



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 01, 2021**

REMOTE MEETING ON ZOOM

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

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **FUTURE COUNCIL AGENDAS**
 - 3.A **(6:10 PM) Review Future Council Agendas, 10 Minutes**
 - [June 8 City Council Regular Business Meeting.pdf](#)
 - [June 15 City Council Study Session.pdf](#)
 - [June 22 City Council Regular Business Meeting.pdf](#)
 - [2021 List of Proposed Future Council Topics.docx](#)
 - [USmellit Proposal Analysis 05262021.docx](#)
4. **NEW BUSINESS**
 - 4.A **(6:20 PM) Receive Presentation on Winslow Wastewater Treatment Plant Influent/Effluent Study Results - Public Works, 45 Minutes**
 - [WWTP Study Summary_051721.pdf](#)
 - [WWTP Study Presentation 060121_FINAL.pdf](#)
 - 4.B **(7:05 PM) Discuss Criteria for 2022 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive, Deputy Mayor Hytopoulos and Councilmember Deets, 20 Minutes**
 - [MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05212021](#)
 - [LTAC Presentation for CC 06012021.pptx](#)
 - [2021 LTAC RFP DRAFT for 2022.docx](#)
 - [LTAC Balance - 30 April 2021 DRAFT.docx](#)

5. FOR THE GOOD OF THE ORDER - 7:25 PM

6. ADJOURNMENT - 7:35 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.

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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: June 1, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:10 PM) Review Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[June 8 City Council Regular Business Meeting.pdf](#)

[June 15 City Council Study Session.pdf](#)

[June 22 City Council Regular Business Meeting.pdf](#)

[2021 List of Proposed Future Council Topics.docx](#)

[USmellit Proposal Analysis 05262021.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 08, 2021**

REMOTE MEETING ON ZOOM

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2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk**, 15 Minutes
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda**, 5 Minutes
 - 6.B **Consider Approval of Accounts Payable and Payroll**,
 - 6.C **Consider Approval of City Council Meeting Minutes**,
 - 6.D **(x:xx PM) Consider Approval of Watershed Assessment for Manzanita Professional Services Agreement for Support Services in the Amount of \$187,000.00 – Public Works**,
[Manzanita_PSA_CW.docx](#)

Attachment B.1-Scope of Work.pdf
Attachment B.2-Budget.pdf
Attachment B.3-Schedule.pdf
DOE Manzanita Watershed Planning.pdf

7. FUTURE COUNCIL AGENDAS

7.A (x PM) Review Future Council Agendas, 10 Minutes

8. PRESENTATION(S)

8.A (x PM) Present Annual Proclamation Declaring June 19, 2021 as the "Day to Celebrate Juneteenth 2021" - Mayor Nassar, 5 Minutes
Juneteenth Proclamation 2021.docx

9. PUBLIC HEARING(S)

9.A (PM) Hold Public Hearing for Proposed Multifamily Tax Exemption (MFTE) Designation Areas and Consider Action on Next Steps - Planning, 30 Minutes
MFTE Memo.docx
MFTE presentation.pptx
Map of Greater Winslow Area
Lynwood Center Area
2019 Dept of Commerce MFTE Report
PSRC Summary Multifamily Tax Exemption

9.B Hold Public Hearing for Ordinance No. 2021-17 Extending the Landmark Tree Ordinance and Consider Approval - Planning, 10 Minutes

10. UNFINISHED BUSINESS

10.A (XX PM) Consider Professional Services Agreement with the Kitsap Small Business Development Center in the Amount of \$10,000 - Executive, 10 Minutes

10.B Introduction and Review of Plastics Ordinance - Executive, 10 Minutes

11. NEW BUSINESS

11.A Consider Policy for City Co-Sponsorship of Events - Executive, 15 Minutes

11.B Consider Approval of SCADA Water & Sewer Telemetry Upgrades Contract Award and Budget Amendment in the amount of approximately \$262,000 - Public Works,
SCADA Contract.docx
PM Memo_051821.docx

12. COUNCIL DISCUSSION
13. COMMITTEE REPORTS
14. FOR THE GOOD OF THE ORDER
15. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 15, 2021**

REMOTE MEETING ON ZOOM

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4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Review Future Council Agendas, 10 Minutes**
5. **PRESENTATIONS**
 - 5.A **Receive Report on Climate Action Plan - Climate Change Advisory Committee, 15 Minutes**
 - 5.B **Receive Joint Report from the Climate Change Advisory Committee and the Race Equity Advisory Committee Subcommittee, 15 Minutes**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - 7.A **Discuss American Rescue Plan Act (ARPA) - Finance, 20 Minutes**
8. **COUNCIL DISCUSSION**
9. **FOR THE GOOD OF THE ORDER**

10. ADJOURNMENT

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CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 22, 2021**

REMOTE MEETING ON ZOOM

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7. **FUTURE COUNCIL AGENDAS**
 - 7.A **(x PM) Review Future Council Agendas, 10 Minutes**
8. **PRESENTATION(S)**

9. PUBLIC HEARING(S)
10. UNFINISHED BUSINESS
 - 10.A **Adopt Plastics Ordinance - Executive**, 15 Minutes
11. NEW BUSINESS
 - 11.A **Appoint Deputy Mayor - Council**, 10 Minutes
12. COUNCIL DISCUSSION
 - 12.A **Review Council Ad Hoc Committees - Executive**, 10 Minutes
13. COMMITTEE REPORTS
14. FOR THE GOOD OF THE ORDER
15. ADJOURNMENT

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Memorandum

Date: June 1, 2021
To: City Council
From: Blair King, City Manager
Subject: Proposed Future City Council Topics

The list below describes potential future City Council topics that have been identified but have not yet been placed on an agenda.

TOPICS

Items Pending Council Direction

- Proclamation/Recognition resolution (Council ad hoc committee)
- Update from Farmland Ad Hoc Committee (possibly June 15, 2021 study session)
- Proposal regarding Ethics Program from Councilmember Pollock

Items Ready to be Scheduled

- Review definitions and use standards to determine if hotels can comply with Comprehensive Plan in Central Core, Gateway, and Ferry Terminal Districts
- Proposal for Climate Change Advisory Committee to vet community ideas and forward recommendations to Council

Items Requiring Future Attention

- Consideration of changes to Sign Code
- Welcome totem pole
- Transfer of Development Rights (TDR) Program
- Consideration of Affordability Levels for the MFTE Program
- Resolution to update the Governance Manual related to Council complaints
- Criteria to rescind Declaration of Emergency

Staff Initiatives for Council Consideration

- Ward Redistricting



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

Date: May 26, 2021
To: Honorable Mayor and City Council
From: Blair King, City Manager
Subject: A Question of Further City Council Consideration - Project Proposal/\$245,000 Budget Request from U-Smell-it

At the Council Business Meeting on May 25, three members of the public provided comment and an introduction to a product called U-Smell-it. In summary, the product is a low-cost paper test for COVID-19, with a stated accuracy of roughly 80% at detecting olfactory dysfunction related to COVID-19 in asymptomatic and symptomatic individuals. The business model of the organization is to donate one card to a country in need for every card purchased. The speakers at the Council meeting requested support for a Bainbridge Island Paper Test Project of this product and the City Council referred the request to the City Manager.

