOUSING/MONIT PRIS-TRAVEL EXP			
				264432	061923EH-A	06/19/2023		USBJUN23	468.31
	Invoice: 061923EH-A			468.31	51011232 543100	POL/MARRIOT MARQUIS/LODGING 1 NIGHT HOUSING/MONIT PRIS-TRAVEL EXP			
				264433	061923EH-B	06/19/2023		USBJUN23	528.25
	Invoice: 061923EH-B			528.25	51011232 543100	POL/MARRIOTT MARQUIS/LODGING 1 NIGHT, PARKING,MEAL HOUSING/MONIT PRIS-TRAVEL EXP			
				264434	062023EH-B	06/20/2023		USBJUN23	92.34
	Invoice: 062023EH-B			92.34	51011232 543100	POL/THE BREAKFAST KLUB/MEALS AIRPORT X3 HOUSING/MONIT PRIS-TRAVEL EXP			
				264437	061223ES	06/12/2023		USBJUN23	50.00
	Invoice: 061223ES			50.00	31011134 443410	EX/ADEM HAJDAROVIC/TRAVEL TO AIRPORT EX-GF-TRAINING			
				264438	061223ES-A	06/12/2023		USBJUN23	10.50
	Invoice: 061223ES-A			10.50	31011134 443410	EX/RTD DENVER/TRAIN RIDE TO HOTEL EX-GF-TRAINING			
				264439	061223ES-B	06/12/2023		USBJUN23	15.20
	Invoice: 061223ES-B			15.20	31011134 443410	EX/BAD EGG/LUNCH ON AIRPLANE EX-GF-TRAINING			
				264440	061423ES	06/14/2023		USBJUN23	50.00
	Invoice: 061423ES			50.00	31011134 443410	EX/ADEM HAJDAROVIC/TREAVEL TO FERRY EX-GF-TRAINING			
				264441	061423ES-A	06/14/2023		USBJUN23	9.45
	Invoice: 061423ES-A			9.45	31011134 443410	EX/WA ST FERRIES/TICKET EX-GF-TRAINING			
				264442	061423ES-B	06/14/2023		USBJUN23	12.58
	Invoice: 061423ES-B			12.58	31011134 443410	EX/STARBUCKS/DINNER ON PLANE EX-GF-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				264443	062123ES	06/21/2023		USBJUN23	375.00
Invoice: 062123ES				EX/CAFE/ART CALL FOR POLICE-COURT FACILITY					
				375.00	31024759 54110000724	PD/COURT FAC-PUB ART FEES			
				264444	061323BK	06/13/2023		USBJUN23	76.44
Invoice: 061323BK				EX/EIG CONSTANT CONTACT/EMAIL & DIGITAL MARKETING					
				76.44	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
				264445	061923BK	06/19/2023		USBJUN23	769.27
Invoice: 061923BK				EX/TOUR BAINBRIDGE/COUNCIL TRANSPORTATION					
				769.27	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING			
				264446	062023BK	06/20/2023		USBJUN23	21.40
Invoice: 062023BK				EX/WA ST FERRIES/TRAVEL TO AWC CONFERENCE					
				21.40	31011134 443410	EX-GF-TRAINING			
				264447	062223BK	06/22/2023		USBJUN23	1,025.00
Invoice: 062223BK				EX/ICMA/2023 ANNUAL CONFERENCE					
				1,025.00	31011134 443410	EX-GF-TRAINING			
				264448	062123BK	06/21/2023		USBJUN23	326.86
Invoice: 062123BK				EX/THE DAVENPORT GRAND/DINNER					
				326.86	31011134 443410	EX-GF-TRAINING			
				264449	062323BK	06/23/2023		USBJUN23	30.85
Invoice: 062323BK				EX/WA ST FERRIES/TRAVEL FROM AWC CONFERENCE					
				30.85	31011134 443410	EX-GF-TRAINING			
				264450	062223BK-A	06/22/2023		USBJUN23	380.46
Invoice: 062223BK-A				EX/WILD SAGE/DINNER					
				380.46	31011134 443410	EX-GF-TRAINING			
				264451	062323BK-A	06/23/2023		USBJUN23	859.90
Invoice: 062323BK-A				EX/THE DAVENPORT GRAND/LODGING AWC CONFERENCE					
				859.90	31011134 443410	EX-GF-TRAINING			
				264493	060623KS	06/06/2023		USBJUN23	85.00
Invoice: 060623KS				FIN/GFOA/SUBSCRIPTION BASED IT ARRANGEMENTS					
				85.00	41011144 443410	FIN - C/E TRAINING			
				264494	061523KS	06/15/2023		USBJUN23	229.53
Invoice: 061523KS				FIN/SMARTSIGN/VISITOR LOG TEMP PARKING PASSES					
				229.53	41011141 531100	FIN-GF-SUPPLIES			
				264497	052423BK-C	05/24/2023		USBJUN23	1,043.91
Invoice: 052423BK-C				FIN/CROWNE PLAZA/GFOA CONFERENCE LODGING					
				1,043.91	41011144 443410	FIN - C/E TRAINING			
				264498	062023BK-A	06/20/2023		USBJUN23	315.00
Invoice: 062023BK-A				FIN/GFOA/UNDERSTANDING GOV'T COMPENSATION & PYROLL					
				315.00	41011144 443410	FIN - C/E TRAINING			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264499	060223PN	06/02/2023		USBJUN23	11.48
Invoice: 060223PN				11.48	11011116 539100	CC/SAFEWAY/FOOD SOUTH WARD MEETING SNACKS COUNCIL-NON TRAVEL FOOD/SNACK			
				264500	060223PN-A	06/02/2023		USBJUN23	22.74
Invoice: 060223PN-A				22.74	11011116 539100	CC/TOWN&COUNTRY/FOOD SOUTH WARD MEETING SNACKS COUNCIL-NON TRAVEL FOOD/SNACK			
				264501	061123PN	06/11/2023		USBJUN23	12.00
Invoice: 061123PN				12.00	36011143 443410	EXCC/BROWN BEAR CAR WASH/CONTINUING EDUCATION CLERK-GF-TRAINING			
				264502	061223PN	06/12/2023		USBJUN23	5.50
Invoice: 061223PN				5.50	36011143 443410	EXCC/WSDOT/CONTINUING EDUCATION TRAVEL CLERK-GF-TRAINING			
				264503	061123PN-A	06/11/2023		USBJUN23	21.70
Invoice: 061123PN-A				21.70	36011143 443410	EXCC/WILD ORCHID/CONTINUING EDUCATION MEAL CLERK-GF-TRAINING			
				264504	061323PN	06/13/2023		USBJUN23	21.80
Invoice: 061323PN				21.80	36011143 443410	EXCC/EAST WEST RESTUARANT/CONTINUINNG EDUCATION CLERK-GF-TRAINING			
				264505	061423PN	06/14/2023		USBJUN23	122.28
Invoice: 061423PN				122.28	11011116 539100	CC/ISLAND BITE/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
				264506	061323PN-A	06/13/2023		USBJUN23	35.00
Invoice: 061323PN-A				35.00	36011143 443410	EXCC/SHELL OIL/CONTINUING EDUCATION FUEL CLERK-GF-TRAINING			
				264507	061523PN	06/15/2023		USBJUN23	-150.00
Invoice: 061523PN				-150.00	11011116 542450	CC/BI PARKS & REC/REFUND DEPOSIT ISLAND CENTER HAL COMMUNITY OUTREACH/PARTICIPA			
				264508	061723PN	06/17/2023		USBJUN23	615.50
Invoice: 061723PN				615.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKERS RENT CLERK-RENTS			
				264509	061723PN-A	06/17/2023		USBJUN23	615.50
Invoice: 061723PN-A				615.50	36011143 545000	EXCC/BAINBRIDGE SELF STORAGE/STORAGE LOCKERS RENT CLERK-RENTS			
				264510	062023PN	06/20/2023		USBJUN23	88.55
Invoice: 062023PN				88.55	11011116 539100	CC/COQUETTE BAKE SHOP/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
				264511	062023PN-A	06/20/2023		USBJUN23	12.97
Invoice: 062023PN-A				12.97	11011116 539100	CC/SAFEWAY/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264548	062223CF	06/22/2023		USBJUN23	.01
Invoice: 062223CF				.01	41141 343410	COBI/INVOICE CLOUD PAYMENT TEST CUST #13331 WATER SALES			
				264550	060623MB	06/06/2023		USBJUN23	328.61
Invoice: 060623MB				328.61	73011189 531100	PW/SITEONE LANDSCAPE/IRRIGATION CONTROLLER O&M - C/E FACIL OFC SUPPLIES			
				264553	062323CB	06/23/2023		USBJUN23	5.50
Invoice: 062323CB				5.50	36011143 443410	EXCC/TACOMA NARROWS BRIDGE/NW CLERKS INSTITUTE CLERK-GF-TRAINING			
				264554	052523MD	05/25/2023		USBJUN23	9.83
Invoice: 052523MD				9.83	81011881 535500	IT/APPLE.COM/USBC TO APPLE PENCIL ADAPTER IT - C/E COMPUTER PARTS & EQ			
				264555	052523MD-A	05/25/2023		USBJUN23	60.05
Invoice: 052523MD-A				60.05	81011881 548500	IT/ADOBE.COM/CREATIVE CLOUD SW APPLICATIONS IT - C/E COMPUTER SUPPORT			
				264556	052523MD-B	05/25/2023		USBJUN23	9.79
Invoice: 052523MD-B				9.79	81011881 531100	IT/AMAZON/CELL PHONE SCREEN PROTECTORS IT - C/E SUPPLIES			
				264557	052723MD	05/25/2023		USBJUN23	87.31
Invoice: 052723MD				87.31	81011881 531100	IT/APPLE.COM/OTTERBOX CASE FOR IPAD (MORRIS) IT - C/E SUPPLIES			
				264558	052723MD-A	05/27/2023		USBJUN23	108.11
Invoice: 052723MD-A				108.11	81011881 535500	IT/APPLE.COM/APPLE PENCIL (MORRIS) IT - C/E COMPUTER PARTS & EQ			
				264559	052723MD-B	05/27/2023		USBJUN23	654.11
Invoice: 052723MD-B				654.11	81011881 535500	IT/APPLE.COM/10.9 INCH IPAD, WIFI, 256 GB MORRIS IT - C/E COMPUTER PARTS & EQ			
				264560	052523MD-C	05/27/2023		USBJUN23	21.70
Invoice: 052523MD-C				21.70	81011881 531100	IT/AMAZON/1/2 PAGE STICKY NOTES IT - C/E SUPPLIES			
				264561	052523MD-D	05/25/2023		USBJUN23	103.72
Invoice: 052523MD-D				103.72	81011881 531100	IT/AMAZON/CORD COVER, GLASS WIPES IT - C/E SUPPLIES			
				264562	060723MD	06/07/2023		USBJUN23	1,092.00
Invoice: 060723MD				1,092.00	81011881 548500	IT/LANSWEEPER/COMPUTER INVENTORY SOFTWARE IT - C/E COMPUTER SUPPORT			
				264563	060823MD	06/08/2023		USBJUN23	12.00
Invoice: 060823MD				12.00	81011881 548500	IT/WETRANSFER/POLICE ENCRYPTION EMAIL SW IT - C/E COMPUTER SUPPORT			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264564	060923MD	06/09/2023		USBJUN23	206.56
Invoice: 060923MD					IT/AMAZON/WIRELESS KEYBOARD, MOUSE, STAND					
206.56	81011881	535500		IT - C/E COMPUTER PARTS & EQ						
					264565	061423MD	06/14/2023		USBJUN23	21.84
Invoice: 061423MD					IT/OPENAI/SUBSCRIPTION TO CHTGPT SOFTWARE					
21.84	81011881	548500		IT - C/E COMPUTER SUPPORT						
					264566	061423MD-A	06/14/2023		USBJUN23	532.90
Invoice: 061423MD-A					IT/ESRI/ARGIS ONLINE CREDITS BLOCK OF 1000					
532.90	81011882	548500		IT-GIS-SOFTWARE MAINT						
					264567	062123MD	06/21/2023		USBJUN23	38.17
Invoice: 062123MD					IT/DIGARTY/WINX DVD RIPPER					
38.17	81011881	535500		IT - C/E COMPUTER PARTS & EQ						
					264568	062223MD	05/22/2023		USBJUN23	376.73
Invoice: 062223MD					IT/BEST BUY/PORTABLE SPEAKER					
376.73	81031881	53550000567		PEG CAP FUNDING-NON CAP ITEMS						
					264569	062123MD-A	06/21/2023		USBJUN23	805.56
Invoice: 062123MD-A					IT/AMAZON/24" MONITORS X 6					
805.56	81011881	535500		IT - C/E COMPUTER PARTS & EQ						
					264570	062123MD-B	06/21/2023		USBJUN23	14.19
Invoice: 062123MD-B					IT/ARLO/COURT VIDEO CAMERA SERVICE					
14.19	81011881	548500		IT - C/E COMPUTER SUPPORT						
					264571	062223MD-A	06/22/2023		USBJUN23	52.79
Invoice: 062223MD-A					IT/AMAZON/TRIPP LITE USB EXTENSION CABLE					
52.79	81011881	531100		IT - C/E SUPPLIES						
					264572	062023MD	06/20/2023		USBJUN23	228.05
Invoice: 062023MD					IT/AMAZON/UPS BATTERY BACKUP (O&M)					
228.05	81011881	535500		IT - C/E COMPUTER PARTS & EQ						
					264573	062223MD-B	06/22/2023		USBJUN23	141.92
Invoice: 062223MD-B					IT/AMAZON/DOCKING STATION, SPEAKERS, WALL MOUNT					
141.92	72311942	63550000724		PD/COURT BLDG-PC PARTS/EQ						
					264574	053023JD	05/30/2023		USBJUN23	117.50
Invoice: 053023JD					CRT/AMAZON/PAPER, PENS, STAPLERS					
117.50	21011125	531100		COURT-SUPPLIES						
					264575	060923JD	06/09/2023		USBJUN23	327.38
Invoice: 060923JD					CRT/ZOOM.US/ANNUAL SUBSCRIPTION					
327.38	21011125	548500		COURT-SOFTWARE SUPPORT MAINT						
					264576	061623JD	06/16/2023		USBJUN23	14.29
Invoice: 061623JD					CRT/ACE HARDWARE/KEYS					
14.29	21011125	531100		COURT-SUPPLIES						

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264577	061923JD	06/19/2023		USBJUN23	21.40
Invoice: 061923JD							CRT/WA ST FERRIES/PERSONAL ERROR CHARGED TO CITY			
					21.40	21011125 549900	COURT-MISC			
					264578	062123JD	06/21/2023		USBJUN23	73.95
Invoice: 062123JD							CRT/COSTCO/FAN, SPRAY, SOAP			
					73.95	21011125 531100	COURT-SUPPLIES			
					264579	062323JD	06/23/2023		USBJUN23	65.81
Invoice: 062323JD							CRT/COSTCO/PAPER TOWELS, KLEENEX, WIPES			
					65.81	21011125 531100	COURT-SUPPLIES			
					264580	060223MH	06/02/2023		USBJUN23	263.56
Invoice: 060223MH							PW/GALCO IND ELECTRONICS/TIME DELAY RELAY, 120 VAC			
					263.56	73425358 531100	O&M-WWTP-SUPPLIES			
					264581	060523MH	06/05/2023		USBJUN23	48.75
Invoice: 060523MH							PW/USPS/POSTAGE FOR LAB SAMPLE			
					48.75	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
					264583	061423MH	06/14/2023		USBJUN23	48.75
Invoice: 061423MH							PW/USPS/POSTAGE FOR LAB SAMPLES			
					48.75	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
					264584	062123MH	06/21/2023		USBJUN23	48.75
Invoice: 062123MH							PW/USPS/POSTAGE FOR LAB SAMPLES			
					48.75	73425358 542500	O&M-WWTP-POSTAGE/SHIPPING			
					264585	0525253RL	05/25/2023		USBJUN23	45.59
Invoice: 0525253RL							EX/FEDEX/EXPRESS SHIPPING VIA PHONE			
					45.59	31011131 542500	EX-GF-POSTAGE/SHIPPING			
					264586	052523RL-A	05/25/2023		USBJUN23	-40.00
Invoice: 052523RL-A							EX/BI CHAMBER COMMERCE/REFUND FOR GOOD OR SERVICES			
					-40.00	31011134 443410	EX-GF-TRAINING			
					264587	052723RL	05/27/2023		USBJUN23	29.84
Invoice: 052723RL							EX/WALMART SUPERCENTER/COFFEE			
					29.84	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					264589	052623RL	05/26/2023		USBJUN23	8.73
Invoice: 052623RL							EX/AMAZON/FLAG FOR BI SENIOR COMMUNITY CENTER			
					8.73	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
					264590	052723RL-A	05/27/2023		USBJUN23	32.75
Invoice: 052723RL-A							EX/AMAZON/SUGGESTION BOX BI READS PROGRAM			
					32.75	31011572 53110001249	BI READS-SUPPLIES			
					264591	060123RL	06/01/2023		USBJUN23	15.38
Invoice: 060123RL							EX/TOWN&COUNTRY/STORAGE CONTAIER, BAGS			
					15.38	31011131 531100	EX-GF-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				264592	060123RL-A	06/01/2023		USBJUN23	23.70
Invoice: 060123RL-A						EX/COQUETTE BAKE SHOP/PASTRIES MEETING WITH CHAMBR			
				23.70	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				264593	060223RL	06/02/2023		USBJUN23	112.48
Invoice: 060223RL						LEGAL/LEXIS NEXIS/MAY 2023 MONTHLY MEMBERSHIP			
				112.48	32011152 548500	LGL-GF-SOFTWARE MAINT/SUBSCR			
				264594	060723RL	06/07/2023		USBJUN23	91.58
Invoice: 060723RL						EX/CUPS ESPRESSO/MAY-JUNE EMPLOYEE LUNCHES			
				91.58	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				264595	060723RL-A	06/07/2023		USBJUN23	11.50
Invoice: 060723RL-A						EX/BLACKBIRD BAKERY/MAY, JUNE EMPLOYEE LUNCHES			
				11.50	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				264596	060923RL	06/09/2023		USBJUN23	90.63
Invoice: 060923RL						EX/PITNEY BOWES/E-Z SEAL REFIL POSTAGE MACHINE			
				90.63	31011131 531100	EX-GF-SUPPLIES			
				264597	061323RL	06/13/2023		USBJUN23	9.99
Invoice: 061323RL						EX/KITSAP SUN/UNLIMITED DIGITAL ACCESS			
				9.99	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
				264598	061323RL-A	06/13/2023		USBJUN23	13.00
Invoice: 061323RL-A						EX/WILLOW TREE/GIFT CARD ALL HANDS MEETING			
				13.00	31011131 531100	EX-GF-SUPPLIES			
				264599	061423RL	06/14/2023		USBJUN23	55.34
Invoice: 061423RL						EX/TOWN&COUNTRY/COOKIES ALL HANDS MEETING			
				55.34	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
				264600	062323RL	06/23/2023		USBJUN23	678.07
Invoice: 062323RL						CC/THE DAVENPORT GRAND/LODGIG CM DEETS (AWC CONF)			
				678.07	11011116 443410	COUNCIL - TRAINING			
				264601	060723DM	06/07/2023		USBJUN23	39.00
Invoice: 060723DM						PW/SLUYS BAKERY/DONUTS SAFETY MEETING			
				39.00	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
				264602	061723DM	06/17/2023		USBJUN23	109.16
Invoice: 061723DM						PW/AMAZON/LONG CANVAS SAND BAGS			
				109.16	73111427 531100	OFFICE SUPPLIES			
				264603	060123JR	06/01/2023		USBJUN23	300.00
Invoice: 060123JR						PW/STORAGE 98110/STORAGE UNIT RENTAL			
				300.00	73637891 545000	RENTS & LEASES - OPERATING			
				264604	052423JR	05/24/2023		USBJUN23	67.70
Invoice: 052423JR						PW/SAFEWAY/COOKIES, ICE FOR PW WEEK BBQ			
				67.70	73637891 539100	O&M-NON TRAVEL FOOD/BEV			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264605	052523JR	05/25/2023	USBJUN23		17.03
Invoice: 052523JR					PW/AMAZON/SPRING LOADED NUTS					
					17.03	73111264 53110001264	SPEED LIMIT REDUCTIONS-SUPPLY			
					264606	052523JR-A	05/25/2023	USBJUN23		.32
Invoice: 052523JR-A					PW/HOLIDAY INN EXPRESS/TAX ADJUSTMENT					
					.32	73411345 443410	O&M-WTR MAINT-TRAINING EXP			
					264607	052823JR	05/28/2023	USBJUN23		19.65
Invoice: 052823JR					PW/COSTCO/AAA BATTERIES					
					19.65	73637891 531100	OFFICE SUPPLIES			
					264608	053023JR	05/30/2023	USBJUN23		279.54
Invoice: 053023JR					PW/AMAZON/HOTSTART ENGINE PREHEATER					
					279.54	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264609	053123JR	05/31/2023	USBJUN23		98.27
Invoice: 053123JR					PW/AMAZON/FLOOR MATS TRUCK 248					
					98.27	73411345 531100	OFFICE SUPPLIES			
					264610	060123JR-A	06/01/2023	USBJUN23		38.71
Invoice: 060123JR-A					PW/RED APPLE MARKET/DESSERTS FOR ANNIVERSARY					
					38.71	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					264611	060823JR	06/08/2023	USBJUN23		104.80
Invoice: 060823JR					PW/AMAZON/WATER VALVE RUBBER DIAPHRAGHM					
					104.80	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264612	061223JR	06/12/2023	USBJUN23		8.13
Invoice: 061223JR					PW/USPS/CERTIFIED LETTER POSTAGE					
					8.13	73111427 531100	OFFICE SUPPLIES			
					264613	061223JR-A	06/12/2023	USBJUN23		64.42
Invoice: 061223JR-A					PW/AMAZON/PRINTER CARTRIDGES					
					64.42	73637891 531100	OFFICE SUPPLIES			
					264614	061523JR	06/15/2023	USBJUN23		206.49
Invoice: 061523JR					PW/ZORO.COM/MANUAL AIR CONTROL VALVE					
					206.49	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264615	061523JR-A	06/15/2023	USBJUN23		83.04
Invoice: 061523JR-A					PW/AMAZON/DIESEL OIL FILTERS					
					83.04	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264624	061623CW	06/02/2023	USBJUN23		60.04
Invoice: 061623CW					ENG/CHICAGO BOOKS/NACTO DESIGN GUIDELINE MANUAL					
					60.04	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					264672	052423DP-B	05/24/2023	USBJUN23		23.64
Invoice: 052423DP-B					FIN/SHELL OIL/GAS					
					23.64	41011144 443410	FIN - C/E TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					264673	052423DP-C	05/24/2023		USBJUN23	16.00
Invoice: 052423DP-C							FIN/BEASTRO/BREAKFAST			
					16.00	41011144 443410	FIN - C/E TRAINING			
					264674	052423DP-D	05/24/2023		USBJUN23	757.95
Invoice: 052423DP-D							FIN/HOTEL VANCE/LODGING 5/21-5/23			
					757.95	41011144 443410	FIN - C/E TRAINING			
					264675	052423KG	05/24/2023		USBJUN23	-32.71
Invoice: 052423KG							ENG/SAFEWAY/RETURNED PW WEEK LUNCH SUPPLIES			
					-32.71	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					264676	052423KG-A	05/24/2023		USBJUN23	77.71
Invoice: 052423KG-A							ENG/SAFEWAY/PUBLIC WORKS WEEKS LUNCH			
					77.71	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					264677	052623KG	05/26/2023		USBJUN23	2,147.37
Invoice: 052623KG							ENG,PW/BATTLE POINT BBQ/PW WEEK LUNCH			
					1,073.50	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					1,073.87	72011321 539100	ENG-C/E-NON TRAVEL FOOD/BEV			
					264678	060723KG	06/07/2023		USBJUN23	4.32
Invoice: 060723KG							ENG/DANA's SHOWHOUSE/CARD FOR JH			
					4.32	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					264679	060823KG	06/08/2023		USBJUN23	304.67
Invoice: 060823KG							ENG/NESPRESSO/NESPRESSO COFFEE MACHINE			
					304.67	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					264680	060923KG	06/09/2023		USBJUN23	29.18
Invoice: 060923KG							ENG/AMAZON/CALCULATOR M OXFORD			
					29.18	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					264681	061423KG	06/14/2023		USBJUN23	400.00
Invoice: 061423KG							ENG/AMERICAN WATER WORKS ASSOC/MEMBERSHIP PN			
					400.00	72411341 549100	ENG - WATER MISCELLANEOUS			
					264682	061423KG-A	06/14/2023		USBJUN23	195.00
Invoice: 061423KG-A							ENG/APWA/MEMBERSHIP KM			
					195.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
					264683	061623KG	06/16/2023		USBJUN23	19.54
Invoice: 061623KG							EX/DANA'S SHOWHOUSE/CARD FOR RL			
					19.54	31011131 549900	EX-GF-MISC			
					264684	061923KG	06/19/2023		USBJUN23	94.68
Invoice: 061923KG							ENG/AMAZON/PARTY HATS, PAPER PLATES			
					94.68	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					264685	062623KG	06/26/2023		USBJUN23	51.28
Invoice: 062623KG							ENG/AMAZON/ERGONOMIC LAPTOP RISER			
					51.28	72011321 531100	ENG - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264728	060723SH	06/07/2023		USBJUN23	15.96
Invoice: 060723SH							EX/THE SEATTLE TIMES/DIGITAL SUBSCRIPTION			
					15.96	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					264729	061423SH	06/14/2023		USBJUN23	21.82
Invoice: 061423SH							EX/MICHAEL'S/RIBBON FOR RIBBON CUTTING EVENT			
					21.82	31011572 531100	EX-GF-OUTREACH-SUPPLIES			
					264730	061923SH	06/19/2023		USBJUN23	11.99
Invoice: 061923SH							EX/KITSAP SUN/DIGITAL SUBSCRIPTION			
					11.99	31011572 549100	OUTREACH DUES, SUBS& MEMBER			
					264731	061523SH	06/15/2023		USBJUN23	50.00
Invoice: 061523SH							EX/FACEBOOK/BOOSTED POST FOR BI READS			
					50.00	31011572 542450	EX-GF-OUTREACH-ADV			
					264732	062623SH	06/26/2023		USBJUN23	9.99
Invoice: 062623SH							EX/FACEBOOK/BOOSTED POST FOR BI READS			
					9.99	31011572 542450	EX-GF-OUTREACH-ADV			
					264733	053023RN	05/30/2023		USBJUN23	104.00
Invoice: 053023RN							PW/PSI CUSTOMER SERVICE/CROSS CONNECTION EXAM TP			
					104.00	73637892 443410	O&M-ALLOC-WTR-TRAINING			
					264734	053123RN	05/31/2023		USBJUN23	88.74
Invoice: 053123RN							PW/WA DOH/WATER DIST MANAGER EXAM TP			
					88.74	73637892 443410	O&M-ALLOC-WTR-TRAINING			
					264735	060523RN	06/05/2023		USBJUN23	14.95
Invoice: 060523RN							PW/SAFEWAY/ICE			
					14.95	73411345 531100	OFFICE SUPPLIES			
					264736	060723RN	06/07/2023		USBJUN23	11.96
Invoice: 060723RN							PW/SAFEWAY/ICE			
					11.96	73411345 531100	OFFICE SUPPLIES			
					264737	060723RN-A	06/07/2023		USBJUN23	740.36
Invoice: 060723RN-A							PW/UPS STORE/SHIPPING FOR SAMPLES			
					740.36	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE			
					264738	061323RN	06/13/2023		USBJUN23	83.28
Invoice: 061323RN							PW/UPS STORE/SHIPPING FOR SPOILS SAMPLES			
					83.28	73421355 542100	WIN COLL--PHONE/FAX			
					264739	062123RN	06/21/2023		USBJUN23	235.86
Invoice: 062123RN							PW/AMAZON/FLUKE 3 PHASE ROTATION INDICATOR			
					235.86	73421355 531100	WIN COLL-SUPPLIES			
					264740	061423RN	06/14/2023		USBJUN23	405.47
Invoice: 061423RN							PW/HOLIDAY INN EXPRESS/HOTEL FOR CLASS			
					405.47	73637892 443410	O&M-ALLOC-WTR-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					264741	061523RN	06/15/2023		USBJUN23	104.00
	Invoice: 061523RN						PW/PSI CUSTOMER SERVICE/WA WATER WORKS OPERATOR			
					104.00	73637892 443410	O&M-ALLOC-WTR-TRAINING			
								CHECK	2456 TOTAL:	50,037.64

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 50,037.64

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	50,037.64

*** GRAND TOTAL *** 50,037.64

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 7 116									
APP 407-213000					ACCOUNTS PAYABLE			56.04	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				50,037.64
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			44,731.48	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			1,265.87	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			141.92	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			728.95	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			2,979.06	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			134.32	
07/18/2023	USBJUN23	071823			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			50,037.64	50,037.64
APP 631-130000					DUE TO/FROM CLEARING			47,058.58	
07/18/2023	USBJUN23	071823							
APP 407-130000					DUE TO/FROM CLEARING				56.04
07/18/2023	USBJUN23	071823							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				44,731.48
07/18/2023	USBJUN23	071823							
APP 401-130000					DUE TO/FROM CLEARING				1,265.87
07/18/2023	USBJUN23	071823							
APP 301-130000					DUE TO/FROM CLEARING				141.92
07/18/2023	USBJUN23	071823							
APP 402-130000					DUE TO/FROM CLEARING				728.95
07/18/2023	USBJUN23	071823							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				134.32
07/18/2023	USBJUN23	071823							
					SYSTEM GENERATED ENTRIES TOTAL			47,058.58	47,058.58
					JOURNAL 2023/07/116 TOTAL			97,096.22	97,096.22

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	116	07/18/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		44,731.48
001-213000				GENERAL - ACCOUNTS PAYABLE	44,731.48	
				FUND TOTAL	44,731.48	44,731.48
101 STREET FUND	2023	7	116	07/18/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		134.32
101-213000				STREETS - ACCOUNTS PAYABLE	134.32	
				FUND TOTAL	134.32	134.32
301 CAPITAL CONSTRUCTION FUND	2023	7	116	07/18/2023		
301-130000				DUE TO/FROM CLEARING		141.92
301-213000				ACCOUNTS PAYABLE	141.92	
				FUND TOTAL	141.92	141.92
401 WATER OPERATING FUND	2023	7	116	07/18/2023		
401-130000				DUE TO/FROM CLEARING		1,265.87
401-213000				ACCOUNTS PAYABLE	1,265.87	
				FUND TOTAL	1,265.87	1,265.87
402 SEWER OPERATING FUND	2023	7	116	07/18/2023		
402-130000				DUE TO/FROM CLEARING		728.95
402-213000				ACCOUNTS PAYABLE	728.95	
				FUND TOTAL	728.95	728.95
407 BUILDING & DEVELOPMENT FUND	2023	7	116	07/18/2023		
407-130000				DUE TO/FROM CLEARING		56.04
407-213000				ACCOUNTS PAYABLE	56.04	
				FUND TOTAL	56.04	56.04
631 CLEARING FUND	2023	7	116	07/18/2023		
631-130000				DUE TO/FROM CLEARING	47,058.58	
631-213000				ACCOUNTS PAYABLE	2,979.06	
635-111100				CASH		50,037.64
				FUND TOTAL	50,037.64	50,037.64

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		44,731.48
101	STREET FUND		134.32
301	CAPITAL CONSTRUCTION FUND		141.92
401	WATER OPERATING FUND		1,265.87
402	SEWER OPERATING FUND		728.95
407	BUILDING & DEVELOPMENT FUND		56.04
631	CLEARING FUND	47,058.58	
	TOTAL	47,058.58	47,058.58

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2457	07/26/2023	EFT	5	ACE HARDWARE	264625	537461	06/28/2023		07/23/23	161.33
Invoice: 537461							PW/ELBOW, COUPLE, WHEELBARROW, ASSEMBLY			
					161.33	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264626	537681	07/03/2023		07/23/23	66.57
Invoice: 537681							PW/MG IN-GRND SOIL, GRASS SMRT PATCH			
					66.57	73426355 531100	O&M-SIS-SUPPLIES			
					264627	537701	07/03/2023		07/23/23	49.11
Invoice: 537701							PW/MG IN-GRND SOIUL 1.3CF			
					49.11	73426355 531100	O&M-SIS-SUPPLIES			
					264628	537801	07/05/2023		07/23/23	98.27
Invoice: 537801							PW/TARP POLY BLUE/BRN 20X30			
					98.27	73426355 531100	O&M-SIS-SUPPLIES			
					264629	537921	07/06/2023		07/23/23	43.63
Invoice: 537921							PW/TAPE BARCDE, AIR PLUG			
					13.07	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					30.56	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
					264630	538021	07/07/2023		07/23/23	82.92
Invoice: 538021							PW/ACE TOP SOIL, SPRAYER HAND MULTI, BROOM HEAD			
					82.92	73426355 531100	O&M-SIS-SUPPLIES			
					264754	538541	07/13/2023		07/23/23	78.59
Invoice: 538541							PW/TRASH CAN, TRASH BAGS, TAPE MEASURE			
					78.59	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2457 TOTAL:		580.42
2458	07/26/2023	EFT	8991	ALLIANCE 2020, INC	264099	5845573	05/31/2023		07/23/23	-37.07
Invoice: 5845573							HR/CANCELLED BACKGROUND CHECK			
					-37.07	33011161 541100	HR-C/E-PROF SVCS			
					264521	5845670	06/30/2023		07/23/23	492.95
Invoice: 5845670							HR/BACKGROUND CHECKS			
					492.95	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	2458 TOTAL:		455.88
2459	07/26/2023	EFT	10239	ALLIANCE TECHNICAL G	264530	2306380	06/30/2023		07/23/23	2,500.00
Invoice: 2306380							PW/VINENT LANDFILL GROUND			
					2,500.00	73011370 54110000261	BI LANDFILL MONITORING-PRO SVC			
					264621	2306219	07/07/2023		07/23/23	5,091.07
Invoice: 2306219							ENG/00485 & 00809 SURFACE AND GROU			
					5,091.07	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	2459 TOTAL:		7,591.07
2460	07/26/2023	EFT	2138	ASPECT CONSULTING LL	264522	51844	06/13/2023		07/23/23	16,206.79
	Invoice: 51844						PW/SANDS AVE WELL EVAL, PLANNING,			
					16,206.79	72413434 64110001183	SANDS AVE WELL REHAB-PROF SVCS			
					264755	52136	07/07/2023		07/23/23	13,804.75
	Invoice: 52136						PW/2023 BI LANDFILL REVIEW			
					13,804.75	73011370 54110000261	BI LANDFILL MONITORING-PRO SVC			
					264783	52295	07/14/2023		07/23/23	3,077.47
	Invoice: 52295						ENG/SANDS AVE WELL EVAL, PLANNING,			
					3,077.47	72413434 64110001183	SANDS AVE WELL REHAB-PROF SVCS			
							CHECK	2460 TOTAL:		33,089.01
2461	07/26/2023	EFT	4365	AUTOMATIC FUNDS TRAN	264631	127437	06/30/2023		07/23/23	7.24
	Invoice: 127437						FIN/FINAL BILL: PRINT AND MAIL			
					1.22	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					1.22	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					2.40	91411891 542500	GG-WTR-FAC-POSTAGE			
					2.40	91421891 542500	GG-SWR-FAC-POSTAGE			
					264632	127605	06/29/2023		07/23/23	874.88
	Invoice: 127605						FIN/STATEMENT PREP AND MAIL			
					217.72	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					217.73	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					219.71	91411891 542500	GG-WTR-FAC-POSTAGE			
					219.72	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	2461 TOTAL:		882.12
2462	07/26/2023	EFT	55	SOUND PUBLISHING, IN	264523	BIR979048	06/23/2023		07/23/23	63.89
	Invoice: BIR979048						CC/ORDINANCE NO 2023-20 ADVERTISING			
					63.89	11011113 544000	COUNCIL - LEGAL NOTICES			
					264524	BIR979047	06/23/2023		07/23/23	52.98
	Invoice: BIR979047						CC/ORDINANCE NO 2023-18 ADVERTISING			
					52.98	11011113 544000	COUNCIL - LEGAL NOTICES			
					264525	BIR979213	06/30/2023		07/23/23	49.87
	Invoice: BIR979213						PW/TAYLOR AVE WELL REHABILITATION AD			
					49.87	73414434 64400001096	PRIT PARK WELL DEV/REHAB-ADV			
					264657	BIR979790	07/07/2023		07/23/23	54.54
	Invoice: BIR979790						CC/AMENDING 2023-2024 BIENNIAL BUDGET			
					54.54	11011113 544000	COUNCIL - LEGAL NOTICES			
					264658	BIR979794	07/07/2023		07/23/23	56.10

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: BIR979794						CC/COMPOSTING, REPORTING, PROCUREMENT			
					56.10	11011113 544000	COUNCIL - LEGAL NOTICES			
					264686	BIR979903	07/07/2023		07/23/23	101.29
	Invoice: BIR979903						PCD/LEGAL NOTICE FOR BLD27414			
					101.29	63470586 544000	CUR-DEV-ZONING-ADV			
					264687	BIR979940	07/07/2023		07/23/23	93.72
	Invoice: BIR979940						PCD/LEGAL NOTICE FOR PLN51849 SCUP/SSDP/CUP			
					93.72	63470586 544000	CUR-DEV-ZONING-ADV			
							CHECK	2462 TOTAL:		472.39
2463	07/26/2023	EFT	55	SOUND PUBLISHING, IN	264748	8107542	06/30/2023		07/23/23	57.50
	Invoice: 8107542						POL/PROPERTYROOM			
					57.50	51011191 544000	PD-C/E-PROP RM-ADVERTISING			
							CHECK	2463 TOTAL:		57.50
2464	07/26/2023	EFT	9856	BARR-TECH LLC	264636	8951	06/30/2023		07/23/23	5,693.35
	Invoice: 8951						PW/BIOSOLIDS PROCESSED 87.59 TON JUNE 2023			
					5,693.35	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
							CHECK	2464 TOTAL:		5,693.35
2465	07/26/2023	EFT	5412	BENEFIT ADMINISTRATI	264659	230707	07/11/2023		07/23/23	264.00
	Invoice: 230707						HSA/FSA BENEFITS			
					16.84	21011125 520000	COURT-BENEFITS			
					44.93	31011131 520000	EX-GF-BEN			
					33.71	41011141 520000	FIN-GF-BEN			
					5.62	51011211 520000	PD-C/E ADMIN-BENEFITS			
					22.47	61011581 520000	PCD - C/E ADMIN BENEFITS			
					67.40	71011321 520000	PW - C/E BENEFITS			
					73.03	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	2465 TOTAL:		264.00
2466	07/26/2023	EFT	45	BAINBRIDGE ISLAND CH	264660	2027 BIZ AM	12/31/2022		07/23/23	2,533.76
	Invoice: 2027 BIZ AM						EX/BUSINESS AMBASSADOR SUPPORT WASTE REDUCTION			
					2,533.76	31011492 54110001194	CAP-WASTE RED-PROF SVCS			
					264799	LTAC 23 #2	07/11/2023		07/23/23	16,162.33
	Invoice: LTAC 23 #2						2023 LTAC CONTRACT (VISITOR IN			
					16,162.33	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK	2466 TOTAL:		18,696.09

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2467	07/26/2023	EFT	50	BAINBRIDGE ISLAND EL	264633	20230045	06/30/2023		07/23/23	3,063.06
Invoice: 20230045							PW/ANNUAL INSPECTION WWTP			
					3,063.06	73425358 541100	O&M-WWTP-PROF SVCS			
								CHECK 2467 TOTAL:		3,063.06
2468	07/26/2023	EFT	971	BAINBRIDGE ISLAND HI	264619	1001-2	06/23/2023		07/23/23	5,000.00
Invoice: 1001-2							EX/2022-23 CULTURAL FUNDING (OPER			
					5,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK 2468 TOTAL:		5,000.00
2469	07/26/2023	EFT	2476	BISCC	264634	Q2-2023 HSF	07/06/2023		07/23/23	11,375.00
Invoice: Q2-2023 HSF							EX/2023-24 HUMAN SERVICES FUNDING			
					11,375.00	31017690 54110000297	SEN CENTER-OPER SUPPORT			
					264635	Q2-2023	07/06/2023		07/23/23	1,326.10
Invoice: Q2-2023							EX/2022-23 CULTURAL FUNDING CONTR			
					1,326.10	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK 2469 TOTAL:		12,701.10
2470	07/26/2023	EFT	5016	BAINBRIDGE ISLAND BO	264759	Q2-2023	06/30/2023		07/23/23	7,750.00
Invoice: Q2-2023							EX/2023-24 HUMAN SERVICES FUNDING			
					7,750.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
								CHECK 2470 TOTAL:		7,750.00
2471	07/26/2023	EFT	78	BROWNE WHEELER ENGIN	264774	11000	07/11/2023		07/23/23	16,225.00
Invoice: 11000							ENG/PSA FERNCLIFF WTR MAIN EXTENSI			
					16,225.00	72413434 64110001170	FERNCLIFF WTR EXT-PROF SVCS			
								CHECK 2471 TOTAL:		16,225.00
2472	07/26/2023	EFT	8024	CLEARWAY ENVIRONMENT	264760	18_23_COBI-ROCK-10	07/11/2023		07/23/23	1,950.00
Invoice: 18_23_COBI-ROCK-10							ENG/EEL GRASS MONITORING THROUGH 1			
					1,950.00	72011391 54110000710	ROCKAWAY-MIT/MONITORING-P SVCS			
								CHECK 2472 TOTAL:		1,950.00
2473	07/26/2023	EFT	9323	CONSOR NORTH AMERICA	264761	N223434WA.00-14	07/17/2023		07/23/23	153,871.45
Invoice: N223434WA.00-14							ENG/WINSLOW WATER TANK DESIGN SERV			
					153,871.45	72413434 64110000988	NEW WATER TANKS-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK		2473 TOTAL:	153,871.45
2474	07/26/2023	EFT	6363	LN CURTIS & SONS	264749	INV723716	07/07/2023		07/23/23	492.42
Invoice: INV723716							POL/UNIFORM SHIRTS/JF, BM			
					492.42	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK		2474 TOTAL:	492.42
2475	07/26/2023	EFT	5062	FRIENDS OF THE FARMS	264638	Q2-2023	07/01/2023		07/23/23	16,250.00
Invoice: Q2-2023							EX/Q2 2023 SERVICES			
					16,250.00	31011557 54110001019	FOTF-FARM MNGT SVCS			
							CHECK		2475 TOTAL:	16,250.00
2476	07/26/2023	EFT	7851	GEOTECH ENVIROMENTAL	264742	728053	06/27/2023		07/23/23	870.42
Invoice: 728053							PW/RENTAL VFD CONTROLLER 115VAC			
					870.42	73011370 54500000261	BI LANDFILL MONITORING-RENTS			
							CHECK		2476 TOTAL:	870.42
2477	07/26/2023	EFT	1517	GUARDIAN SECURITY SY	264531	1378334	07/01/2023		07/23/23	57.66
Invoice: 1378334							POL/ALARM MONITORING			
					57.66	51011215 541100	POLICE - C/E FACIL PROF SVCS			
							CHECK		2477 TOTAL:	57.66
2478	07/26/2023	EFT	252	H.D. FOWLER COMPANY	264767	I6445650	07/07/2023		07/23/23	21.84
Invoice: I6445650							PW/OUTBOUND FREIGHT CHARGE			
					21.84	73411345 531100	OFFICE SUPPLIES			
					264769	I6445653	07/07/2023		07/23/23	601.85
Invoice: I6445653							PW/ PEP PACK JOINT COUPLING, BRASS COUPLING			
					601.85	73411345 531100	OFFICE SUPPLIES			
							CHECK		2478 TOTAL:	623.69
2479	07/26/2023	EFT	253	HACH COMPANY	264766	13653492	07/13/2023		07/23/23	1,356.14
Invoice: 13653492							PW/ARSENIC FREE FLUORIDE RGT ACCUVAC			
					1,356.14	73411345 531100	OFFICE SUPPLIES			
							CHECK		2479 TOTAL:	1,356.14
2480	07/26/2023	EFT	7180	HELPLINE HOUSE	264770	Q2-2023	07/15/2023		07/23/23	14,054.94
Invoice: Q2-2023							EX/2023-24 HUMAN SERVICES CONTRAC			
					14,054.94	31017122 54110000297	HELPLINE HOUSE FOOD BANK			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	2480 TOTAL:	14,054.94
2481	07/26/2023	EFT	4161	HERRERA ENVIRONMENTA	264771	54080	07/14/2023		07/23/23	33,289.90
Invoice: 54080							ENG/MANZANITA WTRSHED - SCOPE & CO			
					33,289.90	72431832 54110001129	MANZANITA WATERSHED STUDY-P SV			
								CHECK	2481 TOTAL:	33,289.90
2482	07/26/2023	EFT	268	HOUSING RESOURCES BA	264639	12963	07/01/2023		07/23/23	700.00
Invoice: 12963							EX/SITE ASSESSMENT 301 MADRONA WAY NE			
					700.00	31180592 54130400297	IMHP SPACE RENT DEFAULT			
								CHECK	2482 TOTAL:	700.00
2483	07/26/2023	EFT	268	HOUSING RESOURCES BO	264775	13060	07/15/2023		07/23/23	7,633.72
Invoice: 13060							EX/2023-24 HUMAN SERVICES FUNDING			
					7,633.72	31017510 54130100297	INDEPENDENT LIVING PRGM			
					264777	13061	07/15/2023		07/23/23	10,000.00
Invoice: 13061							EX/2023-24 HUMAN SERVICES FUNDING			
					10,000.00	31017510 54130600297	HOMESHARE/HOME FINDING/OWNERSH			
								CHECK	2483 TOTAL:	17,633.72
2484	07/26/2023	EFT	9567	SARAH LANE	264661	062023	06/20/2023		07/23/23	1,612.50
Invoice: 062023							EX/COBI CONNECTS WRITING SUPPORT			
					1,612.50	31011572 54110001015	NEWSLETTER-PROF SVCS			
								CHECK	2484 TOTAL:	1,612.50
2485	07/26/2023	EFT	9883	INVOICE CLOUD INC	264662	2698-2023_6	06/30/2023		07/23/23	2,083.66
Invoice: 2698-2023_6							FIN/INVOICE CLOUD SERVICES JUN 2023			
					1,041.83	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					1,041.83	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
								CHECK	2485 TOTAL:	2,083.66
2486	07/26/2023	EFT	8894	BAINBRIDGE ISLAND TH	264758	Q2-2023	07/12/2023		07/23/23	970.00
Invoice: Q2-2023							EX/2022-23 CULTURAL FUNDING CONTR			
					970.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK	2486 TOTAL:	970.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2487	07/26/2023	EFT	1496	KITSAP COUNTY SEWER	264663	KCSD7-COBI-2023-JUN	06/11/2023		07/23/23	25,408.29
Invoice: KCSD7-COBI-2023-JUN							PW/SEWER UTILITY CHARGE JUN 2023			
					25,408.29	73426356 551000	SIS-SD#7 PROCESSING CHGS			
								CHECK	2487 TOTAL:	25,408.29
2488	07/26/2023	EFT	1971	KELLEY CONNECT	264668	IN1362618	07/03/2023		07/23/23	93.08
Invoice: IN1362618							CRT/COPIER LEASE			
					93.08	21011125 545000	COURT-RENTS & LEASES			
					264669	IN1362620	07/03/2023		07/23/23	322.35
Invoice: IN1362620							PCD/COPIER LEASE			
					322.35	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					264670	IN1362621	07/03/2023		07/23/23	231.12
Invoice: IN1362621							PCD/COPIER LEASE			
					231.12	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
								CHECK	2488 TOTAL:	646.55
2489	07/26/2023	EFT	1971	KELLEY CONNECT	264665	34443328	07/11/2023		07/23/23	316.68
Invoice: 34443328							PCD/COPIER LEASE			
					316.68	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					264666	34443330	07/11/2023		07/23/23	361.46
Invoice: 34443330							PCD/COPIER LEASE			
					361.46	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					264667	34443331	07/11/2023		07/23/23	190.01
Invoice: 34443331							CRT/COPIER LEASE			
					190.01	21011125 545000	COURT-RENTS & LEASES			
					264708	34443329	07/11/2023		07/23/23	318.86
Invoice: 34443329							ENG/COPIER LEASE			
					318.86	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
								CHECK	2489 TOTAL:	1,187.01
2490	07/26/2023	EFT	9338	KEY CODE MEDIA, INC.	264540	106877	06/16/2023		07/23/23	1,987.44
Invoice: 106877							IT/PURCHASE & INSTALL CHAMBER LIGHTING EQUIPMENT			
					1,987.44	81031881 53550000567	PEG CAP FUNDING-NON CAP ITEMS			
								CHECK	2490 TOTAL:	1,987.44
2491	07/26/2023	EFT	9565	KATHERINE L KIRKLAND	264671	032	07/03/2023		07/23/23	2,550.00
Invoice: 032							EX/COBI CONNECTS GRAPHIC DESIGN S			
					2,550.00	31011572 54110001015	NEWSLETTER-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							CHECK	2491	TOTAL:	2,550.00
2492	07/26/2023	EFT	9852	KISSLER ENTERPRISES	264772	10796	06/30/2023		07/23/23	9,634.90
Invoice: 10796							PW/WWTP BIOSOLIDS HAULING			
					9,634.90	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
							CHECK	2492	TOTAL:	9,634.90
2493	07/26/2023	EFT	315	KITSAP HUMANE SOCIET	264688	51840	07/01/2023		07/23/23	6,612.93
Invoice: 51840							ANIMAL CONTROL (2021-2023)			
					6,612.93	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK	2493	TOTAL:	6,612.93
2494	07/26/2023	EFT	6577	LAKESIDE INDUSTRIES	264690	236432	06/24/2023		07/23/23	1,014.19
Invoice: 236432							PW/SHINE ASPHALT PLANT 11.2 TONS			
					1,014.19	73111423 531100	OFFICE SUPPLIES			
							CHECK	2494	TOTAL:	1,014.19
2495	07/26/2023	EFT	7849	LAW OFFICE OF THOMAS	264790	JUL23	07/10/2023		07/23/23	4,843.13
Invoice: JUL23							LEGAL/PUBLIC DEFENDFER SERVICES JUL 2023			
					4,843.13	32011281 541113	LGL-PUBLIC DEFENDER			
							CHECK	2495	TOTAL:	4,843.13
2496	07/26/2023	EFT	5011	LEXISNEXIS RISK SOLU	264750	1272084-20230630	06/30/2023		07/23/23	218.40
Invoice: 1272084-20230630							POL/MONTHLY SUBSCRIPTION			
					218.40	52011212 548500	PD-C/E-INV-COMPUTER SUPT MAINT			
							CHECK	2496	TOTAL:	218.40
2497	07/26/2023	EFT	10209	PAE CONSULTING ENGIN	264543	20232663	06/30/2023		07/23/23	2,286.25
Invoice: 20232663							ENG/CITY HALL SECURITY SYSTEM UPDA			
					2,286.25	72311418 64110001092	CH SECURITY-PROF SVCS			
							CHECK	2497	TOTAL:	2,286.25
2498	07/26/2023	EFT	4702	MITHUN	264535	109984	06/12/2023		07/23/23	3,235.00
Invoice: 109984							ENG/CITY HALL MAP ROOM ENCL DESIGN			
					3,235.00	72311418 64110001228	CH MAP RM ENCLOSURE-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							CHECK	2498	TOTAL:	3,235.00
2499	07/26/2023	EFT	8581	GOVERNMENTJOBS.COM,	264538	INV-36580	10/29/2023		07/23/23	8,322.19
Invoice: INV-36580							IT/SUBSCRIPTION FEE GOVERNMENTJOBS.COM, INSIGHT			
					8,322.19	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	2499	TOTAL:	8,322.19
2500	07/26/2023	EFT	9943	THE NEXT DAY DRY CLE	264539	06/30/2023	06/30/2023		07/23/23	145.11
Invoice: 06/30/2023							POL/LAUNDRY SERVICE			
					124.38	51011211 520000	PD-C/E ADMIN-BENEFITS			
					20.73	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK	2500	TOTAL:	145.11
2501	07/26/2023	EFT	4111	OLYMPIC SPRINGS INC	264541	358770	06/30/2023		07/23/23	157.47
Invoice: 358770							POL/PURIFIED WATER			
					157.47	51011215 531100	POLICE - C/E FACIL SUPPLIES			
							CHECK	2501	TOTAL:	157.47
2502	07/26/2023	EFT	8895	OVATION! PERFORMING	264780	OVATION.COBI.#20	07/12/2023		07/23/23	1,875.00
Invoice: OVATION.COBI.#20							EX/2022-23 CULTURAL FUNDING CONTR			
					1,875.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	2502	TOTAL:	1,875.00
2503	07/26/2023	EFT	10011	PACIFICA LAW GROUP L	264743	84439	07/10/2023		07/23/23	12,015.00
Invoice: 84439							LEGAL/PROFESSIONAL SERVICES JUN 2023			
					12,015.00	32011152 54111101256	LIT-POLICE & MUNI COURT BLDG			
					264744	84440	07/10/2023		07/23/23	3,010.00
Invoice: 84440							LEGAL/PROFESSIONAL SERVICES JUN 2023			
					3,010.00	31011551 54111001251	625 WINSLOW-AFF HSG-LEGAL ADV			
							CHECK	2503	TOTAL:	15,025.00
2504	07/26/2023	EFT	9561	PAGEFREEZER SOFTWARE	264781	INV-14381	07/16/2023		07/23/23	636.00
Invoice: INV-14381							IT/ARCHIVE COBI "NEXTDOOR" WEBPAGES			
					636.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	2504	TOTAL:	636.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2505	07/26/2023	EFT	448	PARAMETRIX INC	264785	43846	04/10/2023		07/23/23	6,736.24
Invoice: 43846							ENG/STO CONCEPT PLAN - 30% DESIGN			
					6,736.24	72334562 64110001213	STO CONNECTOR 30%DES-ENGINEERI			
					264786	46647	07/12/2023		07/23/23	4,025.65
Invoice: 46647							ENG/STO CONCEPT PLAN - 30% DESIGN			
					4,025.65	72334562 64110001213	STO CONNECTOR 30%DES-ENGINEERI			
							CHECK		2505 TOTAL:	10,761.89
2506	07/26/2023	EFT	9156	PEACOCK FAMILY SERVI	264691	2	07/05/2023		07/23/23	2,500.00
Invoice: 2							EX2023-24 HUMAN SERVICES FUNDING			
					2,500.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB			
							CHECK		2506 TOTAL:	2,500.00
2507	07/26/2023	EFT	5251	ROTARY CLUB OF BAINB	264544	11199	07/01/2023		07/23/23	100.00
Invoice: 11199							POL/QTR DUES/CLARK			
					100.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
							CHECK		2507 TOTAL:	100.00
2508	07/26/2023	EFT	9910	SEIDL, MICHAEL TIMOT	264745	2153	07/01/2023		07/23/23	3,075.00
Invoice: 2153							EX/VIDEO PRODUCTION			
					3,075.00	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV			
							CHECK		2508 TOTAL:	3,075.00
2509	07/26/2023	EFT	8132	SPECTRA LABORATORIES	264697	23-04990	07/06/2023		07/23/23	150.00
Invoice: 23-04990							PW/NITRATE-N TESTING			
					150.00	73411345 54110000391	LAB SVCS-WATER			
					264698	23-04991	07/06/2023		07/23/23	30.00
Invoice: 23-04991							PW/NITRATE-N TESTING			
					30.00	73011897 54110000391	LAB SVCS-PWY FAC			
					264699	23-04992	07/06/2023		07/23/23	30.00
Invoice: 23-04992							PW/NITRATE-N TESTING			
					30.00	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					264701	23-05023	07/10/2023		07/23/23	436.00
Invoice: 23-05023							PW/NITROGEN, NITRATE, AMMONIA TESTING			
					436.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
					264702	23-05066	07/10/2023		07/23/23	78.00
Invoice: 23-05066							PW/FLUORIDE, MANGANESE, IRON TESTING			
					78.00	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	2509 TOTAL:		724.00
2510	07/26/2023	EFT	2122	STERICYCLE INC	264545	3006535034	06/30/2023		07/23/23	10.36
	Invoice: 3006535034						POL/BIOHAZARD DISPOSAL			
					10.36	51011215 547900	PD ADM-GARBAGE/DISPOSAL			
							CHECK	2510 TOTAL:		10.36
2511	07/26/2023	EFT	10309	STOP STICK LTD	264751	0029787-IN	07/06/2023		07/23/23	7,048.86
	Invoice: 0029787-IN						POL/STOP STICKS X 13			
					7,048.86	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	2511 TOTAL:		7,048.86
2512	07/26/2023	EFT	10108	STRUCK ENVIRONMENTAL	264703	2023-44	07/11/2023		07/23/23	3,533.80
	Invoice: 2023-44						ENG/FARM TRAIL WETLAND MITIGATION			
					3,533.80	72111262 54110001168	FARM TRAIL-PROF SVCS			
							CHECK	2512 TOTAL:		3,533.80
2513	07/26/2023	EFT	4271	JOHN SUTTON	264546	Q2-2023	07/06/2023		07/23/23	494.70
	Invoice: Q2-2023						Q2 2023 LEOFF MEDICAL REIMBURSEMENT			
					494.70	91029720 521500	POLICE - INS ADD MEDICAL COSTS			
							CHECK	2513 TOTAL:		494.70
2514	07/26/2023	EFT	565	TACOMA SCREW PRODUCT	264788	140081047-00	06/14/2023		07/23/23	25.92
	Invoice: 140081047-00						PW/MECHANICS LENGTH DRILL BITS			
					25.92	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264789	140083254-00	07/05/2023		07/23/23	94.47
	Invoice: 140083254-00						PW/THICK FLAT WASHERS, SELF DRILLING SCREWS			
					94.47	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	2514 TOTAL:		120.39
2515	07/26/2023	EFT	10124	THUILLIER, JENNIFER	264705	202346	07/03/2023		07/23/23	110.00
	Invoice: 202346						EX/HUMAN SERVICES & CULTURAL FUNDING KEY ACHIEVEMT			
					110.00	31011131 531100	EX-GF-SUPPLIES			
							CHECK	2515 TOTAL:		110.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2516	07/26/2023	EFT	4929	TYLER TECHNOLOGIES I	264706	045-429335	07/12/2023		07/23/23	2,100.00
Invoice: 045-429335							IT/MUNIS TRAINING - TYLER REPORTING SERVICES			
					2,100.00	81011881 443410	IT - C/E TRAINING			
							CHECK	2516 TOTAL:		2,100.00
2517	07/26/2023	EFT	1152	HD SUPPLY INC	264725	INV00051072	06/21/2023		07/23/23	596.24
Invoice: INV00051072							PW/DIAMOND GRIP PLUS LATEX GLOVES			
					596.24	73421355 531100	WIN COLL-SUPPLIES			
					264793	INV00052779	06/22/2023		07/23/23	1,371.55
Invoice: INV00052779							PW/WALCHEM EZ SERIES PUMP			
					1,371.55	73415345 531100	OFFICE SUPPLIES			
					264794	INV00060243	06/30/2023		07/23/23	1,076.55
Invoice: INV00060243							PW/NUTRIENT BUFFER PILLOWS, DISPOSABLE WIPES			
					1,076.55	73425358 531100	O&M-WWTP-SUPPLIES			
					264795	INV00062309	07/05/2023		07/23/23	129.67
Invoice: INV00062309							PW/APOLLO PRESSURE REGULATOR			
					129.67	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2517 TOTAL:		3,174.01
2518	07/26/2023	EFT	553	UTILITIES UNDERGROUN	264707	3060123	06/30/2023		07/23/23	190.92
Invoice: 3060123							PW/EXCAVATION NOTIFICATIONS X148 JUN 2023			
					190.92	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
							CHECK	2518 TOTAL:		190.92
2519	07/26/2023	EFT	605	WA ST AUDITOR'S OFFI	264709	L155683	07/13/2023		07/23/23	29,527.05
Invoice: L155683							2022 FINANCIAL AUDIT			
					17,734.27	91011423 541100	FIN-C/E STATE AUDITOR			
					2,358.04	91111433 541100	FIN-STREET-STATE AUDITOR			
					2,102.64	91411341 541100	GG-WTR-ADM-PROF SVCS			
					3,622.04	91421351 541100	GG-SWR-ADM-PROF SVCS			
					1,417.29	91431383 541100	GG-SSWM-ADM-PROF SVCS			
					1,146.38	91470148 541100	FIN-DEV-STATE AUDITOR			
					1,146.39	91471148 541100	FIN-BLDG-STATE AUDITOR			
							CHECK	2519 TOTAL:		29,527.05
2520	07/26/2023	EFT	4104	WA ST FERRIES	264549	RK410221	06/30/2023		07/23/23	9.45
Invoice: RK410221							JUN23 WAVE2GO FERRY CHARGES			
					9.45	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	2520 TOTAL:		9.45
2521	07/26/2023	EFT	9953	WEAVE	264712	052	06/17/2023		07/23/23	4,860.00
Invoice: 052							EX/2022-23 CULTURAL FUNDING CONTR			
					4,860.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	2521 TOTAL:		4,860.00
2522	07/26/2023	EFT	5709	WEBCHECK INC	264713	INV-7583	06/30/2023		07/23/23	294.84
Invoice: INV-7583							FIN/WEBCHECK SERVICES JUN 2023			
					147.42	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					147.42	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
							CHECK	2522 TOTAL:		294.84
2523	07/26/2023	EFT	499	WESTBAY AUTO PARTS I	264714	800947	06/28/2023		07/23/23	28.07
Invoice: 800947							PW/NAPAGOLD FUEL FILTER			
					28.07	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264715	801026	06/28/2023		07/23/23	85.69
Invoice: 801026							PW/SYN EP GREASE CXART X10			
					85.69	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264716	802059	07/05/2023		07/23/23	81.35
Invoice: 802059							PW/OIL, AIR, FUEL FILTERS			
					81.35	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264717	802300	07/06/2023		07/23/23	40.70
Invoice: 802300							PW/GASKET MATERIAL			
					40.70	73421355 531100	WIN COLL-SUPPLIES			
					264718	802301	07/06/2023		07/23/23	25.47
Invoice: 802301							PW/BLOW GUN			
					25.47	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					264719	802515	07/06/2023		07/23/23	20.36
Invoice: 802515							PW/LAMP X3			
					20.36	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	2523 TOTAL:		281.64

NUMBER OF CHECKS 67 *** CASH ACCOUNT TOTAL *** 513,039.26

	COUNT	AMOUNT
TOTAL EFT'S	67	513,039.26

*** GRAND TOTAL *** 513,039.26

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 7 149									
APP 631-213000					ACCOUNTS PAYABLE			5,779.18	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				513,039.26
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			51,706.58	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			180,271.96	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			6,936.59	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			196,772.90	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			3,719.39	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			16,162.33	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			34,707.19	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			700.00	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			16,283.14	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			513,039.26	513,039.26
APP 631-130000					DUE TO/FROM CLEARING			507,260.08	
07/26/2023	07/23/23	071923							
APP 402-130000					DUE TO/FROM CLEARING				51,706.58
07/26/2023	07/23/23	071923							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				180,271.96
07/26/2023	07/23/23	071923							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				6,936.59
07/26/2023	07/23/23	071923							
APP 401-130000					DUE TO/FROM CLEARING				196,772.90
07/26/2023	07/23/23	071923							
APP 407-130000					DUE TO/FROM CLEARING				3,719.39
07/26/2023	07/23/23	071923							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				16,162.33
07/26/2023	07/23/23	071923							
APP 403-130000					DUE TO/FROM CLEARING				34,707.19
07/26/2023	07/23/23	071923							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G				700.00
07/26/2023	07/23/23	071923							
APP 301-130000					DUE TO/FROM CLEARING				16,283.14
07/26/2023	07/23/23	071923							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		507,260.08	507,260.08
					JOURNAL 2023/07/149	TOTAL		1,020,299.34	1,020,299.34

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	149	07/26/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		180,271.96
001-213000				GENERAL - ACCOUNTS PAYABLE	180,271.96	
				FUND TOTAL	180,271.96	180,271.96
101 STREET FUND	2023	7	149	07/26/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		6,936.59
101-213000				STREETS - ACCOUNTS PAYABLE	6,936.59	
				FUND TOTAL	6,936.59	6,936.59
104 CIVIC IMPROVEMENT FUND	2023	7	149	07/26/2023		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		16,162.33
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	16,162.33	
				FUND TOTAL	16,162.33	16,162.33
108 AFFORDABLE HOUSING FUND	2023	7	149	07/26/2023		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		700.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	700.00	
				FUND TOTAL	700.00	700.00
301 CAPITAL CONSTRUCTION FUND	2023	7	149	07/26/2023		
301-130000				DUE TO/FROM CLEARING		16,283.14
301-213000				ACCOUNTS PAYABLE	16,283.14	
				FUND TOTAL	16,283.14	16,283.14
401 WATER OPERATING FUND	2023	7	149	07/26/2023		
401-130000				DUE TO/FROM CLEARING		196,772.90
401-213000				ACCOUNTS PAYABLE	196,772.90	
				FUND TOTAL	196,772.90	196,772.90
402 SEWER OPERATING FUND	2023	7	149	07/26/2023		
402-130000				DUE TO/FROM CLEARING		51,706.58
402-213000				ACCOUNTS PAYABLE	51,706.58	
				FUND TOTAL	51,706.58	51,706.58
403 STORM & SURFACE WATER FUND	2023	7	149	07/26/2023		
403-130000				DUE TO/FROM CLEARING		34,707.19
403-213000				ACCOUNTS PAYABLE	34,707.19	
				FUND TOTAL	34,707.19	34,707.19
407 BUILDING & DEVELOPMENT FUND	2023	7	149	07/26/2023		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000					DUE TO/FROM CLEARING		3,719.39
407-213000					ACCOUNTS PAYABLE	3,719.39	
					FUND TOTAL	3,719.39	3,719.39
631 CLEARING FUND	2023	7	149	07/26/2023			
631-130000					DUE TO/FROM CLEARING	507,260.08	
631-213000					ACCOUNTS PAYABLE	5,779.18	
635-111100					CASH		513,039.26
					FUND TOTAL	513,039.26	513,039.26

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		180,271.96
101	STREET FUND		6,936.59
104	CIVIC IMPROVEMENT FUND		16,162.33
108	AFFORDABLE HOUSING FUND		700.00
301	CAPITAL CONSTRUCTION FUND		16,283.14
401	WATER OPERATING FUND		196,772.90
402	SEWER OPERATING FUND		51,706.58
403	STORM & SURFACE WATER FUND		34,707.19
407	BUILDING & DEVELOPMENT FUND		3,719.39
631	CLEARING FUND	507,260.08	
	TOTAL	507,260.08	507,260.08

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

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360395	07/13/2023	PRTD	1235	AT&T ONENET SERVICE	264640	1277508109	07/01/2023		M071223	18.54
	Invoice: 1277508109						POL/FAX LONG DISTANCE			
					18.54	91011215 542100	GG-C/E-PD-PHONE			
					264641	1277516113	07/01/2023		M071223	.71
	Invoice: 1277516113						PCD/FAX LONG DISTANCE			
					.71	91011189 542100	GG-C/E-CITY HALL-PHONE			
							CHECK	360395 TOTAL:		19.25
360396	07/13/2023	PRTD	47	BAINBRIDGE DISPOSAL	264512	0001341124	06/30/2023		M071223	174.00
	Invoice: 0001341124						SENIOR CENTER COMMONS DISPOSAL SVCS			
					174.00	91011755 547900	GG-C/E-COMMONS-GARBAGE			
					264513	0001341158	06/30/2023		M071223	2,388.37
	Invoice: 0001341158						CITYWIDE DISPOSAL SERVICES			
					163.56	91011215 547900	GG-C/E-PD-GARBAGE			
					521.65	91011768 547900	GG-C/E-PARKS-GARBAGE			
					483.75	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
					1,198.99	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					20.42	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
					264514	0001341317	06/30/2023		M071223	590.12
	Invoice: 0001341317						PUBLIC WORKS YARD, DECANT FACILITY			
					295.06	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					295.06	91435838 547900	GG-DECANT-GARBAGE			
					264515	0001341340	06/30/2023		M071223	388.21
	Invoice: 0001341340						CITY HALL DISPOSAL SERVICES JUN23			
					388.21	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
					264516	0001341392	06/30/2023		M071223	348.40
	Invoice: 0001341392						BIG BELLY DISP SERVICES JUN23			
					348.40	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			
							CHECK	360396 TOTAL:		3,889.10
360397	07/13/2023	PRTD	551	CENTURYLINK	264644	0225JUL23	07/02/2023		M071223	140.18
	Invoice: 0225JUL23						O&M FIRE ALARM MONIT			
					140.18	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					264645	0456JUL23	07/02/2023		M071223	84.99
	Invoice: 0456JUL23						VILLAGE SEWER PUMP			
					84.99	91421891 542100	GG-SWR-FAC-PHONE			
					264646	0754JUL23	07/02/2023		M071223	65.94
	Invoice: 0754JUL23						FLETCHER BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					264647	1745JUL23	07/02/2023		M071223	66.48

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: 1745JUL23						CH ELEVATOR SVC LINE			
					66.48	91011189 542100	GG-C/E-CITY HALL-PHONE			
					264648	3736JUL23	07/02/2023	M071223		140.18
	Invoice: 3736JUL23						CH FIRE ALARM MONIT			
					140.18	91011189 542100	GG-C/E-CITY HALL-PHONE			
					264649	5211JUL23	07/02/2023	M071223		232.05
	Invoice: 5211JUL23						POL PHONE SERVICES			
					232.05	91011215 542100	GG-C/E-PD-PHONE			
					264650	8731JUL23	07/02/2023	M071223		74.72
	Invoice: 8731JUL23						COMMONS FIRE ALARM MONIT			
					74.72	91011755 542100	GG-C/E-COMMONS-PHONE			
					264651	9136JUL23	07/02/2023	M071223		178.37
	Invoice: 9136JUL23						CH SECURITY ALARM MONIT			
					178.37	91011189 542100	GG-C/E-CITY HALL-PHONE			
					264652	9791JUL23	07/02/2023	M071223		138.05
	Invoice: 9791JUL23						POL TI MANDUS			
					138.05	91011215 542100	GG-C/E-PD-PHONE			
					264653	9840JUL23	07/02/2023	M071223		65.94
	Invoice: 9840JUL23						HEAD OF BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					264654	9858JUL23	07/02/2023	M071223		50.35
	Invoice: 9858JUL23						SANDS AVE WELL TELEM			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					264655	9869JUL23	07/02/2023	M071223		84.99
	Invoice: 9869JUL23						ROCKAWAY BEACH PRV TELEMETRY			
					84.99	91415345 542100	GG-WTR ROCKAWAY-PHONES			
							CHECK	360397 TOTAL:		1,322.24
360398	07/13/2023	PRTD	634	CITY OF BAINBRIDGE I	264518	PLN52618 VAR	07/03/2023	M071223		1,150.00
	Invoice: PLN52618 VAR						PW/COBI PERMIT PLN52618 VAR			
					1,150.00	73011768 548100	O&M-C/E-PARKS-R&M			
							CHECK	360398 TOTAL:		1,150.00
360399	07/13/2023	PRTD	10050	MCVAY, PATRICK	264552	06/30/2023	06/30/2023	M071223		300.00
	Invoice: 06/30/2023						EX/SOMETHING NEW V 3RD INSTALLATION			
					300.00	31024759 54110001216	SOMETHING NEW PH5-PROF SVCS			
							CHECK	360399 TOTAL:		300.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360400	07/13/2023	PRTD	1205	PUGET SOUND ENERGY	264520	9047JUN23	07/03/2023		M071223	36,956.43
Invoice: 9047JUN23						CITY WIDE ENERGY SERVICES				
					212.24	71311942 64710000724	PD/COURT BLDG-ELECTRIC			
					27.35	73416345 547100	CASEY STREET WTR-ELECTRICITY			
					2,498.94	91011189 547100	GG-C/E-CITY HALL-ELECTRIC			
					613.66	91011215 547100	GG-C/E-PD-ELECTRIC			
					210.78	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
					9.59	91011557 547100	FARMS-ELECTRIC			
					316.61	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
					570.81	91011768 547100	GG-C/E-PARKS-ELECTRIC			
					2,107.78	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
					15.08	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
					5,338.00	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					491.21	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
					12,887.56	91411345 547100	GG-WTR-ELECTRIC			
					376.46	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					2,527.54	91421355 547100	GG-SWR-ELECTRIC			
					8,737.00	91425358 547100	GG-WWTP-ELECTRIC			
					15.82	91435838 547100	GG-DECANT-ELECTRIC			
					264642	8906JUN23	06/30/2023		M071223	17.72
Invoice: 8906JUN23						EAGLE HARBOR DR STREET LIGHT				
					17.72	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
							CHECK	360400 TOTAL:		36,974.15
360401	07/13/2023	PRTD	1485	VERIZON WIRELESS	264643	9938641386	07/01/2023		M071223	5,781.00
Invoice: 9938641386						CITY WIDE WIRELESS SERVICES				
					50.63	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					50.63	91421891 542100	GG-SWR-FAC-PHONE			
					101.26	91421891 542100	GG-SWR-FAC-PHONE			
					50.63	91411891 542100	GG-WTR-FAC-PHONE			
					50.63	91415345 542100	GG-WTR ROCKAWAY-PHONES			
					120.03	73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE			
					5,357.19	91011189 542100	GG-C/E-CITY HALL-PHONE			
							CHECK	360401 TOTAL:		5,781.00
360402	07/13/2023	PRTD	9788	JOHN MACRAE WYLDE	264551	06/28/2023	06/28/2023		M071223	300.00
Invoice: 06/28/2023						EX/SOMETHING NEW V 3RD INSTALLMENT PAYMENT				
					300.00	31024759 54110001216	SOMETHING NEW PH5-PROF SVCS			
							CHECK	360402 TOTAL:		300.00

NUMBER OF CHECKS 8 *** CASH ACCOUNT TOTAL *** 49,735.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	8	49,735.74

*** GRAND TOTAL *** 49,735.74

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 46									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			17,529.59	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				49,735.74
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			12,035.80	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,867.35	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			310.88	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			13,779.88	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			212.24	
07/13/2023	M071223	071223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			49,735.74	49,735.74
APP 631-130000					DUE TO/FROM CLEARING			49,735.74	
07/13/2023	M071223	071223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				17,529.59
07/13/2023	M071223	071223							
APP 402-130000					DUE TO/FROM CLEARING				12,035.80
07/13/2023	M071223	071223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,867.35
07/13/2023	M071223	071223							
APP 403-130000					DUE TO/FROM CLEARING				310.88
07/13/2023	M071223	071223							
APP 401-130000					DUE TO/FROM CLEARING				13,779.88
07/13/2023	M071223	071223							
APP 301-130000					DUE TO/FROM CLEARING				212.24
07/13/2023	M071223	071223							
					SYSTEM GENERATED ENTRIES TOTAL			49,735.74	49,735.74
					JOURNAL 2023/07/46 TOTAL			99,471.48	99,471.48

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	46	07/13/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		17,529.59
001-213000				GENERAL - ACCOUNTS PAYABLE	17,529.59	
				FUND TOTAL	17,529.59	17,529.59
101 STREET FUND	2023	7	46	07/13/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		5,867.35
101-213000				STREETS - ACCOUNTS PAYABLE	5,867.35	
				FUND TOTAL	5,867.35	5,867.35
301 CAPITAL CONSTRUCTION FUND	2023	7	46	07/13/2023		
301-130000				DUE TO/FROM CLEARING		212.24
301-213000				ACCOUNTS PAYABLE	212.24	
				FUND TOTAL	212.24	212.24
401 WATER OPERATING FUND	2023	7	46	07/13/2023		
401-130000				DUE TO/FROM CLEARING		13,779.88
401-213000				ACCOUNTS PAYABLE	13,779.88	
				FUND TOTAL	13,779.88	13,779.88
402 SEWER OPERATING FUND	2023	7	46	07/13/2023		
402-130000				DUE TO/FROM CLEARING		12,035.80
402-213000				ACCOUNTS PAYABLE	12,035.80	
				FUND TOTAL	12,035.80	12,035.80
403 STORM & SURFACE WATER FUND	2023	7	46	07/13/2023		
403-130000				DUE TO/FROM CLEARING		310.88
403-213000				ACCOUNTS PAYABLE	310.88	
				FUND TOTAL	310.88	310.88
631 CLEARING FUND	2023	7	46	07/13/2023		
631-130000				DUE TO/FROM CLEARING	49,735.74	
635-111100				CASH		49,735.74
				FUND TOTAL	49,735.74	49,735.74

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		17,529.59
101	STREET FUND		5,867.35
301	CAPITAL CONSTRUCTION FUND		212.24
401	WATER OPERATING FUND		13,779.88
402	SEWER OPERATING FUND		12,035.80
403	STORM & SURFACE WATER FUND		310.88
631	CLEARING FUND	49,735.74	
	TOTAL	49,735.74	49,735.74

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

VOID 7/13/23 JK

JK

Rod R. Shaw
7/13/2023

07/13/2023 08:53 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360398	07/13/2023	VOID	634	CITY OF BAINBRIDGE I	264518	PLN52618 VAR	07/03/2023			-1,150.00
Invoice: PLN52618 VAR					-1,150.00	73011768 548100	PW/COBI PERMIT PLN52618 VAR O&M-C/E-PARKS-R&M			

CHECK 360398 TOTAL: -1,150.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -1,150.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	1,150.00

*** GRAND TOTAL *** -1,150.00

AP was informed to void this check as the value of it should only be $495.00. Please see attached email for the explanation of this request.

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 55									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE				1,150.00
07/13/2023	360398	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			1,150.00	
07/13/2023	360398	VOID			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			1,150.00	1,150.00
APP 631-130000					DUE TO/FROM CLEARING				1,150.00
07/13/2023	M071223	VOID							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			1,150.00	
07/13/2023	M071223	VOID							
					SYSTEM GENERATED ENTRIES TOTAL			1,150.00	1,150.00
					JOURNAL 2023/07/55 TOTAL			2,300.00	2,300.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	55	07/13/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING	1,150.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		1,150.00
				FUND TOTAL	1,150.00	1,150.00
631 CLEARING FUND	2023	7	55	07/13/2023		
631-130000				DUE TO/FROM CLEARING		1,150.00
635-111100				CASH	1,150.00	
				FUND TOTAL	1,150.00	1,150.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,150.00
631	CLEARING FUND	1,150.00	
	TOTAL	1,150.00	1,150.00

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

Jacob Kines

From: Nicole Retana
Sent: Thursday, July 13, 2023 8:33 AM
To: Accounts Payable
Cc: Lisa Folden; Ellen Fairleigh
Subject: RE: Noise Variance submittal

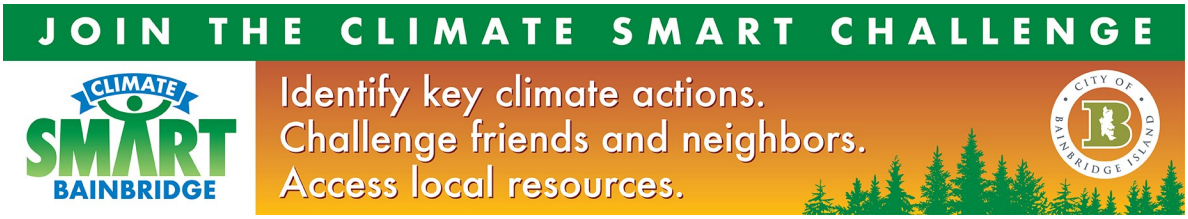
Thanks, Jacob! Here's our game plan:

- Void the $1,150 check.
- I will send the new invoice with AP approval page as soon as possible.

Many thanks,
Nicole Retana
Public Works Contracts Coordinator
o 206.780.3732
c 206.947.0700

CITY OF BAINBRIDGE ISLAND

ACCREDITED AGENCY APWA



From: Accounts Payable <accountspayable@bainbridgewa.gov>
Sent: Thursday, July 13, 2023 8:21 AM
To: Nicole Retana <nretana@bainbridgewa.gov>; Accounts Payable <accountspayable@bainbridgewa.gov>
Cc: Lisa Folden <lfolden@bainbridgewa.gov>; Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Nicole,

I just printed a check for the $1,150 invoice yesterday, nut luckily it has not yet been processed. If we are eventually going to pay this amount, should we just go ahead and pay it now? If you send me the new invoice with the AP approval page I can get another check processed to pay that amount. If we are not going to pay the $1,150, then I will need to void this check.

Thank you,

JACOB KINES
Senior Accounting Technician – Accounts Payable
CITY OF BAINBRIDGE ISLAND

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

From: Nicole Retana <nretana@bainbridgewa.gov>
Sent: Thursday, July 13, 2023 8:10 AM
To: Accounts Payable <accountspayable@bainbridgewa.gov>
Cc: Lisa Folden <lfolden@bainbridgewa.gov>; Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

Good morning Jacob,

Attached are:

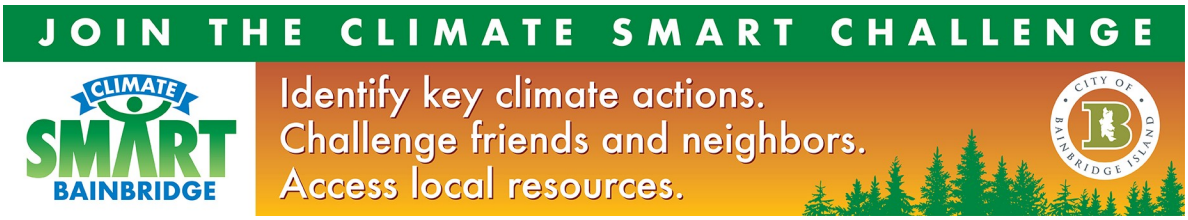
- A Manual Check Request for PLN52618 ($1,150.00) that was submitted for payment on 7/5
- An updated invoice that decreases the invoice from $1,150 to $495.

What is the best way to resolve the difference in this new invoice?

Many thanks,
Nicole Retana
Public Works Contracts Coordinator
o 206.780.3732
c 206.947.0700

CITY OF BAINBRIDGE ISLAND

ACCREDITED AGENCY APWA



From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Sent: Wednesday, July 12, 2023 2:46 PM
To: Nicole Retana <nretana@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

Hi Nicole,

I just received this updated invoice for the noise variance permit fee. Since the check request is already in process I don't know if we can change the amount at this point- or if we'll end up needing PCD to do a refund request for the difference.

Thank you!

Ellen

From: Damarys Guzman <dguzman@bainbridgewa.gov>
Sent: Wednesday, July 12, 2023 2:29 PM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: FW: Noise Variance submittal

Hi Ellen,

The invoice for the Noise Variance has been updated to reflect the correct amount.

Thank you,

Damarys "Dee" Guzmán (she/her)
Permit Specialist
Planning & Community Development
CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov
Email: dguzman@bainbridgewa.gov
Desk: (206) 780-3707
Cell: (206) 643-2585
We Are Experiencing Staffing Shortages and Increased Permit Processing Times.
We apologize for any inconvenience!

From: Damarys Guzman
Sent: Monday, July 3, 2023 3:14 PM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Hi Ellen,

I have attached a copy of the invoice which is payable through the Smartgov portal.

Once your payment posts in the portal, I can move the permit up for review.

Please feel free to reply to this email as a notification of payment.

Thank you and have a great day.

Kind regards,

Damarys "Dee" Guzmán (she/her)
Permit Specialist
Planning & Community Development
CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov

Email: dguzman@bainbridgewa.gov
Desk: (206) 780-3707
Cell: (206) 643-2585
We Are Experiencing Staffing Shortages and Increased Permit Processing Times.
We apologize for any inconvenience!

From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Sent: Monday, July 3, 2023 3:07 PM
To: Damarys Guzman <dguzman@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Thank you Damarys. I have everything uploaded.

Let me know if you have any questions!

Thanks,

Ellen

From: Damarys Guzman <dguzman@bainbridgewa.gov>
Sent: Monday, July 3, 2023 9:11 AM
To: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Subject: RE: Noise Variance submittal

Good morning, Ellen.

Thank you for your case number request. The case number for your project is PLN52618. You can now go to the online portal to upload your documents.

Your access code is: Q9OUM-UWGQ6

Please reply to this email to let me know when all your submittals have been uploaded and I will email you an Invoice.

Feel free to reach out with any questions!

Best regards,

Damarys "Dee" Guzmán
Permit Specialist
Planning & Community Development
CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov
Email: dguzman@bainbridgewa.gov
Desk: (206) 780-3707
Cell: (206) 643-2585
We Are Experiencing Staffing Shortages and Increased Permit Processing Times.

We apologize for any inconvenience!

From: Ellen Fairleigh <efairleigh@bainbridgewa.gov>
Sent: Friday, June 30, 2023 2:20 PM
To: Permitting Submittal <permittingsubmittal@bainbridgewa.gov>
Subject: Noise Variance submittal

Good afternoon,

Could you please set up a Smartgov case number for a noise variance that I am applying for on behalf of COBI. I have attached the Land Use Application.

Please let me know if you need any additional info.

Thank you!

Ellen

CITY OF BAINBRIDGE ISLAND
ELLEN FAIRLEIGH
Operations Project Manager
www.bainbridgewa.gov
Office: 206.780.3585
Cell: 206.798.4621

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

Vendor Number	File Date	File Number
634	07/13/2023	00360398

1,150.00

One Thousand One Hundred Fifty Dollars and 00 cents ******

CITY OF BAINBRIDGE ISLAND
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/03/2023	PLN52618 VAR	PW/COBI PERMIT PLN52618 VAR	264518	1,150.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
634	CITY OF BAINBRIDGE ISLAND	00360398	07/13/2023	1,150.00

MANUAL CHECK REQUEST

CITY OF BAINBRIDGE ISLAND
280 Madison Ave North
Bainbridge Island, WA 98110

Requestor: Nicole Retana Check Amount: $1,150.00

Today's Date: 7/5/2023 Date Check Needed: ASAP

Reason for request: To facilitate a noise variance permit for sidewalk washing in Winslow.

****

Vendor/Supplier #: 634
Invoice #: PLN52618 VAR
Invoice Date: 7/3/2023
Description: COBI Permit

Org: 73011768
Object: 548100
PO/contract#: n/a / n/a
Project #: n/a

Vendor Name: COBI PERMITS
Attention:
Vendor Address: 280 Madison Ave N
Bainbridge Is, WA 98110

Vendor Phone/Email:

WHAT SHOULD A/P DO WITH THE CHECK?

- [x] MAIL CHECK
- [ ] HOLD CHECK AT FRONT DESK FOR VENDOR PICK UP
- [ ] RETURN CHECK TO REQUESTOR
- [x] OTHER INSTRUCTIONS (SPECIFY):

Please provide Ellen Fairleigh with a receipt of payment.

A/P USE ONLY:

ISSUE DATE:
MAILED/SENT TO DATE:
NOTES:

I, the undersigned, do hereby certify 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 said claim.

Approving Authority: [signature] Date: 7/5/23

H:\City Exchange\Forms\Finance Manual Check Request Form.doc AND J:\Accounts Payable\Forms\Manual Check Request Form.doc Most Recent Update 10/16/19

Accounts Payable Approval Stamp

Vendor Name: COBI PERMITS

Vendor Number: 634
(If Available)

Amount approved for payment: $1,150.00

Reviewed by (e-sign): Ellen Fairleigh

Initial if unable to e-sign:

Approved by (e-sign):

Initial if uable to e-sign:

Date Approved (mm/dd/yyyy): 7/5/23

ORG: 73011768

OBJ: 548100

PRJ: N/A

Contract #: N/A

PO#: N/A

Comments or Questions:

Received by: _____

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

CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island

280 Madison Avenue North
Bainbridge Island WA 98110
206-780-3750
www.bainbridgewa.gov
pcd@bainbridgewa.gov

INVOICE

Date: 03-Jul-23

Fairleigh, Ellen
280 Madison Avenue North
Bainbridge Island, WA 98110

Application No.: PLN52618
Project: WINSLOW WAY SIDEWALK PRESSURE WASHING
Permit Type: VAR

Parcel No.: NOTATAXLOT-COBI-ROW
Site Address: 280 MADISON AVE N

Description	Fee Amount	Paid/Credit	Balance Due	Account
Variance - Sign	$1,150.00	$0.00	$1,150.00	47047.345810

Due at Application Submittal:	$1,150.00
Total Fee Amount:	$1,150.00
Total Paid Credits:	$0.00
Balance Due:	**$1,150.00**

FEES DUE UPON RECEIPT
ALL FEES MUST BE PAID IN FULL BEFORE PERMIT ISSUANCE
ADDITIONAL FEES MAY BE REQUIRED

To make a payment on an invoice received, we have several options available:

- Online: Online Permit Portal
- By phone: 206-780-8591
- By mail: Make check payable to City of Bainbridge Island and send to 280 Madison Ave N., Bainbridge Island, WA 98110
- At pay box: Make check payable to City of Bainbridge Island and insert check in the pay box located near the disable parking area on the east end of City Hall.