The request from the organization is that the City of Bainbridge Island provide \$245,000 in funding for a 100-day pilot study. The study would entail 100 families performing a daily, at-home test. The U-Smell-it smartphone application will track and report anonymous data as well as reflexed molecular test results to monitoring bodies. These results will provide data to measure the efficacy and sensitivity of the U-Smell-it product in detecting COVID-19 infections.

- Request: \$245,000 in three primary categories:
 - Personnel: \$94,500. Support for five staff who would work 10 to 25 hours/week for three months.
 - Test kits: \$131,250. Purchase of supplies to test 175 families.
 - Other (travel, supplies, internet): \$19,500
- Pilot study duration: 100 days
- Location: Bainbridge Island

Future application of the results of the study are not limited to the City of Bainbridge Island. It is unknown if this study could be categorized as a Proof-of-Concept test or demonstration, or how the results might be used for future product development. Funding of a pre-market study is novel for the City of Bainbridge Island.

Due to the cost and the uniqueness of this study, unless directed by the City Council, this request will not be placed on a future City Council calendar.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: June 1, 2021

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:20 PM) Receive Presentation on Winslow Wastewater Treatment Plant Influent/Effluent Study Results - Public Works,

SUMMARY: City staff will present a summary of the findings and proposed next steps related to the Wastewater Treatment Plant study.

AGENDA CATEGORY: Presentation

PROPOSED BY: Public Works

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: In the 2018-19 Biennial Budget, the City Council proposed funding for a study of upgrades to the wastewater treatment plant that would address contaminants of emerging concern. In 2020, City staff contracted with Murraysmith, Inc. to perform the study, and also address other emerging issues at the plant. A summary of those topics, along with the study's findings and next steps, will be discussed with the Council as part of this agenda item. The study covered the following topics:

1. Evaluating the strength and impact of industrial/commercial dischargers;
2. Assisting in developing a Contaminants of Emerging Concerns (CECs) sampling and testing program;
3. Evaluating options for upgrading the Winslow WWTP to remove CECs present and improving nitrogen removal; and
4. Developing options for increasing the Winslow WWTP capacity.

A more in-depth written summary can be found in the attached memo from City staff and the consultant.

ATTACHMENTS:

[WWTP Study Summary 051721.pdf](#)

[WWTP Study Presentation 060121 FINAL.pdf](#)

FISCAL DETAILS: The WWTP study was budgeted at \$175,000 from the City's sewer utility fund.

Fund Name(s): Sewer Fund

Coding:

Technical Memorandum

Date: May 19, 2021

Project: 19-2682. Bainbridge Island WWTPs CECs Removal Evaluation and Pretreatment Program Support

To: Mr. Chris Munter, Project Manager
Mr. Charles Krumheuer, Public Works Manager
Mr. Joel Goodwin, Operations Project Manager
Mr. Shane Cooper, Lead Wastewater Operator
Mr. Chris Wierzbicki, Public Works Director
City of Bainbridge Island, WA

From: Jason Flowers, Project Manager
Miaomiao Zhang, Principal Engineer
Murraysmith

Re: Technical Memorandum - 05
Bainbridge Island WWTP CECs Removal Evaluation and Pretreatment Program Support Summary

Introduction

Murraysmith, Inc. (Murraysmith) was contracted by City of Bainbridge Island (City) to perform a study of the City's Winslow Wastewater Treatment Plant (WWTP) that included the following:

1. Evaluating the strength and impact of industrial/commercial dischargers;
2. Assisting in developing a Contaminants of Emerging Concerns (CECs) sampling and testing program;
3. Evaluating options for upgrading the Winslow WWTP to remove CECs present and improving nitrogen removal; and,
4. Developing options for increasing the Winslow WWTP capacity.

The findings from this work are summarized and expanded upon in this Technical Memorandum (TM), and further documented in a series of TMs entitled "*Bainbridge Island WWTP CECs Removal Evaluation and Pretreatment Program Support TM 01 through TM 04*", (Murraysmith, 2021).

Executive Summary

A summary of findings from the study is as follows:

1. Based on the limited sampling and analysis the industrial/commercial dischargers to the Winslow WWTP contribute a very small portion of the loading and do not require pretreatment at this time. Continued sampling, outreach and education, and monitoring are recommended.
2. The CECs found in the Winslow WWTP are comparable to or lower than those concentrations found in similar WWTPs. Washington State Department of Ecology (Ecology) has no near-term plan to enforce any regulations on CEC removal at WWTPs. CEC removal alternatives at the Winslow WWTP are cost prohibitive with the construction costs ranging from \$1.4 million to \$9.0 million and will significantly increase the operation and maintenance effort and costs.
3. The Winslow WWTP capacity limitations and new nutrient removal requirements are priority issues to be resolved. WWTP influent loadings are approaching the design capacity and it is anticipated that the WWTP will likely be required to prepare a plant re-rating request to Ecology or a full facility plan in the next few years to address this issue.
4. The Winslow WWTP will be required to meet new nutrient reduction regulations that become effective in late 2021. Preliminary analysis indicates that the existing WWTP will initially be able to meet the new requirements without near-term capital improvements, although the WWTP still needs to perform additional nutrient monitoring, reporting and optimization. It is uncertain how long the WWTP will be able to meet the new nutrient effluent limits with the increased influent waste loads before implementing treatment capacity improvement alternatives.

Recommended priority actions from the study are as follows:

- Within the next year, prepare and implement a short-term plan to confirm influent loading, optimize existing treatment processes to maximize organic pollutants, solids and nutrient removal, and improve solids settleability. The initial cost estimate for this effort is on the order of \$100,000.
- Within two years, and with information gained during the planning phase above, prepare a facility plan to re-rate the plant and confirm long term treatment improvement requirements with state regulators. The initial cost estimate for this effort is on the order of \$400,000.
- Within four years, and with information gained from the facility plan, design and construct treatment improvements to address plant capacity and nutrient reduction requirements (the latter if needed). The initial cost estimate for this effort is on the order of \$1-2 million.

Industrial/Commercial Dischargers Impact Evaluation

Based on the limited sampling conducted in summer 2020 at two industrial/commercial locations (Three Tree Lane and Coppertop) and two residential background locations (Bromley and Wing Point), the industrial/commercial dischargers contribute a very small portion of the loading to the Winslow WWTP. The industrial/commercial waste loading should not have a significant impact on the Winslow WWTP loading, therefore will not currently require pre-treatment. Additional sampling after COVID is recommended to confirm those findings.