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360403	07/18/2023	PRTD	634	CITY OF BAINBRIDGE I	264720	PLN52618 VAR-2	07/13/2023		M071823	495.00
Invoice: PLN52618 VAR-2						PW/PERMIT PLN52618 VAR				
					495.00	73011768 548100	O&M-C/E-PARKS-R&M			
							CHECK	360403 TOTAL:		495.00
360404	07/18/2023	PRTD	1485	VERIZON WIRELESS	264721	9938641387	07/01/2023		M071823	78.70
Invoice: 9938641387						ENG/MODEMS FOR AUTOMATED FLOW STATIONS				
					78.70	72637319 54210000809	WATER QUAL FLOW MONIT-MODEM			
							CHECK	360404 TOTAL:		78.70
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			573.70

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	573.70

*** GRAND TOTAL *** 573.70

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 7 119									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			495.00	
07/18/2023 M071823		071823			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				573.70
07/18/2023 M071823		071823			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			78.70	
07/18/2023 M071823		071823			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			573.70	573.70
APP 631-130000					DUE TO/FROM CLEARING			495.00	
07/18/2023 M071823		071823							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				495.00
07/18/2023 M071823		071823							
					SYSTEM GENERATED ENTRIES TOTAL			495.00	495.00
					JOURNAL 2023/07/119 TOTAL			1,068.70	1,068.70

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	119	07/18/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		495.00
001-213000				GENERAL - ACCOUNTS PAYABLE	495.00	
				FUND TOTAL	495.00	495.00
631 CLEARING FUND	2023	7	119	07/18/2023		
631-130000				DUE TO/FROM CLEARING	495.00	
631-213000				ACCOUNTS PAYABLE	78.70	
635-111100				CASH		573.70
				FUND TOTAL	573.70	573.70

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		495.00
631	CLEARING FUND	495.00	
	TOTAL	495.00	495.00

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

JK

munis a tyler erp solution

07/19/2023 09:09 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360405	07/26/2023	PRTD	8057	AD PLANET, INC	264798	16063	05/24/2023		07/23/23	157.52
Invoice: 16063							EX/CUSTOM BRANDED FLAG SET UP			
					157.52	31011131 531100	EX-GF-SUPPLIES			
							CHECK	360405 TOTAL:		157.52
360406	07/26/2023	PRTD	7994	PENINSULA SERVICES	264722	105278	06/30/2023		07/23/23	40.00
Invoice: 105278							CRT/SHREDDING SERVICES			
					40.00	21011125 541100	COURT-PROF SERVICES			
					264747	105279	06/30/2023		07/23/23	80.00
Invoice: 105279							POL/MOBILE SHREDDING			
					80.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK	360406 TOTAL:		120.00
360407	07/26/2023	PRTD	10273	ALS GROUP USA CORP.	264617	36-51-618857-0	06/29/2023		07/23/23	1,250.00
Invoice: 36-51-618857-0							PW/LAB TESTIG OF WINSLOW WATER SYSTEM			
					1,250.00	73411345 541100	PROFESSIONAL SERVICES			
							CHECK	360407 TOTAL:		1,250.00
360408	07/26/2023	PRTD	10044	AUNTY DOLLY'S DESSER	264618	07/06/2023	07/06/2023		07/23/23	150.00
Invoice: 07/06/2023							SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	360408 TOTAL:		150.00
360409	07/26/2023	PRTD	7183	BI SPECIAL NEEDS FOU	264773	3328	07/08/2023		07/23/23	3,250.00
Invoice: 3328							EX/2023-24 HUMAN SERVICES FUNDING			
					3,250.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
							CHECK	360409 TOTAL:		3,250.00
360410	07/26/2023	PRTD	551	CENTURYLINK	264800	4953JUL23	07/07/2023		07/23/23	84.99
Invoice: 4953JUL23							210 MADISON AVE SLS TELEM			
					84.99	91421891 542100	GG-SWR-FAC-PHONE			
					264801	5127JUL23	07/07/2023		07/23/23	201.57
Invoice: 5127JUL23							8804 MADISON AVE			
					201.57	71311942 64210000724	PD/COURT BLDG-PHONES/POSTAGE			
					264802	5996JUL23	07/07/2023		07/23/23	108.40
Invoice: 5996JUL23							E-PHONE @ WFP DOCK			
					108.40	91011757 542100	GG-GF-WFP DOCK-PHONE			
					264803	8834JUL23	07/04/2023		07/23/23	84.99

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: 8834JUL23						259 FERNCLIFF PRV TELEM			
					84.99	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK	360410 TOTAL:		479.95
360411	07/26/2023 PRTD	8253	CHS POULSBO		264637	49169H	07/07/2023		07/23/23	914.75
	Invoice: 49169H						PW/SALT BAG COARSE 50# X 98			
					914.75	73411345 531100	OFFICE SUPPLIES			
							CHECK	360411 TOTAL:		914.75
360412	07/26/2023 PRTD	9908	CINTAS CORPORATION #		264797	5167158485	07/17/2023		07/23/23	7.81
	Invoice: 5167158485						CRT/FIRST AID SUPPLY RESTOCK			
					7.81	21011125 531100	COURT-SUPPLIES			
							CHECK	360412 TOTAL:		7.81
360413	07/26/2023 PRTD	9019	CITIES DIGITAL, INC.		264526	57412	06/19/2023		07/23/23	10,275.72
	Invoice: 57412						IT/ANNUAL LASERFICHE SW MAINTENANCE			
					10,275.72	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	360413 TOTAL:		10,275.72
360414	07/26/2023 PRTD	460	PETTY CASH		264527	POL-2023-06	06/30/2023		07/23/23	4.75
	Invoice: POL-2023-06						POL/PETTY CASH JUNE 2023			
					4.00	01136 362500	FAC & PARKING RENTAL-LONG TERM			
					.75	65438 386110	FINGERPRINT REV IN-GOES TO SPI			
							CHECK	360414 TOTAL:		4.75
360415	07/26/2023 PRTD	6920	COMCAST		264528	JUL23	06/21/2023		07/23/23	11.37
	Invoice: JUL23						POL/HD CONVERTER BOX			
					11.37	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	360415 TOTAL:		11.37
360416	07/26/2023 PRTD	3333	COSTCO MEMBERSHIP		264762	660845419	07/18/2023		07/23/23	120.00
	Invoice: 660845419						FIN/MEMBERSHIP DUES 2023			
					120.00	41011141 549100	FIN-GF-DUES/SUBS/MEMBERSHIPS			
							CHECK	360416 TOTAL:		120.00
360417	07/26/2023 PRTD	2219	DELL MARKETING LP		264763	10678671938	06/15/2023		07/23/23	3,153.26
	Invoice: 10678671938						ENG/POLICE SERVER FOR NEW BUILDING			
					3,153.26	72311942 63550000724	PD/COURT BLDG-PC PARTS/EQ			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360417 TOTAL:		3,153.26
360418	07/26/2023	PRTD	1953	FERGUSON ENTERPRISES	264764	0005572	07/11/2023		07/23/23	1,024.92
	Invoice: 0005572						PW/WATER SUPPLIES			
					1,024.92	73411345 531100	OFFICE SUPPLIES			
							CHECK	360418 TOTAL:		1,024.92
360419	07/26/2023	PRTD	513	GRAINGER	264622	9732036703	06/07/2023		07/23/23	25.76
	Invoice: 9732036703						PW/PIPE CEMENT 16 FL OZ GRAY			
					25.76	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	360419 TOTAL:		25.76
360420	07/26/2023	PRTD	4362	GRESHAM PUMP AND DRI	264765	6201	06/28/2023		07/23/23	3,006.55
	Invoice: 6201						PW/2" PVC SCH PIPE, BRASS FATE VALVE, GAUGE			
					3,006.55	73011319 54810000827	FARM MAINT PROJECTS TBD			
							CHECK	360420 TOTAL:		3,006.55
360421	07/26/2023	PRTD	9773	MARK J. SIPES	264533	21262	07/05/2023		07/23/23	97.56
	Invoice: 21262						POL/RETIREMENT GIFT/ALLEN			
					97.56	51011211 531100	PD-C/E-ADM-SUPPLIES			
							CHECK	360421 TOTAL:		97.56
360422	07/26/2023	PRTD	4850	HOME DEPOT CREDIT SE	264623	9612344	06/22/2023		07/23/23	100.48
	Invoice: 9612344						PW/DOORSTOP, COUPLING KIT, ADJ SPRNG HINGE			
					27.45	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					73.03	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
							CHECK	360422 TOTAL:		100.48
360423	07/26/2023	PRTD	4850	HOME DEPOT CREDIT SE	264724	753143882	07/03/2023		07/23/23	6,255.98
	Invoice: 753143882						PW/CITY WIDE JANITORIAL SUPPLIES			
					6,255.98	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
							CHECK	360423 TOTAL:		6,255.98
360424	07/26/2023	PRTD	1505	KITSAP COUNTY TREASU	264664	JUN23	07/12/2023		07/23/23	50.04
	Invoice: JUN23						OUT COURT REMIT JUN 2023			
					50.04	41612860 586000	CRIME VICTIMS-OUT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360424 TOTAL:		50.04
360425	07/26/2023	PRTD	579	KITSAP SUN	264791	0005692178	06/30/2023		07/23/23	1,273.80
	Invoice: 0005692178						HR/ADVERTISEMENT FOR 3 O&M TECHNICIAN POISTIONS			
					1,273.80	33011161 544000	HR-C/E-ADVERTISING			
							CHECK	360425 TOTAL:		1,273.80
360426	07/26/2023	PRTD	304	KITSAP TRACTOR & EQU	264778	P1909801	06/20/2023		07/23/23	347.23
	Invoice: P1909801						PW/FILTER, FILTER ASSY SUCT			
					347.23	73637959 53110001109	EXCAVATOR ALLOCATION-SUPPLIES			
							CHECK	360426 TOTAL:		347.23
360427	07/26/2023	PRTD	5384	KITSAP TRANSIT	264689	6921	06/30/2023		07/23/23	24,721.35
	Invoice: 6921						EX/BI RIDE JOINT MARKETING			
					24,721.35	31171572 54110001176	BI RIDE ENGAGEMENT-PROF SVCS			
							CHECK	360427 TOTAL:		24,721.35
360428	07/26/2023	PRTD	10305	MODERN FIRE PROTECTI	264536	BLD27744 R-FIS	07/05/2023		07/23/23	113.12
	Invoice: BLD27744 R-FIS						PERMIT BLD27744 R-FIS REFUND FEE			
					113.12	47148 345830	PLAN CHECKING FEES			
							CHECK	360428 TOTAL:		113.12
360429	07/26/2023	PRTD	2574	NATIONAL BARRICADE C	264779	301213	07/09/2023		07/23/23	513.81
	Invoice: 301213						PW/ALUMINUM ROAD SIGNS			
					513.81	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
							CHECK	360429 TOTAL:		513.81
360430	07/26/2023	PRTD	8286	SUPERINTENDENT OF P	264542	18122	06/30/2023		07/23/23	271.50
	Invoice: 18122						POL/FINGERPRINTING			
					271.50	41654861 586110	FINGERPRINT OUT-GOES TO SPI			
							CHECK	360430 TOTAL:		271.50
360431	07/26/2023	PRTD	1205	PUGET SOUND ENERGY	264804	1716JUN23	07/11/2023		07/23/23	18.37
	Invoice: 1716JUN23						ROCKAWAY INTERITE PRV			
					18.37	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					264805	8206JUN23	07/10/2023		07/23/23	13.41
	Invoice: 8206JUN23						515 FERNCLIFF AVE PRV			
					13.41	91411345 547100	GG-WTR-ELECTRIC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360431 TOTAL:		31.78
360432	07/26/2023	PRTD	408	ROLLING BAY COMMERCI	264692	885598	08/01/2023		07/23/23	4,628.89
	Invoice: 885598						CRT/COURT HOUSE RENT AUG 2023			
					4,628.89	21011125 545000	COURT-RENTS & LEASES			
							CHECK	360432 TOTAL:		4,628.89
360433	07/26/2023	PRTD	10055	SALESFORCE INC	264694	26187129	06/07/2023		07/23/23	917.28
	Invoice: 26187129						IT/TABLEAU SOFTWARE ANNUAL MAINTENANCE			
					917.28	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	360433 TOTAL:		917.28
360434	07/26/2023	PRTD	601	SOUND REPROGRAPHICS	264695	97816	06/05/2023		07/23/23	57.95
	Invoice: 97816						EX/EMERGENCY PHONE LIST WALLET CARD UPDATE			
					57.95	31011131 531100	EX-GF-SUPPLIES			
					264696	98363	06/30/2023		07/23/23	202.12
	Invoice: 98363						EX/TECH OPS TEAM ROTARY AUCTION SIGNS			
					202.12	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
					264723	98304	07/03/2023		07/23/23	82.19
	Invoice: 98304						EX/BAIN READS 2023			
					82.19	31011572 53110001249	BI READS-SUPPLIES			
					264752	98540	07/11/2023		07/23/23	29.40
	Invoice: 98540						EX,PCD/PRINT DIAS NAME PLATES			
					14.70	11011116 549500	COUNCIL-C/E-COPIES/PRINTING			
					14.70	63470588 549500	CUR-DEV PLAN-COPIES/PRINTING			
							CHECK	360434 TOTAL:		371.66
360435	07/26/2023	PRTD	10310	STONE, ROBERT	264787	BLD26417 R-ADD	07/18/2023		07/23/23	473.75
	Invoice: BLD26417 R-ADD						PERMIT BLD26417 R-ADD REFUND FEES			
					286.00	47047 345890	OTHER PLANNING/DEVELOPM			
					181.25	47148 322100	BUILDINGS, STRUCT. & EQ			
					6.50	65238 386000	SBCC - SBCC FEE			
							CHECK	360435 TOTAL:		473.75
360436	07/26/2023	PRTD	8243	TILZ	264704	102-06025	07/03/2023		07/23/23	24.00
	Invoice: 102-06025						YARD WASTE			
					24.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360436 TOTAL:		24.00
360437	07/26/2023	PRTD	10258	VICTORIA LAUGHLIN TA	264792	2	07/11/2023		07/23/23	10,100.00
Invoice: 2							ENG/AFFORDABLE HOUSING DEVELOPMENT ADVISORY SRVCS			
					10,100.00	72011182 54110001251	625 WINSLOW-ENG PROF SVCS			
							CHECK	360437 TOTAL:		10,100.00
360438	07/26/2023	PRTD	7420	WA ST DEPT OF ENTERP	264547	731125074	06/29/2023		07/23/23	700.45
Invoice: 731125074							POL/TICKET BOOKS X 88			
					700.45	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	360438 TOTAL:		700.45
360439	07/26/2023	PRTD	2251	WA ST TREASURER	264710	JUN23 SBCC	07/12/2023		07/23/23	264.50
Invoice: JUN23 SBCC							OUT COURT REMIT SBCC JUN 2023			
					264.50	41652860 586000	SBCC BLDG.-OUT			
					264711	JUN23	07/12/2023		07/23/23	4,604.76
Invoice: JUN23							OUT COURT REMIT JUN 2023			
					1,599.64	41611860 586000	PSEA 60% OUT			
					1,016.00	41610860 586000	PSEA 30% OUT			
					2.39	41619860 586000	PSEA 3 - STATE DISB OUT			
					292.94	41619860 586886	ST GENERAL FUND 93-OUT			
					146.06	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
					673.63	41614860 586000	JUDICIAL INFO SYST.-OUT			
					515.46	41617860 586000	SCHOOL SAFETY ZONE-OUT			
					146.50	41618860 586000	TRAUMA CARE-OUT			
					18.76	41618860 586000	TRAUMA CARE-OUT			
					3.29	41618860 586000	TRAUMA CARE-OUT			
					14.33	41618860 586000	TRAUMA CARE-OUT			
					162.10	41618860 586896	DOL TECH SUPPORT-OUT			
					13.66	41615860 586961	STATE CRIME LAB			
							CHECK	360439 TOTAL:		4,869.26
360440	07/26/2023	PRTD	9907	WINN, SCOTT	264796	07/15/2023	07/15/2023		07/23/23	1,625.00
Invoice: 07/15/2023							EX/FACILITATE RACIAL EQUITY TEAM MEETINGS			
					1,625.00	31011572 44341001199	DIVERSITY/EQUITY/INCL-TRAINING			
							CHECK	360440 TOTAL:		1,625.00
360441	07/26/2023	PRTD	7450	XYLEM WATER SOLUTION	264726	3556C76974	06/05/2023		07/23/23	1,191.00
Invoice: 3556C76974							PW/MOBILE SERVICE TECH			
					1,191.00	73425358 541100	O&M-WWTP-PROF SVCS			
					264727	3556C78035	06/13/2023		07/23/23	3,778.71

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: 3556C78035				3,778.71	73425358	PW/CONTACT PIN, WIPER HOLDER, BALLAST ECORAY O&M-WWTP-SUPPLIES	531100		
								CHECK 360441 TOTAL:		4,969.71
							NUMBER OF CHECKS 37	*** CASH ACCOUNT TOTAL ***		86,409.01

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	37	86,409.01

*** GRAND TOTAL *** 86,409.01

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 7 133									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			43,141.77	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				86,409.01
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			3,306.44	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			150.00	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			5,080.46	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			3,354.83	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			5,198.05	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			347.23	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 171-213000					TBF-A/P			24,721.35	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			595.07	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			513.81	
07/26/2023	07/23/23	071923			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			86,409.01	86,409.01
APP 631-130000					DUE TO/FROM CLEARING			86,061.78	
07/26/2023	07/23/23	071923							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				43,141.77
07/26/2023	07/23/23	071923							
APP 401-130000					DUE TO/FROM CLEARING				3,306.44
07/26/2023	07/23/23	071923							
APP 622-130000					DUE TO/FROM CLEARING				150.00
07/26/2023	07/23/23	071923							
APP 402-130000					DUE TO/FROM CLEARING				5,080.46
07/26/2023	07/23/23	071923							
APP 301-130000					DUE TO/FROM CLEARING				3,354.83
07/26/2023	07/23/23	071923							
APP 650-130000					DUE TO/FROM CLEARING				5,198.05
07/26/2023	07/23/23	071923							
APP 171-130000					TBF-DUE TO/FROM CLEARING				24,721.35
07/26/2023	07/23/23	071923							
APP 407-130000					DUE TO/FROM CLEARING				595.07
07/26/2023	07/23/23	071923							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				513.81
07/26/2023	07/23/23	071923							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		86,061.78	86,061.78
					JOURNAL 2023/07/133	TOTAL		172,470.79	172,470.79

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	133	07/26/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		43,141.77
001-213000				GENERAL - ACCOUNTS PAYABLE	43,141.77	
				FUND TOTAL	43,141.77	43,141.77
101 STREET FUND	2023	7	133	07/26/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		513.81
101-213000				STREETS - ACCOUNTS PAYABLE	513.81	
				FUND TOTAL	513.81	513.81
171 TRANSP BEN FUND	2023	7	133	07/26/2023		
171-130000				TBF-DUE TO/FROM CLEARING		24,721.35
171-213000				TBF-A/P	24,721.35	
				FUND TOTAL	24,721.35	24,721.35
301 CAPITAL CONSTRUCTION FUND	2023	7	133	07/26/2023		
301-130000				DUE TO/FROM CLEARING		3,354.83
301-213000				ACCOUNTS PAYABLE	3,354.83	
				FUND TOTAL	3,354.83	3,354.83
401 WATER OPERATING FUND	2023	7	133	07/26/2023		
401-130000				DUE TO/FROM CLEARING		3,306.44
401-213000				ACCOUNTS PAYABLE	3,306.44	
				FUND TOTAL	3,306.44	3,306.44
402 SEWER OPERATING FUND	2023	7	133	07/26/2023		
402-130000				DUE TO/FROM CLEARING		5,080.46
402-213000				ACCOUNTS PAYABLE	5,080.46	
				FUND TOTAL	5,080.46	5,080.46
407 BUILDING & DEVELOPMENT FUND	2023	7	133	07/26/2023		
407-130000				DUE TO/FROM CLEARING		595.07
407-213000				ACCOUNTS PAYABLE	595.07	
				FUND TOTAL	595.07	595.07
622 EXPENDABLE TRUST FUND	2023	7	133	07/26/2023		
622-130000				DUE TO/FROM CLEARING		150.00
622-213000				ACCOUNTS PAYABLE	150.00	
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2023	7	133	07/26/2023		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000					DUE TO/FROM CLEARING	86,061.78	
631-213000					ACCOUNTS PAYABLE	347.23	
635-111100					CASH		86,409.01
					FUND TOTAL	86,409.01	86,409.01
650 AGENCY FUND	2023	7	133	07/26/2023			
650-130000					DUE TO/FROM CLEARING		5,198.05
650-213000					ACCOUNTS PAYABLE	5,198.05	
					FUND TOTAL	5,198.05	5,198.05

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		43,141.77
101	STREET FUND		513.81
171	TRANSP BEN FUND		24,721.35
301	CAPITAL CONSTRUCTION FUND		3,354.83
401	WATER OPERATING FUND		3,306.44
402	SEWER OPERATING FUND		5,080.46
407	BUILDING & DEVELOPMENT FUND		595.07
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	86,061.78	
650	AGENCY FUND		5,198.05
	TOTAL	86,061.78	86,061.78

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

PAYROLL

PAYROLL CHECK RUN: 7 - 20 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Correction	7/11/2023	57947	Replacement: Correct Direct Deposit 57811 error and reissue	-1,017.96
Correction	7/11/2023	57948	Replacement: Correct Direct Deposit 57948 error and reissue	1,017.96
Normal	7/20/2023	57949-58090	Regular check run (Direct Dep)	416,485.66
Normal	7/20/2023	110196	Regular check run (Paper Checks)	2,921.60
Vendor	7/20/2023	110197-110204	Vendor check run (Paper Checks)	138,690.41
EFTPS	7/20/2023		Federal Tax Electronic Transfer	162,080.45
			TOTAL:	**720,178.12**

Prepared and Reviewed by: _____ Date 7/21/2023

Ruth Schroeder, Payroll Specialist

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

_____ Date 07/21/2023

Billie Kinley, Budget Manager

CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 24, 2023 - August 07, 2023
CITY COUNCIL: July 25, 2023 - August 08, 2023

Last check from previous run: 360441 dated 07/26/2023 issued to Xylem Water Solutions for $4,969.71
Last ACH from previous run: 2523 dated 07/26/2023 issued to Westbay Auto Parts for $281.64

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	07/25/2023	2524	WA State DOR/Excise taxes - Jun. 2023	6,665.98
ACH/EFT	07/25/2023	2525	City of Bainbridge Island/Utility billing - Jul. 2023	2,961.51
ACH/EFT	07/26/2023	2526	EX/Babcock, Matthew/Something New 3rd installment	300.00
ACH/EFT	07/26/2023	2527	PW/Clary Auburn VW/Electric vehicle for PCD	55,855.55
ACH/EFT	07/26/2023	2528	Visit Bainbridge Island/2023 LTAC contract	17,566.17
ACH/EFT	07/25/2023	2529	WA State DOL/Firearm permits - Jul. 2023	258.00
Manual	07/25/2023	360442	PW/Kitsap Sun/Shade Covenant tree project advertising	253.64
Manual	07/25/2023	360443	ENG/Staples/Printer paper	91.64
Manual	07/25/2023	360444	EX/Jensen, Steven/Something New 3rd installment	300.00
Manual	07/31/2023	360445	CenturyLink/Weaver PRV water telemetry	58.43
Manual	07/31/2023	360446	ENG/City of Bainbridge Island/Permits BLD52062, PLN52626, PLN52626 SSDE	4,480.00
Manual	07/31/2023	360447	WA State Dept. of Labor & Industries/Q2 2023 L&I volunteer hours	179.80
			Total Manual Checks and Electronic Disbursements	**88,970.72**

Regular Run Checks	08/09/2023	360448-360523	**Total Regular Check Run**	**160,848.58**
Regular Run ACH	08/09/2023	2530-2573	**Total Regular ACH Run**	**450,714.73**
			Total Disbursements	**700,534.03**

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

Prepared and Reviewed by _____ Jacob Kines, Senior Accounting Technician

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

Karl R. Shaw

8/3/2023

Karl R. Shaw, Accounting Manager — Date

JK

munis a tyler erp solution

07/20/2023 13:13 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2524	07/25/2023	MANL	124	WA ST DEPT OF REVENU	264806	JUN23	07/25/2023		ETJUN23	6,665.98
	Invoice: JUN23					JUNE 2023 EXCISE TAXES				
					172.76	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					231.16	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					5,092.95	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					37.34	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					6.85	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					10.56	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					388.40	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					522.09	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					203.87	72431835 53110000231	ANNUAL DRAINAGE UPGRADE-SUPPLY			
								CHECK	2524 TOTAL:	6,665.98

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 6,665.98

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	6,665.98

*** GRAND TOTAL *** 6,665.98

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 7 173									
APP 401-213000					ACCOUNTS PAYABLE			190.17	
07/25/2023	ETJUN23	072023			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				6,665.98
07/25/2023	ETJUN23	072023			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			5,883.54	
07/25/2023	ETJUN23	072023			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			592.27	
07/25/2023	ETJUN23	072023			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			6,665.98	6,665.98
APP 631-130000					DUE TO/FROM CLEARING			6,665.98	
07/25/2023	ETJUN23	072023							
APP 401-130000					DUE TO/FROM CLEARING				190.17
07/25/2023	ETJUN23	072023							
APP 402-130000					DUE TO/FROM CLEARING				5,883.54
07/25/2023	ETJUN23	072023							
APP 403-130000					DUE TO/FROM CLEARING				592.27
07/25/2023	ETJUN23	072023							
					SYSTEM GENERATED ENTRIES TOTAL			6,665.98	6,665.98
					JOURNAL 2023/07/173 TOTAL			13,331.96	13,331.96

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
401 WATER OPERATING FUND	2023	7	173	07/25/2023			
401-130000				DUE TO/FROM CLEARING			190.17
401-213000				ACCOUNTS PAYABLE		190.17	
					FUND TOTAL	190.17	190.17
402 SEWER OPERATING FUND	2023	7	173	07/25/2023			
402-130000				DUE TO/FROM CLEARING			5,883.54
402-213000				ACCOUNTS PAYABLE		5,883.54	
					FUND TOTAL	5,883.54	5,883.54
403 STORM & SURFACE WATER FUND	2023	7	173	07/25/2023			
403-130000				DUE TO/FROM CLEARING			592.27
403-213000				ACCOUNTS PAYABLE		592.27	
					FUND TOTAL	592.27	592.27
631 CLEARING FUND	2023	7	173	07/25/2023			
631-130000				DUE TO/FROM CLEARING		6,665.98	
635-111100				CASH			6,665.98
					FUND TOTAL	6,665.98	6,665.98

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		190.17
402	SEWER OPERATING FUND		5,883.54
403	STORM & SURFACE WATER FUND		592.27
631	CLEARING FUND	6,665.98	
	TOTAL	6,665.98	6,665.98

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

JK

munis a tyler erp solution

07/20/2023 13:31 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2525	07/25/2023	MANL	103	CITY OF BAINBRIDGE I	264807	13005JUL23	07/25/2023		UBJUL23	604.37
	Invoice: 13005JUL23				604.37	91011768 547500	309 SHANNON DRIVE GG-C/E-PARKS-WTR/SWR			
					264808	13006JUL23	07/25/2023		UBJUL23	678.45
	Invoice: 13006JUL23				678.45	91011768 547500	309 SHANNON DRIVE DOCK GG-C/E-PARKS-WTR/SWR			
					264809	10461JUL23	07/25/2023		UBJUL23	825.69
	Invoice: 10461JUL23				825.69	91011768 547500	289 SHANNON DRIVE GG-C/E-PARKS-WTR/SWR			
					264810	10463JUL23	07/25/2023		UBJUL23	447.15
	Invoice: 10463JUL23				447.15	91011755 547500	370 BRIEN DRIVE GG-C/E-COMMONS-WTR/SWR			
					264811	10464JUL23	07/25/2023		UBJUL23	382.90
	Invoice: 10464JUL23				382.90	91011755 547500	402 BRIEN DRIVE GG-C/E-COMMONS-WTR/SWR			
					264812	11573JUL23	07/25/2023		UBJUL23	16.92
	Invoice: 11573JUL23				16.92	91011768 547500	5350 CREOSOTE PLACE NE GG-C/E-PARKS-WTR/SWR			
					264813	13331JUL23	07/25/2023		UBJUL23	6.03
	Invoice: 13331JUL23				6.03	91415345 547500	GG-ROCKAWAY BEACH-WTR/SWR GG-ROCKAWAY BCH-WTR/SWR			
								CHECK 2525 TOTAL:		2,961.51

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,961.51

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	2,961.51

*** GRAND TOTAL *** 2,961.51

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 7 174									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			2,955.48	
07/25/2023	UBJUL23	072023			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				2,961.51
07/25/2023	UBJUL23	072023			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			6.03	
07/25/2023	UBJUL23	072023			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			2,961.51	2,961.51
APP 631-130000					DUE TO/FROM CLEARING			2,961.51	
07/25/2023	UBJUL23	072023							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				2,955.48
07/25/2023	UBJUL23	072023							
APP 401-130000					DUE TO/FROM CLEARING				6.03
07/25/2023	UBJUL23	072023							
					SYSTEM GENERATED ENTRIES TOTAL			2,961.51	2,961.51
					JOURNAL 2023/07/174 TOTAL			5,923.02	5,923.02

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	174	07/25/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		2,955.48
001-213000				GENERAL - ACCOUNTS PAYABLE	2,955.48	
				FUND TOTAL	2,955.48	2,955.48
401 WATER OPERATING FUND	2023	7	174	07/25/2023		
401-130000				DUE TO/FROM CLEARING		6.03
401-213000				ACCOUNTS PAYABLE	6.03	
				FUND TOTAL	6.03	6.03
631 CLEARING FUND	2023	7	174	07/25/2023		
631-130000				DUE TO/FROM CLEARING	2,961.51	
635-111100				CASH		2,961.51
				FUND TOTAL	2,961.51	2,961.51

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,955.48
401	WATER OPERATING FUND		6.03
631	CLEARING FUND	2,961.51	
	TOTAL	2,961.51	2,961.51

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2526	07/26/2023	EFT	10111	MATTHEW B BABCOCK	264845	07/20/2023	07/20/2023		M072523	300.00
Invoice: 07/20/2023						EX/SOMETHING NEW V 3RD INSTALLMENT				
					300.00	31024759 54110001216	SOMETHING NEW PH5-PROF SVCS			
								CHECK	2526 TOTAL:	300.00
2527	07/26/2023	EFT	10204	CLARY AUBURN VW LLC	264861	V23505	07/19/2023	20230002	M072523	55,855.55
Invoice: V23505						PW/ELECTRIC VEHICLES FOR PCD				
					55,855.55	73501448 66400001263	PCD 2 NEW ELECTRIC VEH-EQUIP			
								CHECK	2527 TOTAL:	55,855.55
2528	07/26/2023	EFT	9373	VISIT BAINBRIDGE ISL	264844	151	06/30/2023		M072523	17,566.17
Invoice: 151						2023 LTAC CONTRACT (DESTINATIO				
					17,566.17	91140573 541100	GG-TOUR-PROF SERVICES			
								CHECK	2528 TOTAL:	17,566.17
						NUMBER OF CHECKS 3		*** CASH ACCOUNT TOTAL ***		73,721.72

	COUNT	AMOUNT
TOTAL EFT'S	3	73,721.72

*** GRAND TOTAL *** 73,721.72

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 7 216									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			300.00	
07/26/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				73,721.72
07/26/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			55,855.55	
07/26/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			17,566.17	
07/26/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			73,721.72	73,721.72
APP 631-130000					DUE TO/FROM CLEARING			73,721.72	
07/26/2023 M072523		072523							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				300.00
07/26/2023 M072523		072523							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				55,855.55
07/26/2023 M072523		072523							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				17,566.17
07/26/2023 M072523		072523							
					SYSTEM GENERATED ENTRIES TOTAL			73,721.72	73,721.72
					JOURNAL 2023/07/216 TOTAL			147,443.44	147,443.44

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	216	07/26/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		300.00
001-213000				GENERAL - ACCOUNTS PAYABLE	300.00	
				FUND TOTAL	300.00	300.00
104 CIVIC IMPROVEMENT FUND	2023	7	216	07/26/2023		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		17,566.17
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	17,566.17	
				FUND TOTAL	17,566.17	17,566.17
501 EQUIPMENT RENTAL & REVOLVING	2023	7	216	07/26/2023		
501-130000				ER&R-DUE TO/FROM CLEARING		55,855.55
501-213000				ER&R-ACCOUNTS PAYABLE	55,855.55	
				FUND TOTAL	55,855.55	55,855.55
631 CLEARING FUND	2023	7	216	07/26/2023		
631-130000				DUE TO/FROM CLEARING	73,721.72	
635-111100				CASH		73,721.72
				FUND TOTAL	73,721.72	73,721.72

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		300.00
104	CIVIC IMPROVEMENT FUND		17,566.17
501	EQUIPMENT RENTAL & REVOLVING		55,855.55
631	CLEARING FUND	73,721.72	
	TOTAL	73,721.72	73,721.72

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

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07/25/2023 10:25 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
2529	07/25/2023	MANL	969	DEPARTMENT OF LICENS	264886	JUL23FA	07/25/2023		FAJUL23	258.00
Invoice: JUL23FA							POL/JULY 2023 CPLS			
					258.00	41654860 586000	CPL GUN PERMIT-STATE SHARE OUT			

CHECK 2529 TOTAL: 258.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 258.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	258.00

*** GRAND TOTAL *** 258.00

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2023 7 222									
APP 650-213000					ACCOUNTS PAYABLE			258.00	
07/25/2023	FAJUL23	072523			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				258.00
07/25/2023	FAJUL23	072523			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			258.00	258.00
APP 631-130000					DUE TO/FROM CLEARING			258.00	
07/25/2023	FAJUL23	072523							
APP 650-130000					DUE TO/FROM CLEARING				258.00
07/25/2023	FAJUL23	072523							
					SYSTEM GENERATED ENTRIES TOTAL			258.00	258.00
					JOURNAL 2023/07/222 TOTAL			516.00	516.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2023	7	222	07/25/2023		
631-130000				DUE TO/FROM CLEARING	258.00	
635-111100				CASH		258.00
				FUND TOTAL	258.00	258.00
650 AGENCY FUND	2023	7	222	07/25/2023		
650-130000				DUE TO/FROM CLEARING		258.00
650-213000				ACCOUNTS PAYABLE	258.00	
				FUND TOTAL	258.00	258.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	258.00	
650	AGENCY FUND		258.00
	TOTAL	258.00	258.00

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

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08/02/2023 08:42 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2530	08/09/2023	EFT	10189	ACCESSOLOGY	264887	INV23-00234	07/08/2023		08/06/23	24,142.00
	Invoice: INV23-00234						LEGAL/DEVELOPMENT OF ADA TRANSITION			
					2,175.00	72111444 54110001218	ADA TRANSITION PLAN-PROF SVCS			
					25.00	72111444 54110001218	ADA TRANSITION PLAN-PROF SVCS			
					6,960.00	72011255 54110001218	ADA TRANSITION PLAN-PROF SVCS			
					1,471.25	72011255 54110001218	ADA TRANSITION PLAN-PROF SVCS			
					11,903.75	72111444 54110001218	ADA TRANSITION PLAN-PROF SVCS			
					1,607.00	72111444 54110001218	ADA TRANSITION PLAN-PROF SVCS			
								CHECK	2530 TOTAL:	24,142.00
2531	08/09/2023	EFT	5	ACE HARDWARE	264823	537931	07/06/2023		08/06/23	15.27
	Invoice: 537931						PW/SCREWS, FASTENERS			
					15.27	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					264824	538221	07/10/2023		08/06/23	30.53
	Invoice: 538221						PW/RAID WASP & HORNET			
					30.53	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
					264825	538451	07/12/2023		08/06/23	19.61
	Invoice: 538451						PW/THREAD ROD STL X4			
					19.61	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES			
					264827	538471	07/12/2023		08/06/23	37.11
	Invoice: 538471						PW/COM.TRIM LINE 165FT .105 X2			
					37.11	73111262 531100	O&M-RDS-TRAILS-SUPPLIES			
					264828	538661	07/17/2023		08/06/23	61.11
	Invoice: 538661						PW/TRIMR LINE COMM .105 80 X4			
					61.11	73431835 531100	OFFICE SUPPLIES			
					264829	538681	07/17/2023		08/06/23	141.89
	Invoice: 538681						PW/WIRE CONNECTR, GRAFFITI REMOVER, CART			
					141.89	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					264830	538751	07/17/2023		08/06/23	69.84
	Invoice: 538751						PW/LED PL GX24Q-3 SW 26W X4			
					69.84	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					264831	538771	07/17/2023		08/06/23	34.92
	Invoice: 538771						PW/WHEEL HANDLE, SELG DRAING VAC BREAK			
					34.92	73011755 531100	O&M-COMMONS SUPPLIES			
					264863	537981	07/06/2023		08/06/23	32.71
	Invoice: 537981						POL/HRDWRE 4 MCT INSTALL			
					32.71	53011212 531100	PD-C/E-PATROL SUPPLIES			
					264997	53884	07/18/2023		08/06/23	49.62
	Invoice: 53884						PW/FASTENERS X16			
					49.62	73425358 531100	O&M-WWTP-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264998	539091	07/20/2023		08/06/23	45.84
	Invoice: 539091						PW/HOSE, BATTRY ALKLN D 12PK			
					27.29	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					18.55	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					264999	539291	07/24/2023		08/06/23	74.32
	Invoice: 539291						PW/FASTENERS, CABLETIE, FLEX TUBING			
					74.32	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					265000	539361	07/24/2023		08/06/23	7.67
	Invoice: 539361						PW/BOLT EYE W/NUT, FASTENERS			
					7.67	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					265001	539561	07/26/2023		08/06/23	21.82
	Invoice: 539561						PW/ENFORCER WASP KILLER 16OZ			
					21.82	73421355 531100	WIN COLL-SUPPLIES			
					265002	539631	07/27/2023		08/06/23	30.55
	Invoice: 539631						PW/BUTANE LIGHTER, FASTENERS, HEAT SHRINK TUBE KIT			
					30.55	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					265063	539211	07/21/2023		08/06/23	1.30
	Invoice: 539211						POL/KEY			
					1.30	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK		2531 TOTAL:	674.11
2532	08/09/2023	EFT	8991	ALLIANCE 2020, INC	265025	5846309	07/31/2023		08/06/23	410.70
	Invoice: 5846309						HR/BACKGROUND CHECKS			
					410.70	33011161 541100	HR-C/E-PROF SVCS			
							CHECK		2532 TOTAL:	410.70
2533	08/09/2023	EFT	10239	ALLIANCE TECHNICAL G	264862	2307096	07/18/2023		08/06/23	128.09
	Invoice: 2307096						ENG/00485 & 00809 SURFACE AND GROU			
					128.09	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			
							CHECK		2533 TOTAL:	128.09
2534	08/09/2023	EFT	10311	BRUCE ANDERSEN	264911	07/26/2023	07/26/2023		08/06/23	1,700.00
	Invoice: 07/26/2023						EX/SOMETHING NEW 1ST & 2ND INSTALLMENTS			
					1,700.00	31024759 54110001283	SOMETHING NEW PH6-PROF SVCS			
							CHECK		2534 TOTAL:	1,700.00
2535	08/09/2023	EFT	7821	ARAMARK	265026	5120275224	07/06/2023		08/06/23	53.09
	Invoice: 5120275224						PW/COVERALL LS COTTON, COVERALL FR			
					53.09	73638893 589310	LAUNDRY SERVICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					265027	5120279609	07/13/2023		08/06/23	45.67
	Invoice: 5120279609						PW/COVERALL LS COTTON, DLX-LGR BATH			
					45.67	73638893 589310	LAUNDRY SERVICES			
					265028	5120283907	07/20/2023		08/06/23	45.67
	Invoice: 5120283907						PW.COVERALL LS COTTON, DLX-LGR BATH			
					45.67	73638893 589310	LAUNDRY SERVICES			
					265029	5120288250	07/27/2023		08/06/23	45.67
	Invoice: 5120288250						PW/COVERALL LS COTTON, DLX-LGR BATH			
					45.67	73638893 589310	LAUNDRY SERVICES			
							CHECK	2535 TOTAL:		190.10
2536	08/09/2023	EFT	4365	AUTOMATIC FUNDS TRAN	264912	127714	07/12/2023		08/06/23	13.81
	Invoice: 127714						FIN/FINAL BILL: PRINT AND MAIL			
					2.18	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					2.18	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					4.72	91411891 542500	GG-WTR-FAC-POSTAGE			
					4.73	91421891 542500	GG-SWR-FAC-POSTAGE			
					264913	127715	07/12/2023		08/06/23	128.90
	Invoice: 127715						FIN/DELINQUENT INVOICES			
					15.31	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					15.31	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					49.14	91411891 542500	GG-WTR-FAC-POSTAGE			
					49.14	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	2536 TOTAL:		142.71
2537	08/09/2023	EFT	55	SOUND PUBLISHING, IN	264888	BIR980273	07/14/2023		08/06/23	146.48
	Invoice: BIR980273						PCD/ENVIRONMENTAL RESTORATION PROJECT BLD27326			
					146.48	63470586 544000	CUR-DEV-ZONING-ADV			
							CHECK	2537 TOTAL:		146.48
2538	08/09/2023	EFT	7179	BAINBRIDGE YOUTH SER	264933	Q2-2023	07/27/2023		08/06/23	13,250.00
	Invoice: Q2-2023						EX/2023-24 HUMAN SERVICES CONTRAC			
					13,250.00	31017526 54110000297	EX-BYS-YOUTH COUNS & JOB OPP			
							CHECK	2538 TOTAL:		13,250.00
2539	08/09/2023	EFT	45	BAINBRIDGE ISLAND CH	264847	BIZ A 23 #2	07/17/2023		08/06/23	3,722.81
	Invoice: BIZ A 23 #2						EX/BUSINESS AMBASSADOR SUPPORT WASTE REDUCTION			
					3,722.81	31011492 54110001194	CAP-WASTE RED-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	2539 TOTAL:		3,722.81
2540	08/09/2023	EFT	8595	BRUCE TITUS FORD, IN	264973	57035655	07/13/2023		08/06/23	31.39
	Invoice: 57035655						PW/CHECK ASY - DOO 119			
					15.70	73111423 548100	REPAIRS & MAINTENANCE			
					15.69	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	2540 TOTAL:		31.39
2541	08/09/2023	EFT	360	BUILDERS FIRSTSOURCE	265014	87672932	07/24/2023		08/06/23	10.91
	Invoice: 87672932						PW/1/2"X10 REBAR #4 60G			
					10.91	73111423 531100	OFFICE SUPPLIES			
					265015	87677228	07/25/2023		08/06/23	51.59
	Invoice: 87677228						PW/FLUOR ORANGE MARK SPRAY PAINT, PAINT STRAINER			
					51.59	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
							CHECK	2541 TOTAL:		62.50
2542	08/09/2023	EFT	2495	CH2O INTERNATIONAL	265031	334767	06/19/2023		08/06/23	277.88
	Invoice: 334767						FIN/1CT322N05L 6322 40 LB			
					277.88	41011189 531100	FIN - C/E CNTL SV SUPPLIES			
					265033	335408	06/30/2023		08/06/23	270.27
	Invoice: 335408						PW/CITY HALL SERVICE VISIT JUNE 7 2023			
					270.27	73011183 54810000707	CH HVAC-REPAIRS			
							CHECK	2542 TOTAL:		548.15
2543	08/09/2023	EFT	7823	CIVICPLUS	264860	265156	07/01/2023		08/06/23	6,647.79
	Invoice: 265156						IT/ANNUAL MAINTENANCE SEECLICKFIX SW			
					6,647.79	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	2543 TOTAL:		6,647.79
2544	08/09/2023	EFT	142	COPIERS NORTHWEST IN	264867	INV2679288	07/20/2023		08/06/23	228.62
	Invoice: INV2679288						PCD,ENG,IT/CANON PRINTER-PLOTTER SUPPLIES			
					76.20	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					76.21	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					76.21	81011881 531100	IT - C/E SUPPLIES			
					264890	INV2680346	07/24/2023		08/06/23	730.13
	Invoice: INV2680346						EX,FIN/COPIER LEASE			
					365.06	31011131 545000	EX-GF-RENTS & LEASES			
					365.07	41011141 545000	FIN-GF-RENTS & LEASES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
								CHECK	2544 TOTAL:	958.75
2545	08/09/2023	EFT	6363	LN CURTIS & SONS	265074	INV731263	07/31/2023		08/06/23	382.42
	Invoice: INV731263						POL/CARRIERS CM, GK			
					382.42	53011212 52000000499	BVP-BULLETPROOF VESTS-PURCHASE			
								CHECK	2545 TOTAL:	382.42
2546	08/09/2023	EFT	8691	ROBERT DAVY	264816	07/19/2023	07/19/2023		08/06/23	82.58
	Invoice: 07/19/2023						CRT/JUDGE PRO TEMPORE 6/28/23			
					82.58	21011125 541210	COURT-JUDGE PRO TEMPORE SVCS			
								CHECK	2546 TOTAL:	82.58
2547	08/09/2023	EFT	7144	DTMICRO, INC	264934	6904	07/15/2023		08/06/23	136.50
	Invoice: 6904						POLICE INTERNET CONNECTION TO COUNTY			
					136.50	91011215 542100	GG-C/E-PD-PHONE			
								CHECK	2547 TOTAL:	136.50
2548	08/09/2023	EFT	8975	ECONORTHWEST	264891	27313	04/30/2023		08/06/23	14,716.75
	Invoice: 27313						PCD/HOUSING ACTION PLAN			
					14,716.75	64011586 54110001186	HOUSING ACTION PLAN-PROF SVCS			
					264892	27629	06/30/2023		08/06/23	800.00
	Invoice: 27629						PCD/HOUSING ACTION PLAN			
					800.00	64011586 54110001186	HOUSING ACTION PLAN-PROF SVCS			
								CHECK	2548 TOTAL:	15,516.75
2549	08/09/2023	EFT	1517	GUARDIAN SECURITY SY	265075	1387187	08/01/2023		08/06/23	57.66
	Invoice: 1387187						POL/ALARM MONITORING			
					57.66	51011215 541100	POLICE - C/E FACIL PROF SVCS			
								CHECK	2549 TOTAL:	57.66
2550	08/09/2023	EFT	4161	HERRERA ENVIRONMENTA	264915	54109	07/18/2023		08/06/23	9,823.03
	Invoice: 54109						ENG/STORMWATER SYSTEM PLAN			
					9,823.03	72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC			
								CHECK	2550 TOTAL:	9,823.03
2551	08/09/2023	EFT	5532	ISLANDER RESIDENTS A	264818	07/19/2023	07/19/2023		08/06/23	150.00
	Invoice: 07/19/2023						SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 2551 TOTAL: 150.00

2552 08/09/2023 EFT 4584 KIDS DISCOVERY MUSEU 264895 LTAC 2023 05/31/2023 08/06/23 7,477.50
Invoice: LTAC 2023 2023 LTAC CONTRACT (FAM JAM)
7,477.50 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 2552 TOTAL: 7,477.50

2553 08/09/2023 EFT 8546 KITSAP 911 PUBLIC AU 264866 BIPD2023-08 07/15/2023 08/06/23 9,034.08
Invoice: BIPD2023-08 POL/CALL CENTER SERVICES
6,323.86 53011286 551000 POLICE - C/E PATROL CENCOM
2,710.22 52011286 551000 POLICE - C/E - INVEST CENCOM

CHECK 2553 TOTAL: 9,034.08

2554 08/09/2023 EFT 1802 KITSAP CONSERVATION 264917 2023-2 07/14/2023 08/06/23 6,080.28
Invoice: 2023-2 ENG/FARMLAND SSWM PLANNING
3,040.14 72011593 55100000871 FARMLAND SSWM PLANNING-KCDONLY
3,040.14 72431835 55100000871 FARMLAND SSWM PLANNING-KCDONLY

CHECK 2554 TOTAL: 6,080.28

2555 08/09/2023 EFT 309 KITSAP TIRE CENTER I 265016 INV061175 07/19/2023 08/06/23 269.86
Invoice: INV061175 PW/110T WRANGLER FORTITUDE HT BSL TIRES X2
269.86 73638935 531100 O&M-STD ALLOCATION-SUPPLIES

CHECK 2555 TOTAL: 269.86

2556 08/09/2023 EFT 5262 LIDEN LAND DEV & EXC 264896 PAYREQ1-FINAL-01189 07/05/2023 08/06/23 130,162.72
Invoice: PAYREQ1-FINAL-01189 ENG/HALLS HILL, EAGLE HARBOR & ROC
49,129.32 72111421 54810001189 HALLS HILL SLOPE REVEG-R&M
37,083.82 72111262 54810001224 EH PH2 PLANTING-R&M
43,949.58 72011391 54810000710 ROCKAWAY-MIT/MONITORING-R&M

CHECK 2556 TOTAL: 130,162.72

2557 08/09/2023 EFT 10117 MCKEEMAN, MAUREEN 264819 07/19/2023 07/19/2023 08/06/23 660.64
Invoice: 07/19/2023 CRT/JUDGE PRO TEMPORE JUNE 2023
660.64 21011125 541210 COURT-JUDGE PRO TEMPORE SVCS

264918 07/26/2023 07/26/2023 08/06/23 330.32
Invoice: 07/26/2023 CRT/JUDGE PRO TEMPORE JULY 2023
330.32 21011125 541210 COURT-JUDGE PRO TEMPORE SVCS

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK		2557 TOTAL:	990.96
2558	08/09/2023	EFT	9263	BELLEVUE PRINTING LL	264970	57715	07/19/2023		08/06/23	6,437.37
Invoice: 57715							EX/WINSLOW SUBAREA PLAN WORKSHOP POSTCARDS			
					2,587.62	31011572 542500	EX-GF-OUTREACH-POSTAGE			
					3,849.75	31011572 549500	EX-GF-OUTREACH-PRINTING			
					264971	57717	07/19/2023		08/06/23	7,875.08
Invoice: 57717							EX/SUMMER 2023 COBI CONNECTS			
					2,575.30	31011572 542500	EX-GF-OUTREACH-POSTAGE			
					5,299.78	31011572 549500	EX-GF-OUTREACH-PRINTING			
							CHECK		2558 TOTAL:	14,312.45
2559	08/09/2023	EFT	9943	THE NEXT DAY DRY CLE	265078	07/31/2023	07/31/2023		08/06/23	404.16
Invoice: 07/31/2023							POL/LAUNDRY SERVICE			
					310.55	51011211 520000	PD-C/E ADMIN-BENEFITS			
					93.61	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK		2559 TOTAL:	404.16
2560	08/09/2023	EFT	2430	OGDEN MURPHY WALLACE	264851	876519	06/13/2023		08/06/23	48,125.73
Invoice: 876519							LEGAL/PROFESSIONAL SERVICES MAY 2023			
					75.00	32011152 54111101156	LIT-NEAL PRA SUIT			
					2,250.00	32470152 54111101240	LIT-RICH (SUP. CT.)			
					37.50	32011152 54111101250	LIT-WOOD VS COBI (PCHB)			
					135.00	32011545 54111101265	LIT-ARIEL SCHULTZ-PCHB APPEAL			
					540.98	32470152 54111100795	LIT-DUFRESNE			
					1,237.50	32011152 54111001046	LGL-PSE FRANCHISE			
					1,590.00	32011152 54111001131	ETHICS BOARD LEGAL ADVISOR			
					937.50	32011541 54111001270	GEN'L PRR WORK-OUTSIDEATTORNEY			
					262.50	91011211 541100	GG-C/E-CIVIL SVC-PROF SVCS			
					34,159.75	32011541 54111001266	INTERIM CITY ATTORNEY			
					6,900.00	32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)			
					264852	878727	07/18/2023		08/06/23	36,377.60
Invoice: 878727							LEGAL/PROFESSIONAL SERVICES JUNE 2023			
					75.00	32470152 54111101203	WINSLOW HOTEL MEDIATION&CLAIM			
					75.00	32471152 54111401217	HEX-GERLACH BLD PRMT (OMW-HEX)			
					562.50	32470152 54111101240	LIT-RICH (SUP. CT.)			
					397.50	32011545 54111101265	LIT-ARIEL SCHULTZ-PCHB APPEAL			
					300.00	32470152 54111100795	LIT-DUFRESNE			
					150.00	32011152 54111001046	LGL-PSE FRANCHISE			
					913.80	32011152 54111001131	ETHICS BOARD LEGAL ADVISOR			
					2,775.00	32011541 54111001270	GEN'L PRR WORK-OUTSIDEATTORNEY			
					75.00	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
					30,378.80	32011541 54111001266	INTERIM CITY ATTORNEY			
					675.00	32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK	2560 TOTAL:		84,503.33
2561	08/09/2023	EFT	4111	OLYMPIC SPRINGS INC	265041	359025	06/30/2023		08/06/23	48.87
Invoice: 359025							PW/5 GAL PURIFIED WATER X6			
					48.87	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2561 TOTAL:		48.87
2562	08/09/2023	EFT	5545	OTAK INC	264897	000072300468	07/21/2023		08/06/23	1,332.00
Invoice: 000072300468							ENG/CC RD RECONSTRUCTION DESIGN			
					1,332.00	72321953 64110000712	COUNTRY CLUB RD-DESIGN			
							CHECK	2562 TOTAL:		1,332.00
2563	08/09/2023	EFT	9650	PAPE MACHINERY INC	264784	14543209	06/15/2023		08/06/23	-77.55
Invoice: 14543209							PW/RETURNED FLOODLAMP			
					-77.55	73111427 531100	OFFICE SUPPLIES			
					265017	14606184	07/13/2023		08/06/23	487.28
Invoice: 14606184							PW/MOWING HEAD POL, POLYCUT BLADES			
					487.28	73431835 531100	OFFICE SUPPLIES			
					265018	710456500	07/13/2023		08/06/23	375.60
Invoice: 710456500							PW/19' ELECTRIC SCISSOR EDRIVE			
					375.60	73011189 545000	O&M - C/E FACIL RENTS & LEASES			
							CHECK	2563 TOTAL:		785.33
2564	08/09/2023	EFT	5646	PERTEET INC	264898	20220099.0000-10	07/13/2023		08/06/23	61,193.11
Invoice: 20220099.0000-10							ENG/EH PH I - PRELIMINARY DESIGN			
					50,309.36	72334562 64110000968	C40-EAGLE HARBOR PH1-PROF SVCS			
					10,883.75	72433438 64110001107	C40-EAGLE HRBR FISH PASS-PRFSV			
							CHECK	2564 TOTAL:		61,193.11
2565	08/09/2023	EFT	8058	RWC INTERNATIONAL GR	265045	RA103006108:01	06/30/2023		08/06/23	9,706.63
Invoice: RA103006108:01							PW/LAPTOP, CLAMP, O RING, GASKET FLANGE			
					4,853.32	73111423 548100	REPAIRS & MAINTENANCE			
					4,853.31	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	2565 TOTAL:		9,706.63
2566	08/09/2023	EFT	617	S & B INC	265022	26388B	06/26/2023		08/06/23	2,941.94
Invoice: 26388B							PW/REPLACE FAILED VFD			
					2,941.94	73425358 541100	O&M-WWTP-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					265023	26511A	06/15/2023		08/06/23	2,048.83
	Invoice: 26511A						PW/SEWER LIFT STATION SEWER LEVEL PROBE			
					2,048.83	73421355 531100	WIN COLL-SUPPLIES			
					265047	26528A	06/19/2023		08/06/23	2,207.59
	Invoice: 26528A						PW/BLOWER VFD PROFIBUS COMM CARD REPLACEMENT			
					2,207.59	73425358 548100	O&M-WWTP-REPAIRS			
								CHECK	2566 TOTAL:	7,198.36
2567	08/09/2023	EFT	8132	SPECTRA LABORATORIES	265048	23-05225	07/17/2023		08/06/23	366.00
	Invoice: 23-05225						PW/NITROGEN, NITRITE, AMMONIA TESTING			
					366.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
					265080	23-05297	07/18/2023		08/06/23	78.00
	Invoice: 23-05297						PW/TOTAL COLIFORM, E COLI TESTING			
					78.00	73411345 54110000391	LAB SVCS-WATER			
					265081	23-05298	07/18/2023		08/06/23	26.00
	Invoice: 23-05298						PW/TOtAL COLIFORM, E COLI TESTING			
					26.00	73011897 54110000391	LAB SVCS-PWY FAC			
					265082	23-05467	07/20/2023		08/06/23	26.00
	Invoice: 23-05467						PW/TOTAL COLIFORM, E COLI TESTING			
					26.00	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					265083	23-05468	07/20/2023		08/06/23	78.00
	Invoice: 23-05468						PW/TOTAL COLIFORM, E COLI TESTING			
					78.00	73411345 54110000391	LAB SVCS-WATER			
					265084	23-05512	07/25/2023		08/06/23	78.00
	Invoice: 23-05512						PW/FLUORIDE TESTING			
					78.00	73411345 54110000391	LAB SVCS-WATER			
								CHECK	2567 TOTAL:	652.00
2568	08/09/2023	EFT	5730	SUMMIT LAW GROUP	264858	146949	07/18/2023		08/06/23	468.00
	Invoice: 146949						LEGAL/PROFESSIONAL SERVICES JUNE 2023			
					468.00	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
								CHECK	2568 TOTAL:	468.00
2569	08/09/2023	EFT	4576	TETRA TECH INC	264972	52102256	07/25/2023		08/06/23	25,297.75
	Invoice: 52102256						ENG/WINSLOW WWTP UPGRADE DESIGN			
					25,297.75	72423434 64110001187	WWTP CAPACITY UPGR-PROF SVCS			
								CHECK	2569 TOTAL:	25,297.75

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
2570	08/09/2023	EFT	10235	TRIPEPI, SMITH & ASS	264899	10476	07/14/2023		08/06/23	9,494.00
Invoice: 10476							HR/CITY ATTORNEY RECRUITMENT SUPPORT			
					9,494.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	2570 TOTAL:		9,494.00
2571	08/09/2023	EFT	4929	TYLER TECHNOLOGIES I	264868	045-428234	06/30/2023		08/06/23	764.40
Invoice: 045-428234							IT/SAAS TRAINING FOR FINANCE/IT			
					764.40	81011881 443410	IT - C/E TRAINING			
							CHECK	2571 TOTAL:		764.40
2572	08/09/2023	EFT	1152	HD SUPPLY INC	265088	INV00076495	07/19/2023		08/06/23	253.34
Invoice: INV00076495							PW/NITRATE-NITRITE TEST KIT			
					253.34	73425358 531100	O&M-WWTP-SUPPLIES			
					265089	INV00076543	07/19/2023		08/06/23	64.18
Invoice: INV00076543							PW/ SPECIAL 1412C J22			
					64.18	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	2572 TOTAL:		317.52
2573	08/09/2023	EFT	499	WESTBAY AUTO PARTS I	264976	803178	07/10/2023		08/06/23	139.88
Invoice: 803178							PW/NAPAGOLD AIR, OIL, FUEL FILTERS			
					139.88	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264977	803179	07/10/2023		08/06/23	5.43
Invoice: 803179							PW/NAPA OIL FILTER			
					5.43	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264978	803191	07/10/2023		08/06/23	70.96
Invoice: 803191							PW/NAPA FUEL, AIR, OIL FILTERS			
					70.96	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264979	803421	07/11/2023		08/06/23	131.86
Invoice: 803421							PW/BLUE DEF 2.5 GAL X8			
					131.86	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264980	803625	07/12/2023		08/06/23	213.67
Invoice: 803625							PW/NAPA FLEET BRAKDE PADS, GREASE			
					213.67	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264981	804546	07/17/2023		08/06/23	85.69
Invoice: 804546							PW/VALVOLINE SYNPOWER X10			
					85.69	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264982	805015	07/19/2023		08/06/23	63.37
Invoice: 805015							PW/PREMIUM CAPSULES X2			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					63.37	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					264983	805037	07/19/2023	08/06/23		37.50
	Invoice: 805037						PW/2005 FORD F250 IGNITION COIL			
					37.50	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					265005	805525	07/21/2023	08/06/23		157.33
	Invoice: 805525						PW/OIL SEPARATOR			
					157.33	73431835 531100	OFFICE SUPPLIES			
					265006	805545	07/21/2023	08/06/23		88.41
	Invoice: 805545						PW/LOOM-SPLIT POLY, TAPE			
					88.41	73425358 531100	O&M-WWTP-SUPPLIES			
					265007	806030	07/24/2023	08/06/23		28.42
	Invoice: 806030						PW/LOOM-SPLIT POLY X50			
					28.42	73425358 531100	O&M-WWTP-SUPPLIES			
					265009	806092	07/24/2023	08/06/23		14.09
	Invoice: 806092						PW/FUEL CAP TETHER			
					14.09	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					265010	806732	07/27/2023	08/06/23		74.53
	Invoice: 806732						PW/406 CID V8 DIESEL			
					74.53	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					265011	806733	07/27/2023	08/06/23		142.52
	Invoice: 806733						PW/NITRILE DISPOS GLOVE, FUEL FILTER			
					142.52	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					265012	807067	07/28/2023	08/06/23		63.24
	Invoice: 807067						PW/FUEL FILTER, OIL FILTER			
					63.24	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
									CHECK 2573 TOTAL:	1,316.90

NUMBER OF CHECKS 44 *** CASH ACCOUNT TOTAL *** 450,714.73

	COUNT	AMOUNT
TOTAL EFT'S	44	450,714.73

*** GRAND TOTAL *** 450,714.73

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 8 9									
APP 101-213000					STREETS - ACCOUNTS PAYABLE			111,729.77	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				450,714.73
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			208,213.91	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			24,452.64	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			33,488.13	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			1,705.11	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			331.35	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			11,524.96	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			150.00	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			7,477.50	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			51,641.36	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			450,714.73	450,714.73
APP 631-130000					DUE TO/FROM CLEARING			449,009.62	
08/09/2023	08/06/23	080223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				111,729.77
08/09/2023	08/06/23	080223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				208,213.91
08/09/2023	08/06/23	080223							
APP 403-130000					DUE TO/FROM CLEARING				24,452.64
08/09/2023	08/06/23	080223							
APP 402-130000					DUE TO/FROM CLEARING				33,488.13
08/09/2023	08/06/23	080223							
APP 401-130000					DUE TO/FROM CLEARING				331.35
08/09/2023	08/06/23	080223							
APP 407-130000					DUE TO/FROM CLEARING				11,524.96
08/09/2023	08/06/23	080223							
APP 622-130000					DUE TO/FROM CLEARING				150.00
08/09/2023	08/06/23	080223							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				7,477.50
08/09/2023	08/06/23	080223							
APP 301-130000					DUE TO/FROM CLEARING				51,641.36
08/09/2023	08/06/23	080223							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		449,009.62	449,009.62
					JOURNAL 2023/08/9	TOTAL		899,724.35	899,724.35

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	8	9	08/09/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		208,213.91
001-213000				GENERAL - ACCOUNTS PAYABLE	208,213.91	
				FUND TOTAL	208,213.91	208,213.91
101 STREET FUND	2023	8	9	08/09/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		111,729.77
101-213000				STREETS - ACCOUNTS PAYABLE	111,729.77	
				FUND TOTAL	111,729.77	111,729.77
104 CIVIC IMPROVEMENT FUND	2023	8	9	08/09/2023		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		7,477.50
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	7,477.50	
				FUND TOTAL	7,477.50	7,477.50
301 CAPITAL CONSTRUCTION FUND	2023	8	9	08/09/2023		
301-130000				DUE TO/FROM CLEARING		51,641.36
301-213000				ACCOUNTS PAYABLE	51,641.36	
				FUND TOTAL	51,641.36	51,641.36
401 WATER OPERATING FUND	2023	8	9	08/09/2023		
401-130000				DUE TO/FROM CLEARING		331.35
401-213000				ACCOUNTS PAYABLE	331.35	
				FUND TOTAL	331.35	331.35
402 SEWER OPERATING FUND	2023	8	9	08/09/2023		
402-130000				DUE TO/FROM CLEARING		33,488.13
402-213000				ACCOUNTS PAYABLE	33,488.13	
				FUND TOTAL	33,488.13	33,488.13
403 STORM & SURFACE WATER FUND	2023	8	9	08/09/2023		
403-130000				DUE TO/FROM CLEARING		24,452.64
403-213000				ACCOUNTS PAYABLE	24,452.64	
				FUND TOTAL	24,452.64	24,452.64
407 BUILDING & DEVELOPMENT FUND	2023	8	9	08/09/2023		
407-130000				DUE TO/FROM CLEARING		11,524.96
407-213000				ACCOUNTS PAYABLE	11,524.96	
				FUND TOTAL	11,524.96	11,524.96
622 EXPENDABLE TRUST FUND	2023	8	9	08/09/2023		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622-130000					DUE TO/FROM CLEARING		150.00
622-213000					ACCOUNTS PAYABLE	150.00	
					FUND TOTAL	150.00	150.00
631 CLEARING FUND	2023	8	9	08/09/2023			
631-130000					DUE TO/FROM CLEARING	449,009.62	
631-213000					ACCOUNTS PAYABLE	1,705.11	
635-111100					CASH		450,714.73
					FUND TOTAL	450,714.73	450,714.73

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		208,213.91
101	STREET FUND		111,729.77
104	CIVIC IMPROVEMENT FUND		7,477.50
301	CAPITAL CONSTRUCTION FUND		51,641.36
401	WATER OPERATING FUND		331.35
402	SEWER OPERATING FUND		33,488.13
403	STORM & SURFACE WATER FUND		24,452.64
407	BUILDING & DEVELOPMENT FUND		11,524.96
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	449,009.62	
	TOTAL	449,009.62	449,009.62

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

JK

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07/25/2023 08:29 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360442	07/25/2023	PRTD	579	KITSAP SUN	264814	0005692150	06/30/2023		M072523	253.64
	Invoice: 0005692150						PW/SHADE COVENANT TREE PROJECT BID ADVERTISING			
					253.64	73011593 54400000998	SHADE COVENANT-ADV			
								CHECK	360442 TOTAL:	253.64
360443	07/25/2023	PRTD	2467	STAPLES	264815	8070791760	07/01/2023		M072523	91.64
	Invoice: 8070791760						ENG/PRINTER PAPER			
					91.64	72011321 531100	ENG - C/E ADMIN SUPPLIES			
								CHECK	360443 TOTAL:	91.64
360444	07/25/2023	PRTD	10153	STEVEN JENSEN	264846	07/20/2023	07/20/2023		M072523	300.00
	Invoice: 07/20/2023						EX/SOMETHING NEW V 3RD INSTALLMENT			
					300.00	31024759 54110001216	SOMETHING NEW PH5-PROF SVCS			
								CHECK	360444 TOTAL:	300.00
						NUMBER OF CHECKS 3		*** CASH ACCOUNT TOTAL ***		645.28

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	645.28

*** GRAND TOTAL *** 645.28

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 7 215									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			645.28	
07/25/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				645.28
07/25/2023 M072523		072523			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			645.28	645.28
APP 631-130000					DUE TO/FROM CLEARING			645.28	
07/25/2023 M072523		072523							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				645.28
07/25/2023 M072523		072523							
					SYSTEM GENERATED ENTRIES TOTAL			645.28	645.28
					JOURNAL 2023/07/215 TOTAL			1,290.56	1,290.56

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	215	07/25/2023			
001-130000					GENERAL - DUE TO/FROM CLEARING		645.28
001-213000					GENERAL - ACCOUNTS PAYABLE	645.28	
					FUND TOTAL	645.28	645.28
631 CLEARING FUND	2023	7	215	07/25/2023			
631-130000					DUE TO/FROM CLEARING	645.28	
635-111100					CASH		645.28
					FUND TOTAL	645.28	645.28

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		645.28
631	CLEARING FUND	645.28	
	TOTAL	645.28	645.28

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
360445	07/31/2023	PRTD	551	CENTURYLINK	264946	6124JUL23	07/16/2023		M073123	58.43
	Invoice: 6124JUL23						WEAVER PRV WATER TELEM			
					58.43	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK	360445 TOTAL:		58.43
360446	07/31/2023	PRTD	634	CITY OF BAINBRIDGE I	264965	BLD52062	07/27/2023		M073123	2,230.00
	Invoice: BLD52062						ENG/PERMIT BLD52062 FEES			
					2,230.00	72423434 64980001103	HAWLEY/IRENE GR PUMPS-PERMITS			
					264966	PLN52626 CAP	07/28/2023		M073123	1,750.00
	Invoice: PLN52626 CAP						ENG/PERMIT POLN52626 CAP FEES			
					1,750.00	72423434 64980001103	HAWLEY/IRENE GR PUMPS-PERMITS			
					264967	PLN52626 SSDE	07/28/2023		M073123	500.00
	Invoice: PLN52626 SSDE						ENG/PERMIT PLN52626 SSDE FEES			
					500.00	72423434 64980001103	HAWLEY/IRENE GR PUMPS-PERMITS			
							CHECK	360446 TOTAL:		4,480.00
360447	07/31/2023	PRTD	176	WA ST DEPT OF LABOR	264945	2023-Q2	07/28/2023		M073123	179.80
	Invoice: 2023-Q2						Q2 2023 L&I COLUNTEER HOURS			
					.38	72011494 52000000996	2019-20 GW MNGT PLANNING-BEN			
					163.69	31011256 520000	EX-GF-EMERG PREP-BEN			
					15.52	55011757 520000	PD-HARBORMASTER-BENEFITS			
					.61	31011492 520000	CLIMATE ADAPTION-BEN			
					-.40	91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN			
							CHECK	360447 TOTAL:		179.80
						NUMBER OF CHECKS 3	*** CASH ACCOUNT TOTAL ***			4,718.23

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	4,718.23

*** GRAND TOTAL *** 4,718.23

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 7 263									
APP 401-213000					ACCOUNTS PAYABLE			58.43	
07/31/2023	M073123	073123			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				4,718.23
07/31/2023	M073123	073123			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			4,480.00	
07/31/2023	M073123	073123			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			179.80	
07/31/2023	M073123	073123			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			4,718.23	4,718.23
APP 631-130000					DUE TO/FROM CLEARING			4,718.23	
07/31/2023	M073123	073123							
APP 401-130000					DUE TO/FROM CLEARING				58.43
07/31/2023	M073123	073123							
APP 402-130000					DUE TO/FROM CLEARING				4,480.00
07/31/2023	M073123	073123							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				179.80
07/31/2023	M073123	073123							
					SYSTEM GENERATED ENTRIES TOTAL			4,718.23	4,718.23
					JOURNAL 2023/07/263 TOTAL			9,436.46	9,436.46

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	7	263	07/31/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		179.80
001-213000				GENERAL - ACCOUNTS PAYABLE	179.80	
				FUND TOTAL	179.80	179.80
401 WATER OPERATING FUND	2023	7	263	07/31/2023		
401-130000				DUE TO/FROM CLEARING		58.43
401-213000				ACCOUNTS PAYABLE	58.43	
				FUND TOTAL	58.43	58.43
402 SEWER OPERATING FUND	2023	7	263	07/31/2023		
402-130000				DUE TO/FROM CLEARING		4,480.00
402-213000				ACCOUNTS PAYABLE	4,480.00	
				FUND TOTAL	4,480.00	4,480.00
631 CLEARING FUND	2023	7	263	07/31/2023		
631-130000				DUE TO/FROM CLEARING	4,718.23	
635-111100				CASH		4,718.23
				FUND TOTAL	4,718.23	4,718.23

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		179.80
401	WATER OPERATING FUND		58.43
402	SEWER OPERATING FUND		4,480.00
631	CLEARING FUND	4,718.23	
	TOTAL	4,718.23	4,718.23

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360448	08/09/2023	PRTD	7588	A WORKSAFE SERVICE I	264962	2023-2583	06/30/2023		08/06/23	85.00
	Invoice: 2023-2583						HR/PRE-EMPLOYMENT DRUG TESTS			
					85.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	360448 TOTAL:		85.00
360449	08/09/2023	PRTD	10323	ADAMS, ANGELA	264842	110249	07/20/2023		08/06/23	57.56
	Invoice: 110249						UB 13080 10245 CASEY STREET			
					57.56	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360449 TOTAL:		57.56
360450	08/09/2023	PRTD	1030	SUNBELT RENTALS	265021	142406191-0001	07/26/2023		08/06/23	516.14
	Invoice: 142406191-0001						PW/DIESEL AIR COMPR, 90 LB AIR HAMMER			
					516.14	73111423 545000	RENTS & LEASES - OPERATING			
					265024	141478734-0002	07/12/2023		08/06/23	804.92
	Invoice: 141478734-0002						PW/RENTAL FOR GRAND OLD FOURTH			
					804.92	73011189 545000	O&M - C/E FACIL RENTS & LEASES			
							CHECK	360450 TOTAL:		1,321.06
360451	08/09/2023	PRTD	47	BAINBRIDGE DISPOSAL	265064	0001351388	07/31/2023		08/06/23	172.58
	Invoice: 0001351388						SENIOR CENTER/COMMONS DISPOSAL SVCS			
					172.58	91011755 547900	GG-C/E-COMMONS-GARBAGE			
					265065	0001351422	07/31/2023		08/06/23	2,171.22
	Invoice: 0001351422						CITYWIDE DISPOSAL SERVICES			
					173.06	91011215 547900	GG-C/E-PD-GARBAGE			
					566.38	91011768 547900	GG-C/E-PARKS-GARBAGE			
					482.73	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
					928.77	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					20.28	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
					265066	0001351580	07/31/2023		08/06/23	1,579.91
	Invoice: 0001351580						PUBLIC WORKS YARD, DECANT FACILITY			
					789.95	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					789.96	91435838 547900	GG-DECANT-GARBAGE			
					265067	0001351603	07/31/2023		08/06/23	385.06
	Invoice: 0001351603						CITY HALL DISPOSAL SERVICES JUL23			
					385.06	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
					265068	0001351655	07/31/2023		08/06/23	345.60
	Invoice: 0001351655						BIG BELLY DISP SERVICES JUL23			
					345.60	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									CHECK 360451 TOTAL:	4,654.37
360452	08/09/2023	PRTD	10072	BAINBRIDGE PRIDE	265069	07/26/2023	07/26/2023		08/06/23	200.00
	Invoice: 07/26/2023						POL/REFUND PARK DEPOSIT			
					200.00	41622860 586000	PARK/DOCK DEPOSITS CUST-OUT			
									CHECK 360452 TOTAL:	200.00
360453	08/09/2023	PRTD	54	BAINBRIDGE RENTAL IN	265003	CON92312	07/25/2023		08/06/23	87.11
	Invoice: CON92312						PW/JACKHAMMER, ELECTRIC, EXTENSION CORD			
					87.11	73431835 545000	RENTS & LEASES - OPERATING			
									CHECK 360453 TOTAL:	87.11
360454	08/09/2023	PRTD	10336	BEERY, DARRELL BRENT	264881	110287	07/24/2023		08/06/23	18.58
	Invoice: 110287						UB 13130 203 MADRONA WAY NE UNIT 4			
					18.58	421 122100	SEWER ACCOUNTS RECEIVABLE			
									CHECK 360454 TOTAL:	18.58
360455	08/09/2023	PRTD	10347	BENOLIEL, JOEL	264940	BLD26561	07/28/2023		08/06/23	70.00
	Invoice: BLD26561						ENG/PERMIT BLD26561 REFUND FEES			
					70.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
									CHECK 360455 TOTAL:	70.00
360456	08/09/2023	PRTD	10320	BIEN, MARTHA	264838	110245	07/20/2023		08/06/23	69.31
	Invoice: 110245						UB 11797 189 WALLACE WAY NE			
					69.31	411 122100	WATER ACCOUNTS RECEIVABLE			
									CHECK 360456 TOTAL:	69.31
360457	08/09/2023	PRTD	4882	BLAZE CONE COMPANY,	265013	3413	06/30/2023		08/06/23	3,008.46
	Invoice: 3413						PW/28" 7LB SLIMLINE CONES W/BANDS			
					3,008.46	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
									CHECK 360457 TOTAL:	3,008.46
360458	08/09/2023	PRTD	5923	THE BLOEDEL RESERVE	264856	Q2/2023	07/18/2023		08/06/23	1,000.00
	Invoice: Q2/2023						EX/CELEBRATING CREATIVE RESIDENCY PARTNERSHIPS			
					1,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
									CHECK 360458 TOTAL:	1,000.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360459	08/09/2023	PRTD	10331	BOYAN, WILLIAM	264875	110281	07/24/2023		08/06/23	135.01
	Invoice: 110281						UB 10920 7068 WING POINT ROAD NE			
					135.01	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360459 TOTAL:		135.01
360460	08/09/2023	PRTD	10339	BRENNAN-HARRIS, RITA	264884	110290	07/24/2023		08/06/23	14.86
	Invoice: 110290						UB 13308 2744 WELCOME LANE NW			
					14.86	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360460 TOTAL:		14.86
360461	08/09/2023	PRTD	10352	BROWNELL, KEISHA	265070	07/31/2023	07/31/2023		08/06/23	150.00
	Invoice: 07/31/2023						SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	360461 TOTAL:		150.00
360462	08/09/2023	PRTD	10337	CAVEDONI, OLINA	264882	110288	07/24/2023		08/06/23	6.21
	Invoice: 110288						UB 13150 768 MINAMOTO LANE NE			
					6.21	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360462 TOTAL:		6.21
360463	08/09/2023	PRTD	551	CENTURYLINK	265071	0399JUL23	07/23/2023		08/06/23	3,187.64
	Invoice: 0399JUL23						CITY WIDE TELEMETRY & FAX SERVICE			
					1,619.54	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					938.36	91411891 542100	GG-WTR-FAC-PHONE			
					80.76	91011755 542100	GG-C/E-COMMONS-PHONE			
					164.84	91011189 542100	GG-C/E-CITY HALL-PHONE			
					236.24	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					78.41	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					69.49	91011215 542100	GG-C/E-PD-PHONE			
							CHECK	360463 TOTAL:		3,187.64
360464	08/09/2023	PRTD	10333	CHILDERS, JERRY	264878	110284	07/24/2023		08/06/23	14.86
	Invoice: 110284						UB 12414 272 ERICKSEN AVENUE NE			
					14.86	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360464 TOTAL:		14.86
360465	08/09/2023	PRTD	9908	CINTAS CORPORATION #	264821	5167158414	07/17/2023		08/06/23	17.09
	Invoice: 5167158414						PW/FIRST AID RESTOCK O&M			
					17.09	73637891 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					264822	5167158498	07/17/2023		08/06/23	7.81
				Invoice: 5167158498			PW/FIRST AID RESTOCK WWTP			
					7.81	73637891 531100	OFFICE SUPPLIES			
					264849	5167715816	07/20/2023		08/06/23	153.86
				Invoice: 5167715816			CITY HALL FIRST AID RESTOCK			
					153.86	91011183 531100	GG-C/E-CH CLEANING-SUPPLIES			
					264864	5167158454	07/17/2023		08/06/23	40.24
				Invoice: 5167158454			POL/FIRST AID RESTOCK			
					40.24	51011215 531100	POLICE - C/E FACIL SUPPLIES			
							CHECK	360465 TOTAL:		219.00
360466	08/09/2023	PRTD	102	CITY OF BAINBRIDGE I	264850	RETREQ1-FINAL-01050	06/14/2023	20230016	08/06/23	1,901.10
				Invoice: RETREQ1-FINAL-01050			PW/RETAINAGE FOR RE-ROOF OF COMMU			
					1,901.10	73011755 54810001050	SCC RENOVATIONS-R&M			
							CHECK	360466 TOTAL:		1,901.10
360467	08/09/2023	PRTD	102	CITY OF BAINBRIDGE I	264889	RETREQ1-FINAL-1189	07/05/2023	20230005	08/06/23	6,850.67
				Invoice: RETREQ1-FINAL-1189			ENG/REVEGETATION PROJECTS RETAINAG			
					2,313.14	72011391 54810000710	ROCKAWAY-MIT/MONITORING-R&M			
					1,951.78	72111262 54810001224	EH PH2 PLANTING-R&M			
					2,585.75	72111421 54810001189	HALLS HILL SLOPE REVEG-R&M			
							CHECK	360467 TOTAL:		6,850.67
360468	08/09/2023	PRTD	102	CITY OF BAINBRIDGE I	265072	RETREQ2-01042	06/27/2023	20230022	08/06/23	2,034.50
				Invoice: RETREQ2-01042			PW/RETAINAGE FOR CONTRACT 2023052			
					2,034.50	73426355 54810001042	GRINDER PUMP REPL-R&M			
							CHECK	360468 TOTAL:		2,034.50
360469	08/09/2023	PRTD	112	CODE PUBLISHING COMP	264963	GC0011250	07/25/2023		08/06/23	998.64
				Invoice: GC0011250			EXCC/MUNICIPAL CODE WEB UPDATE			
					998.64	36011143 541100	CLERK-C/E-PROF SVCS			
							CHECK	360469 TOTAL:		998.64
360470	08/09/2023	PRTD	10317	COFFRIN, KELSEY	264834	110241	07/20/2023		08/06/23	210.21
				Invoice: 110241			UB 12014 368 EAKIN DRIVE NW			
					210.21	411 122100	WATER ACCOUNTS RECEIVABLE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360470 TOTAL:		210.21
360471	08/09/2023	PRTD	6920	COMCAST	265073	AUG23	07/20/2023		08/06/23	11.37
	Invoice: AUG23						POL/HD CONVERTER BOX			
					11.37	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	360471 TOTAL:		11.37
360472	08/09/2023	PRTD	5132	CRYSTAL SPRINGS	264968	5228674 072623	07/26/2023		08/06/23	53.82
	Invoice: 5228674 072623						CRT/BOTTOM LOAD HOT & COLD COOLER			
					53.82	21011125 531100	COURT-SUPPLIES			
							CHECK	360472 TOTAL:		53.82
360473	08/09/2023	PRTD	10316	DE LA VERGNE, DAVID	264833	110240	07/20/2023		08/06/23	16.35
	Invoice: 110240						UB 11901 340 BROMLEY PLACE NW			
					16.35	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360473 TOTAL:		16.35
360474	08/09/2023	PRTD	10351	DEFREITAS, ROBERT &	264936	BLD25788	07/28/2023		08/06/23	26.00
	Invoice: BLD25788						ENG/PERMIT BLD25788 REFUND FEES			
					26.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
							CHECK	360474 TOTAL:		26.00
360475	08/09/2023	PRTD	10325	DEJESUS, SHANTELL &	264869	110275	07/24/2023		08/06/23	11.19
	Invoice: 110275						UB 13123 522 MADRONA WAY NE UNIT 4			
					11.19	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360475 TOTAL:		11.19
360476	08/09/2023	PRTD	10326	DELECKI, ZACHARY	264870	110276	07/24/2023		08/06/23	11.15
	Invoice: 110276						UB 10360 455 WINSLOW WAY W			
					11.15	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360476 TOTAL:		11.15
360477	08/09/2023	PRTD	10344	DEMARCHE CONSULTING	265034	23 BI 1	06/14/2023		08/06/23	3,600.00
	Invoice: 23 BI 1						PCD/STEERING COMMITTEE OVERSIGHT F			
					3,600.00	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS			
					265035	23 BI 02	07/20/2023		08/06/23	3,600.00
	Invoice: 23 BI 02						PCD/STEERING COMMITTEE OVERSIGHT F			
					3,600.00	64011586 54110001242	WINSLOW SUBAREA PLAN-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	360477 TOTAL:	7,200.00
360478	08/09/2023	PRTD	10330	DEWITT, JUSTIN & HAZ	264874	110280	07/24/2023		08/06/23	7.43
	Invoice: 110280						UB 10830 782 CHERRY AVENUE NE			
					7.43	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360478 TOTAL:	7.43
360479	08/09/2023	PRTD	8805	DEWITTE, DAVID	264837	110244	07/20/2023		08/06/23	24.93
	Invoice: 110244						UB 10970 11140 WING POINT DRIVE NE			
					24.93	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	360479 TOTAL:	24.93
360480	08/09/2023	PRTD	10348	DICK, MATTHEW	264938	BLD26468	07/28/2023		08/06/23	824.00
	Invoice: BLD26468						ENG/PERMIT BLD26468			
					824.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
								CHECK	360480 TOTAL:	824.00
360481	08/09/2023	PRTD	10318	EAKMAN, STEVEN	264835	110242	07/20/2023		08/06/23	27.87
	Invoice: 110242						UB 10018 301 WEAVER ROAD NW			
					27.87	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	360481 TOTAL:	27.87
360482	08/09/2023	PRTD	1953	FERGUSON ENTERPRISES	265036	0005539	07/11/2023		08/06/23	8,944.80
	Invoice: 0005539						PW/WATER SUPPLIES			
					8,944.80	73411345 531100	OFFICE SUPPLIES			
					265037	0008272	07/11/2023		08/06/23	382.20
	Invoice: 0008272						PW/WATER SUPPLIES			
					382.20	73411345 531100	OFFICE SUPPLIES			
								CHECK	360482 TOTAL:	9,327.00
360483	08/09/2023	PRTD	9087	FIXTER, KATIE & MARK	264832	110239	07/20/2023		08/06/23	40.01
	Invoice: 110239						UB 11699 356 EAKIN DRIVE NW			
					40.01	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	360483 TOTAL:	40.01

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360484	08/09/2023	PRTD	10315	FTR LTD	264817	PSI00739	07/12/2023		08/06/23	16,923.82
	Invoice: PSI00739						IT/COURT RECORDING SOFTWARE UPGRADE			
					16,923.82	81011182 54850000724	COURT RECORDING SW MAINT/SUBX			
							CHECK	360484 TOTAL:		16,923.82
360485	08/09/2023	PRTD	8146	FRAIK, ROBERT & BONN	264841	110248	07/20/2023		08/06/23	12.53
	Invoice: 110248						UB 12753 637 WILLA LANE NE			
					12.53	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360485 TOTAL:		12.53
360486	08/09/2023	PRTD	10341	GIBBS, MARY	264893	07/25/2023	07/25/2023		08/06/23	150.00
	Invoice: 07/25/2023						SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	360486 TOTAL:		150.00
360487	08/09/2023	PRTD	7451	GOOD TO GO!	264894	73313466	07/03/2023		08/06/23	7.00
	Invoice: 73313466						ENG/TOLL CHARGES TO SEATTLE 6/14/23			
					7.00	72637319 54310000809	WTR QUAL & FLOW MONIT-TRAVEL			
							CHECK	360487 TOTAL:		7.00
360488	08/09/2023	PRTD	513	GRAINGER	265038	9760692765	07/05/2023		08/06/23	150.31
	Invoice: 9760692765						PW/VALVE			
					150.31	73425358 531100	O&M-WWTP-SUPPLIES			
					265039	9767994594	07/12/2023		08/06/23	346.35
	Invoice: 9767994594						PW/SHTTERMNT EXHTFAN, MECH TSTAT COOL ONLY			
					346.35	73411345 531100	OFFICE SUPPLIES			
							CHECK	360488 TOTAL:		496.66
360489	08/09/2023	PRTD	10290	HANSON TREE SERVICE	265076	PAYREQ1-01042	06/27/2023		08/06/23	42,398.98
	Invoice: PAYREQ1-01042						PW/GRINDER PUMP REPLACEMENT			
					42,398.98	73426355 54810001042	GRINDER PUMP REPL-R&M			
							CHECK	360489 TOTAL:		42,398.98
360490	08/09/2023	PRTD	10322	HARRISON, NORA	264840	110247	07/20/2023		08/06/23	140.76
	Invoice: 110247						UB 12202 8123 ELEANOR PLACE NE			
					140.76	411 122100	WATER ACCOUNTS RECEIVABLE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	360490 TOTAL:		140.76
360491	08/09/2023	PRTD	10269	JENNINGS EQUIPMENT I	264969	45348P	07/10/2023	20230010	08/06/23	3,822.99
Invoice: 45348P							PW/Electric small tools, PW-O&M			
					3,822.99	73011897 53110001261	ELECTRIC HAND TOOLS-SUPPLIES			
							CHECK	360491 TOTAL:		3,822.99
360492	08/09/2023	PRTD	4740	KITSAP COUNTY PUBLIC	264916	CINV-2023-00578	07/14/2023		08/06/23	3,604.73
Invoice: CINV-2023-00578							ENG/2023-2025 KITSAP COUNTY AND WS			
					3,604.73	72431832 54110000872	H2O/SSWM GROUP-PROF SVCS			
							CHECK	360492 TOTAL:		3,604.73
360493	08/09/2023	PRTD	4168	KITSAP COUNTY SHERIF	264865	07/17/2023	07/17/2023		08/06/23	2,500.00
Invoice: 07/17/2023							POL/TRAFFIC SAFETY SUPPORT			
					2,500.00	53011217 551000	PD-C/E-TRAF PATROL-INTERGOVERN			
							CHECK	360493 TOTAL:		2,500.00
360494	08/09/2023	PRTD	10321	MAIDEN, ELANA A	264839	110246	07/20/2023		08/06/23	149.50
Invoice: 110246							UB 12142 1820 SAKAI VILLAGE LOOP			
					149.50	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360494 TOTAL:		149.50
360495	08/09/2023	PRTD	10319	MCGARVIE WEST PROPER	264836	110243	07/20/2023		08/06/23	252.90
Invoice: 110243							UB 10933 881 PARK AVENUE NE			
					252.90	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360495 TOTAL:		252.90
360496	08/09/2023	PRTD	10350	MCGOVERN, MATT	264937	BLD27087	07/28/2023		08/06/23	1,143.51
Invoice: BLD27087							ENG/PERMIT BLD27087 REFUND FEES			
					1,143.51	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
							CHECK	360496 TOTAL:		1,143.51
360497	08/09/2023	PRTD	10314	MILLER, JEFFREY B	264820	07/19/2023	07/19/2023		08/06/23	150.00
Invoice: 07/19/2023							SENIOR CENTER DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	360497 TOTAL:		150.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360498	08/09/2023	PRTD	10338	O'ROURKE, ANDI	264883	110289	07/24/2023		08/06/23	11.15
Invoice: 110289							UB 13155 405 MADRONA WAY NE UNIT 22			
					11.15	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360498 TOTAL:	11.15
360499	08/09/2023	PRTD	8286	SUPERINTENDENT OF P	265079	18171	07/28/2023		08/06/23	181.00
Invoice: 18171							POL/FINGERPRINTING			
					181.00	41654861 586110	FINGERPRINT OUT-GOES TO SPI			
								CHECK	360499 TOTAL:	181.00
360500	08/09/2023	PRTD	7910	SEAN PARKER, ARCHITE	264939	BLD26644	07/28/2023		08/06/23	1,184.25
Invoice: BLD26644							ENG/PERMIT BLD26644 REFUND FEES			
					1,184.25	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
								CHECK	360500 TOTAL:	1,184.25
360501	08/09/2023	PRTD	10329	PAYNE, CAROL M	264873	110279	07/24/2023		08/06/23	14.86
Invoice: 110279							UB 10698 149 WALLACE WAY NE			
					14.86	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360501 TOTAL:	14.86
360502	08/09/2023	PRTD	10327	PECK, JOHN	264871	110277	07/24/2023		08/06/23	7.43
Invoice: 110277							UB 12853 449 SPROUT PATH NW			
					7.43	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360502 TOTAL:	7.43
360503	08/09/2023	PRTD	10335	PETERSON, NILS	264880	110286	07/24/2023		08/06/23	7.43
Invoice: 110286							UB 13076 401 MADRONA WAY NE #33			
					7.43	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360503 TOTAL:	7.43
360504	08/09/2023	PRTD	6333	PETROCARD INC.	265044	0440143-IN	03/03/2022		08/06/23	476.03
Invoice: 0440143-IN							PW/SHELL OMALA S4 GXV 220 PAIL X2			
					476.03	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK	360504 TOTAL:	476.03

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360505	08/09/2023	PRTD	5726	FERGUSON ENTERPRISES	265019	0241259	07/10/2023		08/06/23	1,077.91
Invoice: 0241259							PW/1/2-1 TOPSIDE CLMP			
					1,077.91	73411345 531100	OFFICE SUPPLIES			
							CHECK	360505 TOTAL:		1,077.91
360506	08/09/2023	PRTD	10332	PRABHUSHANKAR, VINAY	264876	110282	07/24/2023		08/06/23	21.07
Invoice: 110282							UB 10954 381 FERNCLIFF AVENUE NE			
					21.07	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360506 TOTAL:		21.07
360507	08/09/2023	PRTD	9440	QBSI-XEROX	264857	IN3582249	07/20/2023		08/06/23	196.63
Invoice: IN3582249							CRT/COPIER LEASE			
					196.63	21011125 545000	COURT-RENTS & LEASES			
							CHECK	360507 TOTAL:		196.63
360508	08/09/2023	PRTD	10340	RIACH, ALASTAIR	264885	110291	07/24/2023		08/06/23	278.98
Invoice: 110291							UB 12035 391 COSGROVE STREET NW			
					278.98	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	360508 TOTAL:		278.98
360509	08/09/2023	PRTD	10224	SCHOENBERG, DEBRA	264877	110283	07/24/2023		08/06/23	34.70
Invoice: 110283							UB 12317 7332 MADRONA DRIVE NE			
					34.70	421 122100	SEWER ACCOUNTS RECEIVABLE			
							CHECK	360509 TOTAL:		34.70
360510	08/09/2023	PRTD	2035	SIX ROBBLEES INC	265020	02P36019	07/20/2023		08/06/23	230.07
Invoice: 02P36019							PW/LED BEACON PULSE 12-24VDC X2			
					230.07	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	360510 TOTAL:		230.07
360511	08/09/2023	PRTD	2467	STAPLES	265085	8071098201	07/29/2023		08/06/23	353.12
Invoice: 8071098201							POL/PAPER, PENS, TAPE, SOAP			
					176.56	51011211 531100	PD-C/E-ADM-SUPPLIES			
					70.62	52011212 531100	POLICE - C/E INVEST SUPPLIES			
					105.94	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	360511 TOTAL:		353.12

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
360512	08/09/2023	PRTD	10324	STROUD, ROBERT	264843	110250	07/20/2023		08/06/23	30.49
Invoice: 110250							UB 13181 122 DUANE LANE NW			
					30.49	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	360512 TOTAL:	30.49
360513	08/09/2023	PRTD	9358	STRUCTURED COMMUNICA	264935	0232842-IN	07/26/2023		08/06/23	438.75
Invoice: 0232842-IN							IT/PHONE PARTS FOR P/C BLDG			
					438.75	81011182 53550000724	IT-POL/CRT NON-CAP COMP EQUIP			
								CHECK	360513 TOTAL:	438.75
360514	08/09/2023	PRTD	8243	TILZ	264974	102-06669	07/12/2023		08/06/23	21.00
Invoice: 102-06669							YARD WASTE			
					21.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					265004	102-07387	07/20/2023		08/06/23	60.00
Invoice: 102-07387							YARD WASTE			
					60.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
								CHECK	360514 TOTAL:	81.00
360515	08/09/2023	PRTD	4292	TMARK, INC	265086	118181-2	05/15/2023		08/06/23	11.69
Invoice: 118181-2							POL/TAX PAID AFTER THE FACT			
					11.69	51011217 548500	PD-C/E-PARKING ENF-COMP SUPPOR			
								CHECK	360515 TOTAL:	11.69
360516	08/09/2023	PRTD	6714	TOSHIBA FINANCIAL SE	265087	34532736	07/25/2023		08/06/23	234.85
Invoice: 34532736							POL/COPIER LEASE			
					234.85	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
								CHECK	360516 TOTAL:	234.85
360517	08/09/2023	PRTD	8183	JOHN A. GREEN	264975	16180	07/10/2023		08/06/23	168.96
Invoice: 16180							PW/PRODUCE & INSTALL COBI PW LOGO			
					168.96	73501448 66400001263	PCD 2 NEW ELECTRIC VEH-EQUIP			
								CHECK	360517 TOTAL:	168.96
360518	08/09/2023	PRTD	10328	VISHNU, PRAKASH & MA	264872	110278	07/24/2023		08/06/23	30.99
Invoice: 110278							UB 13072 8746 WINSLOW GROVE COURT			
					30.99	421 122100	SEWER ACCOUNTS RECEIVABLE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	360518 TOTAL:	30.99
360519	08/09/2023	PRTD	10271	WASHINGTON ROOFING S	264901	PAYREQ1-FINAL-01050	06/14/2023		08/06/23	39,618.92
Invoice: PAYREQ1-FINAL-01050							PW/COMMUNITY CENTER REMODEL - RE-			
					39,618.92	73011755 54810001050	SCC RENOVATIONS-R&M			
								CHECK	360519 TOTAL:	39,618.92
360520	08/09/2023	PRTD	203	WA ST EMPLOYMENT SEC	264900	2023 Q2	06/30/2023		08/06/23	198.16
Invoice: 2023 Q2							HR/UI BENEFIT CHARGE 2023 Q2			
					198.16	73111290 520000	O&M-STREET-MAINT O/H-BENEFITS			
								CHECK	360520 TOTAL:	198.16
360521	08/09/2023	PRTD	952	WASHINGTON STATE PAT	265090	I2400187	08/01/2023		08/06/23	53.00
Invoice: I2400187							FIN/BACKGROUND CHECKS			
					53.00	41654861 586100	CPL GUN PERMIT-FBI SHARE OUT			
								CHECK	360521 TOTAL:	53.00
360522	08/09/2023	PRTD	5271	WASHINGTON WATER SER	265091	4815979187-JUL23	07/24/2023		08/06/23	162.06
Invoice: 4815979187-JUL23							DECANT FACILITY WATER			
					162.06	91435838 547500	GG-DECANT-WATER/SEWER			
								CHECK	360522 TOTAL:	162.06
360523	08/09/2023	PRTD	10334	WAYGOOD, DAVID	264879	110285	07/24/2023		08/06/23	116.43
Invoice: 110285							UB 12956 650 LANDMARK COURT NE			
					116.43	421 122100	SEWER ACCOUNTS RECEIVABLE			
								CHECK	360523 TOTAL:	116.43

NUMBER OF CHECKS 76 *** CASH ACCOUNT TOTAL *** 160,848.58

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	76	160,848.58

*** GRAND TOTAL *** 160,848.58

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 8 5									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			82,735.00	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				160,848.58
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			13,012.21	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			8,280.57	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			47,614.25	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			4,643.86	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			650.00	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			3,481.76	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			261.97	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			168.96	
08/09/2023	08/06/23	080223			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			160,848.58	160,848.58
APP 631-130000					DUE TO/FROM CLEARING			160,586.61	
08/09/2023	08/06/23	080223							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				82,735.00
08/09/2023	08/06/23	080223							
APP 401-130000					DUE TO/FROM CLEARING				13,012.21
08/09/2023	08/06/23	080223							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				8,280.57
08/09/2023	08/06/23	080223							
APP 402-130000					DUE TO/FROM CLEARING				47,614.25
08/09/2023	08/06/23	080223							
APP 403-130000					DUE TO/FROM CLEARING				4,643.86
08/09/2023	08/06/23	080223							
APP 622-130000					DUE TO/FROM CLEARING				650.00
08/09/2023	08/06/23	080223							
APP 650-130000					DUE TO/FROM CLEARING				3,481.76
08/09/2023	08/06/23	080223							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				168.96
08/09/2023	08/06/23	080223							
					SYSTEM GENERATED ENTRIES TOTAL			160,586.61	160,586.61
					JOURNAL 2023/08/5 TOTAL			321,435.19	321,435.19

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2023	8	5	08/09/2023		
001-130000				GENERAL - DUE TO/FROM CLEARING		82,735.00
001-213000				GENERAL - ACCOUNTS PAYABLE	82,735.00	
				FUND TOTAL	82,735.00	82,735.00
101 STREET FUND	2023	8	5	08/09/2023		
101-130000				STREETS - DUE TO/FROM CLEARING		8,280.57
101-213000				STREETS - ACCOUNTS PAYABLE	8,280.57	
				FUND TOTAL	8,280.57	8,280.57
401 WATER OPERATING FUND	2023	8	5	08/09/2023		
401-130000				DUE TO/FROM CLEARING		13,012.21
401-213000				ACCOUNTS PAYABLE	13,012.21	
				FUND TOTAL	13,012.21	13,012.21
402 SEWER OPERATING FUND	2023	8	5	08/09/2023		
402-130000				DUE TO/FROM CLEARING		47,614.25
402-213000				ACCOUNTS PAYABLE	47,614.25	
				FUND TOTAL	47,614.25	47,614.25
403 STORM & SURFACE WATER FUND	2023	8	5	08/09/2023		
403-130000				DUE TO/FROM CLEARING		4,643.86
403-213000				ACCOUNTS PAYABLE	4,643.86	
				FUND TOTAL	4,643.86	4,643.86
501 EQUIPMENT RENTAL & REVOLVING	2023	8	5	08/09/2023		
501-130000				ER&R-DUE TO/FROM CLEARING		168.96
501-213000				ER&R-ACCOUNTS PAYABLE	168.96	
				FUND TOTAL	168.96	168.96
622 EXPENDABLE TRUST FUND	2023	8	5	08/09/2023		
622-130000				DUE TO/FROM CLEARING		650.00
622-213000				ACCOUNTS PAYABLE	650.00	
				FUND TOTAL	650.00	650.00
631 CLEARING FUND	2023	8	5	08/09/2023		
631-130000				DUE TO/FROM CLEARING	160,586.61	
631-213000				ACCOUNTS PAYABLE	261.97	
635-111100				CASH		160,848.58
				FUND TOTAL	160,848.58	160,848.58

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND	2023	8	5	08/09/2023		
650-130000				DUE TO/FROM CLEARING		3,481.76
650-213000				ACCOUNTS PAYABLE	3,481.76	
				FUND TOTAL	3,481.76	3,481.76

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		82,735.00
101	STREET FUND		8,280.57
401	WATER OPERATING FUND		13,012.21
402	SEWER OPERATING FUND		47,614.25
403	STORM & SURFACE WATER FUND		4,643.86
501	EQUIPMENT RENTAL & REVOLVING		168.96
622	EXPENDABLE TRUST FUND		650.00
631	CLEARING FUND	160,586.61	
650	AGENCY FUND		3,481.76
	TOTAL	160,586.61	160,586.61

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

PAYROLL

PAYROLL CHECK RUN: 8 - 04 - 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	8/4/2023	58091-58235	Regular check run (Direct Dep)	376,799.11
Normal	8/4/2023	110205-110206	Regular check run (Paper Checks)	8,068.42
Vendor	8/4/2023	110207-110218	Vendor check run (Paper Checks)	357,046.88
EFTPS	8/4/2023		Federal Tax Electronic Transfer	144,382.96
			TOTAL:	**886,297.37**

Prepared and Reviewed by: _____ Date 8/4/2023

Ruth Schroeder, Payroll Specialist

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

_____ Date 08/04/2023

Billie Kinley, Budget Manager

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve City Council Meeting Minutes

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Special City Council Meeting - Executive Session Minutes, July 11, 2023.pdf

Regular City Council Business Meeting Minutes, July 11, 2023.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, JULY 11, 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-Johnson, Deputy Mayor Hytopoulos, and Councilmembers Deets, Moriwaki, Quitslund, and Schneider were present. Councilmember Pollock was absent.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel 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 a 30-minute executive session at 5:30 p.m. in accordance with RCW 42.30.110(1)(i).

Council returned from executive session at 6:00 p.m.

3) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 6:00 p.m.

_____
Brenda Fantroy-Johnson, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JULY 11, 2023

Meeting Minutes

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

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

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

Mayor Fantroy-Johnson led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

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

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

Wyatt McCrudden spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Judith McCrudden expressed concerns with the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Martha Deveraux expressed concerns with the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Kim McCormick Osmond spoke against Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Rakesh Bharania spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Peter Harris expressed concerns with Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Val Tollefson, President of the Bainbridge Island Japanese American Exclusion Memorial Association (BIJAEMA), spoke in favor of agenda item 7.C.

Stefan Goldby, Bainbridge Chamber of Commerce, spoke in favor of the updated Lodging Tax Advisory Committee (LTAC) process and Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Christine Cochran expressed concerns with the LTAC process.

Chantelle Lusebrink, Executive Director of Visit Bainbridge Island, spoke in favor of the new LTAC process.

Mark Hoffman spoke about the impact of sea level rise on the Eagle Harbor/Wyatt Way Non-Motorized Project.

Paula Holmes-Eber, Squeaky Wheels, spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Nick Allen, Green Light Garage, spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Ross Hathaway spoke in favor of a modified version of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Helaine Honig spoke against Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Shannon Fitzgerald spoke in favor of the new LTAC process.

Susan Loftus spoke in favor of Alternative E for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Lisa Macchio spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Christy Carr spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project.

Susan Hughes spoke about Akio Suyematsu Day.

Kent Scott spoke in favor of Alternative D for the Eagle Harbor/Wyatt Way Non-Motorized Transportation Project with modifications.

4) CONSENT AGENDA

4.A Agenda Bill for Consent Agenda
Cover Page

Councilmember Pollock asked to remove agenda item 4.E from the Consent Agenda.

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

4.B Approve Accounts Payable and Payroll
Cover Page
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
Cover Page
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
Cover Page
SWR_Shade_Covenant_Tree_Project_Treecycle.docx
Shade Covenant Work Plan for CC 04252023.docx

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
Cover Page
Presentation - Res 2023-01 Naming Policy for CC 07112023
Res 2023-01 Establishing a Naming Policy for Municipally Owned Property.docx

AGENDA ITEM REMOVED FROM THE CONSENT AGENDA

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
Cover Page
PSA Springbrook Fish Passage Parametrix.pdf
Attachment B - Budget.pdf
Attachment B - Fee Schedule.pdf
Attachment C - 60% and 100% Design Fees.pdf

Councilmembers Pollock and Moriwaki commented on the project.

MOTION: I 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.
Moriwaki/Pollock: The motion carried unanimously, 7-0.

5) COUNCIL ANNOUNCEMENTS

Council members provided updates on local and regional events and meetings.

6) CITY MANAGER'S REPORT

City Manager King had no report.

7) REGULAR BUSINESS

7.A Authorize the City Manager to Proceed with the Final Design for the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project - Public Works

Cover Page
Eagle Harbor_Wyatt_NonMotorized Prelim Design Alt D&E_071123.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki and Mike Hendrix from Perteet provided additional information. Council discussed the topic.

MOTION: I move to authorize the City Manager to proceed with Alternative D for the final design of the Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements project, and to also investigate extending the route up Bucklin Hill to Hyla and consider using the funds that were added to Alternative E and to prepare any related budget amendments to support the project.
Moriwaki/Quitslund: The motion carried 4 – 3.

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

MOTION: I move that the Council direct the City Manager to request that the Public Works Director also explore alternatives to allow for a mountable curb to replace the curb in the design.
Hytopoulos/Moriwaki: The motion carried 6 – 1.

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

Mayor Fantroy-Johnson adjourned the meeting for a 5-minute break at 8:14 p.m. Council returned at 8:21 p.m., and Mayor Fantroy-Johnson reconvened the meeting.

7.B Consider Criteria and Process for the Lodging Tax Advisory Committee Awards for 2024 - Executive

Cover Page
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

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

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

7.C Endorse Request from the Bainbridge Island Japanese American Exclusion Memorial Association for Funding from Kitsap Public Facilities District ("KPFD") to Extend Water Service to the Site

Cover Page

City Manager King introduced the agenda item.

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

8) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 8:48 p.m.

_____
Brenda Fantroy-Johnson, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Advertise for Construction Bids to Support the Ferncliff Avenue Water Main Extension Project - Public Works

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to advertise for construction bids to support the Ferncliff Avenue Water Main Extension project.

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

RECOMMENDED MOTION: Authorize the City Manager to advertise for construction bids to support the Ferncliff Avenue Water Main Extension project.

COMMUNITY ENGAGEMENT AND OUTREACH: The Public Works Department held a virtual public meeting on the project in June, and also sent information in July via regular mail to all of the properties impacted by the project,

FISCAL IMPACT:

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

BACKGROUND: On June 13, 2023, the City Council adopted Ordinance No. 2023-18, creating a water utility rate surcharge to support the Ferncliff Avenue Water Main Extension project. City staff have been working with impacted properties to confirm connections and the locations of water service lines. The project design is 90% complete, and bid package for construction will be ready for advertisement in late summer 2023. A bid award is anticipated in early fall.

The project will be advertised in the Bainbridge Review, as well as the Daily Journal of Commerce, which are the City's standard advertising venues for projects of this type and scale.

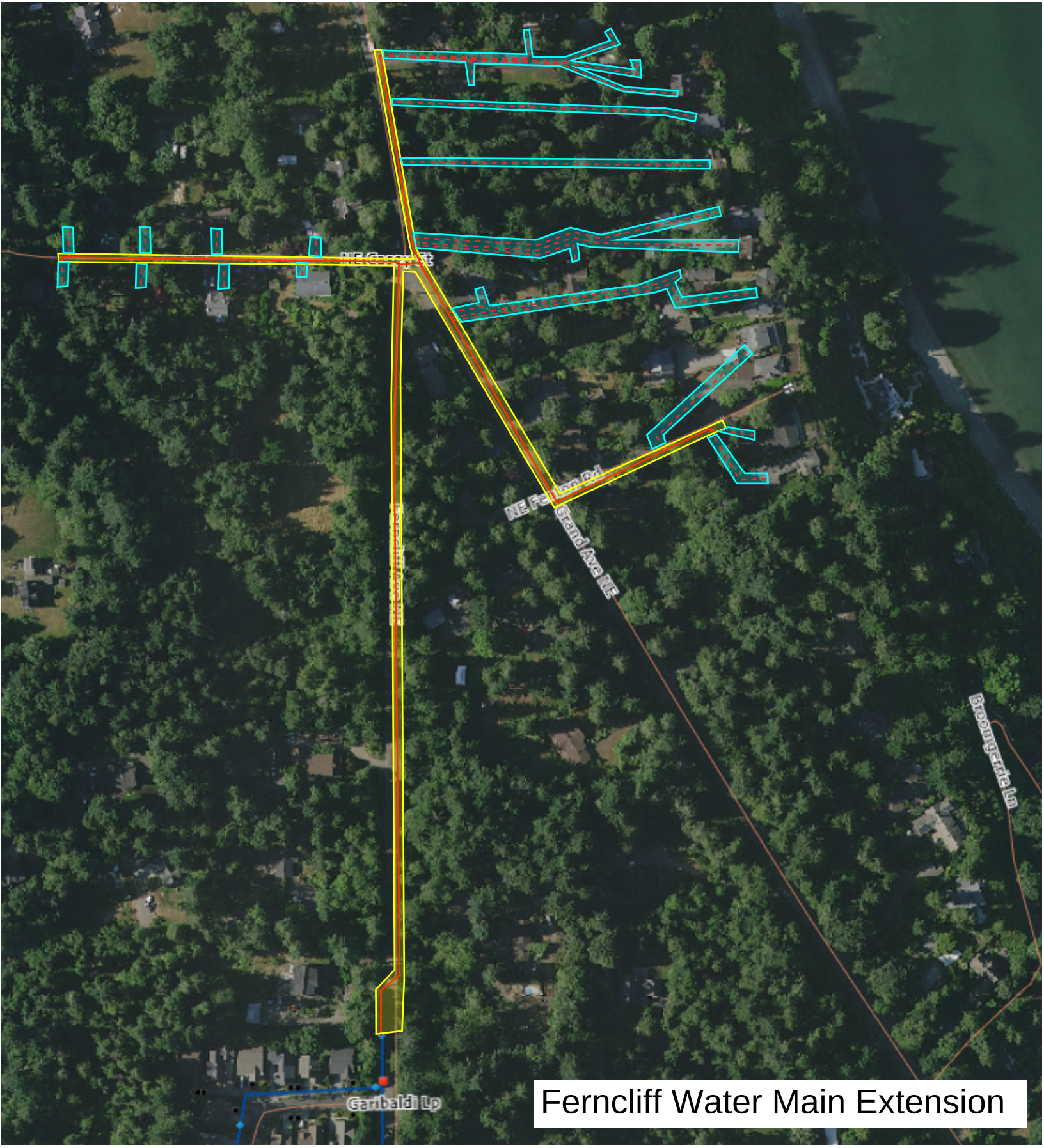
ATTACHMENTS:

Ferncliff Main Extension Location Map.pdf

FISCAL DETAILS: The Capital Improvement Plan includes approximately $1.4M for the design and construction of the Ferncliff Avenue Water Main Extension project. The City received an $800K loan from the State Drinking Water Revolving Fund to support the project.

Fund Name(s): Water Fund

Coding: Capital Improvement Plan Project #001170



Ferncliff Water Main Extension

NEW 8 INCH WATER MAIN

EXISITING WATER MAIN

WORK IN CITY RIGHT-OF-WAY

WORK IN IMPROVED PRIVATE PROPERTY

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Advertise for Construction Bids to Support the Demolition of the Police Station Building at 625 Winslow Way East - Public Works

SUMMARY: City staff are requesting that the City Council considering authorizing the City Manager to advertise for construction bids to support demolition and clearing the site of the Police Station Building at 625 Winslow Way East.

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

RECOMMENDED MOTION: Authorize the City Manager to advertise for construction bids to support the demolition of the Police Station Building at 625 Winslow Way East.

COMMUNITY ENGAGEMENT AND OUTREACH: N/A

FISCAL IMPACT:	
Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	Yes

BACKGROUND: The Bainbridge Island Police Department is planned to move operations to the Ted Spearman Justice Center before the end of 2023. At that time, 625 Winslow Way East will be vacant. The building is an unreinforced masonry building and excessively costly to rehabilitate. Vacant buildings are a blighting influence as a result of rodents, graffiti, and poor building maintenance. The City is planning to demolish the structure in preparation for the planning of affordable housing on the subject site.

The City is following the requirements pursuant to City of Bainbridge Island Municipal Code Section 18.24.040, for demolition of structures older than 50 years. Solicitation has been completed for an Architectural Historian. The Architectural Historian will document the building via photographs, drawings, and text as called out in COBI 18.24.070 (A) (h) for presentation to the Historic Preservation Commission.

The project will be advertised in the Bainbridge Review, as well as the Daily Journal of Commerce, which are the City's standard advertising venues for projects of this type and scale.

ATTACHMENTS:

625 Winslow Way East Location Map.pdf

FISCAL DETAILS: The City Council approved approximately $450K for the 625 Winslow Way East demolition as part of the 1st quarter 2023 budget amendments.

Fund Name(s): General Fund

Coding: Operating project 01251

625 Winslow Way East Location Map

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize Issuance of Request for Proposals for 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 includes criteria established by the Council.

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

RECOMMENDED MOTION: Direct the City Manager to issue the Request for Proposals for Lodging Tax Award Committee (LTAC) funding proposals for 2024 (up to a total award amount of $400,000) in substantially the form attached.

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

FISCAL IMPACT:	
Amount:	$400,000
Ongoing Cost:	
One-Time Cost:	$400,000
Included in Current Budget?	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.

Council has approved the staff recommendation for 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 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 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:

2023_LTAC_RFP_for_2024_for_CC 08082023

COBI LTAC Funding Application Form for 2024 for CC 08082023

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 award for 2024 is $400,000 which is an increase of $50,000 over the amount of funding provided in 2023. The 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:

CITY OF BAINBRIDGE ISLAND

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,[1] or capital expenses for an eligible tourism-related facility.[2]

In 2023, there are $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 makes single-year commitments with Lodging Tax funds.

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.

[1] 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.

[2] 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
    - 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)
To be appointed by the Council on TBD, 2023

Brenda Fantroy-Johnson	City Councilmember Chair, voting
Clarence Moriwaki	City Councilmember Vice-chair, non-voting
TBD	Eligible lodging business representative
TBD	Eligible lodging business representative
TBD	Eligible recipient organization representative
TBD	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

CITY OF
BAINBRIDGE ISLAND

PROPOSAL COVER SHEET – 2024 Funding Cycle

Proposal Summary	
Applicant Organization Name	
Grant Request Type	❒ Tourism Marketing ❒ Marketing and operations of special events and festivals ❒ Supporting the operations of a tourism-related facility owner or operated by a nonprofit organization* ❒ 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*	
**Note: All communication regarding this proposal and any questions will be communicated using this email address.*	
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 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 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. COMMUNITY 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)			
Total			

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: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Cancel the August 22 and September 5, 2023 City Council Meetings

SUMMARY: Council will consider canceling the August 22, 2023 City Council business meeting to allow for a summer recess, and the September 5, 2023 City Council study session.

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

RECOMMENDED MOTION: Cancel the August 22 and September 5, 2023 City Council meetings.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Enter Into a Lease Agreement Amendment with Verizon for a Communications Antenna on the Existing Winslow Water Tank - Public Works,

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to enter into a Lease Agreement Amendment with Verizon for a communications antenna on the existing Winslow water tank.

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

RECOMMENDED MOTION: Authorize the City Manager to enter into a Lease Agreement Amendment with Verizon for a communications antenna on the existing Winslow water tank.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

Amount:	$500.00 per month (Revenue, 50/50 share with the Bainbridge Island School District)
Ongoing Cost:	$500.00 per month (Revenue, 50/50 share with the Bainbridge Island School District)
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: The City currently has a lease agreement with Verizon for communications antennas on the northernmost, existing Winslow water tank. Verizon is interested in adding another pipe-mounted antenna in proximity to the existing antennas and will pay an additional $500 per month for lease of the space. The revenue will be shared 50/50 between the City and the Bainbridge Island School District, as they are the underlying owners of the property.

In reviewing lease rates for other similar types of facilities, it appears that the lease rate of $500/month for the antenna mount is within the expected range for this type of smaller facility. For example, ground-mount communication facilities typically have a lease value of between $500-$1500 per month, and this tank-mounted antenna has a smaller footprint than a typical ground-mount facility.

The City is currently planning to start construction on a new, taller Winslow water tank directly adjacent and to the north of the subject water tank. To date there have been no discussions about how the existing tank

antenna configurations may need to change as a result of the new tank, or whether Verizon will be interested in moving the antennas to the new tank once completed.

ATTACHMENTS:

FERNCLIFF- Amendment No. 2 to Option and Water Tower Lease.doc

FISCAL DETAILS: Verizon will pay $500 per month for lease of the water tank space for a new antenna. The revenue will be shared 50/50 between the City and the Bainbridge Island School District, as they are the underlying owners of the property.

Fund Name(s): General Fund

Coding: N/A

AMENDMENT NO. 2
TO
OPTION AND WATER TOWER LEASE AGREEMENT

This AMENDMENT NO. 2 TO OPTION AND WATER TOWER LEASE AGREEMENT ("Amendment") is made this _____ day of _____, 2023, by and between the City of Bainbridge Island ("Lessor"), the Bainbridge Island School District No. 303 ("Owner") and Seattle SMSA Limited Partnership d/b/a Verizon Wireless ("Lessee").

RECITALS

A. This Amendment pertains to that certain Option and Water Tower Lease Agreement dated October 13, 2011, together with all exhibits, amendments and addenda thereto (collectively, the "Agreement") for the lease of certain premises ("Premises") located on Lessor's water tower (the "Tower Space"), together with a parcel of land containing 480 square feet of Owner's real property (the "Land Space") located at 9455 NE New Brooklyn Road, Bainbridge Island, County of Kitsap, State of Washington (the "Property"), legally described as set forth on Exhibit "A" attached hereto and made a part hereof.

B. The parties desire to amend the Agreement to describe the current Premises, to allow Lessee to modify its equipment at the Premises, to document an increase in rent payable to Lessor/Owner, and to amend certain other provisions, as set forth below.

NOW, THEREFORE, in consideration of the foregoing and mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed as follows:

AGREEMENT

1. Recitals. The foregoing recitals are incorporated herewith as if fully set forth herein.

2. Premises. The Premises is identified as Tower Space on Lessor's water tower, together with 480 square feet (20' x 24') of Land Space, a 10' wide easement for cables and conduits from the water tower to the Land Space (the "Cable Easement"), the non-exclusive right of ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twenty (20') foot wide right-of-way extending from the nearest public right-of-way, NE New Brooklyn Road, to the Land Space (the "Right of Way"), and the installation and maintenance of utility wires, poles, cables, conduits, and pipes over,

under, and along said Right of Way or directly to utility demarcations from the Land Space (the "Utilities"). The Tower Space, Land Space, Cable Easement, Right of Way, and Utilities (hereinafter collectively referred to as the 'Premises') are described in Exhibit "B" attached hereto and made a part hereof. Section 1(d) of the Agreement is hereby deleted in its entirety.

3. Use. The first 3 sentences of Section 8 of the Agreement are hereby deleted in their entirety and replaced with the following. The remainder of the provision is unchanged.

> LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing, and operating a communications facility and used incidental thereto. All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to modify but not expand the Premises at any time during the term of this Agreement, including the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, during the Term, and said modifications to the Premises shall not be subject to a rental increase. It is understood that the terms of this Amendment take precedence over any Use rights or Rent increases previously included in the Agreement.

4. Equipment Modifications; Exhibit "B." The Parties agree that the Agreement is amended to allow Lessee to install one (1) new antenna pipe mounts on the Tower Space at the Premises (collectively, the "Modifications"), as depicted on Exhibit "B" to this Amendment. Exhibit "B" to the Agreement is hereby deleted and replaced with Exhibit "B" attached hereto and incorporated herein.

5. Rental. Effective upon the first day of the month in which this Amendment is fully executed, rent shall increase by $500.00 per month, to be paid in equal monthly installments in advance to Lessor and Owner in equal 50% shares, which amount shall increase as provided in the Agreement.

6. Full Force and Effect. Except as expressly amended herein, the Agreement is unmodified and remains in full force and effect. In the event of a conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall be controlling. In addition, except as otherwise stated in this Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment.

[SIGNATURE PAGE FOLLOWS]

LESSOR: City of Bainbridge Island

By: _____

Name: _____

Title: _____

Date: _____

OWNER: Bainbridge Island School District No. 303

By: _____

Name: _____

Title: _____

Date: _____

LESSEE: Seattle SMSA Limited Partnership d/b/a Verizon Wireless
By Cellco Partnership., Its General Partner

By: _____

Name: _____

Title: _____

Date: _____

LESSOR ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this _____ day of _____, 2023, before me, a Notary Public in and for the State of Washington, personally appeared Blair King, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the City Manager of the City of Bainbridge Island, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

_____
NOTARY PUBLIC in and for the State of _____,
residing at _____
My appointment expires _____
Print Name _____

OWNER ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this _____ day of _____, 202__, before me, a Notary Public in and for the State of Washington, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that He/She was authorized to execute the instrument, and acknowledged it as the _____ of Bainbridge Island School District No. 303, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

_____
NOTARY PUBLIC in and for the State of_____,
residing at _____
My appointment expires _____
Print Name _____

LESSEE ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 202__, before me, a Notary Public in and for the State of Washington, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the _____ of Seattle SMSA Limited Partnership d/b/a Verizon Wireless, By Cellco Partnership, Its General Partner, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

_____
NOTARY PUBLIC in and for the State of WA,
residing at _____
My appointment expires _____
Print Name: _____

EXHIBIT "A"
Legal Description

PARCEL XI:

THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

PARCEL XII:

THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;

PARCEL XIII:

THE NORTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP COUNTY, WASHINGTON;
EXCEPT THE NORTH 30 FEET FOR NE NEW BROOKLYN ROAD (COUNTY ROAD NO. 105) AS CONVEYED TO KITSAP COUNTY UNDER AUDITOR'S FILE NO. 765821.

EXHIBIT "B (Page 1 of 2)"
Premises

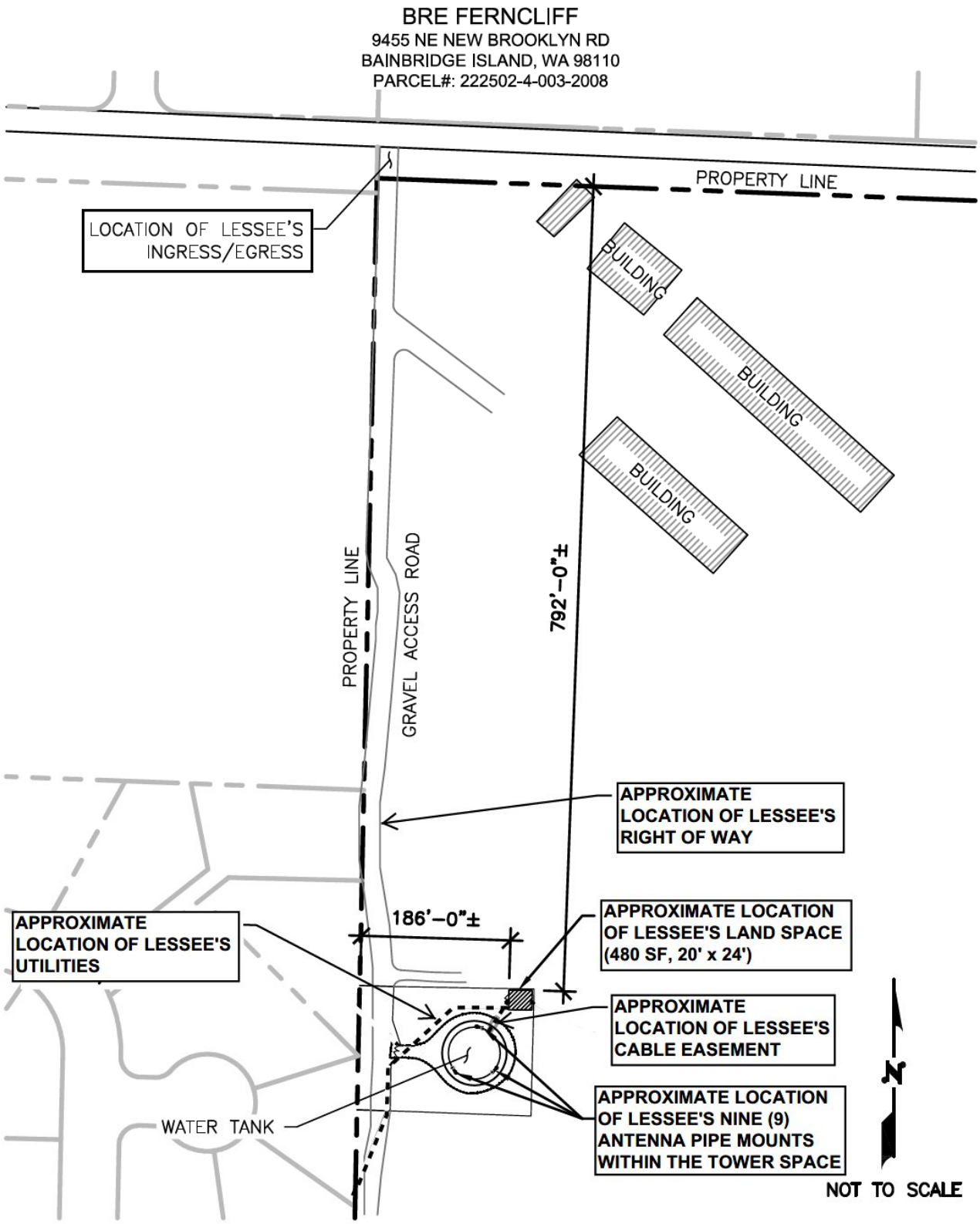
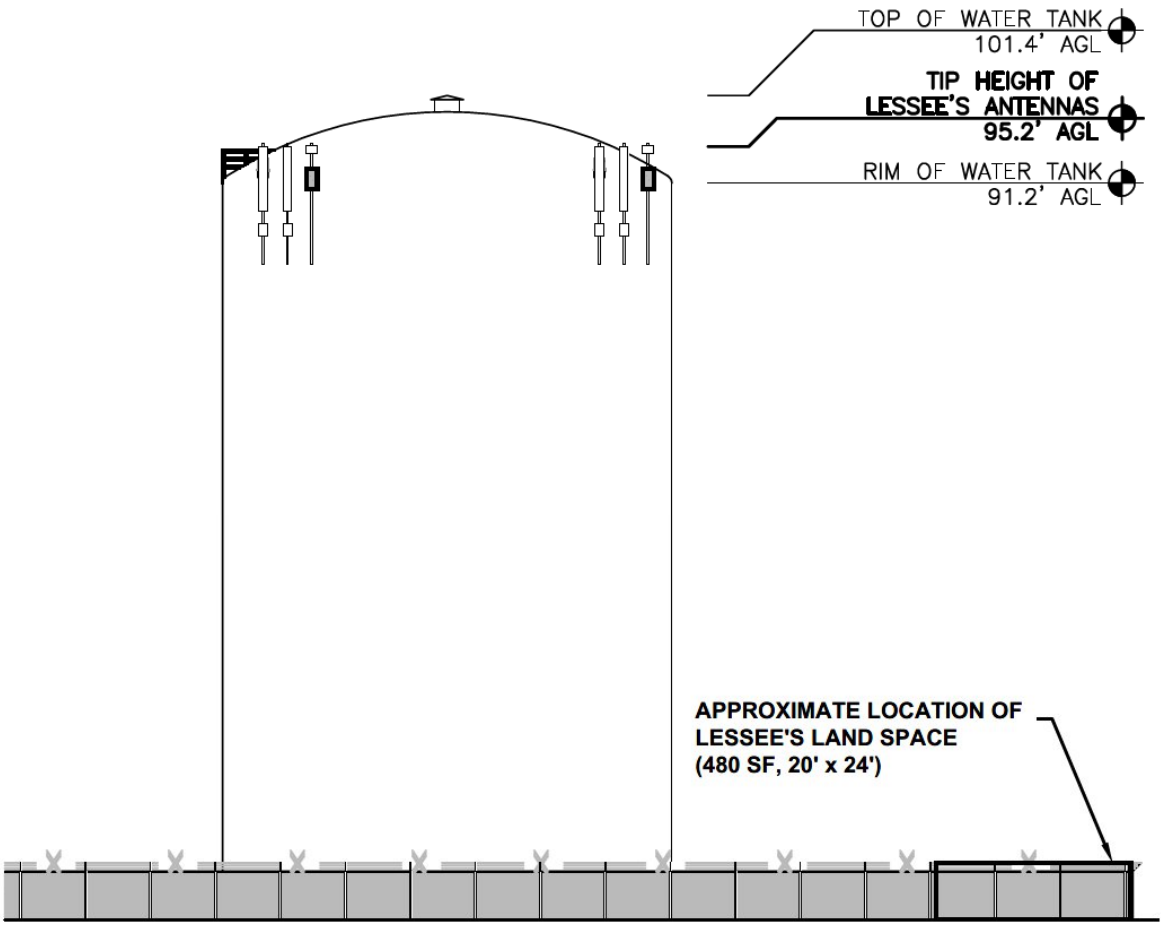


EXHIBIT "B (Page 2 of 2)"
Premises

BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110
PARCEL#: 222502-4-003-2008



NOT TO SCALE

TOWER SPACE IS DEFINED AS THE FOLLOWING:

- **(9) ANTENNA PIPE MOUNTS, (3) PER SECTOR**
- **A VERTICAL CABLE CHASE WAY RUNNING DOWN FROM THE TOP OF THE WATER TANK TO THE START OF THE CABLE EASEMENT**
- **CABLE SPACE FROM EACH ANTENNA SECTOR TO THE TOP OF THE CABLE CHASE WAY**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 6 to the Professional Services Agreement with Coates Design for Construction Administration Services Associated with the Ted Spearman Justice Center ($24,000, Tax Supported)

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to execute Amendment No. 6 to the Professional Services Agreement with Coates Design for construction administration services associated with the Ted Spearman Justice Center ($24,000, Tax Supported)

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

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 6 to the Professional Services Agreement with Coates Design for construction administration services associated with the Ted Spearman Justice Center in substantially the form attached.

COMMUNITY ENGAGEMENT AND OUTREACH: A Community Open House is scheduled for the Ted Spearman Justice Center on November 15, 2023.

FISCAL IMPACT:

Amount:	$24,000
Ongoing Cost:	N/A
One-Time Cost:	$24,000
Included in Current Budget?	Yes

BACKGROUND: In April of 2022, the City Council approved the Professional Services Agreement with Coates Design for construction administrative services associated with the Ted Spearman Justice Center. The Council has since approved five amendments to the agreement to support additional design and construction administration services. The current amendment will address continued administrative and design needs through the end of the project, which is anticipated in November 2023.

Construction administration services include responding to Requests for Information from the contractor, reviewing construction-related submittals for design elements of the project, attending weekly coordination meetings, and supporting owner-requested changes.

ATTACHMENTS:

Coates PSA Amendment No. 6 Con Admin.docx

FISCAL DETAILS: Amendment No. 6 is for $24,000, which will bring the total contract value to $543,650.00. The project has sufficient budget to support the amendment.

Fund Name(s): General Fund

Coding: Capital Improvement Plan Project 00724

AMENDMENT NO. 6 TO
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 6 TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Amendment") amends the Agreement for Professional Services ("Agreement") entered into on April 14, 2022, by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Coates Design, Inc., a Washington State corporation ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement to provide construction administration services associated with the construction of the Police and Municipal Court facility at 8804 Madison Avenue; and

WHEREAS, the City and the Consultant entered into Amendment No. 1 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and the Consultant entered into Amendment No. 2 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and Consultant entered into Amendment No. 3 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement;

WHEREAS, the City and Consultant entered into Amendment No. 4 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

WHEREAS, the City and Consultant entered into Amendment No. 5 to the Agreement for Professional Services which increased the services under the Agreement, and the maximum amount payable under the Agreement; and

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

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

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

A. The City shall pay the Consultant for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~Five-Hundred and Nineteen Thousand Six-Hundred and Fifty Dollars ($519,650.00)~~; Five Hundred Forty-Three Thousand, Six Hundred Fifty Dollars ($543,650.00);
[ ] Fixed Sum: a total amount of $_____;

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

3. Attachment B, Scope of Services, is hereby amended to include the additional tasks set forth in the revised version of Attachment B, which is attached and is hereby incorporated fully into this Amendment. Attachment B, as amended, shows the changes to the previous Scope of Services in underline.

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

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

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

ATTACHMENT B
SCOPE OF SERVICES
(As Amended by Amendment No. 6)

I. Project Description

The project consists of reconstruction of a two-story wood-framed building, approximately 17,842 sf gross area plus a 630 sf open-air impound enclosure, for use as a municipal police and court critical use facility.

The Bid Documents consist of the Project Manual and Project Drawings dated March 10, 2022.

Amendment No. 1 To Project Description - Additional Services

Revise the Fitness Room and adjacent spaces as required to incorporate an Emergency Operations Center (EOC).

Services will be provided in two parts as described in Amendment No. 1 Scope of Additional Services below.

Preliminary Program for EOC:

- Dedicated secured room to accommodate 15 people seated at table with computers, phones, printer, within footprint of Fitness 232.
- Fitness Room 232 will be reduced to accommodate EOC and provide overflow accommodations for EOC function. Table and chairs will be stored outside this room and brought in as needed.
- Operable wall/door between EOC and Fitness.
- Maintain connection between EOC and Court Lunch 235.

Amendment No. 2 To the Project Description – Additional Services

Revise the documents to incorporate revisions identified in Amendment No. 1, and also the following:

a) Revise the courtroom layout to incorporate revisions identified as part of the City's third-party review, including changes to the Judge's bench, jury box, and the removal of an existing structural column that would obscure courtroom participant views/lines of sight.
b) Revise the courtroom lobby and entrance areas to incorporate comments received from the City's Race Equity Advisory Committee.
c) Revise the first and second floor general layouts to improve the utilization of space, the functionality of the court kitchen and office areas, and to address existing conditions discovered inside the existing building during demolition and site preparation.
d) Expand the architect's overall Construction Contract Administration by increasing attendance at weekly meetings, preparing requested supplemental and supportive materials for field instruction to the contractor; and, increasing involvement in the preparation of furniture, furnishings and equipment (FFE) planning and procurement.

Amendment No. 3 To the Project Description – Additional Services

Revise the documents to incorporate revisions identified in Amendment Nos. 1 and 2, and also the following:

e) Revise the mechanical and electrical drawings to reflect the revised first and second floor layouts identified and authorized under Amendment No. 2.

II. Scope of Basic Services

Project Phases

This work is limited to the Construction Contract Administration Phase. Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

a) Assist the Owner with Construction Contract Administration.
b) Responses to Requests for Information from the Contractor regarding the Bid Documents.
c) Review submittals and shop drawings related to the construction documents.
d) Review Contractor Requests for Substitution.
e) Issue Supplemental Instructions containing clarifications to the Bid Documents.
f) Assist the Owner with closeout documentation and punch list.
g) FF&E fee is to administer the current package and does not include revisions or material reselections.
h) Attendance at regular jobsite meetings and onsite visits for observation as indicated below.
i) Attendance at Public meetings such as City Council meetings is not included.

Amendment No. 1 Scope of Basic Services

Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

j) Part 1: Develop plans and initial sketches for distribution within COBI users.
k) Part 2: Provide revision drawings and specs for selected scheme with MEP as required.

Amendment No. 2 Scope of Basic Services

Services performed by the Architect, Landscape Architect, Civil, Structural, Mechanical, Electrical, Technology Engineering and Police Facility Specialist:

l) Part 1: Develop plans and specs for the additional services listed in the Amendment No. 2 Project Description.
m) Part 2: Provide additional Construction Contract Administration and FFE services as related to items a though i listed above.

Amendment No. 3 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

n) Part 1: Develop modified plans and specifications for the additional services listed in the Amendment No. 3 Project Description.

Amendment No. 4 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

o) Part 1: Provide additional Construction Contract Administration Services as per Section II of this agreement, Scope of Basic Services

p) Part 2: Provide additional support for construction administration and documentation related to additional services listed in the Amendment No. 2 Project Description.

Amendment No. 5 Scope of Basic Services

Services performed by the Architect, Mechanical, Electrical, and Technology Engineering Consultants:

q) Part 1: Provide the Electrical and Technology infrastructure revisions to accommodate the Bainbridge Prepares revisions to the plan set;

r) Part 2: Incorporate the equipment and rooftop devices to complete those Electrical and Technology revisions, identified in the Spec Sheets 20220607 and the owner's notes and documents received related to the Bainbridge Prepares revisions to the plan set;

s) Part 3: Incorporate the necessary building infrastructure to install up to a 50kW PV panel system.

Amendment No. 6 Scope of Basic Services

Services performed by the Architect:

t) Part 1: Provide additional Construction Contract Administration Services as per Section II of this agreement, Scope of Basic Services

III. Deliverables

- Attendance at Construction meetings:
  - Coates Design: 1 per month
- Onsite Observation visits:
  - Coates Design: 14 visits
  - PCS Structural Solutions: 8 visits
  - PAE Engineers: Mechanical: 2 visits; Electrical: 2 visits; Technology: 1 visit
  - Browne/Wheeler: 4 visits
  - Murase: 4 visits
  - MLW: 2 visits
  - Provision of Record Drawings, As-Built Drawings, or Confirmed Drawings is not included.

Amendment No. 1 to Deliverables

- Part 1: Sketches of two schemes to establish an acceptable plan and scope of work.
- Part 2: Revisions to Contract Documents to be issued as an Owner-directed Change Order. Architectural, Interiors and MEP revisions are anticipated.

Amendment No. 2 to Deliverables

- Develop plans specs for the additional scope of services identified in the Amendment No. 2 Project Description.
- Increase attendance at construction meetings to weekly.
- Provide additional Construction Contract Administration and FFE services as requested by the City.

Amendment No. 3 to Deliverables

- Develop plans and specifications for the additional scope of services identified in the Amendment No. 3 Project Description.

Amendment No. 5 to Deliverables

- Revisions to drawings as markups on PDF's. Drawing files will not be revised for this work.

IV. Owner Responsibilities

It is our understanding that the Owner will provide full information where available. We will rely on the accuracy of any materials/documents/files submitted to us for use on your project.

V. Schedule

The term of this agreement is as noted below from the date of the Contractor's Notice to Proceed. Extension of work beyond October 31, 2023 is subject to additional compensation.
Milestone Dates:

- June 1, 2022: Notice to Proceed
- July 31, 2023: Completion of Construction
- October 31, 2023: Close-out complete

Amendment No. 1 to Schedule

- June 15, 2022: Select scheme based upon preliminary sketches (Part 1).
- July 29, 2022: Completion of revised documents (date to be confirmed as work progresses).

Amendment No. 2 Schedule

- September 30, 2022: Provide plans and specifications associated with items a through c as identified in the Amendment No. 2 Project Description.

- Provide additional Construction Contract Administration and FFE services as needed through the close-out of the project.

Amendment No. 3 Schedule

- December 1, 2022: Provide plans and specifications associated with item e identified in the Amendment No. 3 Project Description.

Amendment No. 4 Schedule

- As per Section V of this agreement, Schedule, extend the Completion of Construction date to September 30, 2023 and Close-out to December 31, 2023.

Amendment No. 5 Schedule

- Issue ASI-007 Electrical and Technology rough-in revisions by May 1, 2023.
- Issue ASI-008 Electrical and Technology revisions by May 1, 2023.

Amendment No. 6 Schedule

- As per Section V of this agreement, Schedule, extend the Completion of Construction date to November 30, 2023 and Close-out to January 31, 2023.

VI. Compensation

Team	Fee	Reimb	Total
Coates Design	$161,360	$500	$161,860
Coates Design FF&E	$6,000		$6,000
PCS Structural Solutions	$38,500		$38,500
PAE Engineers - MEP	$61,500	$3,000	$64,500
PAE Engineers - Technology	$12,500		$12,500
Browne/Wheeler Engineers	$6,000	$250	$6,250
Murase	$12,000	$300	$12,300
McClaren, Wilson & Lawrie, Inc.	$27,970	$2,532	$30,502
10% markup on consultants	$15,847	$608	$16,455
Total HNTE fee with markups	$341,677	$7,190	$348,867

Coates Hourly Fee Schedule:	
Sr. Architect/Principal:	$200/hour
Senior Architect:	$175/hour
Project Architect/Manager	$160/hour
Interior Designer	$150/hour
Designer	$120/hour
Admin	$100/hour

Additional services, if requested, will be billed per the rate schedule.

Amendment No. 1 to Compensation

Part 1: Not to exceed $6,000.00. To be included in monthly billing and billed at "Coates Hourly Fee Schedule" as stated above.
Part 2: Fee to be determined once a revision scheme has been selected.

Amendment No. 2 to Compensation

Not to exceed $75,720 ($33,000 for Coates Design supplemental plans and specifications; $37,000 for Coates Design Construction Contract Administration and FFE services; $5,720 for PCS Structural Solutions supplemental plans and specifications). To be included in monthly billing and billed at "Coates Hourly Fee Schedule" as stated above.

Amendment No. 3 to Compensation

Not to exceed $5,463.00. Revised compensation schedule as follows:

Amendment No. 4 to Compensation

Not to exceed $69,400.00. Revised compensation schedule as follows:

Amendment No. 5 to Compensation

Not to exceed $14,200.00. Revised compensation schedule as follows:

Amendment No. 6 to Compensation

Not to exceed $24,000.00. Revised compensation schedule as follows:

	Fee				Reimbursement		
	Original Fee	Amendment No. 1, 2, 3, 4, 5 Fee Revisions	Amendment No. 6	New Fee Total	Original Reimb.	Amendment No. 1, 2, &3 Reimb. Revisions	New Reimb. Total
Coates	$161,360	$112,900	$30,000	$304,260	$500	$0	$500
Coates FFE	$6,000	$6,000		$12,000	$0	$0	$0
PCS Structural	$38,500	$5,200		$43,700	$0	$0	$0
PAE MEP	$61,500	$9,800		$71,300	$3,000	$0	$3,000
PAE Revised MEP	$0	$45,000		$45,000	$0	$0	$0
PAE Tech	$12,500	$7,200		$19,700	$0	$0	$0
Browne	$6,000	$0		$6,000	$250	$0	$250
Murase	$12,000	$0		$12,000	$300	$0	$300
McClaren	$27,970	-$14,970	-$6,000	$7,000	$2,532	-$1,500	$1,032
Markup	$15,847	$1,153		$17,000	$608	$0	$608
	$341,677	$172,283	$24,000	$537,960	$7,190	-$1,500	$5,690
						New Total	$543,650

VII. Reimbursable Costs

All expenses incurred by Coates Design, Inc. to perform the Services shall be reimbursed by Owner at Coates Design, Inc.'s cost plus 10%. Reimbursable costs include, but are not limited to: Engineering, Fees, Reproduction, Printing, Travel, Shipping, etc.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Accept Updated Artwork for Something New VI, 2023-24 Rotation, for the City Hall Exterior Display Location - Executive,

SUMMARY: On June 27, 2023, the City Council accepted five pieces of artwork for the Something New 2023-2024 rotational art program. Subsequent to Council's approval, Unam by artist Ken McCall was sold and is not available for the Something New 2023-24 program. A previously reviewed artwork, Dragonfly, is recommended to be added in-lieu of Unam. Dragonfly will be installed at the City Hall location. Council is requested to approve the piece Dragonfly.

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

RECOMMENDED MOTION: Accept the new substitute artwork (Dragonfly) in-lieu of the previous accepted artwork Unam for the Something New 2023-2024 rotation.

COMMUNITY ENGAGEMENT AND OUTREACH: Outreach for Call for Art via CaFe, AHB website and City media channels.

FISCAL IMPACT:

Amount:	No change to previously approved amount: $26,000 for total program cost, $2,000 to each artist for display
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: On June 27, 2023, the City Council accepted the five pieces of artwork for the Something New 2023-2024 rotational art program. Subsequent to Council's approval, Unam by artist Ken McCall was sold and is not available for the Something New 2023-24 program. A previously reviewed artwork, Dragonfly, is recommended to be added in-lieu of Unam.

The artwork that is part of Something New is located on the south side of Winslow Way at Ericksen, two in Waterfront Park, at City Hall, and at the terminus of Madison Avenue. This piece will be installed at the City Hall Something New location.

The approved artwork will be installed this summer. The installation schedule for Dragonfly, if approved, will be finalized by City staff and the artist in coming weeks.

ATTACHMENTS:

Something New VI Update for CC 07252023

FISCAL DETAILS:

Fund Name(s):

Coding:

Something New VI
Updated Selection
July 25, 2023

arts & humanities bainbridge

CITY OF BAINBRIDGE ISLAND

Location #3 (City Hall)

Prehistoric Dragonfly by Leon White

Aluminum, Glass, Solar 6ft Wing Span x 7ft Body Length x 15 in.

Diam. of Head. Approx. 40 pounds.

I was inspired to create this sculpture of a Dragon Fly enlarged from life size to this monumental representation. Deciding on aluminum for the ease of bending the construction, the shine of the aluminum and for the lightweight since I want it to be in the air. Wanting the eyes to have protrusion as dragonfly eyes are, I found vintage automobile glass headlights with a half curve. I painted the inside lens with a blue glass paint for more attraction. I use Solar Lights inside of the eyes to give it an “Alive feeling” at night. These photo samples are mounted on a pine tree. This will be mounted on a three-inch diameter aluminum pole ten to twelve feet high. The Dragonfly will be mounted on a Rotating Disc to turn in the breeze, adding a lifelike feeling of flying.

Prehistoric Dragonfly
Aluminum, Glass, Solar
20" x 7' x 5'
Artwork for Sale: Yes
$4,500.00
2022
Sculpture
Art in Public Places: No
See image one

Prehistoric Dragonfly
Aluminum, Glass, Solar
20" x 6' x 7'
Artwork for Sale: Yes
$8,000.00
2022
Sculpture
Art in Public Places: No
Currently mounted on a pine tree in our yard

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement Project ($465,046.00, Water Fund) - Public Works

SUMMARY: City staff are requesting that the City Council consider authorizing the City Manager to approve Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement project.

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

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Consor North America, Inc. (formerly Murraysmith, Inc.) for the Winslow Water Tank Replacement project.

COMMUNITY ENGAGEMENT AND OUTREACH: None currently planned.

FISCAL IMPACT:

Amount:	$465,046
Ongoing Cost:	N/A
One-Time Cost:	$465,046
Included in Current Budget?	Yes

BACKGROUND: The Winslow Water Tank Replacement project includes the demolition and replacement of the older 1 MG reservoir with a 2 MG elevated reservoir. The 1.5 MG reservoir will be deactivated and left in place.

City Council approved the design contract with Consor at their March 8, 2022, City Council meeting in the amount of $1,388,756. Since that time, Amendment No. 1 was executed on April 24, 2023, increasing the scope of services and contract value to $1,424,671.

Amendment No. 2 is for additional consultant fees related to the increased design work. This includes additional water main and pressure reducing vaults associated with the higher elevations of the new reservoir, and

addressing structural and geotechnical design changes associated with building code changes. Upon approval of Amendment No. 2, the revised contract amount will be $1,888,717.00.

The project is on-schedule for a construction contract award in November 2023.

ATTACHMENTS:

Amendment 2 to Water Tank PSA.docx

Scope A1.docx

Scope A2.docx

Water Tank Budget Summary.pdf

FISCAL DETAILS: The Winslow Water Tank is Capital Improvement Plan project #00988. The budget summary for the project is included in the agenda packet. The project has sufficient funding for Amendment No. 2.

Fund Name(s): Water Fund

Coding: Capital Improvement Project #00988

AMENDMENT NO. 2 TO
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Amendment") amends the Agreement for Professional Services (as amended, the "Agreement") entered into on March 31, 2022, by the City of Bainbridge Island, a Washington State municipal corporation ("City"), and Consor North America, Inc., an Oregon state corporation (formerly MurraySmith, Inc.) ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement to provide the design of the Winslow Water Tank Replacement Project; and

WHEREAS, on April 25, 2023, the City entered into Amendment No. 1 to the Agreement for Professional Services to modify the scope of services; and

WHEREAS, the City desires to further increase the services provided under the Agreement, and to amend the maximum among payable under the Agreement.

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

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

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~One Million Four Hundred Twenty-Four Thousand Six Hundred Seventy One Dollars ($1,424,671.00)~~ One Million Eight Hundred Eighty-Nine Thousand Seven Hundred Seventeen Dollars ($1,889,717.00);

2. Attachment B, Scope of Services, is hereby amended to include the tasks and fee schedule on the attached Exhibits A1 thru D1; A2 and B2; and E.

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

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

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

EXHIBIT A1

SCOPE OF SERVICES
PROPOSED ENGINEERING SERVICES FOR WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND, WA AMENDMENT NO. 2 – A1: WATER MAIN DESIGN

Introduction

Consor (Consultant) is providing engineering services to the City of Bainbridge Island (City) for the Winslow Water Tank Replacement project. The project includes preparing preliminary design, plans, specifications, and engineer's opinion of probable construction cost (OPCC) for a new reservoir, water system pressure reducing valves (PRVs), and associated improvements. The project also includes supporting the City through public outreach and permitting tasks, and bidding support.

Through hydraulic modeling efforts and discussion with City staff, multiple distribution and transmission water main improvements within the City's Winslow Water System were identified for upgrade. Amendment No. 1 added the surveying of the water main segments.

This amendment (Amendment No. 2) adds the design of the identified water pipeline improvements to the project. The water pipeline improvements and PRV upgrades located throughout the water system will be bid for construction separately from the Winslow Water Tank Replacement. As such, this amendment includes preparation of an independent set of contract documents to be bid for construction which will include the pipeline improvements and PRV stations (included in the original scope of services).

This amendment includes preparation of final design plans, specifications, and engineer's OPCC for the water pipeline improvements. The PRV improvements will be packaged for bid with the pipeline improvements. This amendment also includes supporting the City permitting tasks, and bidding.

Proposed Improvements

The following is a list of the major project elements that will be designed under this Scope of Services as shown in **Exhibit C1**:

1. **Fletcher Bay Road NE Water Main Improvements**

    a. Design approximately 325 linear feet (LF) of new 8-inch diameter ductile iron (DI) water main from Fletcher Bay Well Site to NE Foster Road.

    b. Design approximately 1,425 LF of new 8-inch diameter DI water main in NE Foster Road from well site connection to intersection with Fletcher Bay Road NE.

c. A stream culvert crossing is required in NE Foster Road located to the west of Jennie Avenue NE. The culvert will be protected in placed to avoid triggering additional permitting requirements.

d. Design approximately 1,815 LF of new 8-inch diameter DI water main in Fletcher Bay Road NE from intersection with NE Foster Road to intersection with Miller Road NE.

e. A stream crossing is required in Fletcher Bay Road NE between Springridge Road NE and Pitcairn Place NE. The culvert will be protected in placed to avoid triggering additional permitting requirements.

f. Connect the new water to two (2) new PRV stations (PRV A and PRV B; included in the original scope of services).

g. Repurpose the existing 12-inch diameter water main as a water transmission main. Transfer all current water service connections to the new 8-inch diameter water main.

h. Consider valving and construction sequencing to minimize water service disruptions.

i. No sidewalk, curb ramps, or curb and gutter improvements will be added as part of this project.

2. Madison Avenue N Water Main Improvements

a. Design approximately 700 LF of new 8-inch DI water main in Madison Avenue N from Bainbridge Island Fire Station 21 to NE Yaquina Avenue.

b. Connect the new water main to one (1) new PRV station (PRV I; included in the original scope of services).

c. The new water main will cross State Highway 305 NE; coordinate and obtain approval from WSDOT for the proposed work. It is anticipated that WSDOT will require a trenchless crossing with a casing pipe for pipeline installed within their ROW.

d. No sidewalk, curb ramp, or curb and gutter improvements will be added as part of this project.

3. Wallace Way NW Water Main Improvements

a. Design approximately 300 LF of new 8-inch DI water main in Wallace Way NW from Lovell Avenue NW to Grow Avenue NW.

b. Connect the new water main to one (1) new PRV station (PRV F; included in the original scope of services).

c. Abandon the existing water main in place.

d. No sidewalk, curb ramp, or curb and gutter improvements will be added as part of this project.

4. Hildebrand Ln NE Water Main Improvements

a. Design approximately 400 LF of new 12-inch DI water main in Hildebrand Lane NE south of its intersection with High School Road NE.

b. Connect the new water main to one (1) new PRV station (PRV G; included in the original scope of services).

c. Abandon the existing water main in place.

d. Design repair of sidewalks, curb, and gutter where impacted by utility work.

5. Five (5) additional PRV stations will be designed and packaged with the above improvements as shown in **Exhibit C1**. Budget for the design of all nine (9) PRV stations are included in the original scope of services; effort for design of the PRV stations will be billed to the appropriate tasks in the original Scope of Services (Tasks 1 through 12).

Scope of Services Overview

This Scope of Services has been organized by the following tasks.

- Subtask 13.1: Project Management and Coordination
- Subtask 13.2: Data Review
- Subtask 13.3: 30% Design
- Subtask 13.4: 60% Design
- Subtask 13.5: 90% Design
- Subtask 13.6: Final Design
- Subtask 13.7: Permitting Support
- Subtask 13.8: Bidding Support Services
- Subtask 13.9: Subconsultant Services

Each task identifies the following components.

1. Objective: Identifies the purpose of the task.

2. Activities: Discusses specific project elements and efforts that will be completed by the Consultant project team.

3. Task Deliverables: Identifies the finished product that will be delivered to the City.

4. City Responsibilities: Describes elements that will be provided by the City.

5. Assumptions: Lists assumptions used to develop each work task.

General Assumptions

The following general assumptions were made to establish a Scope of Services and Fee Estimate for this amendment, which is supplemental to the original scope of services. Task specific assumptions are provided under each task.

- All team coordination and design review meetings with the City will be held virtually using MS Teams or another similar platform unless stated otherwise herein.

- City staff will be present at project design review meetings and will have the authority to make decisions and provide direction regarding critical project elements.

- The City's review period is 15 working days for deliverables unless stated otherwise.
- File sharing between the Consultant and the City will be through a SharePoint site set-up and maintained by the Consultant.
- All deliverables will be in electronic format delivered via email or electronic file transfer. Final documents will be signed electronically and submitted to City electronically. No hard copies of deliverables will be provided.
- Preliminary Traffic Control Plans will be developed for COBI and WSDOT permitting requirements; however, the construction contractor will be responsible for developing, updating, or modifying all Traffic Control Plans as necessary to complete construction activities.
- No temporary water service plans will be developed; Contractor will be required to prepare temporary water service plans if necessary.
- The existing condition survey and base map is provided via Amendment No. 1.
- Design does not include relocations of other utilities (e.g., power, communications, gas, sewer, or storm).
- Design does not include locating or installation of PRVs to individual water services identified in the previous hydraulic modelling effort.
- Existing roadway widths and alignments will be maintained; roadway restoration design will be completed per City and WSDOT Standards, as applicable.
- No effort for hydraulic modeling is included in this amendment.
- No additional public outreach support is included in this amendment.
- No effort for design of PRV facilities is included in this amendment; PRV designs are included in the original scope of services.
- Drawings will be developed at 1-inch = 20 feet scale on a full-sized plan sheet (22" x 34").
- Drawings will be developed in 2019 Autodesk Civil 3D.
- Design will utilize City standards to the greatest extent practical.
- Special provisions will be developed referencing the 2023 or 2024 WSDOT/APWA standard specification format (whichever is in effect at the time of bidding).
- All improvements will be within the public Right-of-Way (ROW) or existing utility easements. No new permanent easements or property right's acquisition will be required to construct the planned improvements.
- Hydrant and isolation valve locations will be included per City Standards.
- Culvert crossings that convey streams will be designed to avoid in-work work or culvert disturbance.

- Construction will be contracted via design-bid-build process and will be contracted separately from the tank portions of the project.
- No critical areas review will be included in this project. Delineation of wetlands and/or wetlands buffer areas will be completed by City staff if needed.
- Drawings will include space for the Contractor to fill in tailpiece material information to meet DOH requirements and EPA revised lead and copper rule inventory requirements.
- No engineering services during construction are included in this scope of services.
- No PWB or DWSRF funding will be used for the design or construction of work related to this scope of services (water main and PRV improvements).

Scope of Services

Consultant will perform the following services.

Task 13 – Water Pipeline Improvements

Perform engineering services in tandem with Tasks 1 through 12 for the water pipeline improvements required to support Tank No. 1 improvements.

Subtask 13.1 - Project Management

Conduct services in alignment with those described in Task 1 of the original scope of services.

13.1.1- Project Management Plan and Safety Plan

Update the Project Management Plan (PMP) and Safety Plan to reflect the additional work.

13.1.2- Schedule and Budget Management

Update contract progress reporting and budget structure to reflect this additional scope of services and fee. Progress reporting and invoicing will be consistent with the original scope of services.

Develop a project schedule in Microsoft (MS) Project specific to this additional scope of services (water main and PRV improvements). The project schedule will include meetings, deliverables, City reviews, permit reviews, and bidding. Anticipated construction duration will be added following completion of 30% design. The project schedule will include also include Tank No. 1 design milestones for bidding and construction substantial completion.

Manage the critical path of this scope of services so the water main and PRV construction can feasibly be completed BEFORE the tank construction is anticipated to be complete. The water main and PRV improvements must be functioning before Tank No. 1 (included in the original scope of services) can be brought online.

The project schedule will be updated with the 30%, 60%, and 90% deliverables and provided if changes are made to the project schedule. The project schedule will include descriptions of successors and predecessors for tasks and will indicate if a task is critical path.

13.1.3 - Progress/Work Meetings

Prepare for and conduct project coordination and review meetings with City staff to discuss project elements specific to this additional scope of services. Prepare meeting agenda and record meeting summary to document discussion items, action items, and decisions and transmit to City. Project coordination and review workshops are as follows:

1. 30% Design Review Workshop
2. 60% Design Review Workshop
3. 90% Design Review Workshop

13.1.4 – Team Management and Coordination

Manage and coordinate project staff to deliver services in conformance with the Scope of Services, budget, and schedule.

13.1.5 - Manage Project QA/QC

Manage and coordinate in-house QA/QC reviews of deliverables prior to delivery of work products to the City. QA/QC effort is captured within other tasks specific to individual work elements.

Task Deliverables

1. Updated PMP.
2. Agenda and summaries for project meetings.
3. Project schedule and updates.

City Responsibilities

1. Coordinate with project team, assist with scheduling meetings, and attend meetings.
2. Review meeting agendas, meeting summaries, and provide comments to Consultant.
3. Provide timely and consolidated written comments on deliverables.
4. Provide input and concurrence for project decisions and development.

Assumptions

1. 30% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.

2. 60% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.

3. 90% Design Review Workshop (virtual) will be attended by two (2) consultant team staff and will be up to two hours in duration.

Subtask 13.2 – Review of Background Information

Conduct services in alignment with those described in Task 2 of the original scope of services.

13.2.1- Basemap Review and Site Visit Verification

Attend up to two (2) site visits to confirm pertinent existing conditions. City staff will be present to access existing water utilities structures as needed. Coordinate additional survey needs or revisions with subconsultant via Amendment No. 1.

13.2.2 Private Utility Coordination

Coordinate with private utilities located within the project limits, including Comcast, Lumen, Puget Sound Energy (PSE), or others, as necessary. Obtain as-built information and drawings from private utilities, as necessary. Incorporate private utility information into the project basemap.

13.2.3 Utility Potholing

Prepare a potholing plan for City review and input and coordinate with potholing subcontractor. After completion of potholing, incorporate information into base files. Up to 10 pothole locations will be selected.

Potholing services will be performed by Applied Professional Services, Inc (APS), as described in more detail under Task 13.9.

13.2.4 - Geotechnical Coordination and Review

Coordinate subsurface investigation tasks with the geotechnical engineer. Geotechnical engineer scope of services is detailed in Section 13.9.

Task Deliverables

1. Potholing plan, draft and final.

City Responsibilities

1. Provide pertinent private utility contacts.
2. Provide City's most current version of CAD standards, standard Special Provisions, drawing standards, etc.
3. Provide timely and consolidated written comments on deliverables.
4. Provide input and concurrence for project decisions and development.

Assumptions

1. City will provide requested documentation within two weeks of the submitted request. Documents will be provided in electronic format via electronic file transfer or email.
2. Data requests may include record drawings, known utility depths, available geotechnical or geologic information, utility mapping, GIS data and private utility company contacts.
3. Each site visit will be attended by two (2) consultant team staff and will be up to eight hours in duration, including travel time.
4. Design of private utility relocations will be the responsibility of the private utility, if necessary.

5. Includes up to four (4) 30-minute virtual meetings with private utilities.

Subtask 13.3 – 30% Design

Objective

Develop 30% design level drawings, OPCC, and construction working days estimate. Utilize 30% design drawings to conduct conflict analysis, prepare potholing plan, and initiate permitting activities.

Activities

Subtask 13.3.1 30% Design Drawings

Develop 30% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**.

Subtask 13.3.2 30% OPCC and Working Days Estimate

Develop 30% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (eight sites total). The 30% OPCC will include a 30% contingency to account for unknowns and will have an anticipated accuracy range of -15% to +20%.

Subtask 13.3.3 Utility Conflict Analysis

Perform a conflict analysis based on basemap survey, private utility information, and information provided by the City using the 30% design utility drawings. Submit drawing mark-ups showing potential conflicts with a summary to the City.

Utilize conflict analysis to inform potholing needs; potholing is anticipated to be completed after the 30% design deliverable is reviewed by the City.

Deliverables

1. 30% level design drawings (Refer to **Exhibit D1**)
2. 30% level OPCC
3. 30% level construction working days estimate
4. Utility conflict analysis

City Responsibilities

1. Review and comment on each deliverable.
2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.
3. Coordinate with Fire Department to confirm proposed fire hydrant locations.

Assumptions

1. Effort for the design review workshop is included in Task 13.1.

2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.

3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.

4. No special provisions will be developed for the 30% deliverable.

5. All pavement restoration requirements (grind and overlay limits, lane markings, roadside restoration, etc.) will be limited to trench resurfacing and shown on the water utility plan sheets.

Subtask 13.4 – 60% Design

Objective

Develop 60% design level drawings, WSDOT/APWA Special Provisions, OPCC, and updated construction working days estimate. Address City review comments received on the 30% design documents and further advance the design.

Activities

Subtask 13.4.1 60% Design Drawings

Develop 60% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**.

Subtask 13.4.2 60% OPCC and Working Days Estimate

Develop 60% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (8 sites total). The 60% OPCC will include a 20% contingency to account for unknowns and will have an anticipated accuracy range of -10% to +15%.

Subtask 13.4.3 60% Special Provisions

Develop 60% design level special provisions. Special provisions will be based on WSDOT/APWA Standards and City Standard special provisions and modified to meet specifics of the project.

Deliverables

1. 60% level design drawings (Refer to **Exhibit D1**).
2. 60% level OPCC.
3. 60% level construction working days estimate.
4. 60% level Special Provisions

City Responsibilities

1. Review and comment on each deliverable.

2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.

Assumptions

1. Effort for the design review workshop is included in Task 13.1.
2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.
4. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.

Subtask 13.5 – 90% Design

Objective

Develop 90% design level drawings, WSDOT/APWA Special Provisions, OPCC, and updated construction working days estimate. Address City review comments received on the 60% design documents and further advance the design.

Activities

Subtask 13.5.1 90% Design Drawings

Develop 90% design level drawings. Drawings will be consistent with the drawing list provided as **Exhibit D1**. Include necessary drawings with the 90% deliverable.

Subtask 13.5.2 90% OPCC and Working Days Estimate

Develop 90% design level OPCC and construction working days estimate.

The OPCC will be organized to present information on a site-by-site basis (8 sites total). The 90% OPCC will include 5% contingency to account for unknowns and will have an anticipated accuracy range of -5% to +10%.

Subtask 13.5.3 90% Special Provisions

Develop 90% design level special provisions and submit to the City for review.

Deliverables

1. 90% level design drawings (Refer to **Exhibit D1**).
2. 90% level OPCC.
3. 90% level construction working days estimate.
4. 90% Special Provisions.

City Responsibilities

1. Review and comment on each deliverable.
2. Provide one (1) set of comments for each deliverable in electronic format. Review comments will be provided in PDF format and will be a consolidated PDF plan set prior to being delivered to the Consultant team to eliminate redundant or conflicting comments.

3. Prepare and provide electronic files, and periodic updates, of text, forms, schedules, and other components of the contract documents, including preferred "front-end" sections (Divisions 00 and 01).

Assumptions

1. Effort for the design review workshop is included in Task 13.1.
2. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.
3. Review comments will be received in a complete, single submittal. Multiple rounds of review comments on the same design completion submittal are not anticipated.
4. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.
5. No design changes will be made after the 90% deliverable is submitted to the City (only minor adjustments or corrections are anticipated).

Subtask 13.6 – Final Design

Objective

Develop final design drawings, special provisions, and OPCC based on comments from the City's review of the 90% design deliverable including a Bid-Check set (99%) and Bid-Ready set (100% - stamped and sealed).

Deliverables will incorporate and address City review comments provided on prior deliverables.

Activities

Subtask 13.6.1 99% Design Bid-Check Set Drawings

Develop 99% design level design drawings. Drawings will be consistent with the drawing list is provided as **Exhibit D1**.

Subtask 13.6.2 99% Special Provisions

Develop 99% design level special provisions and bid proposal package to address anticipated project work (water main and PRV improvements).

Subtask 13.6.3 99% OPCC and Update Construction Working Days Estimate

Develop 99% design level OPCC and update construction working days estimate.

The 99% OPCC will include 0% contingency (force account minor changes bid item will serve as contingency) and will have an anticipated accuracy range of -5% to +5%.

Subtask 13.6.4 Bid-Ready (100%) Drawings, Special Provisions, and OPCC

Incorporate City 99% design review comments into design documents to develop the Bid-Ready (100%) drawings, special provisions, and OPCC. Drawings, special provisions, and OPCC will be submitted to the City that are ready for bidding and distribution. Drawings and special provisions will be electronically stamped and signed by a Professional Engineer licensed in the State of Washington.

Deliverables

1. 99% design Bid-Check package including electronic copies of the drawings, special provisions, and OPCC via file sharing site. No hard copies will be provided.

2. 100% final Bid-Ready design documents including final electronically stamped design drawings, special provisions, and OPCC (PDF, AutoCAD, and/or MS Word, as applicable) via file sharing site. No hard copies will be provided.

City Responsibilities

1. Review and comments on each deliverable.

2. Provide one set of comments for each deliverable in electronic format. Review comments will be provided in writing and will be consolidated prior to being delivered to the Consultant to eliminate redundant or conflicting comments.

3. Prepare and provide electronic files, and periodic updates, of text, forms, schedules, and other components of the contract documents, including preferred "front-end" sections.

Assumptions

1. The drawing list is attached as **Exhibit D1** and is the basis for the fee estimate related to design drawings.

2. Special provisions will be submitted to the City as Word documents with changes being captured using the Track Changes function in Word.

Subtask 13.7 –Permitting Support

Objective

Provide permitting services during the project design phase.

Activities

Subtask 13.7.1 – COBI Right-of-Way Permitting

Obtain permits for proposed water main work within in the City's right-of-way. Preliminary traffic control plans as required by the permit will be prepared and included with the permit application. The construction contractor will be required to obtain street opening permits for work in the right-of-way including final traffic control plans.

Subtask 13.7.2 – WSDOT Right-of-Way Permitting

Obtain permits for working in the right-of-way for the water main improvements in the public right-of-way. The right-of-way permit may require preliminary traffic control plans. It is anticipated the construction contractor will obtain the street opening permits for work in the right-of-way including final traffic control plans.

Subtask 13.7.3 – WSDOT Coordination Meetings

Schedule and lead up to three (3) meetings with WSDOT to review project plans to cross State Highway 305 NE and receive direction and input on the proposed design. Each meeting will be virtual and up to one (1)

hour in duration attended by up to two (2) consultant staff members. Prepare meeting agendas and meeting notes following each meeting; submit meeting notes to City and WSDOT staff for concurrence and documentation.

Initiate coordination with WSDOT following completion of the 30% design.

Subtask 13.7.4 Hydraulic Project Approval

Obtain a Hydraulic Project Approval (HPA) from Washington Department of Fish and Wildlife (WDFW) for two (2) stream culvert crossings that carry waters of the state. Submit application online following the 60% design deliverable.

Deliverables

1. Meeting agendas and notes.
2. COBI ROW permit application.
3. WSDOT permit application.
4. Up to three (3) WSDOT variance requests.
5. One WSDOT utility facility description sheet.
6. Online HPA application.

City Responsibilities

1. The City will be the Lead Agency in issuing the SEPA exemption.
2. Attend meetings, as necessary.
3. Pay for all permit fees directly.
4. Prepare and issue public notices, if required.

Assumptions

1. The work included in this amendment is exempt from SEPA checklist requirements per WAC 197-11-800(23)(b).

2. No construction stormwater general permit (CSWGP) is required for the project, as total disturbance is assumed to be under one (1) acre per site.

3. No stormwater or drainage report will be included in this scope of services. These underground utility improvements are assumed to be exempt from all minimum requirements except MR-2, the Construction Stormwater Pollution Prevention Plan (SWPPP), according to Section I-3.2 of the Department of Ecology 2019 Stormwater Management Manual for Western Washington.

4. No in-water work or work within delineated wetlands is anticipated.

5. No inadvertent discovery plan (IDP) will be developed to support the proposed work.

6. The HPA application will be submitted online and will be transferred to the contractor after notice of award.

7. All culvert crossings carrying waters of the state will be included in one HPA application for the entire project.

8. No utility alignment changes will be required as an outcome of the HPA process.

9. Standard traffic control methods and restoration will be acceptable for ROW permits.

Task 13.8 –Bid Phase Services

Objective

Support the City on an as-needed basis during bidding of the project for construction.

Activities

Subtask 13.8.1 – Respond to Questions During Bidding

As requested by the City, respond to questions from bidders, subcontractors, equipment suppliers, and vendors regarding the project contract documents. Maintain a written record of communications during bidding process.

Route all questions and proposed responses through the City; the Consultant team will not receive or respond to any direct requests from bidders.

Subtask 13.8.2 – Prepare Addenda

Develop up to two (2) addenda.

Subtask 13.8.3 – Attend Bid Opening

Attend bid opening conducted at the City's offices. Summarize bid results, make recommendations for award, and prepare letter for notice of intent to award.

Deliverables

1. Provided written responses to bidder's questions.
2. Draft addenda for the City to distribute to plan holders.

City Responsibilities

1. The City will advertise the project and be the primary point of contact for bidder inquiries.
2. Prepare an advertisement and arrange for publication in the appropriate media.
3. Pay for advertising costs.
4. Distribute the contract documents to the appropriate plan centers and Builders Exchange.
5. Distribute the contract documents and addenda to prospective bidders, subcontractors, equipment suppliers and other vendors upon request.
6. The City will be responsible for tasks associated with printing bid documents, document distribution, bid advertisement, pre-bid meeting, addenda distribution, plan holder administration, bid evaluation, bid tabulation, etc.

Assumptions

1. Support services during bidding will be performed up to the extent of the fee estimate.
2. Up to two (2) draft addenda will be prepared for the City.

Task 13.9 –Subconsultant Services

Objective

Provided specialty services and field information needed to complete design, as described below.

Activities

Subtask 13.9.1 – Geotechnical Engineering

HWA Geosciences (HWA) will provide geotechnical engineering services consisting of subsurface explorations and analyses to develop recommendations for the trenchless pipe installation crossing the WSDOT right-of-way at the intersection of Madison Avenue and State Highway 305 NE. These services will consist of the following:

- Review Available Geotechnical information: HWA will review available geotechnical information from and in the vicinity of the project site to get a better idea of the general geology of the site and surrounding area. This will include a review of geologic maps, HWA's library of geotechnical information in the area, available reports from the City, and data from online databases. Site reconnaissance will also be performed.

- Plan and Coordinate Field Exploration: HWA will plan and coordinate the geotechnical field exploration program for the trenchless water main crossing. Two Geotechnical borings of about 20 feet deep will be drilled on each side but outside of the WSDOT right of way exploration locations. HWA will notify the one-call utility and engage a private locating service to have underground utilities located in the vicinity of the proposed borings.

- Conduct Geotechnical Borings: HWA proposes to drill two (2) geotechnical borings in support of the trenchless water main crossing State Route 305. The borings will extend to depth of about 20 feet, depending on soil conditions encountered during drilling. A truck-mounted drill rig equipped with hollow-stem auger will be used for drilling. All borings will be monitored and logged under full-time observation by an HWA representative. Drilling will be performed by a licensed driller under subcontract to HWA.

- Generate Boring Logs and Assign Laboratory Testing: Samples retrieved from our explorations will be sealed in plastic bags and taken to the Bothell, Washington laboratory for further examination and testing. Selected samples will be tested to determine relevant engineering and index properties. Depending on the type of soils encountered, laboratory testing performed may include moisture content, grain size distribution and Atterberg limits. Soil and laboratory test information will be presented in summary boring logs that will be generated upon completion of our exploration program.

- Engineering Analysis: HWA will perform geotechnical engineering analyses to develop recommendations for design of the proposed new reservoir. Tasks include determining geotechnical parameters for geologic units, develop geotechnical profile and develop seismic parameters for the site using General Procedures in the currently adopted Building Code. Recommendations will be developed for the selected trenchless method. Other analyses and recommendations include temporary shoring for the launching and receiving shafts including dewatering, recommendation for subsurface structures along the alignment, evaluation of the suitability of existing soils for re-use as structural and shaft backfill and wet weather construction.

- Draft and Final Geotechnical Report: We will provide separate draft and final geotechnical reports for the water main portion of the project, separate from the reservoir report. In this report we will present the results of our studies and design recommendations for geotechnical engineering related components of the project. Our reports will include exploration logs, site and exploration plan, laboratory test results, groundwater level readings, analytical output, and design charts, as appropriate, and design recommendations relative to excavation and earthwork. The draft reports will be finalized after comments from the City are received.

Deliverables

1. Draft and final geotechnical reports

Assumptions

1. Access to the site and all required exploration permits will be provided to HWA by the City of Bainbridge Island at no cost to HWA.

2. Boring locations will be accessible by truck-mounted drill rigs.

3. 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 ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.

4. Non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.

5. HWA assumes no concrete pavement or slab at the drilling locations and assumes that coring will not be required prior to drilling the proposed borings.

6. Geotechnical borings drilled through existing asphalt pavement will be patched with water activated AquaphaltTM 6.0 patching material. Saw cutting of the pavement or hot mix asphalt patches will not be required.

7. Boring locations will be approximately located using handheld GPS and measurement from existing known features.

8. All field work including site reconnaissance, utility locates, and drilling will be accomplished during normal daylight workdays (Monday through Friday) and hours (8AM to 6PM), with at least a minimum 8 hours available per day.

9. Drilling can be complete in one day.

10. The General Procedure methods can be used for seismic analysis. Additional scope and budget will be required for a site specific probabilistic hazard spectra or for consideration of a scenario earthquake.

11. Liquefaction potential is assumed low at the site. Therefore, this scope does not include a task for providing recommendations for mitigation of liquefaction.

12. All hours and items are estimated and may be increased or decreased within the limits of the budget at the discretion of HWA's project manager.

13. The HWA work scope does not include safety assessment.

Subtask 13.9.2 – Electrical and Control Systems Engineering Services

S&B Inc. (S&B) will provide electrical and control systems engineering for the nine (9) PRV sites identified in this scope of services. These services will consist of the following:

- Electrical design drawings
- Control systems block diagrams
- Network diagrams
- CSI type specifications for electrical, control systems and network connected devices
- Pricing for electrical and control systems to be incorporated in cost estimates
- Up to three (3) onsite visits to review the nine PRV sites.

Deliverables

1. Electrical design drawings and block diagrams
2. Electrical and control systems specifications

Assumptions

1. The following is excluded from the design and estimate:
    - SCADA/RTU Control Panel
    - Field Sensors and Instrumentation
    - PLC and SCADA graphics software
    - Commissioning
    - Field Startup and Acceptance Testing
    - System narrative and O&M
    - As built/As Commissioned Control Systems Drawings

Subtask 13.9.3 – Utility Potholing

APS, Inc will perform utility potholing to obtain utility and depth information at selected locations. This service will include:

- Air vacuum excavation of approximately ten (10) test holes on existing underground utilities, between 0' to 10' in depth.
- Backfilling test holes with either native fill or 5/8" crushed rock. Pavement will be repaired with an EZ-street patch.

Deliverables

1. Test-hole data sheets, which include Top, Bottom, Width, Diameter and Direction of the utility.
2. Excel spread sheet containing all test-hole data for the project.
3. Google Earth RM map with interactive link accompanied with an SHP File.
4. Photo of all Found Utilities.
5. One and a quarter inch zinc washer left at grade where utility was found with measurements stamped into it.

Assumptions

1. Design and implementation of dewatering systems will be the responsibility of the contractor.
2. If a test-hole falls in the hard surface APS, Inc. shall jackhammer the existing asphalt or concrete.
3. APS, Inc. shall backfill all test-holes with a material approved by the local jurisdiction (5/8" select, sand or pea gravel).
4. CDF backfill and permanent asphalt repair resulting from test holes are excluded from this scope. If the local jurisdiction requires CDF backfill and/or permanent asphalt repair additional fees will be required.
5. Grind and overlay of the existing roadway is not covered in this scope. Should the local jurisdiction require additional restoration, other than what is included in the scope, then additional fees will be required.
6. All bonding and/or ROE will be obtained prior to APS arriving on site.

Proposed Fee Estimate

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates (refer to **Exhibit E**), plus Direct Expenses incurred. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead.

Consultant proposes to perform this work on a time and expenses basis. The proposed fee estimate is provided as **Exhibit B1**. Fee estimates are based upon Consultant's 2023 Schedule of Charges which is provided as **Exhibit E**.

Project Schedule

The work will proceed upon City authorization, which is expected in July 2023. The project schedule will be submitted to the City within 20 working days of Notice to Proceed. The overall project duration for design and bidding phase for this scope of services is anticipated to be 12 months.

Attachments

- **Exhibit B1** – Fee Estimate
- **Exhibit C1** – Project Area Maps
- **Exhibit D1** – Anticipated Drawing List
- **Exhibit E** – 2023 Standard Schedule of Charges

EXHIBIT A2

SCOPE OF WORK
PROPOSED ENGINEERING SERVICES FOR WINSLOW WATER TANK REPLACEMENT PROJECT CITY OF BAINBRIDGE ISLAND, WA AMENDMENT NO. 2 – A2: FLUTED COLUMN TANK AND WASHINGTON STATE CODE CHANGE

Introduction / General / Background

Consor (Consultant), along with their subconsultants, are providing engineering services to the City of Bainbridge Island (City) for the Winslow Water Tank Replacement project. The project includes preparing preliminary and final design plans, specifications, and engineer's opinion of probable construction costs for a new reservoir, and water system piping and pressure reducing valve (PRV) upgrades. The project also includes supporting the City through public outreach and permitting tasks, and bidding support.

As the project has progressed through 90% design and is now heading towards 100% final design, the City has requested that the Consultant design the new elevated water tank to be bid as either the originally conceived Composite Elevated Tank (CET) or a Fluted Colum Tank (FCT). Additionally, the State of Washington has adopted a code amendment during design, adding ASCE 7-16 Supplement 3 which has resulted in changes to the geotechnical and structural parameters and design response spectrum requirements. Lastly, the project team has become aware through discussions with potential bidders that driven pipe piles should be considered as an alternate to the originally conceived auger cast piles for subgrade improvements for the elevated tank foundation. This Amendment No. 2 adds the additional design elements to the project.

Project Understanding and Assumptions

The Consultant, through our own work and geotechnical and structural specialty subconsultants (HWA Geosciences Inc. and Peterson Structural Engineers, respectively), will provide additional design services to aid in geotechnical reporting and final design of the proposed new elevated tank. The following is a list of the major project elements that will be completed under this Scope of Work:

1. Performance design of the elevated tank to be bid as either a CET or FCT, at the Bidders' option.
    a. Inclusion of design drawings, specifications, calculations, and bidding parameters for the addition of the FCT into the bid package.
2. Washington State structural code change adding ASCE 7-16 Supplement 3.
    a. Re-design of the subgrade improvements and tank foundation to accommodate the change.
    b. Analysis and re-design of seismic slosh wave height.

3. Design of driven pipe piles as an alternate for subsurface improvements.

Anticipated City Responsibilities

No changes to the original Contract.

Proposed Subconsultants

No changes to the original Contract.

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

This task includes the administration and coordination of the Consultant's staff, subconsultants, and the interface with the City's Project Manager and other City staff. Consultant will actively manage all project work to meet the project budget and schedule.

Activities

Task 1.2 Schedule and Budget Management

A. Perform additional project management work to incorporate the design changes into the project and accommodate schedule delays.

Task 1.4 Subconsultant Coordination

A. Perform general administration and project management throughout additional work and associated tasks to provide successful completion of all tasks and elements. Proactively track progress compared to the established scope, schedule, and budget.

Deliverables

A. No changes to the services in the original Contract.

Assumptions

A. No changes to the services in the original Contract.

Task 2 – Task 5

No changes to the services in the original Contract.

Task 6 – Preliminary Design

Objective

Perform additional geotechnical investigations and reporting per the Project Assumptions.

Activities

Task 6.1 Geotechnical Exploration

The Consultant team will provide additional geotechnical exploration, analysis, and recommendations as described below.

A. Seismic Site-Specific Response Analysis

Based on the explorations at the site and the mapped site geology, the proposed elevated tank location is underlain by soils that classify as Site Class D (stiff soil). For Site Class D, Section 11.4.8 of ASCE 7-16, Supplement 3 that was added in December 2021 states that a site-specific ground motions hazard analysis is required for on a Site Class D where values of S_1 are greater than or equal to 0.2. The supplement allows for the determination of seismic design parameters without performing a site-specific ground motions hazard analysis, provided the value of parameter S_{M1} determined by Equation 11.4-2, of ASCE 7-16, is increased by 50% for all applications of S_{D1} in the standard. Based on this, the values of S_{M1} and S_{D1} have been increased by 50%. However, the increase in these parameters would result in significant increase in the required slosh height and foundation design and thus significant increase in the cost of reservoir construction. HWA has been tasked to then consider alternate methods to determine the required seismic parameters including probabilistic seismic hazard analysis (PSHA) and ASCE 7-22. Subtasks include:

- ASCE 7-22 Preliminary Analysis: Preliminary analysis on seismic parameters based on ASCE 7-22 will be performed to determine the viability of using ASCE 7-22 instead of PSHA.
- PSHA: The site-specific seismic hazard hazards analysis to be performed will consists of two steps:
  - Determine the Shear Wave Velocity for the Soil to determine the Site Class. The Site Class is required to be established for seismic analysis and is determined based on the average soil properties in the upper 100 feet below the ground surface. For this project, refraction microtremor (ReMi), a geophysical method utilizing seismic waves and ambient noise and surface waves will be used to generate a detailed vertical shear wave velocity profile to depths of about 100 feet. Borehole data will be used to correlate the ReMi seismic data obtained.
  - Performing PSHA. PSHA to be performed will involve three steps:
    1. Specification of the seismic-hazard source model(s)
    2. Specification of the ground motion model(s) (attenuation relationship(s))
    3. The probabilistic calculation.
- Update Geotechnical Report. Language will be included in the Final Geotechnical Report summarizing the method used to determine Site Class, the PSHA method of analysis used, and the seismic parameters obtained.

B. Piles as Alternate Foundation and FCT as Alternate Tank Type

Initial scope for the project assumed the new reservoir could be founded on shallow footing. Analyses by other design team members, indicated that the load on the exterior edge of the reservoir was more than the allowable capacity of the shallow footings, due to overturning during seismic events, and a pile support foundation is likely more feasible. Pile analysis and recommendations was performed as an alternate foundation for the new reservoir.

The City is also considering FCT in addition to the CET currently being considered. HWA has been requested to update the Geotechnical report to include recommendations for FCT.

Additional Subtasks impacting the reservoir include:

- Develop the soil profile for pile foundation to determine vertical and lateral pile capacity for design and effect of pile group.
- Update geotechnical report to include recommendations for pile foundation.
- Review the requirements of Supplement #3 update to ASCE 7-16 and determine the new seismic parameters based on the requirements in the supplement.
- Update the geotechnical report to include the updated parameters.
- Geotechnical recommendations for FCT water tank

Deliverables

A. No changes to the services in the original Contract.

Assumptions

A. No changes to the services in the original Contract.

Task 7

No changes to the services in the original Contract.

Task 8 – Final Design

Objective

Under this task, the design team will complete final designs and specifications for construction of the new reservoir incorporating the additional design elements. The additional work described herein is required to execute additional civil, mechanical, and structural design of the FCT per the City's request, and modification of structural design of the CET to incorporate code amendment, ASCE 7-16 Supplement 3, as adopted by the State of Washington. The code adoption resulted in changes to the geotechnical parameters and design response spectrum requirements as prescribed in ASCE 7-16 and AWWA D100/D107. This adoption occurred since the preliminary design phase of this project was complete, thus the structural design of the proposed CET shall be re-evaluated and updated to incorporate required modifications. Additional structural engineering efforts include generation of new structural calculations, design drawings, and project specifications to incorporate the FCT as an alternative tank option to CET in the bid documents. The final bid documents shall provide the City with the "best-value" selection by Bidders of either the FCT or CET options at the reservoir site.

A. CET Design Updates:

- Coordination with City and geotechnical engineer for site-specific response spectrum analysis
- Revise load generation on CET and foundation
- Re-generate pile and foundation design
- Revise design calculations, drawings, and specifications to incorporate updates to foundation and seismic design requirements

B. FCT Design:

- Load generation on FCT and foundation per AWWA D100
- Generate additional design drawings (civil and structural) for FCT option and foundation
- Generate pile and foundation design for FCT
- Compile design calculations and technical specifications for final bid documents
- Develop bidding language for alternate tank types, and incorporate into Bid Form and City-created Front Ends (Project Manual)

Activities

Subtask 8.2 – 90% Design – Plans, Specifications, and Estimates

The project team will incorporate the items described above and prepare 90% technical specifications, drawings, and a cost estimate.

Subtask 8.3 – Final Design – Plans, Specifications, and Estimates

The project team will incorporate the items described above and comments from the City's review of 90% designs and prepare bid ready technical specifications, drawings, and a cost estimate.

Task 9 – Task 13

No changes to the services in the original Contract.

Proposed Fee Estimate

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead.

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of $86,639 for the services, which includes project management and design services. The proposed fee estimate is provided as Exhibit B2. Fee estimates are based upon Consultant's 2023 Schedule of Charges which is provided as Exhibit E.

Project Schedule

The work will proceed upon City authorization, which is expected in July/August 2023. The work will be complete per the current project schedule which includes 100% Final Design documents being submitted to the City for project advertising on August 29, 2023.

Project: Winslow Water Tank Replacement **Number:** **00988**
Location: New Brooklyn

Project Description

Description: Construct a new 2 million-gallon reservoir to replace both of the existing tanks that are located on an easement near the High School.

Benefit: A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies. Project updated to include fireflow and pipeline improvements in Winslow (formerly project 01095).

Schedule: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	233	169	431	631	-	-	-	-	1,464
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Long-Term Debt	320	850	10,267	9,363	-	-	-	-	20,800
Sub-total	**553**	**1,019**	**10,698**	**9,994**	**-**	**-**	**-**	**-**	**22,264**
FUNDING USES (1000's)									
Project Management	79	37	36	-	-	-	-	-	152
Design/construction	474	982	10,662	9,994	-	-	-	-	22,112
Sub-total	**553**	**1,019**	**10,698**	**9,994**	**-**	**-**	**-**	**-**	**22,264**

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	18	69	715	1,341	1,341	1,341	17,432	22,257
Sub-total	-	18	69	715	1,341	1,341	1,341	17,432	22,257

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:**

AGENDA ITEM: Authorize the City Manager to Execute a Grant Agreement with the Washington Department of Ecology Relating to Sea Level Rise Vulnerability and Risk Assessment in the amount of $100,000

SUMMARY: This grant agreement is the principal financial support for, and will substantially fund a project to, conduct sea level rise flooding vulnerability and risk assessment. This risk assessment will focus primarily on City-owned properties and public assets. The project is supported by actions described in the 2017 Comprehensive Plan and the 2020 Climate Action Plan. The beneficial uses of the project's reports, deliverables and results will be informing the capital facilities planning process for the 2024 Comprehensive Plan periodic update.

AGENDA CATEGORY: Contract **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to execute a grant agreement with the Washington Department of Ecology relating to sea level rise vulnerability and risk assessment in substantially the form included with this agenda item.

COMMUNITY ENGAGEMENT AND OUTREACH: Results of this technical project will be presented to City Council and will be used in the capital facilities planning process of the 2024 Comprehensive Plan periodic update and Winslow Subarea Plan update.

FISCAL IMPACT:

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

BACKGROUND: On 2/14/2023, the City Council authorized a previous grant agreement for this project with the WA Department of Ecology ($100,000 federal funds). On 9/13/2022, the City Council authorized a grant agreement for this project with the WA Department of Commerce ($80,000 state funds; $20,000 city funds). On 1/24/2023, the City Council authorized an agreement ($100,000) with the United States Geologic Service (USGS) to partner on this project. Since then, the USGS has withdrawn from the project and the window of opportunity to use the WA Department of Commerce grant has passed.

Therefore, the project has been re-scoped to match the remaining available budget of $120,000. This revised grant agreement reflects the updated scope of work, and $100,000 will be provided as a grant to the City from

the WA Department of Ecology. The grant funds will support qualified consultant support for modeling and other data and reporting needs. Staff time will be supported by general fund dollars.

With more than 50 miles of marine shoreline, sea level rise is of critical concern for Bainbridge Island. Sea level rise could result in the loss of land, homes, roads, and habitat, and could lead to seawater/saltwater intrusion into Bainbridge Island's sole-source aquifers. A number of private development and public assets, primarily related to sewer service in and around Eagle Harbor and some low-lying streets, have already experienced or will soon experience inundation from sea level rise, especially during king tides. In recognition of these risks, the City's 2017 Comprehensive Plan (adopted February 28, 2017) included various references to sea level rise, including:

* Goal EN-7: Anticipate and prepare for the consequences of sea level rise.

* Guiding Policy 2.4 Anticipate and prepare for the consequences of climate change (including sea level rise) on our aquatic resources.