If industrial/commercial facilities increase production, or if additional facilities are constructed, installing sampling manholes to allow for more accurate sampling is also recommended. In the meantime, the City should update the Fats, Oils, and Grease (FOG) ordinance and continue providing outreach and education to the industrial/commercial dischargers on how to mitigate the potential impact of discharges into the collection system. Medium priority recommendations are as follows.

- On a monthly basis, conduct additional industrial/commercial discharge sampling to confirm the findings from the 2020 sampling;
- On an annual basis, continue providing outreach and education to industrial/commercial dischargers on how to mitigate the impact of discharges into the collection and treatment system. Within the next year, update the Fats, Oils, and Grease (FOG) ordinance; and,
- If industrial/commercial facilities increase production or if additional facilities are constructed, install sampling manholes to allow for accurate sampling.

See Technical Memorandum – 04 for additional information.

CECs Testing and Removal Evaluation

CEC testing conducted at the Winslow WWTP in spring and summer of 2020 detected a series of contaminants at levels lower than the Federal Drinking Water Standards. For example, EPA lifetime Drinking Water Health Advisory Level for perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS) is 70 ng/L, while PFOA and PFOS detected in the effluent at Winslow WWTP is less than 22 ng/L.

The Washington State Department of Ecology (Ecology) has no near-term plan to enforce any regulations on CEC removal at WWTPs. The 2020 Draft Poly-fluoroalkyl Substances (PFAS) Chemical Action Plan (CAP) issued by Ecology and the Washington Department of Health recommends Ecology to sample PFAS in different types of WWTPs with secondary treatment, nutrient removal, and advanced solids. Based on the sampling, Ecology may consider additional PFAS monitoring requirement for WWTP dischargers.

Any CEC removal alternatives targeting the levels present at the Winslow WWTP is cost prohibitive with the construction cost opinion ranging from \$1.4 million to \$9.0 million and will significantly

increase the operation and maintenance effort and costs. Since there is no near-term regulatory driver for the City to implement changes to address CECs, the City should keep monitoring the progress of Federal and State regulations on CECs and be mindful that influent and effluent CEC monitoring may be required in the future.

See Technical Memorandum – 01B for additional information.

Nutrient Removal Evaluation

One of the priorities for the City is to gain a better understand of the Winslow WWTP nutrient removal capacity and prepare the WWTP to comply with requirements in the forthcoming Ecology Puget Sound Nutrient General Permit (PSNGP).

The Winslow WWTP will be required to meet the nutrient monitoring and optimization requirement once the PSNGP becomes effective in late 2021, along with all of the 67 WWTPs discharging into Puget Sound. If the City can provide sufficient data to demonstrate that the WWTP has an annual average effluent Total Inorganic Nitrogen (TIN) concentration of less than 10 mg/L (which is currently the case,) the WWTP will likely be exempt from additional actions beyond monitoring and annual optimization reporting. Therefore, a WWTP re-rating study or facility plan effort is critical to keep the WWTP in compliance.

Within five to ten years there is a possibility that a new individual waste load allocation for the Winslow WWTP will replace the annual TIN discharge loading limit. The numerical effluent TIN limit is to be developed and might be between 3 and 10 mg/L. A combination of process optimization and a major process upgrades may be required to achieve 3 mg/L of TIN and handle the increased BOD and TSS future loading. Initial construction cost estimates to for treatment improvements address nutrient reduction requirements begin at \$800,000. High priority recommendations are included in the Plant Capacity Evaluation section below.

See Technical Memorandum – 02 for additional information.

Plant Capacity Evaluation

The Winslow WWTP capacity is the most important issue currently facing the City.

The Winslow WWTP NPDES permit defines the facility's design criteria and requires the permittee to submit a plan and a schedule for continuing to maintain the capacity if the actual plant influent flow or waste load reaches 85% of the 1.2 MGD rated flow or 2,642 lb/day BOD or TSS loading for three consecutive months. The plant has had exceedances of 85 percent of the rated BOD or TSS loading for two consecutive months since 2017. The recent data indicate a more rapid increase in BOD and TSS loadings during the COVID time.

Although the plant influent loadings are approaching the design capacity, the plant has been performing well and is meeting all discharge limits during normal operation. The one recent exception is the fecal coliform exceedance that occurred in January 2021. That exceedance was

primarily due to only one secondary clarifier being online and it was overloaded during the January 2021 high flow event. The Return Activated Sludge (RAS) flow rate was low and the sludge settleability was extremely poor, which resulted in solids flowing over the secondary clarifier to the UV disinfection triggering the fecal coliform exceedance. To avoid a similar situation in the future, the City has developed a policy of requiring that additional secondary clarifiers be brought online during high flow events, and implementing other modifications such as activating flow pacing RAS to prevent sludge buildup in the secondary clarifier and implementing methods to improving sludge settleability.

Although it is difficult to predict the waste load growth rate once the COVID pandemic is over, it is anticipated that the WWTP will likely exceed the 85 percent of design capacity for three consecutive months in the next few years. The City should continue monitoring the influent loadings and prepare for a plant re-rating request to Ecology or a full facility plan effort. priority recommendations are as follows.

- Immediately take steps to improve the Winslow WWTP operation and process control to prevent solids carryover, including developing standard operating procedures during high flow events and flow-pacing RAS flow. These steps have been taken and investigation into ways of improving sludge settleability is underway.
- Continue to monitor influent BOD to track waste loading.
- Begin scheduling nutrient testing twice a month based on the monitoring and reporting requirement in the PSNGP to establish the nutrient baseline data.
- Over the next year, work with Ecology to verify the PSNGP requirements by supplying the historical plant nutrient data, confirming the monitoring schedule, recording, and reporting requirements.
- Within the next year, prepare and implement a short-term plan to confirm influent loading, optimize existing treatment processes to maximize organic pollutant, solids and nutrient removal, and improve solids settleability. The initial cost estimate for this effort is on the order of \$100,000.
- Within two years, and with information gained during the planning phase above, prepare a facility plan to re-rate the plant and confirm long term treatment improvement requirements with state regulators. The initial cost estimate for this effort is on the order of \$400,000.

Within four years, and with information gained from the facility plan, design and construct treatment improvements to address plant capacity and nutrient reduction requirements. The initial cost estimate for this effort is on the order of \$1-2 million.

See Technical Memorandum – 03 for additional information.