* Policy EN 7.1 Consider the implications of sea level rise in all relevant decision-making by using regional sea level rise projections and shoreline instability maps.

* Policy EN 6.4 Locate public facilities such as sewer and water lines outside of frequently flooded areas and with consideration of future sea level rise, in order to minimize damage to both the public facility and the natural environment.

Policy LU 2.5 in the 2017 Comprehensive Plan also identified a need to prepare a Bainbridge Island Climate Change Strategy. The resulting Climate Action Plan for the City of Bainbridge Island was adopted by the City Council on November 10, 2020. The Climate Action Plan has a goal to ensure that Bainbridge Island is climate savvy and can withstand the impacts of climate change, with a priority action to conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise. The Climate Action Plan includes the following, related priority actions:

* Priority Action 5.B.1.a: As recommended by the 2019 CCAC (Climate Change Advisory Committee) Report on Sea Level Rise ("Sea Level Rise on Bainbridge Island, A Preliminary Assessment") conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise.

* Priority Action 5.B.1.b: As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing City assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit.)

* Priority Action 5.B.1.c: As recommended by the 2019 CCAC Report on Sea Level Rise, integrate sea level rise analysis into all City planning to identify and avoid or minimize risk to planned infrastructure and development.

ATTACHMENTS:

Grant Agreement

FISCAL DETAILS: Grant agreement with WA Department of Ecology ($100,000 federal funds).

Fund Name(s): General Fund

Coding:

Recipient Project Manager	Ecology Project Manager	Ecology Financial Manager
Peter Best pbest@bainbridgewa.gov (206) 780-3719	Charlotte Dohrn cdoh461@ecy.wa.gov (564) 669-1874	Michele Boderck Mbod461@ecy.wa.gov (360) 764-6807

Agreement Negotiation Document for

Agreement No. SEASMPCZM-2224-BainIs-00004

SHORELANDS SMP COASTAL ZONE MANAGEMENT AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF BAINBRIDGE ISLAND

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Bainbridge Island, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Sea Level Rise Vulnerability & Risk Assessment
Total Cost:	$100,000.00
Total Eligible Cost:	$100,000.00
Ecology Share:	$100,000.00
Recipient Share:	$ 0.00
The Effective Date of this Agreement is:	05/01/2022
The Expiration Date of this Agreement is no later than:	06/30/2024
Project Type:	SMP Coastal Zone Management Planning Grant

Project Short Description *(500 character limit)*

The City of Bainbridge Island (RECIPIENT) will conduct a Sea Level Rise Flooding Vulnerability and Risk Assessment that will identify potential losses or damages from flooding; characterize risk; and highlight areas of the community, resources, sectors, or assets considered most vulnerable. The RECIPIENT will develop an online GIS-based map showing existing and future flood vulnerability. A final report will summarize vulnerability and identify where to focus adaptation efforts.

Project Long Description *(4,000 character limit)*

The RECIPIENT will complete a Sea Level Rise Flooding Vulnerability and Risk Assessment. Past planning efforts (e.g., 2016 Climate Impact Assessment, 2018 Comprehensive Plan, 2019 Sea Level Rise Assessment, 2020 Climate Action Plan, and 2021 Policy White Paper on Flooding from Sea Level Rise) have identified sea level rise concerns, and some city departments have begun thinking about how sea level rise will impact critical infrastructure. However, a coordinated and comprehensive effort is needed to identify potential losses or damages from sea level rise; characterize risk; and highlight those areas of the community, resources, sectors, or assets considered most vulnerable.

The RECIPIENT will hire a qualified consultant to lead the vulnerability and risk assessment. The consultant will work directly with RECIPIENT staff and public facility managers with expertise in transportation, public utilities, and community development to conduct a risk assessment for City public facilities. The project will bring together local, state, federal, and private sector managers of public facilities and services to collectively assess vulnerability and risk, which will prepare staff from these organizations to adaptively plan public facilities into the future. The RECIPIENT will notify the Suquamish Tribe of the project and discuss the Tribe's preferred methods for coordination.

This project will utilize resources for sea level rise planning in Washington, including:

- Relative sea level rise projections (Miller et al, 2018).
- Lessons Learned from Local Governments Incorporating Sea Level Rise into Shoreline Master Programs report (WA Dept. of Ecology, 2021).

This project will model tidal inundation and storm flooding layers using modeling software such as Delft3D, produced by Deltares. This approach was selected because it incorporates hydrodynamic factors (currents, winds, waves) that a "bathtub" model does not. This is important for Bainbridge Island because it is subject to significant fetch on the east side of the island as well as unique water level characteristics on the west side of the island caused by narrow passages to the north and south. The project will use existing data on public and private development, elevation, and design relative to flood vulnerability. To the extent feasible, flood elevation certificates will be used to inventory vulnerability and risk to existing buildings. New data collection efforts to assess risk will focus on the most vulnerable and highest priority public assets.

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A final report will document the process used to develop the map; highlight key findings; summarize community risk (such as number of parcels, area of buildings, property value); identify future focus areas where the vulnerability of public facilities and the private development served by those facilities result in areas at high risk; and summarize adaptive strategies that could be considered to manage risk.

Once completed, the vulnerability and risk assessment will be used in the future to inform adaptation strategy development and planning efforts, potentially including:

- Comprehensive Plan capital facilities planning.
- Neighborhood-based adaptation planning.
- Locally initiated amendments to the City's Shoreline Master Program, Flood Management Program, and Critical Areas Ordinance.
- Assessment of vulnerability and risk associated with coastal erosion due to sea level rise.
- Adaptation planning for public facilities and services.
- Shoreline access adaptation planning.
- Coastal habitat migration and adaptation planning.

Overall Goal:

To complete a Sea Level Rise Flooding Vulnerability and Risk Assessment that can inform future adaptation strategy development and planning efforts. To develop an online GIS-based map showing existing and future flood vulnerability and risk and associated information. To publish an accompanying report summarizing the city's vulnerability to sea level rise flooding and identifying potential adaptive strategies.

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RECIPIENT INFORMATION

Organization Name: Bainbridge Island, City of

Statewide Vendor Number: #SWV0019249-00

Federal Tax ID: 91-6001663
UEI Number: MVJ5FL57TU13

Mailing Address: 280 Madison Ave N
Bainbridge Island, WA 98110

Physical Address: 280 Madison Ave N
Bainbridge Island, WA 98110

Organization Fax: (206) 780-3724

Contacts

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Authorized Signatory	Peter Best Senior Planner 280 Madison Ave N Bainbridge Island, WA 98110 Email: pbest@brainbridgewa.gov Phone: (206) 780-3719
Billing Contact	Peter Best Senior Planner 280 Madison Ave N Bainbridge Island, WA 98110 Email: pbest@brainbridgewa.gov

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	Phone: (206) 780-3719

ECOLOGY INFORMATION

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PO Box 47600
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Physical Address: 300 Desmond Drive SE
Lacey, WA 98503

Contacts

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Financial Manager	Michele Boderck PO Box 47600 Olympia, Washington 98504-7600 Email: michele.boderck@ecy.wa.gov Phone: (360) 764-6807

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AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

By: _____
Joenne McGerr Date
Shorelands Program Manager

City of Bainbridge Island

By: _____
Blair King Date
City Manager
Authorized Signatory

Template Approved to Form by
Attorney General's Office

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SCOPE OF WORK

Task Number: 1 Task Cost: $ 0.00

Task Title: 1. Project Administration / Management

Task Description:

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration, and management.

A. The RECIPIENT shall coordinate with ECOLOGY throughout the project. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT shall conduct project management activities, including ensuring compliance with state statutes and rules; project scheduling; adherence to the scope of work, timelines, and due dates; requests for, and if applicable, conducting the competitive procurement process, including preparation of contractor bidding documents, advertisements, and grant monitoring.

C. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation, maintain project records, and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:
Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:
Timely and complete submittal of requests for reimbursement, quarterly progress reports, and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: Peter Best
Project Oversight: Coordination, Management, and Administration

Deliverables

Number	Description	Due Date
1.1	Quarterly Payment Request / Progress Report (PRPR)	
1.2	Recipient Close Out Report (RCOR)	06/30/2024

DRAFT

SCOPE OF WORK

Task Number: 2 Task Cost: $100,000.00

Task Title: 2. Sea Level Rise Vulnerability and Risk Assessment

Task Description (*3,500 character limit*):

A. The RECIPIENT will secure qualified consultant services. In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will prepare and enter into a contract with the selected consultant in accordance with this project scope.

B. In coordination with ECOLOGY, the RECIPIENT will meet requirements in Section 12, Environmental Data Standards of the Agreement General Terms and Conditions for a Quality Assurance Project Plan (QAPP); ECOLOGY's Environmental Information Management (EIM) database; and GIS data.

C. The RECIPIENT will develop a preliminary assessment of future flood hazard exposure. The preliminary assessment will include draft flood hazard maps, identify public facilities exposed to sea level rise and associated flooding, and describe the selected sea level rise scenarios and modeling methodology. This may be a technical memo, draft report section, or other documentation.

D. The RECIPIENT will conduct a high-resolution risk assessment of resources, sectors, assets, and areas of the community to identify potential losses or damages from sea level rise and associated flooding based on vulnerabilities identified (Task 2C). The RECIPIENT will prioritize public facilities for inclusion in the risk assessment. The RECIPIENT will consider standard Growth Management Act capital facility planning timeframes and collaborate with public facility managers and emergency services to prioritize public facilities in the risk assessment.

   The RECIPIENT will use existing surveyed elevation data and design information from GIS, surveys, as-built documents, and expert input to refine flood vulnerability and risk. The RECIPIENT will acquire limited high-resolution elevation data and design information for the most vulnerable and highest priority public infrastructure. To the extent feasible, the RECIPIENT will use available flood elevation certificates to inventory vulnerability and risk to existing buildings and will establish a procedure for adding and maintaining this information in the GIS database.

E. The RECIPIENT will develop a final online GIS-based map showing existing and future flood vulnerability and risk with refinements based on technical feedback, high-resolution public facility assessments, and flood elevation certificates.

F. The RECIPIENT will develop a Sea Level Rise Flooding Vulnerability and Risk Assessment report that will:
   - Document the methodology for the vulnerability and risk assessment and final map.
   - Highlight key findings of the vulnerability and risk assessment, as well as any information gaps and needs for future studies.
   - Summarize community risk from sea level rise.

- Identify areas at high risk based on the vulnerability of public facilities and the private development served by those facilities.
- Summarize adaptive strategies that could be considered to manage risk.

G. The RECIPIENT will develop communication materials to share the findings of the vulnerability and risk assessment with decision-makers and the public as part of future outreach and engagement.

Task Goal Statement *(1,500 character limit)*:

- To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.
- To develop a QAPP.
- To understand flood vulnerability and risk posed by sea level rise and associated flood hazards to the communities, facilities, and services within the City of Bainbridge Island.
- To understand where the RECIPIENT should focus planning and adaptation efforts.
- To ensure the Sea Level Rise Flooding Vulnerability and Risk Assessment is completed on time and on budget.

Task Expected Outcome *(1,500 character limit)*:

- Signed contract with consultant(s).
- Completed QAPP.
- Sea Level Rise Flooding Vulnerability and Risk Assessment, including online GIS-based map and report.
- Flood vulnerability and risk due to sea level rise and associated hazards is characterized and materials developed to support communication with decision makers and the community.
- The RECIPIENT is well positioned to develop adaptation strategies to address risk.

Recipient Task Coordinator: Peter Best

Task 2. Deliverables

Number	Description	Due Date
2.1	Final signed consultant contract. Upload to EAGL and notify ECOLOGY Project Manager.	August 2023
2.2	Quality Assurance Project Plan (QAPP). Upload to EAGL and notify ECOLOGY Project Manager.	September 2023
2.3	Preliminary assessment of future flood hazard exposure, including maps. Upload to EAGL and notify ECOLOGY Project Manager.	January 2024
2.4	Draft Sea Level Rise Flooding Vulnerability and Risk Assessment Report. Upload to EAGL and notify ECOLOGY Project Manager.	April 2024

2.5	Final Sea Level Rise Flooding Vulnerability and Risk Assessment Report, including final maps. Upload to EAGL and notify ECOLOGY Project Manager.	June 30, 2024
2.6	Materials created to inform and engage the public and City Council. Upload to EAGL and notify ECOLOGY Project Manager.	June 30, 2024

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BUDGET

Funding Distribution:	EG220732
Funding Title:	NOAA-SMP Coastal Zone Management (CZM)
Funding Type:	Grant
Funding Effective Date:	05/01/2022
Funding Expiration Date:	06/30/2024
Funding Source:	
Title:	NOAA-SMPCZM
Fund:	FD
Type:	Federal
Funding Sources %:	100%
Description:	SEASMPCZM-2224

Federal Awarding Agency:	NOAA – Office for Coastal Management
Federal Awarding Agency Contact:	Kris Wall
Federal Awarding Agency Phone:	541-843-0252
Federal Awarding Agency Email:	kris.wall@noaa.gov
Federal Awarding Agency Address:	2234 South Hobson Avenue Charleston, South Caroline 29405-2413

CFDA Catalog Name:	Coastal Zone Management Administration Awards
CFDA Number:	11.419
FAIN:	NA20NOS4190065
Research Grant:	No
Federal Award Date:	4/18/2022
Total Federal Award Amount:	$303,448.00

Approved Indirect Costs Rate:	Approved Federal Indirect Rate: 0%
Recipient Match %:	0%
InKind Interlocal Match Allowed:	No
InKind Other Match Allowed:	No

Is this Funding Distribution used to match a federal grant? No

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NOAA – SMP Coastal Zone Management (CZM)	Task Total
1. Project Administration / Management	$ 0.00
2. Flooding Vulnerability and Risk Assessment	$ 100,000.00
Total	$100,000.00

Funding Distribution Summary

Recipient/Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
NOAA – SMP Coastal Zone Management (CZM)	0.00%	$0.00	$100,000.00	$100,000.00
Total		$0.00	$100,000.00	$100,000.00

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AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS As of 05/01/2022

A. COASTAL ZONE MANAGEMENT PROVISIONS

1. Field Work: The RECIPIENT must ensure that any field work conducted as part of educational, training or volunteer programs/activities will be conducted in accordance with appropriate Federal, state and local laws and will follow recognized best practices for minimizing impacts to the human and natural environment.

2. Safety: The RECIPIENT is responsible for safety in the project, including the safety of project personnel, associates, visitors, and volunteers.

3. Unoccupied Aircraft Systems: If this project involves Unoccupied Aircraft Systems (UAS or drone technology), the RECIPIENT is responsible for ensuring it has complied with applicable federal/state/local laws and have the appropriate permits in hand prior to conducting drone operations.

4. Acknowledgement of Sponsorship and Disclaimer:

a. The title or acknowledgements page(s) of all reports, studies, or other documents, published or distributed electronically or hard copy (and acknowledgement pages of websites and web pages) that are supported in whole or in part by this award or any subawards shall acknowledge the financial assistance provided by this award. See below.

b. Non-Federal entities are responsible for assuring that every publication of material based on, developed under, or otherwise produced pursuant to this financial assistance award contains the following disclaimer or other disclaimer approved by ECOLOGY. See below.

c. To meet the above requirements, ECOLOGY recommends including the following statement on the title page and/or acknowledgements page of materials published or distributed through this award: This [report/video/etc.] was prepared by [RECIPIENT] using Federal funds under Washington State Coastal Zone Management Award NA20NOS4190065 from the NOAA Office for Coastal Management, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA or the U.S. Department of Commerce.

5. Lobbying Restriction: No funds may be used for the payment of membership dues to any entity to engage in lobbying activities, as provided in 2 CFR 200.450 and 200.454.
6. Scholarly publications:

a. Acknowledgement: Federal funding sources shall be identified in all scholarly publications. An Acknowledgements section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers.

b. Disclaimer: The following disclaimer should be included within every publication of material based on, developed under, or otherwise produced pursuant to this financial assistance award, or other disclaimer approved by ECOLOGY: The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA or the U.S. Department of Commerce.

c. Manuscript submission: The final pre-publication manuscripts of scholarly publications produced with NOAA funding shall be submitted to the NOAA Institutional Repository at https://repository.library.noaa.gov/ after acceptance, and no later than upon publication, of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

d. Data Citation: Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

B. DELIVERABLE DUE DATE FORM – As seen in Ecology's Administration of Grants and Loans (EAGL):

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverable Due Date EAGL form. The RECIPIENT will keep track of these due dates, and will note any date changes on the quarterly progress reports. The Deliverable Due Date form can be found on the Application Menu - Forms page in EAGL. (Note: This form does not automatically print out with the agreement.)

GENERAL FEDERAL CONDITIONS As of 4/1/2022

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the

RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment.
RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

· Receives more than $30,000 in federal funds under this award.
· Receives more than 80 percent of its annual gross revenues from federal funds.
· Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.SAM.gov within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) exclusion list.

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GENERAL TERMS AND CONDITIONS As of 06/24/2021

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html)

b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.

c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.

d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.

* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:
• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.
• Implement the IDP when Cultural Resources or human remains are found at the project site.

c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT
No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION
RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION
a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

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c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.

d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.

e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.

f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.

g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, https://ofm.wa.gov/it-systems/statewide-vendorpayee-services. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.

i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.

c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.

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d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.
ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.
If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.
RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.
ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:
a) RECIPIENT notifies the funding program of an appeal request.
b) Appeal request must be in writing and state the disputed issue(s).
c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
d) ECOLOGY reviews the RECIPIENT's appeal.
e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.
The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive. The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.
Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.

b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.

c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.

d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.

b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.

c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as

web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item. Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines. RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
c) RECIPIENT shall use ECOLOGY's provided progress report format.
d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to

final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

a) Be kept in a manner which provides an audit trail for all expenditures.
b) Be kept in a common file to facilitate audits and inspections.
c) Clearly indicate total receipts and expenditures related to this Agreement.
d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

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23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

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

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are

refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.
For more suggestions visit ECOLOGY's web page, Green Purchasing, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.
Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.
Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.
In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be

agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.
If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination. RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement
ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination
All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY
RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER
Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

DRAFT

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Consider Holding in Abeyance an Amended Proposal from the Historic Preservation Commission for Akio Suyematsu Day on Suyematsu Farm - Executive,

SUMMARY: At the Council meeting on July 11, Susan Hughes on behalf of the City Historic Preservation Commission (HPC) made public comment notifying the City Council of the HPC's intent to request approval to hold an event for Akio Suyematsu Day. The proposal is a joint effort of several community groups. Staff recommends that this proposal be held in abeyance until the disposition of the Suyematsu Historic District is resolved. The proposal can be taken up again after the decisions regarding the Suyematsu Historic District are finalized.

Staff is currently actively working on the disposition of the Historic District, which is included in the Master Lease between the City of Bainbridge Island and Friends of the Farms. The disposition of the Historic District may remove some limitations or complications in planning this community event.

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

RECOMMENDED MOTION: Hold in abeyance the proposal from the Historic Preservation Commission to participate in a commemorative event at the Suyematsu Farm to be planned with other community groups until the disposition of the Suyematsu Historic District is resolved.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:	
Amount:	TBD.
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: Akio Suyematsu was a Japanese American farmer on Bainbridge Island. His farmstead was designated after his death as a Historic District. The Historic Preservation Commission (HPC) and other Bainbridge Island groups would like to hold a commemorative celebration of his life in August on the City-owned Day Road farm property.

The Day Road farm property is included in the Master Lease held by Friends of the Farms to manage the City's publicly-owned farmland. The Suyematsu Historic District is one part of the Day Road farm property. Staff is currently actively working on the disposition of the Historic District.

Placing the planning of this event in abeyance will allow the disposition discussions to continue. The planning can be resumed when discussions of the management of the Suyematsu Historic District are complete.

ATTACHMENTS:

HPC Amended Proposal for Akio Suyematsu Day as of 07112023

FISCAL DETAILS:

Fund Name(s):

Coding:

Akio Suyematsu Day 2023
Amended Proposal for Public Celebration on Suyematsu Farm

Background

On July 31,2012, Akio Suyematsu, the last Japanese American Farmer on Bainbridge Island, passed away, leaving behind a vast and deep agricultural, historical and civic legacy. A few weeks later, during his Celebration of Life on his family farm, attended by over 300 people, then COBI Mayor, Debbi Lester, created a COBI Proclamation in honor of Akio Suyematsu (at that time, he was only the second Bainbridge Islander to have such received such an honor). The declaration began:

"*A PROCLAMATION by the City of Bainbridge Island City Council, Bainbridge Island, Washington, that honors and recognizes Akio Suyematsu, a Bainbridge Island farmer, whose life work and strong efforts to establish a sustainable farming ethic on Bainbridge Island, inspired the creation of the Bainbridge Island Farms Overlay District, and a local farming management program at the City of Bainbridge Island.*" (see attached full proclamation)

In subsequent years, Akio Day Celebrations were held on the farm. In 2022, COBI, reaffirmed this proclamation and annual event, and supported the Bainbridge Island Historic Preservation Commission (HPC), an advisory group to the City of Bainbridge Island (COBI), held a two-day celebration to commemorate the 10th Anniversary of Akio Suyematsu Day. This tradition, especially when held on the farm, had strong interest especially by the local farming community, the Japanese American community, descendants of the Suyematsu family, close friends of Akio, and other interested members of the public.

2023 Program Plan

Proposed Dates:	Sunday, August 20 or 27, 2023 (To be determined shortly)
Time:	3 Hour Program, 1-4p
COBI Sponsor/Applicant:	Historic Preservation Commission of COBI (HPC)
Program Partners:	Historic Preservation Commission of COBI (HPC) Suyematsu Farm Legacy Alliance: -Suyematsu & Bentryn Family Farmers Guild -The Suyematsu Family -Bainbridge Island Japanese American Community -Indipino Community of Bainbridge Island & Vicinity -Bainbridge Preservation Community -EduCulture & The Only What We Can Carry Project
Program Hosts:	Suyematsu & Bentryn Family Farmers Guild

Akio Suyematsu Day 2023
Amended Proposal for Public Celebration on Suyematsu Farm

Additional Program Support (tentative): Suyematsu Farms, Bainbridge Vineyards, Butler Green Organics, Paulson Farm, Town & Country Market, Bainbridge Island Japanese American Exclusion Memorial Association, Bainbridge Island Historical Museum, other TBD.

Program Location: Historic Suyematsu Family Farm, Day Road East, Bainbridge Island
The main public gathering with speakers & displays, as well as, watching the tractor parade will be held in the common area south of the red water tower, along the western interior road where previous public events and celebrations of life have been hosted. (Held on Publicly Owned Land)

Guided Walking Tours around the original forty-acre property, and including the five-acre historic area, using the existing inner perimeter roads and walking paths. (Conducted on Publicly & Privately Owned Land)

Parking: Farm Stand's entrance, utilizing currently designated parking routinely used for Farm Stand, U-Pick, and Pumpkin Patch activities (On Publicly Owned Land)

Program Plan:

To adopt, update and model the community-based program that was organized and presented for Akio Suyematsu's Celebration of Life, August 19, 2012, the day a COBI Proclamation was established in his name. The three-hour program itinerary will include featured speakers, farm tours, tractor parade, and historical and displays. Drinks and Light Refreshments, including tastes from the farm, will be provided. Expected audience of 100+ Bainbridge Island citizens, along with and visiting family and friends.

This event will be the only time of the year when the public, Bainbridge Island citizens, will have this kind of access to this unique and special agricultural, historical, cultural and community asset.

Program Planning & Advisory Committee (tentative):

Betsey Wittick, Karen Selvar, Brian MacWhorter & Mike Paulson, *Suyematsu & Bentyrn Family Farmers Guild*
Brian Shibayama, Dean Shibayama, Curtis Suyematsu & Darlene Suyematsu, *Suyematsu Family*
Vern Nakata & Carol Reitz, *Bainbridge Island Japanese American Community*
Gina Corpuz, *Indipino Community of Bainbridge Island and Vicinity*
Jonathan Garfunkel & Katy Curtis, *EduCulture & Only What We Can Carry Project*
Marcia Montgomery & Megan Luce, *Bainbridge Preservation Community*
Susan Hughes, Zach Allen, Rick Chandler, *Historic Preservation Commission*

Akio Suyematsu Day 2023
Amended Proposal for Public Celebration on Suyematsu Farm

Program Activities:

- COBI Mayor reads Proclamation for Akio Suyematsu

- Speakers Series: Three 30-minute blocks with three-four speakers per block. A series of speakers, including members of the Suyematsu Family, Japanese American Community, Indipino Community, fellow farmers, and others who knew Akio, will share farming history, memories, and messages that speak to Akio's legacy as a farmer, individual, steward, citizen, and community legend.

- Displays: Historical Photos, news articles, awards, tributes, equipment, and other cultural resources of Akio Suyematsu's family and life on these original forty acres of land.

- Tractor Parade: A 15-minute parade of S&B Farmers driving tractors that Akio Suyematsu acquired & collected during his lifetime on the farm. The parade features horse-drawn farming equipment, original Farmall tractors, as well as the last modern tractor he purchased.

- Farm Walks: Three scheduled, small group, guided walking tours of the historic Suyematsu Farm, including the Historic Area. Tour participants will be guided by Suyematsu Family members, S&B Farmers, Resident Educators and experienced docents.

Program Itinerary

1p Opening Poem or Song
COBI Mayor reads COBI Proclamation for Akio Suyematsu
First Group of Speakers

1:30 Browse Displays
1:45 1st Walking Farm Tour Begins

2p Song or Poem
Second Group of Speakers

2:30 Browse Displays
2:45 2nd Walking Farm Tour Begins

3p Song or Poem
Third Group of Speakers

3:45 3rd Walking Tour Begins
3:45 Parade of Akio Suyematsu's Tractors Led by Current Suyematsu & Bentyrn Farmers

4p Close

City Council Regular Business Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: Receive City Manager's Report

SUMMARY: City Manager King will present the 2nd Quarter 2023 status update memo on implementation of the Climate Action Plan. This memo highlights key activities for April – June 2023, with an updated table that reflects CAP-related work plan activities for the year.

He will also present a monthly Police Department report.

The City Manager will also present a memo and associated summary table of certain high priority City workplan projects. This report is made quarterly. It does not include the significant body of ongoing work provides by the City to the community.

Finally, attached is a memorandum that provides an update on the 625 Winslow Way affordable housing site.

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

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

CAP Status Update Memo - Q2 2023.docx

2023_Q2_Memo_for CC 07252023.docx

Q2 2023 Workplan Report for CC 07252023.pdf

STP Status Update Memo - Q2 2023.docx

BIPD Monthly Report May 2023.pdf

625 Winslow Way Affordable Housing Site Memorandum.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

DATE: July 6, 2023

TO: Blair King, City Manager

FROM: Autumn Salamack, Climate Officer

SUBJECT: Climate Action Plan Status Update – Q2 2023

This memo provides a brief status update on Climate Action Plan (CAP) activities and key deliverables in the second quarter (Q2) of 2023.

Key Highlights in Q2

- Completed site-prep work to launch a community electric vehicle (EV) carshare program with ZEV co-op at City Hall and hosted a ribbon-cutting ceremony on June 13th. A new public charger for EVs was observed being used by members of the public the first day the charger was operational. Two vehicles are now available at City Hall through the ZEV co-op carshare program (including an ADA accessible van) and one EV charger is available for use by anyone in the community with an EV.
- Received the City's second EV (a Volkswagen ID.4) for staff use at City Hall and applied to PSE's new "Up & Go Electric for Fleet" incentive program to assess electrical needs and available incentives for installing EV chargers behind City Hall for use by fleet vehicles.
- Concluded our technical assistance project with the City Thread Accelerated Mobility Playbook program. This project included a community-specific mobility-planning audit and an action plan for improved implementation of the Sustainable Transportation Plan with a final report posted on the City website. City Thread is scheduled to provide a brief presentation on this project at the July 25th City Council meeting.
- Completed a full transition to electric landscaping tools for use by Public Works staff, including leaf blowers, string trimmers, and hedge clippers, in May 2023, with electric chainsaws currently on backorder. A short video highlighting this transition is available on the City website.
- Released a community survey for input on a potential ordinance banning or regulating gas-powered landscaping tools on the Island. Two surveys are open for community feedback through the end of July: one for residents and one for businesses. The business survey was also translated into Spanish and posted online as a printable PDF. Print copies are also available upon request. Businesses are incentivized to participate in the survey with a $15 gift card drawing to Ace Hardware on the Island.
- Representatives from the Fire Department, PSE, Kitsap Transit, Bainbridge Prepares, Sewer District No. 7, the CCAC and the Utility Advisory Committee participated in a site visit for the Energy Transitions Initiative Partnership Project (ETIPP). Community representatives joined City staff and representatives from the Pacific Northwest National Laboratory, National Renewable Energy Laboratory, and Spark Northwest to review opportunities to generate renewable energy on the island using solar resources, distributed wind, marine (tidal) resources and waste. The group also

discussed priority locations for potential microgrids to add resilience and toured the island to identify potential renewable energy sites in support of the Climate Action Plan goals to achieve 100% renewable energy generation for the island's electrical system by 2040, and to increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages.

- Worked with a subgroup of the CCAC to evaluate project options to offset carbon emissions associated with operation of the new Police/Court building. Council voted at their June 27th meeting to direct the City Manager to take next steps to implement the carbon offset project recommendation from the CCAC, specifically to install a 120kW photovoltaic system at a location on Bainbridge Island, and to install a 15 kW photovoltaic system on the roof of the Police/Court facility.
- Developed and launched a community survey to get input on a potential, City-sponsored heat pump education and incentive program. This community survey is open through July 23rd.
- Completed the January – May 2023 campaign for our Climate Smart Challenge. More than 270 Bainbridge Island households joined the Challenge through the end of June and completed actions to help reduce 138 tons of carbon dioxide– equivalent to the greenhouse gas emissions from approximately 31 gasoline-powered passenger vehicles driven for one year. Everyone who earned at least 10,000 points in the Challenge through May 31st was entered in a drawing to win one of five outdoor or indoor composting bins. This campaign was supported by three community events in April and May:
    - Climate Smart plant-based protein food workshop and cooking demonstration – April 12th
    - PSE webinar on smart thermostats and their Peak Rewards program – May 11th
    - Kitsap County Electric Vehicle and Bicycle Expo – May 20th
- The City Council Waste Reduction Ad Hoc Committee met several times to discuss proposed updates to Ordinance No. 2021-23 to a) eliminate the $0.25 disposable cup fee, and b) change from a process of requesting exemptions for home compostable products to a phased list of limited products required to be provided in a home compostable format. An updated ordinance and proposed methodology for selecting products for the home compostable list is currently scheduled for review with City Council at the August 8th regular business meeting. City staff and members of the Committee also met with interested food retail businesses in April to discuss proposed updates to BIMC Chapter 8.24.
- In support of the City's 2023 waste regulations requiring home compostable food service ware for to-go orders, the City installed bins to collect organic waste at various locations in downtown Winslow. The new "Compost Only" containers can accept food waste, napkins, wooden utensils, pizza boxes and other natural fiber-based home compostable food containers. The new containers include images and text in five languages – English, Spanish, Chinese, Japanese, and Vietnamese – to help quickly communicate what goes where with visitors from around the world. Nearby containers collecting materials for recycling and disposal to the landfill were also updated with new signage. A short video outlining what can be placed in the new "Compost Only" bins is available on the City website. City staff will be monitoring contamination in the new compost containers and working with Bainbridge Island Zero Waste to perform 1-2 audits of materials collected in the containers as part of this pilot project to assess container style and messaging for the collection of organic waste in a public setting.

CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Q2 2023 CAP ACTIONS SUMMARY TABLE

Action	Q2 2023 Status Update
Community Engagement	
Continue implementation of Climate Smart Challenge	Completed the January – May 2023 campaign for the Climate Smart Challenge with three community events. More than 270 Bainbridge Island households joined the Challenge through the end of June and completed actions to help reduce 138 tons of carbon dioxide. Five Challenge participants who earned at least 10,000 points were awarded a free outdoor or indoor composting bin (three of whom claimed a bin).
Host community workshops with hands-on demonstrations to learn how to take specific actions	Hosted and/or participated in four community events promoting actions to reduce greenhouse gas emissions: • Climate Smart Food workshop at BARN – April 12 • Parks Earth Day Event – April 22 • Peak Rewards/PSE Community Webinar – May 11 • Community electric vehicle and bicycle expo – May 20
Develop annual CAP progress report for Council/community	NA – scheduled for release by the end of November.
Mitigation	
ETIPP technical assistance - identify pathways and costs to achieve 100% renewable electricity on the island by 2030, and opportunities to increase the resilience of our electric systems on the island	Hosted ETIPP staff and community stakeholders for a site visit with our ETIPP technical assistance program to review opportunities to generate renewable energy on the island and identify priority locations for potential microgrids to increase energy resilience.
Pilot the Green Building Fund concept with program to transition homes to efficient heat pumps	Met with a subgroup of the CCAC multiple times and continued talking with regional and national groups about options for a community heat pump pilot program. Developed and launched a community survey to get input on interest in a City-sponsored heat pump education and incentive program available on the Engage Bainbridge website. This survey is open through July 23rd.
Finalize and implement PSE franchise agreement and partnership agreement/MOU promoting additional energy conservation and renewable energy offerings for Bainbridge Island customers	Submitted final comments on the draft agreement for review by PSE, with a final franchise agreement anticipated in Q3. No discussions have taken place recently regarding the proposed partnership agreement. Staff anticipates that we may need to review the requests in the original draft partnership agreement given how much time has passed since this was initially drafted in 2020. Staff anticipates this conversation will be renewed again before the franchise agreement is signed.

Action	Q2 2023 Status Update
Complete COBI PW transition to zero-emission hand tools	Completed a full transition to electric leaf blowers, string trimmers, hedge clippers, etc. for City equipment in May 2023, with electric chainsaws currently on backorder. Analyzed battery charging needs and existing electrical capacity for charging at the O&M yard.
Complete sustainable transportation/GHG work with Fehr & Peers	Continued work with Fehr & Peers to evaluate the estimated reduction in greenhouse gas emissions associated with implementation of Scenario 2 (Connecting Centers) from the Sustainable Transportation Plan; evaluate additional scenarios to determine which strategies and transportation projects could provide substantial progress towards reducing greenhouse gas emissions on Bainbridge Island; establish an updated measure of Vehicle Miles Traveled and transportation-related greenhouse gas emissions data for the Island; and to analyze the impact of federal and state policies and legislation on future transportation emissions. Extended the contract to run through end of 2023 and scheduled City Council Study Session to review results for July 18th. This project will now include an Arc GIS StoryMap to communicate key findings with the public.
Support implementation of the Sustainable Transportation Plan: • Participate in City Thread Accelerated Mobility Playbook program • Work with Kitsap Transit to implement the BI Rides marketing campaign • Hire Sustainable Transportation Coordinator	Completed the City Thread Accelerated Mobility Playbook assistance project and posted the final report on the City website. City Thread is scheduled to provide a brief presentation to City Council at the July 25th meeting. Worked with Kitsap Transit to review and implement a new BI Rides marketing campaign, including commercials and ads with Island images and participants. The new campaign, and information about how to use Kitsap Transit programs, will also be promoted in the next issue of COBI Connects. Reviewed applications for the Sustainable Transportation Coordinator and conducted interviews in late June/early July.
Support zero-emission carshare pilot program at Town Center (per recent grant award to Mobility for All via WSDOT's Zero-emissions Access Program)	Completed all City-funded site prep work for installing EV chargers, associated signage, and parking lot markings for a new community EV carshare program with ZEV co-op and a new public EV charger located at City Hall. Launched the community EV carshare program with a ribbon-cutting ceremony on June 13th. Two vehicles are now available at City Hall through the ZEV co-op carshare program and one EV charger is available for use by anyone in the community with an electric vehicle.

Action	Q2 2023 Status Update
Complete/implement COBI Vehicle Electrification Plan (vehicles and charging infrastructure)	Met with MAKERS several times, provided additional data, and reviewed drafts of deliverables (including an assessment of electrical capacity at the O&M yard to charge a large quantity of batteries for the new electric landscaping tools). Applied to PSE's new "Up & Go Electric for Fleet" incentive program to assess electrical needs and available incentives for fleet chargers behind City Hall and were approved for technical assistance (currently underway). Received notice that we were not invited to submit a full application for the Department of Commerce's "Electrification of Transportation Systems Grants Round 2" to install one DC fast charger in the public parking lot at the new Police/Court building.
Identify and implement code updates - continue working through recommended code updates in the CAP	No activity: note that the increased residential requirements outlined in WAC 51-50-0429 now won't take effect on July 1st as originally stated in the building code. They have been delayed until October 29th. The City's Municipal Code (BIMC 18.15.020) was written to include the new residential requirements as of July 1, 2023 so staff is working to propose an update to align with State requirements.
Implement 2023 waste reduction ordinance	Met with the Waste Reduction Ad Hoc Committee several times to draft proposed updates to the ordinance to a) eliminate the $0.25 disposable cup fee, and b) change from a process requesting exemptions for home compostable products to a phased list of limited products requiring home compostable criteria for discussion with the full Council in August. Hosted one COBI Chats session with food retail businesses to discuss potential changes. Installed bins to collect organic waste at various locations in downtown Winslow and updated language on associated garbage and recycle bins to provide images and text in five languages.
Support development of a comprehensive solid waste program	Received final report from Tetra Tech, with a presentation to Council anticipated in Q3.
Adaptation & Resilience	
Create a list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions	No activity.
Complete USGS CoSMoS modeling to identify infrastructure at risk from sea level rise and identify/implement priority actions to protect or adapt public infrastructure	Selected a consultant and currently negotiating a scope of work to include modeling since modeling from USGS is no longer available as part of this project. USGS' departure from the project necessitated the City returning one of the grants associated with this project (from the Department of Commerce).

Action	Q2 2023 Status Update
Implement recommendations from 2022 solar/BESS review of six community disaster hubs	Identified staff in Public Works to lead this ARPA funded project. Staff plans to release details for bids to install solar panels at the Senior Center before the end of Q3.
Train staff in, and use, the EcoAdapt Climate Change Adaptation Certification Tool, or similar tool - use consistently and track use/outcomes; evaluate potential to use for City review of private development as well	Reviewed examples of climate lens tools used by other municipalities for adaptation by the City. A proposed tool will be shared with CCAC and City staff for review and testing in Q3.
Increase the resiliency of COBI utility infrastructure, water, wastewater, and storm drainage	City Council approved budget amendments for the Wing Point pump station relocation project. Received notice that the City's grant application submitted to the Building Resilient Infrastructure and Communities (BRIC) program for "Shoreline Road Climate Adaptation Project Scoping "at Manitou Beach was advanced to the next stage for potential award by the State. Staff anticipates an update on funding for this project from FEMA in the fall.

CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: July 21, 2023

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2023 Workplan and Priority Project Status

The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. The summary table provides an update on current projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021.

The summary table includes nearly 100 projects. Though this is a long list, it is not a comprehensive or prioritized list of all City activities and represents a small portion of ongoing work. Staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2023 Q2 Results: Citywide Workplan Priorities

Key steps and decisions included:

- Adoption of a Housing Action Plan for the City of Bainbridge Island
- Approval of three-year labor agreement with International Association of Machinists
- Official acceptance of the Eagle Harbor Phase II non-motorized project
- Formation of Council ad hoc subcommittee to review and document practices related to City advisory committees, boards and commissions.
- Completion of a periodic water and sewer utility rate study and approval of new rates for those utilities.

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement.

Some significant activities that emerged in the course of 2023 are listed below. When these

emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address previously identified projects.

Key Added/Emerging Tasks During 2023 (grouped roughly by topic):

- Consider updates to Title II of the Bainbridge Island Municipal Code related to subarea planning
- Support Steering Committee of Councilmembers and Planning Commissions related to public outreach for Winslow Subarea Plan and the Comprehensive Plan Periodic Update
- Consider redevelopment of the Police Station site for affordable housing
- Consider options related to 180 Olympic Drive, also known as the "notch property"
- Consider options management of the Suyematsu Historic District
- Consider options for solid waste management on Bainbridge Island
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Prepare for expected end to president's emergency order related to the COVID pandemic
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with International Association of Machinists and Aerospace Workers
- Develop additional analysis related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Develop project and identify non-City-owned location for a 120 kW solar panel installation to offset carbon emissions from the 8804 Madison Avenue Building (Police/Court Facility)
- Consider updates to Bainbridge Island Municipal Code 8.24, Waste Reduction
- Support City Thread Accelerated Mobility Playbook report distribution

The reports that follow are sorted by the type of project, as well as the "driver" of, or reason for, the project. These organizational descriptions are intended to help with sorting and reviewing the list. Categories include Climate/Natural Resources, Land Use/Housing, Mobility, Safety, Community, and Accountability. Drivers include Policy, Operations, Capital and Required.

The attached report includes over 90 projects. In 2023, the status of the City's current year workplan priorities will be reported next at the end of the third quarter (as of September 30, 2023).

2023 Workplan Projects

** means on the 2021 Highest Priority Project list

Last updated July 10, 2023

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Consider Updates to Sign Code	Active	Currently scheduled for Council review in Q3 2023. Staff will provide analysis and recommendations of regulations regarding options for regulation of signs.	Land Use/ Housing	Policy	Exec								
Consider options related to ownership of 180 Olympic Drive property	Active	Considering options related to this property	Land Use/ Housing	Operations	Exec								
Consider redevelopment of the 625 Winslow Way Police Station site for affordable housing	Active	Developing financial feasbility options for City-led development of affordable housing at current site of police station	Land Use/ Housing	Operations	Exec								
CAP: Identify project for solar panel installation per carbon offset recommendation at non-City-owned site.	Active	Project scope and location options under investigation.	Climate/ Natural Resources	Policy	Exec								
CAP: ETIPP Renewable Energy Technical Assistance	Active	Technical assistance program is currently underway to identify specific pathways towards 100% renewable energy for the island, and increase the community's energy resilience by allowing for portions or the entirety of the community to be able to operate as an islanded grid during outages.	Climate/ Natural Resources	Policy	Exec								
CAP: Evaluation of options for City approach to solid waste services	Active	Analyze recommendations of solid waste assessment from TetraTech and develop a solid waste project plan and timeline. Consider staffing and funding needs. Report is nearly finalized and will inform next steps regarding solid waste.	Climate/ Natural Resources	Policy	Exec								
CAP: COBI Fleet Electrification	Active	Develop a comprehensive, system-wide assessment of EV needs for the City and recommend a strategy for a multi-tiered vehicle purchase and replacement process, inclusive of the support facilities required for charging. Project initiated in February 2023 and expected to be complete by the end of the year.	Climate/ Natural Resources	Operations	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort. Interlocal agreement with Parks District approved by Council in March 2023.	Safety	Operations	Exec								
Receive Storm Ready and Tsunami Ready designation from the National Weather Service	Active	StormReady designation received in March 2023. Working on achieving TsunamiReady status next.	Safety	Operations	Exec								
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. A structural analysis of the roof of the Senior Center was completed in the spring, and specs for this project are anticipated to be released for bids in Q3 2023. Next steps for the Hyla School project – and available ARPA funding to support that project - will be identified after a contract is signed for the Senior Center project.	Community	Policy	Exec								
Support City participation in opioid litigation	Active	Statewide settlement has been reached. Agreement with Salish Behavioral Health of Kitsap County passed by City Council. Awaiting approval from Salish Behavioral Health.	Community	Policy	Exec								
Support Council consideration of public farmland framework	Active	Review of Master Lease and Exhibit B in Q1. Council briefing planned in Q2.	Community	Policy	Exec								
Support ongoing implementation of Community One Reads Program	Active	Building community on Bainbridge Island through reading one book together. City hosting three events per book to engage in discussion and build a stronger community. Community voted on book in Q2 with announcement of book in Q3 and events in Q3 and Q4.	Community	Policy	Exec								
Support Welcome Pole project on the Sound to Olympics Trail	Active	Partnering with the Squamish Tribe, Bainbridge Island Parks & Trails Foundation and Public Art Committee. Funding for installation approved in Q1.	Community	Capital	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022; reporting also completed in April 2023.	Community	Operations	Exec								
Resolve shade covenant issues on Crawford and M&E properties	Active	Active project development and permitting ongoing. Mitigation plan and survey completed in Q1 2023. Bid authorized in Q2 2023. Planning for tree work in Q3 2023.	Community	Operations	Exec								
Develop Americans with Disabilities Act Transition Plan	Active	Working with Accessology, the City will create an ADA transition plan covering municipal policy, capital projects and operations. Accessology has visited sites on Bainbridge Island to review in Q2 and will be looking at City policies in Q3.	Accountability	Operations	Exec								
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Consider amending BIMC to require earlier planning. Assembling a comprehensive list of activities, followed by a division of responsibilities and a monthly look-ahead meeting for all stakeholders.	Accountability	Operations	Exec								
CAP: Develop options to offset carbon emissions related to Police/Court facility	Complete	Climate Change Advisory Committee presented recommendations for projects to create new carbon emissions reductions. This project stemmed from a prior decision not to pursue LEED certification at the Police/Court facility.	Climate/ Natural Resources	Policy	Exec								
Support development of Community Reads Program	Complete	In conjunction with BI Reads for Justice, community reads pilot program completed in Q1.	Community	Policy	Exec								
Consider and implement changes to Ethics Program	Complete	Council training completed in Q1 2023.	Accountability	Policy	Exec								
Complete labor negotiations with International Association of Machinists	Complete	Complete	Accountability	Operations	Exec								
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec								
Plan for Community Needs Assessment	Deferred	Consider scope and timing for 2023.	Community	Policy	Exec								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Continue to investigate options to improve community cellular service	Deferred	Work deferred pending staff availability.	Community	Operations	Exec								
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff availability.	Accountability	Required	Exec								
Complete disposition of designated surplus property (IslandWood Easement)	Deferred	Continuing to work with the parties to the IslandWood easement to reach agreement. Work deferred pending staff availability.	Accountability	Operations	Exec								
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec								
CAP: Waste Reduction and Limit on Single Use Plastics	Ongoing	Ordinances approved in 2021. Continued implementation of all waste reduction requirements in 2023, including monthly chat sessions with impacted businesses and the formation of a new Council sub-committee to review requests for temporary exemptions and waivers.	Climate/ Natural Resources	Policy	Exec								
Expand communications efforts through "Questions and Answers" page on City website	Ongoing	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec								
Support Race Equity Advisory Committee	Ongoing	2023 work plan approved in Q1.	Community	Operations	Exec								
Develop racial equity toolkit	Pending	Paused to accommodate hiring, onboarding of Equity and Inclusion Manager	Accountability	Operations	Exec								
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	FIN								
Midbiennial Budget Modifications	Active	For 2024 Budget. Set hearing on Sept 12 for Oct 24	Accountability	Operations	FIN								
ARPA Grant compliance and claims	Active	The City received $7.061 million in two payments in 2021 and 2022. Annual compliance reports due and submitted in April 2022 and 2023.	Accountability	Operations	FIN								
Water and Sewer general obligation bond planning and issuance: $2.5 M Water, $5.8 M Sewer	Active	Plan is for 2024 bond issuance	Accountability	Operations	FIN								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Increase business license requirement and payment threshold to $3k	Complete	Eliminates the requirement for a City business license unless an annual $3k de minimis gross income threshold is met.	Accountability	Policy	FIN								
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT								
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosted software for City's Enterprise Resource Planning system, MUNIS.	Accountability	Operations	IT								
Provide downloadable GIS maps on City website	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT								
**Develop and Implement Housing Action Plan Scorecard	Active	Staff will develop scorecard and report back to Council and community.	Land Use/ Housing	Policy	PCD								
**Support Winslow Subarea Plan and Comprehensive Plan Steering Committee	Active	Consultant engaged to support monthly meetings. Meetings to be held as public meetings.	Land Use/ Housing	Policy	PCD								
**Update Winslow Subarea Plan	Active	Project ongoing. Draft alternatives to be published in September. Community engagement on vision planned for July 2023.	Land Use/ Housing	Policy	PCD								
Consider Sea Level Rise Adaptation policy	Active	Retaining consultant for revised scope of work.	Land Use/ Housing	Policy	PCD								
Update to Title II of the Bainbridge Island Municipal Code - Subarea Planning Process	Active	Title II updated and Steering Committee formed and active.	Land Use/ Housing	Policy	PCD								
Update Comprehensive Plan	Active	Consultants retained; inital project steps ongoing.	Land Use/ Housing	Required	PCD								
Consider Green Building Initiatives	Active	Will be considered by Council in Q4 2023	Climate/ Natural Resources	Policy	PCD								
Complete Shoreline Management Program Periodic Review	Active	Council briefing in Q4 2023 on work plan.	Climate/ Natural Resources	Required	PCD								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
**Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Complete	Housing Action Plan adopted by City Council in June, 2023.	Land Use/ Housing	Policy	PCD								
Complete changes to Code Compliance	Deferred	Work deferred pending staff availability.	Accountability	Policy	PCD								
**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD								
**Develop development regulations for small lots	Deferred	Issue deferred until after the Housing Action Plan, Comprehensive Plan and Winslow Subarea Plan are complete.	Land Use/ Housing	Policy	PCD								
Major vs Minor Home Based Business Code Review	Pending	Research and possible code update.	Accountability	Policy	PCD								
Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Additional officers will attend Basic Marine Law Enforcement Training in 2023 to replace trained officers lost in 2021 and 2022. Four officers completed the basic marine operations course during Q2 in 2023. Boating season operations have begun and tracking of hours and inspections are in progress.	Safety	Operations	POL								
Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations. This project will continue in conjunction with island wide speed limit changes. IT is assisting with a data collection process from the City's radar feedback signs.	Safety	Operations	POL								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Complete	The new system was implemented in the final week of May 2023. Troubleshooting and records migration continues.	Accountability	Required	POL								
Complete Manzanita Watershed Planning funded by National Transport Authority Grant	Active	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid to late 2023.	Climate/ Natural Resources	Policy	PW								
Groundwater Management Plan	Active	Consultant agreement awarded in Q2. Estimated completion in 12 months (mid-2024)	Climate/ Natural Resources	Operations	PW								
Eagle Harbor/Wyatt Non-Motorized Project, Phase I	Active	Council decision on final design in early Q3. Plans, permits and right-of-way need to be completed by 6/1/24.	Mobility	Capital	PW								
Madison Avenue Bundled Project	Active	Grant deadline met. Project construction advertisement and award in mid Q3.	Mobility	Capital	PW								
Sound to Olympic Trail Planning	Active	Public engagement complete; final recommendations in Q3.	Mobility	Capital	PW								
Trail Projects: Farm Trail; Lost Valley	Active	Farm trail wetland permits expected in late Q3; complete construction before the end of the year. Lost Valley Trail permit process starting in Q3.	Mobility	Operations	PW								
Bainbridge Island Senior Community Center Renovations Project	Active	Roof repair complete. Minor repair and maintenance will continue through end of year.	Community	Capital	PW								
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule.	Accountability	Capital	PW								
Ferncliff water main extension	Active	100% design complete in Q3. Construction award expected before end of the year.	Accountability	Capital	PW								
Sands Ave Well Rehabilitation	Active	Construction complete in Q3. Pump installation encountered unexpected setbacks due to manufacturer issues.	Accountability	Capital	PW								
Yeomalt Drive Drainage Improvement Project	Active	Construction contract awarded; start in Q3.	Accountability	Capital	PW								
City Hall Security System Software Upgrades	Active	Design expected to be complete in Q3.	Accountability	Operations	PW								
Negotiate Comcast Franchise Renewal	Active	Renewal expected in 2023.	Accountability	Operations	PW								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Pavement Condition Report Update and Project Prioritization	Active	Consultant selected; draft plan in Q3	Accountability	Operations	PW								
PSE Franchise Renewal Process	Active	Last round of revisions underway. Expected Council approval before the end of the year.	Accountability	Operations	PW								
Sewer District 7 Interlocal Agreement Update	Active	Negotiations with the District not yet started.	Accountability	Operations	PW								
Stormwater System Plan	Active	Consultant work underway and on schedule for adoption before the end of the year.	Accountability	Operations	PW								
All-Island Speed Limit Implementation	Complete	Project complete.	Mobility	Operations	PW								
Halls Hill Revegetation	Complete	Project complete.	Accountability	Capital	PW								
CAP: Landscape Handtool Transition-to-Electric	Active	Equipment transition complete. Electrical upgrades at O&M facility for charging currently underway.	Climate/ Natural Resources	Operations	PW								
Country Club Road Reconstruction	Active	60% design complete in Q3; permitting process underway. Construct in 2024.	Accountability	Capital	PW								
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction start in late 2023	Accountability	Capital	PW								
Police/ Court Facility Replacement Project	Active	Project currently on schedule for completion in the fall of 2023.	Accountability	Capital	PW								
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	Accountability	Capital	PW								
Wastewater Treatment Plant Outfall Replacement	Active	Funding approved with rate study; preliminary design and permitting underway in Q3	Accountability	Capital	PW								
Water and Sewer SCADA Upgrades	Active	Project to be complete by the end of the year; delays due to communication system coordination	Accountability	Capital	PW								
Winslow Water Tank Replacement Project	Active	Construction advertisement in Q3	Accountability	Capital	PW								
Police and Court Facility Public Art Installation	Active	Funding approved; design and permitting in Q3	Accountability	Operations	PW								
Wastewater Beneficial Re-Use Project	Active	Phase II scope approved; concept design work to start in Q3	Accountability	Operations	PW								
Wastewater Treatment Plant Capacity Upgrades	Active	Funding approved with rate study; final design complete by the end of the year	Accountability	Operations	PW								

Project	Status	Notes	Category	Project Driver	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024
Water System Business Plan	Active	Planning to commence in late 2023	Accountability	Operations	PW								
Eagle Harbor PH II Non-Motorized Project	Complete	Complete	Mobility	Capital	PW								
Pritchard Park Outfall Replacement	Complete	Construction complete.	Accountability	Capital	PW								
Taylor Well Rehabilitation	Complete	Construction complete.	Accountability	Capital	PW								
Water/Sewer Rate Study	Complete	Complete	Accountability	Operations	PW								
Annual Sidewalk Repair Project	Deferred	Deferred to 2024	Accountability	Operations	PW								

CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

DATE: July 20, 2023

TO: Blair King, City Manager

FROM: Autumn Salamack, Climate Mitigation & Adaptation Manager; Chris Wierzbicki, Public Works Director

SUBJECT: Sustainable Transportation Plan – Q2 Implementation Status Update

The City Council adopted the Sustainable Transportation Plan (STP) on March 22, 2022. The STP was developed to establish the long-range vision for how we travel on the island by providing a transportation system (streets, transit, trails, etc.) that improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate resilient environment. Scenario 2, "Connecting Centers" was identified as the preferred implementation plan. With nearly $31 million in funding required over 6 years, this scenario focuses on rapid implementation and delivery of a marquee "Connecting Centers" project that would provide a complete all-ages-and-abilities spine, as well as traffic calming projects on key routes.

This memo provides a brief status update on STP activities and key deliverables for the 2022-23 timeframe as identified in the Scenario 2 "Connecting Centers" plan from March 2022 – June 2023. STP implementation progress reports will be shared with the City Manager on a quarterly basis moving forward.

Key Highlights Through June 2023

- Received a $1.7 million federal award to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge. The award is part of a larger, $16.13 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant, administered by the U.S. Department of Transportation. The grant will plan and design 100 miles of new multi-use trails in the Puget Sound to Pacific corridor, from Bainbridge Island to LaPush on the Pacific Ocean. The RAISE grant was awarded to the City of Port Angeles and the City was one of several co-applicants. Projects on Bainbridge Island include crossing improvements at High School Road, and trail segments from Sakai Park to Madison Avenue; Madison Avenue to Sportsman Club Road; Sportsman to Koura Road; and from Koura Road to the Agate Pass Bridge. Approximately 2 miles of the route are funded to 100 percent design under the RAISE grant, and 4.5 miles funded to 30 percent design. The grant does not fund trail construction. New multi-use trails and improvements will be planned by the local governments, and construction funding will be sought through future grants or other sources.
- Worked with Fehr & Peers to present an updated transportation impact fee (TIF) program to support implementation of multimodal transportation project outlined in the Sustainable Transportation Plan, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from

vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network. The updated multimodal TIF program includes 49 projects with an estimated capital value of $73 million (2022 dollars). Based on the capital value of the projects and the expected land use growth over the next 15 years, the multimodal TIF rate would be $4,000-6,000 per PM peak hour person trip (2022 dollars). While substantially higher than the City's prior vehicle based TIF rate ($1,811 per PM peak hour vehicle trip), the new multimodal TIF rate is similar to other Western Washington jurisdictions.

- Concluded a technical assistance project with the City Thread Accelerated Mobility Playbook program. This project included a community-specific mobility-planning audit and action plan for improved implementation of the Sustainable Transportation Plan. A final report is posted on the City website and City Thread is scheduled to provide a brief presentation on this project at the July 25th City Council meeting.
- Launched a community electric vehicle (EV) carshare program and installed a public charging station with Mobility for All and ZEV Co-op in the front parking lot at City Hall. Mobility for All, a non-profit advocacy group based on Bainbridge Island, secured $193,247 in grant funding in 2022 from the Zero-Emissions Access Program with the Washington State Department of Transportation. Grant funds were used to purchase two EVs for a community carshare pilot program and install EV chargers in the front parking lot at City Hall. The City serves as the site host for the EV car share program operated by ZEV co-op.
- Posted the position description for a new Sustainable Transportation Coordinator to help coordinate the development and implementation of non-capital programs and policies identified in the City's Sustainable Transportation Plan. The first review of applications took place in May with interviews held in July.
- Adopted Ordinance No. 2023-03 relating to the setting of island-wide speed limits on January 24, 2023. This action was identified in the STP to enhance safety for people biking and walking in the community. The City began implementing the first phase of speed limit sign changes in March, decreasing speeds by no more than 5 MPH on numerous major and minor roads. The majority of local access roads now have a default speed limit of 20 MPH unless otherwise posted.

SUMMARY TABLE OF STP ACTIVITIES THROUGH JUNE 2023

(Per the list of 2022-23 projects identified in Scenario 2 of the STP)

Action	Q2 2023 Status Update
Planned Projects	
Sportsman/New Brooklyn: crossing enhancements, new multi-use sidewalks and side path extensions	Complete: Completed intersection improvements to address traffic congestion and enhance facilities for those who walk and bike in the vicinity in 2022.
Madison Avenue: widen sidewalks, add protected bike lanes, and traffic calming measures (from Winslow Way to SR 305)	No activity to date.
Connecting Centers Projects	
Lynwood Center Road – Point White to Fletcher: vertically separated bike lanes	No activity to date.
Finch – Wyatt to Sportsman Road: vertically separated bike lanes	No activity to date.
Wyatt – Finch to Weaver: vertically separated bike lanes	No activity to date.
Island-Wide Projects	
Dana's Trail: trail enhancements across School property (Madison to New Brooklyn)	No activity to date.
Maintou – Loop to Falk: traffic calming* measures and advisory shoulder striping	No activity to date.
Grow / Lovell Couplet: one-way couplet and traffic calming measures (Wyatt to High School Road)	In progress: Conducted a public outreach session in the spring of 2022 to discuss potential traffic calming measures on Grow Ave. The community was unreceptive to a one-way couplet idea. Staff is reconsidering temporary/trial traffic calming elements.
Point White – Schel Chelb to Lynwood: traffic calming measures, advisory shoulder striping, and crossing enhancements	No activity to date.
Miller – New Brooklyn to Grand Forest: traffic calming islands and crossing enhancements at Forest to Sky Trail	No activity to date.
Blakely – Buckling to School zone: traffic calming measures	No activity to date.
Day – School zone: traffic calming measures	No activity to date.
Farm Trail: 8' off-road gravel path	No activity to date.
Action	Q2 2023 Status Update

Transit	
Develop an island-wide and/or Winslow-only electric vehicle shuttle	In progress: Project in conceptual design phase. Interviews held with firms that responded to a request for statement of qualifications in early 2023.
Mobility	
Develop mobility hubs (with bike racks and charging stations) at three locations: • Ferry terminal • Lynwood Center • Coppertop	No activity to date.
Improve two existing bus stops (PH1): add shelter, benches, maps	No activity to date.
Explore electric vehicle/bicycle program and subsidy	In progress: Launched community EV carshare program and installed a public charging station with Mobility for All and ZEV Co-op in the front parking lot at City Hall. A potential e-bike subsidy was highlighted as a strategy for future consideration in the Fehr & Peers report.
Programs	
Lower speed limits on the island	Complete: new speed limits went into effect in March 2023
Develop a Transportation Commission	In progress: Discussed potential to add sustainable transportation representatives to the existing Climate Change Advisory Committee; this effort is on hold pending the hiring of a Sustainable Transportation Coordinator and review of recommendations from the City Thread AMP report.
Develop a Safe Routes to School Program	No activity to date; included in scope of work for new Sustainable Transportation Coordinator.
Extend Transportation Benefit District Fees (all funding dedicated to project list)	Complete: the timeframe for collection of Transportation Benefit District Fees was expanded and the fee was increased.
Translate STP to Comprehensive Plan (replace and update current transportation element)	In progress: This will be addressed as part of the Comprehensive Plan update planned in 2024
Create and support legislative push for SR 305 funding for Sound to Olympics Trail	In progress: The City received $1.7 million in federal funding (RAISE grant) to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge.
Work with Transportation Commission and partners to prioritize off-road routes for an off-road easement strategy	No activity to date.
Update transportation impact fees (to fund implementation of the STP)	Complete: worked with Fehr & Peers to develop a multimodal transportation impact fee that is designed to implement the 2022 Sustainable Transportation Plan.
Action	Q2 2023 Status Update

Plan for grant applications for Sound to Olympics Trail from High School Road to Day Road	In progress: The City received $1.7 million in federal funding (RAISE grant) to plan the Sound to Olympics Trail from Winslow to the Agate Passage Bridge, including planning for crossing improvements at High School Road.
Develop and install community education and signage (regarding routes and connections with other trails and facilities)	No activity to date.
Other	
Hire a Mobility Manager to support implementation of the STP	In progress: Job posting for a Sustainable Transportation Coordinator was posted on April 20, 2023, with the first review of applications on May 10, 2023. Interviews conducted in July.
Hire a Project Manager to support implementation of capital projects (including those outlined in the STP)	Complete: a new Project Manager was hired in Public Works in early 2023 to work on capital projects
Purchase a small electric sweeper to clean bike lanes and hire associated maintenance staff	No activity to date.

**What is a traffic calming project?*
Traffic calming is the use of physical road design and/or other measures to slow vehicles as they move through neighborhoods. Rather than designing streets with a focus on moving personal vehicles through as quickly as possible, all forms of transportation (including walking) are given more of an equal weight to slow traffic and increase safety for all users of the road. Reduced speeds are proven to help decrease the severity of injuries and fatalities if an incident does occur. Scenario 2 in the STP – the Connecting Centers scenario – identifies various types of traffic calming projects including advisory shoulder striping, crosswalk and sidewalk enhancements, speed humps, and roundabouts.

Bainbridge Island Police Department
Joseph N. Clark, Jr. - Chief of Police

Memorandum

DATE: June 26, 2023

TO: Blair King, City Manager

FROM: Joseph N. Clark, Jr., Chief of Police

RE: Monthly Police Activity Report for May 2023

Personnel Updates

Hiring, Recruitment, Separations
No hires, no separations, no background investigations underway. Oral boards for lateral and entry level candidates are scheduled to take place June 8.

Academy Progress and Field Training
Officer David Pepicelli is on target to finish up field training in June and will begin patrolling solo. There are no Bainbridge Island officers currently attending the law enforcement academy.

Special Events, Notable Incidents, News

Special Events
The first Moonlight Market of the year on Friday, May 5 was cancelled due to inclement weather.

Records Management System
Preparation and troubleshooting continued in earnest this month as the deadline drew near for county law enforcement to change over to a new records management system (RMS). Officers and civilians at agencies throughout the county attended in-depth hands-on training to familiarize themselves with the new RMS and prepare for the changeover, which took place May 14. Efforts continue to address glitches and familiarize users with the new system.

Community Outreach

- May 3rd, Chief Clark was interviewed by student members of the Healthy Bainbridge Alliance, who used parts of that interview in an article regarding teen drinking as part of their ongoing project with Bainbridge Youth Services.
- Chief Clark and Community Resources Officer (CRO) Burnham spent time reading to students each Tuesday morning in May through the Rotary Readers program.

- Community Resources Officer Zach Burnham conducted active shooter preparedness training for staff at Woodward Middle School per request.
- CRO Burnham was interviewed for an article in COBI Connects regarding the launch of the Safe Place program in the summer of 2023.
- On May 20, BIPD participated in a fire extinguisher and flare event at Winslow Wharf. At the event, Bainbridge Prepares, Eagle Harbor Yacht Club, Peninsula Fire, and the U.S. Coast Guard teamed up to educate boaters about safety law, inspect fire extinguishers, and collect and safely dispose of expired and unwanted flares and fireworks.
- Chief Clark attended an Electric Vehicle Expo at Woodward May 20 where guests explored and test drove a variety of electric vehicles and bikes and learned about the City's efforts to support electrification. The event was sponsored by Puget Sound Energy, Rotary, Sustainable Bainbridge, the Bainbridge Island Chamber of Commerce, BI Cycle, and the City of Bainbridge Island.
- On May 22, CRO Burnham visited Woodward Middle School to enjoy an appreciation lunch in response to a previous visit for Inspire Day.
- CRO Burnham and K9 Whitney made visits this month to Cub Scouts, El Velero (Spanish Immersion) program at Ordway Elementary School, 1st graders at Ordway Elementary School, 6th graders at Sakai Intermediate School, Bethany Church Pre School, and St. Cecilia's Pre-K class.
- The Community Police Academy concluded May 24 with a graduation celebration. Thanks to CRO Burnham and the many other members of the department who contributed to the successful season by sharing their time and expertise with students in the class.

Navigator Update

- On May 1st, Community Health Navigator Kelsey Lynch partnered with Bainbridge Youth Services to speak with Woodward Middle School students about preventing drug and alcohol use.

Training (Assigned and Elective)

- ACCESS Level 1 Recertification via Washington State Patrol; 1 hour (Lewis, Quinn)
- Airborne and Bloodborne Pathogens via PoliceOne Online; 1 hour (Dominowski)
- Basic Marine Law Enforcement (BMLE) training course through the Washington State Department of Parks and Recreation Commission in Kennewick; 44 hours (Miller, Swann)
- Building a Collaborative Response to Mental Illness or Substance Abuse in Your Jurisdiction via CJTC Online; 1.5 hours (Clark)
- Firearms – Patrol Rifle Instructor Course via CJTC at Tacoma PD; 40 hours (Norton)
- Firearms – Qualifications via BIPD Instructor Norton at Bremerton Range (Bingham, Lewis, Norton, Pepicelli, Sias)
- Hate Crimes Training for Law Enforcement via PoliceOne; 1 hour (Clark, Dominowski, Lewis)
- Heartsaver First Aid with CPR and AED via Barbara DeWitt at City Hall; 3 hours (Burns)
- Implicit Bias via PoliceOne Online; 1 hour (Dominowski, Koon, Lewis)
- Introduction to the Historical Intersection of Race and Policing via CJTC Online; 3 hours (Weiss)

- Patrol Officer Response to Sexual Assault via CJTC Online; 2 hours (Pepicelli)
- Promoting a Workplace Free from Harassment, Discrimination, and Retaliation for Employees via WCIA Online; 1 hour (Bingham, Buonvino, Huska, Ledbetter, Lynch, Miller, Pepicelli)
- Promoting a Workplace Free from Harassment, Discrimination, and Retaliation for Supervisors via WCIA Online; 1.7 hours (Burns, Fastaia, Lewis, McCarty, Weiss)

Performance Measures

	2023		2022	
Description	**May**	**YTD**	**May**	**YTD**
Calls for Service	1,173	4,725	906	4,007
Case Reports	145	593	130	599
Criminal Citations	2	15	2	5
Traffic Infractions	47	199	19	76
Traffic Collisions	16	69	8	54
Adult Arrests	3	54	14	72
Juvenile Arrests	0	0	0	3
Domestic Violence Arrests	1	4	1	5
Driving Under the Influence	0	10	2	8
Drugs/Narcotics	0	0	0	0
*Crimes Against Persons[1]	6	30	9	40
*Above Cleared by Arrest	1	8	4	15
*Crimes Against Property[2]	40	141	54	260
*Above Cleared by Arrest	0	2	1	10

[1] Homicide, Sex Offenses, Robbery, Assault, Intimidation, Kidnapping, Human Trafficking, Violation of Protection Order
[2] Burglary/Breaking & Entering, Arson, Larceny, Vehicle Theft, Extortion/Blackmail, Counterfeiting/Forgery, and Fraud
** Data retrieved on 6/21/23*

Complaints, Use of Force

	2023		2022	
Description	**May**	**YTD**	**May**	**YTD**
Complaints	0	5	1	3
Sustained Complaints	0	0	0	0
Community Concerns[1]	13*	36	10**	48
Use of Force Incidents	3	5	0	3

[1] Complaints unrelated to officers or policy, and received other than through 911 (e.g. by phone, email, SeeClickFix).
** 1 Abandoned Vehicle, 2 Homeless, 1 Littering, 1 Parking, 1 Reckless Driver, 6 Speeding, 1 Traffic*
*** 1 Loitering, 1 Noise, 2 Parking, 5 Speeding, 1 Traffic*

Programs and Services

	2023			2022	
Description	**May**	**YTD**		**May**	**YTD**
Parking Tickets Issued	80	199		11	53
Fingerprint Cards Processed	44	222		37	187
Concealed Pistol Licenses Issued	9	75		16	90
Public Records Requests (PRRs)	49	233		35	195
Hours Required to Fulfill PRRs	18	121.5		29.75	147.75

Customer Survey Results

Year to Date:
Surveys Mailed = 100 Responses Received = 26 Response Rate = 26%

Respondent's overall impression of the officer or employee (year-to-date):
Very High 73% High 23% Average 4% Low/Very Low/Not Indicated 0%

Respondent's impression of the department (year-to-date):
Prior to Contact: Favorable 73% Unfavorable 0% Mixed 4% No Opinion/Not Indicated 23%
After Contact: Favorable 96% Unfavorable 0% Mixed 4% No Opinion/Not Indicated 0%

Type of Feedback Year-to-Date:
Praise = 69%; Criticism = 4%; Mixed = 0%; Other = 12%; Neither/None/Not Indicated = 15%

Survey Comments this Month:

- Officer extremely helpful. He did an extremely thorough investigation. I recovered my wallet within 2 hours. Awesome!
- Thank you for taking my info. I know nothing will be done about it (cyber crime) but I was told to report it, so I did.
- I felt that he was not really asking my side of the story. He had already made up his mind. Even though the fault was mine, I would have liked to be heard.
- It was very brief.
- The officer is very kind - considerate and thoughtful. I could tell that he truly did care and said he would have patrols in my area, and I felt secure. I am very proud of our law enforcement and speak very highly of everyone on the force.

Harbor Activity

- The Dave Ullin Open Water Marina is full (16 tenants) with a waiting list of 5.
- Planning continues for Boaters Fair June 10 at Eagle Harbor Waterfront Park and Dock.
- Responded to one dinghy adrift.

- No reports of sheen this month.
- Planning is underway for July and September Emergency Flotilla training.
- Processing continues for vessel Solaris under Derelict Vessel Prevention/Removal Program.
- Tracking a utility boat anchored in Port Madison; WN1428NP.
- Harbormaster's last day in the office is July 25.

May Moorage Receipts	
Moorage Type	**Dollars**
Stays of less than 3 hours	503
Overnight stays	3,758
Car top boater parking	72
Reservations	0
Trailer Day Parking	705
Trailer Annual Parking	264
Month Total	**5,302**

YTD 2023	**16,814**
YTD 2022	**14,396**

CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: 625 Winslow Way Affordable Housing Site – Open Session Update

DATE: August 8, 2023

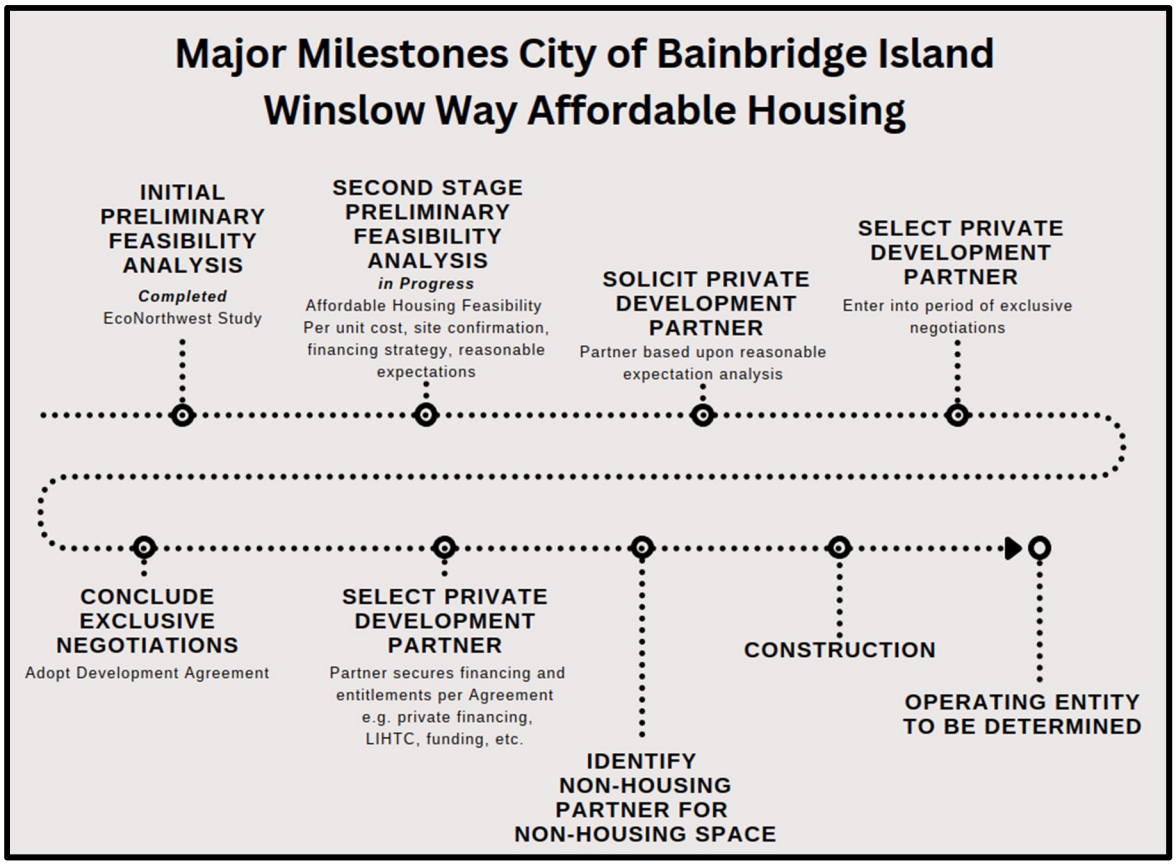
At the November 8, 2022 and June 13th, 2023 City Council meetings, the Council directed staff to proceed with the redevelopment of City property at 625 Winslow Way (the current Police Department Site) as an affordable housing project. Due to considerations involving the site, this project has been discussed in Executive Session, not in open session. In the absence of a public discussion, speculation concerning the status of the project and rumors have developed.

The opportunity to develop an affordable housing project on city owned property that is close to urban amenities is unique and rare. The location is specifically appealing as an affordable housing site due to its proximity to a major public transportation hub and urban amenities, such as a grocery store and post office. Establishing affordable housing near these amenities makes this site more competitive for funding opportunities. This project also has the potential of enhancing the arrival experience from the ferry with public-facing uses that complement the City's community development goals.

As optimal as this location may be for affordable housing, there is a site consideration that needs to be resolved in order for preliminary planning to proceed. This has been discussed with the Council in Executive Session.

In accordance with the Council's direction, the City is advancing the preliminary affordable housing feasibility study commissioned in 2022 to refine the financial feasibility of the site and develop a reasonable expectation for a competitive Low Income Housing Tax Credit (LIHTC) project. The City retained the services of affordable housing consultant, Tory Laughlin Taylor, who is developing a conceptual development within the confines of our current code. We are also anticipating possible flexibility that may be achieved under the Winslow Subarea development standards scheduled for review and updating in Q4 2023/Q1 2024.

The purpose of this early study is to understand the opportunities and constraints on site development under City code, confirm the potential scale and financial feasibility of the affordable housing development, and establish a path toward a redevelopment plan that the City can realize with a development entity.



It is noted that the identified private affordable housing development partner would be responsible for final design, permit processing, layout, unit count, and financing.

Based upon the initial review of reasonable expectations, it is projected a 100-unit rental project is financially feasible with a unit count of 31 studio units (330 SF) – 31%, 30 one bedroom units (565 SF) 30%, 27 two bedroom units (700 SF) 27%, and 12 three bedroom units (925 SF) 12%. The range of affordability is very low to low (60% and below area median income). An earlier feasibility study done by ECONorthwest concluded that a mixed market-rate plus affordable housing project was not financially feasible.

Initial financial feasibility anticipates 7,500 – 8,000 S.F. non-housing ground-floor commercial use. The height is proposed at 45 ft, consistent with current allowable zoning.

At this point in time, it is assumed the cost of development is about $475k per unit in 2023 dollars, or about $47.5 million for the total project development. Sources of funds include $19 million plus in Low-Income Housing Tax Credit (LIHTC), tax exempt financing, and city gap financing. At this point in time, we are preparing a reasonable expectation proforma. The selected private partner will be responsible for final design, financing, and construction. The operational entity is yet to be determined.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (7:45 PM) Receive the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2022 - Finance,

SUMMARY: The Washington State Auditor's office will present a summary of the audit results for the Fiscal Year ended December 31, 2022. This is an opportunity for the auditors to appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles or is commonly referred to as a clean opinion.

AGENDA CATEGORY: Presentation **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: Consider the presentation from the State Auditor.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The Washington State Auditor’s Office (SAO) is responsible for auditing Washington’s more than 2,000 local governments, ranging from the largest counties to the smallest special-purpose districts. This includes everything from school districts to cemetery districts to mosquito districts to transportation authorities. These local government audits represent the bulk of the SAO’s work. As part of this responsibility, the City of Bainbridge is required to have an annual audit. The annual audit is broken out into three major focus areas:1. Accountability - SAO evaluates whether a local government has adhered to applicable state laws, regulations, and its own policies and procedures. SAO audits to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse.2. Financial - SAO performs financial statement audits to provide an independent opinion on a local government’s financial statements and the results of its operations and cash flows. These audits determine whether the financial statements present a reliable, accurate picture of a government’s finances.3. Federal single audits - Recipients of federal funding must have an audit when they spend $750,000 or more in federal awards in a year. A federal single audit’s objective is to determine and report on whether a local government that received federal funding has complied with applicable requirements. This is an important opportunity for transparency. The auditors will appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued

an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles or is commonly referred to as a clean opinion.

ATTACHMENTS:

CBI_ExitPP - Aug 8.pdf

2022 COBI Packet.pdf

2022 ACFR AUDITED - City of Bainbridge Island, WA.pdf

FISCAL DETAILS: Cost for the 2022 audit was $95,000.

Fund Name(s):

Coding:

Exit Conference

City of Bainbridge Island

Amy Strzalka, CPA
Program Manager

April Taylor, CPA
Audit Lead

August 8, 2023

Office of the Washington State Auditor
Pat McCarthy

Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of tho materials may be requested by contacting the presenters listed or by emailing PublicRecords@sao.wa.gov.

Results that Matter

Increased trust in government

Independent, transparent examinations

Improved efficiency and effectiveness of government

Pat McCarthy
State Auditor

Accountability Audit Results

January 1, 2021 through December 31, 2022

Results in Brief

This report describes the overall results and conclusions for the areas we examined.

In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

Accountability Audit Results

Using a risk-based audit approach, for the City, we examined the following areas during the period:

- Electronic funds transfers – accounts payable and payroll
- Accounts receivable – utility billing, adjustments and collections
- Building and Development Services – building permit calculations and cash receipting
- Capital project contract procurement compliance
- Self-insurance for unemployment
- Financial condition – reviewing for indications of financial distress
- Open public meetings – compliance with minutes, meetings and executive session requirements

Financial Audit Results

January 1, 2022 through December 31, 2022

Unmodified Opinion Issued

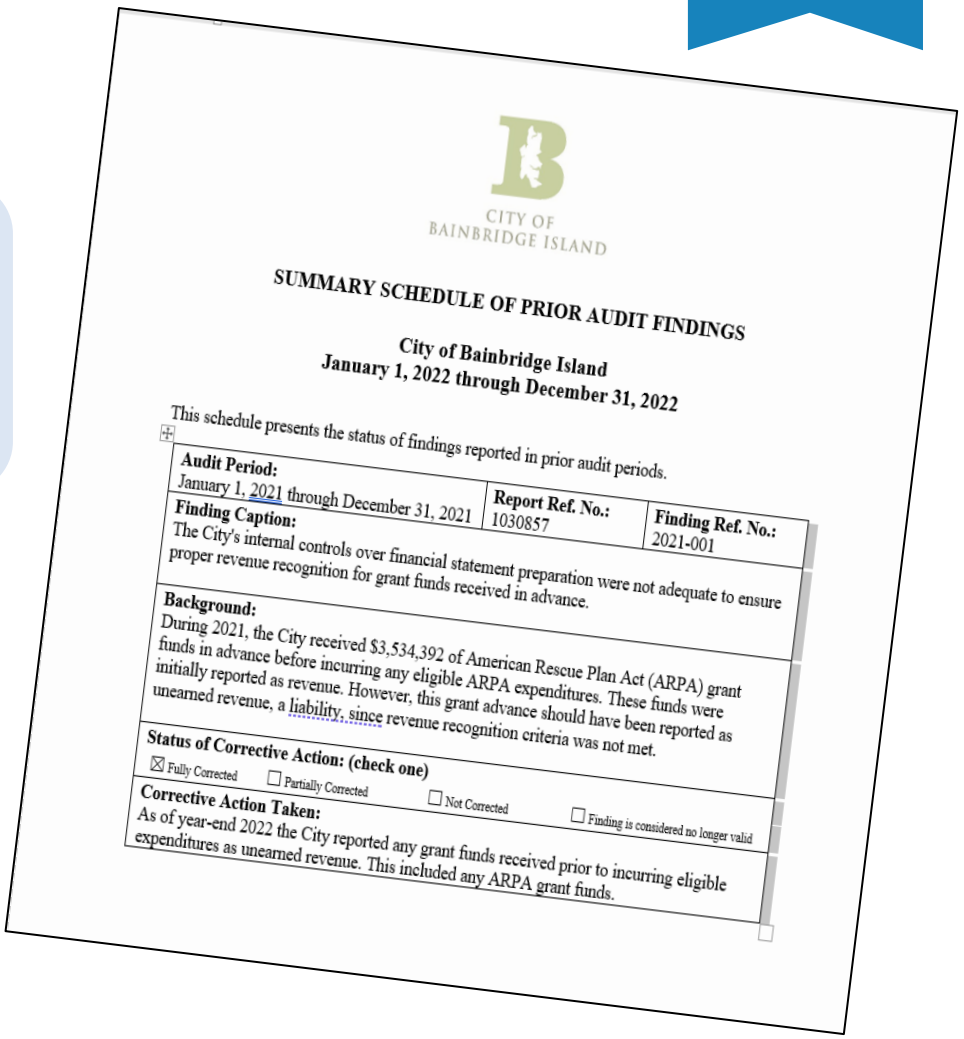
- Opinion issued in accordance with U.S. GAAP
- Audit conducted in accordance with *Government Auditing Standards*

Internal Control and Compliance over Financial Reporting

- We identified no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that were material to the financial statements of the City

Summary Schedule of Prior Audit Findings

Status of City's Corrective Action Taken: Fully Corrected



CITY OF BAINBRIDGE ISLAND

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

City of Bainbridge Island
January 1, 2022 through December 31, 2022

This schedule presents the status of findings reported in prior audit periods.

Audit Period: January 1, 2021 through December 31, 2021	**Report Ref. No.:** 1030857	**Finding Ref. No.:** 2021-001

Finding Caption:
The City's internal controls over financial statement preparation were not adequate to ensure proper revenue recognition for grant funds received in advance.

Background:
During 2021, the City received $3,534,392 of American Rescue Plan Act (ARPA) grant funds in advance before incurring any eligible ARPA expenditures. These funds were initially reported as revenue. However, this grant advance should have been reported as unearned revenue, a liability, since revenue recognition criteria was not met.

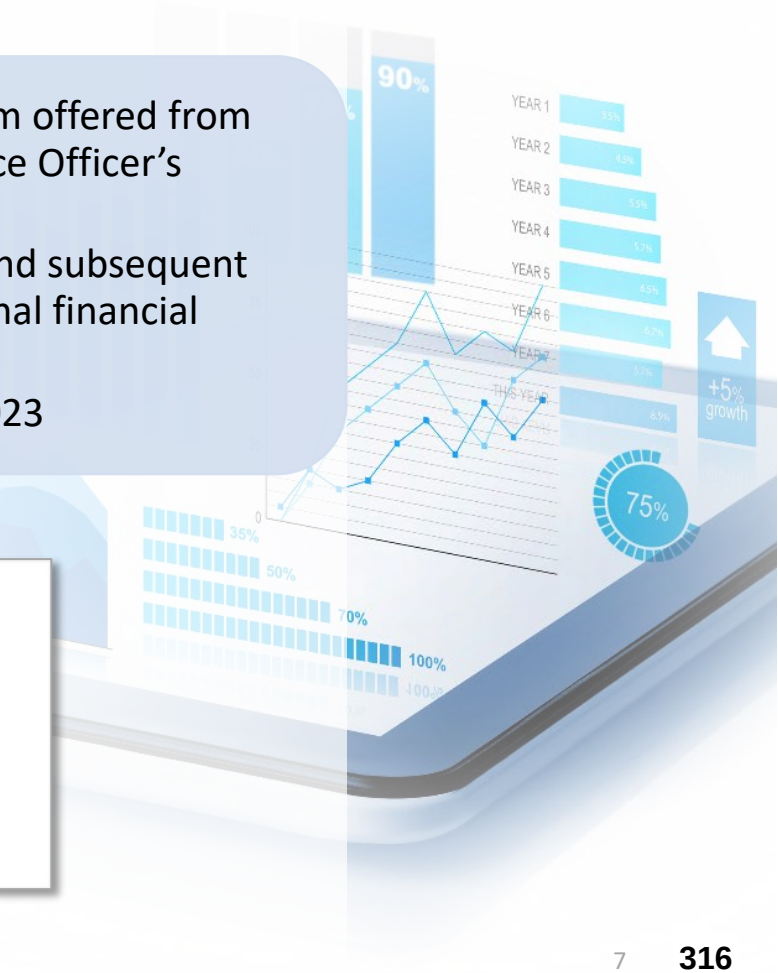
Status of Corrective Action: (check one)
☒ Fully Corrected ☐ Partially Corrected ☐ Not Corrected ☐ Finding is considered no longer valid

Corrective Action Taken:
As of year-end 2022 the City reported any grant funds received prior to incurring eligible expenditures as unearned revenue. This included any ARPA grant funds.

Annual Comprehensive Financial Report (ACFR)

Certificate of Achievement for Excellence in Financial Reporting

- Optional award program offered from the Government Finance Officer's Association (GFOA)
- Requires preparation and subsequent audit review of additional financial schedules
- Letter dated July 20, 2023



GFOA Certificate of Achievement FOR EXCELLENCE IN Financial Reporting

Federal Grant Compliance Audit Results

January 1, 2022 through December 31, 2022

Unmodified Opinion Issued

- Opinion issued on the City's compliance with requirements applicable to its major programs
- Audit conducted in accordance with *Government Auditing Standards* and the Uniform Guidance

Internal Control and Compliance over Major Programs

- We identified no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that are required to be reported

Major Programs Selected for Audit

ALN	Program or Cluster Title	Total Amount Expended
20.205	Highway Planning and Construction	$885,680
21.027	COVID-19 Coronavirus State and Local Fiscal Recovery Fund (ARPA)	$501,139

These costs amount to approximately 89 percent of the total federal expenditures for 2022

Thank You!

We would like to thank the City for the efficient, productive, and professional communication throughout the audit. We appreciate the City's participation in the weekly status meetings and their quick responses to our requests and questions, which allowed us to complete the audit at about $9,000 less than estimated. It was a pleasure to work with your staff.

Next audit: Spring 2024

- Accountability for public resources
- Financial statement – including Annual Comprehensive Financial Report opinion letter
- Federal programs

Questions?

Exit Conference: City of Bainbridge Island

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2021 through December 31, 2022 – see draft report.
- Financial statement and federal grant compliance audit for January 1, 2022 through December 31, 2022 – see draft report.
- Annual Comprehensive Financial Report opinion letter – see letter.

Audit Highlights

We would like to thank City staff for the efficient, productive, and professional communication throughout the audit. We appreciate the City's participation in the weekly status meetings and their quick responses to our requests and questions. It was a pleasure to work with your staff.

We would also like to recognize the City for the processes that have been put in place to ensure that financial statements are accurate and grant requirements are complied with.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Financial Statement Audit Communication

We would like to bring the following to your attention:

- We did not identify any material misstatements during the audit.
- Uncorrected misstatements in the audited financial statements are summarized on the attached schedule. We agree with management's representation that these misstatements are immaterial to the fair presentation of the financial statements. However, the conditions that led to these misstatements may result in more significant misstatements if not corrected.

- The audit addressed the following risks, which required special consideration:
    - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at https://portal.sao.wa.gov/SAOPortal.

Management Representation Letter

We have included a copy of representations requested of management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be $103,000 and actual audit costs are estimated to be $95,000. Thank you for your availability and responsiveness that allowed us to complete the audit quickly and efficiently.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in spring 2024 and will cover the following general areas:

- Accountability for public resources
- Financial statement – including Annual Comprehensive Financial Report opinion letter
- Federal programs

The estimated cost for the next audit based on current rates is $94,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to

help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

April Taylor, CPA, Audit Lead, (360) 845-1486, April.Taylor@sao.wa.gov

Vincent "Vinny" Shiel, Assistant Audit Manager, (360) 510-0488, Vincent.Shiel@sao.wa.gov

Amy Strzalka, CPA, Program Manager, (360) 845-1476, Amy.Strzalka@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411 Tina.Watkins@sao.wa.gov

Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

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Accountability Audit Report

City of Bainbridge Island

For the period January 1, 2021 through December 31, 2022

Published (Inserted by OS)

Report No. 1032950

Find out what's new at SAO by scanning this code with your smartphone's camera

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Office of the Washington State Auditor
Pat McCarthy

Issue Date – (Inserted by OS)

Mayor and City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the City's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the City of Bainbridge Island from January 1, 2021 through December 31, 2022.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2022 and 2021, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts receivable – utility billing adjustments
- Building and Development Services – building permit calculations and cash receipting
- Procurement – public works
- Compliance with public work projects – prevailing wages, change orders and retainage requirements
- Accounts payable – electronic funds transfers
- Self-insurance for unemployment
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

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RELATED REPORTS

Financial

Our opinion on the City's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the City's financial statements. That report is available on our website, http://portal.sao.wa.gov/ReportSearch.

Federal grant programs

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the City's major federal programs, which are listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, http://portal.sao.wa.gov/ReportSearch.

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INFORMATION ABOUT THE CITY

The City of Bainbridge Island serves approximately 25,060 citizens in Kitsap County. The City provides an array of services including police, water, sewer and storm drainage, Municipal Court, street maintenance, boat docks, community service programs, and planning and economic development. It contracts for jail services.

The City is administered by a council-manager form of government with seven elected Council Members each serving a four-year term. The Council selects one of its members to serve as Mayor for a two-year term. The Council appoints a City Manager to oversee the City's daily operations as well as its approximately 139 employees. During 2022, the City had approximately $41.6 million in revenues.

Contact information related to this report

Address:	City of Bainbridge Island 280 Madison Avenue N. Bainbridge Island, WA 98110-1812
Contact:	Karl R. Shaw, Accounting Manager
Telephone:	206-780-8606
Website:	www.bainbridgewa.gov

Information current as of report publish date.

Audit history

You can find current and past audit reports for the City of Bainbridge Island at http://portal.sao.wa.gov/ReportSearch.

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ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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Office of the Washington State Auditor
Pat McCarthy

Financial Statements and Federal Single Audit Report

City of Bainbridge Island

For the period January 1, 2022 through December 31, 2022

Published (Inserted by OS)

Report No. 1032975

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Office of the Washington State Auditor
Pat McCarthy

Issue Date – (Inserted by OS)

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on the City of Bainbridge Island's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the City's financial condition.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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City of Bainbridge Island
January 1, 2022 through December 31, 2022

SECTION I – SUMMARY OF AUDITOR'S RESULTS

The results of our audit of the City of Bainbridge Island are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the City.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the City's compliance with requirements applicable to each of its major federal programs.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

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Identification of Major Federal Programs

The following programs were selected as major programs in our audit of compliance in accordance with the Uniform Guidance.

ALN	Program or Cluster Title
20.205	Highway Planning and Construction Cluster – Highway Planning and Construction
21.027	COVID-19 – Coronavirus State and Local Fiscal Recovery Funds

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was $750,000.

The City did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

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CITY OF BAINBRIDGE ISLAND

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

City of Bainbridge Island
January 1, 2022 through December 31, 2022

This schedule presents the status of findings reported in prior audit periods.

Audit Period:	**Report Ref. No.:**	**Finding Ref. No.:**
January 1, 2021 through December 31, 2021	1030857	2021-001

Finding Caption:

The City's internal controls over financial statement preparation were not adequate to ensure proper revenue recognition for grant funds received in advance.

Background:

During 2021, the City received $3,534,392 of American Rescue Plan Act (ARPA) grant funds in advance before incurring any eligible ARPA expenditures. These funds were initially reported as revenue. However, this grant advance should have been reported as unearned revenue, a liability, because revenue recognition criteria were not met.

Status of Corrective Action: (check one)

☒ Fully Corrected	☐ Partially Corrected	☐ Not Corrected	☐ Finding is considered no longer valid

Corrective Action Taken:

As of year-end 2022 the City reported any grant funds received prior to incurring eligible expenditures as unearned revenue. This included any ARPA grant funds.

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INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City of Bainbridge Island
January 1, 2022 through December 31, 2022

City Council
City of Bainbridge Island
Bainbridge Island, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 20, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy, State Auditor

Olympia, WA

July 20, 2023

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INDEPENDENT AUDITOR'S REPORT

Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

City of Bainbridge Island
January 1, 2022 through December 31, 2022

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

Opinion on Each Major Federal Program

We have audited the compliance of the City of Bainbridge Island, with the types of compliance requirements identified as subject to audit in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2022. The City's major federal programs are identified in the auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on

compliance for each major federal program. Our audit does not provide a legal determination on the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

Performing an audit in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed; and

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- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other

purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy, State Auditor

Olympia, WA

July 20, 2023

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INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

City of Bainbridge Island
January 1, 2022 through December 31, 2022

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the financial section of our report.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;

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- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed in the financial section of our report be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This supplementary information is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated July 20, 2023 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Pat McCarthy, State Auditor

Olympia, WA

July 20, 2023

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FINANCIAL SECTION

City of Bainbridge Island
January 1, 2022 through December 31, 2022

REQUIRED SUPPLEMENTARY INFORMATION

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Statement of Activities – 2022
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Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position – 2022
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Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities – 2022
Statement of Net Position – Proprietary Funds – 2022
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds – 2022
Statement of Cash Flows – Proprietary Funds – 2022
Statement of Net Position – Fiduciary Funds – 2022
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REQUIRED SUPPLEMENTARY INFORMATION

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Schedule of Proportionate Share of Net Pension Liability – PERS 1, PERS 2/3, LEOFF 1, LEOFF 2 – 2022
Schedule of Employer Contributions – PERS 1, PERS 2/3, LEOFF 2 – 2022
Notes to Pension Plans Required Supplementary Information – 2022
Budgetary Comparison Schedule – General Fund – 2022
Budgetary Comparison Schedule – Street Fund – 2022
Budgetary Comparison Schedule – Real Estate Excise Tax Fund – 2022
Budgetary Comparison Schedule – Arpa Fund– 2022

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SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Expenditures of Federal Awards – 2022
Notes to the Schedule of Expenditures of Federal Awards – 2022

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

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As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

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Office of the Washington State Auditor
Pat McCarthy

July 20, 2023

City Council
City of Bainbridge Island
Bainbridge Island, Washington

Report on Financial Statements

Please find attached our report on the City of Bainbridge Island's financial statements.

We are issuing this report for inclusion in the City's annual comprehensive financial report package, which will be issued by the City under the City's own cover.

This report is in addition to our regular financial statement audit report, which will be available on our website and includes the City's basic financial statements.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

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In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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Office of the Washington State Auditor
Pat McCarthy

INDEPENDENT AUDITOR'S REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island as of and for the year then ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The other information comprises the Introductory and Statistical Sections but does not include the basic financial statements and our auditor's report thereon. Management is responsible for the other information included in the financial statements. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or provide any assurance thereon.

In connection with the audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the

basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated June 26, 2023, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report will be issued under separate cover in the City's Single Audit Report. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

July 20, 2023

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Summary of Uncorrected Items

Description	Statement / Schedule	Opinion Unit
The City did not accrue $132,090 related to January and February 2023 state treasurer collections for Housing and Related Services Taxes. (Remittance code 313.25)	Statement of Revenues, Expenditures, and Charges in Fund Balance	General
Note 8 - Debt service requirements for Revenue Obligation Debt Interest amounts includes interest for 2023 draws. Audited interest is $119,105 vs $131,154 reported.	Notes	N/A

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD

July 20, 2023

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of the City of Bainbridge Island for the period from January 1, 2022 through December 31, 2022. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquires to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
    a. Financial records and related data.
    b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
    c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
    d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
    e. Related party relationships and transactions.
    f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.

3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.

4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.

6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.

7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.

8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.

9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

10. We are responsible for, and have accurately prepared, the summary schedule of prior audit findings to include all findings, and we have provided you with all the information on the status of the follow-up on prior audit findings.

Additional representations related to the financial statements:

11. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.

12. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.

13. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.

14. The financial statements properly classify all funds and activities.

15. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.

16. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.

17. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.

18. Revenues are appropriately classified by fund and account.

19. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.

20. Net position components (net investment in capital assets, restricted and unrestricted) and fund balance components (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, as applicable, approved.

21. Significant assumptions we used in making accounting estimates are reasonable.

22. The following have been properly classified, reported and disclosed in the financial statements, as applicable:

    a. Interfund, internal, and intra-entity activity and balances.

    b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.

    c. Joint ventures and other related organizations.

    d. Guarantees under which the government is contingently liable.

    e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

    f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.

23. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.

24. We acknowledge our responsibility for reporting supplementary information (the Schedule of Expenditures of Federal Awards) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.

25. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.

26. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.

27. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.

28. We believe the effects of uncorrected financial statement misstatements summarized in the schedule of uncorrected items provided to us by the auditor are not material, both individually and in the aggregate, to each applicable opinion unit.

29. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

30. We acknowledge our responsibility for presenting Annual Comprehensive Financial Report combining statements and supplemental schedules in accordance with generally accepted accounting principles in the United States. We believe that combining statements and supplemental schedules are fairly presented, including both form and content, in accordance with those principles.

31. We have disclosed to you all significant changes to the methods of measurement and presentation of combining statements and supplemental schedules, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the combining statements and supplemental schedules.

32. We considered the qualifications of the WA Office of the State Actuary (OSA) to create an electronic tool for determining the City's liability for (PEBB / LEOFF 1) other post-employment benefits (OPEB) under the GASB 75 alternative method and agree with the results of the electronic tool, which are reflected in financial statement amounts and disclosures. In using the tool, we input correct and complete information into the electronic spreadsheet, and did not enter any inaccurate information with respect to the amounts or assumptions, or modify cells in the OSA spreadsheet, in an attempt to change the outcome of the calculation. Further, we are not aware of any other external matters that would have had an impact on the appropriateness of using the alternative method or assumptions used by the OSA's tool. We confirm that we are a (PEBB / LEOFF 1) employer and we had fewer than 100 plan members (active and retired) as of the beginning of the reporting period and are, therefore, eligible to use the tool.

Additional representations related to expenditures under federal grant programs:

33. We acknowledge our responsibility for complying, and have complied, with the requirements of 2 CFR § 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

34. With regards to your audit of federal grant programs, we have made available all relevant and requested information of which we are aware, including:

    a. All federal awards and related grant agreements (including amendments, if any), contracts with pass-through entities, service organizations and vendors, and correspondence.

b. All communications from federal awarding agencies, vendors, service organizations or pass-through entities concerning possible noncompliance.

c. All information regarding corrective actions taken and management decisions or follow-up work performed by federal or pass-through agencies on any findings reported in the past.

d. All documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

e. Interpretations or other support for any situations where compliance with requirements might be questionable or unclear.

35. We have identified and complied with all direct and material compliance requirements of federal awards.

36. Management is responsible for establishing effective internal control and has maintained sufficient control over federal programs to provide reasonable assurance that awards are managed in compliance with laws, regulations, contracts or grant agreements that could have a material effect on each of our federal awards.

37. Federal program financial reports and claims for advances and reimbursements are supported by the accounting records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the Schedule of Expenditures of Federal Awards.

38. Copies of federal program reports provided to you are true copies of the reports submitted, or electronically transmitted, to federal agencies or pass-through agencies, as applicable.

39. We are responsible for, and will accurately prepare, the auditee section of the Data Collection Form as required by the Uniform Guidance.

(Signature)	(Signature)
[Name and Title]	[Name and Title]
(Executive Officer ⑧)	(Finance Officer ⑧)

Annual **Comprehensive Financial Report**

City of Bainbridge Island, Washington

For the fiscal year ended December 31, 2022

City of Bainbridge Island, Washington

2022 Annual Comprehensive Financial Report

For the fiscal year ended December 31, 2022

Prepared by the
Finance & Administrative Services
Department

CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND, WASHINGTON
2022 Annual Comprehensive Financial Report

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INTRODUCTORY SECTION

ELECTED OFFICIALS

CITY COUNCIL – as of April 2023

CITY OF BAINBRIDGE ISLAND

MAYOR
BRENDA FANTROY-JOHNSON

KIRSTEN HYTOPOULOS

CLARENCE MORIWAKI

MICHAEL POLLOCK

JOE DEETS

JON QUITSLUND

LESLIE SCHNEIDER

EXECUTIVE STAFF & LEGAL COUNSEL

CITY MANAGER	BLAIR KING
DEPUTY CITY MANAGER	ELLEN SCHROER
FINANCE & ADMINISTRATIVE SERVICES DIRECTOR	DEWAYNE PITTS
HUMAN RESOURCES MANAGER	KATE BROWN
PLANNING & COMMUNITY DEVELOPMENT DIRECTOR	PATTY CHARNAS
POLICE CHIEF	JOE CLARK
PUBLIC WORKS DIRECTOR	CHRIS WIERZBICKI
CITY ATTORNEY	JIM HANEY
CITY CLERK	CHRISTINE BROWN

City of Bainbridge Island, Washington

Comprehensive Plan Vision Statement, Mission Statement, and Values Statement

VISION STATEMENT

A healthy Bainbridge Island, now and for future generations.

MISSION STATEMENT

Serve and respond with skill, trust, and care.

CORE VALUES

Stewardship

We manage our resources with intention.

Professionalism

We bring knowledge to our work and energy to new challenges.

Connection

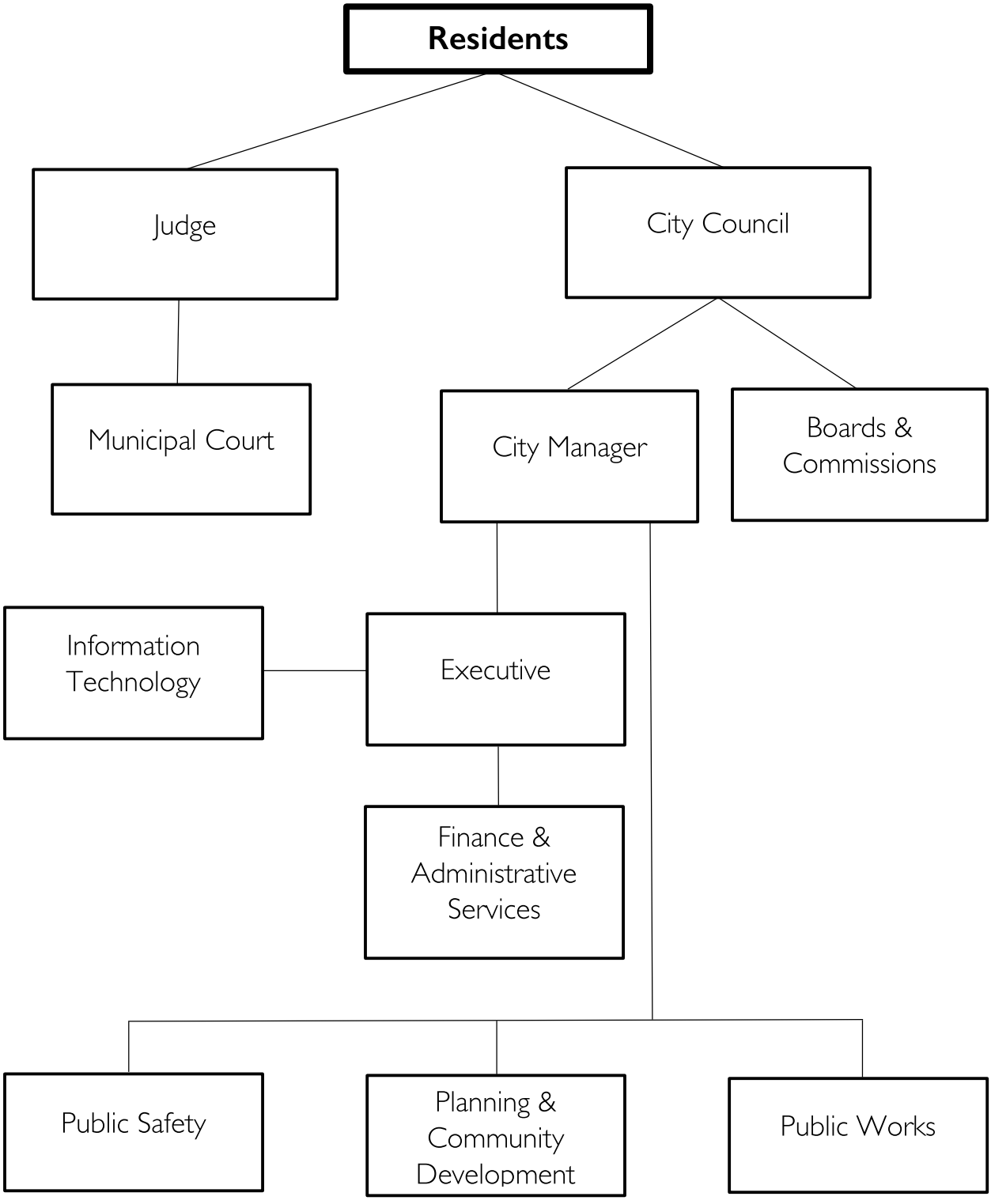
Respect and communication are central to our success.

Balance

Personal well-being improves our work and makes our organization strong.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORGANIZATIONAL CHART



CITY OF BAINBRIDGE ISLAND

July 20, 2023

Honorable Mayor and City Councilmembers, Residents of Bainbridge Island, and Washington State Auditor,

I am pleased to submit the Annual Comprehensive Financial Report (ACFR) of the City of Bainbridge Island, Washington, (City) for the fiscal year ended December 31, 2022. City management is responsible for the accuracy of the data as well as the completeness and fairness of the presentation, including all disclosures. To the best of our knowledge and belief, the enclosed information is accurate in all material respects and fairly presents the financial position and operational results of the City's activities. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities are included.

State statute requires an audit by the Washington State Auditor, an independently elected official. The State Auditor conducts an examination of the City's ACFR in accordance with generally accepted auditing standards and provides an independent assessment of the report. The ACFR is prepared in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board.

Management's Discussion and Analysis (MD&A) provides a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE CITY OF BAINBRIDGE ISLAND

The City is a non-charter code city incorporated on September 18, 1947, as the City of Winslow. Following annexation of the remainder of the island on February 28, 1991, and a vote to change the City's name, the entire island became the City of Bainbridge Island. Among Washington cities, it ranks 46th in terms of population at 25,060 according to the Washington State Office of Financial Management estimates. The City, located in Puget Sound approximately eight miles west of Seattle, has boundaries incorporating the entire island with 53 miles of shoreline.

The City has operated under a Council-Manager form of government since 2009. The City is led by a City Manager appointed by the City Council. The City Council is comprised of seven members elected to staggered four-year terms from the island's three wards plus one at-large position. Primary elections are by ward while general elections are island wide. The City lies within the 23rd State Legislative District and the 6th U.S. Congressional District.

TYPES OF SERVICE PROVIDED

The City provides the following primary services: General Executive and Administrative Services, Police, Municipal Court, Planning and Community Development, Street Maintenance and Construction, Water, Wastewater, and Storm and Surface Water Management.

BUDGET AND PLANNING CYCLE

The City prepares a biennial budget adopted by the City Council at the end of each even-numbered year in accordance with Washington State law. The adopted budget is the foundation

of the City's financial planning. It provides information by both fund and department. The adopted budget is modified periodically by the City Council and adopted at the fund level where expenditures may not legally exceed appropriations. The City Manager has authority to transfer budget amounts within a fund; however, the City Council must approve any budget transfers between funds.

The City also prepares a Capital Improvement Plan (CIP) adopted by the City Council along with the biennial budget. The CIP is a six-year plan of capital projects and their anticipated funding sources. The CIP is consistent with the City's Comprehensive Plan and includes information required by the State's Growth Management Act.

ECONOMIC OUTLOOK

The City's finances have fully recovered from the economic effects of the pandemic and in general City revenues have improved since the sharp declines in the spring of 2020. This coincides with gains in regional employment and economic activity.

The City currently forecasts modest growth in 2023 and 2024 over 2022. General fund revenues, however, are projected to grow at a slower pace than expenses. The City's key revenue and expenditure assumptions used to prepare the 2023-2024 biennial budget include impacts from inflation, foreign conflict, supply chain disruptions, federal stimulus programs, and business and consumer confidence. The expected continued high rate of inflation and labor shortages will also play a key role in projecting costs.

The City's financial policies require recurring expenditures to be fully supported by recurring revenues. This approach ensures a balanced and sustainable budget, keeping expenditures at a level supported by anticipated revenues. This is particularly helpful in times of financial stress and uncertainty.

MAJOR INITIATIVES AND ACCOMPLISHMENTS

Sustainable Transportation. In March 2022 the City Council adopted a Sustainable Transportation Plan and selected an implementation plan. The plan's goal is a transportation system with improved safety and mobility for all users while respecting neighborhood character and maintaining climate resiliency. The plan established a long-range vision for travel on the island while supporting the City's overriding goal of a 90% reduction in island carbon emissions by 2045. A new regular position, Sustainable Transportation Coordinator, will lead the organization-wide policy, programmatic, and project planning efforts. To provide additional revenue for sustainable transportation projects, street management, the Sound to Olympic Trail, and other eligible transportation, preservation, and maintenance costs, the City's vehicle license fee is increased by $10 from $30 to $40 per year, generating an estimated additional $200,000 per year.

Equity and Inclusion. The topics of race, equity and inclusion are high priorities for the City. In 2022, the City Council authorized the addition of a new regular 1.0 FTE position, Equity and Inclusion Manager, in 2023. This position will provide organization-wide leadership to increase capacity for and emphasis on social justice, community diversity and cultural acceptance. This new position will serve as the staff liaison to the City's Race Equity Advisory Committee, as well as the development of a Minority, Women and Disadvantaged Business Enterprise purchasing plan, coordinating the City's Americans with Disabilities Transition Plan, and review of City policies and operations.

Affordable Housing. The City's comprehensive plan includes a housing element with a goal of increasing the City's supply of affordable housing units. In 2023 the City is pursuing the following initiatives:

- With support of funding from the American Rescue Plan Act (ARPA), the City is planning to construct affordable housing units through a grant to a local non-profit which will develop new affordable housing units.
- The City adopted code changes to allow for an increase in housing densities to support affordable housing development on property owned or managed by a religious organization.
- The City completed a Draft Housing Action Plan which includes action items to increase the supply of affordable housing over the short, medium, and long-term.
- The City is updating its Winslow Subarea Plan with a specific focus on opportunities to support a broader range of households, including working families, in the Winslow Subarea.

Climate Action. The City has moved to a programmatic funding approach for climate action, including $100,000 in program funds annually starting in 2023 in addition to related staffing costs. This approach builds on the initial one-time allocation of $500,000 from 2021-2022. In November 2020 the City Council approved its first Climate Action Plan. The plan has three broad overarching goals:

- Mitigation: Reduce greenhouse gas (GHG) emissions by 90% by 2045 compared to 2014 levels with interim milestones of 25% reduction by 2025 and 60% by 2035.
- Adaptation: Ensure Bainbridge Island residents are climate savvy and can withstand the impacts of climate change.
- Community Engagement: Inspire community action and partner with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

Key activities related to implementation of the Climate Action Plan included:

- Purchased the first electric vehicle in the City's fleet and installed the first fleet-focused charging station.
- Selected as one of 12 communities in the country to receive technical assistance for renewable energy and resilience from U.S. Department of Energy's Energy Transitions Initiatives Partnership Program (ETIPP) program.
- Evaluated six community disaster hubs for solar panels and battery storage.
- Launched the "Climate Smart Bainbridge Challenge," which encourages the community to complete actions to reduce their greenhouse gas emissions.
- Hosted climate action community workshops, presentations, and tabling events.
- Created climate change lesson plans for Grades 4-12 and piloted an afterschool "Climate Smart 4th Grader" program.

Key activities planned for 2023-24 include:

- Analysis of renewable energy opportunities for the island with completion of the ETIPP technical assistance program and installation of additional solar panels at a City facility.
- Launch of a community electric vehicle carshare program in partnership with local partners.
- Completion of a fleet electrification planning study, with additional purchases of electric vehicles and installation of electric vehicle charging stations.
- Continued promotion of the Climate Smart Bainbridge Challenge with a series of community workshops and educational events.
- A community pilot program to transition more homes to electric heat pumps to provide efficient heating and access to cooling for vulnerable populations.

New Police/Court Facility. The Municipal Court and Police Departments will move to occupy a new space in 2023. In addition to these two functions, the facility will house an Emergency Operations Center. On January 31, 2020, the City paid $8.975 million for the Harrison Medical Center Building with plans to reconstruct it for a new Police and Court facility. The purchase

was primarily funded with general obligation bonds. In 2022 the City signed construction and engineering contracts with completion expected in the fall of 2023. The total project is currently budgeted at $21.2 million.

RELEVANT FINANCIAL POLICIES AND OTHER INFORMATION

Long-Term Financial Planning. The City continues to focus on long-term financial planning by utilizing tools such as a 10-year forecasting model. This model assesses City Council decisions and calculates short- and long-term impacts on recurring revenues, expenses, and fund balances using conservative budget assumptions. This model highlights the importance of long-term results of current financial and programmatic decisions. Balancing recurring revenues and expenditures remains a primary focus for budget development and financial management in the current and future years.

Budgeted utility revenues in 2023 for all three City utilities were set by previously approved rate ordinances. At the start of 2023 water, sewer, and storm drain rates were all increased by approximately 10%. These increases were tied to the Consumer Price Index. Water and sewer charges also underwent an outside cost-of-service analysis which was presented to the City Council in April 2023. As a result of this analysis water rates, along with the rate increase from inflation, are anticipated to see sharp increases in the second half of 2023 and into future years to support planned capital investments.

Reserves. The City Council's general fund minimum fund balance target is 25% of annual recurring revenues, or approximately $5.6 million. The actual unassigned fund balance after reserves at the end of 2022 was $18.1 million. At the end of 2022, the Emergency Reserve was at its target level of $1 million. The 2022 budget included a $200,000 City Council contingency reserve. The 2022 adopted budget met reserve targets for all funds.

Debt. The City continues to carefully manage debt, which is currently less than 9% of the legal limit for limited tax general obligation bonds and less than 2% of the legal limit for voted bonds. Careful stewardship of financial resources led to a credit rating upgrade in 2019 to Aaa by Moody's Investor Service. This rating was reaffirmed by Moody's in late 2021. This is the highest credit rating assigned by Moody's, and the City is one of only five Washington cities with such a rating.

Cash Management and Investments. The City pools idle cash from all funds to maximize investment opportunities and increase flexibility. Investments are conservatively managed with three primary objectives. In order of priority, they are: 1) safety of principal; 2) liquidity to meet disbursement needs; and 3) investment yield. In March 2022 the City's updated investment policy received an investment certification award from the Washington Public Treasurer's Association and was fully adopted by the City Council in April 2022. The award recognizes the City's investment policy as clear, concise, and meeting the overall requirements for certification.

Risk Management. The City is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA in 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, self-insuring, and contracting for risk management services. WCIA now has over 166 members. Further details of the City's risk management activities are included in the Notes to Financial Statements.

Financial Controls. City management is responsible for establishing and maintaining an internal control structure designed to ensure City assets are protected from loss, theft, or misuse. City management must also ensure adequate accounting data is compiled to allow the preparation of financial statements in conformity with GAAP. The internal control structure is designed to

provide reasonable, but not absolute, assurance these objectives are met. The concept of reasonable assurance recognizes: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of those costs and benefits requires estimates and judgments by management.

Budgetary Controls. The City maintains budgetary controls to ensure compliance with provisions of the biennial budget. Every other year, the City Manager submits a proposed budget to the City Council with public hearings conducted to obtain taxpayer input. The two-year budget is subsequently adopted by the City Council through passage of an ordinance. In the fall of the first year, the second year of the budget is modified to reflect updated information and trends. All unspent amounts in the operating budget lapse at the end of the biennium unless reappropriated by the City Council. Unspent capital projects in progress are automatically reappropriated as allowed by state law.

AWARDS

Certificate of Achievement for Excellence in Financial Reporting (COA). The City applies annually for a COA from the Government Finance Officers Association of the United States and Canada (GFOA) for its ACFR. For its 2021 fiscal year the City has been awarded a COA. This is the eighth consecutive year the City has received the certificate. To be awarded a certificate, the City must publish an easily readable and efficiently organized ACFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

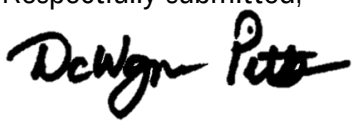
The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards in preparation of state and local government financial reports. Management believes the current ACFR meets the Certificate of Achievement Program requirements, and it will be submitted to the GFOA to determine eligibility for another certificate.

Distinguished Budget Presentation Award. The GFOA also awarded the City the Distinguished Budget Presentation Award for its 2023-2024 Biennial Budget, the fifth consecutive biennium for which the City has received this award. To receive this award, the City must publish a budget document meeting the GFOA's budget program criteria as a policy document, operational guide, financial plan, and communications device.

ACKNOWLEDGMENTS

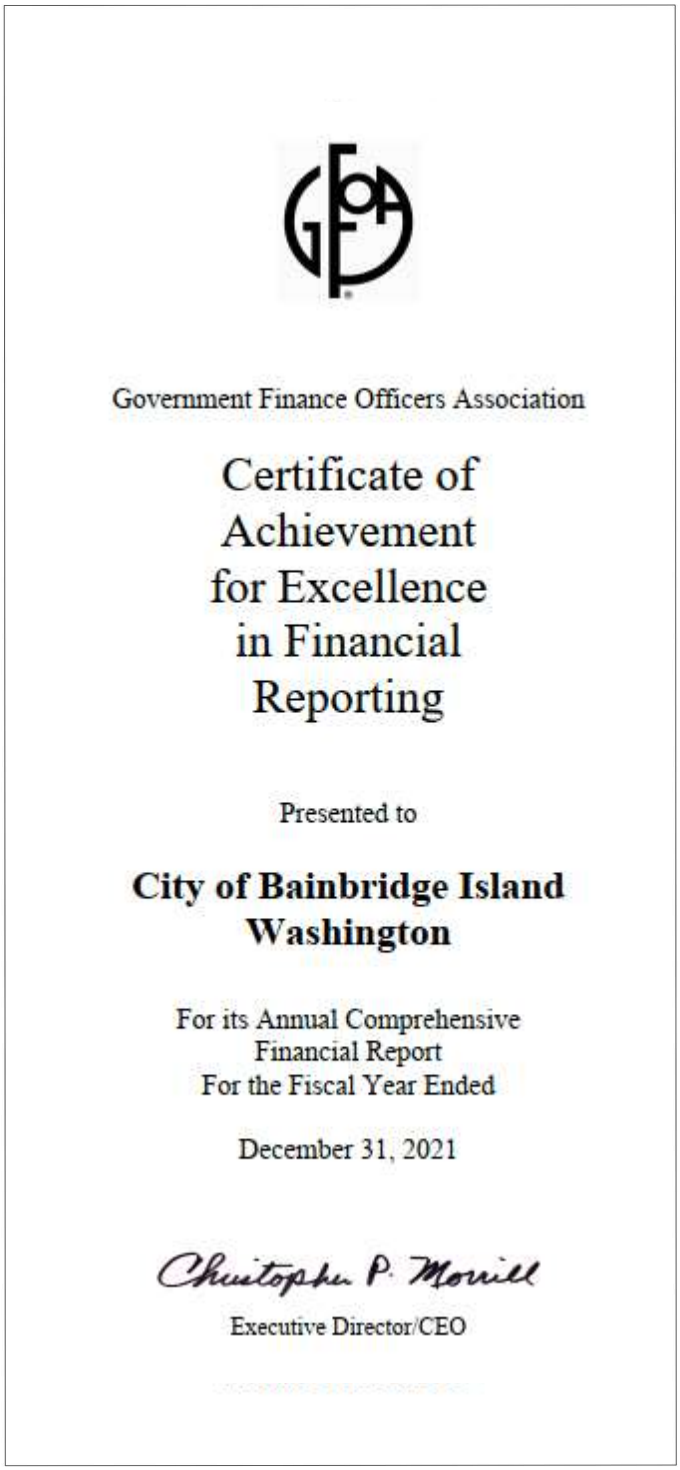
Preparation of the ACFR was made possible by the dedicated service of the Finance and Administrative Services Department, in particular Karl Shaw, CPA, Carrie Freitas, Anthony Sains, Brigham Huish, and Jacob Kines. Additionally, all the Finance and Administrative Services Department staff members have my sincere appreciation for their contributions to the preparation of this report. I would also like to thank the Washington State Auditor's Office for their work, review, and comments.

Respectfully submitted,



DeWayne Pitts, CPA, CFE
Finance Director

City of Bainbridge Island, Washington



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Bainbridge Island Washington

For its Annual Comprehensive Financial Report
For the Fiscal Year Ended

December 31, 2021

Christopher P. Morrill

Executive Director/CEO

Certificate of Achievement for Excellence in Financial Reporting

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Bainbridge Island, Washington, for its annual comprehensive financial report for the fiscal year ended December 31, 2021.

In order to be awarded a certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual comprehensive financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to GFOA to determine its eligibility for another certificate.

FINANCIAL SECTION

Office of the Washington State Auditor
Pat McCarthy

INDEPENDENT AUDITOR'S REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

City Council
City of Bainbridge Island
Bainbridge Island, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island as of and for the year then ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The other information comprises the Introductory and Statistical Sections but does not include the basic financial statements and our auditor's report thereon. Management is responsible for the other information included in the financial statements. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or provide any assurance thereon.

In connection with the audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the

basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated July 20, 2023, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report will be issued under separate cover in the City's Single Audit Report. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Sincerely,

Pat McCarthy, State Auditor

Olympia, WA

July 20, 2023

CITY OF BAINBRIDGE ISLAND, WASHINGTON

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2022

This narrative provides an overview and analysis of the City of Bainbridge Island's (City) financial activities for the fiscal year ended December 31, 2022. The purpose is to highlight significant financial issues and activities, the resulting changes in financial position, and economic factors affecting the City. We encourage readers to consider this information in conjunction with the accompanying transmittal letter, basic financial statements, and notes to the financial statements.

FINANCIAL HIGHLIGHTS

- The City's assets and deferred outflows exceeded its liabilities and deferred inflows at the close of 2022 by $202,330,451 Of this amount, $47,657,855, or 24%, is reported as unrestricted net position and may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased by $8,200,537, or 4%. This increase was primarily the result of increases in the City's cash position and capital assets along with decreases in deferred inflows of resources offset by a smaller decrease in other assets and a smaller increase in liabilities.
- At the close of 2022, the City's governmental funds reported combined ending fund balances of $39,094,735; an increase of $1,361,208, or 4%, in comparison to the prior year. This increase was primarily due to general fund and capital construction fund combined expenditures staying significantly below revenues along with significant internal transfers.
- Total revenues for governmental activities increased $978,397, or 3%. This was primarily due to increases in taxes and interest income offset by a decrease in grants and contributions. Property taxes, the single largest tax source, increased by only $92,705, or 1%.
- The City's total liabilities increased by $2,380,020, or 8%, to $32,773,410. This was primarily due to an increase in unearned revenue offset by a smaller decrease in long-term debt from normal debt service on existing debt.
- At year-end 2022 the City had pension-related debt of $1,523,940 as compared to $695,326 at year-end 2021, an increase of 119%. This change, while significant, is normal with the changing pension assumptions under governmental pension accounting standards. The pension debt also resulted in a year-end 2022 deficit net position in the Building and Development Service Fund of ($139,039). More information about the deficit net position and pension liability can be found in Note 1.G., Note 6, and Note 8 in the financial statements.
- The City fully funded all policy reserves set by the City Council.

OVERVIEW OF THE FINANCIAL STATEMENTS

This document is an introduction to the City's basic financial statements. These financial statements comprise three sections: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains additional required and supplementary information.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner like a private-sector business. They present governmental activities and business-type activities separately. These statements include all assets of the City (including infrastructure) as well as all liabilities (including long-term debt). Additionally, certain eliminations have been made with regards to interfund activity, payables, and receivables.

The *statement of net position* presents information on all the City's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as useful indicators of whether the City's financial position is improving or deteriorating.

The *statement of activities and changes in net position* presents how the City's net position changed during the most recent fiscal year. All current year revenues and expenses are considered regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items only resulting in cash flows in future fiscal periods.

In the *statement of net position* and the *statement of activities and changes in net position*, we distinguish the City's functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a portion of their costs through user fees and charges (business-type activities). The activities of these two functional groups are:

- Governmental activities – Most of the City's basic services are reported in this category, including general government, judicial, police, planning and community development, and public works. Property taxes, sales and other taxes, user fees, interest income, franchise fees, and state and federal grants finance these activities.
- Business-type activities – The City charges a fee to customers to recover all or most of the cost of certain services it provides. The City's water system, wastewater system, storm and surface water management system, and building and development services activities are reported in this category.

FUND FINANCIAL STATEMENTS

Unlike the government-wide financial statements, the focus of fund financial statements is directed to specific activities of the City rather than the City as a whole. Except for the General Fund, most funds are established to satisfy managerial control over resources or finance-related legal requirements established by external parties or governmental statutes or regulations. The City's fund financial statements are divided into three broad categories: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Financial statements for Governmental Funds consist of a *balance sheet* and a *statement of revenues, expenditures, and changes in fund balances*. These statements are prepared on a modified accrual basis of accounting. In general, these statements emphasize the short-term measurement and accounting for cash and other assets that can be easily converted to cash. For example, amounts reported on the balance sheet include items such as cash and receivables collectible within a very short time after the year-end, but do not include capital assets such as land and buildings. Fund liabilities include amounts that are to be paid within a very short period after the end of the fiscal year. Fund balance is the difference between a fund's total assets and total liabilities. This balance generally indicates the potential amount available to finance activities in the following year. Likewise, the statement of revenues, expenditures, and changes in fund balances reports only those revenues and expenditures collected in cash or paid with cash, respectively, during the current period

or very shortly after the end of the year. The balances and activities accounted for in Governmental Funds are also reported in the governmental activity columns of the government-wide financial statements.

The City presents, in separate columns, funds that are most significant to the City (major funds). For the City, in 2022 these funds include the General Fund, the Street Fund, the Real Estate Excise Tax (REET) Fund, the Capital Construction Fund, and the American Rescue Plan Act (ARPA) Fund. All other Governmental Funds are reported in a single column (non-major funds). The City also presents a combining statement for the non-major governmental funds.

Financial statements for Proprietary Funds consist of a *statement of net position*, a *statement of revenues, expenses and changes in fund net position*, and a *statement of cash flows*. These statements are prepared on an accounting basis like that used to prepare the government-wide financial statements. For financial reporting purposes, Proprietary Funds are grouped into Enterprise Funds and Internal Service Funds. The City uses Enterprise Funds to account for business-type activities that charge fees to customers for the use of specific goods or services. Balances and activities accounted for in the City's Enterprise Funds are also reported in the business-type activities columns of the government-wide financial statements. The City has one Internal Service Fund, the Equipment Rental and Revolving Fund.

The City presents all Enterprise Funds in separate columns to facilitate review of the information presented. The *statement of cash flows* is presented at the fund financial statement level for Proprietary Funds, but no equivalent statement is presented in the government-wide financial statements for governmental activities.

Financial statements for Fiduciary Funds consist of a *statement of net position* and a *statement of changes in net position*. The City holds assets acting as an agent for third parties. These assets cannot be used to finance City operations. The City is responsible for ensuring the activities reported in Fiduciary Funds are based on their intended purposes. As noted earlier, Fiduciary Fund activity is not reported in the government-wide financial statements.

Notes to the Financial Statements

The *notes to the financial statements* provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying *notes to the financial statements*, this report presents certain *required supplementary information* concerning the City's budgetary comparisons. *Required supplementary information* is found following the *notes to the financial statements*.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Overall, the City's financial position improved in 2022 as the City transitioned away from a COVID-19 pandemic response. The City's overall financial position and operational results for the past two years are summarized in the two tables presented below. This information is based on data in the government-wide financial statements.

SUMMARY OF NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
	2022	**2021**	**2022**	**2021**	**2022**	**2021**
Cash and Cash Equivalents	$ 48,989,011	$ 43,679,901	$17,870,367	$17,960,397	$ 66,859,378	$ 61,640,298
Other Assets	6,268,506	10,889,558	1,780,190	3,813,428	8,048,696	14,702,986
Capital Assets	113,752,216	110,426,834	46,385,287	46,021,898	160,137,503	156,448,733
Total Assets	169,009,733	164,996,294	66,035,845	67,795,724	235,045,578	232,792,018
Deferred Outflows of Resources	2,567,614	865,959	1,114,424	355,856	3,682,038	1,221,815
Other Liabilities	9,554,501	6,091,077	1,355,542	1,338,178	10,910,042	7,429,255
Long Term Debt	13,275,405	14,245,363	8,587,962	8,718,772	21,863,367	22,964,135
Total Liabilities	22,829,906	20,336,440	9,943,503	10,056,950	32,773,409	30,393,389
Deferred Inflows of Resources	2,270,426	6,210,722	1,353,330	3,279,806	3,623,756	9,490,528
Net Investment in Capital Assets	104,663,733	100,917,645	38,690,046	37,725,161	143,353,778	138,642,806
Restricted	9,969,932	13,752,526	1,348,885	3,493,757	11,318,817	17,246,283
Unrestricted	31,843,350	24,644,919	15,814,505	13,595,906	47,657,855	38,240,826
Total Net Position	$146,477,015	$139,315,090	$55,853,435	$54,814,824	$202,330,450	$194,129,915

In 2022, the total net position of the City increased $8,200,537, or 4%. Governmental activities net position increased $7,161,925, or 5%, primarily due to increases in the City's cash position and capital assets along with decreases in deferred inflows of resources offset by a smaller decrease in other assets and a smaller increase in liabilities. Business-type activities net position increased $1,038,612, or less than 2%.

Governmental activities cash and cash equivalents increased by $5,309,110, or 12%, while business-type activities cash and cash equivalents decreased $90,030, or ½ a percent. The governmental activities increase is primarily the result of positive operating results with program expenditures and transfers out staying below revenue.

SUMMARY OF CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
Program Revenues	**2022**	**2021**	**2022**	**2021**	**2022**	**2021**
Charges for Services	$ 1,194,482	$ 1,199,269	$ 9,658,702	$ 9,552,954	$ 10,853,185	$ 10,752,222
Operating Grants & Contributions	731,780	590,991	205,232	103,114	937,012	694,105
Capital Grants & Contributions	1,421,135	2,659,495	450,176	463,386	1,871,311	3,122,881
Total Program Revenues	3,347,398	4,449,755	10,314,111	10,119,454	13,661,508	14,569,209
General Revenues						
Property Taxes	8,740,770	8,648,065	-	-	8,740,770	8,648,065
All Other Taxes	17,330,896	15,950,092	-	-	17,330,896	15,950,092
Interest	665,140	112,417	184,840	44,436	849,980	156,853
Other Revenues	962,361	907,838	29,370	62,119	991,731	969,957
Total General Revenues	27,699,166	25,618,412	214,210	106,555	27,913,376	25,724,967
Total Revenues	31,046,564	30,068,166	10,528,321	10,226,010	41,574,884	40,294,176
Program Expenses						
General Government	6,422,455	5,688,223	-	-	6,422,455	5,688,223
Judicial	583,022	499,398	-	-	583,022	499,398
Public Safety	6,182,767	5,354,518	-	-	6,182,767	5,354,518
Physical Environment	982,733	642,476	-	-	982,733	642,476
Transportation	4,150,517	4,659,514	-	-	4,150,517	4,659,514
Health & Human Svcs	857,144	512,811	-	-	857,144	512,811
Econ. Environment	1,605,958	1,098,869	-	-	1,605,958	1,098,869
Culture & Recreation	1,273,719	1,044,478	-	-	1,273,719	1,044,478
Water	-	-	2,140,519	1,471,726	2,140,519	1,471,726
Sewer	-	-	4,019,805	3,938,428	4,019,805	3,938,428
Storm & Surface Water Management	-	-	2,312,004	1,811,976	2,312,004	1,811,976
Building & Development Svcs	-	-	2,843,708	2,263,614	2,843,708	2,263,614
Total Program Expenses	22,058,313	19,500,288	11,316,035	9,485,743	33,374,348	28,986,031
Excess/(Deficiency)	8,988,251	10,567,879	(787,714)	740,266	8,200,537	11,308,145
Other						
Transfers	(1,826,325)	(1,514,957)	1,826,325	1,514,957	-	-
Changes in Net Position	7,161,926	9,052,922	1,038,611	2,255,223	8,200,537	11,308,145
Beginning Net Position	139,315,090	136,113,236	54,814,824	52,559,601	194,129,914	188,672,837
Prior Period Adjustments	-	(5,851,069)	-	-	-	(5,851,069)
Ending Net Position	$146,477,016	$139,315,089	$55,853,435	$54,814,824	$202,330,451	$194,129,913

GOVERNMENTAL ACTIVITIES

In 2022, the net position of governmental activities increased $7,161,925, or 5%, to $146,477,014.

In 2022, governmental activities program revenues decreased $1,102,358, or 25%, primarily due to a decrease in capital grants and contributions as the Wyatt Way reconstruction project was finishing up and grant revenue was tapering off. The most significant revenue component of governmental activities is the general tax base. At $26,071,666, taxes represent 84% of the $31,046,564 in total revenues for 2022. Property tax is the single largest source of governmental activities revenue at $8,740,770, or 28% of total revenues.

Governmental activities program expenses in total increased by $2,558,028, or 13%, in 2022 as compared to 2021. Expenses increased in all program categories except Transportation primarily due to increases in pension expenses. The largest dollar increase was in Public Safety at $828,249, or 15%, more in 2022 than 2021. The second largest increase was in General Government at $734,232, or 13%. The decrease in Transportation was $508,997, or 11% due to a decrease in street and road maintenance expenses.

BUSINESS-TYPE ACTIVITIES

In 2022, there was an increase in net position related to business-type activities of $1,038,612, or 2%, to $55,853,436.

The Sewer Fund and the Storm and Surface Water Management Fund both showed balances of operating revenues over expenses resulting in positive operating income. The Water Fund showed an operating loss of ($763,516). This loss was partially offset by interest income and contributed capital resulting in a decrease in net position of $499,850. The Building and Development Services Fund showed an operating loss of ($1,562,298). The fund's activity recovered only 45% of its operating expenses with operating revenues. This was less than the City Council's policy goal at the beginning of 2022 of 63% cost recovery. Operating transfers from the General Fund provided additional revenue to cover program costs.

ANALYSIS OF BALANCES AND TRANSACTIONS OF INDIVIDUAL FUNDS

The General Fund balance increased $4,664,487, or 22%, partly because of unexpected increases in sales tax and interest income due to a surging economy and interest rates, and because of reductions in transfers out to other funds to fund capital projects that were already under way. The General Fund ended 2022 with a fund balance of $25,895,503, which is 116% of total revenues.

The Capital Construction Fund ended 2022 with a fund balance of $8,218,502, a decrease of $3,096,503, or 27%, primarily due to increased spending on the City's new police and court building.

The American Rescue Plan Act Fund's cash balance increased by $2,686,738, or 76%, due the receipt of the 2nd tranche of federal funds in 2022.

The Building and Development Services fund ended 2022 with a deficit unrestricted net position of ($617,225) significantly less than the prior year of ($1,745,651). This was primarily due to a large reduction in the restricted net position related to net pension assets.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original 2022 adopted budget anticipated a decrease of $1,174,320, or 7%, in the budgetary fund balance during the year from $17,502,000 to $16,327,680. The budget anticipated increase in both revenues and expenditures. The revised 2022 budget used updated information with revenue essentially flat but expenditures up in almost all categories. This resulted in a projected fund balance decrease of $3,041,040. The actual 2022 ending fund balance was $25,895,503, an increase of $4,664,487.

Actual total revenues exceeded the final budget by $1,822,302. A significant portion of this was due to non-property taxes that came in higher than projected due to an unanticipated increase in economic activity. Actual total expenditures were $3,825,228 less than the revised budget driven primarily by the number of open positions in the City across all departments.

To learn more about the City's budget process and economic challenges, see Note 1.E. in the *notes to the financial statements*, economic and other factors below, and the required supplementary information.

CAPITAL ASSETS

The City's total investment in capital assets (net of depreciation) increased $3,688,771 to a total of $160,137,504 in 2022. Governmental assets represent 71% of the City's overall investment in capital assets. Land represents 51% of the governmental activities' capital assets, net of depreciation, while for the business-type activities, land represents only 4% of the capital assets, net of depreciation.

During 2022 governmental intangible assets increased $432,112, or 49%, due to the acquisition of development rights. Governmental construction in progress increased $3,906,500, or 33%, primarily due to the ongoing police and court building construction.

Capital assets held by the City at the end of the current and previous years are summarized as follows:

CAPITAL ASSETS

	Governmental Activities		Business-Type Activities		Totals	
	2022	2021	2022	2021	2022	2021
Land	$ 58,313,867	$ 58,391,438	$ 1,796,865	$ 1,796,865	$ 60,110,732	$ 60,188,304
Buildings & Improvements	16,524,385	16,524,385	54,728	54,728	16,579,113	16,579,113
Intangible Assets	1,312,112	880,000	32,365	32,365	1,344,478	912,365
Vehicles & Equipment	9,809,462	9,875,974	1,145,640	420,222	10,955,102	10,296,196
Infrastructure	61,992,990	60,286,149	70,317,838	70,301,204	132,310,828	130,587,352
Construction in Progress	15,731,139	11,824,639	3,322,221	2,153,883	19,053,360	13,978,522
Accumulated Depreciation	(49,931,739)	(47,355,750)	(30,284,370)	(28,737,369)	(80,216,110)	(76,093,119)
Totals	$113,752,216	$110,426,834	$46,385,287	$46,021,898	$160,137,503	$156,448,733

Additional information about the City's capital assets is presented in Note 5 in the *notes to the financial statements*.

LONG-TERM DEBT

At the end of 2022 the City's total long-term debt decreased by $1,685,809, or 9%, as compared to 2021. Governmental activities long-term debt decreased $1,206,032, or 12%, due to normal debt retirement. Business-type activities long-term debt decreased $479,777, or 6%, due to normal debt retirement offset by a smaller increase in new intergovernmental debt. The City makes a general pledge on its tax levy for all bonded debt service and, for utility bonds, an additional pledge of utility revenue after operating and maintenance expenses.

OUTSTANDING DEBT

	Governmental Activities		Business-Type Activities		Totals	
	2022	2021	2022	2021	2022	2021
General Obligation Bonds	$ 9,015,000	$ 10,160,000	$ 2,460,000	$ 2,750,000	$11,475,000	$12,910,000
LID Bonds	37,361	74,727	-	-	37,361	74,727
Intergovernmental Loans	141,988	165,654	4,985,678	5,175,455	5,127,666	5,341,109
Totals	$ 9,194,349	$ 10,400,381	$ 7,445,678	$ 7,925,455	$16,640,027	$18,325,836

Additional information about the City's long-term obligations is presented in Note 8 in the *notes to the financial statements*.

ECONOMIC AND OTHER FACTORS

During 2022 the City saw a full recovery from the financial effects of the global COVID-19 pandemic. Recent increases in interest rates helped the City significantly exceed its expected investment returns. However, those same rising interest rates near the end of 2022 caused a reduction in real estate sales and put downward pressure on the City's REET taxes. Meanwhile, rising inflation has brought about increases in a whole range of costs from salaries to construction projects.

During 2022, while overall revenue projections remained relatively flat, expenditure budgets were increased in almost all categories. Year-end results showed increases in revenue over amounts anticipated but primarily in intergovernmental revenues. Expenditures meanwhile came in under budget primarily due to staffing shortages. Recent 2023 results show continuation of these trends. In addition, during 2022 the City received the second tranche of $3.5 million in federal ARPA grant funds. The City Council plans to use the combined $7 million in grant funds for affordable housing initiatives, sustainable transportation projects, wastewater beneficial reuse, solar panels on emergency operation hubs, and Americans with Disabilities Act transition planning.

The City's 2023/2024 biennial budget anticipates modest increases of approximately 2% in most major revenues, except REET taxes, which are expected to continue the downward trend first observed in 2022. The budgeted REET decrease was initially forecasted 7% lower than 2022, but preliminary 2023 data indicates this may still be too high. Expenditures for 2023 and 2024 were budgeted at 8% and 7% higher respectively, due to higher-than-average inflation throughout 2022 expected to continue into 2023 and 2024. The City budgeted for a 5% vacancy rate in salary and benefit costs based on vacancy trends.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Net Position

As of December 31, 2022

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and Cash Equivalents	$ 42,077,702	$ 17,282,943	$ 59,360,645
Receivables - Net	2,325,676	134,690	2,460,366
Due from Other Governments	257,404	53,289	310,693
Inventories	101,279	-	101,279
Restricted Cash - Debt Service	128,319	252,447	380,766
Restricted Cash - Customer Deposits	185,287	334,978	520,264
Restricted Cash - Opioid Settlements	21,864	-	21,864
Restricted Cash - Transportation	1,854,364	-	1,854,364
Restricted Cash - Real Estate Excise Tax	3,142,695	-	3,142,695
Restricted Cash - Affordable Housing	751,154	-	751,154
Restricted Cash - Other	827,627	-	827,627
Prepaids	63,167	-	63,167
Special Assessments Receivable	-	378,870	378,870
Restricted Receivable - Opioid Settlements	255,207	-	255,207
Lease Receivable	-	116,903	116,903
Net Pension Asset	3,265,773	1,096,438	4,362,211
Depreciable Capital Assets (Net)	38,508,645	41,266,201	79,774,847
Land	58,313,867	1,796,865	60,110,732
Construction in Progress	15,731,139	3,322,221	19,053,360
Other Capital Assets	1,198,565	-	1,198,565
Total Assets	169,009,733	66,035,845	235,045,578
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Outflows on Debt Refunding	34,182	-	34,182
Deferred Outflows on Pensions	2,521,327	1,114,424	3,635,751
Deferred Outflows on OPEB	12,104	-	12,104
Total Deferred Outflows of Resources	2,567,614	1,114,424	3,682,038
LIABILITIES			
Accounts Payable	1,356,409	480,810	1,837,219
Accrued Expenses	646,799	302,986	949,785
Unearned Revenue	7,366,006	236,768	7,602,774
Customer Deposits	185,287	334,978	520,264
Special Assessment Debt with Governmental Commitment	37,364	-	37,364
Non-Current Liabilities Due Within One Year	1,799,446	1,607,601	3,407,046
Non-Current Liabilities Due in More Than One Year	10,363,156	6,164,789	16,527,945
Compensated Absences Due in More Than One Year	216,104	150,964	367,068
Net Pension Liability Due in More Than One Year	859,336	664,608	1,523,944
Total Liabilities	22,829,906	9,943,503	32,773,409
DEFERRED INFLOWS OF RESOURCES			
Deferred Inflows Gain on Refunding	-	78,340	78,340
Deferred Inflows on Pensions	2,270,426	1,146,269	3,416,695
Deferred Inflows on Leases	-	128,721	128,721
Total Deferred Inflows of Resources	2,270,426	1,353,330	3,623,756
NET POSITION			
Net Investment in Capital Assets	104,663,733	38,690,046	143,353,778
Restricted for:			
Net Pension Asset	3,265,773	1,096,438	4,362,211
Debt Service	128,319	252,447	380,766
Public Safety	99,360	-	99,360
PEG Capital	130,503	-	130,503
Economic Development	597,763	-	597,763
Transportation	1,854,364	-	1,854,364
Real Estate Excise Taxes	3,142,695	-	3,142,695
Affordable Housing	751,154	-	751,154
Unrestricted	31,843,350	15,814,505	47,657,855
Total Net Position	$ 146,477,015	$ 55,853,435	$ 202,330,450

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Activities
For the year ended December 31, 2022

Primary Government:	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense)/Revenue and Changes in Net Position: Primary Government: Governmental Activities	Business-Type Activities	Total
Governmental Activities:							
General Government	$ 6,133,130	$ 959,741	$ -	$ -	$ (5,173,390)	$ -	$ (5,173,390)
Judicial	583,022	21,873	-	-	(561,149)	-	(561,149)
Public Safety	6,182,767	61,453	206,448	-	(5,914,866)	-	(5,914,866)
Physical Environment	982,733	1,712	19,103	61,701	(900,216)	-	(900,216)
Transportation	4,150,517	37,520	502,050	1,359,433	(2,251,514)	-	(2,251,514)
Health and Human Services	857,144	-	-	-	(857,144)	-	(857,144)
Economic Environment	1,605,958	110,316	-	-	(1,495,642)	-	(1,495,642)
Culture and Recreation	1,273,719	1,869	4,179	-	(1,267,671)	-	(1,267,671)
Interest on Long Term Debt	289,324	-	-	-	(289,324)	-	(289,324)
Total Government Activities	22,058,314	1,194,482	731,780	1,421,135	(18,710,916)	-	(18,710,916)
Business-Type Activities:							
Water	2,140,519	1,308,005	-	217,652	-	(614,862)	(614,862)
Sewer	4,019,805	4,168,135	42,626	232,524	-	423,481	423,481
Storm and Surface Water Management	2,312,004	2,901,153	162,606	-	-	751,755	751,755
Building and Development Services	2,843,708	1,281,409	-	-	-	(1,562,298)	(1,562,298)
Total Business-Type Activities	11,316,035	9,658,702	205,232	450,176	-	(1,001,924)	(1,001,924)
Total Primary Government	$ 33,374,348	$ 10,853,185	$ 937,012	$ 1,871,311	$ (18,710,916)	$ (1,001,924)	$ (19,712,840)
General Revenues:							
Property Taxes Levied for General Purposes					$ 8,128,974	$ -	$ 8,128,974
Property Taxes Levied for Debt Service					611,796	-	611,796
Sales and Use Taxes					8,102,190	-	8,102,190
Business and Occupation Taxes					4,698,166	-	4,698,166
Excise Taxes					4,530,540	-	4,530,540
Unrestricted Investment Earnings					665,140	184,840	849,980
Grants and Contributions not Restricted to Specific Programs					422,734	-	422,734
Gain on Disposal of Capital Assets					64,276	-	64,276
Miscellaneous					475,352	29,370	504,722
Transfers					(1,826,325)	1,826,325	-
Total General Revenues and Transfers					25,872,841	2,040,535	27,913,376
Change in Net Position					7,161,925	1,038,611	8,200,536
Net Position - Beginning					139,315,090	54,814,824	194,129,914
Net Position - Ending					$ 146,477,015	$ 55,853,435	$ 202,330,451

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Balance Sheet Statement
Governmental Funds
As of December 31, 2022

	General	Street	Real Estate Excise Tax	American Rescue Plan Act	Capital Construction	Non-Major Governmental Funds	Total Governmental Funds
ASSETS							
Cash and Cash Equivalents	$ 25,312,508	$ 159,119	$ 2,145,584	$ 6,226,215	$ 8,653,335	$ 3,369,892	$ 45,866,654
Receivables - Net	2,299,839	141,146	52,844	-	-	87,053	2,580,883
Inventories	-	101,279	-	-	-	-	101,279
Due From Other Governments	171,488	44,671	-	-	41,245	-	257,404
Restricted Cash - Customer Deposits	185,287	-	-	-	-	-	185,287
Total Assets	$ 27,969,122	$ 446,215	$ 2,198,429	$ 6,226,215	$ 8,694,580	$ 3,456,945	$ 48,991,506
LIABILITIES							
Accounts Payable	$ 703,130	$ 35,846	$ -	$ -	$ 475,231	$ 50,126	$ 1,264,333
Accrued Expenditures	500,876	113,272	-	-	847	-	614,995
Unearned Revenue	228,438	59,381	-	6,226,215	-	851,972	7,366,006
Other Liabilities	185,287	-	-	-	-	-	185,287
Total Liabilities	$ 1,617,730	$ 208,500	$ -	$ 6,226,215	$ 476,077	$ 902,098	$ 9,430,621
DEFERRED INFLOWS OF RESOURCES							
Unavailable Revenues - Grants	$ 1,409	$ -	$ -	$ -	$ -	$ -	$ 1,409
Unavailable Revenues - Property Taxes	105,245	-	-	-	-	-	105,245
Unavailable Revenues - Other Taxes & Fees	58,214	10,261	-	-	-	-	68,476
Unavailable Revenues - Court Fines	35,815	-	-	-	-	-	35,815
Unavailable Revenues - Opioid Settlements	255,207	-	-	-	-	-	255,207
Total Deferred Inflows of Resources	$ 455,889	$ 10,261	$ -	$ -	$ -	$ -	$ 466,150
FUND BALANCES							
Nonspendable	$ 59,171	$ 101,279	$ -	$ -	$ -	$ -	$ 160,450
Restricted	981,018	29,218	2,198,429	-	1,068,497	2,426,997	6,704,159
Committed	568,996	-	-	-	-	122,192	691,189
Assigned	398,446	96,957	-	-	7,150,005	5,657	7,651,065
Unassigned	23,887,872	-	-	-	-	-	23,887,872
Total Fund Balances	$ 25,895,503	$ 227,454	$ 2,198,429	$ -	$ 8,218,502	$ 2,554,847	$ 39,094,735
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 27,969,122	$ 446,215	$ 2,198,429	$ 6,226,215	$ 8,694,580	$ 3,456,945	$ 48,991,506

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
As of December 31, 2022

Ending fund balance - governmental funds		$ 39,094,735
Amounts reported for governmental activities in the Statement of Net Position are different because of the following:		
*Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		111,439,611
*Internal service fund capital assets included in internal service fund net position below.		
Other Assets are not available to pay current-period expenditures and, therefore, are deferred in the governmental funds.		63,167
Net pension assets resulting from annual contributions in excess of required contributions are not financial resources and, therefore, are deferred in the governmental funds.		3,265,773
For debt refundings resulting in defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources.		
Deferred charge on refunding of debt		34,182
Some of the City's receivables will not be collected soon enough to pay for current-period expenditures and, therefore, are reported as deferred inflows in the governmental funds.		
Deferred Inflows of Resources - Grants		1,409
Deferred Inflows of Resources - Court Fines		35,815
Deferred Inflows of Resources - Opioid Settlements		255,207
Deferred Inflows of Resources - Property Taxes		105,245
Deferred Inflows of Resources - Other Revenues		68,476
Certain liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Accrued expenses		(31,804)
Compensated Absences-Due within one year	(490,311)	
Compensated Absences-Due outside one year	(216,104)	
Total Compensated absences		(706,415)
Long-term liabilities		(11,709,654)
Net pension liability		(859,336)
Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the statement of net position.		
Net position		5,157,599
Amounts reported as deferred outflows and inflows of resources related to pensions and OPEB will be amortized and recognized as components of pension or OPEB expense in future years.		
Deferred outflow of resources related to OPEB		12,104
Deferred outflow of resources related to pensions		2,521,327
Deferred inflow of resources related to pensions		(2,270,426)
Net Position of Major Governmental Activities		$ 146,477,015

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Revenues, Expenditures, and Changes in Fund Balance

Governmental Funds

For the year ended December 31, 2022

	General	Street	Real Estate Excise Tax	American Rescue Plan Act	Capital Construction	Non-Major Governmental Funds	Total Governmental Funds
REVENUES							
Property Taxes	$ 8,117,599	$ -	$ -	$ -	$ -	$ 611,796	$ 8,729,395
Sales, Business, and Excise Taxes	11,899,875	525,510	3,872,253	-	-	1,036,503	17,334,141
Fees and Fines	29,070	-	-	-	-	-	29,070
Licenses and Permits	661,783	28,850	-	-	-	-	690,633
Intergovernmental	550,602	502,251	-	-	1,326,121	-	2,378,974
Charges for Services	330,285	90	-	-	570	110,316	441,261
Interest and Investment Revenue	463,737	-	25,171	83,156	-	41,027	613,091
Other Revenues	365,252	-	-	-	-	-	365,252
Total Revenues	22,418,202	1,056,702	3,897,425	83,156	1,326,691	1,799,642	30,581,816
EXPENDITURES							
Current							
General Government	5,606,649	457,692	-	-	-	-	6,064,341
Judicial	570,523	-	-	-	-	-	570,523
Public Safety	6,123,820	130,688	-	-	-	-	6,254,508
Physical Environment	999,805	91,347	-	-	-	-	1,091,152
Transportation	-	2,577,168	-	-	-	-	2,577,168
Health and Human Services	864,279	-	-	-	-	-	864,279
Economic Environment	1,290,448	-	-	-	-	382,068	1,672,516
Culture and Recreation	689,473	3,304	-	-	-	-	692,777
Debt Service - Principal	53,450	-	-	-	-	1,206,029	1,259,478
Debt Service - Interest	1,382	-	-	-	-	389,249	390,630
Capital Outlay	432,112	6,142	-	-	5,696,480	-	6,134,734
Total Expenditures	16,631,941	3,266,340	-	-	5,696,480	1,977,345	27,572,107
Excess/(deficiency) of Revenues over (Under) Expenditures	5,786,261	(2,209,639)	3,897,425	83,156	(4,369,789)	(177,704)	3,009,709
OTHER FINANCING SOURCES/(USES)							
Sale of Capital Assets	19,271	45,004	-	-	-	-	64,276
Lease Proceeds	113,548	-	-	-	-	-	113,548
Transfers In	654,586	2,121,188	354,724	-	2,194,356	941,734	6,266,588
Transfers Out	(1,909,179)	-	(4,634,425)	(88,240)	(921,070)	(540,000)	(8,092,913)
Total Other Financing Sources/Uses	(1,121,774)	2,166,192	(4,279,701)	(88,240)	1,273,287	401,734	(1,648,502)
Net Change in Fund Balance	4,664,487	(43,447)	(382,276)	(5,085)	(3,096,503)	224,031	1,361,208
Fund Balances - Beginning	21,231,016	270,901	2,580,705	5,085	11,315,005	2,330,816	37,733,527
Fund Balances - Ending	$ 25,895,503	$ 227,454	$ 2,198,429	$ -	$ 8,218,502	$ 2,554,847	$ 39,094,735

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
of Governmental Funds
to the Statement of Activities
For the year ended December 31, 2022

Net change in fund balances - Total governmental funds		$ 1,361,208
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.		
Expenditures for capital assets	$ 6,134,734	
Less current year depreciation	(2,543,456)	
		3,591,278
Revenue in the Statement of Activities that does not provide current financial resources is not reported as revenues in the funds.		254,657
Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the Statement of Net		145,814
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. This is the amount by which repayments exceeded proceeds.		
Bond Proceeds	$ (113,548)	
Repayment of Long-Term Debt	1,259,478	
		1,145,931
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.		165,625
Pension expense reported in the governmental funds includes the annual required contributions. In the Statement of Activities, pension expense includes the change in the net pension liability, and related change in pension amounts for deferred outflows of resources and deferred inflows of resources.		497,413
Change in Net Position of Governmental Activities		$ 7,161,924

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Net Position
Proprietary Funds
As of December 31, 2022

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
ASSETS						
Current Assets						
Cash and Cash Equivalents	$ 5,884,503	$ 5,529,746	$ 5,702,318	$ 166,375	$ 17,282,943	$ 2,937,071
Receivables - Net	22,521	77,180	34,989	-	134,690	-
Due From Other Governments	-	-	53,289	-	53,289	-
Subtotal - Current Assets	5,907,024	5,606,927	5,790,596	166,375	17,470,922	2,937,071
Long-Term Assets						
Restricted Cash - Debt Service	-	252,447	-	-	252,447	-
Restricted Cash - Customer Deposits	-	310,725	-	24,252	334,978	-
Special Assessments Receivable	-	378,870	-	-	378,870	-
Lease Receivable	116,903	-	-	-	116,903	-
Net Pension Asset	174,527	257,845	185,880	478,186	1,096,438	-
Depreciable Capital Assets (Net)	13,364,174	17,544,724	10,357,304	-	41,266,201	2,311,851
Land	637,436	834,874	324,555	-	1,796,865	-
Construction in Progress	1,090,505	1,948,355	283,361	-	3,322,221	754
Subtotal - Long-Term Assets	15,383,545	21,527,840	11,151,100	502,438	48,564,923	2,312,605
Total Assets	21,290,569	27,134,766	16,941,696	668,814	66,035,845	5,249,675
DEFERRED OUTFLOWS OF RESOURCES						
Deferred outflows on Pensions	177,054	257,154	190,667	489,549	1,114,424	-
LIABILITIES						
Current Liabilities						
Accounts Payable	170,296	166,510	110,919	33,085	480,810	92,076
Accrued Expenses	48,196	75,783	55,717	123,291	302,986	-
Unearned Revenue	-	53,073	-	183,695	236,768	-
Current Portion of Compensated Absences	111,588	71,975	49,493	93,657	326,713	-
Current Portion of Long-Term Debt	-	1,230,185	50,703	-	1,280,888	-
Subtotal - Current Liabilities	330,081	1,597,526	266,831	433,727	2,628,165	92,076
Long-Term Liabilities						
Customer Deposits	-	310,725	-	24,252	334,978	-
Compensated Absences	56,155	32,851	23,010	38,948	150,964	-
Net Pension Liability	106,399	150,216	112,391	295,602	664,608	-
Bonds, Loans, and Other Debt	394,379	5,678,549	91,861	-	6,164,789	-
Subtotal - Long-Term Liabilities	556,933	6,172,341	227,262	358,803	7,315,339	-
Total Liabilities	887,014	7,769,866	494,094	792,530	9,943,503	92,076
DEFERRED INFLOWS OF RESOURCES						
Deferred Inflows Gain on Refunding	-	78,340	-	-	78,340	-
Deferred Inflows on Pensions	181,967	264,422	195,008	504,872	1,146,269	-
Deferred Inflows on Leases	128,721	-	-	-	128,721	-
Total Deferred Inflows of Resources	310,688	342,762	195,008	504,872	1,353,330	-
NET POSITION						
Net investment in Capital Assets	14,598,248	13,292,147	10,799,651	-	38,690,046	2,312,605
Restricted for:						
Net Pension Asset	174,527	257,845	185,880	478,186	1,096,438	-
Debt Service	-	252,447	-	-	252,447	-
Unrestricted	5,497,147	5,476,853	5,457,730	(617,225)	15,814,505	2,844,995
Total Net Position	$ 20,269,921	$ 19,279,292	$ 16,443,261	$ (139,039)	$ 55,853,435	$ 5,157,599

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds
For the year ended December 31, 2022

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Totals	Internal Services Fund
OPERATING REVENUES						
Charges for Services	$ 1,308,005	$ 4,168,135	$ 2,901,153	$ 1,281,409	$ 9,658,702	$ 450,000
Operating Grants	-	42,626	162,606	-	205,232	-
Total Operating Revenues	1,308,005	4,210,761	3,063,759	1,281,409	9,863,934	450,000
OPERATING EXPENSES						
Personal Services	797,557	1,195,389	875,118	2,410,153	5,278,217	-
Contractual Services	206,902	229,425	437,317	338,367	1,212,011	-
Utilities	145,880	365,506	16,711	116	528,214	-
Repairs and Maintenance	173,156	274,086	301,493	10	748,745	-
Miscellaneous Expense	54,110	21,101	62,014	4,043	141,269	-
Other Supplies and Expenses	304,219	875,553	361,708	21,410	1,562,889	-
Insurance Claims and Expenses	28,192	53,564	46,525	69,608	197,889	-
Depreciation	361,505	975,197	210,299	-	1,547,001	409,284
Total Operating Expenses	2,071,520	3,989,821	2,311,185	2,843,708	11,216,234	409,284
Operating Income (Loss)	(763,516)	220,940	752,574	(1,562,298)	(1,352,300)	40,716
NON-OPERATING REVENUES (EXPENSES)						
Interest & Investment Revenue	81,685	30,413	72,742	-	184,840	37,255
Miscellaneous Revenue	24,578	4,792	-	-	29,370	-
Interest Expense	(68,998)	(29,983)	(818)	-	(99,800)	-
Total Non-Operating Revenues (Expenses)	37,264	5,222	71,924	-	114,410	37,255
Net income (loss) before contributions and transfers	(726,252)	226,162	824,497	(1,562,298)	(1,237,890)	77,970
Capital Contributions	217,652	232,524	-	-	450,176	67,843
Transfers In	8,750	-	-	1,817,575	1,826,325	-
Change in Net Position	(499,850)	458,687	824,497	255,277	1,038,611	145,814
Net Position - Beginning	20,769,771	18,820,605	15,618,764	(394,316)	54,814,824	5,011,786
Total Net Position - Ending	$ 20,269,921	$ 19,279,292	$ 16,443,261	$ (139,039)	$ 55,853,435	$ 5,157,599

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Statement of Cash Flows

Proprietary Funds

For the year ended December 31, 2022

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
Cash Flows from Operating Activities						
Receipts from Customers	$ 1,336,998	$ 4,305,805	$ 2,877,768	$ 1,312,351	$ 9,832,921	$ 450,000
Operating Grants	-	42,626	139,821	-	182,447	-
Payments to Suppliers	(962,544)	(1,944,223)	(1,120,889)	(553,043)	(4,580,698)	-
Payments to Employees	(950,484)	(1,360,273)	(1,015,680)	(2,544,633)	(5,871,070)	-
Net Cash Provided (Used) by Operating Activities	(576,030)	1,043,936	881,020	(1,785,325)	(436,400)	450,000
Cash Flows from Non-Capital Financing Activities						
Transfers from (to) Other Funds	8,750	53,073	-	1,817,575	1,879,398	-
Net Cash Provided (Used) by Non-Capital Financing Activities	8,750	53,073	-	1,817,575	1,879,398	-
Cash Flows from Capital and Related Financing Activities			-			
Proceeds from Sale of Capital Assets	11,088	4,081	-	-	15,170	-
Capital Contributions	217,652	232,524	-	-	450,176	-
Fiduciary Transfers from (to) Other Funds		22,404		(21,506)	898	
Purchase/Acquisition of Capital Assets	(1,085,264)	(529,166)	(14,099)	-	(1,628,529)	(148,700)
Proceeds from Long-Term Debt	326,743	401,731	-	-	728,473	-
Principal Paid on Capital Debt	-	(1,225,185)	(50,703)	-	(1,275,888)	-
Interest Paid on Capital Debt	-	(51,159)	(966)	-	(52,125)	-
Net Cash Provided (Used) by Capital and Related Financing Activities	(529,781)	(1,144,770)	(65,768)	(21,506)	(1,761,825)	(148,700)
Cash Flows from Investing Activities						
Interest Income	80,692	75,363	72,742	-	228,797	37,255
Net Cash Provided (Used) by Investing Activities	80,692	75,363	72,742	-	228,797	37,255
Net Increase (Decrease) in Cash and Cash Equivalents	(1,016,369)	27,602	887,994	10,744	(90,030)	338,555
Cash and Cash Equivalents, January 1	6,900,872	6,065,317	4,814,324	179,884	17,960,397	2,598,516
Cash and Cash Equivalents, December 31	$ 5,884,503	$ 6,092,918	$ 5,702,318	$ 190,628	$ 17,870,367	$ 2,937,071

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Cash Flows
Proprietary Funds
For the year ended December 31, 2022

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Operating Income (Loss)	$ (763,516)	$ 220,940	$ 752,574	$ (1,562,298)	$ (1,352,300)	$ 40,716
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Depreciation	361,505	975,197	210,299	-	1,547,001	409,284
(Increase) Decrease in Accounts Receivable	(250)	34,680	(4,048)	-	30,382	-
(Increase) Decrease in Lease Receivable	(129,714)	-	-	-	(129,714)	
(Increase) Decrease in Inventory	43,793	2,675	12,990	-	59,459	-
(Increase) Decrease in Due from Other Governments	-		(22,785)	-	(22,785)	-
(Increase) Decrease in Net Pension Asset	256,430	473,577	340,603	873,149	1,943,759	-
(Increase) Decrease in Deferred Outflow on Pensions	(126,668)	(176,548)	(127,362)	(327,990)	(758,568)	-
Increase (Decrease) in Accounts Payable	(156,174)	(130,730)	2,923	8,602	(275,379)	-
Increase (Decrease) in Compensated Absences	(1,336)	(2,223)	(1,548)	(4,008)	(9,114)	-
Increase (Decrease) in Other Current Payables	18,250	2,587	14,120	22,477	57,434	-
Increase (Decrease) in Unearned Revenue	-	56,662	-	(35,326)	21,336	-
Increase (Decrease) in Net Pension Liability	62,272	82,569	59,603	153,638	358,082	-
Increase (Decrease) in Deferred Inflow on Pensions	(269,343)	(495,452)	(356,350)	(913,569)	(2,034,714)	-
Increase (Decrease) in Deferred Inflow on Leases	128,721	-	-	-	128,721	-
Increase (Decrease) in Post-Closure Landfill Liability	-	-	-	-	-	-
Net Cash Provided (Used) by Operating Activities	$ (576,030)	$ 1,043,936	$ 881,019	$ (1,785,325)	$ (436,400)	$ 450,000
Noncash Investing, Capital, and Financing Activities						
Equipment Capital Contributions from Governmental Funds to Internal Service Fund	$ -	$ -	$ -	$ -	$ -	$ 6,142
Equipment Capital Contributions from Enterprise Funds to Internal Service Fund	(44,402)	(11,157)	(6,142)	-	(61,701)	61,701

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Net Position
Fiduciary Funds
As of December 31, 2022

ASSETS	Custodial Funds
Cash and Cash Equivalents	$ 4,766
Total Assets	$ 4,766
LIABILITIES	
Due to State and Local Governments	$ 4,766
Total Liabilities	$ 4,766
NET POSITION	$ -

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Statement of Changes in Net Position
Fiduciary Fund
For the Year Ended December 31, 2022

	Custodial Fund
ADDITIONS	
Court Fines and Forfeitures	$ 26,030
Other Deposits	17,591
Total Additions	$ 43,621
DEDUCTIONS	
Payment of Court Fines and Forfeitures to State Government	$ 26,030
Other Payments to State and Local Governments	17,591
Total Deductions	$ 43,621
Net Increase (Decrease) in Net Position	$ -
Net Position - Beginning	-
Net Position - Ending	$ -

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements and underlying accounting policies of the City of Bainbridge Island (City) conform to Generally Accepted Accounting Principles (GAAP) as applied to governmental units in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The City's significant accounting policies are described below.

A. Reporting Entity

The City of Bainbridge Island was incorporated on September 18, 1947, as the city of Winslow. Following annexation of the remainder of the island on February 28, 1991, and a vote to change the City's name, the entire island became the City of Bainbridge Island. The City operates under the laws of the State of Washington applicable to a non-charter code city with a Council-Manager form of government. The seven part-time Council Members are elected to four-year, staggered terms from the island's three wards plus one at-large position; the Mayor is selected by the Council from among its members to serve a two-year term. The City Manager is appointed by the City Council for an indefinite term. The City lies within the 23rd State Legislative District and the 6th U.S. Congressional District.

The City is a general-purpose government and provides the following major types of services: general executive and administrative services, police, judicial, water supply/treatment/distribution, sewage collection and treatment, storm water (drainage) collection, street maintenance and construction, planning and zoning, permits and inspections, some parks, and boat docks. Other local governments provide public education, fire suppression, library, and most park services.

The City has no component units.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (the *statement of net position* and the *statement of activities*) report information on all non-fiduciary activities of the City. Generally, the effect of interfund activity has been removed from these statements to avoid double counting of internal activity, although interfund services provided and used are not removed. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities relying primarily on fees and charges for support.

The *statement of net position* presents the City's year-end balances in non-fiduciary assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of improving or deteriorating the financial position of the City. Net position is reported in three categories:

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation, and any outstanding debt attributable to those assets.
- *Restricted net position* consists of restricted assets reduced by any liabilities and deferred outflow of resources related to those assets. Net position is restricted when constraints are placed on its use (1) by external parties such as creditors, grantors, or laws of other governments, or (2) by the City's own enabling legislation or constitutional provisions.
- *Unrestricted net position* consists of the residual amount which does not meet the definition of the two preceding categories.

The *statement of activities* demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants and contributions restricted to meeting the operational or capital requirements

of a particular function or segment. Taxes and other items inappropriate for inclusion among program revenues are reported instead as general revenues.

Separate *fund financial statements* are provided for governmental funds, proprietary funds, as well as fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major governmental and enterprise funds are reported in separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied and legally due. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's primary ongoing activity. The principal operating revenues of the City's proprietary funds are user fees for services, connection charges paid by new users, and permit fees paid for processing regulatory permits and approvals. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, it is City policy to consider revenues available if they are collected within 60 days of the end of the current fiscal period. Property taxes, sales taxes, business and occupation taxes, utility taxes, excise taxes, licenses and interest associated with the current fiscal period are all considered susceptible to accrual and thus, recognized in the current fiscal period. Expenditure-driven grants are recognized as revenue, within the 60-day window, when the qualifying expenditures have been incurred and all eligibility requirements have been met. Only that portion of special assessments due within the current fiscal period is considered susceptible to accrual. All other revenue items are considered measurable and available only when cash is received by the City.

Expenditures in the governmental fund financial statements are generally recorded when a liability is incurred, as under accrual accounting. However, certain expenditures, such as debt service, compensated absences, and claims and judgments, are recorded only when payment is due.

The City reports the following major Governmental Funds:

General Fund
The general fund is the primary operating fund of the City. It accounts for all financial resources of the general government except those required to be accounted for in another fund. Major revenue sources are property taxes, sales taxes, and business and occupation taxes. Major expenditures are administration and public safety.

Street Fund
This special revenue fund accounts for restricted motor vehicle tax received from the State of Washington and parking excise tax received from local parking lot owners. Supplemental funding, as needed, comes from the general fund, the real estate excise tax fund, and the transportation benefit fund. These resources are used for non-capital, transportation-related activities such as the City's annual roads preservation program.

Real Estate Excise Tax Fund
This special revenue fund accounts for revenue from real estate excise taxes. These resources are primarily used for street maintenance and construction as well as payments on related debt service.

Capital Construction Fund

This fund accounts for financial resources used for the acquisition or construction of major capital facilities not financed through Proprietary Funds.

American Rescue Plan Act (ARPA) Fund
This fund accounts for federal grant funds provided to the City under ARPA Coronavirus State and Local Fiscal Recovery Funds.

The City reports the following major Proprietary Funds:

Water Fund
The water fund accounts for all activities related to providing water services to City water customers, primarily located in the historic Winslow area.

Sewer Fund
The sewer fund accounts for all activities related to providing wastewater (sewer) services to City sewer customers, primarily located in the historic Winslow area.

Storm & Surface Water Management (SSWM) Fund
The SSWM fund accounts for all activities related to providing storm drainage and related services to the Island-wide community.

Building & Development Services Fund
The City classifies its building and development services fund as an enterprise fund because most land use and building permitting costs are recovered through user charges. Costs not covered by user charges are funded through transfers from the general fund. The building and development services fund consists of two sub-funds for these activities that separately track costs and related revenues.

The City reports one Internal Service Fund:

The internal service fund accounts for equipment replacement and rental to other departments and funds of the city, and to other governments, on a cost-reimbursement basis. This proprietary fund type is reported with governmental activities in the government-wide financial statements.

The City reports one Fiduciary Fund:

The fiduciary fund is a custodial fund. Within this fund are several sub-funds accounting for monies on which the City has no claim. Included are monies the City collected as an agent for other governments. Funds are held for a short time before disbursement to Kitsap County, the State of Washington, or the federal government.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by unrestricted resources as needed. In addition, it is the City's policy to use the most restrictive category first when resources are available from committed, assigned, or unassigned fund balances.

D. Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions affecting amounts reported in the financial statements. Actual results may differ from those estimates and assumptions.

E. Budgetary Information

1. Scope of Budget

Biennual budgets are adopted for all operating funds on the modified accrual basis of accounting. Budgets for debt service and capital project funds are adopted at the level of the individual debt issue or project and for fiscal periods that correspond to the lives of those debt issues or projects.

Other budgets are adopted at the level of the fund, where expenditures may not exceed appropriations at the fund level and the budgets constitute the legal authority for expenditures at that level.

Most appropriations for general and special revenue funds lapse at year-end, except for certain appropriations for operating and capital outlays carried forward from year to year until fully expended or the purpose of the appropriation is accomplished or abandoned.

Encumbrance accounting is employed in governmental and proprietary funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year end do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year, at the City Council's discretion.

2. Amending the Budget

Under City law, the City Manager may authorize transfers of budgetary spending within any fund. However, any revisions that (a) transfer appropriations between funds, or (b) increase any fund's total expenditures, must be approved by the City Council. When the City Council determines it is in the best interest of the City to make any of the stated revisions, it must do so by ordinance approved by a simple majority.

The financial statements contain the original and final budget information. The original budget is the first appropriated budget. The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized changes applicable for the fiscal year.

F. Assets, Liabilities and Fund Balance (or Net Position)

The City's significant assets, liabilities, and fund balance (or net position) are described in the notes that follow.

1. Cash and Cash Equivalents

For financial statements purposes the City considers cash and cash equivalents to include cash on hand, demand deposits, and all short-term investments with original maturities of three months or less from the date of acquisition. On December 31, 2022, the City was holding $66,864,144 in cash and cash equivalents which included $48,989,011 in the governmental funds, $17,870,367 in the proprietary funds, and $4,766 in the fiduciary funds.

It is the City's policy to invest temporary cash surpluses. On December 31, 2022, the City was holding $65,660,779 in short-term investments. This amount is classified on the *balance sheet* with cash and cash equivalents. Interest earned on these investments is distributed to various funds proportional to their cash balances.

2. Receivables

Property taxes unpaid at year-end are recorded as receivable. Property tax revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. For property taxes collectible in 2022, the City's levy for general governmental services was $0.79 per $1,000 on assessed valuation of $10,285,196,057 for a total of $8,138,481. Levy rates for property taxes are adopted in November of each year but not recognized as receivable until the following year when the amounts are legally levied and due, and the City has a legal claim to the taxpayers' resources. Due to the property foreclosure provision in State law, no allowance for uncollectible amounts is made.

Other types of taxes receivable are not recognized on the fund financial statements because, although they are often measurable, the City cannot determine when they might be available. These receivables are recognized together with the related revenue adjustments on the government-wide financial statements.

As of December 31, 2022 and 2021, the City had total taxes receivable of $2,171,483 and $2,149,750, respectively.

Special assessments are recorded when levied in the local improvement district (LID) debt service fund for regular LIDs and in the enterprise funds for utility LIDs. Assessment revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. Long-term assessments receivable in the fund financial statements consist of unbilled special assessments that are liens against the property benefited. As of December 31, 2022 and 2021, the City had $177 and $5,454, respectively, in delinquent special assessments receivable. Because special assessments are secured by liens against related properties, no allowance for uncollectible amounts is made.

For Municipal Court receivables, the City recognizes only those fines or forfeits on a court-ordered time payment plan or those sent to collection. This is partly because amounts levied remain subject to adjudication and possible commutation and because the State's software used by the City converts amounts owed to fee amounts set by the State. The receivable recognized for 2022 is $159,674 ($123,859 considered uncollectible) compared to $199,314 ($156,302 considered uncollectible) for 2021. This decrease in Municipal Court receivables reflects the Court's recent adoption of the State of Washington's best practices, including a write-off policy for receivables over ten years old.

Customer accounts receivables, including utility fund receivables, consist of amounts owed from private individuals or organizations for goods and services rendered, including amounts owed for which billings have not yet been prepared.

3. Amounts Due to and from Other Funds and Governments, Interfund Loans, and Advances Receivable

Activities between funds representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans receivable/payable. The City also has reimbursable grants and other receivables due from the State and Federal governments. Those amounts totaled $310,693 and $482,553 for fiscal years 2022 and 2021, respectively.

4. Inventories

Inventories consist of expendable supplies held for internal consumption. They are reported on the consumption basis and at cost and recorded as an expenditure at the time individual inventory items are used or during the year-end count process. Inventories are valued with the normal average cost method, which uses a weighted average cost for items in inventory rather than actual cost for each specific item.

5. Prepaids

Prepaids are payments to vendors that benefit future reporting periods and are reported on the consumption basis.

6. Pensions

For purposes of measuring the net pension asset, net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all State-sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of calculating restricted net position related to the net pension asset, the City includes only the net pension asset.

7. Net Pension Asset

Net pension assets are reported when the City's proportionate share of pension assets exceeds its proportionate share of pension liabilities. For further details see Note 6 – Pension Plans.

8. Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items) and are reported in the applicable governmental or business-type columns of the government-wide financial statement. Capital assets are defined by the City as assets with an initial, individual cost of more than $50,000 for land, buildings, infrastructure, or intangible assets and more than $20,000 for machinery, software, or artwork, and an estimated useful life of more than one year. These assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at acquisition value at the date of donation.

Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs are not capitalized.

A full year's depreciation is taken in the year capital assets are acquired or when assets under construction are substantially complete and in service. For constructed assets, all associated costs necessary to bring such assets to the condition and location necessary for their intended use are capitalized.

Land, land rights, construction-in-progress, and intangible assets are not depreciated. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Type of Asset	Years
Computer Systems & Equipment	5 to 15
Light and Heavy Vehicles, Equipment	2 to 20
Police Vehicles	9
Leased right-to-use assets	2
Buildings & Improvements	20 to 50
Roads – Unpaved and Paved	2 and 25
Sewage Treatment Plant	20
Water & Sewer Mains	66
Other Utility Infrastructure	20 to 75

For further details see Note 5 – Capital Assets.

9. Deferred Outflows of Resources

In addition to assets, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents the consumption of net assets applicable to future reporting periods that will not be expensed until that time.

The City has three items in this category on the *statement of net position*. The first item is a deferred charge on debt refunding resulting from the difference in carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt. The second item is a deferred outflow related to pensions. This amount is calculated in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred outflow related to pensions will be recognized as either pension expense, or a reduction in the net pension liability in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The third item is a deferred outflow related to other post-employment benefits payable (OPEB). This amount is calculated in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits other than Pensions. The deferred outflow related to OPEB will be recognized as either OPEB expense, or a reduction in the OPEB liability in future years. Details on the composition of this amount are further disclosed in Note 15 – Defined Benefit Other Post-Employment Benefit (OPEB) Plans.

10. Unearned Revenues

In the governmental funds, certain revenue transactions are reported as unearned revenue. Unearned revenue arises when resources are received by the City before it has a legal claim to them, as when grant monies are received prior to the City incurring qualified expenditures. Revenue cannot be recognized until it has been earned and available to pay for expenditures in the current period. In future periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

11. Compensated Absences

Compensated absences are time away from work for which employees will be paid. They consist of vacation, accrued compensating time off for overtime hours worked, floating holidays, and time spent on standby. Only compensated absences, and the value of the related employee benefits, for which the employee may be paid upon separation, are accrued at year-end.

Vacation pay is capped at a maximum of 320 hours at year-end and is payable upon termination, resignation, retirement, or death. Compensatory time off may be accumulated up to a maximum of 120 hours and may be taken at any time or paid out at the employee's request. Standby time represents compensating time off for employees who are required to be available on standby during non-working hours and may be taken at any time or paid out at the employee's request. Floating holidays represent holidays worked and subsequently accrued by law enforcement officers that may be taken at any time, paid out at the officer's request, or paid upon separation.

Sick leave may accumulate up to 1,040 hours. Except as noted below for law enforcement officers, outstanding sick leave is not paid to employees upon separation from City. Accumulations of over 1,040 hours are paid down annually at ½ the employee's current rate of pay. In addition, law enforcement officers, upon retirement, are paid ¼ of their sick leave balance at their current rate of pay. Because there is no commitment to pay out accrued but unpaid management leave, wellness time, or sick leave, and because law enforcement retirement dates are not generally known in advance, they are not shown as liabilities.

Total liability for compensated absences as of December 31, 2022 and 2021, is as follows:

	2022	2021
Vacation	$ 850,177	$ 901,612
Compensating Time	185,775	165,220
Standby Time	26,259	38,235
Floating Holidays	121,881	106,321
Total	$ 1,184,092	$ 1,211,388

12. Net Pension Liability

Net pension liabilities are reported when the City's proportionate share of pension liabilities exceeds its proportionate share of pension assets. For further details see Note 6 – Pension Plans.

13. Long-Term Obligations

Liabilities for long-term obligations are recorded in the government-wide and proprietary statements of net position. Bonded debt is reported net of applicable bond premiums or discounts. For governmental fund financial statements bond issuance costs are expended at the time of issuance and bond proceeds are reported as other financing sources. For further details see Note 8 – Long-Term Liabilities.

14. Deferred Inflows of Resources

In addition to liabilities, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents the acquisition of net assets applicable to future reporting periods and, therefore, will not be recognized as revenue until that time.

The City has three items in this category on the *statement of net position*. The first item is a deferred inflow from a gain on a bond refunding. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt. This second item is an aggregate of pension amounts calculated in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred inflows related to pensions will be recognized as a reduction to pension expenses in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The third item is deferred inflow on leases. This amount is deferred and amortized over the life of the lease, including any lease extension provisions reasonably certain to be exercised.

Deferred inflows of resources on the governmental funds *balance sheet* include the following items not received within 60 days of year-end:

- Grants in the general fund
- Delinquent property taxes in the general fund
- Other taxes and fees in the general fund and the street fund
- Court fines in the general fund
- Opioid settlements in the general fund

15. Fund Balance

Categories of Fund Balance

Governmental funds use a fund balance presentation. Fund balance is categorized as non-spendable, restricted, committed, assigned or unassigned. The use of a category is largely based upon the extent to which the City must observe constraints imposed on the use of the resources.

Non-spendable fund balance: This represents amounts that cannot be spent because they are either not in a spendable form (such as long-term receivables or inventory) or legally required to remain intact (such as the principal of a permanent fund).

Restricted fund balance: This represents amounts with external constraints placed on their use (such as debt covenants, grantors, other governments, etc.) or imposed by enabling legislation.

Committed fund balance: This represents amounts that can only be used for specific purposes imposed by the City's highest level of decision-making authority, a City Council ordinance. Committed resources cannot be used for any other purpose unless the City Council removes or changes the specified use through passage of another ordinance.

Assigned fund balance: This represents amounts reflecting the City's intended use of resources. Assigned fund balance can be designated at any level of decision-making authority below an ordinance (i.e., resolution, City Council motion, or by a committee or official delegated by the City Council).

Unassigned fund balance: This represents either amounts with no restrictions on their use, or general fund stabilization reserves (see below) set up by City Council action at an authority level below an ordinance. The general fund is the only fund that may show a positive unassigned fund balance although other funds may report a negative unassigned fund balance.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available for use, it is the policy of the City to consider restricted funds to have been reduced first. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts, unless otherwise approved by the Council.

Fund balance constraints as listed in aggregate on the governmental funds *balance sheet* on December 31, 2022, were as follows:

	General Fund	Street Fund	Real Estate Excise Tax Fund	ARPA Fund	Capital Projects Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable:							
Inventory	$ -	$ 101,279	$ -	$ -	$ -	$ -	$ 101,279
Long-term Receivables	59,171	-	-	-	-	-	59,171
Total Nonspendable	$ 59,171	$ 101,279	$ -	$ -	$ -	$ -	$ 160,450
Restricted:							
Police Investigations	$ 46,823	$ -	$ -	$ -	$ -	$ -	$ 46,823
Police Marine	52,537	-	-	-	-	-	52,537
PEG Capital	130,503	-	-	-	-	-	130,503
Real Estate Excise Tax	-	-	2,198,429	-	944,266	-	3,142,695
Hotel/Motel Tax	-	-	-	-	-	597,763	597,763
Affordable Housing	751,154	-	-	-	-	-	751,154
Transportation Benefit Tax	-	29,218	-	-	124,231	1,500,839	1,654,288
Transportation Impact Fees	-	-	-	-	-	200,076	200,076
LID Collections	-	-	-	-	-	128,319	128,319
Total Restricted	$ 981,017	$ 29,218	$ 2,198,429	$ -	$ 1,068,497	$ 2,426,997	$ 6,704,159
Committed:							
Public Art	$ 315,869	$ -	$ -	$ -	$ -	$ -	$ 315,869
Affordable Housing	253,127	-	-	-	-	-	253,127
Floor Area Ratio - Public Amen.	-	-	-	-	-	21,770	21,770
Floor Area Ratio - Agriculture	-	-	-	-	-	98,870	98,870
Tree Preservation	-	-	-	-	-	1,552	1,552
Total Committed	$ 568,996	$ -	$ -	$ -	$ -	$ 122,192	$ 691,189
Assigned:							
General Fund	$ 29,463	$ -	$ -	$ -	$ -	$ -	$ 29,463
Street Fund	-	96,957	-	-	-	-	96,957
Affordable Housing	368,983	-	-	-	-	-	368,983
GO Bond Fund	-	-	-	-	-	5,657	5,657
Construction Fund	-	-	-	-	7,150,005	-	7,150,005
Total Assigned	$ 398,446	$ 96,957	$ -	$ -	$ 7,150,005	$ 5,657	$ 7,651,065
Unassigned:							
General Fund	$ 23,887,872	$ -	$ -	$ -	$ -	$ -	$ 23,887,872
Total Unassigned	$ 23,887,872	$ -	$ -	$ -	$ -	$ -	$ 23,887,872
Total Fund Balance	$ 25,895,503	$ 227,454	$ 2,198,429	$ -	$ 8,218,502	$ 2,554,847	$ 39,094,735

General fund stabilization policy: The City Council passed, via resolution, a general fund stabilization policy in the form of an emergency reserve. This reserve is included in the general fund unassigned balance above.