Wastewater Treatment Plant (WWTP) Study Results

Christopher Wierzbicki, PE
Public Works Director
June 1, 2021



Introduction

- Project history/background
- Summary of report findings:
 - Tertiary treatment/Contaminants of Emerging Concern (CEC) *(what's coming out of the plant?)*
 - Industrial/commercial pre-treatment *(what's going in?)*
 - Plant capacity analysis
- Next Steps

History

- Tertiary treatment/CEC study funded by City Council in 19-20 biennial budget (\$100K sewer fund)
- Pre-treatment and capacity scope added by staff (\$75K sewer fund)
- Contract with Murray Smith Associates initiated in Q1 2020

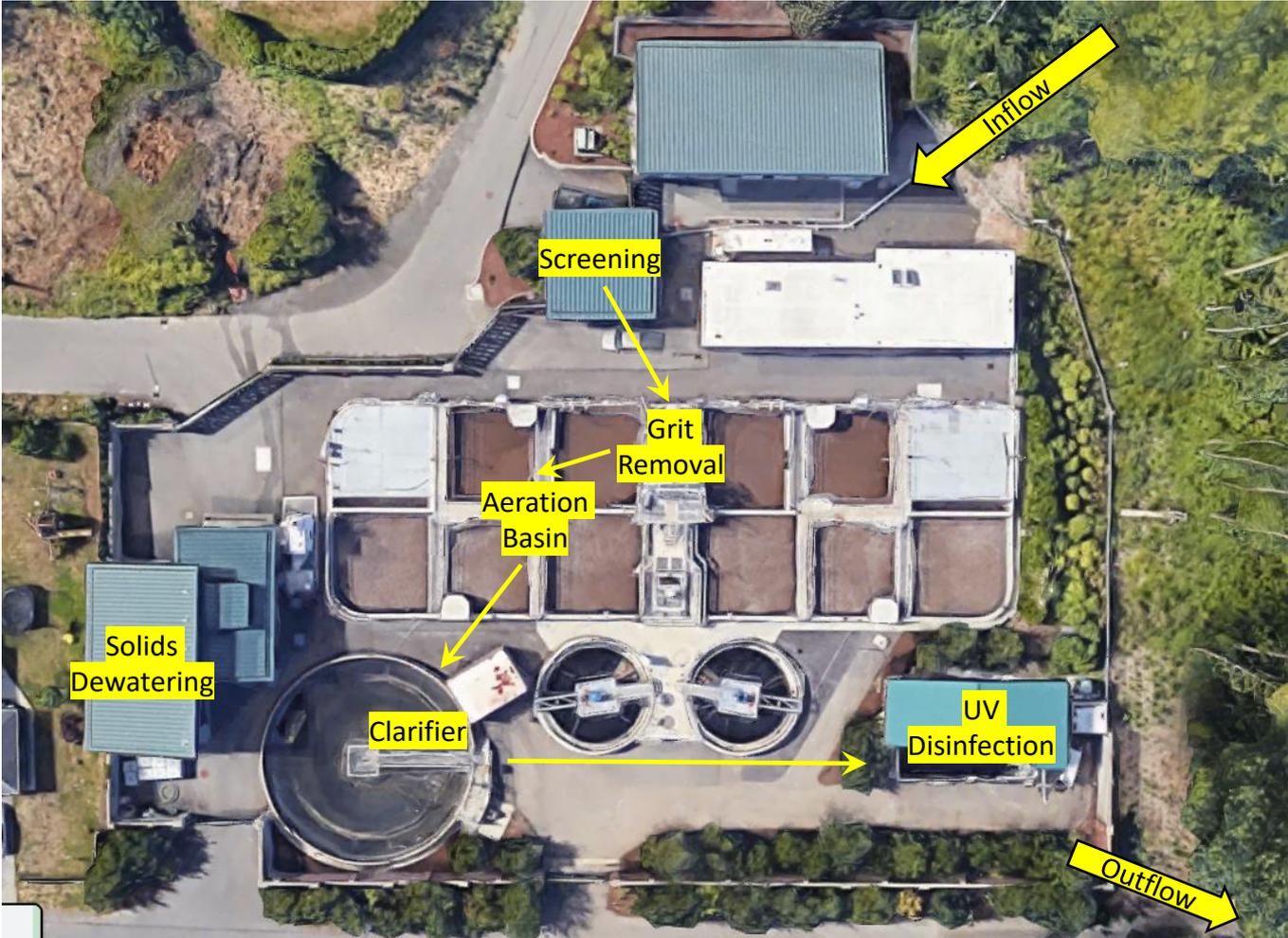
WWTP Basics



Winslow WWTP Report Summary

June 1, 2021

WWTP Basics



Winslow WWTP Report Summary

June 1, 2021

Tertiary Treatment (Contaminants of Emerging Concern - CECs)

Study Objective:

- Determine the presence of CECs in COBI wastewater (influent and effluent) and the plant's ability to treat them
- CECs (flame retardants, pesticides, nutrients, pharmaceuticals, PFAS and personal care products) are negatively impacting Puget Sound health



Tertiary Treatment (Contaminants of Emerging Concern - CECs)

Study Findings:

- More than 150 CECs were analyzed - only 60 were present in influent or effluent
- Levels of CECs detected (flame retardants, personal care products, and PFAS) are very low (some lower than Federal Drinking Water Standards)
- There are State-level plans for potential PFAS monitoring, but no plans for removing CECs



Tertiary Treatment (Contaminants of Emerging Concern - CECs)

Study Recommendations:

- Tertiary options available that could remove the CECs present, but no regulatory mandate
- Lowest cost option would be granular activated carbon (GAC) – initial cost between \$1.5-2M; significant increases in maintenance and operations and space constraints
- Re-use of effluent possible, but added costs for disinfection upgrade and distribution (\$5-10M)



Industrial/Commercial Pre-Treatment

Study Objective:

- Determine the impact of industrial/commercial dischargers (primarily wineries and breweries) on the plant's influent concentrations (biological oxygen demand (BOD) and total suspended solids (TSS))
- Investigate if high concentrations contribute to plant capacity issues



Industrial/Commercial Pre-Treatment

Study Findings:

- The plant experiences high concentrations of BOD and TSS – higher than other typical residential communities (almost double)
- High concentrations are likely caused by industrial *and* residential sources
- Beer and wine production contributes less than 1% of the design load to the plant. Therefore, pre-treatment not needed



Industrial/Commercial Pre-Treatment

Study Recommendations:

- Continue sampling to confirm results. Explore ways to allow more accurate sampling and flow monitoring
- Proceed with fats/oils/grease (FOG) ordinance to address BOD/TSS
- Investigate the need for plant capacity upgrades



WWTP Capacity Analysis

Study Objective:

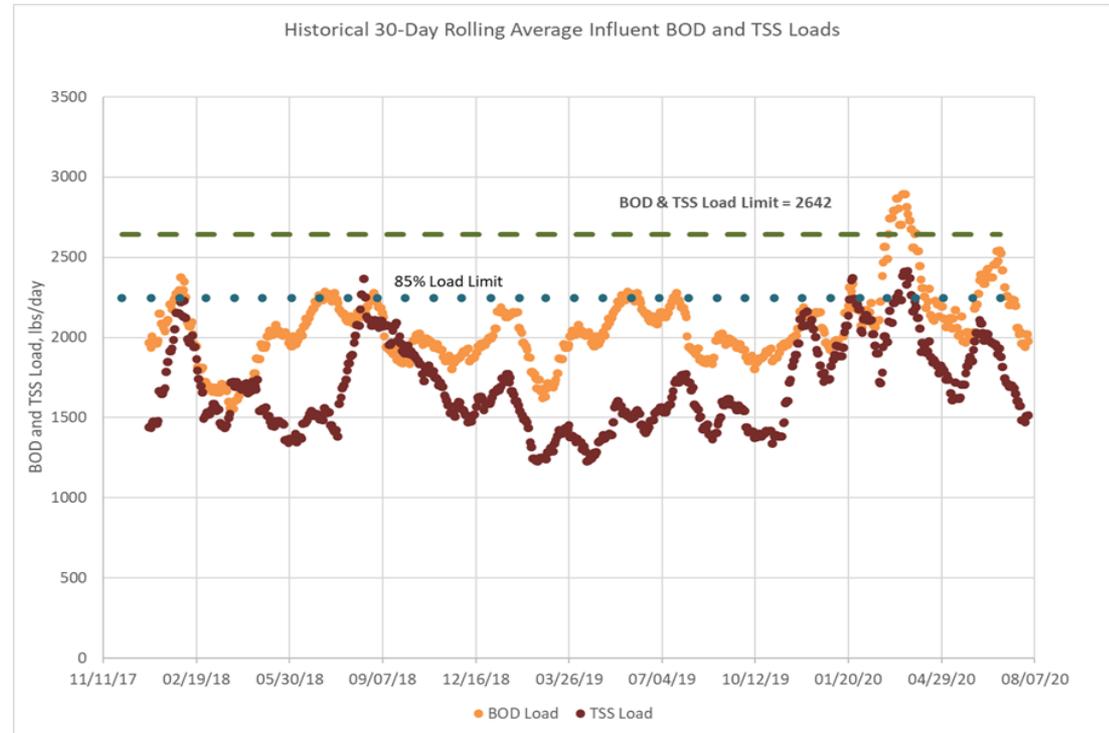
- Identify the current capacity of the plant
- Evaluate the impact of the upcoming Puget Sound Nutrient General Permit on the plant capacity
- Evaluate options for addressing capacity issues



WWTP Capacity Analysis

Study Findings:

- The plant is high-performing
- The **actual** capacity of the plant is 11% higher than the **rated** capacity – good news for future upgrades
- But, influent BOD load is reaching 3 consecutive months of 85% rated capacity



WWTP Capacity Analysis

Study Recommendations:

- **This year** – continue monitoring/sampling influent. Implement staff-identified protocols and minor improvements
- **Next year** – implement short-term optimization (\$100K, budgeted)
- **2 years** – prepare a “facility plan” to re-rate the plant and establish the roadmap of upgrades to meet the next 20 years of growth (\$400K, not budgeted)
- **4 years** – implement capacity upgrades (\$1-2 million, not budgeted)



WWTP Capacity Background Questions

- Is the plant capacity where we expect it to be at this point in time?
- What is causing the plant to reach its capacity at this time?
 - Is it the rate of development?
 - Climate change?
 - Something else?



WWTP Capacity Background Questions

*Is the plant capacity where we expect it to be at this point in time?**

Yes. The BOD/TSS levels are close to what was projected in the 2007 plant upgrade for 2021.

**The most recent plant upgrades from 2007 were for redundancy and reliability. No change in capacity was planned.



WWTP Capacity Background Questions

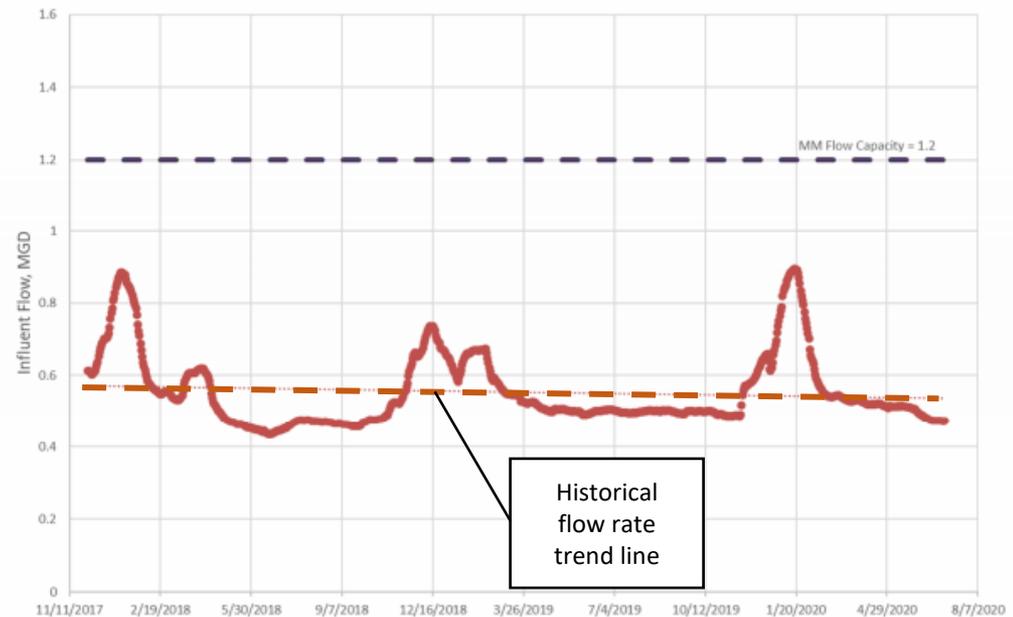
What is causing the plant to reach capacity at this time? Is it the rate of development?

Yes, but development is growing in line with predictions. Also, increase in sewer connections contribute to increases in flow (during dry days), but flow rates are flat.

**Winslow population was 7814 in 2019, about a 3% increase since 2010.

**Water usage is 10% below projected.

Historical 30-Day Rolling Average Influent Flows



WWTP Capacity Background Questions

What is causing the plant to reach its capacity at this time? Is it impacts from climate change?

Partially. The plant is experiencing more consecutive days of wet weather flows, which stresses the system – especially given the high concentration levels.

Influent Flows over 1 MG for more than 1 day					
Start Date & Flow MG	Day 2	Day 3	Day 4	Day 5	Day 6
1/11/2010 1.117	1/12/2010 1.095				
12/11/2011 1.255	12/12/2011 1.578	12/13/2011 1.172			
3/14/2011 1.376	3/15/2011 1.219	3/16/2011 1.012			
11/19/2012 1.472	11/20/2012 1.091	11/21/2012 1.131			
12/1/2012 1.226	12/2/2012 1.033	12/3/2012 1.020	12/4/2012 1.133		
12/19/2012 1.042	12/20/2012 1.355				
3/5/2014 1.214	3/6/2014 1.229				
12/7/2015 1.099	12/8/2015 1.269	12/9/2015 1.221	12/10/2015 1.033		
1/21/2016 1.429	1/22/2016 1.322	1/23/2016 1.065			
3/12/2016 1.059	3/13/2016 1.106				
1/18/2017 1.368	1/19/2017 1.130				
2/9/2017 1.571	2/10/2017 1.099				
2/15/2017 1.362	2/16/2017 1.425	2/17/2017 1.007			
3/14/2017 1.099	3/15/2017 1.063				
1/29/2018 1.084	1/30/2018 1.002				
2/12/2019 1.098	2/13/2019 1.071				
12/20/2019 1.301	12/21/2019 1.349				
1/23/2020 1.061	1/24/2020 1.162				
1/28/2020 1.201	1/29/2020 1.069				
2/3/20 1.4640	2/4/2020 1.0420				
12/21/2020 1.220	12/22/2020 1.0440				
1/2/2021 1.0470	1/3/2021 1.4260	1/4/2021 1.4090	1/5/2021 1.2190	1/6/2021 1.4410	1/7/2021 1.0060

WWTP Capacity Background Questions

What is causing the plant to reach its capacity at this time?

A combination of predicted growth, high concentrations, and more consecutive wet weather days.



WWTP Capacity Background Questions

How do next steps address the problem?

- Continued sampling may help identify why concentrations are so high
- FOG ordinance will help constrain high concentrations
- Short-term (1-2 yrs) plant upgrades will improve performance and address Ecology's nutrient removal requirements
- Long term (2-4 yrs) plant upgrades will increase capacity



Wastewater Treatment Plant (WWTP) Study Results

Q&A

Christopher Wierzbicki, PE
Public Works Director
June 1, 2021





CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: June 1, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:05 PM) Discuss Criteria for 2022 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive, Deputy Mayor Hytopoulos and Councilmember Deets,

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

The Council will also review recent financial performance of this revenue and decide on the amount to be awarded for 2022.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

Amount:	\$350,000
Ongoing Cost:	
One-Time Cost:	\$350,000
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05212021](#)

[LTAC Presentation for CC 06012021.pptx](#)

[2021 LTAC RFP DRAFT for 2022.docx](#)

[LTAC Balance - 30 April 2021 DRAFT.docx](#)

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).

Each year since 2011, 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 \$257,000, however in 2020 there was a significant decrease in revenue. The recommended award for 2022 is \$350,000 which is higher than the amount of funding provided in 2021 of \$225,000.

The recommended award total is 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 downturns in this revenue stream.

Fund Name(s): Other

Coding:

Lodging Tax (Hotel-Motel Tax)

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

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

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

Overview

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

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

There are two lodging tax options:

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

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

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

"Basic" or "State-Shared" Lodging Tax

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

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s basic rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2% basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

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

"Additional" or "Special" Lodging Tax

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

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

Most cities and towns also have similar authority, and just like the basic lodging tax the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For instance, if both the city and the county impose the full 2% additional lodging tax, the total additional rate will be 2% countywide, but the county will

not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax also has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under [RCW 67.28.181\(2\)\(a\)](#). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.
- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% ([RCW 67.28.181\(2\)\(b\)](#)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under [RCW 67.28.181\(2\)\(d\)](#). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

Use of Revenues

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

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

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

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

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

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

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

Application and Award Process

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

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

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

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

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

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

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

Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.
- To avoid any concerns regarding [gifting of public funds](#), the city or county awarding the funds should enter into a contract with the recipient organization(s). The contract should spell out the tourism-related services to be provided in exchange for the funding, as well as the required reports that must be filed by the recipient that quantifies the services in terms of the number of tourists generated as a result of the funding.

Lodging Tax Advisory Committees (LTACs)

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

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

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

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

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

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

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

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

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

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

Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) by May 15 for the prior calendar year ([RCW 67.28.1816](#)). If a jurisdiction received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

JLARC has established an [online reporting system](#) – see the reporting instructions, data field descriptions, and FAQs at the top of the JLARC page. The reporting requirements include:

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

Practice Tip: The deadline to submit the annual lodging tax data to JLARC is May 15 for the year ending December 31 of the prior fiscal period. However, the JLARC online filing system can record and store lodging tax activity throughout the calendar year, so as part of your contract with recipients, we recommend that you require the recipient to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed to ensure the city's full compliance with JLARC.

Maximum Combined Sales & Lodging Tax Rate

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

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

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

Most counties and cities are not that close to the 12% cap, and the cap does not affect the ability of any jurisdiction to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax and does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some **50**

jurisdictions may impose.

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

Examples of Lodging Tax Documents

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

Code Provisions/Ordinances

- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787](#) (2019) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [San Juan County Code Ch. 3.16](#) – Lodging Tax
- [SeaTac Ordinance No. 98-1049](#) (1998) – Authorizes issuance of \$5 million in limited tax general obligation (LTGO) bonds for specified tourism-related capital projects, repaid from lodging tax revenues and, if lodging taxes are insufficient, general property taxes
- [Spokane Valley Municipal Code Ch. 3.20](#) – Transient Occupancy Tax

RFPs, Applications, and Guidelines

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

on-one application workshop with the county economic development department.

- **San Juan County Lodging Tax Advisory Committee** – Includes most recent LTAC master plan, RFPs, and application forms
- **Wenatchee Application for Lodging Tax Funds** (2016)

Contracts with Lodging Tax Recipients

- **Ocean Shores Tourism Promotion Agreement** (2019) – Contract template for lodging tax recipients; includes reporting requirements and example of final report on number of visitors and paid room nights
- **Olympia Professional Services Agreement for Tourism Promotion (Lodging Tax) Services** (2014) – Agreement to use lodging tax revenues for marketing and promotion of the Hands On Children’s Museum and the 2014 Sand in the City event, not to exceed \$60,000.
- **Union Gap Old Town Days Agreement** (2011) – Simple and short contract
- **Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities** (2014) – Agreement to use lodging tax revenues to support operations of nonprofit Wenatchee Valley Museum and Cultural Center Association by growing visitation, enhancing events and marketing, and supporting a visitor services staff member/volunteer coordinator

Last Modified: May 06, 2021

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CITY OF
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2022 Lodging Tax Awards (LTAC)

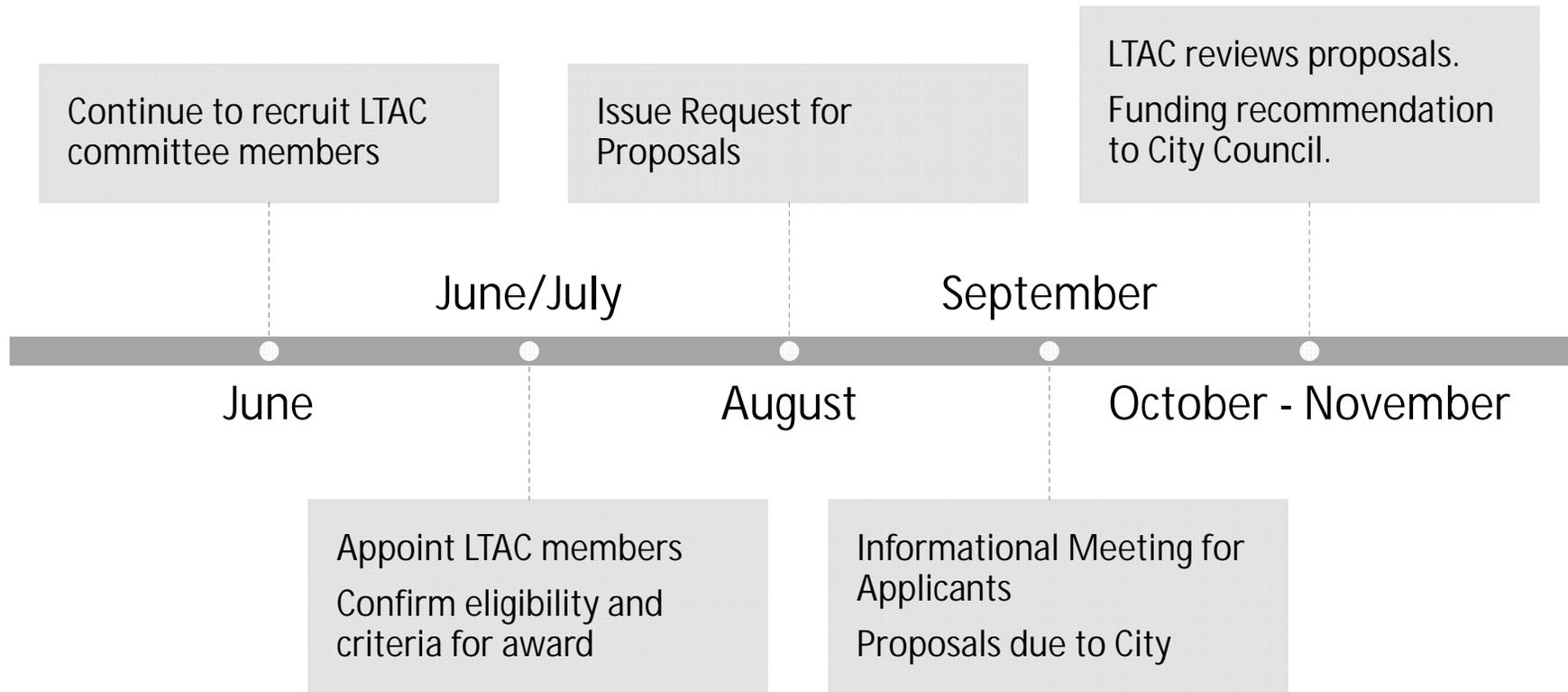
June 1, 2021

2022 LTAC Awards

Tonight's Topics

- Review award cycle schedule
- Review estimated amount to award for 2022
- Discuss selection criteria and eligibility

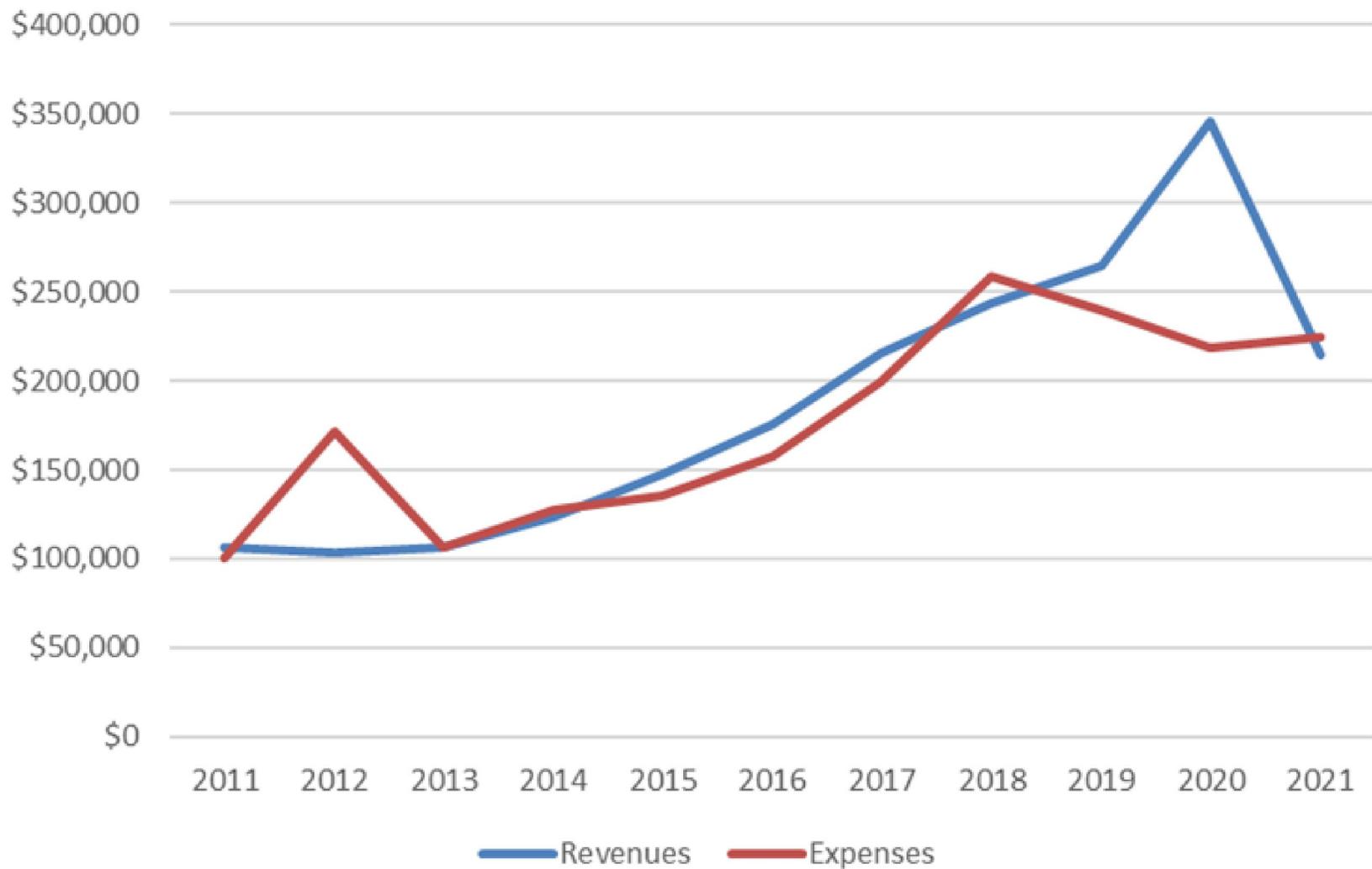
General Timeline



Planned Funding Level

- Plan for total 2022 awards of roughly \$350,000
- Expect to award an amount fully supported by 2022 starting fund balance in the Civic Improvement Fund

LTAC Expenses and Revenues (awards supported by prior year revenues)



Eligibility for LTAC Awards

- Applicants must be a municipality, public facilities district, or registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.

Criteria for 2022 Award Cycle

- 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.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.

Criteria (continued)

F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.

G. Project reflects innovative use of LTAC funds.

H. Proposals for events that will generate an expected increase in tourism are encouraged.

I. Proposals for capital projects are encouraged.

J. Project goals and/or results can be objectively assessed.

K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

Criteria for 2022 Award Cycle

New criteria implemented for 2021 (G, H and I)

- Promote innovative ideas
- Incentivize events
- Seek qualifying capital investments

Suggested, but not implemented, for 2021

- Starting with awards for 2021, organizations may not receive funding for the same activity for more than three (3) years in a row

Next Steps: 2022 LTAC Awards

Tonight:

- Confirm eligibility
- Confirm criteria
- Confirm amount to be awarded

Summer:

- Staff to bring back RFP

Fall:

- Committee award process
- Council consideration and approval of awards





CITY OF BAINBRIDGE ISLAND

**REQUEST FOR PROPOSALS
2022 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 2021, there are approximately \$350,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects in 2022. 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. Applicants may seek a minimum award of \$2,000 and a maximum award of \$175,000 (to reflect 50% of total available funds).

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

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. 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.

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.

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.

Project and 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.
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.
- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Funding may be used for expenses incurred during January 1 – December 31, 2022. Funding requests for goods or services to be provided in 2021 or beyond calendar year 2022 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 2022 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 will only accept 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

- Proposals are due **no later than 4:00 pm, DAY, DATE, 2021**. 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 **January XX, 2023**. **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. See also the City's [Lodging Tax Advisory Committee](#) webpage to view JLARC data from prior years.

Review Process

Lodging Tax Advisory Committee (LTAC)

Appointed by the Council on **DATE**, 2021

Kirsten Hytopoulos, Chair

City Councilmember

Joe Deets, Vice-chair, non-voting

City Councilmember

TBD

Eligible lodging business representative

TBD

Eligible recipient organization representative

TBD

Eligible recipient organization representative

TBD

Eligible lodging business 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 2022 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 – Basic 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.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Proposals for capital projects are encouraged.
- J. Project goals and/or results can be objectively assessed.
- K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

**CITY OF BAINBRIDGE ISLAND
2022 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:

Name of Applicant Organization and Amount Requested:

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number: Amount _____

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s):

Day phone: Cell phone: _____

Please indicate the type of project described in your proposal:

√	Project Type
<input type="checkbox"/>	Tourism marketing
<input type="checkbox"/>	Marketing and operations of special events and festivals designed to attract tourists
<input type="checkbox"/>	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
<input type="checkbox"/>	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question 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 2022. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2022?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of \$175,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2017-2021).
4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION

Project Information

1. Describe the proposed project.

- a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
- b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
- c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

2. Provide a brief narrative statement to address each of the selection criteria:

- a. Expected impact on increased tourism in 2022. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2020 and estimates for 2021.
- b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2022 as a result of the proposed activities. Please include the basis for any estimates.
- c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
- e. The applicant's demonstrated history of organizational and project success.
- f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- g. Describe how this project is new to our community or reflects an innovative use of LTAC funds.
- h. Expected draw for the proposed event, in particular how it will both generate an expected increase in tourism and appeal to the community.
- i. If for a capital project, detail the project's expected impact on increased tourism.

- j. Describe the degree to which the project goals and/or results can be objectively assessed.
- k. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION

Supporting Documentation

1. Provide your organization's 2020 income/expense summary.
2. Provide your organization's 2021 budget and an estimate of actual 2021 revenue and expenses.
3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.



CITY OF
BAINBRIDGE ISLAND

UPDATE on CIVIC IMPROVEMENT FUND (LTAC) BALANCE:

As of April 30, 2021

	Amount
Balance as of Jan 1, 2020	\$388,000
2020 Project Grants	(\$275,000)
Unspent Grant Funds (still working with some recipients on finalizing 2020 expense claims)	\$30,000 - \$65,000
2020 Revenue	\$ 218,000
Balance as of Dec. 31, 2020:	\$361,000 - \$396,000

	Amount
Balance as of Jan 1, 2021 (estimated)	\$361,000
2021 Project Awards	(\$225,000)
Unspent Awards (estimated)	\$10,000
Estimated 2021 Revenue	\$240,000
Estimated Balance as of Dec. 31, 2021:	\$386,000

Three-year summary of LTAC Awards

Recipient Organization	2019		2020		2021	
	Purpose	Award	Purpose	Award	Purpose	Award
Arts & Humanities Bainbridge	Artsopolis Community Cultural Platform	\$ 15,000	Currents Online Cultural Collaborations	\$ 10,000	Certified Creative District	\$ 5,000
Bainbridge Arts & Crafts	Tourism Marketing - Off-Island Advertising Package	\$ 15,000	Off-Island Advertising	\$ 5,000	Off-Island Advertising	\$ 7,000
Bainbridge Island Chamber of Commerce	Tourism Marketing, Special Events, Operations	\$ 63,000	Visitor Information Center	\$ 40,000	Visitor Information Center	\$ 38,000
Bainbridge Island Downtown Assoc.	Tourism Marketing , Special Events	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 35,000	Multi-Media Destination Marketing Campaign	\$ 12,250
Bainbridge Island History Museum	Operations - "Free the Museum"	\$ 12,000	2nd Annual Pickleball Founders Tournament	\$ 12,000	Operational Support	\$ 15,000
Bainbridge Island Lodging Assoc.	Tourism Marketing, Special Events - Destination Bainbridge 2019	\$ 60,000	Destination Bainbridge: 2020	\$ 56,500	Destination Bainbridge: 2021	\$ 41,750
Bainbridge Island Museum of Art	Special Events - "Celebration of Artists' Books	\$ 10,000	Cultural Impact Programs & Festivals	\$ 5,000		
Bainbridge Island Parks Foundation			Trillium Trail Family Run	\$ 6,500	Trail Maps and STO Trail Planning	\$ 10,000
Bainbridge Island Winery Alliance	Tourism Marketing, Special Events - BI Wineries: Wine on the Rock	\$ 15,000	Wine on the Rock Event	\$ 14,000	Wine on the Rock Event	\$ 12,000
Bloedel Reserve			Shoulder Season Awareness : "Fish Where the Fish Are"	\$ 10,000		
City of Bainbridge Island			Downtown Wayfinding Signs	\$ 12,000		
Kids Discovery Museum					Strategic Marketing Plan	\$ 9,000
North Kitsap Tourism Coalition	Tourism Marketing - Market Plan & Event Implementation	\$ 10,000	Media Support	\$ 7,000		
Visit Bainbridge Island			Multi-Media Destination Marketing Campaign	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 70,000
Visit Kitsap Peninsula	Tourism Marketing	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 5,000
		\$ 262,000		\$ 275,000		\$ 225,000