The emergency reserve was funded with general fund property sales and available fund balance and has a balance of $1,020,446 on December 31, 2022. The reserve was set up to provide for unexpected emergencies not reasonably accommodated in the current budget. Items specifically allowed for expenditure of emergency reserve funds are as follows:

- Major financial losses caused by fire, flood, explosion, storm, earthquake, terrorism, or similar incident.
- Immediate preservation of order or public health, or restoration of public property which has been destroyed.
- Payment of claims for personal injuries or property damage that are not covered by insurance.
- Mandatory expenditures required by law enacted since the previous budget was adopted.

Expenditures from the emergency reserve require a vote of not less than five City Council members or a unanimous quorum.

Minimum fund balance policy: In addition to the general fund stabilization arrangement set up as the emergency reserve, in 2022 the City Council reaffirmed, via resolution, a general fund minimum fund balance policy. This updated policy is defined as 25% of general fund ongoing revenues. The resulting minimum fund balance must exclude any funds held in reserve or otherwise committed. On December 31, 2022 and 2021, the City-Council-specified goal was $5,604,551 and $5,115,453, respectively. The unassigned general fund balance on December 31, 2022 and 2021, was $23,887,872 and $20,203,027, or $18,283,321 and $15,087,574 after reserves.

G. Deficit Net Position

As a result of pension-related debt the building and development services fund had a deficit net position of $(139,039) on December 31, 2022. City management expects this deficit to continue into the foreseeable future; the City transfers only enough cash into the fund to offset expenses not covered through user fees, current payables, and accruals. At this time, the fund's cash position is sufficient to cover the current costs related to the fund's operations.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

There have been no material violations of finance-related legal or contractual provisions.

NOTE 3 – DEPOSITS AND INVESTMENTS

A. Deposits

The City's deposits are entirely covered by the Federal Deposit Insurance Corporation or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission.

B. Investments

All surplus cash is invested in accordance with an investment policy approved by the City Council. It is the City's policy to pool all available cash for investment purposes, not required to be kept separate. The interest earned on these investments is prorated to the City's funds. Washington State law limits the type of City's investments. Allowable investments include U.S. government obligations, state and local government obligations, certificate of Deposits with qualified Washington State financial institutions, and Washington State and local government investment pools. At year-end 2022, all City funds were invested in short-term cash equivalent investments in the Washington State Treasurer's Local Government Investment Pool (LGIP) or the Kitsap County Treasurer's Investment Pool (KCTIP). These funds are reported at amortized cost and accounted for at current market values monthly by those entities. The City's position in the pools is the same as the value of the shares. None of these pools limit or restrict withdrawals except the KCTIP, which requires one day's notice.

The LGIP is managed and operated solely by the Washington State Treasurer. The pool is not rated by any financial rating agency, nor is it registered with the Securities and Exchange Commission. Rather, oversight is provided by the State Finance Committee in accordance with RCW 43.250. Participation in the pool is voluntary. The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

The KCTIP is managed and operated solely by the Kitsap County Treasurer and is neither registered with the SEC nor rated by financial rating agencies. It includes participating funds of the County, local governmental entities where the County Treasurer serves as ex-officio treasurer, and cities located within the county. Participation in the pool is voluntary. The pool's investments are those allowed by the Kitsap County Investment Policy and include savings accounts, CD's, and securities. Pool oversight comes from the Kitsap County Finance Committee. The committee consists of the County Treasurer, the County Auditor, and the Chair of the Board of County Commissioners. The committee approves the KCTIP investment policy.

On the City's *balance sheet*, these pool investments are considered cash equivalents because they can be withdrawn with one day's notice. As a matter of policy, the City does not use reverse repurchase agreements (because of the difficulty in perfecting collateral) and does not invest in derivatives (because of the difficulty in assessing risk). On December 31, 2022, the City held the following investments (at amortized cost) and cash deposits:

Short-term investment held in the Washington State Treasurer's Investment Pool	$ 41,934,115
Short-term investment held in the Kitsap County Treasurer's Investment Pool	23,726,665
Total Investments	$ 65,660,780
Cash on hand and on deposit at Umpqua Bank	1,203,364
Total cash and cash equivalents as reported on the financial statements	$ 66,864,144

It is currently the City's policy to mitigate investment risk, including credit, custodial, concentration of credit, interest rate, and foreign currency risk, by investing only in the Washington State or Kitsap County investment pools or in a pool collateralized by the Washington State Public Deposit Protection Commission.

When not investing in pools, it is the City's policy to require (a) delivery versus payment to ensure securities are deposited in an eligible custodial account prior to release of funds, and (b) that all securities will be held in the City's name by an independent third-party custodian selected by the City.

NOTE 4 – PROPERTY TAXES

Under State law, the City may levy up to $3.60 per $1,000 of assessed property valuation for general governmental services; however, that amount is reduced by the Kitsap Regional Library and Bainbridge Island Fire District regular non-voted levies. The Library District may levy up to $.50 and the Fire District up to $1.50 per $1,000 of assessed valuation resulting in a potential City levy limit of $1.60 per $1,000. The Library and Fire District's actual 2022 levy rates were $.33 and $.71, respectively.

In addition to the preceding limit, RCW 84.55.010 also limits the growth of regular property taxes to the lesser of 1% per year or the increase in the Implicit Price Deflator (IPD). If the IPD increase is less than 1%, the City may still increase the levy up to the 1% limit by passing an ordinance demonstrating a substantial need for the increase. If assessed valuations increase by more than 1%, the levy rate is reduced. Amounts above the limit are allowed for increases in the assessed value of new construction, improvements to property, and state-assessed property. The limit may also be exceeded by a simple majority of the voters.

A secondary limitation on property tax increases is imposed by Article 7 of the Washington State Constitution. This article limits the total regular property taxes to 1% of assessed valuation or $10 per $1,000 of assessed value. If the combined taxes of all districts exceed this amount, each levy is proportionally reduced until the total is at or below the 1% limit.

The Kitsap County Assessor assesses all property in the County and the Kitsap County Treasurer, acting as the City's agent, collects property taxes. Collections are distributed after the end of each month. Taxes are levied and become an enforceable lien on January 1 of each year, and tax statements are mailed in mid-February. The first of two equal installments

is due April 30 and the second October 31. By May 31 of each year, the assessed value for the next year's levy is established at 100% of market value.

NOTE 5 – CAPITAL ASSETS

A. Capital Assets

Capital asset activity for the year ended December 31, 2022, was as follows:

Governmental Activities	Beginning Balance 01/01/2022	Increases	Decreases	Ending Balance 12/31/2022
Capital Assets not depreciated:				
Land	$ 58,391,438	$ 33,580	$ (111,151)	$ 58,313,867
Construction In Progress	11,824,639	6,261,962	(2,355,462)	15,731,139
Development Rights (Intangible)	880,000	318,565	-	1,198,565
Total Capital Assets not depreciated	$ 71,096,077	$ 6,614,106	$ (2,466,613)	$ 75,243,570
Capital Assets, Depreciable:				
Buildings	$ 16,524,384	$ -	$ -	$ 16,524,384
Machinery and Equipment	9,875,974	310,239	(376,751)	9,809,462
Infrastructure	60,286,149	1,706,841	-	61,992,990
Leased asset right to use	-	113,548	-	113,548
Total Capital Assets, depreciable	$ 86,686,507	$ 2,130,629	$ (376,751)	$ 88,440,384
Less Accumulated Depreciation for:				
Buildings	$ (9,302,287)	$ (434,420)	$ -	$ (9,736,707)
Machinery and Equipment	(7,371,193)	(441,109)	379,553	(7,432,749)
Infrastructure	(30,682,272)	(2,025,510)	-	(32,707,782)
Leased asset right to use	-	(54,503)	-	(54,503)
Total Accumulated Depreciation	$ (47,355,751)	$(2,955,542)	$ 379,553	$ (49,931,741)
Total Capital Assets, depreciable, net	$ 39,330,755	$ (824,914)	$ 2,802	$ 38,508,643
Total Governmental Activities Capital Assets, net	$ 110,426,832	$ 5,789,192	$ (2,463,811)	$ 113,752,214
Business-Type Activities	Beginning Balance 01/01/2022	Increases	Decreases	Ending Balance 12/31/2022
Capital Assets not depreciated:				
Land	$ 1,796,865	$ -	$ -	$ 1,796,865
Construction In Progress	2,153,883	1,972,217	(803,879)	3,322,221
Total Capital Assets not depreciated	$ 3,950,749	$ 1,972,217	$ (803,879)	$ 5,119,086
Capital Assets, depreciable:				
Buildings	$ 54,728	$ -	$ -	$ 54,728
Computer Software	32,365	-	-	32,365
Machinery and Equipment	420,222	725,418	-	1,145,640

Infrastructure	70,301,203	16,635	-	70,317,838
Total Capital Assets, depreciable	$ 70,808,518	$ 742,053	$ -	$ 71,550,571
Less accumulated depreciation for:				
Buildings	$ (18,727)	$ (1,150)	$ -	$ (19,877)
Computer Software	(32,365)	-	-	(32,365)
Machinery and Equipment	(418,108)	(50,003)	-	(468,111)
Infrastructure	(28,268,170)	(1,495,848)	-	(29,764,018)
Total Accumulated Depreciation	$ (28,737,370)	$(1,547,001)	$ -	$ (30,284,371)
Total Capital Assets, depreciable, net	$ 42,071,149	$ (804,949)	$ -	$ 41,266,200
Total Business-Type Activities Capital Assets, net	$ 46,021,897	$ 1,167,268	$ (803,879)	$ 46,385,286

The change in accumulated depreciation for governmental activities includes a one-time adjustment of $2,802 in this table between infrastructure and machinery and equipment.

2022 depreciation expense was charged to the functions of the city as follows:

Governmental Activities	2022	2021
General Government	$ 338,316	$ 332,884
Judicial	54,503	-
Public Safety	164,163	207,006
Physical Environment	108,902	91,773
Transportation	1,778,739	1,738,443
Health and Human Services	8,673	8,673
Culture and Recreation	499,444	501,391
Total Depreciation - Governmental Activities	$ 2,952,740	$ 2,880,170
Business-Type Activities	2022	2021
Water Utility	$ 361,505	$ 313,143
Sewer Utility	975,197	975,197
Storm and Surface Water Management Utility	210,299	210,299
Total Depreciation - Business-Type Activities	$ 1,547,001	$ 1,498,640

B. Construction Commitments

On December 31, 2022, the City had contractual construction commitments of $5,193,949 to convert the former Harrison Medical Building to a Police/Court facility. Project completion is anticipated in late fall 2023.

NOTE 6 – PENSION PLANS

The following table represents the aggregate pension amounts for all plans for the year 2022:

Aggregate Pension Amounts – All Plans	
Pension liabilities	$ (1,523,940)
Pension assets	$ 4,362,211
Deferred outflows of resources	$ 3,635,756

Deferred inflows of resources	$	(3,416,691)
Pension expense/expenditures	$	88,583

State Sponsored Pension Plans

Substantially all City full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

The DRS ACFR may also be downloaded from the DRS website at www.drs.wa.gov.

Public Employees' Retirement System (PERS)

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

PERS Plan 1 provides retirement, disability, and death benefits. Retirement benefits are 2% of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

PERS Plan 1 Contributions

The PERS Plan 1 member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18%. Each biennium, the State Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2022 were as follows:

PERS Plan 1		
Actual Contribution Rates	Employer	Employee*
January – August 2022:		
PERS Plan 1	6.36%	6.00%
PERS Plan 1 UAAL	3.71%	0.00%
Administrative Fee	0.18%	0.00%
Total	10.25%	6.00%
September – December 2022:		
PERS Plan 1	6.36%	6.00%

PERS Plan 1 UAAL	3.85%	0.00%
Administrative Fee	0.18%	0.00%
Total	10.39%	6.00%

* For employees participating in JBM, the contribution rate was 12.26%.

PERS Plan 2/3 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member's AFC times the member's years of service for Plan 2 and one percent of AFC for Plan 3. The AFC is the average of the member's 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013, have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are aged 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually, and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership with the opportunity to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5% and escalate to 15% with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

PERS Plan 2/3 Contributions

The PERS Plan 2/3 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL, and an administrative expense currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2022 were as follows:

PERS Plan 2/3		
Actual Contribution Rates:	Employer 2/3	Employee 2*
January – August 2022:		
PERS Plan 2/3	6.36%	6.36%
PERS Plan 1 UAAL	3.71%	0.00%
Administrative Fee	0.18%	0.00%
Employee PERS Plan 3		Varies
Total	10.25%	6.36%
September – December 2022:		
PERS Plan 2/3	6.36%	6.36%
PERS Plan 1 UAAL	3.85%	0.00%
Administrative Fee	0.18%	0.00%

Employee PERS Plan 3		Varies
Total	10.39%	6.36%

* For employees participating in JBM, the contribution rate was 15.90%.

The City's actual PERS plan contributions were $357,612 to PERS Plan 1 and $579,543 to PERS Plan 2/3 for the year ended December 31, 2022.

Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF)

LEOFF membership includes all full-time, fully compensated, local law enforcement commissioned officers, firefighters, and as of July 24, 2005, emergency medical technicians. LEOFF is comprised of two separate defined benefit plans.

LEOFF Plan 1 provides retirement, disability, and death benefits. Retirement benefits are determined per year of service calculated as a percent of final average salary (FAS) as follows:

- 20+ years of service – 2.0% of FAS
- 10-19 years of service – 1.5% of FAS
- 5-9 years of service – 1.0% of FAS

The FAS is the basic monthly salary received at the time of retirement, provided a member has held the same position or rank for 12 months preceding the date of retirement. Otherwise, it is the average of the highest consecutive 24 months' salary within the last ten years of service. Members are eligible for retirement with five years of service at the age of 50. Other benefits include duty and non-duty disability payments, a COLA, and a one-time, duty-related death benefit if found eligible by the Department of Labor and Industries. LEOFF 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

LEOFF Plan 1 Contributions

Starting on July 1, 2000, *LEOFF Plan 1* employers and employees contribute zero percent, as long as the plan remains fully funded. The LEOFF Plan I had no required employer or employee contributions for fiscal year 2022. Employers only paid the administrative expense of 0.18 percent of covered payroll.

LEOFF Plan 2 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the FAS per year of service (the FAS is based on the highest consecutive 60 months). Members are eligible for retirement with a full benefit at age 53 with at least five years of service credit. Members who retire prior to the age of 53 receive reduced benefits. If the member has at least 20 years of service and is age 50, the reduction is three percent for each year prior to age 53. Otherwise, the benefits are actuarially reduced for each year prior to age 53. LEOFF 2 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), and capped at three percent annually, and a one-time duty-related death benefit if found eligible by the Department of Labor and Industries. LEOFF 2 members are vested after the completion of five years of eligible service.

LEOFF Plan 2 Contributions

The LEOFF Plan 2 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2. The employer rate included an administrative expense component set at 0.18 percent. Plan 2 employers and employees are required to pay at the level adopted by the LEOFF Plan 2 Retirement Board.

Effective July 1, 2017, when a LEOFF employer charges a fee or recovers costs for services rendered by a LEOFF 2 member to a non-LEOFF employer, the LEOFF employer must cover both the employer and state contributions on the LEOFF 2 basic salary earned for those services. The state contribution rate (expressed as a percentage of covered payroll) was 3.41% in 2022.

The LEOFF Plan 2 required contribution rates (expressed as a percentage of covered payroll) for 2022 were as follows:

LEOFF Plan 2		
Actual Contribution Rates:	Employer	Employee
January – December 2022		
State and local governments	5.12%	8.53%
Administrative Fee	0.18%	0.00%
Total	5.30%	8.53%
Ports and Universities	8.53%	8.53%
Administrative Fee	0.18%	0.00%
Total	8.71%	8.53%

The City's actual contributions to the plan were $140,284 for the year ended December 31, 2022.

The Legislature, by means of a special funding arrangement, appropriates money from the State general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the State constitution and could be changed by statute. For the state fiscal year ending June 30, 2022, the State contributed $81,388,085 to LEOFF Plan 2. The amount recognized by the City as its proportionate share of this amount was $82,274.

Actuarial Assumptions

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2022 with a valuation date of June 30, 2021. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) 2013-2018 Experience Study and the 2021 Economic Experience Study.

Additional assumptions for subsequent events and law changes are current as of the 2021 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2022. Plan liabilities were rolled forward from June 30, 2021, to June 30, 2022, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- Inflation: 2.75% total economic inflation; 3.25% salary inflation
- Salary increases: In addition to the base 3.25% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- Investment rate of return: 7.00%

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates, which vary by member status (e.g., active, retiree, or survivor), as the base table. The OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society Actuaries, to project mortality rates for every year after the 2010 base table. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout their lifetime.

Methods did not change from the prior contribution rate setting June 30, 2019, Actuarial Valuation Report (AVR), however OSA introduced a temporary method change to produce asset and liability measures for the June 30, 2020, AVR. There were also the following assumption changes:

- OSA updated the Joint-and-Survivor Factors and Early Retirement Factors in the model. Those factors are used to value benefits for early retirement and survivors of members that are deceased prior to retirement. These factors match the administrative factors provided to DRS for future implementation that reflect current demographic and economic assumptions.
- OSA updated the economic assumptions based on the 2021 action of the PFC and the LEOFF Plan 2 Retirement Board. The investment return assumption was reduced from 7.5% (7.4% for LEOFF 2) to 7.0%, and the salary

growth assumption was lowered from 3.5% to 3.25%. This action is a result of recommendations from OSA's biennial economic experience study.

Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.0%.

To determine that rate, an asset sufficiency test was completed to test whether each pension plan's fiduciary net position was sufficient to make all projected future benefit payments for current plan members. Based on OSA's assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.0% was used to determine the total liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.0% was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMA's) and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the CMA's and their target asset allocation to simulate future investment returns at various future times.

Estimated Rates of Return by Asset Class

The best estimates of arithmetic real rates of return for each major asset class included in the pension plans' target asset allocation as of June 30, 2022, are summarized in the table below. The inflation component used to create the following table is 2.2% and represents the WSIB's most recent long-term estimate of broad economic inflation:

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	1.5%
Tangible Assets	7%	4.7%
Real Estate	18%	5.4%
Global Equity	32%	5.9%
Private Equity	23%	8.9%
	100%	

Sensitivity of Net Pension Liability/(Asset)

The table below presents the City's proportionate share of the net pension liability (NPL) calculated using the discount rate of 7%, as well as what the City's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage point lower (6%), or one percentage point higher (8%), than the current rate.

	1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
PERS 1	$ 2,035,963	$ 1,523,940	$ 1,077,064
PERS 2/3	$ 2,977,900	$ (2,528,721)	$ (7,052,758)
LEOFF 1	$ (145,679)	$ (166,236)	$ (184,063)
LEOFF 2	$ (76,775)	$ (1,667,253)	$ (2,968,924)

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

On June 30, 2022, the City reported its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	$ 1,523,940
PERS 2/3	$ (2,528,721)
LEOFF 1	$ (166,236)
LEOFF 2	$ (1,667,253)

The amount of the assets reported above for LEOFF Plans 1 and 2 reflects a reduction for State pension support provided to the City. The amount recognized by the City as its proportionate share of the net pension asset, the related State support, and the total portion of the net pension asset that was associated with the City were as follows:

	LEOFF 1 Asset	LEOFF 2 Asset
City's proportionate share	$ (166,236)	$ (1,667,253)
State's proportionate share of the net pension asset associated with the City	(1,124,417)	(1,080,010)
Total	$ (1,290,653)	$ (2,747,264)

On June 30, the City's proportionate share of the collective net pension liabilities was as follows:

	Proportionate Share 6/30/21	Proportionate Share 6/30/22	Change in Proportion
PERS 1	0.056936%	0.054723%	(0.002204) %
PERS 2/3	0.070107%	0.068182%	(0.001925) %
LEOFF 1	0.005640%	0.005795%	0.000155 %
LEOFF 2	0.064500%	0.061348%	(0.003152) %

Employer contribution transmittals received and processed by the DRS for each fiscal year ending June 30, 2022, are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Non-Employer Allocations* for all plans except LEOFF 1.

LEOFF Plan 1 allocation percentages are based on the total historical employer contributions to LEOFF 1 from 1971 through 2000 and the retirement benefit payments in fiscal year 2022. Historical data was obtained from a 2011 study by the Office of the State Actuary (OSA). The State of Washington contributed 87.12% of LEOFF 1 employer contributions and all other employers contributed the remaining 12.88% of employer contributions. LEOFF 1 is fully funded with no further employer contributions required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. The allocation method the plan chose reflects the projected long-term contribution effort based on historical data.

In fiscal year 2022, the State of Washington contributed 39% of LEOFF 2 employer contributions pursuant to RCW 41.26.725, and all other employers contributed the remaining 61% of employer contributions.

Pension Expense

For the year ended December 31, 2022, the City recognized pension expense as follows:

	Pension Expense
PERS 1	$ 645,034
PERS 2/3	(840,811)

LEOFF 1	(11,313)
LEOFF 2	295,673
Total	$ 88,583

Deferred Outflows of Resources and Deferred Inflows of Resources

On December 31, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(252,562)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	186,194	-
Total	$ 186,194	$ (252,562)

PERS 2/3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 626,558	$ (57,244)
Net difference between projected and actual investment earnings on pension plan investments	-	(1,869,502)
Changes of assumptions	1,409,413	(369,035)
Changes in proportion and differences between contributions and proportionate share of contributions	42,370	(86,908)
Contributions subsequent to the measurement date	299,091	-
Total	$ 2,377,432	$ (2,382,688)

LEOFF 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(20,757)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	-	-
Total	$ -	$ (20,757)

LEOFF 2	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 396,167	$ (15,469)
Net difference between projected and actual investment earnings on pension plan investments	-	(558,260)
Changes of assumptions	422,362	(145,172)
Changes in proportion and differences between contributions and proportionate share of contributions	175,542	(41,783)
Contributions subsequent to the measurement date	78,058	-
Total	$ 1,072,130	$ (760,684)

Deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	PERS 1
2023	$ (106,879)
2024	(97,074)
2025	(121,776)
2026	73,167
2027	-
Thereafter	-
Total	$ (252,562)

Year ended December 31:	PERS 2/3
2023	$ (585,370)
2024	(519,778)
2025	(636,218)
2026	842,355
2027	295,121
Thereafter	299,542
Total	$ (304,347)

Year ended December 31:	LEOFF 1
2023	$ (8,791)
2024	(7,960)
2025	(9,953)
2026	5,947
2027	-
Thereafter	-
Total	$ (20,757)

Year ended December 31:	LEOFF 2
2023	$ (161,255)
2024	(137,907)
2025	(188,188)
2026	254,880
2027	82,667
Thereafter	383,189
Total	$ 233,387

NOTE 7 – RISK MANAGEMENT

The City is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-Insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created to provide a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 166 members.

New WCIA members initially contract for a three-year term, and thereafter automatically renew annually. Membership termination requires a one-year notice. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are $4 million per occurrence in the self-insured layer, and $16 million above the self-insured layer through reinsurance. Total limits are $20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security and privacy, event management, and cyber extortion, with limits up to $1 million and subject to member deductibles, sublimits, and a $5 million pool aggregate. Premises pollution liability provides members with a $2 million incident limit and $10 million pool aggregate subject to a $100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to $750,000 for all perils other than flood and earthquake and insured above that to $400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to $250,000 and insured above that to $100 million per occurrence subject to aggregates and sublimits.

WCIA in-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who pay annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance, and administrative expenses. As outlined in the interlocal agreement, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments, which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

During the three years ending December 31, 2022, there were no material settlements not fully covered by insurance.

NOTE 8 – LONG-TERM LIABILITIES

The City issues general obligation bonds to finance the purchase, acquisition, and/or construction of general City facilities, parks and open space, streets and roads, water systems, sewer systems, and storm drainage systems. Bonded indebtedness has also been entered into for advance refunding of certain general obligation bonds. General obligation bonds have been issued for both governmental and business-type activities and are being repaid from the applicable resources.

During 2022 the City was awarded $14,623,381 in low interest federal and state loans through the State of Washington. The proceeds will be used to fund construction of a water tank, water line extensions, and sewer line upgrades. At year-end 2022 $13,827,271 was still available to draw on these loans. More information on these loans is shown in the table below.

The City presently has one outstanding local improvement district (LID) special assessment bond, and two of its Washington State Public Works Trust Fund (PWTF) loans are designated as revenue debt and another as LID debt. All four of these debt instruments pledge specific revenue for the repayment of the related debt, although there are no pledged debt coverage requirements. In addition, these debt instruments have an additional general pledge of City revenues in the event insufficient resources are available to fully repay the debt. See Note 1.F.2. — Receivables, for information on delinquent LID special assessment receivables.

Long-Term debt reported on the statements of net position on December 31, 2022, is comprised of the following:

Type of Debt or Long-Term Liability	Governmental Activities	Business-Type Activities
Unlimited Tax General Obligation Bonds	$ 630,000	$ -
Limited Tax General Obligation Bonds	8,385,000	2,460,000
Limited Tax General Obligation Long-Term Debt	141,988	939,211
Revenue Obligation Long-Term Debt	-	3,451,467
Local Improvement District Obligation Long-Term Debt	37,361	595,000
Long-Term Debt analyzed in this Note below	9,194,349	7,445,678
Other Components of Long-Term Liabilities:		
Other Post-Employment Benefits - See Note No. 15	1,190,346	-
Net Pension Liability - See Note No. 6	859,336	664,608
Lease Liabilities - See Note No. 9	60,098	-
Compensated Absences - See Note No. 1.F.11	706,415	477,677
Landfill Post-Closure Care Costs - See Note No. 10	323,932	-
Unamortized Bond Discounts and Premiums	940,926	-
Total Long-Term Liabilities reported on the Statement of Net Position	$ 13,275,401	$ 8,587,962

General Obligation Bonds outstanding are as follows:

Purpose/Original Issue Amount/Bond	Interest Rates	Governmental Activities	Business-Type Activities
Open Space Acquisitions/$5,230,000/UTGO 2013	2.00 - 4.00%	$ 630,000	$ -
Sewer Plant Refunding/$3,040,000/LTGO 2021	2.00 - 4.00%	-	2,460,000
Police-Court Facility & Refunding/$9,990,000/LTGO 2019	3.00 - 5.00%	8,385,000	-
Total General Obligation Bonds		$ 9,015,000	$ 2,460,000

The annual debt service requirements to maturity for General Obligation Bonds are as follows:

Year Ending	Governmental Activities	Business-Type Activities

	Principal	Interest	Principal	Interest
2023	$ 1,230,000	$ 332,450	$ 295,000	$ 28,044
2024	620,000	280,450	295,000	24,681
2025	645,000	252,500	305,000	21,318
2026	660,000	223,750	305,000	17,841
2027	700,000	193,750	310,000	14,364
2028-2032	1,985,000	672,700	950,000	21,717
2033-2037	2,200,000	348,150	-	-
2038-2039	975,000	44,100	-	-
Total	$ 9,015,000	$ 2,347,850	$ 2,460,000	$ 127,965

Other General Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Emergency Street Repairs/$449,632	3.00%	$ 141,988	$ -
PWTF Loan - Storm Drain Decant Facility Design/$179,025	0.50%	-	19,091
PWTF Loan - Sewage Treatment Plant Design/$389,215	0.50%	-	42,171
PWTF Loan - Storm Drain Decant Facility Constr./$782,000	0.50%	-	123,472
PWTF Loan - Sewage Treatment Plant Construction Loan #1/$3,618,000	0.50%	-	631,872
PWTF Loan - Eagle Harbor Sewer Beach Mains Design/$383,542	0.50%	-	122,605
Total Other General Obligation Debt		$ 141,988	$ 939,211

The annual debt service requirements to maturity for Other General Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2023	$ 23,665	$ 4,260	$ 302,848	$ 4,696
2024	23,665	3,550	302,848	3,182
2025	23,665	2,840	272,215	1,668
2026	23,665	2,130	20,434	307
2027	23,665	1,420	20,434	204
2028	23,665	710	20,434	102
Total	$ 141,989	$ 14,909	$ 939,213	$ 10,159

Revenue Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Sewage Treatment Plant Construction Loan #2/$3,564,500	0.50%	$ -	$ 800,033
PWTF Loan - Eagle Harbor Sewer Beach Mains Construction/$4,167,089	0.50%	-	1,855,324

PWTF Loan - Winslow Water Tank Construction Loan/$4,500,000	0.94%	-	320,487
PWTF SSLW Loan - Eagle Harbor Sewer Complex Loan/$2,500,000	0.94%	-	401,731
DOH DWSRF Loan - Water Tank Construction Loan/$6,831,302	1.75%	-	73,893
Total Revenue Obligation Debt		$ -	$ 3,451,467

The annual debt service requirements to maturity for Revenue Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2023	$ -	$ -	$ 385,540	$ 15,247
2024	-	-	429,664	16,477
2025	-	-	429,664	14,500
2026	-	-	429,664	12,523
2027	-	-	229,656	10,546
2028-2032	-	-	1,148,280	38,081
2033-2037	-	-	220,619	18,301
2038-2042	-	-	178,380	5,479
Total	$ -	$ -	$ 3,451,467	$ 131,154

Local Improvement District (LID) Obligation Long-Term Debt outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - South Island Sewer Lines Construction/$5,600,000	0.50%	$ -	$ 595,000
Local Improvement District No. 22 Bonds - Street Construction/$755,300	4.56%	37,361	-
Total LID Obligation Debt		$ 37,361	$ 595,000

The annual debt service requirements to maturity for LID Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2023	$ 37,364	$ 1,704	$ 297,500	$ 2,975
2024	-	-	297,500	1,488
Total	$ 37,364	$ 1,704	$ 595,000	$ 4,463

A. Changes in Long-Term Liabilities

During the year ending December 31, 2022, the following changes occurred in long-term liabilities:

	Beginning Balance Jan. 1, 2022	Additions	Reductions	Ending Balance Dec. 31, 2022	Due Within One Year
Governmental Activities:					

Unlimited Tax General Obligation Bonds	$ 1,195,000	$ -	$ (565,000)	$ 630,000	$ 630,000
Limited Tax General Obligation Bonds	8,965,000	-	(580,000)	8,385,000	600,000
Local Improvement District Bonds	74,725	-	(37,364)	37,361	37,361
Unamortized Bond Discounts & Premiums	1,062,252	-	(121,326)	940,926	-
Total Bonds Payable	11,296,977	-	(1,303,690)	9,993,287	1,267,361
Loans from Other Gov'ts	165,653	-	(23,665)	141,988	23,665
Compensated Absences	724,597	844,785	(862,967)	706,415	490,311
Lease Liabilities	-	113,548	(53,450)	60,098	55,470
Net Pension Liability	388,800	470,536	-	859,336	-
Total OPEB Liability	1,329,594	28,331	(167,579)	1,190,346	139,248
Landfill Post-Closure Liability	339,739	-	(15,808)	323,931	-
Total Governmental Activity long-term liabilities	$ 14,245,360	$ 1,457,200	$ (2,427,158)	$ 13,275,401	$ 1,976,055
Business-Type Activities:					
Limited Tax General Obligation Bonds	$ 2,750,000	$ -	$ (290,000)	$ 2,460,000	$ 295,000
Loans from Other Gov'ts	5,175,455	796,110	(985,888)	4,985,677	985,888
Compensated Absences	486,791	423,468	(432,582)	477,677	326,713
Net Pension Liability	306,526	358,082	-	664,608	-
Total Business-Type Activity long-term liabilities	$ 8,718,772	$ 1,577,660	$ (1,708,470)	$ 8,587,962	$ 1,607,600

Compensated absences and pension liabilities are expensed in all funds with labor costs: general, street, capital construction, water, sewer, storm and surface water management, and building and development services. Other post-employment benefits payable (OPEB) liabilities are expensed only in the general fund.

B. Federal Arbitrage Regulations

The Federal Tax Reform Act of 1986 requires tax-exempt debt issuers to pay the federal government any investment earnings where the yields exceed the issuer's borrowing rates. The liability is recorded at its present value and is payable every 5 years or 60 days after defeasance of debt. The City has tax-exempt debt susceptible to arbitrage liability but carefully monitors its investments to restrict earnings to a yield less than the bond issue. On December 31, 2022, the City had no arbitrage liability.

NOTE 9 – LEASES

In 2022 the financial statements include adoption of GASB Statement No. 87 – Leases. Under this statement the lessee recognizes lease liability and an intangible right-to-use the leased asset and the lessor recognizes a lease receivable and a deferred inflow of resources. As the interest rates implicit in the City's leases are not readily determinable, the City utilizes its incremental borrowing rate to discount the lease payments.

A. Lessee Lease

On January 1, 2022, the City had a 25-month lease for the use of 10255 NE Valley Road as the City's courthouse. The City had an initial lease liability of $113,548. As of December 31, 2022, the lease liability was $60,098. The City is required to make monthly fixed payments of $4,629. The lease has an implicit interest rate of 0.2213%. The building's estimated useful life was 50 years as of the contract commencement. The value of the right to use the building on December 31, 2022, was $113,548, with accumulated amortization of $54,503. The City has one extension option of 6 months, which it anticipates not exercising.

Lease Assets by Major Classes of Underlying Asset:

	As of Fiscal Year-end	
Asset Class	Lease Asset Value	Accumulated Amortization
Buildings	$ 113,548	$ 54,503

Principal and Interest Requirements to Maturity:

	Governmental Activities		
Fiscal Year	Principal Payments	Interest Payments	Total Payments
2023	$ 55,470	$ 77	$ 55,547
2024	4,628	1	4,629

B. Lessor Lease

On January 1, 2022, Verizon Wireless had a 117-month lease for the use of a City water tank. The initial lease receivable was $142,182. As of December 31, 2022, the lease receivable was $129,714. The lessee is required to make monthly fixed payments of $1,122 for 2022 with a 2.5% increase each year. The lease has an implicit interest rate of 0.7970%. The water tank's estimated useful life was 50 years as of January 1, 2022. As of December 31, 2022, the deferred inflow of resources was $127,649, and the City recognized lease revenue of $14,533 during the fiscal year. The lessee has 2 extension option(s), each for five years.

Principal and Interest Expected to Maturity

Fiscal Year	Principal Payments	Interest Payments	Total Payments
2023	$ 12,811	$ 987	$ 13,798
2024	13,259	883	14,143
2025	13,720	776	14,496
2026	14,194	665	14,859
2027	14,680	550	15,230
2028 - 2031	61,050	972	62,022

NOTE 10 – LANDFILL POST-CLOSURE CARE COSTS

In 2001, the City purchased the closed Vincent Road Landfill from Kitsap County. The landfill closed in 1977 and by the end of 2001, the City and County had completed Washington State Department of Ecology mandated environmental remedial actions for the site. The City maintains several monitoring wells on the site and is responsible, under State and federal laws, for future monitoring and maintenance costs through 2031. The City is also responsible for any remedial expenses that might arise should earlier remedial efforts fail. In 2010, the City sold a portion of the site to Bainbridge Disposal. The City retains most of the site as well as the related monitoring, maintenance, and potential future remediation expenses.

The landfill post-closure liability of $323,932 on December 31, 2022, represents the estimated liability for all future post-closure costs as if those costs were performed in 2022. This estimate is subject to change each year due to inflation, technology, or regulations. Since the landfill is closed, actual post-closure care costs incurred each year are reported as a reduction in the post-closure liability. These costs for 2022 were $12,241. This cost was in addition to $3,567 due to the annual re-estimation of total post-closure care for the remaining years the City is under obligation to monitor and maintain the closed landfill.

Because the landfill was closed prior to 1989, no assets are restricted to guarantee financial assurance for future costs based on the City's interpretation of the applicability of Washington Administrative Code 173-304-467.

NOTE 11 – CLAIMS, CONTINGENCIES, LITIGATION AND OTHER LIABILITIES

In the opinion of management, the City's insurance policies and/or self-insurance reserves are adequate to pay all known or pending claims, suits and other actions in which payment is considered probable (see Note 7 – Risk Management). Currently, there are no judgments against the City, and the City has no material contingent liabilities for which it does not also have insurance coverage. As a result, the City has no recorded contingent liabilities because management believes it is not probable payment will be required.

Several smaller suits not covered by the City's insurance have been filed against the City regarding land-use actions. These suits seek a revised land-use decision plus attorneys' costs. All other claims and suits are within the limits of the City's insurance.

There is no requirement to pay accumulated sick leave except as explained in Note1.F.11. – Compensated Absences. However, sick or injured employees can draw on accumulated sick leave in the future. As of December 31, 2022 and 2021, the value of total accumulated sick leave was $1,835,952 and $1,783,972, respectively. Additionally, the City has a program encouraging employees to engage in healthy practices and rewarding them with time off. There is no requirement to pay out accumulated "wellness" time. The value of such time on December 31, 2022 and 2021, was $18,543 and $20,464, respectively.

The City participates in several State and federal assistance programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. The City management is not aware of any cause for disallowance and believes that such disallowances, if any, will not be material.

In 2004 and 2006, the City purchased several parcels collectively known as Pritchard Park. These parcels are in a U.S. Environmental Protection Agency designated superfund site. Prior to the purchase, the City entered into an agreement with the Federal Government for protection from liability for cleanup costs. This agreement was entered into under the authority of the Comprehensive Environmental Response, and Liability Act of 1980, 42 U.S.C. § 9601, et seq, as amended. Currently, all cleanup costs are paid by the Federal Government and/or the State of Washington. In addition, in 2006 and again in 2016, the City purchased a 10-year liability policy for protection against personal injury claims.

NOTE 12 – INTERFUND BALANCES AND TRANSACTIONS

A. Interfund Balances

The City had no interfund loans outstanding at fiscal year-ending 2022.

B. Interfund transfers

Interfund transfers for the year ended December 31, 2022, were as follows:

	Transfer from General Fund	Transfer from Real Estate Excise Tax (REET) Fund	Transfer from Trans. Benefit Fund	Transfer from ARPA Fund	Transfer from Capital Construction Fund	Total	Purpose of Transfer
Disbursed To:							
General Fund	$ -	$ -	$ -	$ 88,240	$ 566,346	$ 654,586	Return of Unused Subsidy
Street Fund	-	1,721,188	400,000	-	-	2,121,188	Operating Subsidy
REET Fund	-	-	-	-	354,724	354,724	Return of Unused Subsidy
GO Bond Fund	-	941,734	-	-	-	941,734	Debt Service Subsidy
Capital Construction Fund	82,854	1,971,502	140,000	-	-	2,194,356	Construction Subsidy
Water Fund	8,750	-	-	-	-	8,750	Tax Offset
B&DS Fund	1,817,575	-	-	-	-	1,817,575	Operating Subsidy
Total	$1,909,179	$4,634,425	$ 540,000	$ 88,240	$ 921,070	$ 8,092,913	

As discussed in Note 1.C. – Measurement Focus, Basis of Accounting, and Financial Statement Presentation the City pays internal economic rent, internal utility taxes, internal development permits and internal sewer, water and storm, and surface water utility fees for various City facilities. The City chooses to treat these activities as external transactions.

The City does not split most of its tax receipts between funds; rather, it recognizes them in the general fund, certain special revenue funds and the general obligation bond fund (for voted bonds). As a result, the City routinely transfers money from the general and the certain special revenue funds to the street and building development services funds as operating subsidies, to the capital construction fund as capital construction support, and to the general obligation bond fund to pay for debt service. As shown above, these transfers are often significant.

Although the amounts above appear in the individual fund financial statements, certain transactions and related balances were eliminated for presentation in the consolidated government-wide *Statement of Activities* and *Statement of Net Position*.

NOTE 13 – RECEIVABLE AND PAYABLE BALANCES

A. Receivables

Receivables (net of amounts determined to be uncollectible) on December 31, 2022, were as follows:

	Accounts	Taxes	Special Assessments and Leases	Due from Other Governments or Non-profits	Total
Governmental Activities:					
General Government	$ 117,428	$ 1,944,234	$ -	$ 112,317	$ 2,173,979
Transportation	950	179,717	-	85,916	266,583
Culture & Recreation	-	1,049	-	-	1,049
Judicial	35,815	-	-	-	35,815
Economic Environment	-	46,483	-	-	46,483

Health and Human Service	255,207	-	-	59,171	314,378
Total Governmental Activities	$ 409,400	$ 2,171,483	$ -	$ 257,404	$ 2,838,287
Business-Type Activities:					
Water	$ 9,710	$ -	$ 129,714	$ -	$ 139,424
Sewer	77,180	-	378,870	-	456,050
Storm & Surface Water	34,989	-	-	53,289	88,278
Total Business-Type Activities	$ 121,879	$ -	$ 508,584	$ 53,289	$ 683,752

Taxes are not considered related to any activity and have been classified as General Government in this schedule except for a small portion specifically related to voter-approved, open-space bonds. At the fund accounting level, the City recognizes property taxes as revenue when they are levied and legally due. All other taxes are recognized at the government-wide reporting level when they are measurable and available.

B. Payables

Payables on December 31, 2022, were as follows:

	Vendors	Salaries and Benefits	Other	Total
Governmental Activities:				
General Government	$ 275,834	$ 131,354	$ 31,804	$ 438,992
Public Safety	504,649	202,545	-	707,194
Transportation	326,808	172,370	-	499,179
Culture and Recreation	10,570	7,557	-	18,127
Judicial	73,378	20,727	-	94,105
Physical Environment	49,645	35,492	-	85,136
Economic Environment	113,001	44,950	-	157,951
Health and Human Service	2,525	-	-	2,525
Total Governmental Activities	$ 1,356,409	$ 614,995	$ 31,804	$ 2,003,208
Business-Type Activities:				
Water	$ 170,296	$ 46,834	$ 1,362	$ 218,493
Sewer	166,510	63,206	12,577	242,293
Storm & Surface Water	110,919	55,301	416	166,636
Bldg. & Development Services	33,085	123,291	-	156,375
Total Business-Type Activities	$ 480,810	$ 288,632	$ 14,355	$ 783,796

NOTE 14 – SEGMENT INFORMATION

The City has neither revenue bonds nor revenue-backed debt outstanding for which full, detailed segment data is required to be provided in the basic financial statements. However, because the City has issued limited tax general obligation bonds

backed by a pledge of the revenues of the City's wastewater treatment system, the following information is provided. In addition, the City's general obligation debt pledges all revenues from all sources.

The City's water utility provides domestic water, irrigation water, and fire flow water to roughly 2,700 customers, primarily in the historic Winslow area. Its sewer utility provides wastewater collection in the South Island and Lynwood Center areas to roughly 260 customers, and collection and treatment in the historic Winslow area to roughly 2,200 customers. Its storm and surface water management utility provides storm drainage facilities throughout the island as well as watershed protection and education. Development services consists of the land use approval and regulatory process for land use actions, while building services provides the regulatory process for building and related permits.

All segments are presented as major proprietary funds in the City's financial statements.

NOTE 15 – DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLANS

The City has no termination benefits other than the accrued compensated absences described in Note 1.F.11. – Compensated Absences and Note 8 – Long-Term Liabilities and as described below for the Law Enforcement Officers and Firefighters (LEOFF) retirement system for employees hired before October 1, 1977.

In addition to the pension benefits described in Note 6 – Pension Plans, the City provides certain post-employment health care benefits via a single employer defined benefit healthcare plan.

LEOFF 1 Retiree Medical Plan

Plan Description

As required by RCW 41.26, the City provides lifetime medical care for members of the Law Enforcement Officers and Firefighters (LEOFF) retirement system hired before October 1, 1977. This single employer defined benefit healthcare plan is administered by the City. The members' necessary hospital, medical, and nursing care expenses are covered by the City if not payable by worker's compensation, social security, insurance provided by another employer, other pension plan or other similar source. The City provides health coverage for LEOFF 1 eligible members through a separately purchased medical insurance plan. Under the authorization of the State LEOFF Disability Board, direct payment is made for most retiree medical expenses not covered by insurance or other sources. The plan covers retirees with disabilities as well as those retired after reaching the age requirement. As of December 31, 2022, the City's plan had one covered retiree and one active member who is separated from City service but still employed elsewhere. Dental costs and dependents are not covered. The City's LEOFF 1 plan does not issue a publicly available financial report.

Funding Policy

Funding for LEOFF 1 retiree healthcare costs is provided entirely by the City as required by State statute. The City's funding policy is based upon pay-as-you-go financing requirements and there are no assets accumulated in a qualifying trust. Expenditures for post-retirement health care benefits are recognized as retirees report claims. During the year, expenditures of $23,458 were recognized for post-retirement health care.

Total OPEB Liability

The City has elected to calculate the total OPEB liability using the alternative measurement method permitted by GASB Statement No. 75 for employers with plans that have fewer than 100 total plan members. The City's total OPEB liability of $1,190,346 was measured as of June 30, 2022, and was determined using the entry age valuation method on that date.

Valuation Assumptions and Other Inputs

The total OPEB liability in the June 30, 2022, valuation was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified. Unless noted otherwise, assumptions

and inputs are consistent with the 2020 LEOFF 1 OPEB Actuarial Valuation Report published by the Washington State Actuary's Office:

Discount Rate:	3.54%
Healthcare cost trend rates:	The initial medical cost rate is approximately 5% and varies by year. Long-term care is 4.5%. Medicare Part B premiums are approximately 5.5% and vary by year.

The discount rate is based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Mortality rates were based on the PubS.H-2010 (Public Safety) Blended 50%/50% Healthy/Disabled Table. Age setback is -1 year healthy and 0 years for disabled. Mortality improvements use MP-2017 long-term rates. The projection period is generational. The Medicare participation rate is 100%.

Sensitivity of the Total OPEB Liability

Healthcare Cost Trend Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current healthcare cost trend rate noted above, as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (4%)	Current Healthcare Cost Trend Rate (5%)	1% Increase (6%)
Total OPEB Liability	$ 1,055,961	$ 1,190,346	$ 1,347,985

Discount Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current discount rate noted above, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (2.54%)	Current Discount Rate (3.54%)	1% Increase (4.54%)
Total OPEB Liability	$ 1,357,444	$ 1,190,346	$ 1,051,260

Change in Total OPEB Liability

Balance at 6/30/2021	$	1,329,594
Changes for the year:		
Interest Cost		28,331
Changes in Experience Data and Assumptions		(131,452)
Estimated Benefit Payments		(36,127)
Net changes		(139,248)
Balance at 6/30/2022	$	1,190,346

Changes in expense data and assumptions reflect a change in the discount rate from 2.16% in 2021 to 3.54% in 2022.

Deferred outflows of resources of $12,104 resulting from payments after the measurement date but before December 31, 2022, will be recognized as a reduction of the total OPEB liability in the next fiscal period rather than the current fiscal period.

NOTE 16 – CHANGE IN ACCOUNTING PRINCIPLE

During 2022 the City adopted GASB Statement No. 87 – Leases. This required recording the City's building lease for a courthouse at Rolling Bay from an operating lease to a leased right-to-use asset and lease payable. It also required recording Verizon Wireless' lease of space on one of the high school water tanks from an operating lease to a lease receivable and deferred inflow of resources. No restatement of beginning net position was recorded. The amounts that would have been restated were not significant to the prior year's financial statements presented in the management discussion and analysis.

NOTE 17 – SUBSEQUENT EVENTS

A. New Police/Court Facility Renovation Scheduled for Completion in 2023

On January 31, 2020, the City purchased the former Harrison Medical building for $8,975,000 primarily with proceeds from the 2019 LTGO bonds. The City is renovating the building for use as a combined police and municipal court facility. Project completion is anticipated in late fall of 2023.

B. Water Tank Replacement Project and State Loan Approval

The City has hired a consulting engineering firm for preliminary design of a replacement water tank near the high school. Current estimates put the total project price at $21M. This will be the second largest capital construction project in City history. On February 2, 2023, the City was awarded a $9,595,000 Drinking Water State Revolving loan for the water tank replacement project. This loan is in addition to $11,331,302 in State loans awarded in 2022.

C. National Opioid Settlement

In April 2023 the City signed five retailer settlement agreements and a State allocation agreement in the National Opioid Settlement. This resulted in future payments totaling $273,001 over 14 years. This was the second round of settlements following distributor settlements and a State allocation agreement signed in September 2022 with future payments totaling $277,070 over 17 years.

REQUIRED SUPPLEMENTARY INFORMATION

City of Bainbridge Island
Schedule of Changes in Total OPEB Liability and Related Ratios
City of Bainbridge Island Administered OPEB Plan
For the year ended June 30, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018
Total OPEB liability - beginning	$ 1,329,594	$ 1,454,995	$ 1,236,856	$ 1,212,886	$ 1,251,132
Service cost	-	-	-	-	-
Interest	28,331	31,698	42,713	46,347	44,256
Changes in benefit terms	-	-	-	-	-
Differences between expected and actual experience	(131,452)	(115,518)	208,678	8,480	(52,368)
Changes of assumptions	-	-	-	-	-
Benefit payments	(36,127)	(41,581)	(33,252)	(30,857)	(30,134)
Other changes	-	-	-	-	-
Total OPEB liability - ending	$ 1,190,346	$ 1,329,594	$ 1,454,995	$ 1,236,856	$ 1,212,886
Covered-employee payroll	$ -	$ -	$ -	$ -	$ -
Total OPEB liability as a % of covered-employee payroll	0.00%	0.00%	0.00%	0.00%	0.00%

Notes to Schedule:

* Until a full 10-year trend is compiled, only information for those years available is presented.

There are no assets accumulated in a trust related to this OPEB plan that meet the criteria in paragraph 4 of GASB Statement No. 75.

There were no changes in assumptions during the measurement period.

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Public Employees Retirement System Plan 1 (PERS 1)
As of June 30, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.054732%	0.056936%	0.058554%	0.060728%	0.061315%	0.059776%	0.060413%	0.060591%	0.057710%
The City's proportionate share of the net pension liability (asset)	$ 1,523,940	$ 695,322	$ 2,067,272	$ 2,335,207	$ 2,738,349	$ 2,836,418	$ 3,244,463	$ 3,169,473	$ 2,907,168
Covered payroll	$ 8,676,835	$ 8,523,425	$ 8,670,078	$ 8,336,161	$ 7,983,671	$ 7,378,058	$ 7,093,980	$ 6,812,867	$ 6,234,704
The City's proportionate share of the net pension liability as a percentage of payroll in PERS 1	17.56%	8.16%	23.84%	28.01%	34.30%	38.44%	45.74%	46.52%	46.63%
Plan fiduciary net position as a percentage of the total pension liability	76.56%	88.74%	68.64%	67.12%	63.22%	61.24%	57.03%	59.10%	61.19%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)
As of June 30, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.681820%	0.070107%	0.073259%	0.075525%	0.075801%	0.074148%	0.074798%	0.075592%	0.071618%
The City's proportionate share of the net pension liability (asset)	$ (2,528,721)	$ (6,983,785)	$ 936,941	$ 733,605	$ 1,294,235	$ 2,576,289	$ 3,766,020	$ 2,700,945	$ 1,447,658
Covered payroll	$ 8,528,905	$ 8,385,298	$ 8,540,618	$ 8,209,384	$ 7,861,509	$ 7,261,956	$ 6,983,641	$ 6,707,406	$ 6,131,610
The City's proportionate share of the net pension liability as a percentage of payroll in PERS 2 and 3	-29.65%	-83.29%	10.97%	8.94%	16.46%	35.48%	53.93%	40.27%	23.61%
Plan fiduciary net position as a percentage of the total pension liability	106.73%	120.29%	97.22%	97.77%	95.77%	90.97%	85.82%	89.20%	93.29%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Law Enforcement Officers and Fire Fighters Plan 1 (LEOFF 1)
As of June 30, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.005795%	0.005640%	0.005504%	0.005386%	0.005292%	0.005237%	0.005163%	0.005108%	0.005066%
The City's proportionate share of the net pension liability (asset)	$ (166,236)	$ (193,202)	$ (103,944)	$ (106,460)	$ (96,076)	$ (79,457)	$ (53,194)	$ (61,563)	$ (61,440)
State's proportionate share of the net pension liability (asset) associated with the City	$ (1,124,417)	$ (1,306,811)	$ (703,071)	$ (720,095)	$ (649,858)	$ (537,444)	$ (359,801)	$ (416,411)	$ (415,579)
TOTAL	$ (1,290,653)	$ (1,500,013)	$ (807,015)	$ (826,555)	$ (745,934)	$ (616,901)	$ (412,995)	$ (477,974)	$ (477,019)
Covered payroll	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Plan fiduciary net position as a percentage of the total pension liability	169.62%	187.45%	146.88%	148.78%	144.42%	135.96%	123.74%	127.36%	126.91%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

The City currently has no employees participating in LEOFF 1 and therefore has no payroll.

City of Bainbridge Island
Schedule of Proportionate Share of Net Pension Liability
Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)
As of June 30, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.061348%	0.064500%	0.068320%	0.067875%	0.071125%	0.064740%	0.065121%	0.063719%	0.062773%
The City's proportionate share of the net pension liability (asset)	$ (1,667,253)	$ (3,746,427)	$ (1,393,628)	$ (1,572,455)	$ (1,443,993)	$ (898,381)	$ (378,763)	$ (654,904)	$ (833,025)
State's proportionate share of the net pension liability (asset) associated with the City	$ (1,080,010)	$ (2,416,854)	$ (891,120)	$ (1,029,748)	$ (934,958)	$ (582,763)	$ (246,926)	$ (433,023)	$ (544,283)
TOTAL	$ (2,747,263)	$ (6,163,281)	$ (2,284,748)	$ (2,602,203)	$ (2,378,950)	$ (1,481,145)	$ (625,689)	$ (1,087,927)	$ (1,377,308)
Covered payroll	$ 2,474,496	$ 2,395,998	$ 2,371,349	$ 2,379,275	$ 2,347,448	$ 2,025,171	$ 1,972,785	$ 1,849,373	$ 1,746,908
The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 2	-67.38%	-156.36%	-58.77%	-66.09%	-61.51%	-44.36%	-19.20%	-35.41%	-47.69%
Plan fiduciary net position as a percentage of the total pension liability	116.09%	142.00%	115.83%	119.43%	118.50%	113.36%	106.04%	111.67%	116.75%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

City of Bainbridge Island
Schedule of Employer Contributions
Public Employees Retirement System Plan 1 (PERS 1)
For the Year Ended December 31, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contributions (actuarially determined)	$ 357,612	$ 380,654	$ 418,857	$ 437,529	$ 422,087	$ 381,731	$ 350,071	$ 310,417	$ 269,414
Contributions in relation to the contractually required contributions	$ (357,612)	$ (380,654)	$ (418,857)	$ (437,529)	$ (422,087)	$ (381,731)	$ (350,071)	$ (310,417)	$ (269,414)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 9,267,661	$ 8,522,685	$ 8,519,638	$ 8,622,610	$ 8,157,822	$ 7,624,452	$ 7,195,872	$ 6,989,870	$ 6,547,257
Contributions as a percentage of covered payroll	3.86%	4.47%	4.92%	5.07%	5.17%	5.01%	4.86%	4.44%	4.11%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

City of Bainbridge Island
Schedule of Employer Contributions
Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)
For the Year Ended December 31, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contributions (actuarially determined)	$ 579,543	$ 604,853	$ 664,106	$ 654,423	$ 602,300	$ 525,708	$ 454,418	$ 384,415	$ 321,803
Contributions in relation to the contractually required contributions	$ (579,543)	$ (604,853)	$ (664,106)	$ (654,423)	$ (602,300)	$ (525,708)	$ (454,418)	$ (384,415)	$ (321,803)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 9,112,307	$ 8,381,523	$ 8,386,110	$ 8,494,294	$ 8,032,195	$ 7,505,804	$ 7,083,242	$ 6,883,331	$ 6,442,891
Contributions as a percentage of covered payroll	6.36%	7.22%	7.92%	7.70%	7.50%	7.00%	6.42%	5.58%	4.99%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

City of Bainbridge Island
Schedule of Employer Contributions
Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)
For the Year Ended December 31, 2022
Last 10 Fiscal Years *

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contributions (actuarially determined)	$ 140,284	$ 128,687	$ 130,187	$ 128,469	$ 127,607	$ 116,464	$ 103,365	$ 96,865	$ 90,284
Contributions in relation to the contractually required contributions	$ (140,284)	$ (128,687)	$ (130,187)	$ (128,469)	$ (127,607)	$ (116,464)	$ (103,365)	$ (96,865)	$ (90,284)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 2,730,786	$ 2,502,156	$ 2,526,643	$ 2,463,014	$ 2,426,859	$ 2,180,981	$ 1,976,382	$ 1,918,110	$ 1,787,799
Contributions as a percentage of covered payroll	5.14%	5.14%	5.15%	5.22%	5.26%	5.34%	5.23%	5.05%	5.05%

* This schedule is intended to show information for the last 10 years however only nine years of data is available. Additional years will be shown as they become available.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Notes to Pension Plans Required Supplementary Information
For the Year Ended December 31, 2022

NOTE 1 – PENSION PLAN TREND DATA

Ten-year historical trend information, when available, is presented as required supplementary information. This information is intended to help users assess each pension's funding status on a going concern basis, assess progress made in accumulating assets to pay benefits when due, and enable comparisons with other public employee retirement systems.

Analysis of the dollar amounts of plan fiduciary net position, total pension liability, and net pension liability in isolation can be misleading. Providing this information over time provides historical context. Trends in the net pension liability and payroll are both affected by inflation. Expressing the net pension liability as a percentage of payroll approximately adjusts for the effects of inflation and aids in the analysis of the system's progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller the percentage, the stronger the system.

The Schedule of Proportionate Share of Net Pension Liability illustrates whether the City's net position is increasing or decreasing over time relative to the entire pension system's net pension liability. It also shows the City's net pension liability over time as it relates to the City's payroll in each pension plan.

The Schedule of Employer Contributions provides historical and economic context for contributions over time as compared to the actuarially required contributions.

A ten-year schedule of annual money-weighted rate of return s for each pension plan is available in the Washington State Department of Retirement System's (DRS) annual comprehensive financial report (ACFR). The DRS ACFR may be downloaded at www.drs.wa.gov.

NOTE 2 – CONTRIBUTIONS FOR LAW ENFORCEMENT OFFICERS AND FIRE FIGHTERS (LEOFF) PLAN 1

There is no schedule presented of employer contributions for LEOFF Plan 1 because there are no contributions required at this time.

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

General Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Property Taxes	$ 8,117,000	$ 8,137,000	$ 8,117,599	$ (19,401)
Other Taxes	10,582,700	10,877,700	11,899,875	1,022,175
Fees and Fines	31,000	31,000	29,070	(1,930)
Licenses and Permits	604,000	604,000	661,783	57,783
Intergovernmental	435,200	435,200	550,602	115,402
Charges for Services	354,000	354,000	330,285	(23,715)
Interest	80,000	80,000	463,737	383,737
Other Revenues	77,000	77,000	365,252	288,252
Total REVENUES	20,280,900	20,595,900	22,418,202	1,822,302
EXPENDITURES				
General Government	7,316,737	6,572,105	5,606,649	965,456
Judicial	725,978	725,978	570,523	155,455
Public Safety	6,489,956	7,157,274	6,123,820	1,033,454
Physical Environment	1,107,689	1,314,608	999,805	314,803
Health and Human Services	185,750	1,419,603	864,279	555,325
Economic Environment	1,722,672	1,945,976	1,290,448	655,528
Culture and Recreation	500,468	942,078	689,473	252,605
Debt Service - Principal	0	0	53,450	(53,450)
Debt Service - Interest	1,200	1,200	1,382	(182)
Capital Outlay	0	378,348	432,112	(53,764)
Total EXPENDITURES	18,050,449	20,457,170	16,631,941	3,825,228
Operating Income (Loss)	2,230,451	138,730	5,786,261	5,647,531
OTHER FINANCING SOURCES/USES				
Proceeds from Sale of Capital Assets	10,000	10,000	19,271	9,271
Proceeds of general long term debt	0	0	113,548	113,548
Transfers - Out	(3,914,770)	(3,939,770)	(1,909,179)	2,030,592
Transfers - In	500,000	750,000	654,586	(95,414)
Total OTHER FINANCING SOURCES/USES	(3,404,770)	(3,179,770)	(1,121,774)	2,057,997
Net Change in Fund Balance	(1,174,320)	(3,041,040)	4,664,487	7,705,527
Fund Balances -- Beginning	17,502,000	17,502,000	21,231,016	3,729,016
Total Ending Fund Balance	$ 16,327,680	$ 14,460,960	$ 25,895,503	$ 11,434,543

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Street Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	$ 400,000	$ 400,000	$ 525,510	$ 125,510
Licenses and Permits	35,000	35,000	28,850	(6,150)
Intergovernmental	520,000	520,000	502,251	(17,749)
Charges for Services	0	0	90	90
Total REVENUES	955,000	955,000	1,056,702	101,702
EXPENDITURES				
General Government	505,332	505,332	457,692	47,640
Public Safety	30,000	71,300	130,688	(59,388)
Physical Environment	500	500	91,347	(90,847)
Transportation	2,636,135	2,936,848	2,577,168	359,680
Culture and Recreation	0	0	3,304	(3,304)
Capital Outlay	0	89,562	6,142	83,420
Total EXPENDITURES	3,171,968	3,603,542	3,266,340	337,202
Operating Income (Loss)	(2,216,968)	(2,648,542)	(2,209,639)	438,904
OTHER FINANCING SOURCES/USES				
Proceeds from Sale of Capital Assets	0	0	45,004	45,004
Transfers - In	2,216,968	2,216,968	2,121,188	(95,780)
Total OTHER FINANCING SOURCES/USES	2,216,968	2,216,968	2,166,192	(50,776)
Net Change in Fund Balance	0	(431,574)	(43,447)	388,128
Fund Balances -- Beginning	10,000	10,000	270,901	260,901
Total Ending Fund Balance	$ 10,000	$ (421,574)	$ 227,454	$ 649,028

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Real Estate Excise Tax Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	$ 3,500,000	$ 3,750,000	$ 3,872,253	$ 122,253
Interest	0	0	25,171	25,171
Total REVENUES	3,500,000	3,750,000	3,897,425	147,425
Operating Income (Loss)	3,500,000	3,750,000	3,897,425	147,425
OTHER FINANCING SOURCES/USES				
Transfers - Out	(3,279,151)	(4,772,151)	(4,634,425)	137,727
Transfers - In	0	0	354,724	354,724
Total OTHER FINANCING SOURCES/USES	(3,279,151)	(4,772,151)	(4,279,701)	492,451
Net Change in Fund Balance	220,849	(1,022,151)	(382,276)	639,875
Fund Balances -- Beginning	3,461,000	3,461,000	2,580,705	(880,295)
Total Ending Fund Balance	$ 3,681,849	$ 2,438,849	$ 2,198,429	$ (240,420)

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Arpa Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Intergovernmental	$ 3,500,000	$ 407,584	$ 0	$ (407,584)
Interest	0	0	83,156	83,156
Total REVENUES	3,500,000	407,584	83,156	(324,428)
Operating Income (Loss)	3,500,000	407,584	83,156	(324,428)
OTHER FINANCING SOURCES/USES				
Transfers - Out	0	(407,584)	(88,240)	319,344
Total OTHER FINANCING SOURCES/USES	0	(407,584)	(88,240)	319,344
Net Change in Fund Balance	3,500,000	0	(5,085)	(5,085)
Fund Balances -- Beginning	3,537,000	5,085	5,085	0
Total Ending Fund Balance	$ 7,037,000	$ 5,085	$ 0	$ (5,085)

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES SECTION

NON-MAJOR GOVERNMENTAL FUNDS

Special Revenue Funds

Special Revenue Funds are established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Civic Improvement (Hotel/Motel Tax) Fund

Accounts for revenues received from a state-imposed tax on the revenues of hotels and motels. Funds are used for aiding tourism according to state guidelines.

Floor Area Ratio – Public Amenities Fund

Accounts for payments from developers to add density above the base level specified in the Winslow Master Plan. Funds may be used to develop public amenities and/or infrastructure in Winslow.

Floor Area Ratio – Farmland / Agriculture Fund

Accounts for payments from developers to add density above the base level specified in the Winslow Master Plan. Funds may be used to preserve agricultural land.

Tree Fund

Accounts for fines and payments from homeowners and developers for land and tree clearing activities.

Transportation Benefit Fund

Accounts for revenues received from a $30 per vehicle registration excise tax. Funds are used to pay for transportation improvements.

Transportation Impact Fee Fund

Accounts for payments from developers for projects that impact the City's transportation infrastructure beyond its current capacity. Funds are used to pay for transportation improvements.

Debt Service Fund

Debt Service Funds account for the accumulation of resources for the payment of general obligation and special assessment debt.

General Obligation Bond Fund

Receives property tax revenue and transfers-in from the General Fund and Real Estate Excise Tax Fund and pays the interest and principal due on general obligation bonds.

Local Improvement District Bond Fund

Receives Local Improvement District assessments and pays the interest and principal due on L.I.D. bonds while keeping necessary reserves to ensure that timely bond payments are made.

CITY OF BAINBRIDGE ISLAND, WASHINGTON
Combining Balance Sheet Statement
Non-Major Governmental Funds
As of December 31, 2022

	Special Revenue Funds						Debt Service Funds		
	Civic Improvement	Floor Area Ratio - Public Amenities	Floor Area Ratio - Farmland / Agriculture	Tree	Transp. Benefit	Transp. Impact Fees	General Obligation Bonds	Local Improvement District Bonds	Total Non-Major Governmental Funds
ASSETS									
Cash and Cash Equivalents	$ 601,407	$ 362,558	$ 610,053	$ 1,552	$ 1,461,319	$ 200,076	$ 4,608	$ 128,319	$ 3,369,892
Receivables - Net	46,483	-	-	-	39,521	-	1,049	-	87,053
Total Assets	$ 647,890	$ 362,558	$ 610,053	$ 1,552	$ 1,500,839	$ 200,076	$ 5,657	$ 128,319	$ 3,456,945
LIABILITIES									
Accounts Payable	$ 50,126	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,126
Unearned Revenue	-	340,789	511,183	-	-	-	-	-	851,972
Total Liabilities	50,126	340,789	511,183	-	-	-	-	-	902,098
FUND BALANCES									
Restricted	597,763	-	-	-	1,500,839	200,076	-	128,319	2,426,997
Committed	-	21,770	98,870	1,552	-	-	-	-	122,192
Assigned	-	-	-	-	-	-	5,657	-	5,657
Total Fund Balances	597,763	21,770	98,870	1,552	1,500,839	200,076	5,657	128,319	2,554,847
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 647,890	$ 362,558	$ 610,053	$ 1,552	$ 1,500,839	$ 200,076	$ 5,657	$ 128,319	$ 3,456,945

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Combining Statement of Revenues, Expenditures, and Changes in Fund Balance

Non-Major Governmental Funds

For the year ended December 31, 2022

	Special Revenue Funds						Debt Service Funds		
	Civic Improvement	Floor Area Ratio - Public Amenities	Floor Area Ratio - Farmland / Agriculture	Tree	Transp. Benefit	Transp. Impact Fees	General Obligation Bond	Local Improvement District Bonds	Total Non-Major Governmental Funds
REVENUES									
Property Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ 611,796	$ -	$ 611,796
Sales, Business, and Excise Taxes	391,340	-	-	-	645,163	-	-	-	1,036,503
Charges for Services	-	-	-	500	-	109,816	-	-	110,316
Interest and Investment Revenue	7,750	4,826	8,120	19	17,885	2,428	-	-	41,027
Total Revenues	399,090	4,826	8,120	519	663,048	112,243	611,796	-	1,799,642
EXPENDITURES									
Current									
Economic Environment	382,068	-	-	-	-	-	-	-	382,068
Debt Service - Principal	-	-	-	-	-	-	1,168,665	37,364	1,206,029
Debt Service - Interest	-	-	-	-	-	-	385,870	3,379	389,249
Total Expenditures	382,068	-	-	-	-	-	1,554,534	40,743	1,977,345
Excess/(deficiency) of Revenue over Expenditures	17,022	4,826	8,120	519	663,048	112,243	(942,738)	(40,743)	(177,704)
OTHER FINANCING SOURCES/(USES)									
Transfers In	-	-	-	-	-	-	941,734	-	941,734
Transfers Out	-	-	-	-	(540,000)	-	-	-	(540,000)
Total Other Financing Sources/Uses	-	-	-	-	(540,000)	-	941,734	-	401,734
Net Change in Fund Balance	17,022	4,826	8,120	519	123,048	112,243	(1,004)	(40,743)	224,031
Fund Balances - Beginning	580,741	16,944	90,750	1,033	1,377,792	87,832	6,661	169,062	2,330,816
Fund Balances - Ending	$ 597,763	$ 21,770	$ 98,870	$ 1,552	$ 1,500,839	$ 200,076	$ 5,657	$ 128,319	$ 2,554,847

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Capital Construction Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Intergovernmental	$ 1,200,000	$ 1,200,000	$ 1,326,121	$ 126,121
Charges for Services	0	0	570	570
Other Revenues	110,000	110,000	0	(110,000)
Total REVENUES	1,310,000	1,310,000	1,326,691	16,691
EXPENDITURES				
Capital Outlay	2,662,590	6,434,049	5,696,480	737,569
Total EXPENDITURES	2,662,590	6,434,049	5,696,480	737,569
Operating Income (Loss)	(1,352,590)	(5,124,049)	(4,369,789)	754,260
OTHER FINANCING SOURCES/USES				
Transfers - Out	(500,000)	0	(921,070)	(921,070)
Transfers - In	1,477,062	2,624,062	2,194,356	(429,706)
Total OTHER FINANCING SOURCES/USES	977,062	2,624,062	1,273,287	(1,350,776)
Net Change in Fund Balance	(375,528)	(2,499,987)	(3,096,503)	(596,516)
Fund Balances -- Beginning	11,390,000	11,390,000	11,315,005	(74,995)
Total Ending Fund Balance	$ 11,014,472	$ 8,890,013	$ 8,218,502	$ (671,511)

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Civic Improvement Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	$ 275,000	$ 275,000	$ 391,340	$ 116,340
Interest	0	0	7,750	7,750
Total REVENUES	275,000	275,000	399,090	124,090
EXPENDITURES				
Economic Environment	250,000	437,062	382,068	54,994
Total EXPENDITURES	250,000	437,062	382,068	54,994
Operating Income (Loss)	25,000	(162,062)	17,022	179,085
Net Change in Fund Balance	25,000	(162,062)	17,022	179,085
Fund Balances -- Beginning	472,000	472,000	580,741	108,741
Total Ending Fund Balance	$ 497,000	$ 309,938	$ 597,763	$ 287,826

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Floor Area Ratio - Public Amenities Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Interest	$ 100	$ 100	$ 4,826	$ 4,726
Total REVENUES	100	100	4,826	4,726
Operating Income (Loss)	100	100	4,826	4,726
Net Change in Fund Balance	100	100	4,826	4,726
Fund Balances -- Beginning	17,000	17,000	16,944	(56)
Total Ending Fund Balance	$ 17,100	$ 17,100	$ 21,770	$ 4,670

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Floor Area Ratio - Farmland/Agriculture Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Interest	$ 1,000	$ 1,000	$ 8,120	$ 7,120
Total REVENUES	1,000	1,000	8,120	7,120
Operating Income (Loss)	1,000	1,000	8,120	7,120
Net Change in Fund Balance	1,000	1,000	8,120	7,120
Fund Balances -- Beginning	91,000	91,000	90,750	(250)
Total Ending Fund Balance	$ 92,000	$ 92,000	$ 98,870	$ 6,870

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Tree Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Charges for Services	$ 0	$ 0	$ 500	$ 500
Interest	0	0	19	19
Total REVENUES	0	0	519	519
Operating Income (Loss)	0	0	519	519
Net Change in Fund Balance	0	0	519	519
Fund Balances -- Beginning	1,000	1,000	1,033	33
Total Ending Fund Balance	$ 1,000	$ 1,000	$ 1,552	$ 552

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Transportation Benefit Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Taxes	$ 600,000	$ 600,000	$ 645,163	$ 45,163
Interest	0	0	17,885	17,885
Total REVENUES	600,000	600,000	663,048	63,048
EXPENDITURES				
Economic Environment	0	100,000	0	100,000
Total EXPENDITURES	0	100,000	0	100,000
Operating Income (Loss)	600,000	500,000	663,048	163,048
OTHER FINANCING SOURCES/USES				
Transfers - Out	0	(540,000)	(540,000)	0
Total OTHER FINANCING SOURCES/USES	0	(540,000)	(540,000)	0
Net Change in Fund Balance	600,000	(40,000)	123,048	163,048
Fund Balances -- Beginning	1,334,000	1,334,000	1,377,792	43,792
Total Ending Fund Balance	$ 1,934,000	$ 1,294,000	$ 1,500,839	$ 206,839

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Transportation Impact Fee Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Charges for Services	$ 100,000	$ 100,000	$ 109,816	$ 9,816
Interest	0	0	2,428	2,428
Total REVENUES	100,000	100,000	112,243	12,243
Operating Income (Loss)	100,000	100,000	112,243	12,243
Net Change in Fund Balance	100,000	100,000	112,243	12,243
Fund Balances -- Beginning	58,000	58,000	87,832	29,832
Total Ending Fund Balance	$ 158,000	$ 158,000	$ 200,076	$ 42,076

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

General Obligation Bond Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Property Taxes	$ 612,800	$ 612,800	$ 611,796	$ (1,004)
Total REVENUES	612,800	612,800	611,796	(1,004)
EXPENDITURES				
Debt Service - Principal	1,168,665	1,168,665	1,168,665	0
Debt Service - Interest	385,870	385,870	385,870	0
Total EXPENDITURES	1,554,535	1,554,535	1,554,534	1
Operating Income (Loss)	(941,735)	(941,735)	(942,738)	(1,003)
OTHER FINANCING SOURCES/USES				
Transfers - In	941,735	941,735	941,734	(1)
Total OTHER FINANCING SOURCES/USES	941,735	941,735	941,734	(1)
Net Change in Fund Balance	0	0	(1,004)	(1,004)
Fund Balances -- Beginning	10,000	10,000	6,661	(3,339)
Total Ending Fund Balance	$ 10,000	$ 10,000	$ 5,657	$ (4,343)

CITY OF BAINBRIDGE ISLAND, WASHINGTON

Budgetary Comparison Schedule

Local Improvement District Bond Fund

For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Other Revenues	$ 24,500	$ 0	$ 0	$ 0
Total REVENUES	24,500	0	0	0
EXPENDITURES				
Debt Service - Principal	37,365	37,365	37,364	1
Debt Service - Interest	3,415	3,415	3,379	36
Total EXPENDITURES	40,780	40,780	40,743	37
Operating Income (Loss)	(16,280)	(40,780)	(40,743)	37
Net Change in Fund Balance	(16,280)	(40,780)	(40,743)	37
Fund Balances -- Beginning	169,000	169,000	169,062	62
Total Ending Fund Balance	$ 152,720	$ 128,220	$ 128,319	$ 99

STATISICAL SECTION

STATISTICAL SECTION

This portion of the City of Bainbridge Island's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information conveys about the City's overall financial health.

CONTENTS

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader understand the City's tax revenue sources.

Debt Capacity

These schedules present information to help the reader understand the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the economic and demographic backdrop to the City's financial activities.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial reports for the relevant year.

Table 1: Net Position by Component
Last Ten Fiscal Years
Accrual basis of accounting

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Governmental activities										
Net investment in capital assets	$ 85,283,250	$ 87,355,752	$ 87,556,584	$ 89,807,348	$ 95,883,667	$ 97,817,388	$101,486,340	$104,439,400	$100,917,645	$104,663,733
Restricted	1,040,857	1,062,180	891,927	1,626,727	2,371,478	2,760,554	12,692,017	6,393,950	13,752,526	9,969,932
Unrestricted	7,641,796	7,681,217	10,893,868	13,562,609	16,458,275	20,653,808	14,853,773	25,279,885	24,644,919	31,843,350
Total governmental activities net position	$ 93,965,903	$ 96,099,149	$ 99,342,379	$104,996,684	$114,713,420	$121,231,750	$129,032,130	$136,113,235	$139,315,090	$146,477,015
Business-type activities										
Net investment in capital assets	$ 28,836,702	$ 29,366,340	$ 28,856,407	$ 30,512,195	$ 31,666,254	$ 32,797,991	$ 34,028,873	$ 36,838,964	$ 37,725,161	$ 38,690,046
Restricted	-	1,985,342	1,558,543	1,545,482	1,696,042	992,449	831,188	642,225	3,493,757	1,348,885
Unrestricted	13,405,895	8,647,214	11,058,048	10,469,847	11,825,108	12,968,113	14,460,755	15,078,411	13,595,906	15,814,505
Total business-type activities net position	$ 42,242,597	$ 39,998,896	$ 41,472,998	$ 42,527,524	$ 45,187,404	$ 46,758,553	$ 49,320,816	$ 52,559,600	$ 54,814,824	$ 55,853,436
Primary government										
Net investment in capital assets	$114,119,952	$116,722,092	$116,412,991	$120,319,543	$127,549,921	$130,615,379	$135,515,213	$141,278,364	$138,642,806	$143,353,779
Restricted	1,040,857	3,047,522	2,450,470	3,172,209	4,067,520	3,753,003	13,523,205	7,036,175	17,246,283	11,318,817
Unrestricted	21,047,691	16,328,431	21,951,916	24,032,456	28,283,383	33,621,921	29,314,528	40,358,296	38,240,825	47,657,855
Total primary government net position	$136,208,500	$136,098,045	$140,815,377	$147,524,208	$159,900,824	$167,990,303	$178,352,946	$188,672,835	$194,129,914	$202,330,451

Source: City of Bainbridge Island Finance Department

Table 2: Changes in Net Position
Last Ten Fiscal Years
Accrual basis of accounting

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Expenses										
Governmental activities										
General Government and Judicial	$ 4,970,595	$ 5,393,232	$ 5,538,408	$ 5,012,484	$ 5,452,888	$ 5,701,895	$ 5,935,330	$ 5,943,038	$ 5,849,805	$ 6,716,152
Public Safety	3,998,794	4,043,430	4,211,558	4,602,079	5,395,035	5,560,543	5,742,219	7,128,370	5,354,518	6,182,767
Physical Environment	371,732	387,958	884,985	647,509	1,138,957	928,591	987,062	863,806	642,476	982,733
Economic Environment	929,594	998,365	1,230,789	1,481,283	1,478,787	1,748,244	1,525,550	1,344,350	1,098,869	1,605,958
Transportation	3,606,161	3,942,553	4,624,785	3,707,127	3,208,249	4,295,292	4,064,126	4,059,310	4,659,514	4,150,517
Health and Human Services	269,663	272,680	273,075	242,279	254,445	259,285	349,663	418,501	512,811	857,144
Culture and recreation	585,554	592,822	604,565	591,634	853,345	1,136,416	1,048,591	1,064,202	1,044,479	1,273,719
Interest on long-term debt	864,118	675,005	621,033	537,902	447,437	337,146	369,706	397,090	337,815	289,324
Total governmental activities expense	15,596,211	16,306,045	17,989,198	16,822,297	18,229,143	19,967,411	20,022,246	21,218,667	19,500,287	22,058,314
Business-type activities										
Water	1,235,928	1,260,086	1,310,856	1,391,412	1,289,641	1,472,410	1,644,919	1,598,196	1,471,726	2,140,519
Sewer	3,102,659	3,278,944	3,454,464	3,416,595	3,176,310	3,343,209	3,511,985	3,792,986	3,938,428	4,019,805
Stormwater	1,974,234	1,886,196	1,731,690	1,794,057	1,778,090	1,802,052	1,744,087	1,705,754	1,811,976	2,312,004
Building and Development Services	1,717,341	1,911,765	1,965,603	2,119,641	2,418,715	2,601,925	2,950,744	2,739,583	2,263,614	2,843,708
Total business-type activities	8,030,162	8,336,991	8,462,613	8,721,706	8,662,756	9,219,596	9,851,734	9,836,518	9,485,743	11,316,035
Total primary government expenses	23,626,373	24,643,036	26,451,811	25,544,003	26,891,899	29,187,007	29,873,980	31,055,185	28,986,030	33,374,349
Revenues										
Governmental activities										
Charges for services										
General government and Judicial	1,124,544	1,085,358	1,075,902	971,728	1,036,881	1,061,324	966,384	972,638	948,466	981,614
Public Safety	110,725	89,425	85,971	64,386	78,737	69,508	72,301	135,058	59,499	61,453
Physical environment	1,482	1,277	1,695	17,545	36,809	2,287	2,002	1,817	1,840	1,712
Economic environment	33,340	1,146	1,910	178,606	188,445	256,709	157,216	119,940	156,288	110,316
Transportation	41,344	53,920	40,653	37,575	59,554	120,049	25,620	251,465	31,927	37,520
Health and Human Services	-	-	-	-	-	-	-	-	-	-
Culture and recreation	-	-	-	527	-	-	-	916	1,250	1,869
Operating Grants and contributions	593,471	574,988	1,298,560	866,221	793,665	909,899	756,608	1,969,476	590,991	731,780
Capital Grants and contributions	1,391,608	1,548,346	73,161	2,031,158	3,713,693	1,549,847	3,445,280	2,884,341	2,659,495	1,421,135
Total governmental activities program revenues	3,296,514	3,354,460	2,577,852	4,167,746	5,907,784	3,969,622	5,425,411	6,335,651	4,449,756	3,347,399
Business-type activities										
Charges for services										
Water	1,421,490	1,078,417	1,190,628	1,174,949	1,231,536	1,277,346	1,239,614	1,268,618	1,354,436	1,308,005
Sewer	3,605,770	3,502,820	3,544,816	3,749,774	3,678,601	3,706,257	3,824,118	3,968,218	4,120,550	4,168,135
Stormwater	2,048,761	2,038,148	2,024,339	1,826,811	2,292,346	2,531,325	2,642,946	2,690,808	2,741,687	2,901,153
Building and Development Services	1,303,676	1,196,576	1,443,315	1,649,846	1,785,030	1,733,734	1,301,648	971,397	1,336,280	1,281,409
Operating Grants and contributions	114,102	32,626	10,701	5,339	-	12,661	36,963	-	103,114	205,232
Capital Grants and contributions	710,202	494,896	987,329	582,729	1,758,612	656,181	1,027,625	2,313,014	463,386	450,176
Total business-type activities program revenues	9,204,001	8,343,483	9,201,128	8,989,448	10,746,125	9,917,505	10,072,915	11,212,055	10,119,453	10,314,110
Total primary government program revenues	12,500,515	11,697,943	11,778,980	13,157,194	16,653,909	13,887,127	15,498,326	17,547,706	14,569,209	13,661,509
Net (expense)/revenue										
Governmental activities	(12,299,697)	(12,951,585)	(15,411,346)	(12,654,551)	(12,321,359)	(15,997,789)	(14,596,836)	(14,883,016)	(15,050,531)	(18,710,915)
Business-type activities	1,173,839	6,492	738,515	267,742	2,083,369	697,909	221,181	1,375,537	633,710	(1,001,925)
Total primary government net (expense) revenue	(11,125,858)	(12,945,093)	(14,672,831)	(12,386,808)	(10,237,990)	(15,299,880)	(14,375,655)	(13,507,479)	(14,416,821)	(19,712,840)

Table 2: Changes in Net Position (continued)
Last Ten Fiscal Years
Accrual basis of accounting

General Revenues and Other Changes in Net Position	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Governmental activities										
Taxes										
Property tax	7,408,244	7,447,993	7,583,573	7,712,507	7,894,602	8,116,528	8,219,324	8,500,246	8,648,065	8,740,770
Sales and use tax	3,383,578	3,813,307	4,098,716	4,261,583	4,779,135	5,649,115	6,065,082	5,753,639	6,844,196	8,102,190
Excise tax	1,822,200	2,349,076	2,694,050	3,335,908	3,797,243	3,491,688	3,414,939	4,504,400	4,220,110	4,530,540
Other taxes	4,456,422	4,463,805	4,392,447	4,601,715	4,875,573	4,624,038	4,891,876	3,848,955	4,885,786	4,698,166
Unrestricted investment interest	48,266	64,392	80,866	121,662	234,400	501,454	676,858	257,041	101,584	665,140
Miscellaneous	142,416	248,151	103,026	119,164	760,886	798,111	760,240	362,719	398,996	539,628
Unrestricted grants and contributions	223,024	249,627	268,651	319,192	332,223	430,499	376,943	428,900	519,674	422,734
Special and extraordinary items	-	-	-	(1,533,771)	-	-	-	-	-	-
Transfers	(1,983,644)	(697,220)	(566,750)	(629,104)	(409,138)	(901,341)	(1,614,303)	(1,691,777)	(1,514,957)	(1,826,325)
Total governmental activities	15,500,506	17,939,131	18,654,578	18,308,855	22,264,923	22,710,092	22,790,960	21,964,123	24,103,454	25,872,843
Business-type activities										
Unrestricted investment interest	47,343	49,736	64,595	78,618	143,250	286,419	333,035	134,542	44,436	184,840
Miscellaneous	34,021	62,092	104,241	68,936	24,124	57,750	-	36,929	62,119	29,370
Special items	-	-	-	10,126	-	-	-	-	-	-
Transfers	1,983,644	697,220	566,750	629,104	409,138	901,341	1,614,303	1,691,777	1,514,957	1,826,325
Total business-type activities	2,065,008	809,048	735,587	786,785	576,513	1,245,511	1,947,338	1,863,248	1,621,512	2,040,535
Total primary government	17,565,514	18,748,179	19,390,164	19,095,639	22,841,435	23,955,602	24,738,298	23,827,371	25,724,966	27,913,378
Change in net position										
Governmental activities	3,200,809	4,987,546	3,243,230	5,654,302	9,943,562	6,712,301	8,194,124	7,081,107	9,052,923	7,161,928
Business-type activities	3,238,847	815,540	1,474,103	1,054,528	2,659,883	1,943,421	2,168,519	3,238,785	2,255,222	1,038,610
Total primary government activities	$ 6,439,656	$ 5,803,086	$ 4,717,333	$ 6,708,830	$ 12,603,445	$ 8,655,722	$ 10,362,643	$ 10,319,892	$ 11,308,145	$ 8,200,538

Source: City of Bainbridge Island Finance Department

Table 3: Fund Balances in Governmental Funds

Last Ten Fiscal Years

Modified accrual basis of accounting

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General Fund										
Nonspendable	$ 10,282	$ 68,404	$ 71,955	$ 68,576	$ 69,287	$ 68,695	$ 69,059	$ 72,606	$ 71,429	$ 59,171
Restricted	244,179	330,867	125,203	188,663	273,059	221,398	243,058	222,416	198,677	981,018
Committed	166,365	1,875,079	1,667,751	100,484	81,835	115,785	198,750	242,324	276,778	568,996
Assigned	1,989,307	-	-	-	127,609	227,609	273,304	345,316	481,104	398,446
Unassigned	7,994,719	11,488,201	13,190,306	15,032,979	14,823,040	19,971,355	14,814,064	17,124,706	20,203,027	23,887,872
Total General Fund	$ 10,404,852	$ 13,762,551	$ 15,055,214	$ 15,390,702	$ 15,374,830	$ 20,604,843	$ 15,598,236	$ 18,007,368	$ 21,231,015	$ 25,895,503
All other governmental funds										
Nonspendable	$ 118,242	$ 106,182	$ 147,016	$ 108,157	$ 116,329	$ 109,531	$ 113,712	$ 154,505	$ 140,972	$ 101,279
Restricted	796,678	731,313	766,724	1,438,063	2,098,418	2,539,665	10,770,044	5,005,677	5,670,633	5,723,141
Committed	245,710	391,560	882,595	2,970,971	96,171	97,918	101,185	106,241	108,728	122,193
Assigned	44,809	34,095	122,671	110,464	4,669,168	4,269,873	12,466,437	10,047,306	10,582,179	7,252,619
Unassigned	-	-	-	-	-	-	-	(50,886)	-	-
Total all other governmental funds	$ 1,205,439	$ 1,263,150	$ 1,919,006	$ 4,627,655	$ 6,980,086	$ 7,016,985	$ 23,451,376	$ 15,262,842	$ 16,502,511	$ 13,199,231

Source: City of Bainbridge Island Finance Department

Table 4: Changes in Fund Balance, Governmental Funds
Last Ten Fiscal Years
Modified accrual basis of accounting

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenues										
Property taxes	$ 7,497,792	$ 7,480,256	$ 7,585,681	$ 7,723,093	$ 7,909,775	$ 8,141,550	$ 8,190,816	$ 8,511,638	$ 8,677,896	$ 8,729,395
Other taxes	9,289,288	10,862,969	11,058,321	12,073,066	13,351,710	13,772,377	14,381,521	14,075,209	15,978,640	17,334,141
Fees and fines	133,667	111,820	111,339	89,808	95,260	56,989	42,684	31,103	24,629	29,070
Licenses and permits	629,959	663,812	671,120	678,005	657,863	718,730	640,629	635,125	685,455	690,633
Intergovernmental	2,078,086	2,282,647	1,864,427	2,845,732	3,839,470	2,525,720	3,457,307	3,310,763	3,056,273	2,378,974
Charges for services	563,896	473,309	440,934	595,967	645,231	735,147	540,210	443,035	478,191	441,261
Interest and investment revenue	48,266	64,392	80,866	121,662	229,574	481,272	645,485	241,871	95,177	613,091
Other revenues	187,766	251,949	162,104	185,517	225,587	202,656	205,481	374,399	219,430	365,252
Total revenues	20,428,720	22,191,154	21,974,793	24,312,850	26,954,470	26,634,442	28,104,132	27,623,143	29,215,691	30,581,817
Expenditures										
General government and Judicial	4,679,417	5,081,110	5,152,084	4,685,091	5,055,282	5,512,873	5,797,185	5,812,704	6,273,393	6,634,864
Public Safety	3,884,064	3,879,466	4,088,542	4,405,188	5,141,159	5,626,963	5,704,868	6,669,553	6,127,432	6,254,508
Physical Environment	369,358	384,095	878,485	649,242	1,098,870	921,744	975,296	888,349	799,557	1,091,153
Transportation	2,170,327	2,289,975	2,988,676	2,122,205	1,614,281	2,743,253	2,456,059	2,326,930	2,730,336	2,577,168
Economic Environment	935,523	999,966	1,227,291	1,494,236	1,475,947	1,806,245	1,584,566	1,392,096	1,288,030	1,672,517
Mental/physical health	269,669	272,722	272,783	242,234	253,274	259,248	376,395	416,964	516,779	864,279
Culture and recreation	292,545	301,044	311,074	511,590	447,037	623,136	536,990	553,348	563,446	692,777
Capital outlay	1,768,621	2,174,248	1,688,947	4,203,584	6,255,296	3,197,261	3,963,811	12,157,625	3,411,354	6,134,734
Debt service:										
Principal	7,657,627	2,224,765	2,240,884	2,220,029	2,091,029	1,846,029	1,251,029	1,051,029	1,161,029	1,259,478
Interest and debt issue costs	847,404	695,635	616,685	536,227	444,803	358,324	433,966	465,746	438,963	390,630
Total expenditures	22,874,555	18,303,026	19,465,451	21,069,626	23,876,978	22,895,075	23,080,165	31,734,343	23,310,318	27,572,107
Excess of revenues over (under) expenditures	(2,445,835)	3,888,128	2,509,342	3,243,224	3,077,492	3,739,367	5,023,967	(4,111,200)	5,905,373	3,009,710
Other finance sources (uses)										
Net Proceeds from borrowing	5,514,803	-	-	-	-	-	8,096,454	-	-	113,548
Dispostion of capital assets	84,191	165,330	5,926	430,016	44,966	105,194	44,613	23,576	72,901	64,276
Transfers in	3,067,090	3,527,109	4,970,703	7,206,618	8,780,511	4,642,132	12,174,043	3,691,885	7,934,634	6,266,588
Transfers out	(5,050,734)	(4,224,329)	(5,537,453)	(7,835,721)	(9,566,411)	(5,648,325)	(13,911,293)	(5,383,662)	(9,449,591)	(8,092,913)
Total other financing sources (uses)	3,615,350	(531,890)	(560,824)	(199,087)	(740,934)	(900,999)	6,403,817	(1,668,201)	(1,442,056)	(1,648,501)
Net change in fund balances	$ 1,169,515	$ 3,356,238	$ 1,948,518	$ 3,044,137	$ 2,336,558	$ 2,838,368	$ 11,427,784	$ (5,779,401)	$ 4,463,317	$ 1,361,209
Debt service as a percentage of noncapital expenditures	40.3%	18.1%	16.1%	16.3%	14.4%	11.2%	8.8%	7.7%	8.0%	7.7%

Source: City of Bainbridge Island Finance Department

Table 5: Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year	Total Estimated Taxable Assessed Valuation	Total Direct Tax Rate per $1,000 of Assessed Value
2013	$ 5,226,583,214	$ 11.06
2014	$ 5,232,391,419	$ 11.32
2015	$ 5,708,210,319	$ 10.51
2016	$ 6,211,210,950	$ 10.73
2017	$ 6,898,602,303	$ 10.17
2018	$ 7,542,154,879	$ 10.81
2019	$ 8,406,309,515	$ 9.64
2020	$ 9,222,192,924	$ 9.84
2021	$ 9,562,650,167	$ 9.70
2022	$ 10,285,196,057	$ 9.25

Source: Kitsap County Assessor's Office

NOTE: Because of its residential nature, the only significant property category for the City of Bainbridge Island is residential real estate.

Table 6: Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years

	City Direct Rates*			Overlapping Rates*							
Fiscal Year	General Fund	General Obligation Debt Service	Total City Direct Rate	Washington State	Bainbridge Island Fire District	Bainbridge Island School District	Kitsap County	Kitsap Regional Library	Kitsap Public Utility District	Bainbridge Island Metro. Parks and Rec. District	Total Direct and Overlapping Property Tax Rates
2013	$ 1.29	$ 0.13	$ 1.42	$ 2.51	$ 1.31	$ 3.34	$ 1.20	$ 0.39	$ 0.08	$ 0.81	$ 11.06
2014	$ 1.31	$ 0.12	$ 1.43	$ 2.47	$ 1.32	$ 3.45	$ 1.23	$ 0.40	$ 0.09	$ 0.92	$ 11.32
2015	$ 1.22	$ 0.11	$ 1.33	$ 2.18	$ 1.26	$ 3.30	$ 1.20	$ 0.39	$ 0.08	$ 0.76	$ 10.51
2016	$ 1.15	$ 0.10	$ 1.25	$ 2.36	$ 1.53	$ 3.05	$ 1.17	$ 0.38	$ 0.08	$ 0.92	$ 10.73
2017	$ 1.06	$ 0.09	$ 1.15	$ 2.12	$ 1.43	$ 3.09	$ 1.09	$ 0.35	$ 0.07	$ 0.87	$ 10.17
2018	$ 0.99	$ 0.08	$ 1.08	$ 3.02	$ 1.35	$ 2.97	$ 1.02	$ 0.43	$ 0.07	$ 0.87	$ 10.81
2019	$ 0.91	$ 0.07	$ 0.98	$ 2.66	$ 1.25	$ 2.65	$ 0.93	$ 0.39	$ 0.06	$ 0.70	$ 9.64
2020	$ 0.85	$ 0.07	$ 0.92	$ 2.98	$ 1.28	$ 2.70	$ 0.87	$ 0.37	$ 0.06	$ 0.66	$ 9.84
2021	$ 0.84	$ 0.06	$ 0.90	$ 3.01	$ 1.27	$ 2.62	$ 0.84	$ 0.35	$ 0.06	$ 0.65	$ 9.70
2022	$ 0.79	$ 0.06	$ 0.85	$ 2.78	$ 1.19	$ 2.48	$ 0.77	$ 0.33	$ 0.05	$ 0.80	$ 9.25

Source: Kitsap County Assessor's Office

*Property tax rates are per $1,000 of assessed value.

Table 7: Principal Property Taxpayers
Current Year and Ten Years Ago

	2022			2013		
Taxpayer	Assessed Value	Rank	Percentage of Total City Taxable Assessed*	Assessed Value	Rank	Percentage of Total City Taxable Assessed**
BLIS APARTMENTS LLC	37,072,920	1	0.36%			
LBG BAINBRIDGE LLC	29,239,000	2	0.28%			
PUGET SOUND ENERGY ELEC	22,807,015	3	0.22%			
ISLAND VILLAGE REGENCY LLC	21,216,890	4	0.21%			
SIMMONS BRAD	19,504,820	5	0.19%	7,917,630	4	0.08%
COUNTRY CLUB OF SEATTLE	17,274,040	6	0.17%	10,070,750	1	0.10%
SPORTSMAN PARK LLC	16,353,030	7	0.16%	6,554,280	9	0.06%
BAINBRIDGE RELIABLE STOR LLC	15,243,190	8	0.15%			
CASCADIA HOLDINGS BAINBRIDGE LLC	14,414,030	9	0.14%			
PBPBS LLC	13,405,045	10	0.13%	7,064,220	7	0.07%
QWEST CORPORATION				8,273,222	2	0.08%
BAINBRIDGE COMMUNITY DEVELOPMENT LLC				7,931,190	3	0.08%
MADISON AVE REAL ESTATE LLC				7,644,110	5	
IGC ONE LLC				7,404,410	6	
NOR'EASTERN TRAWL SYSTEMS INC				6,663,245	8	
QUAY BAINBRIDGE LLC				6,181,180	10	0.11%
	$ 206,529,980		2.01%	$ 75,704,237		0.58%

Source: Kitsap County Assessor's Office
*In 2022 the estimated assessed value was $10,285,196,057
**In 2013 the estimated assessed value was $5,226,583,214

Table 8: Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year	Regular Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2013	$ 6,747,098	$ 6,616,015	98.06%	$ 127,059	$ 6,743,074	99.94%
2014	$ 6,857,693	$ 6,771,943	98.75%	$ 69,680	$ 6,841,623	99.77%
2015	$ 6,996,001	$ 6,910,310	98.78%	$ 67,447	$ 6,977,757	99.74%
2016	$ 7,126,307	$ 7,036,520	98.74%	$ 70,533	$ 7,107,052	99.73%
2017	$ 7,313,011	$ 7,235,506	98.94%	$ 64,210	$ 7,299,716	99.82%
2018	$ 7,500,908	$ 7,442,137	99.22%	$ 44,907	$ 7,487,044	99.82%
2019	$ 7,652,968	$ 7,581,323	99.06%	$ 64,245	$ 7,645,568	99.90%
2020	$ 7,883,237	$ 7,794,388	98.87%	$ 60,570	$ 7,854,958	99.64%
2021	$ 8,037,408	$ 7,983,222	99.33%	$ 27,314	$ 8,010,535	99.67%
2022	$ 8,138,725	$ 8,069,112	99.14%	$ -	$ 8,069,112	99.14%

Source: Kitsap County Treasurer's Office

Table 9: General Government Revenue by Source
Last Ten Fiscal Years

Fiscal Year	Regular Non-Voted Property Tax	Sales and Use Tax	Business & Occupation Tax	Excise Tax
2013	$ 6,734,631	$ 3,383,587	$ 4,456,422	$ 1,822,200
2014	$ 6,838,430	$ 3,813,307	$ 4,463,805	$ 2,349,076
2015	$ 6,976,992	$ 4,098,716	$ 4,392,447	$ 2,694,050
2016	$ 7,104,654	$ 4,261,583	$ 4,601,715	$ 3,335,908
2017	$ 7,290,799	$ 4,779,135	$ 4,875,573	$ 3,797,243
2018	$ 7,498,636	$ 5,649,115	$ 4,624,038	$ 3,491,688
2019	$ 7,611,247	$ 6,065,082	$ 4,891,876	$ 3,414,939
2020	$ 7,891,271	$ 5,753,639	$ 3,848,955	$ 4,504,400
2021	$ 8,032,002	$ 6,844,196	$ 4,220,110	$ 4,885,786
2022	$ 8,128,974	$ 8,102,190	$ 4,698,166	$ 4,530,540

Source: City of Bainbridge Island Finance Department

Table 10: Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

	Governmental Activities					Business-Type Activities							
Fiscal Year	Voted and General Obligation Bonds	Premiums & Discounts	PWTF Loans	LID Obligation Debt	Other Debt	General Obligation Bonds	Premiums & Discounts	Revenue Obligation Debt	LID Obligation Debt	PWTF Loans	Total Primary Government	Percentage of Per Capita Personal Income	Debt Per Capita
2013	$ 16,420,000	$ 595,021	$ 424,685	$ 373,637	$ 407,881	$ 4,675,000	$ 166,473	$ 2,600,105	$ 3,272,500	$ 3,664,843	$ 32,600,145	0.14%	$ 1,406
2014	$ 14,450,000	$ 521,189	$ 366,165	$ 336,273	$ 249,000	$ 4,250,000	$ 156,681	$ 2,400,097	$ 2,975,000	$ 5,867,703	$ 31,572,108	0.15%	$ 1,352
2015	$ 12,405,000	$ 448,173	$ 307,643	$ 298,909	$ 149,000	$ 4,050,000	$ 146,888	$ 2,200,089	$ 2,677,500	$ 6,199,680	$ 28,882,882	0.17%	$ 1,235
2016	$ 10,295,000	$ 375,157	$ 283,978	$ 261,545	$ -	$ 3,845,000	$ 137,096	$ 2,000,081	$ 2,380,000	$ 5,712,095	$ 25,289,951	0.20%	$ 1,064
2017	$ 8,265,000	$ 302,140	$ 260,313	$ 224,181	$ -	$ 3,635,000	$ 127,303	$ 1,800,073	$ 2,082,500	$ 5,236,435	$ 21,932,945	0.23%	$ 916
2018	$ 6,480,000	$ 229,124	$ 236,648	$ 186,817	$ -	$ 3,415,000	$ 117,510	$ 1,600,065	$ 1,785,000	$ 4,748,055	$ 18,798,220	0.28%	$ 773
2019	$ 12,250,000	$ 1,304,904	$ 212,983	$ 149,453	$ -	$ 3,185,000	$ 107,718	$ 1,400,057	$ 1,487,500	$ 4,259,675	$ 24,357,290	0.23%	$ 993
2020	$ 11,260,000	$ 1,183,578	$ 189,318	$ 112,089	$ -	$ 2,950,000	$ 97,925	$ 3,426,437	$ 1,190,000	$ 1,544,907	$ 21,954,254	0.27%	$ 876
2021	$ 10,160,000	$ 1,062,252	$ 165,653	$ 74,725	$ -	$ 2,750,000	$ -	$ 3,040,897	$ 892,500	$ 1,242,059	$ 19,388,086	0.31%	$ 778
2022	$ 9,015,000	$ 940,926	$ 141,988	$ 37,361	$ 60,098	$ 2,460,000	$ -	$ 3,451,467	$ 595,000	$ 939,211	$ 17,641,051	0.38%	$ 704

Sources: City of Bainbridge Island Finance Department, Washington State Office of Financial Management, U.S. Department of Commerce, Bureau of Economic Analysis

Table 11: Ratios of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds for which the City is directly obligated	Premiums, Discounts, and Adjustments	Total	Percentage of Assessed Value of Property	Per Capita
2013	$ 16,050,000	$ 348,652	$ 16,398,652	0.31%	$ 707
2014	$ 14,085,000	$ 307,487	$ 14,392,487	0.27%	$ 616
2015	$ 12,285,000	$ 266,322	$ 12,551,322	0.22%	$ 537
2016	$ 10,425,000	$ 225,156	$ 10,650,156	0.17%	$ 448
2017	$ 8,650,000	$ 183,991	$ 8,833,991	0.13%	$ 369
2018	$ 7,135,000	$ 142,826	$ 7,277,826	0.09%	$ 299
2019	$ 13,175,000	$ 1,241,638	$ 14,416,638	0.16%	$ 588
2020	$ 12,470,000	$ 1,153,265	$ 13,623,265	0.14%	$ 543
2021	$ 11,715,000	$ 976,760	$ 12,691,760	0.12%	$ 509
2022	$ 10,845,000	$ 898,180	$ 11,743,180	0.11%	$ 469

Note: The general obligation bonds shown above do not include certain bonds which are fully supported by additional taxpayer voted self-imposed property tax revenue.

Source: City of Bainbridge Island Finance Department, Kitsap County Assessor's Office, Washington State Office of Financial Management

Table 12: Direct and Overlapping Governmental Activities Debt

Governmental Entity	Net General Obligation Debt Outstanding	Percentage Applicable to Bainbridge Island Residents *	Estimated City of Bainbridge Island Residents Share of Overlapping Debt
Kitsap County	$ 76,448,760	20.56%	$ 15,719,265
Kitsap County Regional Library	-	20.56%	-
Bainbridge Island School District	117,215,000	100.00%	117,215,000
Bainbridge Island Fire District	10,820,000	100.00%	10,820,000
Bainbridge Island Park District	17,725,000	100.00%	17,725,000
Subtotal, overlapping governmental activities debt			**$ 161,479,265**
City of Bainbridge Island direct governmental activities debt			9,194,349
Plus premiums net of any discounts and adjustments			940,926
Subtotal, direct governmental activities debt			**$ 10,135,275**
Total direct and overlapping governmental activities debt			**$ 171,614,540**

* The percentage applicable to the City of Bainbridge Island is based on a ratio of the other governmental entities' assessed valuation to its valuation within the City.

Source: City of Bainbridge Island Financial Advisor

Table 13: Legal Debt Margin
Last Ten Years

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Debt Limit	$ 392,429,356	$ 428,115,774	$ 465,840,821	$ 517,395,173	$ 565,661,616	$ 630,473,214	$ 691,664,469	$ 717,198,763	$ 771,389,704	$ 962,344,023
Total net debt applicable to limit	25,592,409	25,182,868	23,111,323	20,136,073	17,396,748	14,879,703	17,495,738	15,944,225	14,317,712	12,556,199
Legal debt margin	$ 366,836,947	$ 402,932,906	$ 442,729,498	$ 497,259,100	$ 548,264,868	$ 615,593,511	$ 674,168,731	$ 701,254,538	$ 757,071,992	$ 949,787,824
Total net debt applicable to limit as a percentage of debt limit	6.5%	5.9%	5.0%	3.9%	3.1%	2.4%	2.5%	2.2%	1.9%	1.3%

Note: Under state law voters may approve general obligation debt issues of up to 7.5% of assessed valuation. This 7.5% debt capacity is allocated evenly among general government, parks/open space, and utilities resulting in a 2.5% limit for each. Within the general government 2.5% limit, the City Council has authority to issue bonds with out voter approval for a combined total of up to 1.5% of the City's assessed valuation.

December 31, 2022, Assessed Value: $12,831,253,642

	General Capacity		Special Purpose Capacity		
	Councilmanic	Excess Levy	Open Space	Utility Purposes	Total Capacity
2.50% of Assessed Value	$ -	$ 320,781,341	$ 320,781,341	$ 320,781,341	$ 962,344,023
1.50% of Assessed Value	192,468,805	(192,468,805)	-	-	-
Statutory Debt Limit	192,468,805	128,312,536	320,781,341	320,781,341	962,344,023
General Obligations:					
Bonds	10,845,000	-	630,000	-	11,475,000
State Public Works Trust Fund Loans	1,081,199	-	-	-	1,081,199
Total Debt Outstanding	11,926,199	-	630,000	-	12,556,199
Remaining Debt Capacity	$ 180,542,606	$ 128,312,536	$ 320,151,341	$ 320,781,341	$ 949,787,824

Source: Kitsap County Assessor's Office levy assessment books, City of Bainbridge Island Finance Department

Table 14: Pledged-Revenue Coverage

The City of Bainbridge Island currently has revenue pledges for both non-bonded revenue and assessment debt outstanding, however, there have been no coverage requirements since 1995 when the last revenue bonds were refunded.

Table 15: Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population	Kitsap County Personal Income (in thousands)	City of Bainbridge Island Personal Income (in thousands)	Kitsap County per capita personal income	Number of Households	Public School Enrollment	Unemployment Rate
2013	23,190	$ 11,195,488	$ 1,025,348	$ 44,215	9,583	3,928	5.9%
2014	23,360	$ 11,838,125	$ 1,087,951	$ 46,573	9,653	3,896	5.3%
2015	23,390	$ 12,473,946	$ 1,129,998	$ 47,953	9,547	3,913	5.5%
2016	23,760	$ 13,163,570	$ 1,191,083	$ 49,709	9,698	3,910	5.5%
2017	23,950	$ 13,988,937	$ 1,265,186	$ 52,508	9,897	3,887	5.0%
2018	24,320	$ 14,082,667	$ 1,285,557	$ 52,833	9,247	3,759	5.0%
2019	24,520	$ 15,174,970	$ 1,379,108	$ 56,244	10,132	3,762	4.6%
2020	24,825	$ 15,982,626	$ 1,461,540	$ 58,874	10,541	3,560	6.3%
2021	24,930	$ 16,559,291	$ 1,513,353	$ 60,704	9,515	3,607	6.1%
2022	25,060	$ 18,610,871	$ 1,700,199	$ 73,775	11,251	3,521	3.6%

Sources: State of Washington Office of Financial Management, U.S. Bureau of Labor Statistics, U.S. Bureau of Economic Analysis, U.S. Census Bureau, Washington State Office of Superintendent of Public Instruction

Table 16: Principal Employers
Current Year and Ten Years Ago

	2022			2013		
Employer	Employees[1]	Rank	Percentage of Total City Employment	Employees[1]	Rank	Percentage of Total City Employment
Bainbridge Island Schools	561	1	5.2%	370	1	6.55%
Washington State Ferries	257	2	2.4%	115	6	2.04%
Bainbridge Island Park District	210	3	2.0%	162	2	2.87%
Town & Country Market Inc	185	4	1.7%	135	4	2.39%
Sage/Redington Inc/Farbank	160	5	1.5%	160	3	2.83%
City of Bainbridge Island	138	6	1.3%	120	5	2.12%
Islandwood	120	7	1.1%	60	9	1.06%
Safeway	110	8	1.0%	115	7	2.04%
Clark Construction	82	9	0.8%	15		0.27%
Fairbank Construction	75	10	0.7%	44		0.78%
Fieldstone (Formerly Messenger House)				96	8	1.70%
Net Systems Inc				49	10	0.87%
Subtotal of ten largest employers	1,898		17.7%	1,441		25.5%
All other employers	8,851		82.3%	4,208		74.5%
Total City of Bainbridge Island employment	10,749		100.0%	5,649		100.0%

Sources: Washington State Employment Security Department, Kitsap Economic Development Alliance, Washington State Department of Revenue - Business Licensing Service

[1] Includes part-time employees, where applicable

Table 17: Full-time Equivalent (FTE) City Employees by Function
Last Ten Fiscal Years

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Function/Department										
City Council	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Executive and Information Systems	9.80	11.75	8.75	8.75	8.80	9.80	13.90	16.10	17.20	19.60
Finance	8.80	8.30	11.80	11.90	13.40	13.40	10.00	10.00	10.00	11.00
Municipal Court	5.02	4.85	4.85	4.85	4.85	4.85	4.85	4.85	4.00	4.00
Planning and Community Development	18.00	18.00	19.00	20.00	20.00	20.00	23.00	23.00	21.00	21.00
Public Safety	26.25	26.25	26.15	26.35	28.35	28.35	30.35	30.35	30.35	30.35
Public Works	36.00	37.00	37.00	39.00	43.00	43.00	45.80	45.80	46.00	48.00
	110.87	113.15	114.55	117.85	125.40	126.40	134.90	137.10	135.55	140.95

Source: City of Bainbridge Island Executive Department, Human Resources Division

Table 18: Operating Indicators by Function/Program
Last Ten Fiscal Years

Function / Program	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Police										
Calls for service	12,849	13,161	15,001	16,978	17,478	21,752	14,943	10,297	9,409	10,046
Case reports	1,870	1,876	1,703	1,877	1,669	1,805	1,557	1,659	1,348	1,543
Traffic violations	761	573	817	602	784	624	325	146	148	242
Judicial System										
Hearings Held	2,784	2,273	2,363	2,196	2,366	2,519	1,972	1,798	1,423	1,023
Physical and Economic Environment										
Land Use Planning Permits Issued	204	215	249	236	215	285	278	135	129	145
Building permits issued	509	670	706	806	971	774	737	710	786	863
Transportation										
Hours - roadway sweeping	789	841	671	364	810	788	840	939	887	887
Hours - roadside mowing	1,154	768	841	705	595	881	2,047	1,560	1,050	1,050
Hours - overhead vegetation control	1,046	1,186	1,883	1,632	1,405	1,425	1,936	1,334	2,053	2,053
Utility Services										
Water										
Active Service connections	2,458	2,491	2,520	2,560	2,640	2,671	2,745	2,819	2,827	2,837
Regulatory bacteria samples	217	156	167	166	169	185	271	318	166	166
Unsatisfactory regulatory samples	0	0	0	0	0	0	2	0	1	2
Sewer										
Number of Service Connections	2,101	2,127	2,130	2,167	2,238	2,289	2,431	2,464	2,480	2,496
WWTP ave monthly flow (MGD)	0.46	0.56	0.54	0.60	0.61	0.55	0.54	0.56	0.60	0.48
WWTP ave BOD removal (%)	99.1	99	98.6	98.2	98.4	99.0	99.0	98.8	98.7	98.5
Stormwater										
Number of culverts inspected	1,154	806	696	139	403	228	177	323	402	409
Number of culverts cleaned	125	101	263	40	3	53	13	20	4	39

Source: City of Bainbridge Island

Table 19: Capital Asset Statistics by Function
Last Ten Fiscal Years

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Facilities and Fleet										
Square feet of facilities maintained	67,007	67,007	67,007	67,007	62,607	62,607	62,607	62,607	90,000	90,000
Number of police stations	1	1	1	1	1	1	1	1	1	1
Number of police vehicles	27	25	24	25	28	28	28	28	26	33
Number of vehicles and equipment maintained	143	146	153	160	157	164	170	171	164	167
Transportation										
Number of city maintained gravel roads	29	29	29	29	29	29	29	29	29	29
Traffic Lights	7	7	7	7	7	7	7	17	17	17
Number of bridges	2	2	2	2	2	2	2	2	2	2
Roadway sweeping street waste removed	237	321	194.3	262	363	463	371	430	282	282
Total Decant Facility Incoming spoils (yd^3)	2,706	1,840.5	1,116	766	3,690	895	437	483	969	969
Number of city maintained road ends	38	38	43	44	44	44	44	44	44	44
Culture and Recreation										
Number of developed parks	4	4	4	4	4	4	4	4	4	4
Acres of developed parks	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6	70.0	70.0
Number of developed trails	20	21	21	22	22	24	25	25	25	25
Miles of developed trails	3	3	3	3	3	4.3	4.8	4.8	4.8	4.8
Number of Community/Senior Centers	1	1	1	1	1	1	1	1	1	1
Water Services										
Number of active service connections	2,457.5	2,491	2,520	2,560	2,640	2,671	2,745	2,819	2,827	2,837
Winslow ave SFR daily consumption (gpd)	146.1	146	156	152	155	161	153	157	172	150
Number of active wells	13	13	13	13	14	14	14	14	14	14
Miles of main	47	47	47	47	47	47	47	47	47	47
Active storage capacity (MG)	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6
Number of regulatory bacteria samples	217	156	167	166	169	185	271	318	166	166
Number of unsatisfactory regulatory samples	0	0	0	0	0	0	2	0	1	2
Sewer Services										
Number of service connections	2,101	2,127	2,130	2,043	2,238	2,289	2,431	2,464	2,480	2,496
Miles of main	*	37.4	37.4	38.5	38.5	38.5	38.5	38.5	38.5	38.5
Number of pump stations	17	17	17	17	17	17	17	17	17	17
WWTP ave monthly flow (MGD)	0.4	0.5	0.5	0.6	0.6	0.6	0.5	0.6	0.6	0.5
WWTP max monthly flow (MGD)	0.7	1.2	1.3	1.8	1.8	1.3	1.3	1.5	1.9	1.8
WWTP ave BOD removal (%)	99.1	99	98.6	98.2	98.4	99	99	98.8	98.7	98.5
Stormwater										
Number of culverts inspected	1,154	806	696	139	403	228	177	323	402	409
Number of catch basins inspected	322	375	410	554	739	1,112	1,800	1,166	1,850	1,850
Linear feet of open conveyance ditched	5,885	5,967	1,285	4,735	4,959	4,833	2,647	2,939	6,528	3,471
Miles of pipe	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9	17.9
Number of city owned storm water ponds	42	42	42	42	42	42	42	42	42	42

* Some Sewer Services data not available for years prior to 2014

Source: City of Bainbridge Island

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:00 PM) Introduce Ordinance No. 2023-19 Amending Bainbridge Island Municipal Code (BIMC) Chapter 15.30, Transportation Impact Fees - Public Works,

SUMMARY: City staff have prepared an update to the City's Transportation Impact Fee methodology and fee and request that the City Council consider adoption of the updates by ordinance and resolution at a future meeting.

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

RECOMMENDED MOTION: I move to forward Ordinance No. 2023-19 amending BIMC Chapter 15.30, Transportation Impact Fees, to the September 12, 2023 City Council business meeting agenda for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: A community engagement plan has not been developed for this project.

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

BACKGROUND: In 2015, the City Council adopted Ordinance No. 2015-07 relating to Transportation Impact fees (TIFs) along with a fee rate study targeting development growth as a revenue source to fund transportation improvement projects. The current TIF fees associated with that program (which have been subsequently updated for inflation since first adopted) are some of the lowest fees in the region at $1,811 per PM-generated trip. For reference, the average TIF in the region in 2022 was $4,744.

On March 12, 2023, City staff gave a presentation to the City Council on development impact fees, including specific recommendations for updates to the TIF. The updates recommended were to change the methodology for calculating the fee, to update the project list based on projects identified in the Sustainable Transportation Plan, and to update the fee to be more in line with other regional municipalities.

In response to the Council's request, City staff have worked with a consultant, Fehr and Peers, to develop a new methodology, project list, and corresponding fee. To better align the transportation and sustainability goals of Bainbridge Island, the City proposes to update the TIF program to support the implementation multimodal transportation capacity, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network. The updated multimodal TIF program includes 49 projects with an estimated capital value of $73 million (2022 dollars).

The attached study identifies the potential TIF range to be between $4,000-$6,000. Staff have prepared a draft ordinance. The ordinance states the fee amount will be adopted by resolution. Upon the adoption of the ordinance, a resolution will be presented with a proposed fee of $5,000.

ATTACHMENTS:

Ordinance No. 2023-19 Amending Transportation Impact Fees Section 15.30.030 DRAFT.docx

Bainbridge_TIF_Rate_Study_Final.pdf

FISCAL DETAILS: The attached report provides the legal and engineering justification to charge an appropriate fee to offset the impacts of new development on the circulation system.

Fund Name(s): Streets Fund

Coding: N/A

ORDINANCE NO. 2023 – 19

AN ORDINANCE of the City of Bainbridge Island, Washington, updating certain Transportation Impact Fees and revising Bainbridge Island Municipal Code (BIMC) Section 15.30.030 and Section 15.30.040.

WHEREAS, the City of Bainbridge Island currently charges transportation impact fees for new development growth as a revenue source to fund transportation improvement projects based on a 2015 rate study and Capital Improvement Plan (CIP) transportation improvement project list; and

WHEREAS, several eligible projects have been completed from the CIP list that were constructed utilizing collected transportation impact fees; and

WHEREAS, the City's Sustainable Transportation Plan (STP) identified updating the City's transportation impact fees as a key task for maintaining the plan's potential revenue sources; and

WHEREAS, a new fee rate study was needed that incorporates STP projects and new CIP projects; and

WHEREAS, the current transportation impact fees charged by the City of Bainbridge Island are some of the lowest in the Kitsap peninsula region; and

WHEREAS, the City desires to update the transportation impact fee program to support multi-modal transportation projects in the STP. The update to the program will shift focus from setting the fee based on growth in vehicle trips created by new development to growth in person trips created by new development; and

WHEREAS, the consultant, Fehr & Peers, prepared an updated *Transportation Impact Fee Study*, dated July 2023.

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

Section 1. BIMC Section 15.30.030.T shall be amended to read as follows:

T. "TIF rate study" means the "Transportation Impact Fee Rate Study" dated July 2023, prepared by Fehr & Peers~~"Rate Study for Transportation Impact Fees, City of Bainbridge Island" dated May 11, 2015~~, and other studies relied upon by the city in establishing the TIF methodology and TIF rate schedule.

DRAFT

Section 2. BIMC Section 15.30.040 shall be amended to read as follows:

The TIF rates are generated pursuant to a formula for calculating TIFs set forth in the rate study. Except as otherwise provided for by independent fee calculations in BIMC 15.30.060, exemptions in BIMC 15.30.070, and credits in BIMC 15.30.080, all new development activity in the city will be charged the TIF applicable to the type of development per the TIF rate schedule. The TIF rate schedule shall be adopted by resolution of the City Council.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This ordinance shall take effect and be in full force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ___ day of _____, 2023.

APPROVED BY THE MAYOR this ___ day of _____, 2023.

_____
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: July 21, 2023
PASSED BY THE CITY COUNCIL: _____, 2023

PUBLISHED: _____, 2023
EFFECTIVE DATE: _____, 2023
ORDINANCE NO. 2023-19

DRAFT

TRANSPORTATION IMPACT FEE RATE STUDY

CITY OF BAINBRIDGE ISLAND

PREPARED BY: FEHR & PEERS

JULY 2023

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Introduction

The City of Bainbridge Island has an adopted transportation impact fee (TIF) program that has been in place since 2015. While the existing program has worked well to implement new transportation infrastructure, it was limited by the fact that it was primarily organized around supporting new capacity for vehicles and was centered on new vehicle trips generated by development. To better align the transportation and sustainability goals of Bainbridge Island, the City is updating its TIF program to support the implementation multimodal transportation capacity, including intersection enhancements, traffic calming, and stand-alone pedestrian/bicycle projects. The most significant change in this TIF update is the shift from vehicle trips to person trips, which helps create the nexus between new multimodal trips that are generated by new development and an enhanced and expanded multimodal transportation network.

The updated multimodal TIF program includes 49 projects with an estimated capital value of $73 million (2022 dollars). Based on the methodology explained in the following chapters, the maximum allowable TIF rate would be $6,305 per PM peak hour person trip (2022 dollars). City Council has decided to set the TIF rate somewhere in-between $4,000 - $6,000. While substantially higher than the City's prior vehicle-based TIF rate ($1,811 per PM peak hour vehicle trip), the new multimodal TIF rate is similar to other Western Washington jurisdictions.

The remaining sections of the report describe the impact fee program methodology, the analyses performed, and the resulting recommendations.

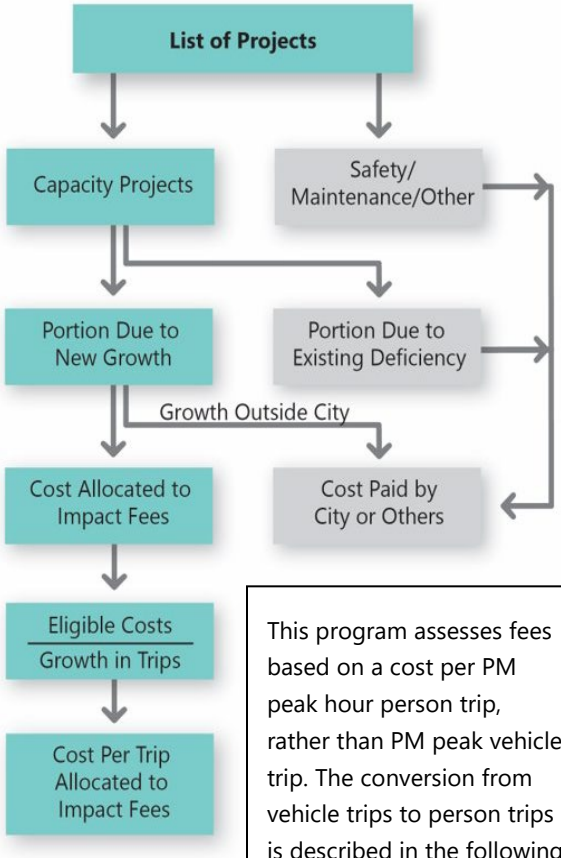
Methodology

The multimodal impact fee structure for the City of Bainbridge Island was designed to determine the fair share of multimodal transportation improvement costs that may be charged to new development. Growth in residents and workers from new development will increase travel demand on public facilities. Therefore, the nexus between new development and the need for capital improvements is based on maintaining the City's existing level of investment in existing public facilities as the city grows. This existing level of investment, or *existing system value*, represents new development's maximum potential contribution to improved or new facilities needed to accommodate growth. Because the City is shifting away from a vehicle-trip based impact fee program, the travel demand associated with the existing infrastructure and new growth is measured in person trips. Therefore, by this methodology, new development cannot be charged more than the existing level of investment per person trip.

The following key points summarize the standard impact fee structure (see *Figure 1*).

- A single TIF project list was developed from the Sustainable Transportation Plan and 2023-2028 Capital Improvement Plan.
- These projects were evaluated for impact fee eligibility; impact fees can only fund new capacity projects. Non-capacity investments, primarily maintenance and safety improvement projects, were eliminated.
- Of the remaining eligible projects, the portion of those projects addressing existing deficiencies or carrying non-city growth were subtracted from eligible costs.
    - The existing deficiency is already accounted for in the value of the existing infrastructure, and the portion of non-city travel is expected

Figure 1: Impact Fee Structure



This program assesses fees based on a cost per PM peak hour person trip, rather than PM peak vehicle trip. The conversion from vehicle trips to person trips is described in the following sections.

to remain consistent over the next 15 years, so this step is not explicitly included in the City's impact fee calculation.

- The remaining list of eligible program costs were divided by Bainbridge Island's expected growth in PM peak hour person trips over the next 15 years.

After determination of the allowable cost per PM peak hour person trip, a land use-based fee schedule was developed for the entire city. Person trip rates for multiple land use categories were estimated using vehicle trip generation rates from the Institute of Transportation Engineers (ITE) and the ratio of person trips to vehicle trips from household travel surveys conducted in Western Washington.

TIP Project List

Washington State law (RCW 82.02.050) specifies that transportation impact fees are to be spent on "transportation system improvements." Transportation system improvements can include physical or operational changes to existing transportation facilities, as well as new transportation connections that are built in one location to benefit projected needs at another location. Projects on the multimodal TIF list must add new multimodal capacity (new streets, additional lanes, sidewalks, bike lanes, low-stress bike routes, signalization, roundabouts, etc.). One important limitation identified in the GMA relates to where TIFs can be spent—notably that TIFs can only be spent on "streets and roads." Most jurisdictions in Washington have interpreted "streets and roads" as including all "complete streets" facilities that are typically included in the roadway right-of-way and/or documented on roadway standard plans, including travel lanes, bike lanes, planting strips, sidewalks, crosswalks, midblock crossings, multipurpose paths running immediately adjacent to the roadway, cycle tracks, traffic signals, roundabouts, overhead signage, lighting, bicycle parking, transit seating, etc. In April 2023, the Washington State Legislature passed SB 5452, which removes the previous impact fee program limitation on "streets and roads within the right-of-way" and authorizes impact fee revenue to fund trails and pathways, so long as they are not completely recreational in nature.

The 2022 multimodal TIF project list was based on the City's Sustainable Transportation Plan and 2021-2036 Capital Improvement Plan and identified multimodal transportation projects needed in the next 15 years to meet the adopted multimodal policies and ensure that adequate facilities are provided for all travel modes.

Fehr & Peers worked with the City to develop the TIF project list by removing projects that were not eligible for TIF funding. Removed projects did not add multimodal capacity, addressed only maintenance or safety, or addressed existing deficiencies. As a result, the TIF project list includes a network of biking, walking, and transit-supportive projects on the city's roadway system. The resulting project list is shown in **Table 1**, and mapped in **Appendix A**.

The project list has a 15-year time horizon, and a total cost of $73M.

Table 1: Impact Fee Eligible Project List

ID	Roadway	Extents	Project Description	Total Cost
1	Madison Avenue	Wyatt Way NE to New Brooklyn	Widen sidewalks, protected bike lanes, traffic calming, road reconstruction	$5,740,000
2	NE Eagle Harbor Dr	Nicholson south to Eagle Harbor shoreline	Mix of attached and separated bike facilities; traffic calming and safety improvements	$4,517,000
3	Grow Avenue NW	Winslow Way to High School Road	Traffic calming	$95,000
4	Bucklin Hill Rd NE	Eagle Harbor Drive to Fletcher Bay Rd	Eagle Harbor Drive to Fletcher; bi-directional facility; Fletcher to Blakely; 6'wide vertically separated and off-road side paths both sides	$1,170,000
5	NE Valley Rd	North Madison Ave to Sunrise Dr	Vertically separated bike lanes, 6'-wide both sides	$1,893,000
6	Miller Rd NE	New Brooklyn Rd to Grand Forest Entrance	Traffic calming islands and crossing enhancements at Forest to Sky Trail	$178,000
7	Bus stop improvements, phase 1	Island-wide	Shelter, map and bench improvements	$119,000
8	Lynwood Center Rd	Point White Drive to Fletcher Bay Rd	Vertically separated bike lanes, 6'-wide both sides	$3,712,000
9	Lynwood Center mobility hub	Lynwood Center TBD	Bike racks, charging stations, etc.	$31,000
10	Day Road School Zone	Day Road to North Madison Ave	Traffic calming and crossing enhancements	$112,000
11	Bucklin Hill Rd NE	Hyla School to Blakely Ave NE	Traffic calming	$169,000
12	Ferry Terminal mobility hub	Ferry Terminal	Bike racks, charging stations, etc.	$31,000
13	Winslow Way West	Grow Ave NW to Wood Ave SW	Construct new sidewalks, intersection improvements	$959,000
14	Finch Rd NE	Wyatt Way NW to Sportsman Club Rd NE	Vertically separated bike lanes, 6'-wide both sides	$1,404,000

15	Sportsman Club Rd	Finch Rd NE to NE High School Rd	Widen existing side path for bi-directional travel; intersection improvements	$526,000
16	Manitou Beach Dr NE	NE Murden Cove Dr to Falk Rd NE	Advisory shoulder striping, traffic calming and enhanced crossing	$182,000
17	Sportsman Club Rd	High School Rd to New Brooklyn Rd	Widen existing side path for bi-directional travel; southbound visual separation	$1,460,000
18	Coppertop mobility hub	Coppertop	Bike racks, charging stations, etc.	$34,000
19	Sportsman Club Rd	New Brooklyn Rd to SR 305	Vertically separated bike lanes, 6'-wide northbound and both sides north of Sakai	$2,657,000
20	North Madison Ave	SR 305 to Valley Rd	Vertically separated bike lanes, 6'-wide both sides	$3,948,000
21	New Brooklyn Rd	Sportsman Club Rd to Madison Ave	Widen existing side path for bi-directional travel	$684,000
22	New Brooklyn Rd	Fletcher Bay Rd to Sportsman Club Rd	Vertically separated bi-directional bike lane, 10-wide south side	$6,980,000
23	Manitou Beach Dr NE	N Madison Ave to NE Murden Cove Dr	Vertically separated bike lanes, 6' wide both sides	$1,566,000
24	Sound to Olympics Trail - Middle School/Copper Top	NE High School Rd to Madison Ave N	Shared-use path	$4,499,000
25	High School Road	Fletcher Bay Rd NE to Sportsman Club Rd	Visual separation both sides and traffic calming	$285,000
26	Sound to Olympics Trail - Meigs Park	Madison Ave N to NE Koura Rd	Shared-use path	$4,982,000
27	Blakely Ave	NE Bucklin Hill Rd to NE Baker Hill Rd	Vertically separated path southbound	$2,771,000
28	Blakely Ave	Baker Hill Rd to Blakely Harbor	Vertically separated path northbound	$2,442,000
29	NE Day Rd E	SR305 to Sunrise Drive NE	Vertically separated path eastbound, traffic calming east from Madison	$2,882,000
30	Fletcher Bay Road	Lynwood Center Rd to Island Center Road	Vertically separated path southbound	$2,997,000
31	Fletcher Bay Road	Island Center Road to New Brooklyn Rd	Vertically separated path southbound	$1,998,000
32	Battle Point Drive	Miller Rd to Battle Park	Traffic calming	$133,000
33	Manzanita Rd NE	Day Road to NE Seabold Rd	Traffic calming	$117,000

34	Sunrise Drive NE	NE Valley Road to NE Lafayette Ave	Traffic calming; gravel shoulder enhancement	$720,000
35	Pleasant Beach Dr NE	Odd Fellows Rd to Point White Dr NE	Traffic calming	$72,000
36	N Madison Ave NE	NE Valley Rd to NE Winthers Rd	Traffic calming	$360,000
37	N Madison Ave NE	NE Winthers Rd to Day Rd	Vertically separated path northbound; traffic calming	$1,531,000
38	NE Baker Hill Road	Lynwood Center Rd NE to Blakely Ave NE	Vertically separated path eastbound	$1,498,000
39	New Brooklyn Rd	Sportsman Club Rd to Madison Ave	Widen existing site path for bi-directional travel	$843,000
40	Day Road W	Manzanita Road NE to SR305	Traffic calming	$131,000
41	Miller Road NE	NE Bergman Road to SR305	Vertically separated path both sides	$1,675,000
42	Crystal Springs Drive NE	Port White Drive NE to NE Baker Hill Rd	Traffic calming	$214,000
43	Mandus Olsen Rd NE	High School Rd to Grand Forest	Off-road path from Strawberry Park to New Brooklyn; traffic calming	$584,000
44	NE Wardwell Rd Right-of-way	New Brooklyn to Bucsit	Off-road path	$1,742,000
45	NE Wardwell Rd Right-of-way	NE Wardwell Rd to NE Lovgreen Rd	Off-road path	$2,006,000
46	Country Club Rd	Blakely Ave to Fort Ward Hill Rd	Traffic calming at Blakely Harbor	$95,000
47	NE Koura Rd	Miller Road to Mandus Olsen Rd NE	Traffic calming	$169,000
48	NE Koura Rd	Mandus Olsen Rd NE to SR 305	Traffic calming	$116,000
49	Ferncliff Ave NE	Wing Point Way to High School Road	Traffic calming	$116,000
			Total Capital Cost	**$73,147,600**

Person Trip Growth

Determining the existing travel demand, as well as growth in travel demand caused by new development is a key requirement for a TIF program. Trip generation rates by land use category are a reasonable measure of travel demand, or the desire for mobility by residents and workers to access homes, jobs, shopping, recreation, and other activities. For the purposes of the analysis, trip generation represents the movement by one person on a typical weekday from one activity to another regardless of travel mode (driving, riding transit, biking, or walking).

Fehr & Peers developed a method to calculate growth in PM peak hour person trips using data from Bainbridge Island's Comprehensive Plan, trip rates from the Institute of Transportation Engineers (ITE), and household survey data from the Puget Sound Regional Council (PSRC). To calculate PM peak hour person trips, a trip was considered as travel between an origin and a destination. Each trip has two trip ends, one each at the origin and destination. As described in the introduction, this updated multimodal TIF is based on "person" trip ends rather than "vehicle" trip ends to prioritize accommodating mobility by all modes, not just vehicles. The calculation of person trips required several steps summarized below:

1. Translate the land use data in the Bainbridge Island Comprehensive Plan into a format used for impact fees.
    a. Total household dwelling units were converted to single-family and multi-family units based on Bainbridge Island housing statistics:
        i. Currently, 84% of all housing units in Bainbridge Island are single-family
        ii. In 2036, 82% of all housing units will be single-family
    b. Next, employees were converted by different land use sectors into square footage using standard estimates of square feet per employee, listed below:
        i. 400 square feet per retail employee
        ii. 300 square feet per office/government service employee
        iii. 500 square feet per manufacturing/warehouse employee
        iv. 300 square feet per all other employees

Table 2 shows the resulting calculations for each land use:

Table 2: Estimating Growth in Dwelling Units and Square Footage

2021 Bainbridge Island Totals		Conversion to SF	Totals in DU/KSF	2036 Bainbridge Island Totals		Conversion to SF	Totals in DU/KSF		=Total New Growth In DU/KSF
Households	10,170	--	10,170	Households	11,773	--	11,773		1,603
Retail	1,363	400	545	Retail	1,974	400	790		245
Office	6,788	300	2,036	Office	7,705	300	2,311	2036 Total minus 2021 Total	275
Education	690	300	207	Education	690	300	207		0
Light Industrial	1,208	500	604	Light Industrial	1,323	500	662		58
University	114	--	114	University	131	--	131		17

DU = dwelling unit; SF = square feet
Source: Fehr & Peers, 2023

2. Estimating the trip ends associated with the land use using a ratio of the person trip rate to vehicle trip rates from the PSRC Household Travel Survey and vehicle trip rates from the ITE. This approach of using ITE vehicle trip generation rates and then converting them to person trip rates is the most defensible approach as of the time this rate study was prepared. While ITE and other sources are beginning to calculate person trip generation rates directly, the person trip generation dataset is not nearly as robust as the vehicle trip generation dataset. PSRC has strong travel survey data on how many person trips and vehicle trips are generated for different trip purposes and this information is combined with the ITE vehicle trip generation rate to create a more detailed depiction of person trip generation rates than any other source available.

    a. PM peak hour vehicle trip rates for each land use category were taken from the ITE Trip Generation Manual, 11th Edition. The major categories used include:

        i. Single family dwelling unit
        ii. Multi-family dwelling unit
        iii. Retail
        iv. Office (finance, insurance, real estate, other services)
        v. Educational employment/school enrollment
        vi. Manufacturing/warehousing

    b. Apply the vehicle-to-person trip generation rate factors from the PSRC household travel survey.

Table 3: Vehicle Trip to Person Trip Ratios

Generalized Land Use Category	ITE Vehicle Trip Rate[1]		Vehicle-to-Person Trip Ratio		Person Trip Rate[2]
Single Family	0.94		1.45		1.36
Multi-Family	0.45		1.45		0.65
Office	1.72		1.22		2.10
Government	1.71	**X**	1.25	**=**	2.14
Primary Education	0.16		1.25		0.20
Industrial/Warehousing	0.34		1.08		0.37
Retail/Recreation/ Restaurant	3.40		1.25		4.25
University	0.15		1.25		0.19

1. PM peak hour vehicle trip rate from ITE Trip Generation Handbook, 11th Edition
2. Vehicle-to-person trip generation rate factors from the PSRC household travel survey
Source: Fehr & Peers, 2023

3. Total PM peak hour person trips within the city were ultimately calculated by multiplying the PM peak person trip rate by the total growth in dwelling units and non-residential square footage, depending on the land use. This calculation also includes a pass-by adjustment to account these types of trips.[1]

[1] A pass-by trip is any person trip that may go to a land use, but is part of a larger overall "trip tour." The defining feature of the pass-by trip is that it is an interim stop that did not initiate the overall need to travel. Typical examples are people stopping on their way to work to get coffee on the route they were already traveling on or someone buying gas on their trip between home and a store along the route they were already traveling on.

Table 4: Existing Person Trips

Generalized Land Use Category	Pass-by Adjustment		Person Trip Rate		2021 Land Use in Square Feet or Dwelling Units		Existing Person Trips
Single Family	--		1.36		1,164		11,666
Multi-Family	--		0.65		439		1,051
Office	0.9	**X**	2.10	**X**	917	**=**	3,378
Government	0.9		2.14		0		477
Primary Education	0.9		0.20		0		36
Industrial/Warehousing	--		0.37		115		222
Retail/Recreation/ Restaurant	0.6		4.25		611		1,390
University	0.9		0.19		17		19
					Total Existing Person Trips		**18,239**

Source: Fehr & Peers, 2023

Table 5: Growth in Person Trips

Generalized Land Use Category	Pass-by Adjustment		Person Trip Rate		Total Growth in Square Feet or Dwelling Units		Growth in Person Trips
Single Family	--		1.36		1,164		1,587
Multi-Family	--		0.65		439		286
Office	0.9	**X**	2.10	**X**	917	**=**	519
Government	0.9		2.14		0		--
Primary Education	0.9		0.20		0		--
Industrial/Warehousing	--		0.37		115		21
Retail/Recreation/ Restaurant	0.6		4.25		611		623
University	0.9		0.19		17		3
					Total Growth in Person Trips		**3,040**

Source: Fehr & Peers, 2023

These total PM peak hour person trip estimates will be used in the calculation of transportation impact fees rate.

Transportation Infrastructure

Bainbridge Island has a surface transportation network that provides rights-of-way (streets, sidewalks, and off-street bicycle and pedestrian paths) for nearly all types of travel within the city (excluding State Route 305). The City is responsible for maintaining, improving, and expanding this infrastructure to support transportation services for people traveling by all modes, including walking, biking, transit, and private vehicles.

The purpose of the transportation impact fee is to fund improvements and expansion to the citywide transportation infrastructure to address and manage the impacts of additional travel demand from new development. Currently, Bainbridge Island's roadway network provides substantial capacity and accessibility for vehicle travel, but the non-motorized network lacks connectivity and does not provide mobility to key destinations across the island. Therefore, to accommodate new growth, as well as encourage travel across all modes, this impact fee program focuses on funding new capacity for walking, biking, and transit across Bainbridge Island.

As described in the Methodology section, this impact fee program is based on the existing system value, which ensures that new development does not pay a higher rate than existing residents have paid into the City's current transportation system. This methodology sets the maximum allowable impact fee rate at the existing level of investment per existing person trips.

In Bainbridge Island's 2020 Pavement Management Report[2], the City determined the average replacement cost for a typical roadway just over $800k per mile, not including the value of the land. The City maintains about 140 centerline miles of roadway; therefore, the existing level of investment is $115M for the paved roadway network.

This existing system value is then divided by the existing person trips to determine the existing level of investment per person trip. Dividing the existing system value by the existing person trips results in the maximum legal amount that new development could be required to contribute to maintain the existing level of investment, or **maximum allowable impact fee rate, of $6,305 per person trip**.

$$Maximum\ Allowable\ Cost\ per\ PM\ Peak\ Hour\ Person\ Trip = \frac{Existing\ System\ Value}{Existing\ Person\ Trips}$$

Table 6 summarizes the impact fee eligible costs, and maximum allowable cost per person trip.

[2] https://www.bainbridgewa.gov/DocumentCenter/View/13934/BI-Pavement-Management-Report-April-2020

Table 6: Existing System Value per Person Trip	
Existing System Value	$115,000,000
Person Trip Ends (2021)	18,239
Maximum Allowable Cost per Person Trip	**$6,305**

It is important to note that the $6,305 cost per PM Peak Hour Person Trip represents the maximum TIF amount that can be charged based on legal and technical requirements. As a check to ensure that new development is not paying more than their fair share into the City's transportation system, the total impact fee program cost was divided by the growth in person trips (shown in **Table 7**). This calculation results in a cost per person trip of $24,062.

Table 7: Impact Fee Cost Per Person Trip	
Total Impact Fee Program Cost	$73,147,600
Growth in Person Trip Ends (2021 – 2036)	3,040
Cost per Person Trip	**$24,062**

This value is greater than the maximum allowable cost per trip of $6,305, but developers will not be charged an amount higher than $6,305. Because of this, the multimodal TIF program would only contribute a portion of the total $73 million capital cost of the improvement projects, so city matching funds, new grants, and other sources would need to cover the remainder of total project costs. The TIF rate can be set lower than the maximum allowable rate for many reasons:

- **Larger Share of External Funding:** If Bainbridge Island is more successful at securing external funding, the TIF can be reduced.
- **Implementation of Fewer Projects:** The project list is based on the City's vision for the transportation system over the next 15 years. Depending on growth pressures, changing travel preferences, funding availability, and many other reasons, the City may choose to implement fewer system expansion projects, which would lower the TIF rate.
- **Balancing the Cost to Developers:** While Bainbridge Island seeks to have "growth pay for growth," there are economic realities that must be considered when setting the TIF rate including what costs can reasonably be borne by developers. With this in mind, many cities elect to adopt a lower rate than the legal maximum to ensure TIF rates are in-line with neighboring jurisdictions while continuing to have developers pay a reasonable share of expanding the transportation system.

Bainbridge City Council has decided they will set the transportation impact fee rate between $4,000 - $6,000, which is similar to other Western Washington jurisdictions.

Impact Fee Schedule

Table 8 and **Table 9** show the proposed impact fee schedule based on range of $4,000 - $6,000, which is less than the maximum fee of $6,305. This rate schedule includes components such as: vehicle trip generation rates, person trip rates, and new trip percentages. To develop the proposed maximum impact fee schedule, Fehr & Peers started with Bainbridge Island's current fee schedule, and made the following adjustments:

- Based rates off of the maximum rate of $6,305 per person trip
- Removed land use categories that are no longer in the ITE Trip Generation Handbook, 11th Edition
- Updated PM peak vehicle trip rates to be consistent with the ITE Trip Generation Handbook, 11th Edition
- Added new land use category for accessory dwelling units (ADUs)
- Consolidated select retail categories, such as drive-in bank, to the shopping center land use
- Updated the non-pass by trip percentages to reflect best practices

In the fee schedule, fees are shown as dollars per unit of development for various land use categories. The impact fee program is flexible in that if a use does not fit into one of the ITE land use categories, an impact fee can be calculated based on the development's projected PM peak hour person trip generation and multiplied by the cost per PM peak hour person trip. In addition to land uses that are not listed in the impact fee schedule, detailed trip generation studies are also generally used for mixed-use developments where some of the person trips would be expected to stay on-site. ITE, the Transportation Research Board (TRB), and the United States Environmental Protection Agency (US EPA) all have recommended methods to calculate the number of internal project trips associated with mixed use development. Methods like the ITE calculate vehicle trips and the same ratio of vehicle-to-person trips that can be calculated from the impact fee rate schedule.

Definitions of the TIF land uses are included in **Appendix B.**

Table 8: City of Bainbridge Island Impact Fee Rate Table ($4,000 Rate)

ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Single Family - Detached	210	Per DU	0.94	0%	1.45	1.4	$ 5,452.00
Single Family - Attached	215	Per DU	0.57	0%		0.8	$ 3,306.00
1-3 Story Multi/Townhome/ADU	220	Per DU	0.51	0%		0.7	$ 2,958.00
4-10 Story Multi/Townhome/Condo	221	Per DU	0.39	0%		0.6	$ 2,262.00
10+ Story Multi/Townhome/Condo	222	Per DU	0.32	0%		0.5	$ 1,856.00
Retirement Community	251	Per DU	0.3	0%		0.4	$ 1,740.00
Congregate Care/Asst Living	253	Per DU	0.18	0%		0.3	$ 1,044.00
Elementary School	520	Per KSF	0.16	20%	1.26	0.2	$ 645.12
Middle/JR High School	522	Per KSF	0.15	20%		0.2	$ 604.80
High School	525	Per KSF	0.14	20%		0.1	$ 564.48
Day Care Center	565	Per KSF	11.12	75%		3.5	$ 14,011.20
Church	560	Per KSF	0.49	0%		0.6	$ 2,469.60
Nursing Home	620	Per Bed	0.14	0%		0.2	$ 1,056.69
Light Industrial/Manufacturing	110, 140	Per KSF	0.695	0%	1.08	0.8	$ 3,002.40
Industrial Park	130	Per KSF	0.34	0%		0.4	$ 1,468.80
Mini-Warehouse/Storage	151	per KSF	0.15	0%		0.2	$ 648.00
Warehousing	150	per KSF	0.18	0%		0.2	$ 777.60
Hospital	610	per KSF	0.86	0%	1.26	1.1	$ 4,334.40
Medical/Dental Office	720	per KSF	3.93	0%	1.22	4.8	$ 19,178.40
General Office	710	per KSF	1.1	0%		1.3	$ 5,368.00
Single Tenant Office	715	per KSF	1.76	0%		2.1	$ 8,588.80
Golf Course	430	per number of holes	2.91	0%	1.25	2.7	$ 10,912.50
Bowling Alley	437	per KSF	1.16	25%		1.1	$ 4,350.00

ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Movie Theater[5]	445	per KSF	4.8	25%		5.1	$ 20,400.00
Health Fitness Club	492	per KSF	3.45	15%		3.2	$ 12,937.50
Recreational Community Center	495	per KSF	2.5	25%		2.3	$ 9,375.00
Gasoline/Service Station	944	per VSP	13.91	62%		6.6	$ 26,429.00
Gas Station w/Convenience Market[6]	945	per VSP	18.42	62%		8.7	$ 34,998.00
Self-Serve Car Wash	947	per stall	5.54	35%	1.25	4.5	$ 18,005.00
Auto Sales (New/Used)	841	Per KSF	3.09	20%		3.1	$ 12,340.00
Automobile Parts Sales	843	Per KSF	4.9	43%		3.5	$ 13,965.00
Auto Service Center	943	Per KSF	2.06	30%		1.8	$ 7,210.00
Variety Store	814	Per KSF	6.7	50%		4.2	$ 16,750.00
Freestanding Discount Store	815	Per KSF	4.86	27%		4.4	$ 17,739.00
Supermarket	850	Per KSF	8.95	38%		6.9	$ 27,745.00
Shopping Center (>150k sq ft)[7]	820	Per KSF	3.4	29%		3.0	$ 12,070.00
Shopping Plaza (40 - 150k sq ft)[8]	821	per KSF	9.03	40%		6.8	$ 27,090.00
Strip Retail Plaza (<40k sq ft)	822	per KSF	6.59	34%		5.4	$ 21,747.00
Library	590	per KSF	8.16	25%	1.25	7.7	$ 30,600.00
Hardware/Paint Store	816	per KSF	2.98	60%		1.5	$ 5,960.00
Convenience Market	851	per KSF	49.11	61%		23.9	$ 95,764.50
Arts and Crafts Store	879	per KSF	6.21	34%		5.1	$ 20,493.00
Pharmacy/Drug Store w/o Drive-Thru	880	Per KSF	8.51	53%		5.0	$ 19,998.50
Pharmacy/Drug Store w/Drive-Thru	881	Per KSF	10.25	49%		6.5	$ 26,137.50
Furniture Store	890	Per KSF	0.52	40%		0.4	$ 1,560.00
Drive-In Bank	912	Per KSF	21.01	35%		17.1	$ 68,282.50
Fine Dining Restaurant	931	Per KSF	7.8	44%		5.5	$ 21,840.00

ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
High Turnover Restaurant	932	Per KSF	9.05	43%		6.4	$ 25,792.50
Fast Food w/o Drive-Thru	933	Per KSF	33.21	49%		21.2	$ 84,685.50
Fast Food w/Drive-Thru	934	Per KSF	33.03	50%		20.6	$ 82,575.00
Coffee/Donut Shop w/o Drive-Thru	936	Per KSF	32.29	49%		20.6	$ 82,339.50
U.S. Post Office	732	Per KSF	11.21	25%		10.5	$ 42,037.50
Hotel	310	Per KSF	0.59	0%	1.45	0.9	$ 3,422.00
Motel	320	Per KSF	0.36	0%		0.5	$ 2,088.00

1. ITE Trip Generation Handbook, 11th Edition: 4-6 PM Peak Hour Vehicle Trip Generation Rates for the Adjacent Street Traffic (Weekday, 4-6PM)
2. The ratio of vehicle trips to person trips as extracted from the PSRC Household Travel Survey
3. Dwelling = dwelling unit, room = hotel/motel room available, VFP = vehicle fueling position/pump, sf/GFA = square feet per Gross Floor Area.
4. For land uses with multiple ITE codes, the average rate was used
5. Vehicle trip rate uses Friday-specific data, which has a larger sample size than 'general weekday'
6. Land Use Subcategory is for a convenience market that is 2-4k square feet
7. Pass-by rate is from sites between 150k-300k square feet
8. Includes a supermarket

Table 9: City of Bainbridge Island Impact Fee Rate Table ($6,000 Rate)

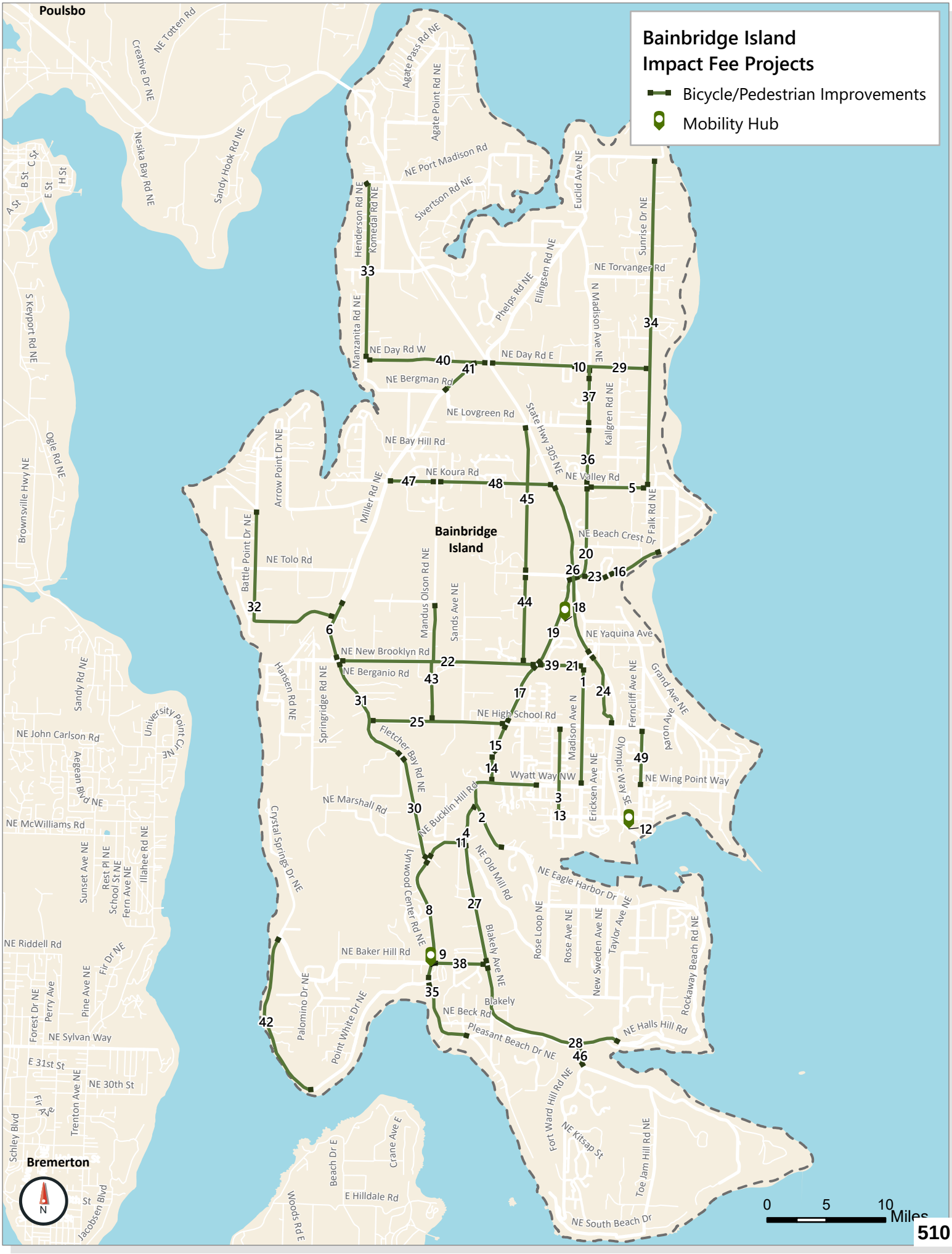
ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Single Family - Detached	210	Per DU	0.94	0%	1.45	1.4	$ 8,178.00
Single Family - Attached	215	Per DU	0.57	0%		0.8	$ 4,959.00
1-3 Story Multi/Townhome/ADU	220	Per DU	0.51	0%		0.7	$ 4,437.00
4-10 Story Multi/Townhome/Condo	221	Per DU	0.39	0%		0.6	$ 3,393.00
10+ Story Multi/Townhome/Condo	222	Per DU	0.32	0%		0.5	$ 2,784.00
Retirement Community	251	Per DU	0.3	0%		0.4	$ 2,610.00
Congregate Care/Asst Living	253	Per DU	0.18	0%		0.3	$ 1,566.00
Elementary School	520	Per KSF	0.16	20%	1.26	0.2	$ 967.68
Middle/JR High School	522	Per KSF	0.15	20%		0.2	$ 907.20
High School	525	Per KSF	0.14	20%		0.1	$ 846.72
Day Care Center	565	Per KSF	11.12	75%		3.5	$ 21,016.80
Church	560	Per KSF	0.49	0%		0.6	$ 3,704.40
Nursing Home	620	Per Bed	0.14	0%		0.2	$ 1,056.69
Light Industrial/Manufacturing	110, 140	Per KSF	0.695	0%	1.08	0.8	$ 4,503.60
Industrial Park	130	Per KSF	0.34	0%		0.4	$ 2,203.20
Mini-Warehouse/Storage	151	per KSF	0.15	0%		0.2	$ 972.00
Warehousing	150	per KSF	0.18	0%		0.2	$ 1,166.40
Hospital	610	per KSF	0.86	0%	1.26	1.1	$ 6,501.60
Medical/Dental Office	720	per KSF	3.93	0%	1.22	4.8	$ 28,767.60
General Office	710	per KSF	1.1	0%		1.3	$ 8,052.00
Single Tenant Office	715	per KSF	1.76	0%		2.1	$ 12,883.20
Golf Course	430	per number of holes	2.91	0%	1.25	2.7	$ 16,368.75
Bowling Alley	437	per KSF	1.16	25%		1.1	$ 6,525.00

ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Movie Theater[5]	445	per KSF	4.8	25%		5.1	$ 30,600.00
Health Fitness Club	492	per KSF	3.45	15%		3.2	$ 19,406.25
Recreational Community Center	495	per KSF	2.5	25%		2.3	$ 14,062.50
Gasoline/Service Station	944	per VSP	13.91	62%		6.6	$ 39,643.50
Gas Station w/Convenience Market[6]	945	per VSP	18.42	62%		8.7	$ 52,497.00
Self-Serve Car Wash	947	per stall	5.54	35%	1.25	4.5	$ 27,007.50
Auto Sales (New/Used)	841	Per KSF	3.09	20%		3.1	$ 18,510.00
Automobile Parts Sales	843	Per KSF	4.9	43%		3.5	$ 20,947.50
Auto Service Center	943	Per KSF	2.06	30%		1.8	$ 10,815.00
Variety Store	814	Per KSF	6.7	50%		4.2	$ 25,125.00
Freestanding Discount Store	815	Per KSF	4.86	27%		4.4	$ 26,608.50
Supermarket	850	Per KSF	8.95	38%		6.9	$ 41,617.50
Shopping Center (>150k sq ft)[7]	820	Per KSF	3.4	29%		3.0	$ 18,105.00
Shopping Plaza (40 - 150k sq ft)[8]	821	per KSF	9.03	40%		6.8	$ 40,635.00
Strip Retail Plaza (<40k sq ft)	822	per KSF	6.59	34%		5.4	$ 32,620.50
Library	590	per KSF	8.16	25%	1.25	7.7	$ 45,900.00
Hardware/Paint Store	816	per KSF	2.98	60%		1.5	$ 8,940.00
Convenience Market	851	per KSF	49.11	61%		23.9	$ 143,646.75
Arts and Crafts Store	879	per KSF	6.21	34%		5.1	$ 30,739.50
Pharmacy/Drug Store w/o Drive-Thru	880	Per KSF	8.51	53%		5.0	$ 29,997.75
Pharmacy/Drug Store w/Drive-Thru	881	Per KSF	10.25	49%		6.5	$ 39,206.25
Furniture Store	890	Per KSF	0.52	40%		0.4	$ 2,340.00
Drive-In Bank	912	Per KSF	21.01	35%		17.1	$ 102,423.75
Fine Dining Restaurant	931	Per KSF	7.8	44%		5.5	$ 32,760.00

ITE Land Use Code	Land Use Code[4]	Units[3]	Vehicle PM Peak Trips/Unit[1]	Pass-by Percentage	Vehicle-to-Person Trip Ratio[2]	PM Peak Person Trip Rate	Impact Fee Per Development Unit
High Turnover Restaurant	932	Per KSF	9.05	43%		6.4	$ 38,688.75
Fast Food w/o Drive-Thru	933	Per KSF	33.21	49%		21.2	$ 127,028.25
Fast Food w/Drive-Thru	934	Per KSF	33.03	50%		20.6	$ 123,862.50
Coffee/Donut Shop w/o Drive-Thru	936	Per KSF	32.29	49%		20.6	$ 123,509.25
U.S. Post Office	732	Per KSF	11.21	25%		10.5	$ 63,056.25
Hotel	310	Per KSF	0.59	0%	1.45	0.9	$ 5,133.00
Motel	320	Per KSF	0.36	0%		0.5	$ 3,132.00

1. ITE Trip Generation Handbook, 11th Edition: 4-6 PM Peak Hour Vehicle Trip Generation Rates for the Adjacent Street Traffic (Weekday, 4-6PM)
2. The ratio of vehicle trips to person trips as extracted from the PSRC Household Travel Survey
3. Dwelling = dwelling unit, room = hotel/motel room available, VFP = vehicle fueling position/pump, sf/GFA = square feet per Gross Floor Area.
4. For land uses with multiple ITE codes, the average rate was used
5. Vehicle trip rate uses Friday-specific data, which has a larger sample size than 'general weekday'
6. Land Use Subcategory is for a convenience market that is 2-4k square feet
7. Pass-by rate is from sites between 150k-300k square feet
8. Includes a supermarket

Appendix A – Impact Fee Project Map


Bainbridge Island
Impact Fee Projects
Bicycle/Pedestrian Improvements
Mobility Hub
Bainbridge Island
Poulsbo
Bremerton
NE Day Rd W
NE Day Rd E
NE Bergman Rd
NE Lovgreen Rd
NE Bay Hill Rd
NE Koura Rd
NE Valley Rd
NE Torvanger Rd
NE Port Madison Rd
Sivertson Rd NE
NE Beach Crest Dr
NE Tolo Rd
NE Yaquina Ave
NE New Brooklyn Rd
NE Berganio Rd
NE High School Rd
Wyatt Way NW
NE Wing Point Way
NE Marshall Rd
NE Bucklin Hill Rd
NE Baker Hill Rd
NE Eagle Harbor Dr
NE Halls Hill Rd
Pleasant Beach Dr NE
NE Beck Rd
Blakely
NE South Beach Dr
NE John Carlson Rd
NE McWilliams Rd
NE Riddell Rd
NE Sylvan Way
E 31st St
NE 30th St
E Hilldale Rd
Agate Pass Rd NE
Agate Point Rd NE
Henderson Rd NE
Komedal Rd NE
Manzanita Rd NE
Phelps Rd NE
Ellingsen Rd NE
Euclid Ave NE
Sunrise Dr NE
N Madison Ave NE
Kallgren Rd NE
State Hwy 305 NE
Arrow Point Dr NE
Miller Rd NE
Battle Point Dr NE
Mandus Olson Rd NE
Sands Ave NE
Falk Rd NE
Springridge Rd NE
Hansen Rd NE
Fletcher Bay Rd NE
Lynwood Center Rd NE
Old Mill Rd
Blakely Ave NE
Rose Loop NE
Rose Ave NE
New Sweden Ave NE
Taylor Ave NE
Rockaway Beach Rd NE
Madison Ave N
Ericksen Ave NE
Olympic Way SE
Fernecliff Ave NE
Grand Ave NE
Byron Ave
Crystal Springs Dr NE
Palomino Dr NE
Point White Dr NE
Fort Ward Hill Rd NE
NE Kitsap St
Toe Jam Hill Rd NE
Crane Ave E
Beach Dr E
Woods Rd E
Sandy Hook Rd NE
Creative Dr NE
NE Totten Rd
Neska Bay Rd NE
S Keyport Rd NE
Ogle Rd NE
Brownsville Hwy NE
Sandy Rd NE
University Point Ln NE
Aegean Pl NE
Sunset Ave NE
Rest Pl NE
School St NE
Fern Ave NE
Illahee Rd NE
Fir Dr NE
Pine Ave NE
Perry Ave
Forest Dr NE
Trenton Ave NE
Fir Ave
Schley Blvd
Jacobsen Blvd
A St
B St
C St
E St
H St
0
5
10
Miles
N
510

Appendix B – Land Use Definitions

The following land use definitions are derived from the *ITE Trip Generation Manual* (11th Edition).

RESIDENTIAL

Single Family (Detached): A single-family detached housing site includes any single-family detached home on an individual lot. A typical site surveyed is a suburban subdivision. (ITE # 210)

Single Family (Attached): Single-family attached housing includes any single-family housing unit that shares a wall with an adjoining dwelling unit, whether the walls are for living space, a vehicle garage, or storage space. (ITE # 215)

Multi Family (1-3 story, 4-10 story, 10+ story): Multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units. (ITE # 220, 221, 222)

Retirement Community: Senior adult housing—single-family sites are independent living developments that are called various names including retirement communities, age-restricted housing, and active adult communities. The development has a specific age restriction for its residents, typically a minimum of 55 years of age for at least one resident of the household. (ITE # 251)

Congregate Care/Assisted Living: A congregate care facility is an independent living development that provides centralized amenities such as dining, housekeeping, communal transportation, and organized social/ recreational activities. Each individual dwelling unit often has a kitchenette. Assistance is typically available for housekeeping or minor household maintenance. Limited medical services (such as nursing and dental) may or may not be provided. The resident may contract additional medical services or personal assistance. (ITE # 253)

EDUCATION/INSTITUTIONS

Elementary School: An elementary school typically serves students attending kindergarten through the fifth or sixth grade. Elementary schools are usually centrally located in residential communities in order to facilitate student access and have no student drivers. This land use consists of schools where bus service is usually provided to students living beyond a specified distance from the school. Both public and private elementary schools are included in this land use. (ITE # 520)

Middle/Junior High School: A middle or junior high school serves students who have completed elementary school and have not yet entered high school. Both public and private middle schools/junior high schools are included in this land use. (ITE # 522)

High School: High schools serve students who have completed middle or junior high school. Both public and private high schools are included in this land use. (ITE # 525)

Day Care Center: A facility for the care of infant and preschool age children during the daytime hours. Generally includes classrooms, offices, eating areas, and a playground. (ITE # 565)

Church: A building providing public worship facilities. Generally houses an assembly hall or sanctuary, meeting rooms, classrooms, and occasionally dining facilities. (ITE # 560)

Nursing Home: A facility whose primary function is to provide chronic or convalescent care for persons who by reason of illness or infirmity are unable to care for themselves. Applies to rest homes, chronic care, and convalescent centers. (ITE # 620)

INDUSTRIAL

Light Industrial/Manufacturing: A light industrial facility is a free-standing facility devoted to a single use. The facility has an emphasis on activities other than manufacturing and typically has minimal office space. Typical light industrial activities include printing, material testing, and assembly of data processing equipment. (ITE # 110, 140)

Industrial Park: An industrial park contains a number of industrial or related facilities. It is characterized by a mix of manufacturing, service, and warehouse facilities with a wide variation in the proportion of each type of use from one location to another. Many industrial parks contain highly diversified facilities—some with a large number of small businesses and others with one or two dominant industries. (ITE # 130)

Mini-Warehouse/Storage: A mini-warehouse is a building in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as "self-storage" facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point. (ITE # 151)

Warehousing: Facilities that are primarily devoted to the storage of materials, including vehicles. They may also include office and maintenance areas. (ITE # 150)

MEDICAL

Hospital: A building or buildings designed for the medical, surgical diagnosis, treatment, and housing of persons under the care of doctors and nurses. Rest homes, nursing homes, convalescent homes and clinics are not included. (ITE # 610)

OFFICE

Medical/Dental Office: A facility which provides diagnoses and outpatient care on a routine basis, but which is unable to provide prolonged in-house medical/surgical care. A medical office is generally operated by either a single private physician/dentist or a group of doctors and/or dentists. (ITE # 720)

General Office: An administrative office building houses one or more tenants and is the location where affairs of a business, commercial or industrial organization, government, professional person, or firm are conducted. The building or buildings may be limited to one tenant, either the owner or lessee, or contain a mixture of tenants including professional services, insurance companies, investment brokers, and company headquarters. Services such as a bank or savings and loan, a restaurant or cafeteria, miscellaneous retail facilities, and fitness facilities for building tenants may also be included. (ITE # 710)

Single Tenant Office: A single tenant office building generally contains offices, meeting rooms, and space for file storage and data processing of a single business or company and possibly other service functions including a restaurant or cafeteria. (ITE # 715)

RECREATION

Golf Course: A golf course is an expansive landscaped area that includes a series of golf holes, each consisting of a tee, fairway, and putting green. The site may have a driving range, clubhouse with a pro shop, restaurant, lounge, or banquet facility. (ITE # 430)

Bowling Alley: A bowling alley is a recreational facility that includes bowling lanes. A small lounge, restaurant and/or snack bar, video games, and pool tables may also be available. (ITE # 437)

Movie Theater: Consists of audience seating, one or more screens and auditoriums, a lobby, and refreshment stand. Typically includes matinee showings. (ITE # 445)

Health Fitness Club: Privately owned facilities that may include swimming pools and whirlpools, saunas, weightlifting and gymnastics equipment, exercise classes, tennis, racquetball, and

handball courts. Features exercise sports, and other active physical conditioning, as well as a broader range of services such as juice bars and meeting rooms. (ITE # 492)

Recreational Community Center: A recreational community center is a stand-alone public facility similar to and including YMCAs. These facilities often include classes and clubs for adults and children, a day care or nursery school, meeting rooms and other social facilities, swimming pools and whirlpools, saunas, tennis, racquetball, handball, pickle ball, basketball and volleyball courts; outdoor athletic fields/courts, exercise classes, weightlifting and gymnastics equipment, locker rooms, and a restaurant or snack bar. Public access is typically allowed and a membership fee may be charged. (ITE # 495)

RETAIL - AUTOMOTIVE

Gasoline/Service Station: This land use includes gasoline/service stations where the primary business is the fueling of motor vehicles. The sites included generally have a small building (less than 2,000 gross square feet) that houses a cashier and limited space for motor vehicle maintenance supplies and general convenience products. A gasoline/service station may also have ancillary facilities for servicing and repairing motor vehicles and may have a car wash. (ITE # 944)

Gas Station w/Convenience Market: This land use includes gasoline/service stations with convenience markets where the primary business is the fueling of motor vehicles. These service stations may also have ancillary facilities for servicing and repairing motor vehicles and may have a car wash. Some commonly sold convenience items are newspapers, coffee or other beverages, and snack items that are usually consumed in the car. (ITE # 945)

Self-Serve Car Wash: A self-service car wash allows manual cleaning of vehicles by providing stalls for a motorist to park and wash a vehicle. (ITE # 947)

Auto Sales (New/Used): Facilities are generally located as strip development along major arterial streets that already have a preponderance of commercial development. Generally included are auto services and parts sales along with a sometimes substantial used-car operation. Some dealerships also include leasing activities and truck sales and servicing. (ITE # 841)

Automobile Parts Sales: An automobile parts sales facility specializes in the sale of automobile parts for maintenance and repair. The facilities within this land use are not typically equipped for on-site vehicle repair. (ITE # 843)

Automobile Care Center: An automobile care center houses numerous businesses that provide automobile-related services, such as repair and servicing, stereo installation, and seat cover upholstering. (ITE # 942)

RETAIL

Variety Store: A variety store is a retail store that sells a broad range of inexpensive items often at a uniform price. A variety store is commonly referred to as a "dollar store." Items typically sold at a variety store include kitchen supplies, cleaning products, home office supplies, food products, household goods, decorations, and toys. The store can be stand-alone or located within a shopping plaza or strip retail plaza. (ITE # 814)

Freestanding Discount Store: A free-standing store or warehouse with off-street parking. Usually offers centralized cashiering and a wide range of merchandise and/or food products. May include items sold in large quantities or bulk. Often is the only store on a site but can be found in mutual operation with its own or other supermarkets, garden centers and service stations, or as part of community-sized shopping centers. Fred Meyer stores, Costco, and big box consumer electronic/computer/toy stores are examples of this land use. (ITE # 815)

Supermarket: Retail store that sells a complete assortment of food, food preparation and wrapping materials, and household cleaning and servicing items. (ITE # 850)

Shopping Center (>150k): A retail establishment that provides a variety of goods. Applies to shopping centers that are planned, developed, owned, or managed as a unit. Could include peripheral buildings located on the perimeter of a shopping center adjacent to the streets and major access points. (ITE # 820)

Shopping Plaza (40 - 150k): A shopping plaza is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Each study site in this land use has between 40,000 and 150,000 square feet of gross leasable area (GLA). The term "plaza" in the land use name rather than "center" is simply a means of distinction between the different shopping center size ranges. Various other names are commonly used to categorize a shopping plaza within this size range, depending on its specific size and tenants, such as neighborhood center, community center, and fashion center. Its major tenant is often a supermarket, but many sites are anchored by home improvement, discount, or other stores. A shopping plaza typically contains more than retail merchandising facilities. Office space, a movie theater, restaurants, a post office, banks, a health club, and recreational facilities are common tenants. A shopping plaza is almost always open-air and the GLA is the same as the gross floor area of the building. The 150,000 square feet GLA threshold value between shopping plaza and shopping center (Land Use 820) is based on an examination of trip generation data. For a shopping plaza that is smaller than the threshold value, the presence or absence of a supermarket within the plaza has a measurable effect on site trip generation. For a shopping center that is larger than the threshold value, the trips generated by its other major tenants mask any effects of the presence or absence of an on-site supermarket. The 40,000 square feet GFA threshold between shopping plaza and strip retail plaza (Land Use 822) was selected based on an

examination of the overall shopping center/plaza database. No shopping plaza with a supermarket as its anchor is smaller than 40,000 square feet GLA. (ITE # 821)

Strip Retail Plaza (<40k): A strip retail plaza is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Each study site in this land use has less than 40,000 square feet of gross leasable area (GLA). Because a strip retail plaza is open-air, the GLA is the same as the gross floor area of the building. The 40,000 square feet GFA threshold between strip retail plaza and shopping plaza (Land Use 821) was selected based on an examination of the overall shopping center/plaza database. No shopping plaza with a supermarket as its anchor is smaller than 40,000 square feet GLA. (ITE # 822)

Library: A library can be either a public or private facility that consists of shelved books, reading rooms, or areas, and, sometimes, meeting rooms. (ITE # 590)

Hardware/Paint Store: A hardware/paint store is a free-standing building that sells hardware and paint supplies. (ITE # 816)

Convenience Market: A use that combines retail food sales with fast foods or take-out food service; generally open long hours or 24 hours a day. (ITE # 851)

Arts and Crafts Store: An arts and crafts store is a free-standing facility that sells art, framing, wall décor, and seasonal merchandise. The store may provide in-store arts and crafts classes. An arts and crafts store is sometimes placed as a separate parcel within a retail complex, with or without its own dedicated parking. (ITE # 879)

Pharmacy/Drug Store w/o Drive-Thru: A pharmacy/drugstore is a retail facility that primarily sells prescription and non-prescription drugs. A pharmacy/drugstore also typically sells cosmetics, toiletries, medications, stationery, personal care products, limited food products, and general merchandise. The pharmacy/ drugstores in this category do not contain a drive-through window. (ITE # 880)

Pharmacy/Drug Store w/ Drive-Thru: A pharmacy which sells prescriptions and non-prescription drugs, cosmetics, toiletries, medications, stationery, personal care products, limited food products, and general merchandise. Contain drive-through windows. (ITE # 881)

Furniture Store: Furniture stores specialize in the sale of furniture, and often, carpeting. The stores are generally large and include storage areas. (ITE # 890)

Drive-In Bank: A bank is a financial institution that can offer a wide variety of financial services. A drive-in bank provides banking services for a motorist through a teller station. A drive-in bank may also serve patrons who walk into the building. The drive-in lanes may or may not provide an automatic teller machine (ATM). (ITE # 912)

Fine Dining Restaurant: This land use consists of high quality, full-service eating establishments with a typical duration of stay of at least one hour. Quality restaurants generally do not serve breakfast; some do not serve lunch; all serve dinner. This type of restaurant often requests and sometimes requires reservations and is generally not part of a chain. Patrons commonly wait to be seated, are served by a waiter/ waitress, order from menus and pay for meals after they eat. (ITE # 931)

High Turnover Restaurant: This land use consists of sit-down, full-service eating establishments with typical duration of stay of approximately one hour. This type of restaurant is usually moderately priced and frequently belongs to a restaurant chain. These restaurants typically do not take reservations. Patrons commonly wait to be seated, are served by a waiter/waitress, order from menus and pay for their meal after they eat. (ITE # 932)

Fast Food w/o Drive-Thru: This land use includes any fast-food restaurant without a drive-through window. This type of restaurant is characterized by a large carry-out clientele, long hours of service (some are open for breakfast, all are open for lunch and dinner, some are open late at night or 24 hours a day) and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. A patron generally orders from a menu board and pays before receiving the meal. A typical duration of stay for an eat-in customer is less than 30 minutes. (ITE # 933)

Fast Food w/ Drive-Thru: An eating establishment that offers quick food service and a limited menu of items. Food is generally served in disposable wrappings or containers and may be consumed inside or outside the restaurant building. Restaurants in this category have a drive-up window. (ITE # 934)

Coffee/Donut Shop w/o Drive-Thru:

This land use includes any coffee and donut restaurant that does not have a drive-through window. The restaurant sells freshly brewed coffee (along with coffee-related accessories) and a variety of food/drink products such as donuts, bagels, breads, muffins, cakes, sandwiches, wraps, salads, and other hot and cold beverages. The restaurant marketing and sales may emphasize coffee beverages over food (or vice versa). A coffee/donut shop typically holds long store hours (more than 15 hours) with an early morning opening. Limited indoor seating is generally provided for patrons, but table service is not provided. (ITE # 936)

U.S. Post Office: A United States post office is a federal building that contains service windows for mailing packages and letters, post office boxes, offices, sorting and distributing facilities for mail, and vehicle storage areas. (ITE # 732)

HOTEL

Hotel: A place of lodging providing sleeping accommodations. Hotels typically include restaurants, cocktail lounges, meeting and banquet rooms, or convention facilities. (ITE # 310)

Motel: A place of lodging providing sleeping accommodations. Motels generally offer free on-site parking, little or no meeting space, and may have exterior corridors. (ITE # 320)

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (8:10 PM) Present Ordinance No. 2023-24 Amending Chapter 8.24 of the Bainbridge Island Municipal Code, Establishing Regulations for Disposable Food Service Ware and Waste Reduction,

SUMMARY: Updates to Bainbridge Island Municipal Code Chapter 8.24 are recommended based on feedback from local businesses and City staff experience implementing the Disposable Food Service Ware and Waste Reduction regulations that went into effect on January 1, 2023. A revised draft ordinance is provided for review tonight along with a proposed methodology for developing a phased list of home compostable products for use by retail food service establishments.

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

RECOMMENDED MOTION: I move to schedule Ordinance No. 2023-24 amending Chapter 8.24 of the Bainbridge Island Municipal Code establishing regulations for disposable food service ware and waste reduction for approval on the September 12, 2023 Regular Council Meeting.

COMMUNITY ENGAGEMENT AND OUTREACH: The City hosted one "COBI Chats" listening session with local business representatives, and a Vietnamese interpreter, to gather feedback on implementation of BIMC 8.24 and review proposed updates following the April 18th Study Session.

FISCAL IMPACT:

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

BACKGROUND: In November 2021, the City Council adopted changes to Chapter 8.24 of the Bainbridge Island Municipal Code (BIMC) to reduce single-use plastic waste associated with retail food and lodging establishments, which took effect on January 1, 2023. City staff have been working with the Chamber of Commerce, the Bainbridge Island Downtown Association, and Bainbridge Island Zero Waste to educate businesses, residents and visitors about the new requirements and to support businesses in finding compliant products. A total of 33 products have been granted a temporary exemption to the home compostable product requirements based on a lack of product availability in a home compostable format that meets that stated business needs.

Additional challenges identified by City staff, and in conversations with local businesses, with respect to home compostable products include:

- Finding products suitable for specific business needs
- Consistent product availability
- Significant cost increases for some products
- Soda machine vendor agreements that require the use of specific products (such as cups)
- Corporate chain QA/QC requirements
- Performance complaints from business staff and/or customers

At the February 14, 2023 City Council meeting, City Council appointed Mayor Fantroy-Johnson, Councilmember Deets, and Councilmember Hytopoulos to the Council Waste Reduction Ad Hoc Committee. The scope of work for that Committee included an action to: "Consider and recommend updates to the existing waiver and exemption request process and/or language included in BIMC 8.24."

The Committee met with the local business community in March and April (with a Vietnamese interpreter at one session, per a request from a local business) to receive feedback on the current regulations and review an initial list of proposed updates. The Committee met internally seven times from February – July 2023 to review possible changes to BIMC 8.24 and shared a summary memo outlining proposed changes based on feedback from local businesses and City staff at the April 18, 2023 City Council Study Session. A revised draft ordinance is provided for review tonight along with a proposed methodology for developing a phased list of home compostable products for use by retail food service establishments.

The City has also received recent complaints regarding BIMC 8.24.025.A “Disposable food service ware requiring customer’s affirmation” – which states that a retail food establishment may provide some single-use food service ware (such as utensils and straws) only upon customer’s affirmation – and impacts for people with disabilities who may not be able to verbally ask for single-use food service ware for to-go orders. Per the existing language in the City code, a customer may either ask staff for these items or say yes when asked by staff if they want these items for to-go orders. However, BIMC 8.24.025.C states that such products "....may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.”

At the State level, RCW 70A.245.080 has similar requirements to BIMC 8.24.025, stating that: “Except as provided in (b) of this subsection, a food service business may provide the following single use food service products only after affirming that the customer wants the item or items: (i) Utensils; (ii) Straws; (iii) Condiment packaging; and (iv) Beverage cup lids.” However, the RCW also states that “(2)(a) Nothing in this section prohibits a food service business from making utensils, straws, condiments, and beverage cup lids available to customers using cylinders, bins, dispensers, containers, or other means of allowing for single-use utensils, straws, condiments, and beverage cup lids to be obtained at the affirmative volition of the customer. (b) Utensils provided by a food service business for use by customers may not be bundled or packaged in plastic in such a way that a customer is unable to take only the type of single-use utensil or utensils desired without also taking a different type or types of utensil.”

Staff has updated the language in BIMC.24.015 to clarify that retail food establishments can provide reasonable accommodations for individuals with disabilities. This accompanies the existing language in the code, which states that “Nothing in this chapter shall be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities....” Alternatively, Council could elect to update the language under BIMC 8.24.015 to reflect the same language as RCW 70A.245.080 (allowing for single-use food service ware accessories to be placed out for customers to take after their affirmative volition and prohibiting the bundling of utensils) and/or direct the City Manager to work with businesses to encourage their staff to proactively ask customers if they would like disposable food service ware for to-go orders.

ATTACHMENTS:

Attachment A - Draft Ordinance 2023-24 Disposable Food Service Ware - 08.08.23.docx

Attachment B - Summary of Proposed Updates to BIMC 8.24 - 08.08.23.docx

Attachment C - Proposed Home Compostable Selection Methodology - 08.08.23.docx

BIMC 8.24 Proposed Updates for Waste Reduction Regulations - Council Presentation - 05.09.23.pptx

FISCAL DETAILS:

Fund Name(s):

Coding:

DRAFT ORDINANCE – 7/26/23

ORDINANCE NO. 2023-24

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 8.24 of the Bainbridge Island Municipal Code, establishing regulations for disposable food service ware and waste reduction.

WHEREAS, the City Council adopted Ordinance No. 2021-34 on November 9, 2021 amending Chapter 8.24 of the Bainbridge Island Municipal Code (BIMC) with changes that took effect on January 1, 2023; and

WHEREAS, City staff has worked with the Bainbridge Island Chamber of Commerce, Bainbridge Island Downtown Association and Bainbridge Island Zero Waste to provide education and outreach regarding products and practices that meet the requirements outlined in BIMC Chapter 8.24; and

WHEREAS, at the February 14, 2023 City Council meeting, City Council appointed three Councilmembers to form a Waste Reduction Ad Hoc Committee to review certain requests for temporary exemptions and waivers codified in BIMC Chapter 8.24, document decisions made related to waiver and exemption requests and the rationale for those decisions, meet with City staff to discuss implementation of BIMC Chapter 8.24, meet with business owners and members of the public to receive feedback on the language in BIMC Chapter 8.24 and experience with compliance, and consider and recommend updates to the existing waiver and exemption request process and/or language included in BIMC Chapter 8.24; and

WHEREAS, the Waste Reduction Ad Hoc Committee shared a summary memo outlining proposed changes to BIMC Chapter 8.24 based on feedback from local businesses and City staff at the April 18, 2023 City Council Study Session; and

WHEREAS, the Waste Reduction Ad Hoc Committee met with local businesses on at least two occasions to review the proposed changes to BIMC Chapter 8.24.

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

Section 1. **Amendment.** Chapter 8.24 of the Bainbridge Island Municipal Code is hereby amended to read as shown in Exhibit A, which is fully incorporated herein by this reference.

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

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

PASSED BY THE CITY COUNCIL this ___ day of _____, 2023.

APPROVED BY THE MAYOR this ____ day of _____, 2023.

_____
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATED:

_____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	August 4, 2023
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NO.	2023-24
ATTACHED:	Exhibit A

Chapter 8.24
DISPOSABLE FOOD SERVICE WARE AND WASTE REDUCTION

Sections:

8.24.005 Definitions.
8.24.010 Standards for disposable food service ware.
8.24.015 Exemptions.
8.24.020 *Reserved.*
8.24.025 Disposable food service ware requiring customer's affirmation.
8.24.030 Requiring reusable food service ware for on-premises dining.
8.24.035 Restricting certain types of single-use personal products in lodging establishments.
8.24.040 Rules and regulations.
8.24.050 Penalties.
8.24.060 Education and outreach.

8.24.005 Definitions.

A. "ASTM standard specification" means an explicit set of requirements to be satisfied by a material, product, system, or service established by meeting the standards of the American Society for Testing and Materials ("ASTM").

B. "Biodegradable Products Institute," or "BPI," refers to a certification program that ensures that compostable products and packaging displaying the BPI logo have been independently tested and verified to meet certain standards.

~~C. "Compost Manufacturing Alliance," or "CMA," refers to a certification program that ensures that compostable products displaying the CMA logo have been independently tested and verified to meet certain standards.~~

~~D~~C. "Condiment" means relishes, spices, sauces, confections, or seasonings that require no additional preparation and are usually used on a food item after preparation, and includes, but is not limited to, different types such as ketchup, mustard, mayonnaise, soy sauce, hot sauce, salsa, salt, pepper, and sugar/sugar substitutes.

~~E~~D. "Disposable" means designed to be discarded after a single or limited number of uses, not manufactured for long-term multiple reuse, and/or is not reusable as defined herein.

~~F~~E. “Fluorinated chemicals” means perfluoroalkyl and polyfluoroalkyl substances (PFAS chemicals) or chemicals which are a class of fluorinated organic chemicals containing at least one fluorinated carbon atom.

~~G~~F. “Food service ware” means a product intended to be used for serving, distributing, holding, packaging, and/or transporting prepared food including, but not limited to, plates, bowls, cups, trays, deli rounds, clamshells and other hinged or lidded containers, food contact paper (e.g., wraps, bags, tray liners), and portion cups. The term “food service ware” also includes food service accessories including, but not limited to, lids, straws, stirrers, cup spill plugs, cup sleeves, condiment packets, utensils, cocktail sticks/picks, toothpicks, napkins, and the packaging that any of these individual items are wrapped in.

~~H~~G. “Home compostable” means comprised of natural fiber as defined below, and/or able to break down or otherwise become part of usable compost in a safe and a timely manner in a nonindustrial composting environment. Any food service ware item that is “OK Compost HOME” certified by TÜV Austria will be presumed to satisfy this definition. In the event that an ASTM standard for home compostable products that meets or exceeds the OK Compost HOME certification is established, any food service ware item certified as satisfying that standard will satisfy this definition.

~~I~~H. “Industrial composting facility” means a large-scale professional composting facility which processes significant amounts of organic waste, including food service ware certified as industrial compostable, through a controlled biotechnological process, regulating factors such as particle size, moisture content, aeration, temperature, pH, and carbon/nitrogen ratio.

~~J~~I. “Lodging establishment” means an establishment that contains one or more sleeping room accommodation(s) that are rented or otherwise provided to the public, including, but not limited to, a hotel, motel, resort, bed and breakfast inn, or vacation rental (including lodging provided through hosting services such as Airbnb and VRBO).

~~K~~J. “Natural fiber” means a plant-based, nonsynthetic fiber, including, but not limited to, products made from paper, wood and wood pulp, sugar cane, bamboo, wheat stems/stalk, and hay.

~~L~~K. “Personal care product” includes, but is not limited to, hand soap, body wash, shampoo, conditioner, and lotion.

~~M~~L. “Expanded polystyrene” means blown polystyrene and expanded and extruded foams which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene).

~~N~~M. “Prepackaged food” means food service ware that has been filled with food and sealed by a separate food service business or food manufacturer prior to receipt by the point-of-sale retail establishment. “Prepackaged food” includes a utensil, straw, or other item physically attached for purposes of retail sale to food service ware prior to receipt by the point-of-sale retail establishment.

~~O~~N. “Prepared food” means food or beverages that undergo a cooking or food preparation technique on or off the retail food establishment’s premises for consumption by the public. Cooking and food preparation techniques include, but are not limited to, the following:

1. Cooking methods utilizing the application of heat, such as steaming, microwaving, simmering, boiling, broiling, grilling, frying, or roasting;

2. Beverage preparation, such as blending, brewing, steeping, juicing, diluting, or pouring;

3. Food preparation techniques, such as defrosting, rinsing, washing, diluting, cutting, portioning, mixing, blending, assembling, coating, dipping, garnishing, decorating, or icing.

“Prepared food” does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

~~P~~O. “Retail establishment” means any person, corporation, partnership, business, facility, vendor, organization, or individual that sells or provides merchandise, goods, or materials directly to a customer, including to a “retail food establishment.” “Retail establishment” includes, but is not limited to, retail food establishments, grocery stores, department stores, hardware stores, home or business delivery services, pharmacies, liquor stores, restaurants, catering trucks, convenience stores, or other retail stores or vendors, including temporary stores or vendors at farmers markets, street fairs, and festivals.

~~Q~~P. “Retail food establishment” means all sales outlets, stores, shops, or other places of business located within the city which sell or convey foods directly to the ultimate consumer. “Retail food

establishment" shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured, and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant; drive-in; coffee shop; cafeteria; short-order cafe; delicatessen; luncheonette; grill; sandwich shop; soda fountain; tavern; bar; cocktail lounge; nightclub; roadside stand; takeout prepared food establishment; industrial feeding establishment; catering kitchen; commissary; grocery store; public food market; food stand; or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other establishment or operation, including homes, where food is processed, prepared, stored, served, or provided for the public for charge.

~~R~~Q. "Reusable" means an item subject to this chapter designed and manufactured to maintain its shape and structure, and to be materially durable for repeated (at least 1,000 times each) sanitizing in water at 171 degrees Fahrenheit for at least 30 continuous seconds, washing via commercial dishwashing machine, and reuse.

~~S~~R. "Single-use" means a product that is designed to be used once and discarded, and/or is not reusable as defined herein.

~~T~~S. "TÜV Austria" means the corporation that certifies categories of compostable products including the certification of "OK Compost HOME" which classifies products as being able to be composted at ambient temperatures and with a natural microbial community (e.g., in a home compost environment).

~~U~~T. "Utensil" means a product designed to be used by a consumer to facilitate the consumption of food or beverages, including knives, forks, spoons, cocktail picks, chopsticks, splash sticks, and stirrers. "Utensil" does not include plates, bowls, cups, bottles, and other products used to contain food or beverages.

8.24.010 Standards for disposable food service ware.

A. No retail food establishment licensed to do business or required to be licensed within the city shall use expanded polystyrene-based food service ware at any time when providing prepared food.

B. Retail food establishments licensed to do business or required to be licensed within the city shall only use home compostable disposable food service ware when providing prepared food, except as otherwise provided in BIMC 8.24.015. The city manager or their designee shall establish a list of home compostable disposable food service ware items that are required to be provided. In establishing the list, the city manager or their designee shall consider availability,

cost, and performance in addition to the standards otherwise provided in this section. This list shall be presented to city council for review and adoption at least once a year. The city council may direct the city manager to amend the list from time-to-time as new items become available or are discontinued. The executive department shall post the list on the city's website and the city manager or their designee shall engage in outreach efforts to advise retail food establishments of any amendments to the list. Retail food establishments shall, at a minimum, provide the home compostable disposable food service ware items on the list, but may provide additional home compostable disposable food service ware items as long as those items otherwise meet the standards of this section.

C. All home compostable disposable food service ware items shall be ~~certified to be~~ free of all intentionally added fluorinated chemicals.

D. Except as otherwise provided in BIMC 8.24.015, all disposable food service ware items~~,~~ ~~including those that qualify for an exemption pursuant to BIMC 8.24.015~~, shall be:

1. Biodegradable Product Institute ("BPI") ~~C~~certified to be compostable in an industrial composting facility in a timely manner; and/or

2. Eligible to be accepted for recycling by the ~~retail food establishment's~~ primary recycling collection hauler offering service to Bainbridge Island residents or businesses, if such service is available.

~~E. To verify compliance with subsections C and D.1 of this section, items shall be certified by the Biodegradable Products Institute ("BPI"), the Compost Manufacturing Alliance ("CMA"), or another independent third party approved by the city manager or designee, in collaboration with the city's climate mitigation and adaptation officermanager.~~

F. ~~In order to encourage the use of reusable cups, r~~Retail food establishments are encouraged to incentivize customers to bring their own reusable cups. ~~shall charge $0.25 for every disposable cup provided.~~

~~1. Income from the disposable cup charge shall be retained by the retail food establishment.~~

~~2. Charges for disposable cups shall be identified separately on any post-sale receipt provided and, presale, shall be clearly identified for the customer on media such as menus, ordering platforms, and/or menu boards. Customers placing orders by telephone shall be informed verbally of the single-use cup charge at the time of the placement of the order.~~

~~3. This provision shall not prohibit a retail food establishment from providing free drinking water upon request to customers in a small, unlined paper cup.~~

~~4. This provision shall not apply to nonprofit entities or entities providing services on behalf of a nonprofit that operate as a retail food establishment for less than 10 days per calendar year.~~

~~5.~~ Customers may provide their own reusable cups for beverage service in accordance with the Retail Food Code, WAC 246-215-03348. These reusable cups must be clean, sturdy, and appropriately insulated if ordering hot beverages such that they can be held in the customer's bare hand if intended to be used for hot liquids. Retail food establishments may refuse to use, at their sole discretion, any customer-provided cup that is cracked, chipped, or corroded, appears inappropriate in size, material, or condition for the intended beverage, or that appears to be soiled or unsanitary, and instead require use of a reusable cup provided by the establishment for any beverage consumed on the premises, or an establishment-provided disposable cup that conforms to the standards of this chapter.

2. Retail food establishments with drive-through facilities have until (September 30, 2024) to implement a process to accept a customer's own reusable cup in the drive-through. Impacted retail food establishments shall provide the City with a plan for how they will transition to accommodate a customer's own reusable cup in the drive-through facility by December 31, 2023. Retail food establishments with drive-through facilities are encouraged to provide clear signage in the drive-through regarding options for customers to use their own reusable cups for drive-through and/or on-premises dining.

8.24.015 Exemptions.

A. Prepackaged food is exempt from the provisions of this chapter.

B. ~~If the city manager, with the input of the climate adaptation officer, determines that a reasonably feasible disposable food service ware item that complies with BIMC 8.24.010.B does not exist, that item will be exempt from that provision for a period not to exceed one year. A current list of exempted items will be posted on the city's website.~~ The use of metal foil, metal foil-faced papers and engineered composite papers used to wrap hot food such as hamburgers and burritos is exempt from the provisions of this chapter.

~~Exemptions will only be granted where there are not at least two vendors that make suitable and readily commercially available home compostable alternatives to the disposable food service item for which the exemption is being sought.~~

~~C. Exempted items shall comply with BIMC 8.24.010.D, unless the city manager or their designee specifically determines that there is no reasonably feasible alternative that meets that standard.~~

~~D. If the city manager extends any exemption granted herein, public notice of extension shall be posted on the city's website. Extensions under this section may be granted for periods of time not to exceed one year per authorization.~~

~~E~~B. Nothing in this chapter shall prevent a retail food establishment from making reasonable accommodations for individuals with disabilities or be construed to conflict with the Americans with Disabilities Act or any other applicable law concerning the rights of individuals with disabilities. In particular, nothing in this chapter shall restrict, or be construed to restrict, the provision by retail food establishments or health care facilities of disposable noncompostable straws to individuals who may request the use of disposable noncompostable straws to accommodate medical needs or disabilities. In the case of health care facilities, straws may be distributed without patient request on a case-by-case basis at the discretion of the healthcare facility staff based on the physical or medical needs of the patient.

8.24.020 Reserved.
(Ord. 2021-18 § 5, 2021; Ord. 89-03 § 2, 1989)

8.24.025 Disposable food service ware requiring customer's affirmation.
A. Except as provided in subsection B, ~~A~~ a retail food establishment may provide the following single-use food service ware only ~~upon a customer's affirmation~~ after affirming that the customer wants ~~for~~ the ~~below~~ item or items:

1. Utensils;

2. Straws;

3. Condiment in packaging; and/or

~~4. Beverage cups; and/or~~

~~5.~~ Beverage cup lids.

B. A retail food establishment may provide beverage cup lids without the customer's affirmation for:

1. Hot beverages; or

2. Beverages provided through delivery service, drive-through, or curbside pickup.

C. The products listed in subsection A of this section may not be available to customers in cylinders, bins, dispensers, containers, or other means on a self-service basis for any reason.

~~D. This section shall take effect as of January 1, 2022.~~

8.24.030 Requiring reusable food service ware for on-premises dining.

A. Reusable food service ware, including utensils, are required at all retail food establishments with on-premises dining ~~establishments~~ for any meal to be eaten on the premises. Home compostable straws shall be allowed upon request for dining on the premises. Condiments, such as sauces, ketchup, or mustard, provided for on-site consumption, shall not be served in disposable, individual-serving packaging.

B. Consumption is considered on-premises if it takes place at tables and/or seating provided by the food service business, either on its own or in relation to another food service business. This requirement does not prohibit a retail food service business from providing, upon a customer's request, disposable food service ware compliant with BIMC 8.24.010 for the customer to take away leftover food after dining on the premises.

C. Customers must be asked whether they will consume the food or beverage they have ordered at the premises, or whether the order will be taken away as a takeout order. In the case of self-service facilities (e.g., food or salad bar), this requirement shall be satisfied by the provision of reusable and disposable options for customer self-selection, with reusable options clearly marked to encourage use for on-premises dining.

D. Waivers. Retail food establishments with ~~O~~on-premises dining ~~establishments~~ that do not have on-site or off-site dish washing capacity may petition the city manager or their designee for a full or partial one-year waiver. To obtain a waiver, the food service business shall demonstrate inability to comply due to insurmountable space constraints, undue financial hardship, and/or other extraordinary circumstances. Food service ware used for on-premises dining pursuant to a waiver obtained under this section shall comply with all requirements set forth elsewhere in this chapter. Granting of a waiver is at the sole discretion of the city manager or their designee and is not subject to appeal. Waivers may be renewed by submitting a new petition to the city manager or their designee.

8.24.035 Restricting certain types of single-use personal products in lodging establishments.
No single-use personal care products shall be distributed in lodging establishments unless they are packaged in home compostable packaging. Lodging establishments are encouraged to use refillable personal care product dispensers.

8.24.040 Rules and regulations.

A. The city manager is charged with the enforcement of this chapter shall be authorized from time to time to adopt reasonable rules and regulations for its implementation, which shall be consistent with these provisions.

B. The city manager may suspend all or any portion of the requirements of this chapter temporarily if extraordinary circumstances make compliance impossible or impractical. Such circumstances may include, but are not limited to, interruptions in the supply chain that make any of the compostable products identified in this chapter impossible, impractical, or cost-prohibitive to obtain, as the result of fire, flood, earthquake, elements of nature or acts of God, war, terrorism, riots, civil disorder, work stoppages, strikes, or any other similar cause beyond the reasonable control of the businesses subject to this chapter.

8.24.050 Penalties.

A. Prior to imposing penalties or taking other enforcement action as set forth in subsection B of this section, the city shall attempt to provide written notice to any establishment in violation of this chapter. The notice shall include a description of the item sold or provided by the retail establishment in violation of the requirements of this chapter, the text of the specific code provision(s) that apply, and information on how to comply with the provision(s). The notice shall be provided to the retail establishment by personal service or certified mail, return receipt requested. Such notice is not a formal enforcement action, is not subject to appeal, and is a public record.

B. Any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and, upon such a finding, shall be punishable by a fine not to exceed $250.00 per day for the first 20 days that the violation exists and $500.00 per day for each day thereafter. Each such violation committed or permitted to continue by the violator shall constitute a separate offense and shall be punishable as such under this section. Each day that an establishment violates any of the provisions of this chapter shall constitute a single, separate violation.

8.24.060 Education and outreach.

As necessary, the city manager, or their designee, and pursuant to BIMC 8.24.040, shall provide, or contract for the provision of, education and outreach activities to inform retail establishments, consumers, and other interested individuals about the requirements of this chapter. Education and outreach will be designed to effectively convey the policies underlying this chapter, describe the actions necessary to gain compliance with its provisions, and minimize the need for formal enforcement action. The city will emphasize education and outreach rather than enforcement to achieve compliance with the requirements of this chapter.

A? achment B: Summary of Proposed Changes to BIMC 8.24

The table below provides addi?onal informa?on regarding significant edits proposed for BIMC 8.24, as outlined in A? achment A – Bainbridge Island Disposable Food Service Ware Ordinance Updates - 08.08.23. Please note that not all proposed edits to BIMC 8.24 are outlined in this table, including text edits for clarity or edits that otherwise do not make substan?ve changes. All edits were reviewed by the Council ad hoc commi? ee and can be seen in A? achment A.

SUMMARY OF CHANGE	RATIONALE FOR CHANGE
BIMC 8.24.010 – Standards for disposable food service ware.	
Removed the $0.25 disposable cup fee. Businesses are instead encouraged to incen?vize customers to bring their own reusable mugs.	Responds to feedback from businesses regarding high costs for reprogramming registers and aggressive behavior from customers towards staff when alerted to the fee.
Added language providing retail food establishments with drive-through facili?es with up to one year to transi?on to a process to accept a customer's own reusable cup in the drive-through (with interim requirements for submi? ng a plan for that transi?on to the City and language encouraging signage/outreach to customers regarding how they can use their own cups).	• Responds to a customer complaint regarding logis?cal challenges accep?ng reusable cups as communicated by the one retail food establishment on the island with a drive-through facility. That business is currently unable to accept reusable cups for sodas in the drive-through due to the use of an automated beverage system. It is unlikely this would be an issue for addi?onal businesses in the future, per the language prohibi?ng new drive-through facili?es on the island, as outlined in BIMC 18.09.03.D.2.(a, c, d, e).
Changed from a process that requires all disposable food service ware be home compostable to a phased approach with a limited number of required products in a home compostable form based on availability, cost and performance (as outlined in A? achment C – Proposed Home Compostable Selec?on Methodology – 08.08.23).	Responds to feedback from businesses regarding challenges sourcing home compostable products, significant cost increases associated with some products and performance challenges with certain types of foods and home compostable products. Products would be evaluated for inclusion in an annual list based on the following criteria (as outlined in addi?onal detail in A? achment C): • Availability: Products with at least two manufacturers that currently make suitable and readily commercially available home compostable alterna?ves. • Cost: Products with a home compostable version that costs less than 15% more than the industrial compostable equivalent (based on a range of product sizes and costs). • Performance: Products that meet Department of Ecology PFAS Alterna?ve assessments leak and grease resistance standards and/or have been evaluated by staff in terms of the number and type of complaints received from local businesses (i.e., product failures that may cause harm to people or property).

SUMMARY OF CHANGE	RATIONALE FOR CHANGE
BIMC 8.24.015 – Exemp?ons	
Removed process for reques?ng a temporary exemp?on to the home compostable requirements for disposable food service ware.	Not applicable with change to a limited list of home compostable products required each year.
Added an exemp?on for the use of metal foil, metal foil-faced papers and engineered composite papers used to wrap hot food such as hamburgers and burritos	Aligns with language used by neighboring jurisdic?ons and addresses business complaints regarding performance challenges with hot foods and home compostable containers.
Added language clarifying that retail food establishments can make reasonable accommoda?ons for individuals with disabili?es.	Addresses resident complaint regarding impacts to people with disabili?es (such as an inability to speak) associated with current requirements that a retail food establishment may provide some single-use food service ware (such as disposable utensils) only upon a customer's affirma?on.
BIMC 8.24.025 – Disposable food service ware requiring customer's affirma?on	
Removed beverage cups from the list of items requiring customer affirma?on.	Addresses business feedback regarding limited space behind the counter to store this bulky item.
BIMC 8.24.025 – Rules and Regula?ons	
Added language gran?ng the City Manager the ability to suspend some or all the requirements in BIMC 8.24 in the event of extraordinary circumstances.	Addresses unknown future market forces and shi?s that could significantly impact the community's ability to comply with these requirements as currently stated.
Other	
Incorporated minor text edits throughout.	Provides clear and accurate informa?on in response to proposed edits, and addresses areas of confusion noted by staff in interpre?ng and implemen?ng current code requirements.

Proposed Methodology for Evalua?ng Home Compostable Food Service Ware Products: Phased Approach

July 20, 2023

SUMMARY

The City is considering a phased approach to the implementa?on of home compostable, disposable food service ware products required for use by retail food establishments. Per the proposed updates to BIMC 8.24.010.B:

> "The city manager or their designee shall establish a list of home compostable disposable food service ware items that are required to be provided. In establishing the list, the city manager or their designee shall consider availability, cost, and performance in addi?on to the standards otherwise provided in this sec?on. This list shall be presented to city council for review and adop?on at least once a year. The city council may direct the city manager to amend the list from ?me-to-?me as new items become available or are discon?nued. The execu?ve department shall post the list on the city's website and the city manager or their designee shall engage in outreach efforts to advise retail food establishments of any amendments to the list. Retail food establishments shall, at a minimum, provide the home compostable disposable food service ware items on the list, but may provide addi?onal home compostable disposable food service ware items as long as those items otherwise meet the standards of this sec?on."

To determine what criteria will be used to evaluate products for inclusion in a phased list, the City reviewed requirements and associated research from other municipali?es and government organiza?ons with similar requirements for retail food service establishments. Specifically, City staff reviewed the requirements for reducing single-use plas?c waste in a retail food establishment se? ng from the following organiza?ons and municipali?es:

- Washington State Department of Ecology
- City of Sea? le, WA
- City of Bellingham, WA
- San Mateo County, CA
- City of Berkeley, CA

Based on a review of requirements for these groups, and local experience to date iden?fying and procuring home compostable food service ware products, City staff recommends using the following criteria to develop a list of required home compostable products in a phased approach:

- **Availability**: Products with at least two manufacturers that currently make suitable and readily commercially available home compostable alterna?ves.
- **Cost**: Products with a home compostable version that costs less than 15% more than the industrial compostable equivalent (based on a range of product sizes and costs).
- **Performance**: Products that meet Department of Ecology PFAS Alterna?ve assessments leak and grease resistance standards and/or have been evaluated by staff in terms of the number and type of complaints received from local businesses (i.e., product failures that may cause harm to people or property).

CITY OF BAINBRIDGE ISLAND EVALUATION AND RECOMMENDED METHODOLOGY

Based on an evalua?on of other municipal waste reduc?on/pollu?on preven?on regula?ons related to retail food establishments, City staff recommends using the following criteria – defined below – to develop a list of required home compostable products in a phased approach:

- Availability – how many manufacturers are currently producing a home compostable version of a food service ware item?
- Cost – How much is the increase in cost to switch from an industrial compostable product to a home compostable version?
- Performance – Does the home compostable food service ware product support its intended use or are there func?onal problems with the products available (e.g., are they leak resistant; can they withstand extreme temperatures/heavy, wet, oily foods.)?

Availability

BIMC 8.24 currently requires all disposable food service ware to be home compostable. Exemp?ons are only granted where there are not at least two vendors that make suitable and readily commercially available home compostable alterna?ves to the disposable food service item for which the exemp?on is being sought. Staff recommends using similar criteria to evaluate the availability of home compostable products for inclusion in a phased list. Specifically, availability would be defined as products with at least two manufacturers that currently make suitable and readily commercially available home compostable alterna?ves.

Cost

Staff have received feedback from businesses that home compostable products can cost 100% more compared to non-home compostable products. Staff recommends that cost be a criterion in evalua?ng home compostable products for inclusion in a phased list. Specifically, any product with a home compostable version that costs less than 15% more than an industrial compostable equivalent (based on a range of product sizes and costs) will be considered as viable for purchase. Staff support this approach for two reasons. First, this decision aligns with Ecology's assessment. Second, the ordinance requires that any product that is not home compostable must either be industrial compostable or eligible to be accepted for recycling by the primary collec?on hauler offering service to Bainbridge Island residents of businesses. Therefore, comparing products between home compostable and industrial compostable is the preferred alterna?ve. Products without an industrial compostable op?on will be evaluated in comparison to a recyclable and/or tradi?onal product, as applicable.

Performance

Staff have received feedback from businesses that certain home compostable products are not leak resistant to extreme temperatures and par?cularly wet, dense, and/or oily foods. Staff recommends that performance be a criterion in evalua?ng home compostable products for inclusion in a phased list. Specifically, staff recommend including products that meet the Department of Ecology PFAS Alterna?ve assessments level of leak and grease resistance. Addi?onally, given the limited number of products reviewed in Ecology's assessment, staff recommend the City consider the number and types of complaints about product performance in evalua?ng home compostable product performance (i.e., product failures that may cause harm to people or property).

NEXT STEPS

City staff will use these criteria to develop an ini?al, Phase 1 list of proposed disposable food service ware products to be provided as home compostable op?ons for Council review and approval. Staff an?cipates providing this list to Council for review in September/October 2023.

Proposed Updates to BIMC 8.24 – Disposable Food Service Ware and Waste Reduction

CITY OF BAINBRIDGE ISLAND

CLIMATE SMART BAINBRIDGE

August 8, 2023

Autumn Salamack
Climate Mitigation & Adaptation Manager

Presentation Overview

Key Updates to Ordinance

Revised Criteria for Identifying Home Compostable Food Service Ware

Next Steps

BIMC 8.24.010 – Standards for Disposable Food Service Ware

- Removed $0.25 disposable cup fee
- Added language clarifying that drive-through facilities have up to one year to accommodate reusable customer cups
- Created an annual list of home compostable disposable food service ware items required for use

Phased Approach for Home Compostable Products

- Establish a list of home compostable disposable food service ware items
  - City Council review and adoption at least once a year
  - List shall consider product availability, cost, and performance

Availability:

At least 2 manufacturers with readily available products

Cost:

15% or less more than comparison product

Performance:

Meets Ecology leak/grease resistant standards, consideration of local complaints

BIMC 8.24.015 - Exemptions

- Removed process for requesting temporary exemptions for disposable products

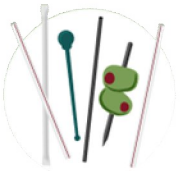
- Added an exemption for the use of metal foil/foil-faced papers and engineered composite papers used to wrap hot foods

BIMC 8.24.015 - Exemptions

- Added language clarifying businesses can make reasonable accommodations to provide disposable food service ware for individuals with disabilities

- Additional Options:
  - Update City code to align with RCW 70A.245.080; requires customer affirmation but allows items to be placed out for public access
  - Work with businesses to encourage staff to ask customers if they need items at checkout

Knives, forks, spoons, chopsticks



Cocktail picks, splash sticks, stirrers, straws

Cold cup lids

Sauce or condiment packets

Other Code Edits

- Removed beverage cups from the list of items requiring customer affirmation
- Added language granting City Manager the ability to suspend some or all the requirements in BIMC 8.24 in the event of extraordinary circumstances
- Incorporated various text edits to provide additional clarity for implementation

Next Steps

- September: Council adoption of Ordinance 2023-24
- October: Council review of Phase 1 home compostable product list
  - Business outreach to review phased product list
- End of year: Business Ambassador site visits to review changes to BIMC 8.24

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:30 PM) Authorize the City Manager to Include a Graphic Design, Tree Rendering #1, on the Winslow Water Tank and Prepare an Associated Budget Amendment in the Amount of $70,000 (General Fund),

SUMMARY: City staff are requesting that the City Council authorize the City Manager to include the graphic design on the Winslow Water Tank ranked most highly in a City survey, Tree Rendering #1, and prepare an associated budget amendment in the amount of $70,000 from the General Fund.

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

RECOMMENDED MOTION: I move to authorize the City Manager to include a graphic design, Tree Rendering #1, on the Winslow Water Tank and prepare an associated budget amendment in the amount of $70,000 (General Fund).

COMMUNITY ENGAGEMENT AND OUTREACH: A virtual community engagement opportunity on the tank graphics was hosted in May-June 2023.

FISCAL IMPACT:	
Amount:	$70,000
Ongoing Cost:	N/A
One-Time Cost:	$70,000
Included in Current Budget?	No

BACKGROUND: On May 23, 2023, the City Council authorized the City Manager to conduct public engagement on several design alternatives for graphics on the Winslow Water Tank. In late May and early June, the Public Works Department hosted an Engage Bainbridge site that included an opportunity for the public to rank four options for graphics, including a blank graphic. As shown in the attached documents, over 900 people participated in the survey, and a large majority chose Tree Rendering #1, which is also attached for reference.

At the May 23rd meeting, there was a suggestion from the City Council that the General Fund should support the cost of the tank graphic, as it will benefit the larger community and not just the water utility ratepayers. Therefore, the suggested motion for this item identifies a general fund budget amendment for the project in the amount of $70,000 to support the preferred graphic.

ATTACHMENTS:

Winslow Water Tank Graphic.pdf

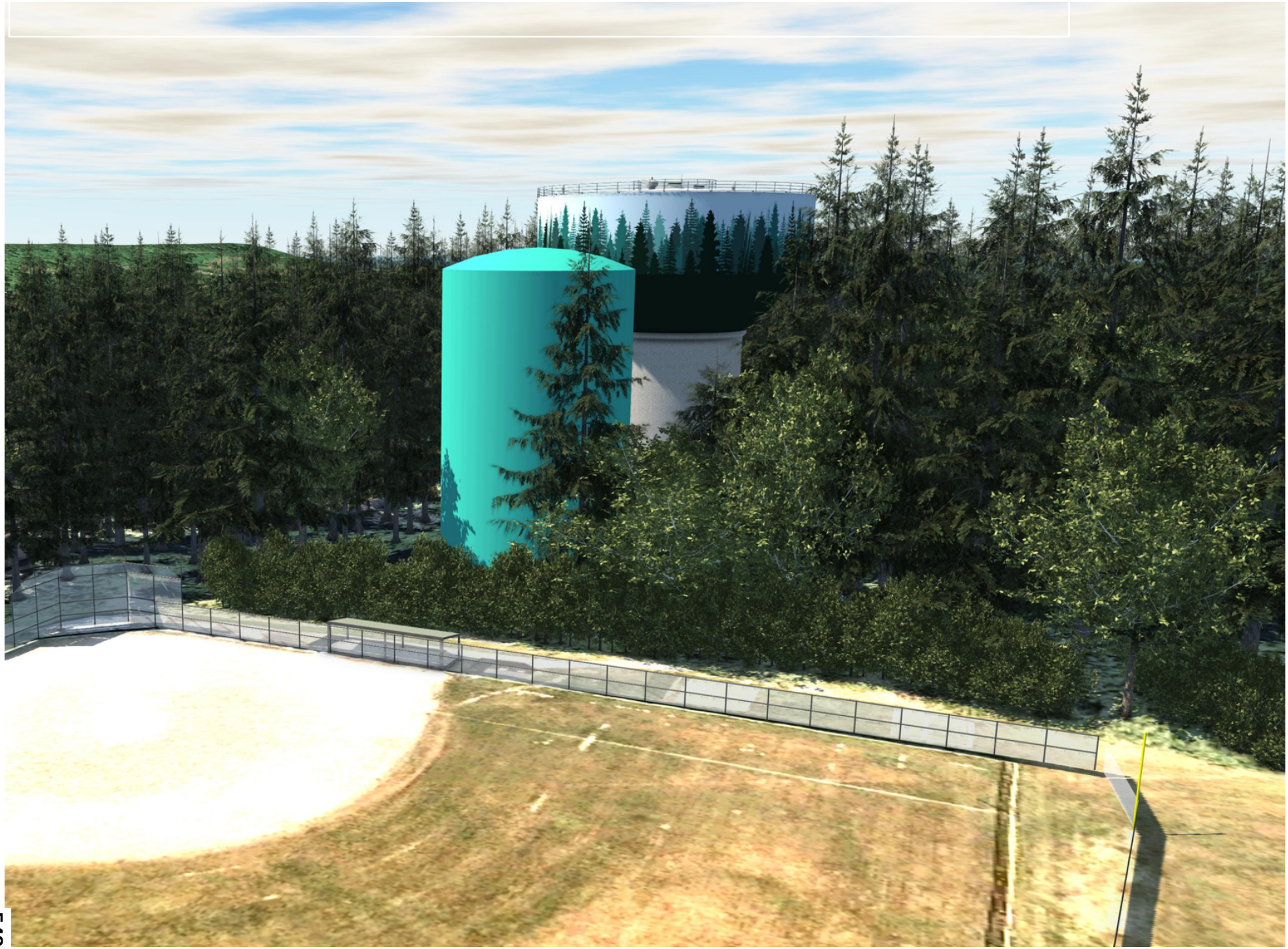
Water Tank Graphic_Public Feedback.pdf

FISCAL DETAILS: Upon approval by the City Council, a General Fund budget amendment in the amount of $70,000 will be prepared for the Winslow Water Tank, Capital Improvement Plan project #00988. The funds will only be used to support the graphics element of the project.

Fund Name(s): General Fund

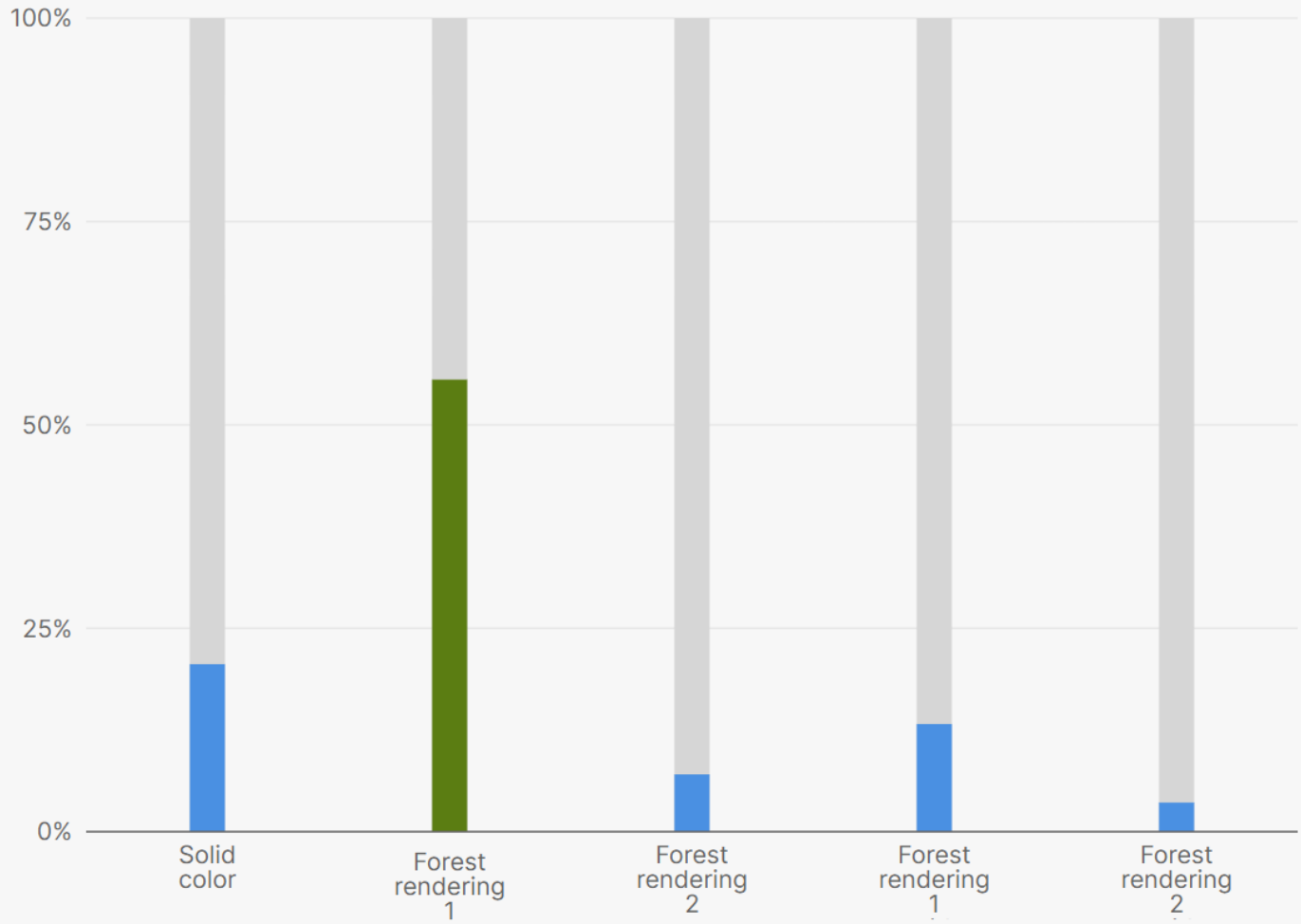
Coding: Capital Improvement Project #00988

Winslow Water Tank Graphic - Recommended Alternatve



Feedback

Please choose the graphic that you think should be included on the Winslow Water Tank.



ANSWER OPTION	%	# OF RESPONSES
Solid color	20.59%	196
Forest rendering 1	55.57%	529
Forest rendering 2	7.04%	67
Forest rendering 1 with text	13.24%	126
Forest rendering 2 with text	3.57%	34
Total		**952**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (8:40 PM) Discuss Resolution No. 2023-06 Reducing Land Use Permit Fees for Affordable Housing Developments - Planning,

SUMMARY: Resolution No. 2023-06 proposes a tiered system of land use permit fee offsets for development that includes designated affordable housing. The cost of the offsets would utilize the City's Housing Trust Fund. The Housing Trust Fund is governed by Chapter 3.38 of Bainbridge Island Municipal Code, which specifies how monies from the fund can be disbursed, including for financial assistance to support housing projects consistent with city policy.

AGENDA CATEGORY: Discussion **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION: Review Resolution No. 2023-06, utilizing the City Housing Trust Subfund to pay a portion of certain land use application fees for residential development projects that will provide affordable housing units and advance to September 12, 2023 Regular Council meeting for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The draft resolution provides for land use permit fee offsets as follows: For projects that will provide affordable units to those income-qualified households at or below 50% Area Median Income (AMI) (very low income), providing between 25-50% designated affordable housing units: eligible for HTF monies for 25% of land use permit fee(s); between 51-75% designated affordable housing units: eligible for HTF monies for 50% of land use permit fee(s); between 76-100% designated affordable housing units: eligible for HTF monies for 75% of land use permit fee(s). For projects that will provide affordable units to those income-qualified households between 51-80% AMI (low income) providing between 25-50% designated affordable housing units: eligible for HTF monies for 10% of land use permit fee(s); between 51-75% designated affordable housing units: eligible for HTF monies for 25% of land use permit fee(s); between 76-100% designated affordable housing units: eligible for HTF monies for 50% of land use permit fee(s).

Residential construction projects require a variety of permits depending on exact scope of work. These include both land use permits and building permits. Single family projects may require land use approval in the form of a long or short subdivision, and multifamily projects typically require a site plan and design review permit. Some projects may also require a conditional use permit as part of the land use approval as well, depending on location.

Current fees for relevant land use permits:

- Site Plan and Design Review, Major: $17,530
- Conditional Use Permit: $20,020
- Long Subdivision: $32,360
- Short Subdivision: $6,600 to $10,870 depending on number of lots

Reducing permit fees for affordable housing projects is identified as a “Quick Win” recommendation in 2018 Affordable Housing Task Force Final Report, and identified in Action 1.2 in the 2023 Housing Action Plan. The Council expressed a desire to reduce permit fees for affordable housing.

Projects containing a combination of affordability levels may add offset percentages together. For example, an apartment building requiring Site Plan and Design Review permit with 100% of units dedicated to affordable housing as follows, with 50% of units dedicated for very low income and 50% of units dedicated for low income, 35% of the land use review fee would be offset by HTF monies; the resultant cost for the applicant would be $11,394.

ATTACHMENTS:

Resolution No. 2023-06 Relating to a fee payment for affordable housing development projects.docx

FISCAL DETAILS: The affordable housing fund balance totals approximately $1.56 million as of the end of April 2023 broken out as follows.:

Housing Trust Subfund	$250,000
Affordable Housing Sales Tax	$870,000 (60% AMI limitation)
Affordable Housing Sales Tax Credit	$140,000 (60% AMI limitation)
Prior Year General Fund Contributions	$300,000

Based on the Site Plan and Design Review permit fee, there is expected an annual rate of use of these funds to be approximately $8,000 per year, with a maximum use not expected to exceed $20,000 per year.

Fund Name(s):

Coding:

RESOLUTION NO. 2023-06

A RESOLUTION of the City of Bainbridge Island, Washington, to utilize the City Housing Trust Fund to pay a portion of certain land use application fees for residential development projects that will provide affordable housing units.

WHEREAS, RCW 82.02.020 authorizes the collection of reasonable fees to cover the costs to the City for such activities; and

WHEREAS, the City of Bainbridge Island updated the Fee Schedule in March, 2022, with approval of Resolution No. 2022-06, reflecting City Council actions and the actual cost to the City of various services in accordance with state law, and the purpose of planning fees is to cover the costs identified; and

WHEREAS, all proposed residential development requires land use permit approval such as a site plan and design review or preliminary long subdivision prior to construction; and

WHEREAS, through its discussion of Resolution No. 2022-06, the City Council subsequently expressed concern over the cost of building and planning fees for affordable housing projects and proposed further work on the matter; and

WHEREAS, Section 2 of Resolution No. 2022-06 indicated that the City Manager would bring back to the City Council a proposed policy for certain building and planning fees related to affordable housing projects; and

WHEREAS, the City Housing Trust Fund (HTF) is governed by BIMC Chapter 3.38, and Section 3.38.040 specifies how monies from the HTF can be disbursed, including for financial assistance to support housing projects consistent with city policy; and

WHEREAS, reducing permit fees for affordable housing projects is identified as a "Quick Win" recommendation in 2018 Affordable Housing Task Force Final Report and Action 1.2 in the 2023 Housing Action Plan; and

WHEREAS, Bainbridge Island Municipal Code Section 18.21.020 requires affordable units be designated via covenant for 50 years for rentals and 99 years for home ownership units; and

WHEREAS, the City desires to utilize the HTF to pay a portion of required land use permit application fees for development projects that include designated affordable housing;

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

Section 1. The building and planning section of the City's Fee Schedule are hereby amended as shown in attached Exhibit A, which is hereby adopted and incorporated into this resolution by reference.

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

Section 4. This Resolution shall take effect and be in force five (5) days from its passage and publication as required law.

PASSED by the City Council this XX day of XX 2023.

APPROVED by the Mayor this XX day of XX 2023.

_____
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: XXX, 2023
PASSED BY THE CITY COUNCIL: XXX, 2023
RESOLUTION NO. 2023-06

9. BUILDING AND PLANNING FEES

The charges in this section are in addition to any applicable charges in other sections. All fees and charges shall be paid before an application is deemed complete, and issuance of a permit or approval may be withheld until all fees and charges have been paid.

Offset in applicable land use permit fees for affordable housing developments
An applicant with a project that integrates designated affordable housing units (in compliance with BIMC 18.21.020) as described below may request that the City's Housing Trust Fund (HTF) pay a portion of the fee(s) for applicable land use permits, e.g. Site Plan and Design Review, Long Subdivision, and/or Conditional Use Permit. An applicant can submit a request for assistance from the HTF to the Director of Planning and Community Development. The request will be reviewed and approved by the City Manager. See BIMC Chapter 18.21 and 18.36.030 for specifics on affordable housing income levels.

For projects that will provide affordable units to those income-qualified households at or below 50% Area Median Income (AMI) (very low income)

- Providing between 25-50% designated affordable housing units: eligible for HTF monies for 25% of land use permit fee(s).
- Providing between 51-75% designated affordable housing units: eligible for HTF monies for 50% of land use permit fee(s).
- Providing between 76-100% designated affordable housing units: eligible for HTF monies for 75% of land use permit fee(s).

For projects that will provide affordable units to those income-qualified households between 51-80% AMI (low income)

- Providing between 25-50% designated affordable housing units: eligible for HTF monies for 10% of land use permit fee(s).
- Providing between 51-75% designated affordable housing units: eligible for HTF monies for 25% of land use permit fee(s).
- Providing between 76-100% designated affordable housing units: eligible for HTF monies for 50% of land use permit fee(s).

Project changes before permit issuance

Whenever an application that has received assistance from the HTF is changed during development review in a way that decreases the number of affordable units or the level of affordability on which the assistance was based, the amount of the HTF assistance shall be recalculated and the applicant shall be required to pay the difference, if any, between the assistance originally granted and the assistance for which the revised project would have been eligible. This amount shall be paid to the city by the applicant prior to issuance of the permit for which the assistance was received.

Project changes after initial permit issuance

BIMC 18.21.020.C requires that owners of property on which affordable housing will be built must provide the city with a duly executed covenant running with the land, binding all the assigns, heirs, and successors of the owner of the affected parcels, in a form approved by the city attorney, identifying the affordable units or parcels and acknowledging the owner's obligations regarding affordability, prior to final approval of any permit. Whenever a project that has received an initial permit utilizing HTF assistance is subsequently changed to decrease the affordable units or the level of affordability on which the HTF assistance was based, the amount of the HTF assistance shall be recalculated and the applicant for any subsequent permit or any amendment of the covenant shall be required to pay the difference, if any, between the assistance originally granted and the assistance for which the revised project would have been eligible. This amount shall be paid to the city prior to the issuance of any subsequent permit and prior to any city approval of amendment to the covenant required by BIMC 18.21.020.C.

Withdrawal of application

Whenever an application that has received assistance from the HTF is withdrawn prior to issuance of the permit, any allowable refund shall, after payment of permit processing costs incurred by the city, be applied first to reimburse the HTF for the assistance provided with the application fee. Once the city's permit processing costs are paid and the HTF is fully reimbursed, any refund amount remaining shall be returned to the applicant.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:55 PM) Authorize the City Manager to Issue a Request for Proposals for Cultural Funding in a total amount of $300,000 for 2024-2025,

SUMMARY: The City provides $300,000 in a two-year funding cycle to local nonprofit organizations to support cultural activities in the community, considered to be activities that support goals and activities in the Cultural and Economic Elements of the Comprehensive Plan. Every two years, the City issues a Request for Proposals (RFP) to solicit requests for funding from this program. This RFP will cover the next two-year funding cycle (2024-2025) and authorize $300,000 in planned funding.

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

RECOMMENDED MOTION: I move to authorize the City Manager to issue a Request for Proposals for the Cultural Funding Award Cycle in a total amount of $300,000 for 2024-2025, substantially in the form attached.

COMMUNITY ENGAGEMENT AND OUTREACH: This opportunity will be discussed at the August 8 Council meeting. Engagement will be conducted through social and print media, City advisory groups, and other avenues.

FISCAL IMPACT:

Amount:	$300,000
Ongoing Cost:	
One-Time Cost:	$300,000
Included in Current Budget?	Yes

BACKGROUND: The City of Bainbridge Island's Comprehensive Plan includes the vision that "Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island." Every two years, the City conducts a process to solicit proposals from local nonprofits organizations to deploy cultural element implementation funding.

For cultural activities in 2024-2025, the City will award $300,000 in funding to community organizations. The RFP seeks proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors. Special consideration is given to organizations and projects that will use City funds to advance the community objectives identified within the Cultural Element and/or Economic Element of the City's Comprehensive Plan. The suggested minimum of $5,000 is intended to provide for awards of sufficient size to make the award

administratively efficient, while the maximum amount of $50,000 allows for a significant award if the task force deems that to be the desired use of funds.

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.

Cultural Funding Award Cycle Evaluation – Threshold Criteria

Non-for-profit organization or an organization that applies with a fiscal sponsor

Demonstrated two-year history of continuous operation by applicant organization

Complete and timely application

Demonstrated connection of proposed project or activities to cultural or economic element of Comprehensive Plan

Cultural Funding Award Cycle Evaluation – Evaluation Criteria

Proposal clarity

Demonstrated community need for the services or project

Alignment with the goals articulated in the Cultural and Economic Elements of the Comprehensive Plan

Alignment with City goals and values including climate-friendly business, equity and inclusion, and sustainable transportation practices

Overall community service delivery impact

Sustainability and organizational capacity

The proposed scoring matrix provides guidance to the task force:

Clarity: up to 10 points

Community Need: up to 20 points

Alignment: up to 25 points

Impact: up to 35 points

Sustainability: up to 10 points

ATTACHMENTS:

Presentation - Cultural Funding - for 2024-2025 award cycle

COBI Cultural Funding Request for Proposals for 2024-2025 RFP

COBI Cultural Funding Application Form for 2024-2025

FISCAL DETAILS: The 2023 -2024 Adopted Budget contemplates $300,000 for a two-year cultural funding award cycle. Applications are considered and a set of awards are recommended to the City Council. Awards will be made in the fall of 2023 for 2024-2025 funding. Organizations submit quarterly and annual reports and receive reimbursement for qualifying expenses.

Fund Name(s): General Fund

Coding:

CITY OF
BAINBRIDGE ISLAND

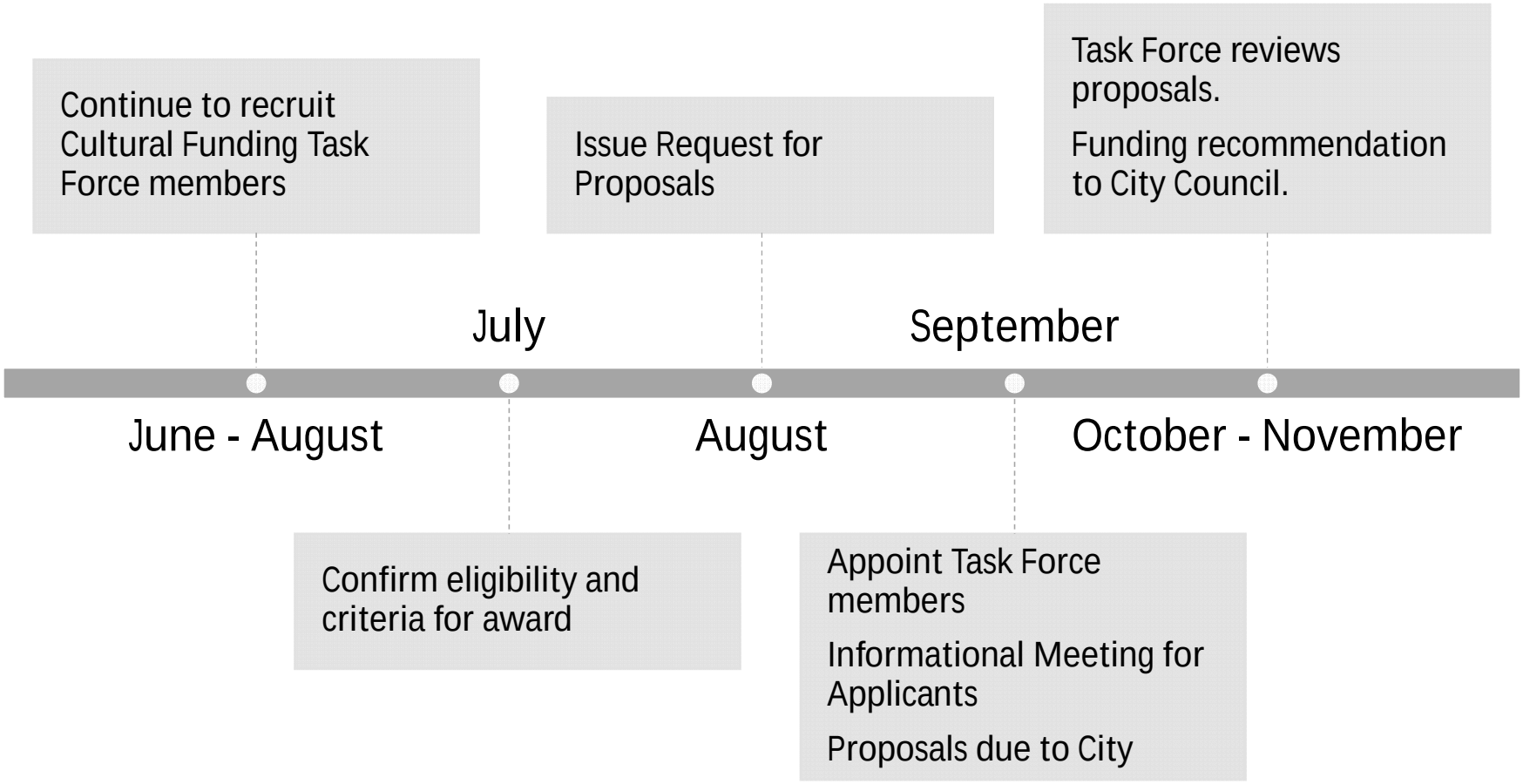
2024-2025 Cultural Funding Process Discussion

2024 – 2025 Cultural Funding Award Cycle

Tonight's Topics

- Review award cycle schedule
- Confirm eligibility
- Confirm selection criteria

General Timeline



Funding Awards

- 2024 - 2025 budget awards total $300,000
- Supported by funding in the Adopted Budget for 2024; will be included for 2025 – 2026.
- Important funding for many organizations
- Allow use for operating support

Cultural Element Funding Award Cycle Summary

Organization	Use of Funds	2022-2023	2020-2021	2018-2019
Arts and Humanities Bainbridge	General Operating	$ 15,000	$ 29,000	$ 18,000
Bainbridge Artisan Resource Network	Project	$ 29,902	$ 24,262	$ 15,000
Bainbridge Arts and Crafts	General Operating	$ 15,000	$ -	$ 30,000
Bainbridge Chorale	General Operating	$ 12,000	$ 10,000	$ 8,000
Bainbridge Island Historical Museum	General Operating	$ 30,000	$ 24,000	$ 30,000
Bainbridge Island Historical Museum	Project	$ 15,000	$ 12,000	$ 5,200
Bainbridge Island Japanese American Community	Project	$ -	$ 15,000	$ 18,000
Bainbridge Island Museum of Art	Project	$ 10,000	$ 24,000	$ 24,000
Bainbridge Island Senior Community Center	Project	$ 9,400	$ 10,000	$ -
Bainbridge Island Youth Orchestra	Project	$ -	$ -	$ 5,750
Bainbridge Performing Arts	General Operating	$ 15,000	$ 30,000	$ 30,000
Battle Point Astronomical Association/BARN	Project	$ -	$ -	$ 20,000
Bloedel Reserve	Project	$ 10,000	$ -	$ 15,000
Island Theater	Project	$ 15,000	$ 22,738	$ 6,000
Islandwood	Project	$ -	$ -	$ 10,000
Island Time Activities	General Operating	$ 20,000	$ 30,000	$ -
Kids Discovery Museum	General Operating	$ 25,000	$ 25,000	$ 30,000
The Lesser-Known Players	General Operating	$ 15,000	$ 20,000	$ -
Moonlight Market (AHB Fiscal Sponsor)	Project	$ 12,000	$ -	$ -
Olympic Performance Group	General Operating	$ -	$ -	$ 10,000
Ovation! Performing Arts Northwest	General Operating	$ 15,000	$ 24,000	$ 25,000
Sustainable Bainbridge	Project	$ 12,000	$ -	$ -
WEAVE Presents	General Operating	$ 24,698	$ -	$ -
	Total	$ 300,000	$ 300,000	$ 299,950

In 2022-2023, 17 different organizations receive funding.

10 of 17 (59%) use City funding for general operating support.

Two-year awards range from $9,400 to $30,000

2022-2023 Award Examples

Eligibility for Cultural Funding

- Not for profit [501(c)(3)] organizations, or an entity may apply under the fiscal sponsorship of another organization with the required status.
- The majority of services provided on Bainbridge Island or for its residents and visitors.
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island.
- A minimum two-year history of continuous operation.

Threshold Criteria

Non-for-profit organization or applies with a fiscal sponsor

Demonstrated two-year history of continuous operation by applicant organization

Complete and timely application

Demonstrated connection of proposed project or activities to cultural or economic element of Comprehensive Plan

Evaluation Criteria

Proposal clarity

Demonstrated community need for the services or project

Alignment with the goals articulated in the Cultural and Economic Elements of the Comprehensive Plan

Alignment with City goals and values including climate-friendly business, equity and inclusion, and sustainable transportation practices

Overall community service delivery impact

Sustainability and organizational capacity

Proposed Scoring Matrix

total of 100 points

Topic	Description	Maximum Score
Clarity	Clarity of who the applicant is, what they do, what they are requesting, and who they serve.	10 points
Need	Strength of the demonstration that there is a significant need in our community via recent demographic and/or usage data and trends. Clarity of explanation of how proposal prevents duplicating other services for Bainbridge Island residents.	20 points
Alignment	Support for goals in the cultural and economic element of the Comprehensive Plan and for overall City goals related to climate, sustainable transportation and equity and inclusion. Does the proposal provide clear examples and connection to the goals?	25 points
Impact	Does the proposal improve services on Bainbridge Island? Specifically identify how it will: • involve significant community participation; • create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms; • strengthen organizational capacity; and/or • foster opportunities for collaboration within the cultural sector.	35 points
Sustainability	Is this service likely to continue operating over the course of the two-year cycle (and beyond)? Will the City's funds be used wisely and responsibly?	10 points

Next Steps: 2024 -2025 Cultural Funding Awards

Tonight:

- Confirm criteria and scoring matrix

Summer:

- Continue to recruit Task Force members
- Issue Request for Proposals

Fall:

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

CITY OF BAINBRIDGE ISLAND

City of Bainbridge Island
Request for Proposals
2024-2025 Cultural Funding Award Cycle

Cultural Funding Award Cycle

The City of Bainbridge Island is seeking proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors during 2024-2025. Special consideration will be given to organizations and projects that will use City funds to advance the community objectives identified within the Cultural Element and/or Economic Element of the City's Comprehensive Plan.

All City-funded activities must provide public benefit.

The City is seeking proposals for projects and activities that:

- involve significant community participation;
- create access to cultural activities for underserved or underrepresented communities;
- highlight underrepresented art forms;
- strengthen organizational capacity; and
- foster opportunities for collaboration within the cultural sector.

What Does Cultural Funding Support?

- General operating support
- Project support
- Organizations with missions that include but are not entirely focused on arts, culture, and heritage can apply for funding. However, requests must be restricted to the portion of their budget that applies to arts, cultural, or heritage projects or activities. (For example, if an environmental organization primarily focused on trail restoration also runs an outdoor arts program, it may submit a request to support the operating costs of its outdoor arts program, but not the operating costs associated with its trail restoration work.)

What Does Cultural Funding NOT Support?

- Commercial projects
- Direct support to individuals
- Capital projects
- Fundraisers
- Debt service, savings, endowment building or scholarships
- Religious or political activities

About Cultural Funding

Arts and humanities are an integral part of the community fabric.
They contribute to the economic vitality, community character, livability,
and quality of life of Bainbridge Island.

- Cultural Vision 2036, City of Bainbridge Island 2016 Comprehensive Plan Cultural Element

The 2016 Comprehensive Plan Cultural Element states:

> *"Bainbridge Island is home to thriving cultural institutions, and to many artists, writers, musicians, and craftspeople, serving a local and regional public and many tourists. The forms of art and culture that we celebrate are as diverse as our population; they are embedded in our history and our economy. [We] recognize the contributions of cultural institutions and many dedicated individuals to our quality of life.*
>
> *…The arts and humanities are mechanisms for developing larger community values that are rooted in the interests of citizens such as economic vitality, quality education, and community planning and design and are unto themselves a valuable element of the Island's rich character. Support for the arts and humanities is an investment in the community.*
>
> *The economic identity and vibrancy of Bainbridge Island is based upon its unique cultural values. These values have been historically developed and shaped by generations of Island residents. Invention, creativity, diversity and generosity of spirit and expression have led to the development of Island organizations, events, programs and individual pursuits allowing the community to flourish, enhancing its quality of life.*
>
> *This Cultural Element continues to recognize that the arts and humanities significantly contribute to the City's identity, sense of place, and economy."*

A total of $300,000 will be available for distribution through a two-year funding cycle. Applicants can apply for awards ranging from a minimum of $5,000 to a maximum of $50,000 and funds must be used to support activities during 2024 and 2025.

The City hopes to consider a wide range of projects and activities of varying sizes that provide public benefit to Bainbridge Island residents and visitors. Proposals must be for services provided during calendar year 2024 and 2025; funding requests for goods or services to be provided in 2023 or beyond calendar year 2025 will not be considered.

What Key Dates Do I Need to Know?

Pre-Application Information Session for Interested Applicants: *Opportunity for applicants to learn more about process and ask questions about the RFP*	TBD
Application Deadline: *Applications will not be accepted after this time*	TBD
Proposal Presentations: *Applicants will present proposals to and answer questions from the Human Services Funding Advisory Task Force*	TBD
HSFTF Funding Recommendation:	TBD
City Council Approval of 2024-2025 CF Awards:	TBD
Notification by:	TBD

Who is Eligible?

Organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
- The majority of services provided on Bainbridge Island or for its residents and visitors.
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island.
- A minimum two-year history of continuous operation.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Cultural Funding Task Force are not eligible to receive Cultural Funding.

Non-discrimination

Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

How to Apply

- Complete the application form using the separate Application Form. Then submit electronically your proposal and supporting attachments as a single PDF to cityadmin@bainbridgewa.gov no later than TBD.
- Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each applicant organization is limited to one submission per review cycle. The task force will not review more than one application per organization.

How Does It Work If You Receive Funding?

Organizations which receive funding through the Cultural Funding Award Cycle process will complete the following process to receive funding:

- If the funding award is less than the total request, adjust the budget accordingly.
- Resubmit the budget to City staff.
- Complete the City standard professional services agreement. Required steps include:
    - Obtain City business license.
    - Meet City insurance requirement minimums.
        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. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.
        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. 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.
- Submit quarterly invoices for work complete and expenses incurred.
- Invoices must document that the expenses were for eligible items. Frequent examples of eligible items include staff costs, office rent, or event supplies. Ineligible items include alcohol or gift cards.
- Report quarterly metrics, determined with the proposal.
- Complete annual reporting to include progress and learning on the use of awarded City funds.

Acknowledgment

Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

Audit

All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

The Fine Print

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

For assistance or questions, contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619.

Review Process

2024 Cultural Funding Task Force (CFTF)
(Appointed by City Council TBD)

Council Liaison:
Councilmember Clarence Moriwaki

Committee:
TBD
TBD
TBD
TBD
TBD
TBD

The City of Bainbridge Island uses a review task force to review and assess all applicant proposals. In September, the City Council will appoint seven members to the Cultural Funding Task Force (CFTF). The CFTF will develop award recommendations based on the published evaluation criteria affirmed by the City Council and funds available. It is anticipated that funds requested will exceed funds available, so awards may be less than the original request.

City Council will consider and approve the CFTF recommendation. Funds will be awarded to recipient organizations through a professional services agreement, which will be administered by City staff. Funding is not guaranteed.

Applicants will have an opportunity to meet with the CFTF to provide additional information about their proposals at a public meeting in the fall. Applicant participation in this CFTF briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the task force. Applicants will be notified in advance of any questions related to presentation materials, format, and time allowed.

All meetings of the CFTF will be open to the public, and advance notification of CFTF meetings will be provided.

The CFTF will provide its recommendation for awards to the City Council for consideration and final approval. The City Council's consideration of the CFTF's recommendation for 2024-2025 funding is currently scheduled for TBD.

Review Criteria

The CFTF 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	Corresponding Application Sections	Description	Maximum Score
Clarity	Narrative sections I to III Attachments 3 and 4	Clarity of who the applicant is, what they do, what they are requesting, and who they serve	10 points
Need	Narrative sections IV and V.	Strength of the demonstration that there is a significant need in our community via recent demographic and/or usage data and trends. Clarity of explanation of how proposal prevents duplicating other services for Bainbridge Island residents.	20 points
Alignment	Narrative section VI	Does the proposal align with the goals of COBI Cultural funding in that it: • Supports goals in the cultural and economic element of the Comprehensive Plan • Supports overall City goals related to climate, equity and inclusion, and sustainable transportation	25 points
Impact	Narrative sections VII to X.	Does the proposal improve services on Bainbridge Island? Specifically identify how it will: • involve significant community participation; • create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms; • strengthen organizational capacity; and/or • foster opportunities for collaboration within the cultural sector.	35points
Sustainability	Narrative section XI. Attachments 5 to 9	Is this service likely to continue operating over the course of the two-year cycle (and beyond)? Will the City's funds be used wisely and responsibly?	10 points

CITY OF
BAINBRIDGE ISLAND

PROPOSAL COVER SHEET – 2024-2025 Funding Cycle

Proposal Summary	
Applicant Organization Name	
Grant Request Type	☐ General Operating Support ☐ Project Support
Proposal Title	
Total Amount Requested (over 2-year period)	
One Sentence Description of Request *"To support…"*	

Applicant Organization Information	
Applicant Organization Name	
Proposal Contact Person	
Position/Title	
Email Address*	
**Note: All communication regarding this proposal and any questions will be communicated using this email address.*	
Mailing Address, City, State, Zip	
Phone	
Legal Status of Applicant Organization	
Applicant Organization Legal Status	
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 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 (Project Funding Only) *Please complete the attached form specific to request.*	
9. Top Five Funding Sources *Please prepare a list of your five largest income sources in your past two fiscal years – this may be a single funder, donor, fundraising event, community appeal, etc. We are trying to get a sense of where most of your funding comes from.*	
10. IRS Determination Letter of 501(c)(3) Non-profit Status	

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. Please provide enough information within the page limit that we understand what you do, and how you do it.

III. TARGET COMMUNITY – no more than ¼ page

Please describe the community you serve, including any data that you have about them, such as age, gender identity, income level, race, and etc. Please also state how that community will learn about your services.

IV. COMMUNITY NEED THAT YOU MEET – no more than ½ page

Please describe the community needs that the proposed project or program seeks to address. If possible, please cite relevant and up-to-date City documents, demographic or research sources, etc. For general operating support requests, describe the overall community needs that the organization aims to meet.

V. COLLABORATION – no more than 1 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.

VI. ALIGNMENT WITH CITY OF BAINBRIDGE ISLAND CULTURAL FUNDING GOALS – no more than ½ page

Please describe how this funding will foster economic and cultural growth on Bainbridge Island. Please specifically state how this request supports goals, such as those listed below, as provided in the Cultural Element and/or Economic Element of the City's Comprehensive Plan:

- *Support, protect and enhance the value of the arts and humanities as essential to education, quality of life, economic vitality, broadening of mind and as treasure in trust for our descendants.*
- *Preserve and promote the distinctive character, history, traditional cultures and institutions of Bainbridge Island and take advantage of the Island's cultural statue within the dynamic economy of the Puget Sound region.*
- *Preserve places where the Island's history can be experienced, interpreted, and shared with the general public, in order to deepen an understanding of our heritage and the relationship of the past to our present and future.*
- *Promote understand of humanistic inquiry as a foundation for civil society, enjoyment of the arts and lifelong learning.*
- *Create a stimulating visual environment by promoting public art and providing stewardship for the City's public art portfolio.*
- *Promote economic vitality, growth and stability.*

- *Encourage a broad range of civic activities and organizations. Partner with local businesses and business associations on programs and projects to diversify and grow the City's economic make-up, reduce sales leakage, attract spending by visitors, enhance local employment, and increase municipal tax revenues to support local services.*
- *Continue to promote the arts as a significant component of the Bainbridge Island economy.*

VII. PROPOSED CONTRACT METRICS – see tables below

Awardees will enter into a contract with the City and report back quarterly on what you have achieved. Please list 2-3 outputs that you have the capacity to monitor and report on over the two-year contract period. These should be "Outputs" which are defined as the number served or amounts of service provided. They are quantitative in nature. They should be easily measurable for your organization. All organizations must provide the number of unduplicated Bainbridge Island residents served per year, and the title of that metric is filled in for you.

Example

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served	100	100	100	125	425
# Hours of lessons provided	60	100	75	200	435
# free/reduced price tickets provided	100	500	575	800	1,975

Year 1

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served					
Optional Metric 2:					
Optional Metric 3:					

Year 2

Metrics	Q1	Q2	Q3	Q4	Total
# unduplicated Bainbridge Island residents served					
Optional Metric 2:					
Optional Metric 3:					

VIII. IMPACT & EVALUATION – no more than ½ page

Please select one of these options and respond accordingly:

1) *If you do not have program evaluation systems in place, please describe what you hope will happen as a result of achieving the metrics you have listed above. Please name one goal related to improving your ability to measure your impact over the two-year grant period.*
2) *If you do have program evaluation methods in place, please describe how you define success and how you measure whether you have achieved that success in the short- and/or long-term. Whenever possible, present as measurable data or other objective means of assessment. Example: 80% of the participants indicate increased interest in attending future cultural events.*

IX. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY – no more than ½ page

Please describe your organization's journey towards greater diversity, equity, inclusion, and accessibility. This may include training, conversations, workplans, actions taken, or other strategies you have employed to understand and begin to address the barriers to equity within your organization.

X. STORIES OF IMPACT – no more than ¼ page

Please provide a quote or story that demonstrates the impact of your work.

XI. 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.

Scroll down for attachment template.

USE OF FUNDS WORKSHEET (PROGRAM REQUESTS ONLY)

Please complete this form below. If you have requested Program Support, the Total column should equal the total cost of delivering your program.

YEAR 1

Expense Category	Amount Covered by COBI CF 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			
Other (describe)			
Total			

YEAR 2

Expense Category	Amount Covered by COBI CF 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			
Other (describe)			
Total			

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: August 8, 2023 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (9:05 PM) Authorize the City Manager to Solicit for Political Lobbying Services,

SUMMARY: From time to time the City of Bainbridge Island has need for lobbying services to advocate on the city's behalf with regard to Washington State legislation and regulations. The City Manager is seeking City Council approval to solicit for qualifications and fee proposals. The results of the solicitation will be presented to the Council for final action.

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

RECOMMENDED MOTION: I move to authorize the City Manager to solicit for political lobbying services related to Washington State legislative actions.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The need for advocacy and education at the state level has been referenced in general terms by the City Council. The Council has discussed the need for accurate and timely state legislative information. From time to time, Council members have discussed the advantages of seeking specific pro-Bainbridge Island legislation, or due to Bainbridge Island's unique circumstances, exemptions from state legislation. Currently, Bainbridge relies heavily on the legislative advocacy of the Association of Washington Cities (AWC).

The expectation or tasks for lobbying services can be considered in the following categories: (1) education and communication concerning legislative activities; (2) securing funding for specific community needs; (3) pro or con advocacy; (4) representation and advocacy before regulatory agencies.

Several area cities have retained the services of lobbyists. As of early 2023, here are the costs identified:

Poulsbo - $45,000/annually - $3,750 per month, $500 allowance for extra expenses

Sequim - $60,000/annually - $5,000 per month

Bremerton (two lobbyists) - $57,000/annually State lobbyists; $55,000/annually Federal lobbyists

Kent - $80,000 per year with a two-year contract

Kenmore - $54,180/annually - $4,515 per month, $2,000 for expenses.

In reviewing lobbying services with providers and/or neighboring cities, they often cite the ability to secure additional funding, that would have not been secured without the assistance of a lobbyist, as justification for retaining lobbyists.

In the alternative to securing lobbying services, the City Council could consider placing greater emphasis on the city's legislative policies, adding part-time staff to focus on state legislation, increase the City Council interaction with key legislators, or take no action at this time.

ATTACHMENTS:

FISCAL DETAILS: The cost is an unbudgeted expenditure. If the Council directs the City Manager to proceed, proposals and cost quotes will be presented to the Council and costs will be considered as part of the 2024 mid-biennial review.

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:15 PM) Confirm Appointments to the Climate Change Advisory Committee,

SUMMARY: A call for participation was issued for volunteers to serve on the Climate Change Advisory Committee. The member selection panel consisted of Mayor Fantroy-Johnson, Climate Change Advisory Committee Council Liaison Schneider, and Climate Change Advisory Committee Vice-Chair Thomas. The member selection panel recommends the appointments as shown in the suggested motion. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

AGENDA CATEGORY: Appointment **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Ray Victurine to the Climate Change Advisory Committee, Position 7, to complete a term ending in June, 2025.

I move to confirm the recommended appointment of Sanjay Bhatt to the Climate Change Advisory Committee, Position 8, to a three-year term ending in June, 2026.

I move to confirm the recommended appointment of Michael Kleeman to the Climate Change Advisory Committee, Position 9, to a three-year term ending in June, 2026.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Bhatt (Climate Change Advisory Committee) Redacted.pdf

Kleeman (Climate Change Advisory Committee)_Redacted.pdf

Kydd (Climate Change Advisory Committee)_Redacted.pdf

Victurine (Climate Change Advisory Committee)_Redacted.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application
Date: Wednesday, June 14, 2023 9:38:11 PM

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Climate Change Advisory Committee Volunteer Application

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, identified as the City Council's top policy priority.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Applicant Information

Name	Sanjay Bhatt
Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Kitsap Transit

Current Position	Marketing & Public Information Director
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have nearly 30 years of professional communications and community-engagement experience. My current work focuses on promoting behavioral change to persuade those driving alone to try transit. In this work, we use all the tools of communications, such as articles, data visualizations (in Tableau), video and outreach events. I spent 20 years as a journalist, the last 10 of those covering economics, businesses and urban policy for The Seattle Times. I was also a Jefferson Fellow and had the opportunity to travel with a delegation to East Asia and learn about innovative environmentally-sustainable practices smart cities there are using to grow responsibly. I have a master's degree in information management from the University of Washington (UW) and a bachelor's in history from Duke University. I also have certificates from UW in interactive marketing and documentary filmmaking.
Please share your community interests (groups, committees, organizations) if any:	I serve as president of the Courtyards on Madison Condominium Association, a 30-unit HOA near Winslow. I also am serving on the Bainbridge Island Chamber's Government Affairs committee.
Do you have potential conflicts of interest? If so, please explain:	I don't believe I have potential conflicts of interest, unless promoting transit is considered a conflict of interest. I believe promoting alternatives to single-occupant vehicles on our roads is a goal the city has embraced through the Sustainable Transportation Plan, and it's the mission of transit too. I would be serving on this committee in my personal capacity as a Bainbridge Island resident, not as an officer of Kitsap Transit, and I might seek guidance from my Executive Director if I felt there were any potential conflicts.
Please attach a cover letter and resume' to describe your background and	[redacted]

interest in this role. Feel free to provide other materials, if you wish.	
How did you hear about the volunteer opportunity?	Other (specify below)
Other:	Member of the Committee
Type the Year	2023

Email not displaying correctly? View it in your browser.

SANJAY BHATT

[redacted], Bainbridge Island, WA 98110 | [redacted] | [redacted]

Professional Summary

Communications executive with a successful track record of developing and implementing strategies, programs, and campaigns to connect, communicate and engage effectively with a variety of constituents, including employees, customers, the public, news media, board members, federal and state government officials, and community groups. Leader focused on leveraging team members' strengths, improving customer experience, and producing measurable results. Creative storyteller, systems thinker, and information analyst.

Areas of Expertise

News Media: Award-winning journalist (including two staff Pulitzers) familiar with growth politics, real-estate development and the shifting news-media landscape, as well as how to manage media relations.
Public Information: Robust knowledge and experience in developing accessible communications in various formats for transit riders, the public and lawmakers built on consistent messaging framework.
Integrated Marketing: Data-driven marketer who develops smart strategies and inspiring creative for integrated campaigns that meet strategic objectives.
Problem Solver: Identifies opportunities, builds relationships, and uses influence and rational thinking to drive process improvements, improve cross-functional collaboration and build a culture of excellence.

Experience

Kitsap Transit, Bremerton, WA (March 2016—Present)
Transit authority serving public transportation needs of Kitsap County, Wash., with routed buses,on-demand buses, local ferries, cross-sound ferries, vanpools, rideshare, and park & ride lots.

Marketing & Public Information Director (September 2019-Present)

Lead teams responsible for service information, customer service, outreach, public information, and marketing campaigns. Oversee budget and advise and speak on behalf of Executive Director.

Key accomplishments:

- Developed five-minute video centerpiece for Gorst Coalition (KT is a partner) to help state and federal lawmakers see the need to relieve severe traffic congestion, make safety improvements and provide resiliency from sea-level rise and seismic events. Legislature set aside $74.298 million to fund the initial design and environmental work for the Gorst Corridor, which advances KT's policy objectives.
- Two COVID-19 campaigns – one to improve awareness of safety measures on transit, the other to increase ridership – won First Place AdWheel Awards (American Public Transportation Association).
- Led KT's enterprise-wide adoption of Smartsheet to drive process improvement, transparency, and cross-departmental collaboration. Built sheets and workflows used for tracking sanitation of buses and availability of vehicles; tracking employee suggestions; facilitating cross-department collaboration during inclement weather; and helping the Executive team be better prepared for Board meetings.

Public Information Officer (March 2016-August 2019)

Responsible for media and community relations, crisis communications, issue management, system reports, rider alerts and marketing content.

Key accomplishments:

- Produced a public-information campaign with data visualizations, engaging videos, and targeted public outreach in 2016 for ballot measure on new sales tax for fast-ferry service. Accepted "Transit

Heroes" award on behalf of KT from Seattle-based Transportation Choices Coalition.

- Directed visionary documentary, "Finest: A Ferry Reborn," that set a new standard of excellence for KT content and prompted the largest public turnout to any KT community meeting in its 40-year history.
- Designed, deployed, and continuously improved performance indicators dashboard for ferry services' accountability and transparency that inspired Washington State Ferries' Tableau-based dashboard.

The Seattle Times, Seattle, WA (August 2003—March 2016)
Washington state's leading newspaper and digital news website.

Business Reporter (2008-2016)
Covered the Great Recession's impact on the local economy, Big Tech's move into Seattle commercial real estate, housing affordability crisis and influx of foreign buyers for Seattle skyscrapers.
Key accomplishments:

- Won 10+ industry awards; top producer of stories in 2015 with 1.5 million page views.
- Produced annual reports on Pacific Northwest's publicly traded companies and CEO compensation.
- Moderated town hall at University of Washington with Zillow, Redfin, SEIU and developer.

Metro Reporter (2003-2008)
Covered Seattle Public Schools and urban affairs, including Seattle City Council and King County.

The Palm Beach Post, West Palm Beach, FL (October 1997-June 2003)
Led award-winning coverage of public health, including the nation's first confirmed anthrax case in 2001, as well as breaking news coverage of Space Shuttle Columbia disaster in 2003.

The Times Leader, Wilkes-Barre, PA (September 1996-August 1997)
Reported on 12 school districts in Luzerne County and produced investigative stories.

The Wall Street Journal, Atlanta, GA (June 1996 to August 1996)
Produced two front-page features, wrote assigned stories, and contributed to Olympics coverage.

Education

Certificate, Executive Education, Kellogg School of Business, Northwestern University
Essentials of Marketing, May-August 2020.
Master of Science, The Information School, University of Washington
Information Management, June 2013.
Certificate, Foster School of Business, University of Washington
Online Interactive Marketing, January-June 2009.
Certificate, College of Arts & Sciences, University of Washington
Documentary Filmmaking, October 2006-June 2007.
Bachelor of Arts, Duke University
History, June 1996.

Technical Skills

Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Creative Suite (Illustrator, InDesign, Premiere Pro), Tableau, Smartsheet, SurveyMonkey, HTML/CSS.

Roz Lassoff

From: noreply@civicplus.com
Sent: Saturday, April 22, 2023 1:20 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Climate Change Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, identified as the City Council's top policy priority.

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

Name	MIchael J Kleeman
Email	[redacted]
Daytime Phone	[redacted]

Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110-3166
Current Employer	UC San Diego
Current Position	Senior Research Fellow

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	*Field not completed.*
Please share your qualifications for this appointment (skills, activities, training, education) if any?	30+ years work on climate and sustainability, including ecosystem services, Board of the Thriving Earth Exchange at the AGU (https://thrivingearthexchange.org), Chair of the American Red Cross Scientific Advisory Council Sub Council on disaster, response and preparedness. Active work on wildfire preparedness and response, other natural disasters. Advisor to the San Francisco Bay Conservation and Development Commission on sea level rise and funding mitigation/adaptation measures. Formerly Treasurer of The Sea Ranch Association (TSRA.ORG), and board member, planning and utility committee member. Co-Chair of American Red Cross Mission Adaptation Council.
Please share your community interests (groups, committees, organizations) if any:	Having just moved to Bainbridge last year I am getting engaged. Right now I work with Bainbridge Prepares (Board member) and local American Red Cross Chapter
Do you have potential conflicts of interest? If so, please explain:	NA
Please attach a cover letter and resume' to describe your background and interest in this role. Feel	[redacted]

free to provide other materials, if you wish.	
How did you hear about the volunteer opportunity?	City website
Other:	*Field not completed.*
Type the Year	2023

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[redacted]
Bainbridge Island, Washington 98110
[redacted]

22 April 2022

City of Bainbridge Island
Climate Change Advisory Committee

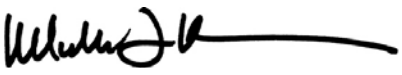
I would like to submit my application to be a member of the Climate Change Advisory Committee for the City. I am currently a Senior Research Fellow at the University of California, San Diego, and the volunteer partner to the President for Humanitarian Services at the American Red Cross. I also serve on the Board of the Thriving Earth Exchange (TEX)[1] and the SCoPEx Advisory Committee on Geoengineering[2] at Harvard and at the California Council on Science and Technology[3] chair a committee on disaster planning related to future pandemics.

Since the 1990s I have been working at the intersection of science and policy execution, with a private sector focus, dealing with issues raised by environmental degradation and climate change. I was an advisor at the Woods Center at Stanford University on their project on ecosystem services (funded by NRDC, WWW and WRI), and worked with both the City of Palo Alto on their sustainability planning and with the California Bay Conservation and Development Commission (BCDC) on different approaches to climate mitigation efforts in San Francisco Bay. I have also been part of climate planning for automobile firms, other manufacturers and advising regional and municipal governments on topics of climate resilience, mitigation and adaptation.

I was a founding member of the Thriving Earth Exchange at the American Geophysical Union, which brings together earth and space scientists with communities to address issues of climate change, and in addition to being on the board and driving the efforts there (and expanding our participation beyond AGU members) I have been directly involved in working with communities ranging from Florida to Montana to California.

In addition to working on major disaster response efforts for almost 30 years and on preparedness and recovery efforts have worked on NG911, designing and deploying emergency communications networks and was a founder of the Coordinated Assistance Network. I believe I can help bring experience and multiple perspective on climate change issues related to the natural and built environment and how to create effective and lasting partnerships between all segments of the community in addressing issues that will impact all of us in the years to come.

Sincerely,



Michael Kleeman

[1] https://thrivingearthexchange.org
[2] https://scopexac.com
[3] CCST.US

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, June 13, 2023 11:50 AM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application

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Climate Change Advisory Committee Volunteer Application

Step 1

Climate Change Advisory Committee Volunteer Application

Members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis and communications. The committee serves as a technical and planning advisory committee on issues related to climate change as directed by the City Council. The committee is also focused on the implementation of the Climate Action Plan, identified as the City Council's top policy priority.

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Applicant Information

Name	John W Kydd
Email	[redacted]
Daytime Phone	[redacted]
Address	[redacted]
City	Bainbridge Island
State	WA

Zip	98110
Current Employer	John Kydd PS
Current Position	Owner

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	CCAC
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Some skills in law, policy, climate science and relevant social science
Please share your community interests (groups, committees, organizations) if any:	CCAC, COP delegate in 2022 and 2023, Interfaith climate circle, Kitsap ERace
Do you have potential conflicts of interest? If so, please explain:	Not that I know of. All work is volunteer work
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	[redacted]
How did you hear about the volunteer opportunity?	Other (specify below)
Other:	CCAC
Type the Year	2023

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JOHN W. KYDD MSW JD

John Kydd P.S.
[redacted] Office
[redacted] Cell
[redacted]
[redacted]
Seattle, WA 98154

EDUCATION

J.D., Seattle University, 1981
M.S.W. and B.A., University of Washington, 1978

PROFESSIONAL REGISTRATIONS

Member, Washington Bar, Federal Bar and Tulalip Bar

PROFESSIONAL EXPERIENCE

1973-1975 University of Washington Human Rights Commission
1976 Investigator, Washington State Human Rights Commission Pasco WA
1976 Intern Organizer, Park Lake site II Housing Project
1977-1979 Research Associate, Batelle Social Change Study Center
1980 Interim Director of Kwatee Group Home
1982-1986 Halverson and Strong
1986-1997 Strong and Kydd
1997-2003 Helsell Fetterman LLP
2003-2021 John W. Kydd P.S.

SERVICE

Olympia Diocese Missioner for Climate Justice. Effective 9/30/22

Chair, Olymptia Diocese Climate Justice Task Force. Report finished may 2022

COP 26 attendee in Glasgow

Grace Episcopal Church Designed and led Men's Retreats for nine years; led climate study group for three years (2015-2017) Earth and Spirit (2012 to date) Climate Reality presentations 2016-2019) Co leading White Privilege Study Group (2020 to date);

Bainbridge Island CCAC (Community Climate Advisory Committee) appointed 2021 to 2023, Kitsap and Bainbridge ERace (Race Equity Community Study and Advocacy Group) 2019 to date)

Kitsap NAACP (2020 to date)

Greenfaith Fellow (2020 to date)

Expert Faculty, ISPCAN (International Society for Prevention of Child Abuse and Neglect) (2001-2014)

Plenary Presenter, "Culture as Prevention" Pan Asian Conference on Child Welfare*, Singapore*, 2005

Incorporator and initial President, Church of SiSiWiss: Red Cedar Circle *(2004)*

Consultant, W.H.O.-VIP, For Drafting Multi-Sectoral Guidelines for Prevention of Child Abuse and Neglect (2000-2004)

Rapporteur, U.N. Committee on the Rights of the Child Special Session on Family Violence Prevention (Geneva 2001)

Member, World Health Organization (W.H.O.) Working Group on Child Abuse and Neglect Prevention (1999-2003)

Keynote Speaker, David L. Chadwick, M.D., Endowed Lectureship "Creating a Culture of Care" San Diego ISPCAN/APSAC Convention on Responding to Child Maltreatment-2001

Co-Chair, Program Committee of Second World Congress on Children and Youth (UNICEF, et. al) (1997).

President, Association of Family and Conciliation Courts (1996-97).

Founder, Child Violence Identification and Prevention Project (1995).

Mediation Trainer for Family and Dispute Resolution Center Mediators (1985-1994)

Co-Founder, Seattle King County Dispute Resolution Center (1985).

President's Award for Service to the Poor, Seattle-King County Bar Association (1985).

Board Member, Northwest Women's Law Center (1984-86)

Co-Founder and first President, Washington State Mediation Consortium (1983).

Founder, Puget Sound Law Foundation (1981). (Now the Seattle University Law Foundation)

Co-Founder Battered Women's Advocacy Program (1980)

RECENT PUBLICATIONS

- "Violence Towards Children, Definition and Prevention," *Encyclopedia of Violence, Peace and Conflict II*, *Academic Press* (2022) (in press)
- Chapter Author, Custodial Interference *WSBA Family Law Deskbook* 2021
- Chapter Author, "Mediation," *WSBA Family Law Deskbook*, 1989 to 2013
- Chapter Author, Family Mediation *WSBA Alternative Dispute Resolution Deskbook*, 1989 to 2015
- Preventing Child Maltreatment: An Integrated Multisectoral Approach *Health and Human Rights 6(2) Harvard School of Public Health (2003)*
- Working Group Report on Child Abuse and Neglect Prevention for W.H.O. (2000)
- "Violence Towards Children, Definition and Prevention," *Encyclopedia of Violence, Peace and Conflict*, *Academic Press* (2000)
- Abandoning Our Children: Mother's Alcohol and Drugs, *Denver University Law Review* 69(3) 1992: 359-479
- Divorce in Washington: A Humane Approach, Lowell Halverson and John Kydd, *Eagle Press* (1991)

Roz Lassoff

From: noreply@civicplus.com
Sent: Monday, May 1, 2023 12:04 PM
To: CityAdmin
Subject: Online Form Submittal: Climate Change Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

Name	Raymond Victurine
Email	[redacted]
Daytime Phone	[redacted]

Address	[redacted]
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Wildlife Conservation Society
Current Position	Director Business and Conservation

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Forestry Commission
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have worked with the Wildlife Conservation Society since 2004. I was involved in the development of one of the first REDD+ carbon projects to protect a large forest in northeast Madagascar. I was also on the inaugural board of the Plan Vivo Foundation, a program that promotes carbon sequestration through agroforestry on small-holder plots. This included the design of a broad-scale carbon sequestration program involve more than 11.000 farmers. I continue to work on global programs related to carbon mitigation and adaptation. In addition I work on global programs focused on efforts to reduce the loss of biodiversity.
Please share your community interests (groups, committees, organizations) if any:	I served on the board of the BI Land Trust for six years including two as president. I continue to support the work of BILT. In the early 2000's I served for several years on the City's Forestry Commission. I am also enrolled as a volunteer for the City, after taking a Wilderness First Responder Course.
Do you have potential conflicts of interest? If so, please explain:	None that I am aware.
Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.	[redacted]

How did you hear about the volunteer opportunity?	Other (specify below)
Other:	From talking with members at Earth Day event
Type the Year	2023

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Ray Victurine

[redacted], Bainbridge Island, WA 98110
Mobile: [redacted]; E-mail: [redacted]

Summary of qualifications

Global conservation professional with 30-years' experience developing strategic policy initiatives, implementing successful mitigation programs, building sustainable financing mechanisms, and creating effective partnerships to catalyze financial resources for conservation and sustainable development.

Work experience

January 2004 to Present – Director, Business and Conservation Program and Director Conservation Finance as part of Markets Team, Wildlife Conservation Society, New York, NY

Launched WCS Business and Conservation Program: Engage with companies and lenders to develop multi-million-dollar investments to protect biodiversity; developed projects with major mining and oil companies to promote landscape level planning and biodiversity conservation as part of investments. Collaborated with governments in Asia, Latin America, and Africa to design, adopt, and implement national regulations to achieve not net loss of biodiversity and ecosystem services through effective mitigation and investment. Led public- private partnerships to develop strategic approaches to protect and finance priority terrestrial and marine habitats, including design of nature-based solutions, climate finance, and establishment of habitat banks.

Conservation Finance Initiatives. Worked with field programs to identify and implement new and innovative financing mechanisms aimed at conservation and sustainable economic outcomes including: creation of blended financing mechanisms to foster and fund new conservation businesses, climate finance, protected area financing, and promoting investment best practice in support of nature. Worked to expand WCS conservation investment portfolio to in support of conservation and improved livelihoods.

September 1999 to January 2004 – Cascadia Consulting Group, Seattle, WA

Senior Associate. Managed sustainability projects to introduce policies and practices to improve urban quality of life in Seattle and neighboring communities. Developed local business opportunities in soil management, urban forestry, certified timber markets; expanded Cascadia's practice in sustainability and internationally.

September 1994 to September 1999 - Director and Technical Advisor for Grants and Sustainable Financing, Action Program for the Environment, USAID, Kampala, Uganda

Grants Program Director. Created and managed a $13 million conservation funding program to support innovative programs to generate revenue for protected areas, local communities, and conservation-related businesses. Created the organization's strategic approach, project review mechanisms, and monitoring and evaluation systems. Designated technical assistance and training funds to build capacity of small businesses and community organizations. Led the establishment of Ecotrust Uganda a foundation and land trust, which today manages a successful carbon finance program.

Technical advisor to the Government of Uganda. Contributed to Government of Uganda policy formulation in the environment (EIA), conservation, wildlife, and tourism sectors; developed Uganda's tourism concession policy and new tariff policy for Uganda Wildlife Authority. Contributed to creation of the Mgahinga and Bwindi Trust Fund and served on the inaugural Board.

Other Professional

Executive Committee: Conservation Finance Alliance

Board President: Wildlife Friendly Enterprise Network

Board Chair: Independent Biodiversity and Livelihoods Committee, Total Energies

Languages

Fluent in Spanish and Portuguese. Working ability in French

Education

June 1994: University of Washington Seattle, WA
Ph.D. Candidate, Department of Geography

May 1984 - Texas A&M University College Station, TX
Master of Science, Department of Agricultural Economics
Area of specialization: Natural resource economics.

May 1977 – Georgetown University, Washington D.C.
Bachelor of Science, School of Foreign Service.

Publications

Adams JS, **Victurine R** (2011) Permanent Conservation Trusts: A Study of the Long- Term Benefits of Conservation Endowments. Conservation Trust Funds, Conservation Finance Alliance**.**

Holmes, C., Crowley, H, Meyers, D, Ingram, J.C., and **R. Victurine** (2008). *Forest Carbon Financing for Biodiversity Conservation, Climate Change Mitigation, and Improved Livelihoods: the Makira Forest Protected Area, Madagascar.* USAID

Mwangi Githiru, Matthew Wilburn King, Paola Bauche, Cecilia Simon, Jane Boles, Cornelia Rindt, **Ray Victurine,** Should biodiversity offsets help finance underfunded Protected Areas? Biological Conservation 191 (2015) 819–826

Ricketts, T., Soares-Filho, B., A.B. Fonseca, G., Nepstad, D., Pfaff, A., Petsonik, A., Anderson, A., Boucher, D, Cattaneo, A., Conte, M., Creighton, K., Linden, L., Maretti, C., Moutinho, P., Ullman, R., and **R. Victurine** (2010), *Indigenous Lands, Protected Areas, and Slowing Climate Change.* PLOS Biology.

Kormos, Rebecca, Cyril F. Kormos, Tatyana Humle, Annette Lanjouw, Helga Rainer, **Ray Victurine**, Russell A. Mittermeier, Mamadou S. Diallo, Anthony B. Rylands, Elizabeth A. Williamson, 2014. *Great Apes and Biodiversity Offset Projects in Africa: The Case for National Offset Strategies*. Plos-One.

Victurine, R (2000) *Building Tourism Excellence at the Community Level: Capacity Building for Community-Based Entrepreneurs in Uganda.* Journal of Travel Research, Volume 38, Number 3, February.

Victurine, R. and C. Curtin, (2010) *Financial incentives for rangeland conservation: addressing the "show-us-the-money" challenge* in du Toit, Kock, and Deutsch, Wild Rangelands: Conserving Wildlife While Maintaining Livestock in Semi-Arid Ecosystems, Wiley-Blackwell

Victurine, R. and K. Mathias (2013). Conservation Trust Investment Survey Financial Year 2006-20015, Conservation Finance Alliance.

Victurine, R. and K. ten Kate (2009). Biodiversity Offset Implementation Handbook. Business and Biodiversity Offset Program, Washington D.C.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 8, 2023 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:20 PM) Endorse Councilmember Deets request to the Kitsap Regional Coordinating Council,

SUMMARY: As a member of its Executive Board, Councilmember Deets has suggested the city manager be invited to attend the Executive Board meeting. The Council is asked to endorse his request. The request is for attendance and not for a vote.

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

RECOMMENDED MOTION: Endorse Councilmember Deets request to the Kitsap Regional Coordinating Council to extending an invitation to the city manager to attend KRCC Executive Committee meetings.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: Councilmember Deets is a member of the KRCC Executive Board. He has submitted the following to the Board Chair Bremerton Mayor Greg Wheeler.

Mayor Wheeler and Sophie,

I would be grateful for the inclusion of Bainbridge Island City Manager Blair King into the Kitsap Regional Coordinating Council (KRCC). In my time serving on the KRCC it has become clear that, because of its City Manager form of Government, Bainbridge Island operates at a disadvantage to the other jurisdictions. Strong Mayors have of course full administrative authority at their cities, an authority that they rightly bring to the KRCC. But we are precluded from doing the same because of our form of Government.

My working suggestion, for the time being at least, is that Mr. King be invited to the KRCC Executive Committee meetings and the KRCC Board meetings so that he can listen in, participate as needed, but not vote.

Thank you for your consideration. I would be happy to discuss.

Best regards,

Joe

Joe Deets

City of Bainbridge Island District 7, North Ward Councilmember

E-mail: jdeets@bainbridgewa.gov

Mobile: 206-473-1864

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: