



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JULY 12, 2022**

COUNCIL CHAMBERS  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA

AND

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

**AGENDA**

1. **CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM**  
Councilmember Schneider will be absent.
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT - 6:10 PM**  
Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.
  - 3.A **Instructions for Providing Public Comment**  
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)
4. **CONSENT AGENDA - 6:25 PM**  
All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.
  - 4.A **Agenda Bill for Consent Agenda,** 5 Minutes
  - 4.B **Approve Accounts Payable and Payroll,** 5 Minutes  
[Council Report PR 7-5-22.pdf](#)

AP Report to Council of Cash Disbursements 07-13-22.pdf

**4.C Approve City Council Meeting Minutes**

City Council Study Session Minutes, June 21, 2022.pdf

Special City Council Meeting Minutes - Executive Session, June 28, 2022.pdf

Regular City Council Business Meeting Minutes, June 28, 2022.pdf

**4.D Adopt Ordinance No. 2022-15 to Harmonize Various Bainbridge Island Municipal Code Sections to Provide Consistency with Previously Adopted Provisions, Including Ordinance No. 2022-05 which Changed the Manner in which Certain Fees are Updated - Finance, 5 Minutes**

Ordinance No. 2022-15 Relating to the Correction of Certain City Fees.docx

**4.E Adopt Resolution No. 2022-22 Relating to the Minor Revisions of Certain City Fees - Finance, 5 Minutes**

Resolution No. 2022-22 Relating to Revision of Certain City Fees.pdf

Exhibit A to Resolution No. 2022-22\_2022 Fee Schedule.docx

**4.F Adopt Resolution No. 2022-21 Amending Exhibit B of the Governance Manual Related to Council Liaisons - Executive, 5 Minutes**

Resolution No. 2022-21 Relating to Governance Manual and Council Liaisons

**4.G Authorize approval of an Interlocal Agreement with Kitsap County for the West Sound Stormwater Outreach Group (WSSOG) (\$39,426 – SSWM Fund) - Public Works**

West Sound Stormwater Outreach Group ILA.pdf

**4.H Receive Options for City Council Equity Training, 5 Minutes**

Basic Equity Training Recommendations

**5. COUNCIL ANNOUNCEMENTS - 6:30 PM**

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

**6.A City Manager's Report**

CAP Status Update Memo - Q2 2022.docx

**7. REGULAR BUSINESS**

**7.A (6:45 PM) Receive Plan of Action for Compliance with the Shade Covenant on the Crawford and M&E Properties - Executive, 20 Minutes**

Arborist Report\_Bainbridge Island Shade Covenant Assessment\_06.17.2022.pdf

Presentation Shade Covenant Discussion for CC 07122022

**7.B (7:05 PM) Public Safety Quarterly Report - Police, 20 Minutes**

Presentation - 2022-07-12 Public Safety Quarterly Report.pdf

**7.C (7:25 PM) Update on the Public Works Department Pilot Project for Zero Emissions Hand Tools - Public Works, 10 Minutes**

- 7.D (7:35 PM) Authorize the Creation of a Wastewater Treatment Plant Supervisor Position (\$70,000 Sewer Fund) - Public Works, 5 Minutes**  
[pw\\_om\\_org\\_chart\\_jul\\_2022.pdf](#)  
[pw\\_om\\_org\\_chart\\_proposed\\_jul22.pdf](#)
- 7.E (7:40 PM) Consider Updated Criteria for 2023 Lodging Tax Award Cycle and Award Amount of \$350,000 - Executive, 10 Minutes**  
[BACKGROUND - LTAC Affordable Housing Memo 2020](#)  
[2022\\_LTAC\\_RFP\\_for 2023 for CC 07122022](#)  
[LTAC history 5 year funding awards](#)  
[BACKGROUND - MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05192022](#)
- 7.F (7:50 PM) Confirm Recommended Appointments to the Design Review Board, 5 Minutes**  
[Aubin \(Design Review Board\) - Redacted.pdf](#)  
[Cole \(Design Review Board\) - Redacted.pdf](#)  
[Liffgens \(Design Review Board\) - Redacted.pdf](#)  
[Thiel \(Design Review Board\) - Redacted.pdf](#)
- 7.G (7:55 PM) Confirm Recommended Appointments to the Historic Preservation Commission, 5 Minutes**  
[Chandler \(Historic Preservation Commission\) - Redacted.pdf](#)  
[Hughes \(Historic Preservation Commission\) - Redacted.pdf](#)  
[Moreno \(Historic Preservation Commission\) - Redacted.pdf](#)

**8. ADJOURNMENT - 8:00 PM**

**GUIDING PRINCIPLES**

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Instructions for Providing Public Comment

**SUMMARY:** Instructions for providing public comment are attached.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



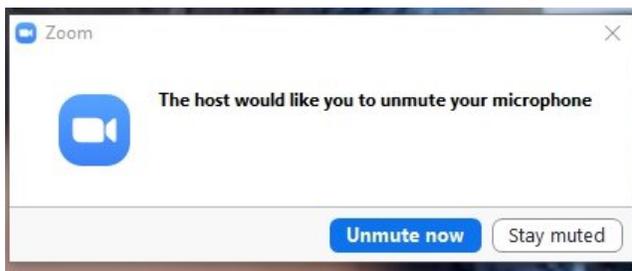
CITY OF  
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

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



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

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

7. Attendee provides their comment.

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

Excerpt from the Governance Manual regarding public comment:

### **5.6 Respect and Decorum**

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

#### **5.6.1 Orderly Behavior and Civility in Remarks**

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

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

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

#### **5.6.2 Permission Required to Address the Council**

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**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.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**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.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report PR 7-5-22.pdf](#)

[AP Report to Council of Cash Disbursements 07-13-22.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# PAYROLL

## PAYROLL CHECK RUN: 7 - 05 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	7/5/2022	54503-54645	Regular check run (Direct Dep)	356,416.87
Normal	7/5/2022	109885	Regular check run (Paper Checks)	2,598.36
Vendor	7/5/2022	109886-109895	Vendor check run (Paper Checks)	371,991.95
EFTPS	7/5/2022	N/A	Federal Tax Electronic Transfer	132,770.62
			<b>TOTAL:</b>	<b>863,777.80</b>

Prepared and Reviewed by: Ruth Schroeder Date 7/5/22  
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.

Kim Dunscombe Date 7/8/22  
Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 27, 2022 - July 11, 2022  
 CITY COUNCIL: June 28, 2022 - July 12, 2022

Last check from previous run: 358866 dated 6/29/2022 issued to Whistle Workwear for \$2,244.78  
 Last ACH from previous run: 1046 dated 6/29/2022 issued to Westbay Auto Parts for \$985.13

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	06/25/2022	1047	WA State DOL/Firearm permits - Jun. 2022	252.00
ACH/EFT	06/25/2022	1048	WA State DOR/Excise taxes - May 2022	14,070.18
ACH/EFT	06/30/2022	1049	PW/Kitsap County Sewer District #7/May 2022 Sewer Utility Charge	22,544.92
ACH/EFT	06/30/2022	1050	ENG/Kelley Connect/Copier lease payment	319.44
Manual	06/28/2022	358867	POL,EOC/AT&T/Wireless charges	2,975.94
Manual	06/28/2022	358868	CenturyLink/Jun. 2022 Weaver water PRV telemetry	58.43
Manual	06/28/2022	358869	FIN/Invoice Cloud/Online utility customer payment services Apr. 2022	1,323.44
Manual	06/28/2022	358870	PW/Island Hands/Janitorial Services	15,155.15
Manual	06/28/2022	358871	POL/Kitsap Marina Industries/Engine repair on M8	12,421.28
Manual	06/28/2022	358872	ENG/Verizon Wireless/Modem for automated flow stations	78.80
Manual	06/28/2022	358873	Washington Water Service/Decant facility water	155.13

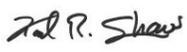
<b>Total Manual Checks and Electronic Disbursements</b>	<b>69,354.71</b>
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Regular Run Checks	07/13/2022	358874-358927	<b>Total Regular Check Run</b>	<b>90,188.97</b>
Regular Run ACH	07/13/2022	1051-1096	<b>Total Regular ACH Run</b>	<b>437,815.59</b>
<b>Total Disbursements</b>				<b>597,359.27</b>

Retainage Release	N/A	N/A		
Travel Advance	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

7/8/2022  
 Date

JK



06/23/2022 13:51  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>									
1047	06/25/2022	MANL	969 DEPARTMENT OF LICENS	256300	JUN22 FA	06/25/2022		FAJUN22	252.00
	Invoice: JUN22 FA					JUNE 2022 CPL			
				252.00	41654860 586000	GUN PERMIT OUT			
						CHECK		1047 TOTAL:	252.00
					NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	252.00
						COUNT		AMOUNT	
					TOTAL MANUAL CHECKS	1		252.00	
								*** GRAND TOTAL ***	252.00

06/23/2022 13:51  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 242									
APP 650-213000	06/25/2022	FAJUN22	062322			ACCOUNTS PAYABLE		252.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/25/2022	FAJUN22	062322			CASH			252.00
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								252.00	252.00
APP 631-130000	06/25/2022	FAJUN22	062322			DUE TO/FROM CLEARING		252.00	
APP 650-130000	06/25/2022	FAJUN22	062322			DUE TO/FROM CLEARING			252.00
SYSTEM GENERATED ENTRIES TOTAL								252.00	252.00
JOURNAL 2022/06/242 TOTAL								504.00	504.00

06/23/2022 13:51  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2022 6	242	06/25/2022	DUE TO/FROM CLEARING CASH	252.00	252.00
				FUND TOTAL	252.00	252.00
650 AGENCY FUND 650-130000 650-213000	2022 6	242	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	252.00	252.00
				FUND TOTAL	252.00	252.00

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	252.00	
650 AGENCY FUND		252.00
TOTAL	252.00	252.00

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

JK



06/23/2022 13:59  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
1048	06/25/2022	MANL	124 WA ST DEPT OF REVENU	256301	MAY22	06/25/2022		ETMAY22	14,070.18
			Invoice: MAY22						
				889.56	91411341 553000	MAY 2022		EXCISE TAXES	
				1,073.17	91421351 553000			FINANCE - WATER EXTRNL TAXES	
				6,854.02	91421351 553000			FINANCE - SEWER - EXTRNL TAXES	
				26.93	91421351 553000			FINANCE - SEWER - EXTRNL TAXES	
				8.04	91411341 553000			FINANCE - WATER EXTRNL TAXES	
				6.81	91411341 553000			FINANCE - WATER EXTRNL TAXES	
				3,826.36	91431383 553000			FINANCE - SSWM - EXTRNL TAXES	
				702.62	91421351 553000			FINANCE - SEWER - EXTRNL TAXES	
				26.35	51011191 531100			PD-C/E-PROP RM-SUPPLIES	
				26.35	52011212 531100			POLICE - C/E INVEST SUPPLIES	
				122.95	53011212 531100			PD-C/E-PATROL SUPPLIES	
				11.87	31011131 531100			EX-GF-SUPPLIES	
				2.70	61011581 531100			PCD - C/E ADMIN SUPPLIES	
				22.83	61011581 542450			PCD - ADM COMMUNIC COMNTY INFO	
				87.55	61011581 542450			PCD - ADM COMMUNIC COMNTY INFO	
				36.06	73637891 531100			OFFICE SUPPLIES	
				56.61	73111290 531100			O&M-STREET-MAINT O/H-SUPPLIES	
				13.80	73637891 531100			OFFICE SUPPLIES	
				20.24	31011256 531100			EX-GF-EMERG PREP-SUPPLIES	
				185.66	51011191 531100			PD-C/E-PROP RM-SUPPLIES	
				69.70	31011256 531100			EX-GF-EMERG PREP-SUPPLIES	

CHECK 1048 TOTAL: 14,070.18

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 14,070.18

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	14,070.18

\*\*\* GRAND TOTAL \*\*\* 14,070.18

06/23/2022 13:59  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	243									
APP	401-213000		06/25/2022	ETMAY22	062322			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		904.41	
APP	635-111100		06/25/2022	ETMAY22	062322			CASH AP CASH DISBURSEMENTS JOURNAL			14,070.18
APP	402-213000		06/25/2022	ETMAY22	062322			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		8,656.74	
APP	403-213000		06/25/2022	ETMAY22	062322			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,826.36	
APP	001-213000		06/25/2022	ETMAY22	062322			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		576.20	
APP	631-213000		06/25/2022	ETMAY22	062322			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		49.86	
APP	101-213000		06/25/2022	ETMAY22	062322			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		56.61	
GENERAL LEDGER TOTAL										14,070.18	14,070.18
APP	631-130000		06/25/2022	ETMAY22	062322			DUE TO/FROM CLEARING		14,020.32	
APP	401-130000		06/25/2022	ETMAY22	062322			DUE TO/FROM CLEARING			904.41
APP	402-130000		06/25/2022	ETMAY22	062322			DUE TO/FROM CLEARING			8,656.74
APP	403-130000		06/25/2022	ETMAY22	062322			DUE TO/FROM CLEARING			3,826.36
APP	001-130000		06/25/2022	ETMAY22	062322			GENERAL - DUE TO/FROM CLEARING			576.20
APP	101-130000		06/25/2022	ETMAY22	062322			STREETS - DUE TO/FROM CLEARING			56.61
SYSTEM GENERATED ENTRIES TOTAL										14,020.32	14,020.32
JOURNAL 2022/06/243 TOTAL										28,090.50	28,090.50

06/23/2022 13:59  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	243	06/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	576.20	576.20
				FUND TOTAL	576.20	576.20
101 STREET FUND 101-130000 101-213000	2022 6	243	06/25/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	56.61	56.61
				FUND TOTAL	56.61	56.61
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	243	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	904.41	904.41
				FUND TOTAL	904.41	904.41
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	243	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,656.74	8,656.74
				FUND TOTAL	8,656.74	8,656.74
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	243	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,826.36	3,826.36
				FUND TOTAL	3,826.36	3,826.36
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	243	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	14,020.32 49.86	14,070.18
				FUND TOTAL	14,070.18	14,070.18

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		576.20
101	STREET FUND		56.61
401	WATER OPERATING FUND		904.41
402	SEWER OPERATING FUND		8,656.74
403	STORM & SURFACE WATER FUND		3,826.36
631	CLEARING FUND		
		14,020.32	
	TOTAL	14,020.32	14,020.32

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>									
1049	06/30/2022	EFT	1496 KITSAP COUNTY SEWER	256335	KCSD7-COBI-2022-MAY	06/09/2022		M062822	22,544.92
	Invoice: KCSD7-COBI-2022-MAY							PW/MAY 2022 SEWER UTILITY CHARGE	
				22,544.92	73426356 551000			SIS-SD#7 PROCESSING CHGS	
								CHECK 1049 TOTAL:	22,544.92
1050	06/30/2022	EFT	1971 KELLEY CONNECT	256333	31819507	06/10/2022		M062822	319.44
	Invoice: 31819507							ENG/COPIER LEASE	
				319.44	72011321 545000			ENG - C/E ADMIN RENTS & LEASES	
								CHECK 1050 TOTAL:	319.44
								NUMBER OF CHECKS 2	
								*** CASH ACCOUNT TOTAL ***	22,864.36
								COUNT	AMOUNT
								TOTAL EFT'S	2 22,864.36
								*** GRAND TOTAL ***	22,864.36

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 282									
APP 402-213000	06/30/2022	M062822	062822			ACCOUNTS PAYABLE		22,544.92	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/30/2022	M062822	062822			CASH			22,864.36
						AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	06/30/2022	M062822	062822			GENERAL - ACCOUNTS PAYABLE		319.44	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								22,864.36	22,864.36
APP 631-130000	06/30/2022	M062822	062822			DUE TO/FROM CLEARING		22,864.36	
APP 402-130000	06/30/2022	M062822	062822			DUE TO/FROM CLEARING			22,544.92
APP 001-130000	06/30/2022	M062822	062822			GENERAL - DUE TO/FROM CLEARING			319.44
SYSTEM GENERATED ENTRIES TOTAL								22,864.36	22,864.36
JOURNAL 2022/06/282 TOTAL								45,728.72	45,728.72

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	282	06/30/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	319.44	319.44
				FUND TOTAL	319.44	319.44
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	282	06/30/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	22,544.92	22,544.92
				FUND TOTAL	22,544.92	22,544.92
631 CLEARING FUND 631-130000 635-111100	2022 6	282	06/30/2022	DUE TO/FROM CLEARING CASH	22,864.36	22,864.36
				FUND TOTAL	22,864.36	22,864.36

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		319.44
402	SEWER OPERATING FUND		22,544.92
631	CLEARING FUND	22,864.36	
	TOTAL	22,864.36	22,864.36

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CITY OF BAINBRIDGE ISLAND  
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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
358867	06/28/2022	PRTD	6420 AT&T MOBILITY	256356	287287004732X061922	06/11/2022		M062822			2,975.94
	Invoice: 287287004732X061922								POL, EOC/WIRELESS CHARGES		
				2,867.88	91011215 542100				GG-C/E-PD-PHONE		
				108.06	31011256 542100				EX-GF-EMERG PREP-PHONE		
								CHECK	358867	TOTAL:	2,975.94
358868	06/28/2022	PRTD	551 CENTURYLINK	256357	6124JUN22	06/16/2022		M062822			58.43
	Invoice: 6124JUN22								WEAVER PRV WATER TELEM		
				58.43	91411891 542100				GG-WTR-FAC-PHONE		
								CHECK	358868	TOTAL:	58.43
358869	06/28/2022	PRTD	9883 INVOICE CLOUD INC	256340	2698-2022_4	04/30/2022		M062822			1,323.44
	Invoice: 2698-2022_4								FIN/INVOICE CLOUD SERVICES APRIL 2022		
				661.72	43411341 541100				FIN - WATER ADMIN PROF SERVICE		
				661.72	43421351 541100				FIN - SEWER ADMIN PROF SERVICE		
								CHECK	358869	TOTAL:	1,323.44
358870	06/28/2022	PRTD	8646 ISLAND HANDS	256338	2231	06/23/2022		M062822			15,155.15
	Invoice: 2231								PW/2020-2023 JANITORIAL CONTRACT JUNE 2022		
				14,927.82	73011183 54110000269				JANITORIAL CONTRACT-PRO SVCS		
				227.33	73425358 54110000269				JANITORIAL CONTRACT-PRO SVCS		
								CHECK	358870	TOTAL:	15,155.15
358871	06/28/2022	PRTD	3856 KITSAP MARINA INDUST	256334	6509	06/24/2022		M062822			12,421.28
	Invoice: 6509								POL/ENGINE REPAIR M8		
				12,421.28	54025212 54810000434				SAFER BOATING GRANT-REPAIRS		
								CHECK	358871	TOTAL:	12,421.28
358872	06/28/2022	PRTD	1485 VERIZON WIRELESS	256339	9907865320	06/01/2022		M062822			78.80
	Invoice: 9907865320								ENG/MODEMS FOR AUTOMATED FLOW STATIONS		
				78.80	72637319 54210000809				WATER QUAL FLOW MONIT-MODEM		
								CHECK	358872	TOTAL:	78.80
358873	06/28/2022	PRTD	5271 WASHINGTON WATER SER	256358	4815979187-JUN22	06/21/2022		M062822			155.13
	Invoice: 4815979187-JUN22								DECANT FACILITY WATER		
				155.13	91435838 547500				GG-DECANT-WATER/SEWER		
								CHECK	358873	TOTAL:	155.13

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NUMBER OF CHECKS      7                      \*\*\* CASH ACCOUNT TOTAL \*\*\*                      32,168.17

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	7	32,168.17

\*\*\* GRAND TOTAL \*\*\*                      32,168.17

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	281									
APP	001-213000		06/28/2022	M062822	062822			GENERAL - ACCOUNTS PAYABLE		30,325.04	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		06/28/2022	M062822	062822			CASH			32,168.17
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		06/28/2022	M062822	062822			ACCOUNTS PAYABLE		720.15	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		06/28/2022	M062822	062822			ACCOUNTS PAYABLE		889.05	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		06/28/2022	M062822	062822			ACCOUNTS PAYABLE		78.80	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		06/28/2022	M062822	062822			ACCOUNTS PAYABLE		155.13	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		32,168.17	32,168.17
APP	631-130000		06/28/2022	M062822	062822			DUE TO/FROM CLEARING		32,089.37	
APP	001-130000		06/28/2022	M062822	062822			GENERAL - DUE TO/FROM CLEARING			30,325.04
APP	401-130000		06/28/2022	M062822	062822			DUE TO/FROM CLEARING			720.15
APP	402-130000		06/28/2022	M062822	062822			DUE TO/FROM CLEARING			889.05
APP	403-130000		06/28/2022	M062822	062822			DUE TO/FROM CLEARING			155.13
								SYSTEM GENERATED ENTRIES TOTAL		32,089.37	32,089.37
								JOURNAL 2022/06/281 TOTAL		64,257.54	64,257.54

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	281	06/28/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	30,325.04	30,325.04
				FUND TOTAL	30,325.04	30,325.04
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	281	06/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	720.15	720.15
				FUND TOTAL	720.15	720.15
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	281	06/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	889.05	889.05
				FUND TOTAL	889.05	889.05
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	281	06/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	155.13	155.13
				FUND TOTAL	155.13	155.13
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	281	06/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	32,089.37 78.80	32,168.17
				FUND TOTAL	32,168.17	32,168.17

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		30,325.04
401 WATER OPERATING FUND		720.15
402 SEWER OPERATING FUND		889.05
403 STORM & SURFACE WATER FUND		155.13
631 CLEARING FUND		
	32,089.37	
	TOTAL	
	32,089.37	32,089.37

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
1051	07/13/2022	EFT	5 ACE HARDWARE	256341	511531	06/16/2022		07/10/22	69.87
	Invoice: 511531					PW/TUBE VINYL 3/8ID X 1/2OD			
				69.87	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 511751								
				256342	511751	06/18/2022		07/10/22	24.01
				24.01	73425358 531100	PW/MAG 2" COMBO 1-1/2" SHKL			
						O&M-WWTP-SUPPLIES			
	Invoice: 511791								
				256343	511791	06/20/2022		07/10/22	9.82
				9.82	73111427 531100	PW/GOOF OFF SPRAY VOC 12OZ			
						OFFICE SUPPLIES			
	Invoice: 512041								
				256344	512041	06/23/2022		07/10/22	85.07
				85.07	73011189 531100	PW/PVC PRESSURE PIPE, CEMENT RAIN-R-SHINE			
						O&M - C/E FACIL OFC SUPPLIES			
	Invoice: 512101								
				256345	512101	06/23/2022		07/10/22	43.65
				43.65	73421355 531100	PW/SHOP TOWELS, CLEANER CITRUS 32OZ			
						WIN COLL-SUPPLIES			
	Invoice: 512151								
				256346	512151	06/24/2022		07/10/22	10.90
				10.90	73421355 531100	PW/SHOP TOWELS BLUE			
						WIN COLL-SUPPLIES			
	Invoice: 512211								
				256347	512211	06/24/2022		07/10/22	19.56
				19.56	73011189 531100	PW/COUPLE 1" SXS, ELBOW 1" SXS SCH40			
						O&M - C/E FACIL OFC SUPPLIES			
	Invoice: 512221								
				256348	512221	06/24/2022		07/10/22	56.75
				56.75	73411345 531100	PW/LAMP HOLDER BACKLIGHT, WIRE, GROUNDING PLUG			
						OFFICE SUPPLIES			
	Invoice: 512411								
				256498	512411	06/28/2022		07/10/22	40.34
				40.34	73425358 531100	PW/GRND WHL, BLADE CUTOFF METAL, FLAP DSC			
						O&M-WWTP-SUPPLIES			
	Invoice: 512481								
				256499	512481	06/28/2022		07/10/22	25.09
				25.09	73411345 531100	PW/RND BOX GRY, GROUNDING PLUG WIRE			
						OFFICE SUPPLIES			
	Invoice: 512561								
				256500	512561	06/29/2022		07/10/22	81.87
				81.87	73425358 531100	PW/BRUSH TOUCH-UP, FLEX SEAL LIQUID BLK, CORD			
						O&M-WWTP-SUPPLIES			
	Invoice: 512711								
				256501	512711	06/30/2022		07/10/22	120.11
				120.11	73425358 531100	PW/HAND TRUCK 900LB CAPACITY			
						O&M-WWTP-SUPPLIES			
	Invoice: 512701								
				256549	512701	06/30/2022		07/10/22	17.43
				17.43	73011768 531100	PW/ACE TOP SOIL 1CF			
						O&M-C/E-PARKS-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC										
Invoice: 512781				256550	512781	07/01/2022		07/10/22		8.73
				8.73	73111427 531100	PW/SPRAY PAINT 2X SAT CANYN BLK				
						OFFICE SUPPLIES				
						CHECK		1051 TOTAL:		613.20
1052	07/13/2022 EFT		7726 AIR MANAGEMENT SOLUT	256502	0001138800	06/22/2022		07/10/22		1,117.44
	Invoice: 0001138800			1,117.44	73011897 54810000707	PW/YARD HVAC MAINTENANCE				
						PWY HVAC-REPAIRS				
Invoice: 0001138801				256503	0001138801	06/22/2022		07/10/22		293.44
				293.44	73011215 54810000707	PW/POLICE DEP HVAC MAINTENANCE				
						PD HVAC-REPAIRS				
Invoice: 0001138802				256504	0001138802	06/23/2022		07/10/22		835.51
				835.51	73011755 54810000707	PW/SENIOR CENTER HVAC MAINTENANCE				
						COMMONS HVAC-REPAIRS				
Invoice: 0001138803				256505	0001138803	06/22/2022		07/10/22		330.33
				330.33	73425358 54810000707	PW/WWTP HVAC MAINTENANCE				
						WWTP HVAC-REPAIRS				
Invoice: 0001138804				256506	0001138804	06/23/2022		07/10/22		330.33
				330.33	73011255 54810000707	PW/COURT HVAC MAINTENANCE				
						COURT HVAC-REPAIRS				
						CHECK		1052 TOTAL:		2,907.05
1053	07/13/2022 EFT		8991 ALLIANCE 2020, INC	256583	5838607	06/30/2022		07/10/22		647.73
	Invoice: 5838607			647.73	33011161 544000	HR/BACKGROUND CHECKS				
						HR-C/E-ADVERTISING				
						CHECK		1053 TOTAL:		647.73
1054	07/13/2022 EFT		7821 ARAMARK	256554	5120025580	06/16/2022		07/10/22		80.63
	Invoice: 5120025580			80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR				
						LAUNDRY SERVICES				
Invoice: 5120030164				256617	5120030164	06/23/2022		07/10/22		80.63
				80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR				
						LAUNDRY SERVICES				
						CHECK		1054 TOTAL:		161.26
1055	07/13/2022 EFT		2138 ASPECT CONSULTING LL	256303	46607	06/20/2022		07/10/22		4,004.00
	Invoice: 46607			2,681.00	72637319 54110000809	ENG/WQFM-GRND WTR MNGMNT-IDDE DB T				
				1,323.00	72011322 54110000485	WATER QUAL FLOW MONIT-PRO SVCS				
						GROUNDWTR MNGT PRGM-PROF SVCS				

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CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
Invoice: 46245				256304	46245	05/20/2022		07/10/22	1,499.00		
				1,499.00	73411345 54110001208	PW/ON CALL SERVICES FOR GEOTECH E WING PT B RD WTR LINE REPL-PS					
								CHECK 1055 TOTAL:	5,503.00		
1056 07/13/2022 EFT			4365 AUTOMATIC FUNDS TRAN	256567	124285	06/14/2022		07/10/22	97.31		
Invoice: 124285						FIN/DELINQUENT INVOICES					
				48.65	43411341 541100	FIN - WATER ADMIN PROF SERVICE					
				48.66	43421351 541100	FIN - SEWER ADMIN PROF SERVICE					
Invoice: BAIN2206028				256618	BAIN2206028	06/30/2022		07/10/22	196.88		
				150.00	41011141 541100	FIN/B&O JUNE 2022					
				46.88	41011141 542500	FIN - C/E ADMIN PROF SERVICES					
						FIN-C/E-ADM-POSTAGE/SHIPPING					
Invoice: 124355				256619	124355	06/28/2022		07/10/22	1,708.26		
				1,708.26	73637892 541100	PW/CONSUMER CONFIDENCE REPORT 2022 O&M-ALLOC-WTR-PROF SVCS					
								CHECK 1056 TOTAL:	2,002.45		
1057 07/13/2022 EFT			55 SOUND PUBLISHING, IN	256305	8066849	05/31/2022		07/10/22	637.25		
Invoice: 8066849						CC,PCD/HRB ERICKSEN AVE, WEBSITE ADS COUNCIL - LEGAL NOTICES					
				500.00	11011113 544000	CUR-DEV-ZONING-ADV					
				137.25	63470586 544000						
								CHECK 1057 TOTAL:	637.25		
1058 07/13/2022 EFT			55 SOUND PUBLISHING, IN	256306	BIR953736	05/06/2022		07/10/22	83.58		
Invoice: BIR953736						PCD/CITY NOTICE BLD23328GAR					
				83.58	63470586 544000	CUR-DEV-ZONING-ADV					
Invoice: BIR953738				256307	BIR953738	05/06/2022		07/10/22	87.83		
				87.83	63470586 544000	PCD/CITY NOTICE PLN51863 SSDP					
						CUR-DEV-ZONING-ADV					
Invoice: BIR953742				256308	BIR953742	05/06/2022		07/10/22	120.42		
				120.42	63470586 544000	PCD/CITY NOTICE PLN52234 LDR					
						CUR-DEV-ZONING-ADV					
Invoice: BIR954256				256309	BIR954256	05/13/2022		07/10/22	89.25		
				89.25	63470586 544000	PCD/CITY NOTICE NOA_PLN52221 REVISED					
						CUR-DEV-ZONING-ADV					
Invoice: BIR954667				256310	BIR954667	05/20/2022		07/10/22	82.17		
				82.17	63470586 544000	PCD/CITY NOTICE NOA_PLN52068 SPT					
						CUR-DEV-ZONING-ADV					



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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
								CHECK	1059 TOTAL:	284.90	
1060	07/13/2022	EFT	50 BAINBRIDGE ISLAND	EL 256620	20220052	06/22/2022		07/10/22	1,395.75		
Invoice: 20220052				1,395.75	73421355 548100	PW/FERRY TERMINAL LIFT STATION REPAIR					
				256621	20220061	06/22/2022		07/10/22	2,214.65		
Invoice: 20220061				2,214.65	73425358 548100	PW/WWTP 2022 INSPECTION REPAIRS					
										O&M-WWTP-REPAIRS	
								CHECK	1060 TOTAL:	3,610.40	
1061	07/13/2022	EFT	7823 CIVICPLUS	256376	232438	08/01/2022		07/10/22	16,112.91		
Invoice: 232438				16,112.91	81011881 548500	IT/WEBSITE MAINTENANCE AND HOSTING					
										IT - C/E COMPUTER SUPPORT	
								CHECK	1061 TOTAL:	16,112.91	
1062	07/13/2022	EFT	518 CRIMINAL JUSTICE	TRA 256515	201136592	06/29/2022		07/10/22	300.00		
Invoice: 201136592				300.00	52011212 443410	POL/PRE-SUPERVISOR/MD					
										POLICE - C/E INVEST TRAINING	
								CHECK	1062 TOTAL:	300.00	
1063	07/13/2022	EFT	6919 CLARK CONSTRUCTION	I 256623	PAYREQ2-00724	07/01/2022		07/10/22	231,504.00		
Invoice: PAYREQ2-00724				231,504.00	72311942 66200000724	ENG/POLICE AND MUNICIPAL COURT - C					
										PD/COURT BLDG-CONSTR OF BLDG	
								CHECK	1063 TOTAL:	231,504.00	
1064	07/13/2022	EFT	142 COPIERS NORTHWEST	IN 256317	INV2488301	06/21/2022		07/10/22	626.18		
Invoice: INV2488301				313.09	31011131 545000	EX,FIN/COPIER LEASE					
				313.09	41011141 545000	EX-GF-RENTS & LEASES					
										FIN - C/E ADMIN RENTS & LEASES	
								CHECK	1064 TOTAL:	626.18	
1065	07/13/2022	EFT	6363 LN CURTIS & SONS	256519	INV605757	06/17/2022		07/10/22	229.32		
Invoice: INV605757				229.32	53011212 520000	POL/VEST CARRIER/MILLER					
				256520	INV608002	06/24/2022		07/10/22	172.39		
Invoice: INV608002				172.39	53011212 520000	POL/UNIFORMS/MCCARTY					
				256521	INV604835	06/14/2022		07/10/22	203.55		
										POLICE - C/E PATROL BENEFITS	

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
Invoice: INV604835				203.55	53011212 520000	POL/JACKET/LEWIS					
						POLICE - C/E PATROL BENEFITS					
							CHECK	1065 TOTAL:		605.26	
1066	07/13/2022	EFT	7144 DTMICRO, INC	256318	6258	06/15/2022		07/10/22		136.25	
Invoice: 6258				136.25	91011215 542100	POLICE NETWORK CONNECTION TO KITSAP COUNTY					
						GG-C/E-PD-PHONE					
							CHECK	1066 TOTAL:		136.25	
1067	07/13/2022	EFT	8996 EDINGER ASSOCIATES P	256370	8181	06/09/2022		07/10/22		1,575.00	
Invoice: 8181				1,575.00	32011152 54111100955	LEGAL/PROF SERVICES GENERAL FCC MATTERS					
						LIT-CHALLENGE TO RADIO STATION					
							CHECK	1067 TOTAL:		1,575.00	
1068	07/13/2022	EFT	5781 EXTERMINATION SERVIC	256522	41746	06/20/2022		07/10/22		95.00	
Invoice: 41746				95.00	73011215 548100	PW/POLICE DEPARTMENT JUNE 2022					
						O&M-C/E-POLICE FAC-REPAIRS					
Invoice: 41808				256523	41808	06/27/2022		07/10/22		364.73	
				364.73	73425358 548100	PW/WWTP JUNE 2022					
						O&M-WWTP-REPAIRS					
							CHECK	1068 TOTAL:		459.73	
1069	07/13/2022	EFT	705 FCS GROUP	256524	3552-22206072	06/24/2022		07/10/22		5,783.75	
Invoice: 3552-22206072				2,891.87	72411342 54110000923	ENG/WATER AND SEWER UTILITY RATE S					
				2,891.88	72421352 54110000923	WATER RATE STUDY-PROF SVCS					
						SEWER RATE STUDY-PROF SVCS					
							CHECK	1069 TOTAL:		5,783.75	
1070	07/13/2022	EFT	5062 FRIENDS OF THE FARMS	256527	Q2 2022	07/01/2022		07/10/22		16,250.00	
Invoice: Q2 2022				16,250.00	31011557 54110001019	EX/Q2 2022 SERVICES					
						FOTF-FARM MNGT SVCS					
							CHECK	1070 TOTAL:		16,250.00	
1071	07/13/2022	EFT	1517 GUARDIAN SECURITY SY	256529	1261921	07/01/2022		07/10/22		57.66	
Invoice: 1261921				57.66	51011215 541100	POL/ALARM MONITORING					
						POLICE - C/E FACIL PROF SVCS					

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	1071 TOTAL:	57.66
1072	07/13/2022	EFT	268 HOUSING RESOURCES BA	256377	11072	06/30/2022		07/10/22	1,125.00	
								EX/QUARTERLY MANAGEMENT FEES ISLANDER MOBILE PARK		
				1,125.00	31180592 54130200297			IMHP MNGT FEES		
				256531	11103	07/01/2022		07/10/22	700.00	
								EX/2022 IRA ASSESSMENT 301 MADRONA WAY NE		
				700.00	31180592 54130400297			IMHP SPACE RENT DEFAULT		
								CHECK	1072 TOTAL:	1,825.00
1073	07/13/2022	EFT	1971 KELLEY CONNECT	256321	31819506	06/10/2022		07/10/22	316.68	
								PCD/COPIER LEASE		
				316.68	61470581 545000			PCD - DEV ADMIN RENTS & LEASES		
				256322	31819508	06/10/2022		07/10/22	361.46	
								PCD/COPIER LEASE		
				361.46	61470581 545000			PCD - DEV ADMIN RENTS & LEASES		
				256323	31819509	06/10/2022		07/10/22	190.01	
								CRT/COPIER LEASE		
				190.01	21011125 545000			COURT-RENTS & LEASES		
				256563	IN1083506	07/01/2022		07/10/22	41.94	
								CRT/COPIER LEASE		
				41.94	21011125 545000			COURT-RENTS & LEASES		
				256585	IN1083508	07/01/2022		07/10/22	135.75	
								PCD/COPIER LEASE		
				135.75	61470581 545000			PCD - DEV ADMIN RENTS & LEASES		
				256586	IN1083509	07/01/2022		07/10/22	154.76	
								PCD/COPIER LEASE		
				154.76	61470581 545000			PCD - DEV ADMIN RENTS & LEASES		
								CHECK	1073 TOTAL:	1,200.60
1074	07/13/2022	EFT	9338 KEY CODE MEDIA, INC.	256532	097630	06/30/2022		07/10/22	218.40	
								IT/CONFIGURATION OF CHAMBERS PC		
				218.40	81031881 53550000567			PEG CAP FUNDING-NON CAP ITEMS		
								CHECK	1074 TOTAL:	218.40
1075	07/13/2022	EFT	8549 KINGWEST, LLC	256533	835715	06/27/2022		07/10/22	3,865.68	
								PW/REMOVED ALDER TREES DEERCLIFF RD NE		
				3,865.68	73111427 54810000354			TREE PRES & REMOVAL-ROADS		

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK		1075 TOTAL:	3,865.68	
1076	07/13/2022	EFT	9565 KATHERINE L KIRKLAND	256324	026	06/22/2022		07/10/22	2,430.00	
	Invoice: 026					EX/DESIGN STRATEGY, LAYOUT NEWSLETTER-PROF SVCS		COBI CONNECTS		
				2,430.00	31011572	54110001015				
						CHECK		1076 TOTAL:	2,430.00	
1077	07/13/2022	EFT	7849 LAW OFFICE OF THOMAS	256626	JUL22	07/06/2022		07/10/22	4,484.38	
	Invoice: JUL22					LEGAL/PUBLIC DEFENDER SERVICES JULY 2022		LGL-PUBLIC DEFENDER		
				4,484.38	32011281	541113				
						CHECK		1077 TOTAL:	4,484.38	
1078	07/13/2022	EFT	9323 MURRAYSMITH, INC.	256587	22-3434.00-2	06/30/2022		07/10/22	57,411.02	
	Invoice: 22-3434.00-2					ENG/WINSLOW WATER TANK DESIGN SERV		NEW WATER TANKS-PROF SVCS		
				57,411.02	72413434	64110000988				
						CHECK		1078 TOTAL:	57,411.02	
1079	07/13/2022	EFT	9943 THE NEXT DAY DRY CLE	256566	07/01/2022	07/01/2022		07/10/22	319.13	
	Invoice: 07/01/2022					POL/LAUNDRY SERVICE				
				201.61	51011211	520000		PD-C/E ADMIN-BENEFITS		
				24.98	52011212	520000		POLICE - C/E INVEST BENEFITS		
				92.54	53011212	520000		POLICE - C/E PATROL BENEFITS		
						CHECK		1079 TOTAL:	319.13	
1080	07/13/2022	EFT	2430 OGDEN MURPHY WALLACE	256359	864290	06/28/2022		07/10/22	27,131.75	
	Invoice: 864290					LEGAL/PROFESSIONAL SERVICES MAY 2022				
				819.00	32011152	54111101156		LIT-NEAL PRA SUIT		
				441.00	32470152	54111401056		HEX-WINSLOW HOTEL(OMW)		
				1,386.00	32470152	54111101204		VIRGINIA MASON LUPA (SP. CRT.)		
				819.00	32471152	54111401217		HEX-GERLACH BLD PRMT (OMW-HEX)		
				435.60	32011152	54111001131		ETHICS BOARD LEGAL ADVISOR		
				567.00	32011152	541110		LGL-GF-LEGAL ADVICE		
				126.00	91011211	541110		GG-C/E-CIVIL SVC-LEGAL ADVICE		
				5,928.97	32470152	54111100897		PRES RESP SHORE(CT OF APPEALS)		
				16,514.68	32470152	54111401211		JONES EM BULKHEAD (HEX-OMW)		
				94.50	32470152	54111401220		HEX-WHITE RUE (OMW)		
						CHECK		1080 TOTAL:	27,131.75	
1081	07/13/2022	EFT	4111 OLYMPIC SPRINGS INC	256568	347572	04/30/2022		07/10/22	68.38	
	Invoice: 347572					PW/5 GALLONS PURIFIED WATER X7		O&M-WWTP-SUPPLIES		
				68.38	73425358	531100				

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 348329				256569	348329	05/31/2022		07/10/22	48.87
				48.87	73425358 531100	PW/5 GALLONS PURIFIED WATER X5			
						O&M-WWTP-SUPPLIES			
Invoice: 349156				256570	349156	06/30/2022		07/10/22	98.76
				98.76	73425358 531100	PW/5 GALLONS PURIFIED WATER X10			
						O&M-WWTP-SUPPLIES			
						CHECK		1081 TOTAL:	216.01
1082	07/13/2022 EFT		7925 OMNIPARK, INC	256535	124490	07/01/2022		07/10/22	336.34
	Invoice: 124490			336.34	51011217 548500	POL/PARKING SYSTEM SUPPORT			
						PD-C/E-PARKING ENF-COMP SUPPOR			
						CHECK		1082 TOTAL:	336.34
1083	07/13/2022 EFT		7435 RANDY KAN PORTABLE R	256360	1946108	06/16/2022		07/10/22	108.00
	Invoice: 1946108			108.00	73435838 545000	PW/RESTROOM 6811 NE VINENT RD			
						O&M-DECANT-RENTS			
Invoice: 1946109				256361	1946109	06/16/2022		07/10/22	108.00
				108.00	73011897 545000	PW/RESTROOM 7305 HIDDEN COVE RD			
						O&M-C/E-PWYD FAC-RENTS			
						CHECK		1083 TOTAL:	216.00
1084	07/13/2022 EFT		8058 RWC INTERNATIONAL LL	256540	XA103046832:01	06/27/2022		07/10/22	1,243.61
	Invoice: XA103046832:01			621.81	73111423 531100	PW/MUFFLER, EXHAUST, SS HDD INSU			
				621.80	73111427 531100	OFFICE SUPPLIES			
						OFFICE SUPPLIES			
						CHECK		1084 TOTAL:	1,243.61
1085	07/13/2022 EFT		617 S & B INC	256362	26151A	06/21/2022		07/10/22	1,011.24
	Invoice: 26151A			1,011.24	73425358 541100	PW/HACH LXV400.99.Z0032 PROFIBUS CARD			
						O&M-WWTP-PROF SVCS			
Invoice: 26186A				256363	26186A	06/23/2022		07/10/22	462.46
				462.46	73425358 541100	PW/JAMES SWANSON FIELD SERVICES BI SW LOAD FER			
						O&M-WWTP-PROF SVCS			
Invoice: 26189A				256364	26189A	06/23/2022		07/10/22	2,378.38
				2,378.38	73425358 541100	PW/JAMES SWANSON FIELD SERVICES GRAPHIC MODS			
						O&M-WWTP-PROF SVCS			

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK		1085 TOTAL:	3,852.08
1086	07/13/2022 EFT		1670 SEATTLE PUMP & EQUIP	256572	232918-1	06/27/2022		07/10/22	366.94
	Invoice: 232918-1			366.94	73421355 531100	PW/3000PSI LEADER HOSE WIN COLL-SUPPLIES			
						CHECK		1086 TOTAL:	366.94
1087	07/13/2022 EFT		9584 SILKE COMMUNICATIONS	256627	124705	06/27/2022		07/10/22	550.03
	Invoice: 124705			550.03	73501448 66400001112	PW/INSTALL NEW RADIOS IN NEW VEHICLES 2021 LT DUTY P/U-STREETS USE			
						CHECK		1087 TOTAL:	550.03
1088	07/13/2022 EFT		8132 SPECTRA LABORATORIES	256542	22-03886	06/22/2022		07/10/22	23.00
	Invoice: 22-03886			23.00	73415345 54110000391	PW/TESTING TOTAL COLIFORM/E COLI LAB SVCS-WATER ROCKAWAY			
	Invoice: 22-03887			256543	22-03887	06/22/2022		07/10/22	23.00
				23.00	73011897 54110000391	PW/TESTING TOTAL COLIFORM/E COLI LAB SVCS-PWY FAC			
	Invoice: 22-03888			256544	22-03888	06/22/2022		07/10/22	230.00
				230.00	73411345 541100	PW/TOTAL COLIFORM/E COLI TESTING PROFESSIONAL SERVICES			
						CHECK		1088 TOTAL:	276.00
1089	07/13/2022 EFT		5730 SUMMIT LAW GROUP	256328	137644	06/21/2022		07/10/22	8,765.00
	Invoice: 137644			8,765.00	33011161 541100	HR/PROFESSIONAL SERVICES MAY 2022 HR-C/E-PROF SVCS			
	Invoice: 137645			256365	137645	06/23/2022		07/10/22	2,515.00
				2,515.00	32011152 54111000274	LEGAL/PROFESSIONAL SERVICES MAY 2022 LGL-LABOR NEGOTIATIONS			
	Invoice: 137756			256366	137756	06/23/2022		07/10/22	2,667.00
				245.00	32011152 54111000274	LEGAL/PROFESSIONAL SERVICES MAY 2022 LGL-LABOR NEGOTIATIONS			
				2,422.00	32011152 54111000870	LGL-HR (NON-BARGAINING)			
						CHECK		1089 TOTAL:	13,947.00
1090	07/13/2022 EFT		6746 SYMBOL ARTS	256545	0433422-IN	06/16/2022		07/10/22	136.51
	Invoice: 0433422-IN			136.51	53011212 531100	POL/BADGE X1 PD-C/E-PATROL SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	1090 TOTAL:	136.51
1091	07/13/2022	EFT	565 TACOMA SCREW PRODUCT	256546	140047636-00	06/29/2022		07/10/22	9.01	
			Invoice: 140047636-00					PW/METRIC FLAT WASHERS, METRIC MEDIUM LOCK WASHERS		
				9.01	73638935 531100			O&M-STD ALLOCATION-SUPPLIES		
								CHECK	1091 TOTAL:	9.01
1092	07/13/2022	EFT	9295 TOOLE DESIGN GROUP,	256331	0SEA70178_06	06/16/2022		07/10/22	22,642.74	
			Invoice: 0SEA70178_06					ENG/CORRIDOR IMPRVMTS DESIGN & FI		
				22,642.74	72334561 64110001088			MAD AVE SIDEWALK IMPR-PROF SVC		
								CHECK	1092 TOTAL:	22,642.74
1093	07/13/2022	EFT	1152 USA BLUE BOOK	256368	021183	06/22/2022		07/10/22	188.86	
			Invoice: 021183					PW/HACH BOD NUTRIENT BUFFER SOLN, FILTER MEMBRANES		
				188.86	73425358 531100			O&M-WWTP-SUPPLIES		
			Invoice: 027302					06/28/2022	07/10/22	1,389.35
				256548	027302			PW/DIAMOND GRIP POWDER FREE GLOVES		
				1,389.35	73421355 531100			WIN COLL-SUPPLIES		
			Invoice: 028515					06/29/2022	07/10/22	211.91
				256576	028515			PW/USABB LEMON SEWER SWEETENER		
				211.91	73425358 531100			O&M-WWTP-SUPPLIES		
			Invoice: 029975					06/30/2022	07/10/22	113.02
				256577	029975			PW/STERILE PETRI DISH W/PAD, HACH SURCHARGE		
				113.02	73425358 531100			O&M-WWTP-SUPPLIES		
			Invoice: 031330					07/01/2022	07/10/22	469.51
				256629	031330			PW/BLEUWHITE F1000 RATE FLOWMETER		
				469.51	73425358 531100			O&M-WWTP-SUPPLIES		
								CHECK	1093 TOTAL:	2,372.65
1094	07/13/2022	EFT	553 UTILITIES UNDERGROUN	256578	2060122	06/30/2022		07/10/22	202.53	
			Invoice: 2060122					PW/EXCAVATION NOTIFICATIONS X157 JUNE 2022		
				202.53	73637893 54110000393			O&M ALLOC-LOCATING SVCS		
								CHECK	1094 TOTAL:	202.53
1095	07/13/2022	EFT	5709 WEBCHECK INC	256579	INV-7295	06/30/2022		07/10/22	262.08	
			Invoice: INV-7295					FIN/WEBCHECK SERVICES JUNE 2022		
				131.04	43411341 541100			FIN - WATER ADMIN PROF SERVICE		
				131.04	43421351 541100			FIN - SEWER ADMIN PROF SERVICE		

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
						CHECK	1095	TOTAL:	262.08
1096	07/13/2022	EFT	499 WESTBAY AUTO PARTS I	256581	725908	06/21/2022		07/10/22	60.06
	Invoice: 725908			60.06	990	141100	PW/FUEL FILTER, OIL FILTER, AIR FILTER MERCHANDISE		
	Invoice: 725984			256582	725984	06/22/2022		07/10/22	142.04
	Invoice: 726238			142.04	990	141100	PW/NAPAGOLD OIL FILTER, AIR FILTER, FUEL FILTER MERCHANDISE		
	Invoice: 726491			256589	726238	06/23/2022		07/10/22	140.01
	Invoice: 726491			140.01	990	141100	PW/AIR FILTER, OIL FILTER, FUEL FILTER MERCHANDISE		
	Invoice: 726895			256590	726491	06/24/2022		07/10/22	62.35
	Invoice: 726895			62.35	51011211	531100	PW/2011 FORD EXPEDITION VALVES PD-C/E-ADM-SUPPLIES		
	Invoice: 727065			256591	726895	06/27/2022		07/10/22	125.77
	Invoice: 727442			20.67	990	141100	PW/AIR FILTER, SOLENOID, OIL FILTER, BRAKE FLUID MERCHANDISE		
	Invoice: 727442			105.10	73638935	531100	O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 727609			256592	727065	06/27/2022		07/10/22	112.76
	Invoice: 727609			112.76	73638935	531100	PW/GRSE/GUN O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 727813			256593	727442	06/29/2022		07/10/22	49.11
	Invoice: 727813			49.11	73638935	531100	PW/BLE DEF 2.5 GALLON X3 O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 727916			256594	727609	06/29/2022		07/10/22	4.30
	Invoice: 727916			4.30	73638935	531100	PW/SPARK PLUGS X2 O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 727813			256596	727813	06/30/2022		07/10/22	62.44
	Invoice: 727916			62.44	990	141100	PW/NAPAGOLD FUEL & OIL FILTERS MERCHANDISE		
	Invoice: 727916			256630	727916	06/30/2022		07/10/22	20.78
	Invoice: 727916			20.78	990	141100	PW/AIR FILTER MERCHANDISE		
						CHECK	1096	TOTAL:	779.62

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NUMBER OF CHECKS 46 \*\*\* CASH ACCOUNT TOTAL \*\*\* 437,815.59

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL EFT'S	46	437,815.59

\*\*\* GRAND TOTAL \*\*\* 437,815.59

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	7	11									
APP	631-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		5,103.20	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/13/2022	07/10/22	070722			CASH			437,815.59
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		14,505.60	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/13/2022	07/10/22	070722			STREETS - ACCOUNTS PAYABLE		5,127.84	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/13/2022	07/10/22	070722			GENERAL - ACCOUNTS PAYABLE		66,002.71	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		62,316.42	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		27,352.55	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		254,478.24	
								AP CASH DISBURSEMENTS JOURNAL			
APP	108-213000		07/13/2022	07/10/22	070722			AFFORD HSG - ACCOUNTS PAYABLE		1,825.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		108.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000		07/13/2022	07/10/22	070722			ER&R-ACCOUNTS PAYABLE		550.03	
								AP CASH DISBURSEMENTS JOURNAL			
APP	901-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		446.00	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										437,815.59	437,815.59
APP	631-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING		432,712.39	
APP	402-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			14,505.60
APP	101-130000		07/13/2022	07/10/22	070722			STREETS - DUE TO/FROM CLEARING			5,127.84
APP	001-130000		07/13/2022	07/10/22	070722			GENERAL - DUE TO/FROM CLEARING			66,002.71
APP	401-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			62,316.42
APP	407-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			27,352.55
APP	301-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			254,478.24
APP	108-130000		07/13/2022	07/10/22	070722			AFFORD HSG DUE TO/FROM CLEAR'G			1,825.00
APP	403-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			108.00
APP	501-130000		07/13/2022	07/10/22	070722			ER&R-DUE TO/FROM CLEARING			550.03

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	07/13/2022	07/10/22	070722							
APP 901-130000	07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING				446.00
SYSTEM GENERATED ENTRIES TOTAL									432,712.39	432,712.39
JOURNAL 2022/07/11					TOTAL			870,527.98	870,527.98	

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	11	07/13/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	66,002.71	66,002.71
				FUND TOTAL	66,002.71	66,002.71
101 STREET FUND 101-130000 101-213000	2022 7	11	07/13/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,127.84	5,127.84
				FUND TOTAL	5,127.84	5,127.84
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2022 7	11	07/13/2022	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	1,825.00	1,825.00
				FUND TOTAL	1,825.00	1,825.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 7	11	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	254,478.24	254,478.24
				FUND TOTAL	254,478.24	254,478.24
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	11	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	62,316.42	62,316.42
				FUND TOTAL	62,316.42	62,316.42
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	11	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,505.60	14,505.60
				FUND TOTAL	14,505.60	14,505.60
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	11	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	108.00	108.00
				FUND TOTAL	108.00	108.00
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	11	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	27,352.55	27,352.55
				FUND TOTAL	27,352.55	27,352.55
501 EQUIPMENT RENTAL & REVOLVING	2022 7	11	07/13/2022			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
501-130000				ER&R-DUE TO/FROM CLEARING		550.03
501-213000				ER&R-ACCOUNTS PAYABLE	550.03	
				FUND TOTAL	550.03	550.03
631 CLEARING FUND	2022 7	11	07/13/2022			
631-130000				DUE TO/FROM CLEARING	432,712.39	
631-213000				ACCOUNTS PAYABLE	5,103.20	
635-111100				CASH		437,815.59
				FUND TOTAL	437,815.59	437,815.59
901 CITY-WIDE REPORTING FUND	2022 7	11	07/13/2022			
901-130000				DUE TO/FROM CLEARING		446.00
901-213000				ACCOUNTS PAYABLE	446.00	
				FUND TOTAL	446.00	446.00

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		66,002.71
101 STREET FUND		5,127.84
108 AFFORDABLE HOUSING FUND		1,825.00
301 CAPITAL CONSTRUCTION FUND		254,478.24
401 WATER OPERATING FUND		62,316.42
402 SEWER OPERATING FUND		14,505.60
403 STORM & SURFACE WATER FUND		108.00
407 BUILDING & DEVELOPMENT FUND		27,352.55
501 EQUIPMENT RENTAL & REVOLVING		550.03
631 CLEARING FUND	432,712.39	
901 CITY-WIDE REPORTING FUND		446.00
	TOTAL	
	432,712.39	432,712.39

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

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358874	07/13/2022	PRTD	1563 ADVANCED HEATING & C	256631	BLD26686 R-MEC	07/06/2022	07/10/22	104.92
	Invoice: BLD26686 R-MEC			104.92	47148	322100	PERMIT BLD26686 R-MEC REFUND FEE BUILDINGS, STRUCT. & EQ	
							CHECK 358874 TOTAL:	104.92
358875	07/13/2022	PRTD	9597 AIRGAS USA, LLC	256553	9127411520	06/29/2022	07/10/22	2,056.88
	Invoice: 9127411520			2,056.88	73431835	531100	PW/CYL HLDR ASSY GX2, RDR INFRARED JETEYE XCVR OFFICE SUPPLIES	
				256616	9127566944		07/06/2022 20220006 07/10/22	407.15
	Invoice: 9127566944			407.15	73431835	531100	PW/AIR MONITOR SYSTEM MATERIALS OFFICE SUPPLIES	
							CHECK 358875 TOTAL:	2,464.03
358876	07/13/2022	PRTD	7994 PENINSULA SERVICES	256302	99955	05/31/2022	07/10/22	40.00
	Invoice: 99955			40.00	21011125	541100	CRT/SHREDDING SERVICES COURT-PROF SERVICES	
							CHECK 358876 TOTAL:	40.00
358877	07/13/2022	PRTD	8672 ALLSTREAM	256584	18549104	07/01/2022	07/10/22	807.90
	Invoice: 18549104			807.90	71637891	542100	FIN/CITY WIDE PHONE SERVICES PW - ALLOC COMMUNICATION	
							CHECK 358877 TOTAL:	807.90
358878	07/13/2022	PRTD	10044 AUNTY DOLLY'S DESSER	256613	07/05/2022	07/05/2022	07/10/22	150.00
	Invoice: 07/05/2022			150.00	41625860	586000	FIN/SENIOR CENTER DEPOSIT REFUND SC/COMMONS ROOM DEP-DISBURSEME	
							CHECK 358878 TOTAL:	150.00
358879	07/13/2022	PRTD	47 BAINBRIDGE DISPOSAL	256555	353227	06/24/2022	07/10/22	50.00
	Invoice: 353227			50.00	91011897	547900	PW/GARBAGE PICKUP JUNE 24 2022 GG-C/E-O&M YARD FAC-GARBAGE	
							CHECK 358879 TOTAL:	50.00
358880	07/13/2022	PRTD	54 BAINBRIDGE RENTAL IN	256558	CON85966	06/22/2022	07/10/22	217.99
	Invoice: CON85966			217.99	73111264	545000	PW/STRAIGHT HEDGE TRIMMER O&M-STREET-TRAF CONTROL-LEASES	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	358880	TOTAL:	217.99
358881	07/13/2022	PRTD	3390 BAINBRIDGE SELF STOR	256374 6226	06/29/2022	07/10/22		1,181.00
	Invoice: 6226			1,181.00 36011143 545000	EXCC/STORAGE FEE 7/14-8/13/22			
					CLERK-RENTS			
					CHECK	358881	TOTAL:	1,181.00
358882	07/13/2022	PRTD	10047 BROWN, DARKEIM	256632 6/19/2022	06/19/2022	07/10/22		100.00
	Invoice: 6/19/2022			100.00 31011572 54110001064	2022 JUNETEENTH SPEAKER FEE			
					RETF-PROF SVCS			
					CHECK	358882	TOTAL:	100.00
358883	07/13/2022	PRTD	10048 BROWN, IZAYA	256633 6/19/2022	06/19/2022	07/10/22		100.00
	Invoice: 6/19/2022			100.00 31011572 54110001064	2022 JUNETEENTH SPEAKER FEE			
					RETF-PROF SVCS			
					CHECK	358883	TOTAL:	100.00
358884	07/13/2022	PRTD	1350 BUD CLARY CHEVROLET	256510 12926	06/10/2022	20210052 07/10/22		44,300.91
	Invoice: 12926			44,300.91 73501448 66400001112	PW/CHEVY COLORADO AND UPFIT			
					2021 LT DUTY P/U-STREETS USE			
					CHECK	358884	TOTAL:	44,300.91
358885	07/13/2022	PRTD	360 BUILDERS FIRSTSOURCE	256511 85518204	06/09/2022	07/10/22		391.88
	Invoice: 85518204			391.88 73425358 531100	PW/CDX FIR RTD TRTD X6			
					O&M-WWTP-SUPPLIES			
				256622 85656485	06/30/2022	07/10/22		76.98
	Invoice: 85656485			76.98 65470597 531100	PD/WOOD STAKES, RUBBER MALLET			
					CODE - DEV OFFICE SUPPLIES			
					CHECK	358885	TOTAL:	468.86
358886	07/13/2022	PRTD	1052 CANON FINANCIAL SERV	256316 28718214	06/11/2022	07/10/22		483.51
	Invoice: 28718214			241.75 61011581 545000	PCD,ENG/OCE PRINTER, PLOTTER LEASE			
				241.76 72011321 545000	PCD - C/E ADMIN RENTS & LEASES			
					ENG - C/E ADMIN RENTS & LEASES			
					CHECK	358886	TOTAL:	483.51

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358887	07/13/2022	PRTD	8253 CHS POULSBO	256560	45576H	06/29/2022	07/10/22	913.92
	Invoice: 45576H			913.92	73637892	531100	PW/SALT BAG EX COARSE X98 O&M-ALLOC-WTR-CONSUMABLES	
							CHECK 358887 TOTAL:	913.92
358888	07/13/2022	PRTD	9908 CINTAS CORPORATION #	256373	5114271917	06/28/2022	07/10/22	801.02
	Invoice: 5114271917			801.02	91011755	531100	THE COMMONS FIRST AID RESTOCK GG-C/E-COMMONS-SUPPLIES	
				256513	5113871608		06/24/2022	07/10/22
	Invoice: 5113871608			180.97	73637891	531100	PW/FIRST AID RESTOCK HIDDEN COVE RD OFFICE SUPPLIES	180.97
							CHECK 358888 TOTAL:	981.99
358889	07/13/2022	PRTD	6920 COMCAST	256516	JUL22	06/20/2022	07/10/22	11.27
	Invoice: JUL22			11.27	51011211	545000	POL/HD CONVERTER BOX PD-C/E-ADMIN RENTS/LEASE	
							CHECK 358889 TOTAL:	11.27
358890	07/13/2022	PRTD	5132 CRYSTAL SPRINGS	256517	5228674 062922	06/29/2022	07/10/22	24.10
	Invoice: 5228674 062922			24.10	21011125	531100	CRT/BOTTOM LOAD HOT AND COLD COOLER COURT-SUPPLIES	
							CHECK 358890 TOTAL:	24.10
358891	07/13/2022	PRTD	152 DAILY JOURNAL OF COM	256337	3379305	06/15/2022	07/10/22	294.40
	Invoice: 3379305			294.40	71011321	544000	PW/CN:WASTE MANAGEMENT EVALUATION PW - C/E ADVERTISING	
				256350	3379504		06/22/2022	07/10/22
	Invoice: 3379504			634.80	72311473	64400001050	ENG/CENIOR COMM CTR RENOVATION SCC RENOVATIONS-ADV	634.80
							CHECK 358891 TOTAL:	929.20
358892	07/13/2022	PRTD	1953 FERGUSON ENTERPRISES	256525	1107862	06/09/2022	07/10/22	508.32
	Invoice: 1107862			508.32	73411345	531100	PW/GALV RDY CUT PIPE, BRZ THRD NRS GATE OFFICE SUPPLIES	
				256526	1107864		06/09/2022	07/10/22
	Invoice: 1107864			2,524.50	73431835	531100	PW/PVC SWR HUB FEM CO ADPT, PVC SWR RH THRD OFFICE SUPPLIES	2,524.50

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 1107862-1				256624 1107862-1	07/01/2022		07/10/22	174.04
				174.04 73411345 531100	PW/GALV STL NIP, RDY CUT PIPE TBE, THRD NRS GATE OFFICE SUPPLIES			
Invoice: SC56107				256625 SC56107	06/30/2022		07/10/22	24.88
				24.88 73637892 531100	PW/SERVICE CHARGE FOR JUNE 2022 O&M-ALLOC-WTR-CONSUMABLES			
					CHECK	358892	TOTAL:	3,231.74
358893 07/13/2022 PRTD		1953	FERGUSON ENTERPRISES	256351 1113662	06/24/2022		07/10/22	672.00
Invoice: 1113662				672.00 73431835 531100	PW/18 ALUMINUM TRASH RACK 1:3 OFFICE SUPPLIES			
					CHECK	358893	TOTAL:	672.00
358894 07/13/2022 PRTD		10043	FIG & SPICE LLC	256614 07/05/2022	07/05/2022		07/10/22	150.00
Invoice: 07/05/2022				150.00 41625860 586000	FIN/SENIOR CENTER DEPOSIT REFUND SC/COMMONS ROOM DEP-DISBURSEME			
					CHECK	358894	TOTAL:	150.00
358895 07/13/2022 PRTD		9250	JAMES FRIDAY	256634 6/19/2022	06/19/2022		07/10/22	100.00
Invoice: 6/19/2022				100.00 31011572 54110001064	2022 JUNETEENTH SPEAKER FEE RETF-PROF SVCS			
					CHECK	358895	TOTAL:	100.00
358896 07/13/2022 PRTD		7851	GEOTECH ENVIROMENTAL	256352 688234	06/15/2022		07/10/22	384.51
Invoice: 688234				384.51 73011370 54500000261	PW/RENTAL VFD CONTROLLER, QUATRO 4M PROSERIES BI LANDFILL MONITORING-RENTS			
					CHECK	358896	TOTAL:	384.51
358897 07/13/2022 PRTD		4850	HOME DEPOT CREDIT SE	256530 5523483	06/21/2022		07/10/22	414.73
Invoice: 5523483				414.73 73411345 531100	PW/BRUSHLESS COMPACT DRILL, SOCKET ADAPTER OFFICE SUPPLIES			
					CHECK	358897	TOTAL:	414.73
358898 07/13/2022 PRTD		4850	HOME DEPOT CREDIT SE	256561 689353415	06/06/2022		07/10/22	2,302.79
Invoice: 689353415				2,302.79 73011189 531100	PW/50 GAL to 60 GAL 4 MIL 38 IN O&M - C/E FACIL OFC SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
							CHECK 358898 TOTAL:	2,302.79
358899	07/13/2022	PRTD	863 INTERSTATE BATTERIES	256562 22072121	06/30/2022		07/10/22	152.83
	Invoice: 22072121			152.83 51011211 531100	POL/MTP-65HD BATTERY PD-C/E-ADM-SUPPLIES			
							CHECK 358899 TOTAL:	152.83
358900	07/13/2022	PRTD	10039 JOY, JOHN	256320 06/17/2022	06/17/2022		07/10/22	109.20
	Invoice: 06/17/2022			109.20 31011256 443410	EX/CASCADIA RISING 2022 - FLOTILLA EXERCISE EX-GF-EMERG PREP-TRAINING			
							CHECK 358900 TOTAL:	109.20
358901	07/13/2022	PRTD	4198 KENT D BRUCE COMPANY	256564 11638	06/23/2022		07/10/22	132.04
	Invoice: 11638			66.02 73111423 531100 66.02 73111427 531100	PW/L10 12V AMB/AMB LOW POLY PERM OFFICE SUPPLIES OFFICE SUPPLIES			
							CHECK 358901 TOTAL:	132.04
358902	07/13/2022	PRTD	4584 KIDS DISCOVERY MUSEU	256371 0004	03/31/2022		07/10/22	2,757.71
	Invoice: 0004			2,757.71 91140573 541100	2022 LTAC CONTRACT GG-TOUR-PROF SERVICES			
							CHECK 358902 TOTAL:	2,757.71
358903	07/13/2022	PRTD	579 KITSAP SUN	256325 0004636583	05/31/2022		07/10/22	139.15
	Invoice: 0004636583			139.15 33011161 544000	HR/JOB AD MECHANIC II HR-C/E-ADVERTISING			
							CHECK 358903 TOTAL:	139.15
358904	07/13/2022	PRTD	7822 KPFF CONSULTING ENGI	256534 426329	06/14/2022		07/10/22	2,782.00
	Invoice: 426329			2,782.00 73111262 54110000725	PW/INSPECTION OF TWO PEDESTRIAN B PED BRIDGE INSP-INSPECTION SVC			
							CHECK 358904 TOTAL:	2,782.00
358905	07/13/2022	PRTD	10045 LAWRENCE, BARBARA	256635 6/19/2022	06/19/2022		07/10/22	100.00
	Invoice: 6/19/2022			100.00 31011572 54110001064	2022 JUNETEENTH SPEAKER FEE RETF-PROF SVCS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		358905 TOTAL:	100.00
358906	07/13/2022	PRTD	10046 MALATESTA, CHAS	256636	6/19/2022	06/19/2022	07/10/22	100.00
	Invoice: 6/19/2022				100.00	31011572 54110001064	2022 JUNETEENTH SPEAKER FEE RETF-PROF SVCS	
					CHECK		358906 TOTAL:	100.00
358907	07/13/2022	PRTD	493 MODERN COLLISION REB	256565	17621	05/23/2022	07/10/22	1,278.93
	Invoice: 17621				1,278.93	61011581 531100	PCD/2007 FORD RANGER XLT BODY, PAINT PCD - C/E ADMIN SUPPLIES	
					CHECK		358907 TOTAL:	1,278.93
358908	07/13/2022	PRTD	2574 NATIONAL BARRICADE C	256353	296352	06/20/2022	07/10/22	2,926.56
	Invoice: 296352				2,926.56	73111264 531100	PW/BARRICADE TYPE II 24" FOLDING, PLASTIC RAILS O&M-STREET-TRAF CONTROL-SUPPLY	
					CHECK		358908 TOTAL:	2,926.56
358909	07/13/2022	PRTD	9135 NWPE	256354	007	06/22/2022	07/10/22	322.01
	Invoice: 007				322.01	73111264 531100	PW/ROLLS AFM TICKETS X5 O&M-STREET-TRAF CONTROL-SUPPLY	
					CHECK		358909 TOTAL:	322.01
358910	07/13/2022	PRTD	8286 SUPERINTENDENT OF P	256536	17301	06/27/2022	07/10/22	316.75
	Invoice: 17301				316.75	41654861 586110	POL/FINGERPRINTING FINGERPRINT DISB TO SPI	
					CHECK		358910 TOTAL:	316.75
358911	07/13/2022	PRTD	1754 OTIS ELEVATOR COMPAN	256355	100400822668	06/13/2022	07/10/22	2,604.16
	Invoice: 100400822668				2,604.16	73011183 54810000888	PW/MAINTENANCE SERVICE 7/1/22-9/30/22 CH ELEVATOR MAINT-REPAIRS	
					CHECK		358911 TOTAL:	2,604.16
358912	07/13/2022	PRTD	8922 REXEL USA INC.	256537	2S01809	06/28/2022	07/10/22	1,431.57
	Invoice: 2S01809				1,431.57	73011189 531100	PW/DAYBRITE LOT, LOT RELEASE O&M - C/E FACIL OFC SUPPLIES	
					CHECK		358912 TOTAL:	1,431.57

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358913	07/13/2022	PRTD	9440 QBSI-XEROX	256378	IN2768502	06/27/2022	07/10/22	64.53
	Invoice: IN2768502			64.53	21011125	545000	CRT/COPIER LEASE COURT-RENTS & LEASES	
							CHECK 358913 TOTAL:	64.53
358914	07/13/2022	PRTD	9787 BROOKS M RAYMOND	256538	22-249	06/15/2022	07/10/22	250.00
	Invoice: 22-249			250.00	52011212	541100	POL/POLYGRAPH SERVICES POLICE - C/E INVEST PROF SVCS	
				256539	22-250		06/22/2022	07/10/22
	Invoice: 22-250			250.00	52011212	541100	POL/POLYGRAPH SERVICES POLICE - C/E INVEST PROF SVCS	
							CHECK 358914 TOTAL:	500.00
358915	07/13/2022	PRTD	408 ROLLING BAY COMMERC	256326	885587	05/05/2022	07/10/22	4,366.88
	Invoice: 885587			4,366.88	21011125	545000	CRT/COURT HOUSE RENTAL JULY 2022 COURT-RENTS & LEASES	
							CHECK 358915 TOTAL:	4,366.88
358916	07/13/2022	PRTD	10041 SCADRON-WATTLES, STU	256327	06/14/2022	06/14/2022	07/10/22	5.40
	Invoice: 06/14/2022			5.40	31011256	443410	EX/CASCADIA RISING 2022 - FLOTILLA EXERCISE EX-GF-EMERG PREP-TRAINING	
							CHECK 358916 TOTAL:	5.40
358917	07/13/2022	PRTD	8738 SPEAKWRITE, LLC	256541	6F37495F	07/01/2022	07/10/22	324.00
	Invoice: 6F37495F			324.00	52011212	541100	POL/TRANSCRIPTION SERVICES POLICE - C/E INVEST PROF SVCS	
							CHECK 358917 TOTAL:	324.00
358918	07/13/2022	PRTD	9358 STRUCTURED COMMUNICA	256375	0222840-IN	06/28/2022	07/10/22	3,038.04
	Invoice: 0222840-IN			3,038.04	81011881	548500	IT/HARDWARE MAINTENANCE MERAKI EQUIPMENT IT - C/E COMPUTER SUPPORT	
							CHECK 358918 TOTAL:	3,038.04
358919	07/13/2022	PRTD	8243 TILZ	256573	101-78681	06/22/2022	07/10/22	36.00
	Invoice: 101-78681			36.00	91011897	547900	YARD WASTE X3 GG-C/E-O&M YARD FAC-GARBAGE	
				256574	101-78760		06/23/2022	07/10/22
								24.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 101-78760								
				24.00	91011897	547900	WOOD WASTE X2 GG-C/E-O&M YARD FAC-GARBAGE	
							CHECK 358919 TOTAL:	60.00
358920	07/13/2022	PRTD	6714 TOSHIBA FINANCIAL SE	256367	31903965		06/24/2022 07/10/22	224.64
Invoice: 31903965								
				224.64	73637891	545000	PW/COPIER LEASE RENTS & LEASES - OPERATING	
				256547	31903966		06/24/2022 07/10/22	234.85
Invoice: 31903966								
				234.85	51011211	545000	POL/COPIER LEASE PD-C/E-ADMIN RENTS/LEASE	
							CHECK 358920 TOTAL:	459.49
358921	07/13/2022	PRTD	5039 TREE SOLUTIONS INC	256332	34868		06/25/2022 07/10/22	2,640.00
Invoice: 34868								
				2,640.00	73011593	54110000998	PW/TREE INVENTORY AND PERMITTING SHADE COVENANT-PROF SVCS	
							CHECK 358921 TOTAL:	2,640.00
358922	07/13/2022	PRTD	8183 JOHN A. GREEN	256575	15928		06/03/2022 07/10/22	1,536.16
Invoice: 15928								
				1,536.16	53011212	548100	POL/2020 FORD EXPLORER DOOR WRAP, GRAPHICS POLICE - C/E PATROL MAINTENANC	
				256628	16005		06/15/2022 07/10/22	151.57
Invoice: 16005								
				151.57	73501448	66400001112	PW/2022 CHEVROLET COLORADO COBI LOGOS 2021 LT DUTY P/U-STREETS USE	
							CHECK 358922 TOTAL:	1,687.73
358923	07/13/2022	PRTD	10040 TURNER, BRYAN	256329	06/14/2022		06/14/2022 07/10/22	150.80
Invoice: 06/14/2022								
				150.80	31011256	443410	EX/CASCADIA RISING 2022 - FLOTILLA EXERCISE EX-GF-EMERG PREP-TRAINING	
							CHECK 358923 TOTAL:	150.80
358924	07/13/2022	PRTD	10049 VARGAS, KAREN	256637	6/19/2022		06/19/2022 07/10/22	100.00
Invoice: 6/19/2022								
				100.00	31011572	54110001064	2022 JUNETEENTH SPEAKER FEE RETF-PROF SVCS	
							CHECK 358924 TOTAL:	100.00
358925	07/13/2022	PRTD	952 WASHINGTON STATE PAT	256588	I22007845		07/05/2022 07/10/22	153.50
Invoice: I22007845								
				153.50	41654861	586100	FIN/BACKGROUND CHECKS AGENCY DISBURSEMENTS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	358925	TOTAL:	153.50
358926	07/13/2022	PRTD	1210 WATER PURVEYORS ASSO	256369 WP2202	06/17/2022		07/10/22	200.00
	Invoice: WP2202			200.00 73411345 549100	PW/WATER PURVEYORS ASSOC KITSAP ANNUAL DUES		DUES/SUBSCRIPTIONS	
					CHECK	358926	TOTAL:	200.00
358927	07/13/2022	PRTD	8390 WEST HILLS FORD MAZD	256580 75010573	06/15/2022		07/10/22	700.32
	Invoice: 75010573			700.32 53011212 548100	POL/ROTOR ASY - BRAKE, KIT - BRAKE LINING		POLICE - C/E PATROL MAINTENANC	
					CHECK	358927	TOTAL:	700.32
				NUMBER OF CHECKS	54	*** CASH ACCOUNT TOTAL ***		90,188.97
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						54	90,188.97	
						*** GRAND TOTAL ***		90,188.97

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JOURNAL ENTRIES TO BE CREATED

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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
2022	7	10									
APP	407-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		181.90	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/13/2022	07/10/22	070722			CASH			90,188.97
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		5,660.53	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/13/2022	07/10/22	070722			GENERAL - ACCOUNTS PAYABLE		25,509.42	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		2,152.31	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		300.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/13/2022	07/10/22	070722			STREETS - ACCOUNTS PAYABLE		6,380.60	
								AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000		07/13/2022	07/10/22	070722			ER&R-ACCOUNTS PAYABLE		44,452.48	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		391.88	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		634.80	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		1,297.09	
								AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000		07/13/2022	07/10/22	070722			CIVIC IMPR - ACCOUNTS PAYABLE		2,757.71	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/13/2022	07/10/22	070722			ACCOUNTS PAYABLE		470.25	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										90,188.97	90,188.97
APP	631-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING		88,036.66	
APP	407-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			181.90
APP	403-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			5,660.53
APP	001-130000		07/13/2022	07/10/22	070722			GENERAL - DUE TO/FROM CLEARING			25,509.42
APP	622-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			300.00
APP	101-130000		07/13/2022	07/10/22	070722			STREETS - DUE TO/FROM CLEARING			6,380.60
APP	501-130000		07/13/2022	07/10/22	070722			ER&R-DUE TO/FROM CLEARING			44,452.48
APP	402-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			391.88
APP	301-130000		07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING			634.80

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
APP 401-130000	07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING				1,297.09
APP 104-130000	07/13/2022	07/10/22	070722			CIVIC IMPR DUE TO/FROM CLEAR'G				2,757.71
APP 650-130000	07/13/2022	07/10/22	070722			DUE TO/FROM CLEARING				470.25
	07/13/2022	07/10/22	070722							
SYSTEM GENERATED ENTRIES TOTAL									88,036.66	88,036.66
JOURNAL 2022/07/10 TOTAL									178,225.63	178,225.63

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	10	07/13/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	25,509.42	25,509.42
				FUND TOTAL	25,509.42	25,509.42
101 STREET FUND 101-130000 101-213000	2022 7	10	07/13/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,380.60	6,380.60
				FUND TOTAL	6,380.60	6,380.60
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2022 7	10	07/13/2022	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	2,757.71	2,757.71
				FUND TOTAL	2,757.71	2,757.71
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	634.80	634.80
				FUND TOTAL	634.80	634.80
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,297.09	1,297.09
				FUND TOTAL	1,297.09	1,297.09
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	391.88	391.88
				FUND TOTAL	391.88	391.88
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,660.53	5,660.53
				FUND TOTAL	5,660.53	5,660.53
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	181.90	181.90
				FUND TOTAL	181.90	181.90
501 EQUIPMENT RENTAL & REVOLVING	2022 7	10	07/13/2022			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
501-130000 501-213000				ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	44,452.48	44,452.48
				FUND TOTAL	44,452.48	44,452.48
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	300.00	300.00
				FUND TOTAL	300.00	300.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	88,036.66 2,152.31	90,188.97
				FUND TOTAL	90,188.97	90,188.97
650 AGENCY FUND 650-130000 650-213000	2022 7	10	07/13/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	470.25	470.25
				FUND TOTAL	470.25	470.25

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		25,509.42
101	STREET FUND		6,380.60
104	CIVIC IMPROVEMENT FUND		2,757.71
301	CAPITAL CONSTRUCTION FUND		634.80
401	WATER OPERATING FUND		1,297.09
402	SEWER OPERATING FUND		391.88
403	STORM & SURFACE WATER FUND		5,660.53
407	BUILDING & DEVELOPMENT FUND		181.90
501	EQUIPMENT RENTAL & REVOLVING		44,452.48
622	EXPENDABLE TRUST FUND		300.00
631	CLEARING FUND	88,036.66	
650	AGENCY FUND		470.25
	TOTAL	88,036.66	88,036.66

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve City Council Meeting Minutes

**SUMMARY:** Council will consider approval of meeting minutes.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve City Council meeting minutes.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

[City Council Study Session Minutes, June 21, 2022.pdf](#)

[Special City Council Meeting Minutes - Executive Session, June 28, 2022.pdf](#)

[Regular City Council Business Meeting Minutes, June 28, 2022.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 21, 2022

MEETING MINUTES

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

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

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

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) **MAYOR'S REPORT**

Mayor Deets spoke about parliamentary procedure regarding point of order.

4) **PRESENTATION(S)**

**4.A Update from the Environmental Protection Agency on Upcoming Work at the Wyckoff Superfund Site - Public Works**

[Cover Page](#)

[Wyckoff Property Map.pdf](#)

[2022-06-21 Wyckoff COBI.pdf](#)

City Manager King introduced Jacob Moersen, Remedial Project Manager, Superfund & Emergency Management Division, U.S. Environmental Protection Agency Region 10. He provided a presentation on the Wyckoff property and addressed Council's questions.

5) **COMMITTEE REPORTS**

Councilmember Quitslund provided an update on the Environmental Technical Advisory Committee and a Fort Ward neighborhood tour.

Mayor Deets provided an update on committee interviews, an intergovernmental meeting with the Squamish Tribe, and his office hours.

Councilmember Schneider reported on Kitsap Transit survey results and the Work Ready Bainbridge program sponsored by the Chamber of Commerce.

Councilmember Hytopoulos reported on the Kitsap Public Health District Board and the addition of new board members who are not elected officials. They are looking for additional applicants in the category of consumers of public health who have faced significant health inequities.

6) **ADJOURNMENT**

Deputy Mayor Fantroy-Johnson adjourned the meeting at 7:29 p.m.

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Joe Deets, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING  
EXECUTIVE SESSION  
TUESDAY, JUNE 28, 2022

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Deets called the executive session to order at 5:00 p.m.

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

2) EXECUTIVE SESSION

**2.A Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee**  
Cover Page

Mayor Deets adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(g) at 5:01 p.m.

Councilmember Pollock and Moriwaki arrived during the executive session. Council returned from executive session at 5:59 p.m.

3) ADJOURNMENT

Mayor Deets adjourned the meeting at 6:00 p.m.

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Joe Deets, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING  
TUESDAY, JUNE 28, 2022

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE](#)

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

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

Mayor Deets led the Pledge of Allegiance and read the land acknowledgement.

2) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

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

Deputy Mayor Fantroy-Johnson made a conflict of interest disclosure related to a person who applied for a position on the Race Equity Advisory Committee.

3) [PUBLIC COMMENT](#)

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

[Cover Page](#)

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

Karen Vargas spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Daniel Lapinski spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Mira Rosenkotz spoke in favor of the poet laureate program.

Lydia Henning spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Francis Jacobson spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Beth Goodwin spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Cindy Anderson spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Eric Stahl spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Renni Bispham spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Deanna Martinez spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Peggi Erickson spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Laura VanDyke spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Becky Crook spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Olivia Hunting spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Marianne Wiley spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Katie Curtis spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Janna Cawrse Esarey spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Debby Haase spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Kimi Kinoshita spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Molly B and Trisha spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Marsha Cutting spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Colleen Huck spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Ashley Mathews spoke about comments received from Island residents.

Promise Partner spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

Ron Peltier spoke about conflict of interest disclosures.

Brad Schabert spoke in favor of the appointment of Olivia Hall to the Race Equity Advisory Committee.

#### 4) [CONSENT AGENDA](#)

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

Councilmember Schneider pulled item 4.D from the Consent Agenda.

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

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

##### 4.B [Approve Accounts Payable and Payroll](#) [Cover Page](#)

[AP Report to Council of Cash Disbursements 06-29-22.pdf](#)  
[Council Report PR 6-20-22.pdf](#)

**4.C Approve City Council Meeting Minutes**

[Cover Page](#)

[City Council Study Session Minutes, June 7, 2022.docx](#)

[Special City Council Meeting Minutes - Executive Session, June 14, 2022.docx](#)

[Regular City Council Business Meeting Minutes, June 14, 2022.pdf](#)

**4.E Authorize the City Manager to Execute Amendment No. 4 to Agreement for Professional Services with S&B, Inc. for the Water and Sewer Telemetry Upgrade Project (\$49,271.04) (Water \$22,293.18 and Sewer \$26,977.86) – Public Works**

[Cover Page](#)

[Amendment No. 4 to Professional Services Agreement.pdf](#)

**4.F Cancel the July 5, 2022, City Council Study Session**

[Cover Page](#)

**4.G Adopt Ordinance No. 2022-16 Relating to Bonus Floor Area Ratio and Extending the Sunset Provision of Ordinance No. 2021-10 by Eighteen Months**

[Cover Page](#)

[Ordinance No. 2022-16.docx](#)

ITEM PULLED FROM THE CONSENT AGENDA

**4.D Authorize a Professional Services Agreement with Fehr & Peers for Measuring Greenhouse Gas Emissions Associated with Sustainable Transportation Plan Actions and Developing an Update to the City's Transportation Impact Fees (\$123,670) - Executive**

[Cover Page](#)

[Professional Services Agreement Fehr & Peers.docx](#)

Councilmember Schneider spoke in favor of the agreement.

**MOTION:** I move to authorize the City Manager to execute a professional services agreement with Fehr & Peers in substantially the form attached to this agenda item for measuring greenhouse gas emissions associated with Sustainable Transportation Plan actions and developing an update to the City's Transportation Impact Fees (\$123,670).

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

**5) COUNCIL ANNOUNCEMENTS**

Councilmember Quitslund mentioned that he attended a Puget Sound Regional Council (PSRC) training program with Mayor Deets on recognizing implicit bias. Councilmember Schneider mentioned that she also participated in the PSRC training.

Mayor Deets mentioned an intergovernmental committee meeting with the Suquamish Tribe, the status of committee interviews, the Rotary Auction, and his office hours.

Councilmember Schneider asked to discuss restarting ward meetings.

6) CITY MANAGER'S REPORT

City Manager King announced that two interns from the Chamber of Commerce Work Ready program are working at the City this summer and mentioned July 4th weekend events.

7) REGULAR BUSINESS

**7.A Receive Update on Something New 2022-23 Artwork from the Public Art Committee**

[Cover Page](#)

[Presentation - Something New V for CC 06282022](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer introduced Steve Rabago and Inez Maubane Jones from the Public Art Committee and Arts & Humanities Bainbridge. Mr. Rabago provided a presentation on Something New 2022-23 artwork.

**MOTION:** I move to accept recommended artwork for Something New 2022-2023 rotation and direct the City Manager to analyze the proposed expansion of the Something New program and report back to Council by the end of the third quarter.

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

**7.B Consider Recommendation from Public Art Committee to Purchase Cardinal Connection Artwork for \$18,500 (total cost \$22,977) - Executive**

[Cover Page](#)

[Presentation: Cardinal Connection Purchase Proposal for CC 06282022.pptx](#)

Deputy City Manager Schroer introduced the agenda item. Steve Rabago from the Public Art Committee provided a presentation on the proposed purchase.

**MOTION:** I move to approve the purchase of the artwork "Cardinal Connection" for a total cost \$22,977 and to support this expenditure with the Public Art Subfund and to authorize the City Manager to draft and execute all agreements necessary to effectuate the purchase of the artwork.

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

**7.C Overview of Housing Action Plan Project and Introduction of Consulting Team \*\*2022 Council High Priority Project\*\* - Planning**

[Cover Page](#)

[BIHAP Overview Presentation June 28 Council Meeting.pptx](#)

City Manager King introduced the agenda item. Planning Director Charnas provided additional information and introduced Morgan Shook and Jennifer Cannon from ECONorthwest. Morgan Shook and Jennifer Cannon provided a presentation on the project and addressed Council's questions.

**7.D Discuss Criteria for 2023 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive**

[Cover Page](#)

[Presentation - LTAC\\_for\\_CC\\_06282022](#)

[LTAC history 5 year funding awards](#)

[2022\\_LTAC\\_RFP\\_for\\_2023 for CC 06282022](#)

[BACKGROUND - MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05192022](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation, and Council discussed the topic. Council asked for additional information on the use of funds for affordable housing.

**MOTION:** I move to ask the City Manager to come up with language and criteria that encourages visitors to come to Bainbridge and enjoy our attractions and amenities without a car.

**Schneider/Fantroy-Johnson:** The motion carried unanimously, 7 – 0.

**MOTION:** I move to direct the City Manager to move forward to prepare a Request for Proposals with the criteria for projects as amended and moved, including planning for awards of \$350,000 for use in 2023.

**Moriwaki/Hytopoulos:** The motion carried unanimously, 7 – 0.

#### **7.E Appoint Deputy Mayor for a Term Commencing July 1, 2022, and Ending December 31, 2022**

[Cover Page](#)

Mayor Deets introduced the agenda item.

**MOTION:** I move to appoint Clarence Moriwaki as Deputy Mayor for a term commencing July 1, 2022 and ending December 31, 2022.

**Quitslund/Schneider:** The motion carried unanimously, 7 – 0.

#### **8) COMMUNICATIONS**

##### **8.A Consider Agenda Request to Discuss City Participation in a Bainbridge Poet Laureate Program - Councilmember Schneider**

[Cover Page](#)

[Agenda Request from Councilmember Schneider.docx](#)

City Manager King introduced the agenda item. Councilmember Schneider provided additional information. There was consensus to add this item to a future Council agenda.

#### **9) ADJOURNMENT**

Mayor Deets adjourned the meeting at 8:31 p.m.

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Joe Deets, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Adopt Ordinance No. 2022-15 to Harmonize Various Bainbridge Island Municipal Code Sections to Provide Consistency with Previously Adopted Provisions, Including Ordinance No. 2022-05 which Changed the Manner in which Certain Fees are Updated - Finance,

**SUMMARY:** Ordinance No. 2022-15 revises and harmonizes certain Bainbridge Island Municipal code sections to be consistent with changes previously enacted by the City Council, including via Ordinance No. 2022-05.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Adopt Ordinance No. 2022-15 to make de minimis amendments to various provisions of the Bainbridge Island Municipal Code to harmonize previously adopted Code provisions, including Ordinance No. 2022-05 which changed the manner in which certain fees are updated.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On March 22, 2022, the City Council adopted Ordinance No. 2022-05 which authorized the process for changing certain city fees as allowed by law through the use of a resolution consistent with past practice. The previously adopted ordinance subjects all cost of service fees starting in 2023 to an increase equal to the June annual percentage increase in the United States Consumer Price Index, Seattle area ("CPI-U"), unless the City Council determines by December 31 of any year that the adjustment shall be another amount or shall not occur for the next year. In addition, the Council passed Resolution No. 2022-06 which updated certain building, planning, and engineering fees and is set to have the revised fees to be in effect on September 1, 2022.

After further review of the Bainbridge Island Municipal Code, it was discovered that certain sections were inconsistent with Ordinance No. 2022-05, as well as Resolution No. 2022-06.

Ordinance No. 2022-15:

- Repeals BIMC 1.28.035 which has a different hourly rate for time spent on the permit, approval, or other actions than the new rate adopted Resolution No. 2022-06.
- Exempts Transportation Impact Fees from the annual June Consumer Price Index enacted by Ordinance No. 2022-05. Impact fees already have an adequate legally accepted method for changing the City's transportation fees.
- Changes the Storm and Surface Water Management text in BIMC 13.24.130 to reflect Ordinance No. 2022-05 which allows fee changes by resolution instead of ordinance.

**ATTACHMENTS:**

[Ordinance No. 2022-15 Relating to the Correction of Certain City Fees.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):** Building and Development Services Fund

**Coding:**

**ORDINANCE NO. 2022-15**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to corrections to certain City fees; amending Ordinance No. 2022-05; repealing BIMC 1.28.035; and amending BIMC 13.24.130.

**WHEREAS**, RCW 82.02.020 authorizes the collection of reasonable fees to cover the costs to the City for certain activities; and

**WHEREAS**, on March 22, 2022, the City Council enacted Ordinance No. 2022-05 relating to the process of updating certain fees and charges, amending and retitling BIMC 15.04.050, expressly authorizing the City Council to update fees and charges by resolution, providing for an annual adjustment of all City fees based on the U.S. Consumer Price Index (“CPI”), and relocating a fee contemplated in BIMC 15.04.100; and

**WHEREAS**, Section 4 of Ordinance No. 2022-05 specifies that all fees or charges levied by the City shall be subject to adjustment each year equal to the annual percentage increase in the United States Consumer Price Index, Seattle area (CIP-U), for June of the preceding year as shown in the release from the Bureau of Labor Statistics; and

**WHEREAS**, the City Council finds that BIMC 15.30.140 already contains an adequate method for updating the City’s transportation impact fees, and therefore such fees should not be subject to Section 4 of Ordinance No. 2022-05; and

**WHEREAS**, on March 22, 2022, the City Council enacted Resolution No. 2022-06, which updated certain fees in the City’s Fee Schedule; and

**WHEREAS**, BIMC 1.28.035 specifies an hourly rate and a third-party charge different from that adopted by Resolution No. 2022-06, and therefore BIMC 1.28.035 should be repealed to ensure consistency related to such charges; and

**WHEREAS**, Section 3 of Ordinance No. 2022-05 specifies that any fee or charge levied by the City may be adopted or amended by resolution of the City Council; and

**WHEREAS**, BIMC 13.24.130 specifies that storm and surface water utility charges shall be adopted by ordinance, so a revision to BIMC 13.24.130 is necessary to allow such charges to be adopted by resolution rather than by ordinance.

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

**Section 1. Repealer.** Section 1.28.035 of the Bainbridge Island Municipal Code is hereby repealed in its entirety, as follows:

**~~1.28.035 Hourly rate.~~**

~~A. In all sections of the city's fee schedule, adopted by resolution and as amended, that specify an hourly rate shall be charged, the city shall charge the hourly rate established in this section for all staff time spent on the permit, approval, or other action covered by the fee schedule. The hourly rate shall include overhead and direct costs related to the permit, approval, or action (such as posting, publication, and mailing of notices) but shall not include amounts charged by third parties to the city (such as legal costs, engineering services, or other consulting charges from individuals or firms pursuant to contracts with the city). In addition to the hourly rate charge, applicants for permits, approvals, or other actions for which the hourly rate charge is imposed shall pay to the city 110 percent of amounts charged to the city by third parties in connection with the permit, approval or action.~~

~~B. The hourly rate shall cover the full cost of the regulatory function of processing land use applications for the year prior to the imposition of the rate, excluding the costs of long range planning and policy formulation, less a taxpayer contribution. Different taxpayer contributions may be applied to different types of permits. Unless a taxpayer contribution is approved for a specific period, the taxpayer contribution shall be zero. Specific periods shall not exceed one year.~~

~~C. The city council shall review the hourly rates imposed by the city periodically as needed but at least once in every three years. The review may include the method and amount of the rate calculation, the amount of the taxpayer contributions, and the permits, approvals, and actions for which hourly fees are charged.~~

~~D. An applicant that is aggrieved by the number of hours charged to a particular permit, approval, or action may appeal the amount charged to the hearing examiner. The decision of the hearing examiner shall be final.~~

~~E. The city's hourly rate charge shall be \$180.00 per hour.~~

**Section 2.** Section 4 of Ordinance No. 2022-05 is amended as follows:

All fees or charges levied by the City pursuant to the authority vested in state law, including RCW 82.02.020, shall be subject to an adjustment beginning with the first full billing period of 2023 and each year thereafter equal to the annual percentage increase in the United States Consumer Price Index, Seattle area ("CPI-U") for June of the preceding year as shown in the release from the Bureau of Labor Statistics, except as specified in BIMC 15.30.140 for transportation impact fees, unless the City Council determines by December 31st of any year that the adjustment shall be another amount or shall not occur for the next year. The City's Finance Director is responsible for the adjustment process.

**Section 3.** Chapter 13.24.130 of the Bainbridge Island Municipal Code is hereby amended as follows:

Pursuant to the rate policy set forth in BIMC 13.24.070, and in accordance with the basis for a rate structure set forth in BIMC 13.24.110, there is levied upon all developed real

property within the boundaries of the utility storm and surface water utility service charges which shall be collected from the owners of such properties at a charge per ISU that shall be adopted by ~~ordinance~~ resolution and published in the city's combined fee schedule. The minimum charge will be one ISU per developed property, unless otherwise noted in this chapter.

**Section 4.** Should any section, paragraph, sentence, clause, or phrase of this ordinance conflict with the terms of any prior ordinance or resolution, including terms related to fee or charge adjustments, the terms of this ordinance shall control.

**Section 5. Severability.** Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 6.** This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	July 8, 2022
PASSED BY THE CITY COUNCIL:	_____, 2022
PUBLISHED:	_____, 2022
EFFECTIVE DATE:	_____, 2022
ORDINANCE NUMBER:	2022-15



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Adopt Resolution No. 2022-22 Relating to the Minor Revisions of Certain City Fees - Finance,

**SUMMARY:** On March 22, 2022, the City Council adopted Resolution No. 2022-06 amending the City's fee schedule to update certain fees related to the building, land development, and engineering and other fees that is effective September 1, 2022. This new resolution included with this agenda item (Resolution No. 2022-22) corrects and revises the fee schedule related to a number of minor changes that were missed or overlooked in the original resolution. These changes relate to revisions for reducing ambiguity and increasing understanding and usefulness of the fee schedule.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Adopt Resolution No. 2022-22 relating to minor revisions of certain building, land development, and engineering fees.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** On March 22, 2022, the City Council adopted Resolution No. 2022-06 amending the City's fee schedule to update fees related to the building, land development, and engineering and other fees that will be effective September 1, 2022. This was the end result of a full cost recovery study regarding planning, engineering, and building permit fees last completed in 2006. This new resolution included with this agenda item (Resolution No. 2022-22) corrects and revises the fee schedule related to a number of minor changes that were missed or overlooked in the original resolution. Previous discussions with the Council regarding this fee schedule also took place in December and September of 2021. A sample of some of the of the changes include:

- \* After the fact permit investigation fee - used language that better explains how the fee will be charged
- \* Appeal of Environmental Impact Statement Adequacy - Added language that clarified the meaning of the acronym "EIS"
- \* Building Permit Reinspection fee - Added language clarifying fee is at Director's discretion

- \* Critical Area Permit fee - corrected erroneous resolution reference
- \* Drainage Impact fees - eliminated fees that no longer apply
- \* Mechanical permits - Eliminated additional permit charges that are covered by other fees
- \* Tree removal maintenance fee - corrected fee amount consistent with final updated charge

**ATTACHMENTS:**

[Resolution No. 2022-22 Relating to Revision of Certain City Fees.pdf](#)

[Exhibit A to Resolution No. 2022-22 2022 Fee Schedule.docx](#)

**FISCAL DETAILS:** These changes will be effective September 1, 2022. There is no financial impact resulting from the minor changes proposed.

**Fund Name(s):** Building and Development Services Fund

**Coding:**

**RESOLUTION NO. 2022-22**

**A RESOLUTION** of the City of Bainbridge Island, Washington, updating certain fees in the City's Fee Schedule.

**WHEREAS**, RCW 82.02.020 authorizes the collection of reasonable fees to cover the costs to the City for certain activities; and

**WHEREAS**, the City of Bainbridge Island periodically updates the Fee Schedule to reflect City Council actions and the actual cost to the City of various services in accordance with state law; and

**WHEREAS**, the City periodically corrects errors in the fee schedule and makes certain changes for clarity; and

**WHEREAS**, in March 2022, the City Council approved Resolution No. 2022-06, which went into effect immediately but delayed the effective date of the fee changes until September 1, 2022, updating the fee schedule; and

**WHEREAS**, City staff have identified certain corrections and revisions that need to be made to the fee schedule approved by Resolution No. 2022-06, including related to clarifying certain provisions; and

**WHEREAS**, the City desires to update the City's Fee Schedule to reflect the corrections and to clarify certain provisions, and those revisions are being made to the Fee Schedule that was previously revised by Resolution No. 2022-06.

**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 is hereby amended as shown in attached Exhibit A, which is hereby adopted and incorporated into this Resolution by reference, and those changes are being made to the Fee Schedule that was previously revised by Resolution No. 2022-06.

**Section 2.** The fee changes identified in Exhibit A of this Resolution, attached hereto and incorporated by reference, shall take effect on September 1, 2022.

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

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

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Joe Deets, Mayor

ATTEST/AUTHENTICATE:

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Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 2022-22

July 8, 2022  
\_\_\_\_\_, 2022

Attached: Exhibit A

EXHIBIT A  
To Resolution No. 2022-22

## 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.

### ADMINISTRATIVE PROCESSING FEES

ADMINISTRATIVE CODE INTERPRETATION (BIMC 1.28.010A, Resolution No. 2006-50)	\$2,210.00
AFTER-THE-FACT PERMIT INVESTIGATION FEE (BIMC 15.040.050C, Ordinance No. 2022-05, Resolution No. 2022-06) <del>This fee is equal to the permit fee(s) and is in addition to the permit fee(s), except the SBCC fee.</del> <u>This fee is equal to 200% of the permit fee(s) the City would have charged had the applicant obtained the permit(s) before commencing work.</u>	
AGRICULTURAL CONDITIONAL USE (Ordinance No. 2011-02, Resolution No. <u>2022-06</u> )	\$3,680.00
AGRICULTURAL RETAIL PLAN (Resolution No. 2022-06)	\$1,900.00
APPEAL OF ADMINISTRATIVE DECISIONS (BIMC 2.16, Ordinance No. 92-24, Resolution No. 2006-50)	\$530.00
APPEAL OF <u>ENVIRONMENTAL IMPACT STATEMENT (E.I.S.) ADEQUACY</u> (Resolution No. 2006-50)	\$530.00
APPEAL OF HEARING EXAMINER OR PLANNING COMMISSION DECISION (BIMC 2.16, Ordinance No. 92-24, Resolution No. 2006-50)	\$530.00
APPEAL OF SEPA DETERMINATION (Ordinance No. 92-24, Resolution No. 2006-50)	\$530.00
BOUNDARY LINE ADJUSTMENT (BIMC 1.28.010A, Ordinance No. 92-24, Resolution No. 2006-50)	\$2,010.00
BUILDING ABATEMENT (Ordinance No. 92-24)	see ENFORCEMENT
BUILDING FEE - STATE BUILDING CODE COUNCIL (SBCC) (Ordinance No. 92-24)	\$6.50 for the first unit, plus \$2.00 for each additional unit

Commercial projects permitted under the IBC or IEBC. \$25.00  
 SBBC building fees are remitted to the State of Washington and funds studies on building activity.

**BUILDING PERMIT** Calculated using the table below  
 (Ordinance No. 2022-05, Resolution No. 2022-06)  
 Building permit fees are based on valuation, which is determined from the type of construction and square footage, or from the contractor's bid. The City updates the construction/square footage factors each year based on square foot construction cost data from the International Code Council (ICC).

~~ICC Uniform~~ Building Code – Building Valuation Fee Schedule

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$29.38
\$500.01 to 2,000.00	\$29.38 for the first \$500.00 plus \$3.81 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.01 to 25,000.00	\$86.53 for the first \$2,000.00 plus \$17.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,000.01 to \$50,000.00	\$489.03 for the first \$25,000.00 plus \$12.63 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$804.78 for the first \$50,000.00 plus \$8.75 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$1,242.28 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.01 to \$1,000,000.00	\$4,042.28 for the first \$500,000.00 plus \$5.94 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$7,012.28 for the first \$1,000,000.00 plus \$4.56 for each additional \$1,000.00, or fraction thereof

**BUILDING PERMIT RE-INSPECTION FEE** Hourly Rate  
 (Ordinance No. 2022-05, Resolution No. 2022-06)  
This fee is charged at the Director's discretion.

**CODE ENFORCEMENT** See ENFORCEMENT

**COMPREHENSIVE PLAN AMENDMENT**  
 (Ordinance No. 99-47, Resolution No. 2006-50)  
 Fees are due upon filing of the application.

Site Specific	\$8,390.00
Not Site Specific	\$8,040.00

**CONDITIONAL USE PERMIT**  
 (Ordinance No. 94-03, Resolution No. 2022-06)  
 Minor \$3,620.00

Major	\$20,020.00
Minor Adjustment/Amendment to Approved Conditional Use Permit	\$4,050.00
Major Adjustment/Amendment to Approved Conditional Use Permit	\$20,020.00
Revision to a Conditional Use Permit Under Review, as Determined by the Director	\$3,380.00

CONSOLIDATED PERMIT REVIEW (BIMC 2.16.170, Resolution No. 2006-50)      The charge is the highest permit applied for plus one-third of all other applications.

CONSULTATION\* (BIMC 1.28.10A, Resolution No. 2022-06)      \$750.00

\*The Director is authorized to deduct the consultation fee from the official land use permit fee if a subsequent preapplication meeting or land use permit is applied for by that applicant within one year of a consultation meeting.

CRITICAL AREA PERMIT FEES  
(Resolution No. 2022-06)

BUFFER ENHANCEMENT PLAN REVIEW	\$3,300.00
CRITICAL AREA SITE INVESTIGATION	\$590.00
CRITICAL AREA PERMIT - MAJOR	\$3,540.00
CRITICAL AREA PERMIT - MINOR	\$1,750.00
GEOLOGICALLY HAZARDOUS AREA THIRD-PARTY GEOTECHNICAL REVIEW DEPOSIT (An Additional deposit is required when the estimated third-party review cost will exceed previous deposits. Final balance of any unpaid review service fees is due prior to issuance of permits) (Resolution No. <del>2008-21</del> 2018-09)	\$2,500.00

Environmental Report/Document Third-Party Review Deposit      \$3,500.00

Environmental Reports/Documents may include, but are not limited to:

- Habitat Management Plans
- Buffer Enhancement Plans
- Wetland Critical Areas Reports
- Wetland Mitigation Plans
- Aquifer Recharge Protection Area (ARPA) Stewardship Plans

(This deposit is required only when the Director has determined third-party review is necessary. An additional deposit may be required when estimated third-party review costs exceed previous deposits. Final balance of any unpaid review service fees is due prior to issuance of permits).

Reasonable Use Exception  
(Resolution No. 2022-06)

Single Family Residence	\$9,800.00
All Other	\$13,140.00

Critical area restoration and enhancement projects not required as project mitigation and meeting the criteria of BIMC 16.20.040.B.2 shall not be charged fees by the City for pre-application meetings, permit applications, or other review and authorization processes; provided, that this shall not apply to fees for the appeal of City decisions.

DEMOLITION PERMIT \$55.00  
 (Resolution No. 2022-06)

~~DRAINAGE IMPACT FEES~~  
 (Resolution No. 2022-06)

Impact Cost/100 square feet of impervious area:

BASIN A	\$15.00	Sportsman Club
BASIN B	\$13.00	Weaver Road/Grow Ave.
BASIN C	\$13.00	Madison Avenue
BASIN D	\$4.50	The Canyon
BASIN E	\$15.00	Wing Point Way
BASIN F	\$11.00	Wing Point

ENFORCEMENT Hourly Rate of \$140.00 plus costs  
 (Ordinance No. 2003-31, Resolution No. 2022-06)  
 Hourly rates and costs for investigation and processing of a violation of the City Code (BIMC) are from the commencement of the investigation until the time the City specifically notifies the owner/developer that the violation has been satisfactorily corrected.

ENVIRONMENTAL REVIEWS

(Ordinance Nos. 92-24 and 99-47, Resolution No. 2006-50)

SEPA Review if Environmental Impact Statement (E.I.S.) not required	\$1,640.00
SEPA Review if E.I.S. required	\$310.00
E.I.S. Addendum	\$310.00
E.I.S. Supplement	\$310.00

(The applicant will also enter into a three-party contract with the City. A consultant will be selected by the City to prepare the E.I.S., Addendum, or Supplement. See Environmental Report/Document Third-Party Review Deposit.)

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA flood zone review) \$520.00  
 (Resolution No. 2022-06)

FINAL LARGE LOT SUBDIVISION See LONG SUBDIVISION

FINAL SHORT PLATSUBDIVISION See SHORT PLATSUBDIVISION

FINAL SUBDIVISION See LONG OR SHORT SUBDIVISION

FLOOR AREA RATIO (FAR) BONUSES IN THE MIXED USE TOWN CENTER AND HIGH SCHOOL ROAD DISTRICTS

(Ordinance No. 2021-10, Resolution Nos. 2001-02 and 2006-50)

Residential Development	\$18.00 / Square Foot
Mixed Use Development	\$25.00 / Square Foot

Commercial Development \$34.00 / Square Foot  
 NOTE: The ability to design a development project using FAR has been suspended by Ordinance Nos. 2021-10 and 2022-16 until ~~September~~ March 10, 20222024.

GEOLOGICALLY HAZARDOUS AREA THIRD-PARTY GEOTECHNICAL REVIEW \$2,500.00  
 (Resolution No. 2018-09)  
 Deposit (Final balance of any unpaid geotechnical review service fees due prior to issuance of building permits)

GRADING PLAN REVIEWS AND PERMITS ~~Calculated on the 1997 UAC~~  
 (BIMC 1.28.010 A, Ordinance No. 2022-05, Resolution No. 2022-06)

Plan review – 100 cubic yards or less	No fee
Plan review – 101 to 1,000 cubic yards	\$1,420.00
Plan review – 1,001 to 10,000 cubic yards	\$2,930.00
Plan review – 10,001 to 100,000 cubic yards	\$5,210.00
Plan review – greater than 100,000 cubic yards	\$390.00 + \$.05/cubic yard
Permit – 100 cubic yards or less	No fee
Permit – 101 to 1,000 cubic yards	\$810.00
Permit – 1,001 to 10,000 cubic yards	\$3,270.00
Permit – 10,001 to 100,000 cubic yards	\$4,890.00
Permit – greater than 100,000 cubic yards	\$390.00 + \$.05/cubic yard

HOURLY RATES  
 (Resolution No. 2022-06)  
 These hourly rates apply when referenced in other parts of this fee schedule or when services are provided, and no fee is listed.

Building permit services	\$125.00
Planning permit services	\$165.00
Development engineering services	\$160.00

LARGE LOT SUBDIVISION \$17,620.00  
 (Resolution No. 2022-06)

LARGE LOT SUBDIVISION, MINOR ALTERATION \$2,190.00  
 (Resolution No. 2022-06)

LEGISLATIVE REVIEW OF DEVELOPMENT REGULATIONS \$19,190.00  
 (BIMC 2.16.180, Resolution No. 2022-06)

LONG SUBDIVISION \$32,360.00  
 (BIMC 2.16, Resolution No. 2022-06)

LONG SUBDIVISION, MINOR ALTERATION OF AN APPROVED PLAT \$2,800.00

(Resolution No. 2022-06)

LONG SUBDIVISION, REPLATTING OR AMENDMENT OF AN APPROVED PLAT

(Resolution No. 2022-06)

Major Plat Alteration, Including Replatting	\$20,020.00
Revision to a Subdivision Under Review or Review of a Disapproved Subdivision, as Determine by the Director	\$3,380.00

MECHANICAL PERMITS

(Ordinance No. 2022-05, Resolution Nos. 2022-06 and 2022-22)

Base permit issuance	\$125.00
<del>Each additional permit issuance</del>	<del>\$65.00</del>
(these <del>This</del> first <del>two</del> mechanical permit fees <del>is</del> are in addition to the others below)	
Furnace, regardless of BTUs/hour	\$41.00
Installation of each floor furnace (including vent) or suspended furnace	\$41.00
Installation of each appliance vent	\$41.00
Repair or addition	\$41.00
Boiler or compressor up to 100,000 BTUs/hour	\$41.00
Boiler or compressor, 100,001 BTUs/hour and above	\$124.00
Air handlers, regardless of cubic feet per minute	\$41.00
Evaporative coolers	\$41.00
Ventilation fan to single duct	\$41.00
Ventilation system not part of any heating or AC	\$41.00
Hood installation	\$41.00
Domestic-type incinerator	\$41.00
All other pieces of equipment	\$41.00
Inspections outside of normal business hours	\$280.00
Reinspections	\$124.00
Inspections for which no fee is specified	\$124.00
Additional plan review	\$124.00

MOBILE HOME PERMIT \$150.00  
(Resolution No. 2007-05)

OPEN SPACE REVIEW \$1,750.00  
(BIMC 1.28.010A, Ordinance No. 92-24, Resolution No. 2022-06)

PARK LAND DEDICATION AND/OR FEE IN LIEU OF City Council  
(Ordinance No. 84-09) determines  
PUDs and rezones to multi family are required on a case by  
case basis to dedicate land and/or pay a fee for parklands.

PARKING CONTRIBUTION IN LIEU OF ON-SITE SPACES  
(BIMC 18.81.030.P, Resolution Nos. 99-14, 2001-03 and 2006-50)  
Per Space \$18,550.00

PERMIT RENEWAL FEE 50% of total of Building Permit Fee + Building Plan Check Fee + Planning Review Fee  
(BIMC 15.04.050, Ordinance No. 96-12)

~~PLAN REVIEW~~ PLAN CHECK FEE (Plan review by Building Division) 65% of Building Permit Fee  
(BIMC 15.04.050 B&F, Ordinance No. 2007-08)

~~ADDITIONAL PLAN REVISIONS~~ REVIEW FEE (By Building Division. Includes review of plan revisions.) Hourly rate  
(BIMC 15.04.050 B&F, Ordinance No. 2022-05, Resolution No. 2022-06)  
This fee is charged at the Director's discretion.

PLANNING AND/OR ENGINEERING REVIEW OF BUILDING PERMITS 20% of the Building Permit or 10% if for an Accessory Dwelling Unit  
(BIMC 15.04.050 F, Resolution No. 2007-05)  
For building permits that have had no prior planning or zoning review, this fee shall be 20% of the Building Permit fee to cover engineering reviews for drainage analysis, and planning reviews, except that the fee shall be 10% of the Building Permit Fee for such reviews for accessory dwelling units.

PLAT UTILITY ENGINEERING REVIEWS  
(Resolution No. 2022-06)

Base zero – 2 to 4 lot short subdivision or equivalent, but only if the City determines no utility review work is required during land use review process	No Fee
Base one – 2 to 4 lot short subdivision or equivalent	\$5,140.00
Base two – 5 to 15 lot long subdivision or equivalent minor commercial development	\$15,420.00
Base three – 15+ lot long subdivision or equivalent major commercial development	\$25,710.00

PLUMBING PERMITS

(Ordinance No. 2022-05, Resolution Nos. 2022-06 and 2022-22)

Base permit issuance	\$125.00
<del>Each additional permit issuance</del>	<del>\$65.00</del>
(These <del>This</del> first <del>two</del> plumbing permit fees <del>are</del> <u>is</u> in addition to the others below)	
Fixtures and vents on one trap	\$41.00
Repair or alteration of drainage or vent piping	\$41.00
Sewers, disposal systems, and interceptors: building sewer	\$124.00
Sewers, disposal systems, and interceptors: cesspool	\$124.00
Sewers, disposal systems, and interceptors: private sewage system	\$124.00
Sewers, disposal systems, and interceptors: industrial waste pretreatment interceptor	\$124.00
Sewers, disposal systems, and interceptors: rainwater system	\$1,700.00
Water piping system	\$216.00
Water heater installation, including vent	\$41.00
Gas piping system	\$216.00

Plumbing system with atmospheric-type vacuum breakers	\$850.00
Plumbing system with all other types of backflow protection devices	\$1,710.00
<del>Plumbing system, public or private pool or spa</del>	<del>hourly building rate</del>
Plumbing, all other pieces of equipment	\$124.00
Plumbing inspections outside of normal business hours	\$278.00
Plumbing reinspections	\$144.00
Plumbing inspections for which no other fee is specified	\$144.00
Plumbing, additional plan review	\$144.00
Plumbing: Sewers, disposal systems, and interceptors: rainwater systems w/easement	\$2,440.00
<u>POOL OR SPA PLUMBING PERMIT</u> (Resolution No. 2022-22)	Calculated based on project valuation, see building permit section
<u>PRE-APPLICATION CONFERENCE MEETING</u> (BIMC 1.28.010 A, Resolution No. 2022-06)	
Meeting only for minor land use permits (i.e., minor conditional use, minor variance, minor site plan review, short subdivision, and any action that doesn't require a pre-application meeting).	\$2,850.00
Meeting for all other land use permits (i.e., major conditional use, major variance, major site plan review, long subdivision, and other actions that require a pre-application meeting).	\$2,850.00
Meeting and Committee Meeting	\$930.00
Meeting and Public Participation Meeting	\$930.00
RENOTICING FEE (Resolution No. 2022-06)	\$390.00
REZONE (BIMC 2.16.140 and <u>2.16.180</u> , Resolution No. 2022-06)	8,390.00
<u>SHORELINE PERMITS</u> (Resolution No. 2022-06)	
Adjustment/Revision to Approved Shoreline Permit	\$3,380.00
Administrative Conditional Use Permit (includes enlargement of an existing structure)	\$8,470.00
Administrative Review (includes both Substantial Development Permit and Administrative Shoreline Variance)	\$8,470.00
Buoy (Programmatic Review)	\$1,500.00
Shoreline Exemption without SEPA	\$1,500.00
Shoreline Exemption with SEPA	\$1,940.00
Shoreline Conditional Use Permit	\$10,770.00

Shoreline Variance:	
Full process (Hearing Examiner)	\$10,940.00
Shoreline Clearing Permit (including tree removal)	\$1,520.00
(Not applicable to removals of hazard trees as determined by an ISA TRAQ Arborist.)	
Environmental Report/Document Third-Party Review Deposit	\$3,500.00
Environmental Reports/Documents may include but are not limited to:	
– Habitat Management Plans	
– Mitigation Plans, Monitoring Plans, and Monitoring Reports	
– Violation Mitigation/Restoration Plans	
(An additional deposit will be required when estimated third-party review costs will exceed previous deposits. Final balance of any unpaid review service fees is due prior to issuance of permits.)	

Fish and wildlife habitat restoration and enhancement projects within the jurisdiction of the City's Shoreline Management Master Program and meeting the criteria in WAC 173-27-040(2)(o) and (p) shall not be charged fees by the City for pre-application meetings, permit applications, or other review and authorization processes; provided, that this subsection shall not apply to fees for the appeal of City decisions.

**SHORT SUBDIVISION**

(BIMC 2.16.070, Resolution No. 2022-06)

Two lots without SEPA	\$6,600.00
Two lots with SEPA	\$7,190.00
Three to four lots without SEPA	\$10,290.00
Three to four lots with SEPA	\$10,870.00

**SHORT SUBDIVISION ALTERATION**

Minor Plat Alteration	\$1,970.00
Major Plat Alteration, Including Replatting	Same as new short subdivision fee above
Amendment of a Disapproved Application (Amendment must be filed within 180 days of original project disapproval.)	\$2,310.00

**SIGN PERMIT AND RELATED**

(Ordinance 94-03, Resolution No. 2022-06)

Sign permit	\$730.00
Sign Variance	\$1,150.00

**SITE PLAN REVIEW**

(Resolution No. 2022-06)

Minor	\$9,510.00
Major	\$17,530.00
Minor Adjustment/Amendment to Approved Site Plan	\$4,050.00
Major Adjustment/Amendment to Approved Site Plan	\$17,530.00
Revision to a Site Plan Under Review, as Determined by the Director	\$3,380.00

TEMPORARY CONSTRUCTION STAGING PERMIT (Ordinance No. 2020-03, Resolution No. 2022-06)	\$1,500.00
TEMPORARY PARKING LOT PERMIT (Ordinance No. 2014-08, Resolution No. 2014-07)	\$720.00
TRANSPORTATION IMPACT FEE (TIF) (Ordinance No. 2017-21, Resolution No. 2020-01)	
Per Trip Charge	\$1,811.82
Administrative Fee	2% of calculated TIF
Independent Fee Calculation Review	\$500.00
TREE ASSESSMENT – ARBORIST REVIEW Review in the field of dead/hazardous trees.	\$280.00
<u>TREE REMOVAL/VEGETATION MAINTENANCE PERMIT</u> (Resolution No. 2022-22)	<u>\$1,340.00</u>
	(Not applicable to removals of hazard trees as determined by ISA TRAQ Arborist)
TREE REMOVAL/VEGETATION MAINTENANCE PERMIT AFTER-THE-FACT (Ordinance No. 2015-03, Resolution No. 2022-06)	\$1,500.00
TREE REMOVAL OF LANDMARK TREE PERMIT (Resolution No. 2022-06)	\$1,800.00
	(Not applicable to removals of hazard trees as determined by ISA TRAQ Arborist)
TREE CLEARING ON THE SHORELINE	SEE SHORELINE CLEARING PERMIT
<u>VARIANCES</u>	
<del>(Ordinance No. 2005-03, Resolution No. 2022-06)</del>	
VARIANCE – MAJOR (HEARING EXAMINER)	
(Ordinance Nos. 94-03 and 2005-03, Resolution No. 2006-50)	
Minor	\$6,330.00
Major	\$20,020.00
Revision to a Variance Under Review, as Determine by the Director	\$3,380.00
VARIANCE – SHORELINE	see SHORELINE PERMITS
<u>VARIANCE – SIGN</u>	<u>see SIGN VARIANCE</u>
WELLS, EXEMPT – State Health Department mandated fee (Chapter 90.94 RCW)	\$500.00

WIRELESS FACILITIES

(Ordinance No. 2019-15, Resolution No. 2022-06)

Eligible Facility Requests (EFR) \$1,500.00

Small Wireless Facility (SWF) – Permit Fee \$570.00 non-recurring fee per SWF application, which covers up to 5 SWFs, and \$109.00 for each additional SWF beyond 5

Small Wireless Facility (SWF) – New Poles \$1,090.00 non-recurring fee for each new pole intended to support one or more SWF

Small Wireless Facility (SWF) – Site Fee for Locating on City Property \$300.00 recurring fee per SWF per year

Wireless Communication Facility (WCF) \$1,070.00

ZONING VERIFICATION LETTER \$910.00

(Resolution No. 2022-06)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Adopt Resolution No. 2022-21 Amending Exhibit B of the Governance Manual Related to Council Liaisons - Executive,

**SUMMARY:** As described in more detail in the Background section below, this agenda item is for the City Council to consider adoption of Resolution No. 2022-21, which would amend Exhibit B of the City's Governance Manual related to Council liaisons.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Adopt Resolution No. 2022-21 amending Exhibit B of the Governance Manual related to Council Liaisons.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:** On May 25, 2021, the City Council adopted Resolution No. 2021-08, adopting the most recent version of the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” (“Governance Manual”). On April 26, 2022, the Council discussed revisions to the Governance Manual recommended by the City’s Race Equity Advisory Committee related to communications of Council liaisons. After discussing and considering the topic at that April 26, 2022 Council meeting, the Council approved a motion to revise the Governance Manual as follows: “I would like to move that we will amend the Governance Manual to include that partial phrase [guidance on navigating the City’s process].” No other changes were directed by the City Council.

Consistent with the Council’s approved motion from its April 26, 2022 Council meeting, this Resolution No. 2022-21 would revise the Governance Manual accordingly, as set forth in the resolution.

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2022-21**

**A RESOLUTION** of the City of Bainbridge Island, Washington, Amending the City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines.

**WHEREAS**, the City Council desires that the City’s government be transparent and accountable to the public; and

**WHEREAS**, written principles, policies, and procedures best assure an atmosphere conducive to principled, accountable, and transparent governance; and

**WHEREAS**, the City Council seeks to govern in a manner that is responsive to the community, in collaboration with City management, and in a business-like and professional manner; and

**WHEREAS**, on May 25, 2021, the City Council adopted Resolution No. 2021-08, adopting the most recent version of the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines” (“Governance Manual”); and

**WHEREAS**, on April 26, 2022, the City Council discussed revisions to the Governance Manual recommended by the City’s Race Equity Advisory Committee related to communications of Council liaisons; and

**WHEREAS**, after discussing and considering the topic at that April 26, 2022 Council meeting, the Council approved a motion to revise the Governance Manual as follows: “I would like to move that we will amend the Governance Manual to include that partial phrase [guidance on navigating the City’s process];” and

**WHEREAS**, consistent with the Council’s approved motion from its April 26, 2022 Council meeting, this resolution revises the Governance Manual accordingly, as set forth below.

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

**Section 1.** The City Council hereby amends the “City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines,” Exhibit B, under the heading, “STANDING COMMISSIONS AND BOARDS,” as follows:

**(d) Duties and Expectations of a Council Liaison**

1. A Councilmember assigned as a liaison to a Council advisory committee or other body (a “Committee”) is expected to attend all meetings of that Committee. If a liaison is not able to attend a meeting, the liaison should notify the Committee Chair and make a good faith effort to find another Councilmember to provide substitute support (emergencies excepted).

2. A Councilmember acting as a liaison to a Council Committee is not a member of the Committee. Rather, the Councilmember is a positive resource to support the Committee in the completion of its work subject to the rules stated below.

3. A Councilmember liaison is acting as a representative of the full Council, and as such, has no authority to provide any direction or guidance to the committee other than that which clearly represents direction or guidance of the full Council or guidance on navigating the City's processes. Any criticism of the Council actions should be discussed with the full Council and never with the Committee in the absence of full Council.

\*\*\*\*\*

**Section 2. 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 3. Effective Date.** This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NUMBER:

July 8, 2022  
\_\_\_\_\_, 2022  
2022-21



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize approval of an Interlocal Agreement with Kitsap County for the West Sound Stormwater Outreach Group (WSSOG) (\$39,426 – SSWM Fund) - Public Works

**SUMMARY:** Public education and outreach is a keystone element in obtaining compliance with the NPDES program. The Council is requested to authorize the City Manager to execute the West Sound Stormwater Outreach Group Interlocal Agreement with Kitsap County in the amount of \$39,426.00, over a 3-year period, in support of the NPDES permit educational and outreach efforts. This is the continuation of an existing program.

**AGENDA CATEGORY:** Interlocal Agreement

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to execute the West Sound Stormwater Outreach Group Interlocal Agreement with Kitsap County in the amount of \$39,426.00 in support of the National Pollutant Discharge Elimination System (NPDES) permit educational and outreach efforts.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$39,426 (\$13,142 annually from 2023 thru 2025)
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$39,426 (\$13,142 annually from 2023 thru 2025)
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** Since 2012, the City has maintained a membership with the West Sound Stormwater Outreach Group (WSSOG) through Interlocal Agreements (ILAs).

Per Section S5.C.2 of the City’s 2019-2024 Western Washington Phase II Municipal Stormwater Permit (National Pollutant Discharge Elimination System (NPDES) permit, the City is required to provide public education and outreach in general awareness and through targeted and measurable behavior change programs. Also, per section S5.A.5 of the NPDES permit, the City is required to coordinate among Permittees (other NPDES Permittees).

WSSOG membership provides Permittees the opportunity to coordinate with other members to collaborate and share costs in the development, implementation, and funding of stormwater education and outreach activities, programs, and products. A scope of work can be found at the end of the attached ILA document.

This Interlocal Agreement is for a period of three years from 2023 to 2025 in the combined total amount of \$39,426 for stormwater education and outreach activities in collaboration with neighboring counties and municipalities. This collaboration provides for economies of scale and allows for sharing of expertise. It is more financial efficient that if the city were to conduct activities alone outside of the West Sound Stormwater Outreach Group.

Pursuant to City Procurement Policy 15.2 and RCW 39.34.080, all interlocal and/or interagency agreements must be approved by City Council.

**ATTACHMENTS:**

[West Sound Stormwater Outreach Group ILA.pdf](#)

**FISCAL DETAILS:** \$13,142 annually from 2023 thru 2025 for total of \$39,426

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

**Coding:** Munis Project # 00872

**INTERLOCAL AGREEMENT  
BETWEEN KITSAP COUNTY AND  
THE CITY OF BAINBRIDGE ISLAND  
FOR THE WEST SOUND STORMWATER OUTREACH GROUP**

**I. PREAMBLE**

This Interlocal Agreement (hereafter "AGREEMENT") is by and between Kitsap County (hereafter "COUNTY") whose principal offices are located at 614 Division Street, Port Orchard, Washington 98366 and the City of Bainbridge Island (hereafter "CITY") whose principal offices are located at 280 Madison Avenue N, Bainbridge Island, Washington 98110.

**II. RECITALS**

*Whereas*, the Washington State Department of Ecology requires owners or operators of a municipal separate storm sewer system to obtain coverage under Western Washington NPDES Phase II Municipal Stormwater Permit; and

*Whereas*, mutual benefits will accrue to the parties hereto and the people which each serves in the cooperative implementation of the West Sound Stormwater Outreach Group. The Interlocal Cooperation Act, chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT; and

*Whereas*, Permittees are required by Permit Section S5.C.2 to provide stormwater education and outreach programs designed to achieve measurable reductions in behaviors that cause or contribute to adverse stormwater impacts; and

*Whereas*, coordination among Permittees with adjoining or shared geographic areas is encouraged by the Washington State Department of Ecology and enhances access to federal, state, and other financial and technical support, and

*Whereas*, West Sound residents share media sources and would benefit from consistent messaging across city and county boundaries; and

*Whereas*, municipal resource efficiency is increased and cost savings are realized through sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication; and

*Whereas*, Kitsap County and the cities of Poulsbo, Bremerton, Port Orchard, Gig Harbor, Bainbridge Island, and Port Angeles desire to continue to work together as the West Sound Stormwater Outreach Group to coordinate joint development and implementation of stormwater education and outreach programs.

NOW THEREFORE, the parties mutually agree as follows:

### III. AGREEMENT

- A. The Recitals set forth above are expressly incorporated into the AGREEMENT by this reference.
- B. This AGREEMENT consists of the following documents:
  - 1. Interlocal Agreement
  - 2. EXHIBIT A: West Sound Stormwater Outreach Group Scope of Work and Budget
- C. **Purpose:** The purpose of the AGREEMENT is to provide a mechanism through which COUNTY and CITY voluntarily collaborate in the development, implementation, and funding of stormwater education and outreach messages, materials, activities, and program assessment tools for the general public, businesses, and other target audiences as required by the NPDES Phase II Permit.
- D. **Payment and Funding:** CITY will provide COUNTY funds in an amount not to exceed a total of \$13,142 per year, totaling of \$39,426 for the years 2023 through 2025 in accordance with Section I below. COUNTY agrees to send invoices to CITY representative for reimbursement of allowable expenses incurred as defined in EXHIBIT A.
- E. **Scope of Work:** COUNTY and CITY shall perform duties and services as are listed in EXHIBIT A, attached hereto and incorporated herein by this reference. Said services shall be performed in accordance with the approved Scope of Work and budget specified in EXHIBIT A, and as provided for in Section I of this AGREEMENT.
- F. **COUNTY and CITY Administrators:**

The "West Sound Stormwater Outreach Group" is a collective of local jurisdictions and is not a separate legal entity. Accordingly, Kimberly Pleger, Stormwater Education & Outreach Coordinator, 614 Division Street, MS-26A, Port Orchard, Washington 98366 shall represent COUNTY in all matters pertaining to the services rendered under this AGREEMENT. All requirements of the CITY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through the COUNTY representative.

Stella Collier, Stormwater Management Program Coordinator, 280 Madison Avenue N, Bainbridge Island, Washington 98110, shall represent the CITY in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of the COUNTY pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through the CITY representative.

Following a change of representative, COUNTY and CITY will inform the other party in writing within ten (10) working days.

G. **Reporting:** By January 31<sup>st</sup> of each year this AGREEMENT is in effect, COUNTY and CITY will jointly report the results of work conducted under this AGREEMENT in a manner that is mutually useful in the fulfillment of NPDES Permit reporting requirements for public education activities, as specified in Permit Section S9.E.2.

H. **Responsibilities of the Parties:** It is mutually understood that CITY will provide COUNTY with the following:

Up to \$39,426 over the duration of this AGREEMENT for development of educational materials, professional service fees, partial reimbursement of COUNTY administrative costs, and other expenses related to tasks as described in EXHIBIT A. CITY will also contribute staff time to attend meetings, provide input, conduct pertinent research, and participate in program development.

It is mutually understood that COUNTY will provide CITY with the following:

COUNTY will provide administrative services and act as financial manager for this AGREEMENT and associated professional service contracts. COUNTY will also contribute staff time to facilitate meetings, provide input, conduct pertinent research, and participate in program development.

- I. **Reimbursement:** CITY shall reimburse COUNTY for actual incurred costs upon presentation of a properly executed invoice. Costs shall be charged and funding reimbursed based upon appropriate program elements as defined in EXHIBIT A. COUNTY may exceed line item amounts within individual program element budgets, but shall not exceed the total budget for each individual program element without written approval of CITY. Reimbursement requests shall not be made to CITY more frequently than once a month. CITY shall reimburse COUNTY within thirty (30) days of receipt of a properly executed COUNTY invoice.
- J. **Property:** Title to property purchased by COUNTY, the cost of which COUNTY has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to COUNTY. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.
- K. **Assignment:** COUNTY may assign or subcontract any portion of the services provided within the terms of the AGREEMENT. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.
- L. **Indemnity:** Both COUNTY and CITY shall accept responsibility for any and all liability arising from acts of its own officers, employees, agents, and contractors to the extent provided by law. Additionally, each party agrees to indemnify, defend, and hold harmless the other party, and its officers, agents, and

employees for all claims (including demands, suits, penalties, losses, damages, or costs of any kind whatsoever) including costs, expenses, and reasonable attorney's fees, to the extent such a claim arises or is caused by the indemnifying party's own negligence or that of its officers, agents, or employees in performance of this AGREEMENT.

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

This section shall survive the expiration of this AGREEMENT.

- M. **Amendments:** The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.
- N. **Termination:** Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a sixty (60) day written notice of intent to terminate to the other party. In the event of such termination, COUNTY shall be compensated for the actual costs incurred prior to the time of written notification of contract termination.
- O. **Duration:** This AGREEMENT shall commence on January 1, 2023, and shall remain in effect through December 31, 2025.
- P. **Recording:** Pursuant to RCW 39.34.040, this AGREEMENT shall be filed with the Kitsap County Auditor.
- Q. **Waiver:** A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this AGREEMENT unless stated to be such in a writing signed by an authorized representative of the party and attached to the original AGREEMENT.
- R. **Governing Law:** This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Washington.
- S. **Venue:** The venue for any action to enforce or interpret this AGREEMENT shall lie in the Superior Court of Washington for Kitsap County, Washington.
- T. **Multiple Originals:** This AGREEMENT may be executed in multiple copies, each of which shall be deemed an original.
- U. **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 the AGREEMENT which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this AGREEMENT are declared to be severable.

IN WITNESS WHEREOF, this AGREEMENT was executed by the parties on the dates hereinafter indicated.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2022

**CITY OF BAINBRIDGE ISLAND**

\_\_\_\_\_  
Blair King, City Manager

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2022

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
**EDWARD E. WOLFE**, Chair

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Commissioner

\_\_\_\_\_  
**ROBERT GELDER**, Commissioner

ATTEST:

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

## EXHIBIT A:

### WEST SOUND STORMWATER OUTREACH GROUP Scope of Work & Budget for 2023-2025

Kitsap County and the Cities of Poulsbo, Bremerton, Port Orchard, and Gig Harbor have been working to jointly develop, implement, and fund NPDES Municipal Stormwater Permit-required outreach via interlocal agreements since 2008. With the additions of Bainbridge Island and Port Angeles in 2012, the group assumed the name of West Sound Stormwater Outreach Group (WSSOG), to represent the regional scope and to align with other similar groups across Puget Sound under the Stormwater Outreach for Regional Municipalities (STORM) umbrella.

#### A. GOALS, OBJECTIVES, AND TASKS

##### *Goals:*

1. Work cooperatively to help meet the requirements for compliance with NPDES Phase II Municipal Stormwater Permit Section S5.C.2, Public Education and Outreach, through the implementation of “education and outreach program[s] designed to:
  - Build general awareness about methods to address and reduce impacts from stormwater runoff;
  - Effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts;and, when possible,
  - Create stewardship opportunities that encourage community engagement in addressing the impacts from stormwater runoff.”<sup>1</sup>
2. Realize cost savings and increase municipal resource efficiency by sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication.
3. Jointly work to help fulfill education and outreach requirements of local Total Maximum Daily Loads (TMDLs), also known as Water Pollution Cleanup Plans.
4. Benefit citizens of the West Sound region by providing consistent outreach and messaging.
5. Gain enhanced access to federal, state, and other financial and technical support through coordination among Permittees with adjoining or shared geographic areas.
6. Identify opportunities for future collaboration on any new education and outreach requirements in the future NPDES Phase II Municipal Stormwater Permit (expected to be issued in 2024).

##### *Objectives & Tasks:*

Objective 1    Develop and adhere to an annual work plan for each year of this interlocal agreement.

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<sup>1</sup> Washington State Department of Ecology, *Western Washington Phase II Municipal Stormwater Permit* (2019) p.14.

Task 1.1 Jointly develop a work plan for each year by January 31 of 2023, 2024 and 2025.

Objective 2 Build on existing successful efforts of the ongoing Pet Waste in Public Places campaign (aka Mutt Mitt program) behavior change program (required under S5.C.1.a.ii and S5.C.1.c of the 2013 Permit). Maintain elevated awareness levels and environmentally positive behavior trends for the one target audience and behavior selected (pet owners/proper disposal of pet waste in public areas).

Task 2.1 Review available evaluation data from other local programs as available to determine impact of existing outreach efforts.

Task 2.2 Continue to achieve sustained awareness and practice of proper pet waste management. Continue to implement the Mutt Mitt program, including a strategy for continued awareness and behavior adoption for the current Permit term using adaptive management as necessary, promoting maintenance of the Mutt Mitt Program and supporting growth where indicated.

Objective 3 Using social marketing practices and methods, implement the Natural Yard Care campaign with built in evaluation protocols for one target audience and behavior (DIY homeowners with kids or pets/using safer yard care products).

Task 3.1 Continue to implement the campaign strategy across the WSSOG boundaries based on previously performed or locally available and applicable research that includes an evaluation plan with specific, measurable, and achievable outcomes. Revise as necessary based on emerging issues, opportunities, and evaluation results.

Task 3.2 Assess the effectiveness of the campaign at proper intervals, documenting progress, and changing the campaign strategy as necessary to achieve desired outcomes.

Task 3.3 No later than March 31, 2024, evaluate and report on:

- The changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy; and
- Any planned or recommended changes to the campaign in order to be more effective; describe the strategies and process to achieve the results
- Use the results of the evaluation to continue to direct effective methods and implementation of the ongoing behavior change program.

Task 3.4 Continue the program at an appropriate level once measurements indicate increased adoption of the behavior in the target audience.

Objective 4 Collaborate on joint outreach and/or educational materials for the new business inspection ordinance and program (S5.C.6) to help cost saving and increase efficiency.

Task 4.1 Seek opportunities to collaborate on joint outreach components such as print materials or other outreach tools.

Objective 5 Use adaptive management to refine programs and direct education and outreach resources most effectively.

Task 5.1 Take advantage of mutually beneficial outreach opportunities that fall within the NPDES Permit-required scope of audiences and behaviors, regardless of prioritization ranking.

Task 5.2 Seek opportunities to share among member jurisdictions the existing outreach efforts to audiences not prioritized within the WSSOG activities, such that these efforts are beneficial to all members.

Task 5.3 Pursue grants and other funding opportunities as available and appropriate.

Objective 6 Represent the WSSOG on larger regional stormwater outreach efforts through participation as a contributing member of STORM and the Puget Sound Starts Here (PSSH) campaign development team.

Task 6.1 Help implement the STORM Strategic Plan and annual Work Plan to achieve results of use and benefit to the WSSOG.

Task 6.2 Promote capacity building among STORM and WSSOG members to raise the caliber of collective outreach in the region.

Task 6.3 Support development and implementation of the PSSH awareness campaign in conjunction with on the ground local behavior change programs.

Task 6.4 Participate in regional work groups on targeted behaviors (e.g.: Pet Waste, Natural Yard Care, Mobile Businesses, etc.)

Objective 7 Track and maintain records of education and outreach activities. Publish an annual summary of activities that is suitable for use in NPDES reporting.

## **B. BUDGET**

Table 1 and 2 shows the annual budget for years 2023 through 2025. The annual Staff Time budget of \$56,198 is for 0.5 FTE of a Kitsap County Education & Outreach Coordinator's time to administer the Interlocal Agreement and manage outreach programs identified in the annual work plan on behalf of the WSSOG. This funding also includes coordination with STORM, the Puget Sound Starts Here campaign development team, ECO Nets, and all associated travel expenses; as well as administrative duties such as financial tracking and management. The annual staff time budget will be shared by all WSSOG jurisdictions in proportion to their relative population size, as shown in Table 1 and 2.

The annual Outreach Base Programs budget of \$88,438 will be used to implement joint programs prioritized by the group and agreed upon for inclusion in the WSSOG annual work plan. This may include activities such as implementation of the Mutt Mitt Program, natural yard care outreach, reporting hotline promotion, advertising, local implementation of the Puget Sound Starts Here campaign, outreach collateral development and production, other priority behavior change programs, evaluation/surveys/focus groups/studies, and/or professional services to achieve any of these activities

or tasks. The WSSOG will make every effort to minimize actual costs by selecting competitive bids for professional services, and by pursuing grants and other funding sources as available and appropriate.

The annual Supplemental Programs Budget was added to accommodate several jurisdictions that expressed a desire for additional outreach support. This allows flexibility for jurisdictions to customize a suite of outreach options to meet the needs of their communities. Rates for elementary classroom lessons were based on County staff time for lesson preparation, teaching time, and travel. Cinema ad rates were based on real charges incurred for similar advertising in 2021. To meet the needs of jurisdictions who utilize biennial budget cycles, year 2023 and years 2024-2025 were calculated on separate charts.

Table 1. Annual budget for all program elements - 2023.

Jurisdiction	Population Est. 2021 (OFM)	Relative Population	Staff Time Budget	Base Programs Budget			Suppl. Programs Budget	Annual Cost per Jurisdiction
				Programs	PSSH & Mutt Mitt	BPB Total		
Unincorp. KC	180,840	58.33%	\$32,781	\$44,413		\$44,413	\$0	\$77,194
Bremerton	43,970	14.18%	\$7,971	\$10,799	\$2,500	\$13,299	\$0	\$21,269
Bainbridge Island	24,930	8.04%	\$4,519	\$6,123	\$2,500	\$8,623	\$0	\$13,142
Port Angeles	20,120	6.49%	\$3,647	\$4,941	\$1,750	\$6,691	\$2,200 <sup>1</sup>	\$12,538
Port Orchard	15,960	5.15%	\$2,893	\$3,920	\$2,550	\$6,470	\$860 <sup>2</sup>	\$10,223
Poulsbo	12,000	3.87%	\$2,175	\$2,947	\$2,500	\$5,447	\$2,750 <sup>3</sup>	\$10,372
Gig Harbor	12,200	3.94%	\$2,212	\$2,996	\$500	\$3,496	\$0	\$5,708
<b>TOTAL</b>	<b>310,020</b>	<b>100.00%</b>	<b>\$56,198</b>	<b>\$76,138</b>	<b>\$12,300</b>	<b>\$88,438</b>	<b>\$5,810</b>	<b>\$150,446</b>

PSSH & Mutt Mitt column represents a budget guideline for these two items per jurisdiction.

<sup>1</sup> Includes funding for 3 months of cinema ads in Port Angeles.

<sup>2</sup> Includes funding for 4 elementary school classroom lessons at \$215 each in Port Orchard.

<sup>3</sup> Includes funding for 6 elementary school classroom lessons at \$275 each, and cinema ads in Poulsbo.

Table 2. Annual budget for all program elements – 2024 & 2025.

Jurisdiction	Population Est. 2021 (OFM)	Relative Population	Staff Time Budget	Base Programs Budget			Suppl. Programs Budget	Annual Cost per Jurisdiction
				Programs	PSSH & Mutt Mitt	BPB Total		
Unincorp. KC	180,840	58.33%	\$32,781	\$44,413		\$44,413	\$0	\$77,194
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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Receive Options for City Council Equity Training,

**SUMMARY:** On February 8, 2022, the City Council requested a recommendation for a course of study or approach to jointly accomplish diversity, equity, and inclusion training for Councilmembers and Race Equity Advisory Committee members. In response to Council's request, the Race Equity Advisory Committee (REAC) provided the attached response.

REAC properly notes that compliance with the Open Public Meeting Act creates problems for attending in-person training with the majority of the Council or REAC. REAC recommends a variety of training, both on-line and in-person.

In addition to REAC's recommendations, the Council is invited to join the in-person racial equity training scheduled for City staff. Councilmembers may take one four-hour session scheduled for three different dates in July, August, and September. Council attendance can be checked to ensure that a quorum of the Council does not attend any one session.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Receive options for City Council equity training.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:** The Council has considered diversity, equity, and inclusion training for Council on two occasions; once on October 12, 2021, and then again on February 8, 2022. Most recently, the Council moved to "request that the Race Equity Advisory Committee consider and provide a recommendation for a course of study and approach to jointly accomplish diversity, equity, and inclusion training for the City Council and Race Equity Advisory Committee."

REAC responded to the Council's request via the attached memorandum. The recommendations include, but are not limited to, attendance at the annual Governmental Alliance for Race and Equity (GARE) conference,

online GARE courses, Race Forward online courses, Race Forward's Fall in-person conference (Race Forward is the parent organization of GARE), and Peoples' Institute for Survival and Beyond training.

REAC notes the problems of full Council in-person attendance due to the requirements of compliance with the Open Public Meeting Act (OPMA).

In addition to REAC's recommendations, the Council is invited to join the in-person racial equity training scheduled for City staff. Councilmembers may take one four-hour session scheduled for three different dates: July 20, August 16, and September 14. Council attendance can be checked to ensure that a quorum of the Council does not attend any one session. The training is intended to accomplish the following:

"Through exercises, discussions and presentations, participants will strengthen their knowledge of strategies and tools to achieve equity. We will explore a framework for racial justice efforts that moves beyond merely valuing racial diversity to achieving racial equity. We will explore how leading with a racial equity lens is an essential strategy for structural transformation to create equity for all."

**ATTACHMENTS:**

[Basic Equity Training Recommendations](#)

**FISCAL DETAILS:** Each individual training opportunity has a different cost. The employee training is budgeted and is a flat rate.

**Fund Name(s):**

**Coding:**

Dear COBI City Council Members,

April 30, 2022

You requested that the Race Equity Advisory Committee provide recommendations for training on race equity for the Council. Training is an important part of becoming knowledgeable and effective in moving race equity forward. This email contains our recommendations for basic race equity trainings. More advanced trainings and trainings on specific topics (e.g., Communicating about Race Equity or Budgeting for Race Equity) are not included in this recommendation.

One issue in providing training for the Council or REAC is the OPMA. Having in-person trainings that any community member can attend, without registration, could be an issue for training providers. Online trainings allow council to attend singly or in small groups so that a quorum is not achieved and the training does not fall under the OPMA. Training should be coordinated among Council members to ensure OPMA requirements are met. Likewise, training among REAC members should also be coordinated to comply with OPMA requirements.

REAC members attended the recent GARE Annual Membership Meeting (which took place April 19-21) before making recommendations so that we could talk to GARE staff and assess their training situation. After reaching out to GARE, researching different options, and getting input from other GARE jurisdictions we would like to share the following information and recommendations with you.

## Background Information:

### Race Forward

Race Forward is the parent organization for the Governmental Alliance for Race and Equity (GARE). Both GARE and Race Forward offer excellent equity trainings which directly relate to the task of governing.

### Governmental Alliance for Race and Equity (GARE)

COBI joined GARE in June 2020. We had originally hoped to host a series of GARE trainings for the council, city staff and REAC members, but GARE was overwhelmed with requests after the murder of George Floyd and our trainings never materialized.

If any council members are unfamiliar with the organization and operation of GARE, we recommend they attend a GARE Informational session. These informational sessions occur periodically. The next informational session is May 24<sup>th</sup>. You can sign up to attend this informational session at this link:

<https://zoom.us/meeting/register/tJwvdemvqzMuG9VZPIUIJvgrcdDkcLmyp-d6>

GARE has a robust web portal with many shared assets, webinars, and discussion groups. REAC recommends all council members who have not set up a GARE account do so by going to the GARE website:

<https://www.racialequityalliance.org/> and clicking 'Login' in the top right portion of the screen, then choosing "New User/Register Now" and registering with your COBI assigned email address. It takes several days to have your account approved by GARE.

Recently, GARE has been undergoing a reorganization and will not be as focused on trainings going forward. They have created an Intake Form to allow them to assess the needs of jurisdictions and give jurisdictions assistance in strategizing on the best way to proceed with their work for racial equity. They do have some online trainings through the Race Forward website. They also now have training contractors and one of them is Scott Wynn, who has been working with the city executive staff as a racial equity consultant. Ellen Schroer is in the process of submitting the GARE Intake Form. GARE has stated it will respond to the form in a timely manner.

## Training Recommendations:

### 1. GARE Annual Membership Meeting

Attending the GARE Annual Membership Meeting is a great educational opportunity. The Annual Membership Meeting provides workshops on a range of relevant topics (e.g., “Budgeting for Equity”, “Implementing Equity in Transit”, “Implementing Equity in Climate Change Programs”, etc.). It also provides opportunities to network with peers in other jurisdictions to discuss how they are implementing equity policy and practices. There are also plenary sessions which include panels and keynotes that inform and inspire. This year’s Annual Membership Meeting was held in Portland Oregon with an alternative online option for attending. Nine people from council, staff and committees attended this year’s meeting in Portland and several people attended online.

### 2. GARE “Governing for Racial Equity” Online Course

GARE is offering their training entitled “Governing for Racial Equity” online on May 10<sup>th</sup>. This is GARE’s basic 6-hour equity training which several REAC members, Council members and city staff took last year as part of the pre-conference offerings in 2021. Those on Council who have not taken it, should sign up for it, if possible. This is the basic equity training that directly addresses governing and government’s historical role in institutional racism. The course may also be offered at a later date, but no other dates are displayed on the website.

The description on the Race Forward website states: “Governing for Racial Equity provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. We focus on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community.” To register for this workshop (\$450/person) : <https://www.raceforward.org/trainings>

### 3. Race Forward’s “Building Racial Equity” Online Course

Race Forward has several training offerings besides “Governing for Racial Equity”. They offer an excellent basic equity training entitled “Building Racial Equity”. It is a 6-hour training on a par with “Governing for Racial Equity” but does not have as strong an emphasis on government. For those unable to attend “Governing for Racial Equity” on May 10<sup>th</sup>, this would be a good option. There are many upcoming dates that this training is being offered.

From the website, participants in this training will:

- build a clear understanding of key concepts such as racial equity and structural racism
- learn to talk about race constructively within their organizations and with their constituents
- gain tools and practices for counteracting racial bias in their work and practices
- identify opportunities and next steps for applying concepts and strategies to advance racial equity

To register for this workshop (\$450/person) : <https://www.raceforward.org/trainings>

### 4. Race Forward’s Other Online Courses

Race Forward has several more courses that are beyond basic equity courses which will also be excellent to consider in the future once everyone has had the basic trainings. To register for these workshops (\$450/person): <https://www.raceforward.org/trainings>

## 5. Race Forward's Fall Conference "Facing Race"

Race Forward has an annual conference each Fall entitled "Facing Race". It is an excellent learning opportunity to deepen our understanding of racial equity. Keynote speakers, workshops and panels cover a range of topics related to race equity.

For the last two years the conference has been online. This year the conference will take place November 17-19. There will be both in-person and online conference options. The in-person conference will be in Phoenix, Arizona. Check the Race Forward website for information on the 2022 Facing Race Conference:

<https://www.raceforward.org/events>

## 6. Peoples' Institute "Undoing Institutional Racism"

The Peoples' Institute for Survival and Beyond is a 40 year-old organization based in New Orleans with an local group called People's Institute Northwest. They offer a 2-day training entitled "Undoing Institutional Racism". It is a deep look at the way racism has been constructed and operates within our institutions. This organization and training have been highly recommended by many jurisdictions. Their workshop is longer and goes beyond basic equity trainings. It is a deeper dive into the history and dynamics of racism. Online workshop registrations are available now, and the organizations can be contacted to arrange in-person workshops. Their goal is not only to educate, but to network people working in institutions in our region.

From their website, here is a brief description of the workshop: "The Undoing Racism® workshop is meant to give communities a common understanding and analysis of racism: how it was created, how it is maintained, and how it shows up in us and our communities. For individuals, communities and organizations who attend the workshop, the work often deepens after the three day process."

The workshop addresses the following areas:

- Analyzing Power
- Defining Racism
- Understanding the Manifestations of Racism
- Learning from History
- Sharing Culture
- Organizing to Undo Racism

To register individuals in online workshops (\$350/person): <https://www.pinwseattle.org/register.php>  
 Alternately, the city may soon be able to bring trainers to the island, for a group in-person workshop. For an in-person workshop contact the Peoples' Institute for Survival and Beyond in New Orleans: (504) 301-9292 or fill out a Workshop Request Form: <https://pisab.org/contact/>

## Going Forward

Once the GARE Intake Form is completed (which Ellen Schroer is working on) and GARE responds to our request for guidance on strategy, we will have a clearer sense of what is needed in terms of specific topic trainings and more advanced equity trainings. Also training needs to occur for everyone on the council and city staff, as well as for new staff and new council members.

Equity training should be an ongoing practice at COBI. At the same time, doing the work of racial equity by doing a race equity audit, developing a race equity plan with specific equity goals, and implementing race equity tools within our city's protocols and practices is critical.

Thank you for your attention. Please contact me if you have any questions on our recommendations.

Peggi Erickson, GARE Liaison and Training Subcommittee Chair, Race Equity Advisory Committee



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** City Manager's Report

**SUMMARY:** The attached 2nd quarter Climate Action Plan report is provided as part of the City Manager's Report.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[CAP Status Update Memo - Q2 2022.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## EXECUTIVE DEPARTMENT MEMORANDUM

DATE: June 30, 2022  
TO: Blair King, City Manager  
FROM: Autumn Salamack, Climate Officer  
SUBJECT: Climate Action Plan Status Update – Q2 2022

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This memo provides a brief status update on Climate Action Plan (CAP) activities with deliverables in the second quarter (Q2) of 2022.

### Key Highlights in Q2

- The City of Bainbridge Island was selected as one of 12 communities in the country for the Energy Transitions Initiative Partnership Project (ETIPP) Community Technical Assistance program. [ETIPP is a Department of Energy program](#) to help remote, island, and islanded communities transform their energy systems and increase energy resilience. The City will be working with ETIPP partners over the next 12-18 months to receive technical assistance to identify pathways and costs to achieve 100% renewable electricity on the island by 2030, and opportunities to increase the resilience of electric systems on the island.
- Executed a new Green Energy Services Agreement to obtain 100% Green Power for the City from Puget Sound Energy for all municipal accounts. While PSE's electricity fuel mix contains a combination of coal, natural gas, hydro, wind, solar, nuclear, and other, their large volume Green Power fuel mix is 91% wind and 9% biogas. By choosing Green Power, we are matching up to 100% of our standard electric use with renewable energy, reducing our region's dependence on fossil fuel generated electricity and increasing the proportion of renewable energy that is available to the entire system.
- Worked with PSE to complete an evaluation of the Vincent Road site as a potential community solar location. PSE determined that this site was not a viable candidate for community solar due to the lack of three phase power at the site. Met with leaders from other public organizations on the island to discuss potential sites for the next round of community solar site evaluations by PSE, due July 28, 2022.
- Converted diesel and B20 biodiesel use in City vehicles to renewable diesel (R99). The City's total fleet/equipment fuel usage based on current fuel types typically makes up approximately 20% of our annual greenhouse gas (GHG) emissions from municipal operations. Changing from diesel and B20 biodiesel fuel to R99 diesel will reduce the City's GHG emissions.

- Evaluated six community disaster hubs for the potential to install solar panels and battery energy storage systems to reduce energy-related emissions from the hubs and increase resilience in the event of sustained power outages using funding from the American Rescue Plan Act. Recommendations and estimated costs for installation are anticipated in July.
- Reviewed proposals for solar charging tables to pilot at one or more community disaster hubs to provide charging for cell phones and small electronics without connecting to the electrical grid.
- Contracted with DKS Associates to evaluate the feasibility of, and electrical system needs at, City Hall and the Public Works O&M yard for the installation of electric vehicle supply equipment to accommodate the addition of electric vehicles in the City's municipal fleet.
- Contracted with Fehr & Peers to measure the GHG emissions reduction potential associated with the suite of projects identified in Scenario 2 in the 2022 Sustainable Transportation Plan to reduce vehicle miles traveled (VMT) by on-road vehicles; identify and measure additional activities on Bainbridge Island that could help reduce GHG emissions associated with on-road vehicles and VMT; and improve the process and data source(s) for VMT data utilized in the community GHG emissions inventory. The consultant will also develop a multimodal transportation impact fee that is designed to implement the 2022 Sustainable Transportation Plan. The activities and data collection associated with this project will be coordinated to ensure that the results can also support the upcoming Winslow subarea plan analysis.
- Promoted the [Climate Smart Challenge](#) platform as a core public engagement tool in support of our Climate Action Plan. Hosted eight community presentations and participated in the Earth Day Event at Rotary Park and two Farmer's Markets.
- Renewed the Business Ambassador program in partnership with the Chamber of Commerce, the Bainbridge Island Downtown Association, and Zero Waste Bainbridge to visit local businesses to discuss the 2022 and 2023 waste reduction regulations. Promoted rebates available from [Plastic Free Restaurants](#) for Bainbridge Island restaurants that replace single-use plastics with reusable metal, ceramic, etc. dishes and utensils. No local businesses applied for a rebate, which was available through the end of May.
- Created a series of Climate Smart Bainbridge initiatives for inclusion at Celebrate Bainbridge activities in July including hydration stations to refill water bottles, a display at the library encouraging patrons to bring their own bottles to events (by Zero Waste Bainbridge), and educational materials to promote both the 2023 regulations and the Climate Smart Challenge at the July 3<sup>rd</sup> Street Dance and the Grand Old Fourth Street Fair.
- Hired a term limited Climate Action Outreach Coordinator position to support education and outreach for the Climate Smart Challenge and the 2022-23 waste reduction ordinances. New staff started with the City on June 28, 2022.

**EXECUTIVE DEPARTMENT MEMORANDUM**

Q2 2022 CAP ACTIONS SUMMARY TABLE

Action	Q2 2022 Status Update
Community Engagement	
Create climate change-specific City website and advertise	N/A (completed in Q1): <a href="http://www.bainbridgewa.gov/climateaction">www.bainbridgewa.gov/climateaction</a>
Create graphics and print/online communications in support of COBI climate action program (graphic designer services, printing, etc.)	Developed banner, flyers, posters, coloring sheets, and handouts to promote the Climate Smart Challenge.
Develop monthly climate-centric communications	Included water conservation messaging in the summer issue of COBI Connects. Promoted Ride Transit Month with online and video messaging. Promoted Bike Everywhere Month with online communications and a City employee "Bike to Work Day" event.
Develop annual CAP progress report for Council/community	N/A (not a Q2 activity)
Launch Community Climate Challenge	Highlighted the <a href="#">Climate Smart Challenge</a> in the April issue of COBI Connects. Encouraged participation with multiple community presentations and tabling at Earth Day/Famer's Market events. Hired a Climate Action Outreach Coordinator to help promote community engagement in the Challenge.
Hold Senior Center Focus Group discussions on climate actions (UW Capstone Project)	Hosted presentation at the April CCAC meeting and received final report from UW student.
Mitigation	
Convert COBI landscape equipment to zero-emission tools	Ordered equipment for a pilot project in December 2022 and awaiting delivery (anticipated in July/August).
Evaluate COBI EV/Biofuel Fleet Opportunities and Needs	Requested proposals and selected firm to assess needs and estimated costs for adding charging infrastructure at City facilities. Developed memo outlining basic approach to fleet EV strategy for CIP-related Council meeting agenda item.  Staff had several conversations about potential grant applications to install public EV charging at City facilities and supported an application from Mobility for All to develop an EV carshare program located at City Hall for community use.

Action	Q2 2022 Status Update
Provide business support for new plastic waste reduction ordinances	Signed 2022 agreement to continue the Business Ambassador Program. Promoted reusable dish rebate through the end of May. Developed zero waste activities to support Celebrate Bainbridge (including hydration stations to refill personal water bottles).
Provide resident education for new waste reduction ordinances	Developed educational materials regarding the new waste reduction ordinances to display at the July 3 <sup>rd</sup> Street Dance dining tables. Developed new poster communicating 2023 waste reduction requirements for display at the 4 <sup>th</sup> of July street fair.
Support development of a comprehensive solid waste program (including a potential biodigester)	Released RFP to solicit professional services in support of this work and received two proposals. Held second meeting of ad-hoc solid waste committee.
Work with PSE to implement the PSE/COBI Partnership Agreement	Received feedback from PSE regarding a willingness to work on the partnership agreement issues in an MOU format. This won't be finalized until after the franchise negotiation is complete, which is currently on hold while we wait for input from the City attorney.
Review/develop code to support climate mitigation activities, including an EV-ready code for new construction and existing building remodels	Held internal team meeting to explore EV ready code updates. Topic planned for first review with the Planning Commission in Q3.
Support implementation of the Sustainable Transportation Plan	Contracted with consultant to measure the GHG reduction potential associated with the suite of projects identified in Scenario 2 in the Sustainable Transportation Plan to reduce VMT by on-road vehicles; identify and measure additional activities that could help reduce GHG emissions associated with on-road vehicles and VMT; and improve the process and data source(s) for VMT data utilized in the community GHG inventory.
Work with the School District, Kitsap Transit and WA State Ferries to discuss low-carbon transportation and anti-idling opportunities	Held meeting with taxing districts on the island to review electrification and charging opportunities, mobility hubs, circulator shuttles, etc., per the Sustainable Transportation Plan.
<b>Adaptation &amp; Resilience</b>	
Formalize use of EcoAdapt's Climate Change Adaptation Tool (or other tool) to apply climate lens for City projects	Continued working with consultant on potential scope of work to utilize EcoAdapt's Climate Change Adaptation Tool and provide training for COBI staff in late 2022.
Create high-resolution sea level rise mapping	Submitted Department of Commerce grant application to identify and prioritize public facilities vulnerable to high-risk impacts from sea level rise and summarize adaptive strategies that could be considered to manage risk.

Action	Q2 2022 Status Update
Increase resiliency for at least one disaster hub (American Rescue Plan funded project)	Completed site visits for six community disaster hubs for installation of solar PV panels and battery energy storage systems. A summary report outlining recommendations, specifications and anticipated costs is anticipated in July. Also reviewed proposals for solar charging tables to pilot at one or more community disaster hubs to provide cell phone and laptop charging without connections to the electrical grid.
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	Held initial discussion with new City Arborist about current needs and opportunities related to tree canopy coverage, caring for large trees, and urban trees.
Increase the resiliency of COBI utility infrastructure, water, wastewater, and storm drainage	Continued work on the Wing Point pump station design alternatives to relocate the facility out of a tidal zone that is impacted by sea-level rise.
Develop equity lens for CAP implementation	Drafted list of equity-centered questions and utilized to review the potential proposal to transition all landscaping equipment on the island to zero emission (electric) landscaping tools.
Identify 2023-24 budget needs and work plan items	Drafted a draft list of priority CAP projects to help inform a budget request for 2023-24.
Update GHG Emissions Inventory (tentative)	Topic for discussion with CCAC in Q3 2022.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (6:45 PM) Receive Plan of Action for Compliance with the Shade Covenant on the Crawford and M&E Properties - Executive,

**SUMMARY:** The City of Bainbridge Island owns three parcels to which a shade covenant applies. As part of a land purchase agreement in 2004, the City and the sellers, the Bentryns, executed a Shade Covenant, which requires that any tree located within 100 feet of the northern boundary line of the City-owned Crawford Property, the M&E Property, and the property owned by the Bentryns ("Buffer Area") be prevented from growing taller than 30 feet. On June 14, 2022, the Council had an introductory discussion regarding compliance.

Staff today is bringing back a preferred option for tree removal and is developing the information needed to obtain required permits. Another option would be to pursue a modified compliance with the shade covenant, allowing trees further back from the property line to be up to 47 feet tall.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION: PRIMARY RECOMMENDATION:**

I move to direct the City Manager to move forward with compliance with the 2004 Shade Covenant by felling trees in the buffer area, as permissible, and replanting that area, and to bring back to the City Council an associated budget amendment request when that information is available.

**ALTERNATIVE:**

I move to direct the City Manager to move forward with compliance with the 2004 Shade Covenant by felling, topping or limbing trees in the buffer area, as permissible and in compliance with the suggested modifications to the Shade Covenant and to bring back to the City Council an associated budget amendment request when that information is available.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	TBD, depending on option directed
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** Current Status:

2022 Consultant Report: Staff contracted with Tree Solutions, Inc., to inventory the current trees and provide a recommended option for compliance. The consultant report is now available. It details 109 trees which exceed

the height limit in the buffer area and indicates that a combination of felling, topping, and crown reduction would be necessary for compliance.

2022 Wetlands Delineation and Survey: Staff contracted with GeoEngineers, Inc., to provide wetland delineation services, including a wetland and stream delineation memo for use in required permitting. The site visit occurred on July 6. The report is expected within 4 weeks.

These two reports will provide the City with the information needed to obtain the necessary permits and issue a bid for the work.

Next steps in this project include:

- Council direction on preferred option
- Wetland delineation and property survey
- Wetland memo (delineation and survey)
- Permit application preparation
- COBI Permit: SEPA
- COBI Permit: Tree & Vegetation Management
- COBI Permit: Critical Areas Permit
- COBI Permit: Aquifer Recharge Protection Area
- DNR Permit: 4G Forest Practice Permit
- Procurement of services
- Council approval/authorization
- Vendor mobilization/scheduling
- Tree work

Staff is working to make the timeline as efficient as possible. Receiving the wetlands memo, currently expected by the end of July, will provide important context for the next steps in the process.

Staff needs Council direction as to which option to pursue - an option to clear trees, as permissible, or an option such as the one detailed in the attached report from Tree Solutions, Inc.

Prior Actions and Context:

The City of Bainbridge Island purchased 11.5 acres of agricultural land in 2004. As part of the Agricultural Purchase and Sale Agreement, a number of related agreements were made, including a covenant which sets a height limit for trees growing in within 100 feet of the property line between some of the parcels involved in the 2004 sale. This agreement is known as the "Shade Covenant." The City-owned parcels in question are City-owned farmland called the Crawford Property and the M&E Properties, both of which are included in the master lease with Friends of the Farms. Compliance with the Shade Covenant is being treated as a topic

outside of the master lease; compliance is being handled by the two parties which signed the Shade Covenant, the City and the private property owners.

In early 2018, the Bentrins contacted the City to request that the City comply with the Shade Covenant and remove and/or prune certain trees on the Crawford Property. To respond to the request for compliance with the Shade Covenant, the City consulted with staff and Friends of the Farms, and in 2018/2019 engaged an arborist to review the property and trees.

In 2021, the discussion expanded to include the M&E Property and to include consideration of a modification to the original Shade Covenant. The modification involved allowing trees more than 30 feet from the property line to exceed the original 30' height limit due to the slope of the land. After the modification was proposed, the City's staff arborist visited the property to review the option.

In 2022, the City engaged a consultant to obtain a third-party update to the tree inventory and assessment of compliance with the Shade Covenant, as proposed to be modified. A report is now available from the consultant, and it identifies 109 trees that exceed the height limit on the City-owned parcels. Staff met with Department of Natural Resources (DNR) staff on site in 2022. After the site visit, DNR suggested that the City consider clearing and replanting this area.

**ATTACHMENTS:**

[Arborist Report Bainbridge Island Shade Covenant Assessment 06.17.2022.pdf](#)

[Presentation Shade Covenant Discussion for CC 07122022](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Arborist Report

To: City of Bainbridge Island, C/O Aaron Claiborne

Site: M&E Parcels (#102502-1-029-2008 and #102502-1-028-2009)  
Crawford Parcel (#102502-1-047-2006)

Re: Tree Inventory and Assessment for Shade Covenant

Date: June 17, 2022

Project Arborists: Joseph Sutton-Holcomb  
ISA Certified Arborist #PN-8397AM  
Municipal Specialist; ISA Qualified Tree Risk Assessor

Haley Galbraith  
ISA Board Certified Master Arborist #PN-7512BM  
Municipal Specialist; ISA Qualified Tree Risk Assessor

Referenced Documents: "City of Bainbridge Island – Bentryn Property Shade Covenant Property Tree  
Assessment and Vegetation Management Plan"  
By Anna Heckman, Urban Forestry Services, Inc., dated March 27, 2019

Attached: Table of Trees  
GIS Site Maps  
Wildlife Snag Specification

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### Summary

Tree Solutions assessed and inventoried 122 trees on the parcels listed above. Based on the proposed adjustment to the shade covenant between the Bentryns and the City of Bainbridge Island, 110 trees are proposed for management to meet the adjusted height requirements. Sixty-one of these trees are Significant trees as defined in Bainbridge Island Municipal Code (BIMC) Chapter 18.36.030 and 17 are Landmark trees as defined in BIMC Chapter 16.32.020. The remaining 31 trees do not qualify as significant.

Sixty trees, 17 of which are Landmark trees, are proposed to be converted into wildlife snag form. Twenty-three trees, none of which are Landmark trees, are proposed for removal. Twenty-seven trees, none of which are Landmark trees, are proposed for crown reduction pruning.

The assessed trees are within or in close proximity to the 100 foot buffer zone described in the shade covenant. Tree species include western redcedar (*Thuja plicata*), red alder (*Alnus rubra*), bigleaf maple (*Acer macrophyllum*), noble fir (*Abies procera*), Douglas-fir (*Pseudotsuga menziesii*), pacific dogwood (*Cornus nuttallii*), and native willows (*Salix* spp.) The majority of the trees were in good to fair health and structural condition, though nine inventoried trees were in poor health condition and 11 were in poor structural condition.

In order to adhere to the proposed adjusted shade covenant agreement, large quantities of debris will be created as a result of tree height reduction throughout the site. This will constitute a major ecological disturbance and will require significant skilled labor to complete.

In addition to the tree climbing and felling work required to convert the trees to wildlife snags, the large woody debris generated by this work will need to be moved about on the site to be properly retained as nurse logs. Some debris may need to be hauled off site to limit the amount of debris in the forest understory for forest health and fire safety reasons. Smaller woody debris, such as branches, should be chipped and used as mulch on the site.

This work will require vehicles and large machinery to access the site, and an access road will likely need to be created to allow access to the buffer zone. Additionally, we recommend managing invasive species and replanting the site with native forest understory species and small-stature tree species to mitigate the ecological impacts of the height reduction work.

The cost of work is dependent on many factors, including site access, equipment available in the region to complete the work, and scope of restoration and maintenance. Further clarification of the scope of work and collaboration with contractors specializing in logging, forestry, and land clearing activities would be necessary to arrive at an accurate cost estimate.

### **Assignment and Scope of Work**

This report outlines the site inspections by Joseph Sutton-Holcomb and Haley Galbraith of Tree Solutions Inc, on May 3 and 4, 2022. We were asked to assess trees on the city-owned parcels identified above that were growing within a 100-foot buffer of the privately owned parcel to the north, owned by Gerard and Josephine Bentryn.

In 2004, The City of Bainbridge Island and the Bentryns entered into a shade covenant to prevent the creation of “shade shadows” by trees or vegetation located on either the Bentryn property or on City-owned property. The original shade covenant agreement has a height limit of 30 feet within a buffer zone of 100 feet from the Bentryn property line. A proposed adjustment to the original agreement proposes a height limit of 35 feet within 30 feet of the property line, and 47 feet from 30 to 100 feet from the property line. This report assumes that the adjustment to the original agreement is the preferred management option.

The purpose of this report is to identify trees estimated over the next five years to grow to 35 feet height within 30 feet of the property line and 47 feet height 30-100 feet of the property line; as well as to provide guidance on how best to reduce the height of these trees to 35 and 47 feet respectively, depending on where they are positioned within the buffer zone.

This report also includes discussion of the ecological and forest health implications of this work and provides guidance about how to manage the trees, the debris created by height reduction activity, and the site in general in order to adhere to the shade covenant.

Tree size, species, health and structural condition, and related notes and recommendations for each tree we assessed can be found in the attached Table of Trees. Site maps with GIS locations of the trees are also attached to this report.

All trees are physically tagged on site with numerical aluminum tags. The Tree Solutions inventory used existing tags from a previous inventory conducted by Anna Heckman for Urban Forest Services, Inc. That field work was completed December 13 and 19, 2018.

The scope of the Tree Solutions inventory contained an additional area not included in Ms. Heckman's 2018 scope of work. Trees within that area, or trees we tagged that were not initially tagged in 2018, are identified with a 100-128 tag series. Tree Solutions collected the location, health, and structural condition data for one off-site tree, which was not tagged. It is referred to as Tree A in the Table of Trees.

## Observations

### Site

The majority of the tree inventory scope area is native forest, likely second growth forest based on the size and relative age of the trees on site, though based on the large size of many of the trees, it has likely been many decades since it was last logged.

The area can be considered edge habitat, as the property adjacent to the north (the Bentryn property) has been cleared and is in use as vineyard. The eastern portion of the scope area was more recently cleared and planted as a Christmas tree farm. The trees in the tree farm area are younger, densely planted, and consist primarily of noble fir trees.

The understory of the scope area was fairly healthy, with a diverse array of native understory plants. We observed minimal understory species in the Christmas tree farm portion of the scope area, except for turfgrass.

We observed a significant presence of invasive species in the scope area, including Himalayan blackberry (*Rubus bifrons*), invasive ivy (*Hedera* sp.), and English holly (*Ilex aquifolium*).

The invasive species were predominantly at the outside boundaries of the scope area, where existing access roads, trails, and adjacent site clearing have increased sunlight exposure. However, English holly, a shade tolerant species, was also present throughout the interior forest understory.

A walking path exists along the property line, north of the forested area, on the south side of the fence that divides City of Bainbridge property from the Bentryn property.

Access to the site is possible using a narrow access road from the east over Manzanita Creek. However, this road is narrow and could not facilitate access for large vehicles or equipment without significant road improvements. Since these road improvements would need to occur in proximity to the creek, critical area permitting would be necessary. A review of Kitsap County GIS shows a wetland and erosion hazard area in proximity to the creek on the eastern portion of the scope area.

Access to the site is also possible from the north by way of the city-owned Suyematsu Farm, although one must pass through the Bentryn property to access the scope area from this direction. This route appeared able to accommodate large vehicles at the time of our assessment, though some soil disturbance could occur from heavy traffic due to the lack of pavement or gravel on the access road.

Access from the west may be possible, as an area to the west of the Crawford parcel is City right-of-way. However, an access road would need to be permitted and constructed to access the property from this direction.

While on site, we observed standing water and saturated soils near the western edge of the scope area. This area is not shown as a wetland or other critical area on the Kitsap County GIS, although a wetland area and hydric soils area are shown not far west of this area on adjacent parcel 102502-2-014-2003.

### Trees

The trees in question are predominantly native species. Inventoried species include western redcedar, Douglas-fir, noble fir, bigleaf maple, and red alder.

Specific information on each inventoried tree, including distance from the property line, height information, and required management to adhere to the proposed adjustment to the shade covenant agreement, is included in the attached Table of Trees.

### Assessment methods

We used laser hypsometers to determine which trees were located within the buffer area based on the location of the existing fence line, as we were informed that the fence line is representative of the property line. We also used GIS software which allowed us to collect tree location information relative to the parcel boundaries, which are shown on our field maps. This GIS data corroborated the assumption that the property line fence was representative of the actual property line. However, to our knowledge this has not been confirmed by a surveyor.

After completing our initial inventory, we went back through the site and used an architect's tape to verify locations of selected trees. Based on this field work, several trees initially inventoried may be outside the 100-foot buffer. These trees are noted in the attached table of trees, and their distance from the property line should be confirmed with a survey prior to any management.

## **Discussion**

In order to adhere to the requirements of either the original shade covenant agreement or the proposed adjustment, many large trees will need to be significantly reduced in height. In most cases, the height reduction will cause the decline of the trees, and they will not regrow to their previous height.

The attached table of trees provides data on the proposed management of each tree, as well as a summary table that describes the overall scope of work. Below are excerpts from the summary table.

### **Trees proposed for reduction to wildlife snags: 60**

(18 bigleaf maple, 9 red alder, 7 Douglas-fir, 1 noble fir, 25 western redcedar)

### **Trees proposed for removal: 23**

(8 bigleaf maple, 6 red alder, 2 noble fir, 2 native willows, 1 western redcedar, 2 pacific dogwood, 2 English holly)

### **Trees proposed for crown reduction pruning: 27**

(1 bigleaf maple, 3 Douglas-fir, 22 noble fir, 1 western redcedar )

### **Landmark trees proposed for reduction to wildlife snags: 17**

(17 western redcedar)

### **Landmark trees proposed for removal: 0**

**Landmark trees proposed for crown reduction pruning: 0**  
**Significant trees proposed for reduction to wildlife snags: 36**  
**Non-Significant trees proposed for reduction to wildlife snags: 7**  
**Significant trees proposed for removal: 7**  
**Non-Significant trees proposed for removal: 16**  
**Significant trees proposed for crown reduction pruning: 18**  
**Non-Significant trees proposed for crown reduction pruning: 9**  
**Total trees proposed for management: 110**

The proposed tree work constitutes a major ecological disturbance to the area and will have long-lasting impacts on the site. The negative impacts will be especially severe and long-lasting if the height reduction work is not conducted as part of a comprehensive management plan that includes management of debris, invasive species, and installation of new plants.

Appendix C provides management specifications for conducting this work in a manner that preserves as much ecological function as possible on the site, while preparing for the need to manage the trees on a regular interval to control for height.

We recommend branches and small debris be chipped and used as mulch on the site. Large debris should be placed on the site as nurse logs, along trails as barriers, or removed from the site. Establishment of an access road will be necessary to facilitate chipping and removal of debris. Road establishment is also discussed in Appendix C.

We recommend management of invasive species on site, as well as planting of native understory species and small-stature shrubs and trees to mitigate the drastic impacts of tree height reduction throughout the site.

If invasive species management and restoration work are not done concurrently with height reduction work, the increased sunlight and decreased canopy competition will cause invasive species to proliferate, which will decrease the ecological function of the site and make future height management more difficult and costly. Height reduction without management and restoration will also be aesthetically displeasing, as the work would resemble non-selective tree topping to property owners and community members not privy to the requirements of the shade covenant agreement.

We recommend the site be surveyed to identify exact locations of the property lines so that no trees beyond the 100-foot buffer are cut. We suggest that trees near the edge of the buffer are retained at their existing height where possible.

#### Cost of work

At this time, questions remain about the scope of necessary tree work, access to the site, and scope of mitigation and restoration work. Furthermore, because of the large and unique nature of the scope of work, it is not feasible for Tree Solutions to provide price estimates at this time. Additionally, the equipment used to complete the work will have significant impacts on the cost, and equipment selection and mobilization is the purview of contractors charged with completing the work.

In order to arrive at an accurate cost estimate, we recommend clarifying the scope of work by conducting a site survey and working with restoration specialists to create a comprehensive restoration plan based on the recommendations in this report.

After this additional planning has been completed, we recommend soliciting bids from regional companies that specialize in logging and land clearing in order to understand the actual costs associated with the work. Tree Solutions can assist with soliciting bids and walking the site with potential contractors to discuss the scope of work upon request. However, that work is outside the scope of services that we were authorized to carry out up to this point.

## Recommendations

- Conduct a survey of the site prior to any height reduction to confirm which trees are within the 100-foot buffer zone. We recommend retaining all trees outside the buffer zone.
- Any height reduction work should be done as part of a comprehensive management plan, with the objective to limit encroachment of invasive species and maximize biodiversity and ecological function of the site while maintaining maximum height requirements.
- Collaborate with contractors to develop a work plan including equipment access to the site and protocols for protecting retained vegetation.
- Perform maintenance and replacement planting on the site to mitigate impacts from height reduction work.
  - Consider utilizing a community volunteer program and/or contracting out mitigation work if current city staffing cannot accommodate this scope of work.
- Retain as many trees under the height requirements as possible on the site.
- Apply mulch from height reduction work throughout site and in areas adjacent to the site.
- Use large debris from height reduction work on site as nurse logs placed on grade where possible.
  - Logs can also be placed alongside existing trails or new access roads to delineate the trails and roads if desired.
- Retain trees as wildlife snags on the site where feasible and safe to do so.
  - Some trees recommended for snagging may need to be removed to allow for equipment access to the site, or may require removal because they will be damaged by adjacent tree work.

Respectfully Submitted,

Joseph Sutton-Holcomb and Haley Galbraith  
Tree Solutions Inc.

## Appendix A Site Map

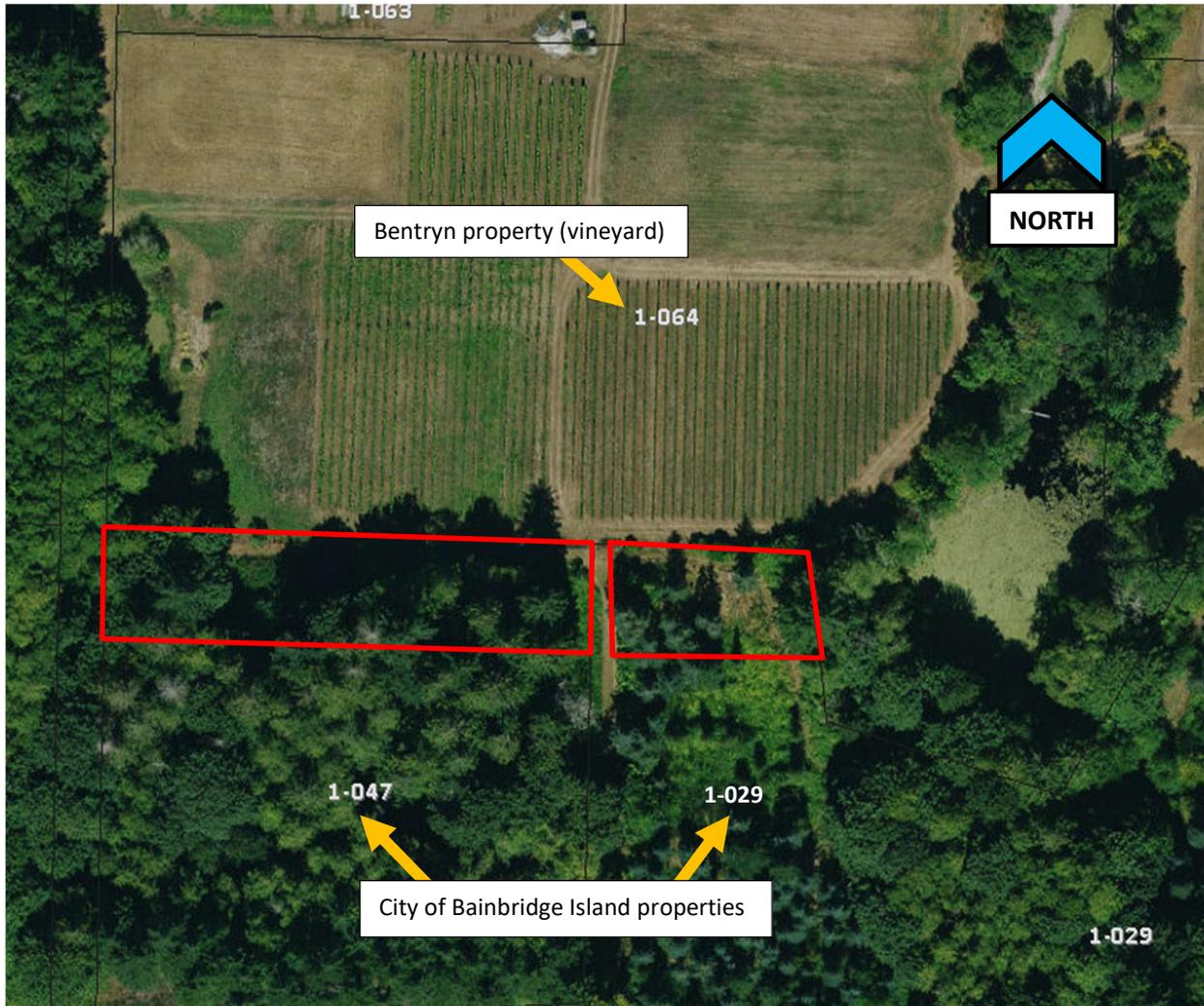


Figure 1. Site Map. The red shapes indicate the approximate scope area. Refer to the GIS maps for the full inventory, for which the 100-foot buffer zone was measured using GPS data and field measurements on site. (Source: Kitsap County GIS, 2020 imagery, accessed 05.16.2022)

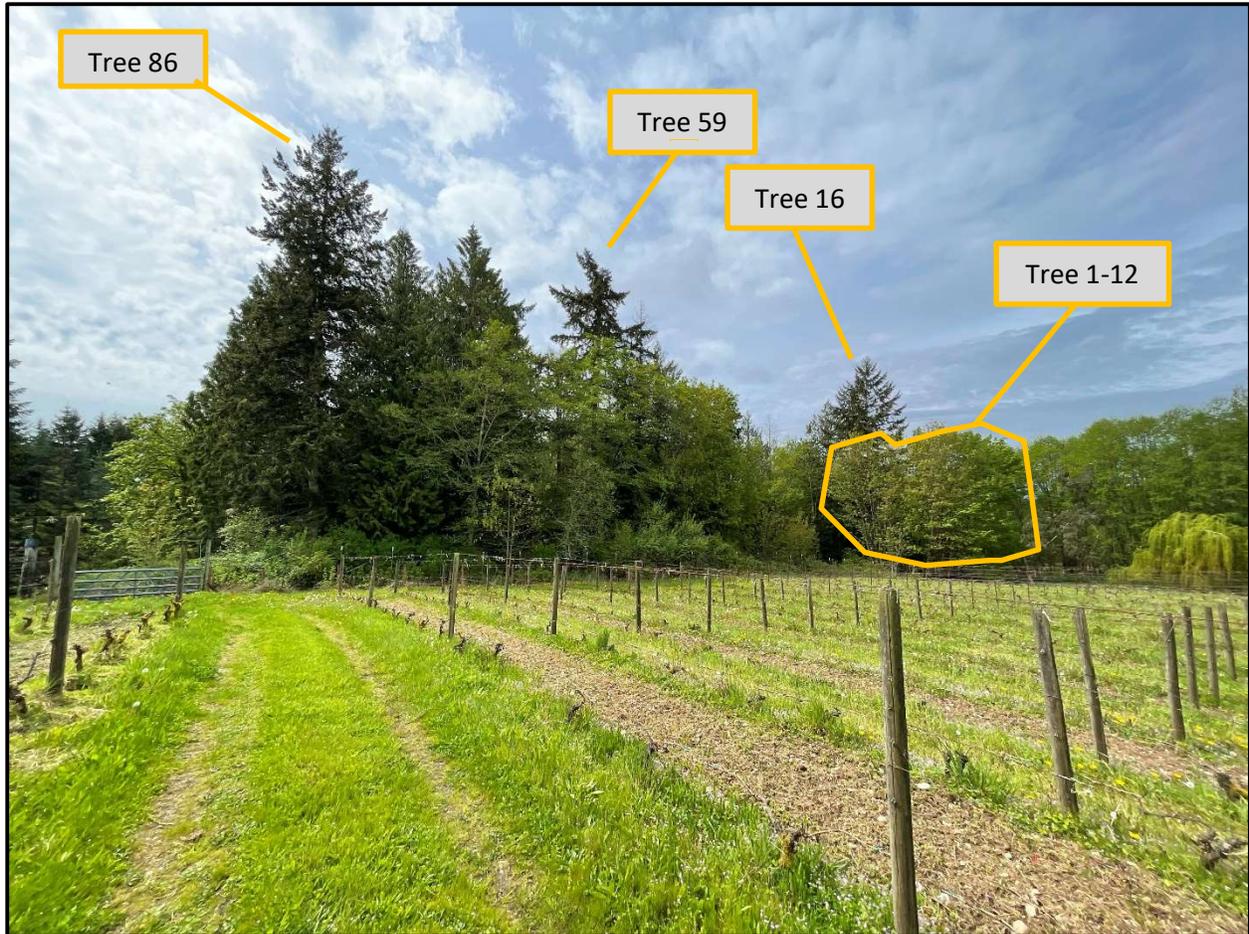
## Appendix B Photographs



Photograph 1. Trees 1-11 are a group of maples and alders growing in close proximity to the property line.



Photograph 2. The eastern portion of the inventory, which was not included in the previous scope of work from Urban Forest Services, Inc. is a remnant Christmas tree farm. The majority of the inventoried trees in this area were noble firs. The trees are approximately 40 to 50 feet in height on average. Note also the walking path that runs near the edge of the property line, which is used by residents of the area for recreation.



Photograph 3. A view looking southwest from the Bentryn's property, which Tree Solutions accessed with permission. Some of the inventoried trees are identified for context.



Photograph 4. An example of a living snag on Bainbridge Island's IslandWood campus. Note the "coronet cuts" on the top of the snag that simulate a natural break. Note also the sprout response, which can be managed by selectively reducing and removing sprouts on a 3-5 year interval to allow the snag to remain alive. This "living snag" management system is typically feasible only for dichotomous trees that sprout readily from older tissue, and only where regular management of sprouts is practical.

## Appendix C Management Specifications

### *Site preparation*

- The properties should be surveyed prior to any work occurring, and the 100-foot buffer zone clearly delineated on the site so no trees beyond the 100-foot buffer zone are managed.
- Trees near the edge of the buffer zone should be considered for retention. Note that several large-stature trees are growing near the outer limit of the buffer zone.
- Prior to the beginning of work, the contractors performing the work should walk the site with Tree Solutions, the City of Bainbridge, the owners of the adjacent Bentryn property, and any landscape designers or restoration ecologists retained by the City to discuss the scope of work.

### *Access Road*

- An access road should be created to allow equipment to enter the buffer zone to perform the required height reduction work.
  - The width of the road should be a minimum of 12 feet.
    - Road should be designed to allow equipment to maneuver and turn around, so installing turnouts beyond the 12 foot width in one or more locations may be necessary.
  - The road should conform to the topography of the site and be located to remove as few trees at the base as possible to accommodate the road.
    - Tree Solutions has included an approximate potential route for the access road on to the attached site maps. **This potential route will need to be adjusted based on field conditions and other routes are potentially feasible.**
  - The road **could roughly bisect the buffer zone** so that access to all trees required for height reduction is feasible.
    - Installing the road to bisect the buffer could require more tree removals and grading work, but would reduce the distance required to haul debris.
  - The road **could also be installed on the northern edge of the buffer zone**, where the existing walking path runs east to west near the property line.
    - Installing the road here would increase the distance required to haul debris, but could potentially save on grading costs by utilizing an existing cleared area.
  - Road should be constructed with compacted gravel or quarry spalls of sufficient depth to support logging equipment. **Consult with contractor or experienced engineer to determine appropriate materials, depth, and compaction specifications.**
  - Some grading and stump removal may be necessary to create the access road.
    - Stumps should be ground out with a stump grinder and not ripped or pulled out with excavation equipment to preserve the roots of adjacent trees and understory species.

### ***Clearing and Grubbing***

- Preserve existing **native vegetation** in the understory wherever possible. Remove only native vegetation that directly prohibits access to trees to be reduced in height, or prevents the hauling of debris created from the tree work.
- All **invasive vegetation** in the buffer zone (English ivy, English holly, Himalayan blackberry) should be carefully cleared and grubbed **prior to or concurrently with height reduction work**.
  - Because height reduction work will allow significant additional sunlight into the understory, invasive species will proliferate on the site if not proactively managed and will make future height management and restoration efforts difficult.
  - It is essential to minimize soil disturbance and compaction during clearing and grubbing activities. Because of this, clearing and grubbing should be done with hand tools (picks, shovels, rakes, etc.) or handheld power tools (string trimmers, hedge trimmers).
  - Larger mowers or brush cutters should not be used in the understory and should be limited to the periphery of the site where soils are already compacted.
  - Larger mowers or brush cutters can also be used to clear brush to create the access road
- In cases where invasive vegetation that sprouts readily from vegetative tissue is encountered, such as English holly, the debris should be disposed of separately in an off-site waste facility or plant material may be composted on site discreetly in one or more concentrated compost pile(s). It should not be included in any mulch created from native trees or understory vegetation.
  - Such compost piles should be elevated above the ground slightly to accelerate desiccation of tissues and prevent material from rooting into the ground below the pile.
  - Piles should be located in an open area that is easy to access, and away from areas where dense native understory vegetation is present.

### ***Tree Height Reduction***

- All identified trees within 30 feet of the property line should be reduced to a height of **35 feet** per the proposed adjustment to the shade covenant agreement.
- All identified trees 30-100 feet from the property line should be reduced to a height of **47 feet** per the proposed adjustment to the shade covenant agreement.
- In most cases, height reduction will require the tree be converted to a **wildlife habitat snag** or removed. In some cases crown reduction pruning will be sufficient to reduce tree height.
  - branches below the required reduction height, whether living or dead should be retained wherever possible.
  - The final height reduction cut on the main trunk should mimic a natural break (“coronet cut” or “wildlife cut”) wherever possible.
  - Depending on the tree species and size, snags may either be living snags or girdled snags. See below for details.

- Creation of **living snags** that retain live branches below the height reduction cuts are preferable. Especially for coniferous species such as western redcedar and Douglas-fir that do not sprout as readily from older tissue.
- In situations where deciduous trees such as maple and alder are to be reduced, trees can either be retained as living snags or as **girdled snags**. Girdled snags are created by cutting through the bark, phloem, and cambium layers at the base with a chainsaw to prevent resprouting.
  - Typically, cutting through the bark and the outer inch of live tissue is sufficient to inhibit resprouting.
  - Girdled snags may have decreased habitat value and accelerated rates of decay, but would likely reduce the need for follow-up management of sprouts that will arise from the snags after pruning.
  - Girdled snags may be advisable for deciduous trees growing within 30 feet of the property line.
- See the wildlife snag specification in Appendix E for more details on how to create snags.

#### ***Tree Removals***

- Trees identified for reduction to habitat snags should be reduced at the tallest feasible height given the shade covenant (35 feet tall within 30 feet of the property line, 47 feet within 100 feet of the property line)
- Trees growing within the limits of the access road should be removed entirely at the base, and their stumps ground out.
- Trees identified in the table of trees to be unsafe or too small to climb should be removed entirely at the base
- Smaller trees that may be damaged by height reduction pruning of larger trees can be removed at the base if it facilitates the creation of a larger wildlife habitat snag with greater ecological function.

#### ***Debris management***

- Do not leave mounds or piles of vegetation, branches, mulch, or other debris greater than 12 inches in height on the site, as this could cause access problems for future management activities.
- Removed **native vegetation** should be chipped, shredded, or ground to produce coarse woody mulch of a generally uniform consistency, with pieces on average 3 inches in length or less.
  - Coarse woody mulch can be spread to a depth of 12 inches on the forest floor, along trails, or in adjacent areas where exposed soil or turf is present.
  - Coarse woody mulch should be kept 12 inches away from any retained trees. This is not necessary for wildlife snags.
- **Small debris** (12 inches diameter or less) from height reduction and removal work should be chipped or ground to create coarse woody mulch to be used on the site or adjacent to the site.
  - Mulch could be placed in large piles and covered to be used over time for site restoration work.

- Branch and small-diameter stems could also be chipped or industrially composted off-site or on the adjacent farmland if desired.
- **Large debris** (greater than 12 inches diameter) may be carefully placed in contact with the soil to serve as nurse logs on the site where site conditions allow, or removed from the site.
  - Nurse logs should be placed no denser than 15 feet on center to accommodate future maintenance and restoration work.
  - **It is likely that large debris will need to be removed from the site**, as more material will be cut than can be properly placed on site as nurse logs at this spacing
  - Nurse logs must be completely in contact with the ground, and side branches should be removed and chipped so logs are relatively smooth.
  - Logs could also be used as edging along existing trails or along the access road, provided they are installed carefully to match the orientation and grade of paths and roads, and branch stubs are removed for safety.
- When removing small and large debris from the site, do so carefully to avoid damaging retained vegetation. **However, this work cannot be completed without significant disturbance of the forest understory.** Techniques for minimizing damage include:
  - Establish haul paths for dragging debris and moving equipment so that disturbance of the understory is concentrated to specific areas.
  - Fell trunks, branches, and stems in smaller pieces during height reduction to avoid large pieces falling and damaging understory vegetation.
  - Fell trunks, branches, and stems so they land near the access road to limit haul distances.
  - Remove branches from logs prior to hauling them off the site.
  - Place the largest diameter logs as nurse logs where near where they were felled to avoid moving debris further than necessary.
- Debris piles greater than 1 foot in height should not be left on the site, as it could cause an unsafe buildup of fuels in the forest understory and make future restoration and maintenance of the site challenging and inhibit the regeneration of native forest understory plants.

#### ***Erosion and Sediment Control***

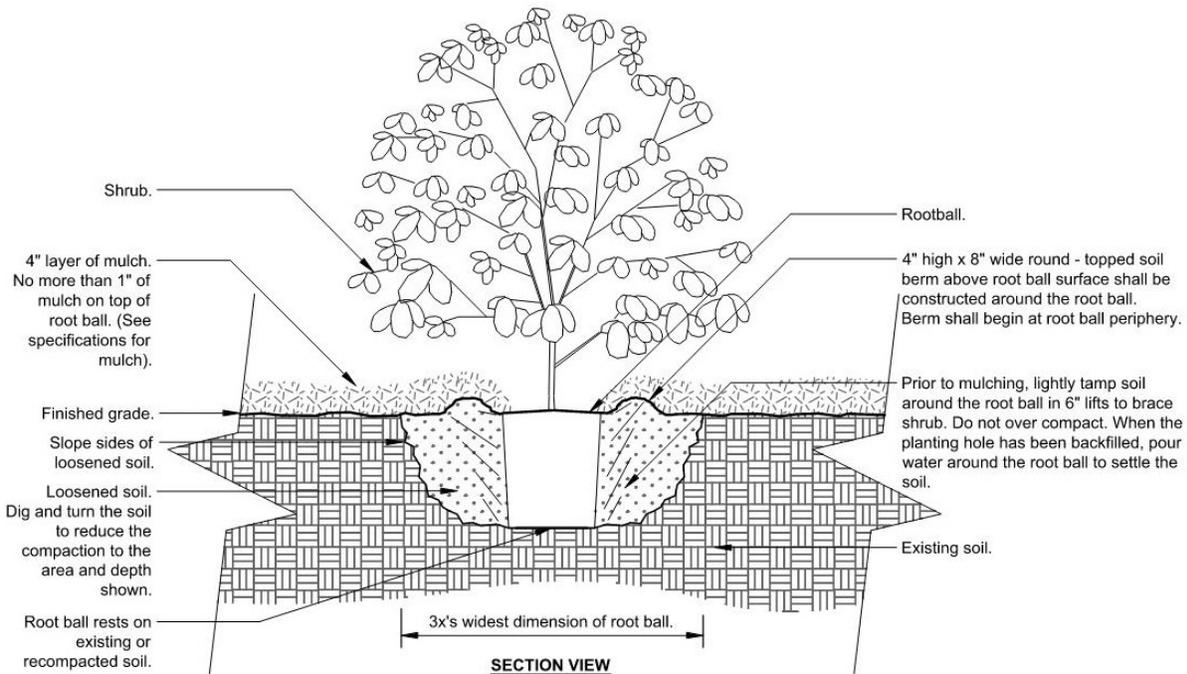
- height reduction and debris removal work should be done during the dry season (May-Sept.) to avoid unnecessary soil disturbance
- Areas of exposed or disturbed soil created by height reduction work should be covered in 6 inches of coarse woody mulch as soon as possible to prevent surface erosion during rain events.
- Silt fencing should be used on the eastern and western extents of the site to prevent runoff into nearby creeks and waterways.
  - In areas where silt fencing must be installed within 15 feet of retained trees, fencing should be placed at the existing grade and secured in place with stakes or sandbags, and not installed below grade with trenching or digging equipment.

### **Tree Retention**

- All trees under 35 feet in height within 30 feet of the property line should be retained wherever possible, unless they are identified to exceed 35 feet in height within 5 years (2027) in which case they can be considered for height reduction pruning, conversion to wildlife snag form, or removal.
- All trees under 47 feet in height growing 30 to 100 feet from the property line should be retained.
- All retained trees should be protected from disturbance and damage from adjacent tree work.

### **Planting**

- All new plants shall be installed during the dormant period (November through March).
  - If planting is deferred for budgetary reasons, plan for additional labor hours to ensure planting area is free of invasive species.
  - Adhere to any required replanting for trees proposed for removal or reduction to wildlife snag form within designated environmentally critical areas.
- Use bio-degradable flagging to denote new plantings on site, which will help with monitoring mortality during the monitoring period.
- Tree species for consideration include: Vine maple (*Acer circinatum*), Cascara (*Rhamnus purshiana*), Shore pine (*Pinus contorta*), Mountain hemlock (*Tsuga mertensiana*), pacific dogwood (*Cornus nuttallii*), and other small stature species that are native to or well-adapted to the pacific northwest.
- Shrub and understory species for consideration include: Oso berry (*Oemleria cerasiformis*), oceanspray (*Holodiscus discolor*), beaked hazelnut (*Corylus cornuta*), evergreen huckleberry (*Vaccinium ovatum*), snowberry (*Symphoricarpos albus*), Pacific rhododendron (*Rhododendron macrophyllum*), red elderberry (*Sambucus racemose*), Saskatoon (*Amelanchier alnifolia*), Pacific ninebark (*Physocarpus capitatus*), and nootka rose (*Rosa nutkana*).
- Design replacement plantings so that species that favor sun are installed near edges and canopy gaps to better out-compete invasive species.
- Install species that favor shade in retained understory to improve biodiversity. Sun-loving plants installed in shady areas are less likely to establish.



- Notes:
- 1- Shrubs shall be of quality prescribed in the root observations detail and specifications.
  - 2- See specifications for further requirements related to this detail.

**P-X SHRUB - UNMODIFIED SOIL**

URBAN TREE FOUNDATION © 2014  
 OPEN SOURCE FREE TO USE

Image 1. Planting detail for shrubs and small trees Source: Urban Tree Foundation 2016

**Maintenance**

- Maintenance of the restoration site involves removing invasive plant material on a regular schedule over a minimum five-year establishment period following the initial planting.
- Maintenance should occur 1-2x per year for five years following installation, ideally during the dry season (July through September). Annual and perennial grasses that seed in shall not be removed during maintenance.
  - If budgetary or staffing limitations prevent the city from following the recommended maintenance schedule, consider contracting out maintenance or utilizing a group of community volunteers to help maintain the site.

**Irrigation**

- Supplemental irrigation for new trees, shrubs, and groundcovers is recommended. **Irrigation may not be feasible given the undeveloped nature of the site.**
- If irrigation is not feasible for new plantings on this site, increase the number of plantings to compensate for increased mortality due to drought and establishment stress.
- Frequency of irrigation will depend on the irrigation methods used.

- Irrigation should be reduced in volume and frequency with each year so plants are not shocked by no water the last year.

**Monitoring**

- Annual monitoring by a qualified professional, such as the city arborist, should take place during the growing season.
  - The professional should follow up the site visit with a memo including photo-documentation noting how plants are establishing.
- If more than 20% of the replacement plantings die they should be replaced in the fall with equal or greater plant stock, and the 5-year maintenance and monitoring timeline requirement is re-started.
- At the end of 5 years, ensure 80% survival of new trees and vegetation planted. If no irrigation is used, ensure 50% survival.
- If invasive plants are still present after 5 years, maintenance must continue until area is free of invasives for 3 consecutive years.

## Appendix D Restoration Schedule

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Invasive plants:</b> (holly, blackberry, scotch broom)	Remove from entire site (will require 2x year) clear and grub, use brush cutters and string trimmers	Remove any regrowth or new seedlings (2x year, in June or July)	Remove any regrowth or new seedlings (1x year, in June or July)	Remove any regrowth or new seedlings (1x year, in June or July)	Remove any regrowth or new seedlings (1x year)
<b>Invasive plants:</b> Ivy	Remove ivy from trees and pull from understory during moist soil conditions (Oct.-April) 2x year	Remove ivy from trees and pull from understory during moist soil conditions (Oct.-April) 1x year	Remove ivy from trees and pull from understory during moist soil conditions (Oct.-April) 1x year	Remove ivy from trees and pull from understory during moist soil conditions (Oct.-April) 1x year	Remove ivy from trees and pull from understory during moist soil conditions (Oct.-April) 1x year
<b>Existing trees</b>	Reduce tree heights in buffer zone as needed to adhere to proposed adjusted shade covenant. (35' within 30' of property line, 47' within 30-100')	--	--	Assess snags and retained trees to determine whether follow up pruning is necessary	Manage living snags and reduce trees that now exceed height requirements.
<b>Debris management</b>	Chip or remove small and large debris. Place large debris in contact with soil as nurse logs where feasible or install along roads and trails. Remove excess debris.	Remove invasive vegetation or compost on site in isolated piles	Remove invasive vegetation or compost on site in isolated piles	Remove invasive vegetation or compost on site in isolated piles	Chip or remove small and large debris from follow-up height reduction. Place large debris in contact with soil as nurse logs where feasible.
<b>New small stature trees</b>	Design planting plan	Install small-stature native trees in fall with 25-gal tree bags or drip irrigation if feasible	Water if feasible: June x 2 July x 3 August x 3 September x 1	Water if feasible: June x 1 July x 2 August x 2 September x 1	Water if feasible: June x 1 July x 1 August x 2 September x 1
<b>New shrubs /groundcovers</b>	Design planting plan	Install in fall. Use small sizes (1gal or less)	Remove invasive vegetation, monitor for mortality, replace failed plantings	Remove invasive vegetation, monitor for mortality, replace failed plantings	Remove invasive vegetation, monitor for mortality, replace failed plantings
<b>Temporary sediment control</b>	Install silt fencing on eastern and western extent of site to protect critical areas.	--	--	--	Re-install silt fencing if heavy equipment mobilizing to site.
<b>Monitoring / Maintenance</b>	--	Site inspection during growing season with memo including site photos. If mortality exceeds 20%, replant the following fall	Site inspection during growing season with memo including site photos. If mortality exceeds 20%, replant the following fall	Site inspection during growing season with memo including site photos. If mortality exceeds 20%, replant the following fall	Site inspection during growing season with memo including site photos. If mortality exceeds 20%, replant the following fall

## Appendix E Wildlife Snag Specifications



### Wildlife Snags

An Alternative to Tree Removal

The objective of creating a snag is to preserve as large a portion of a defective tree as possible, location permitting. The tree is meant to serve as habitat for birds and insects and to blend in with the landscape. In order for the tree to blend in, the cuts made by chainsaw should be disguised to look like a natural break rather than a saw cut.

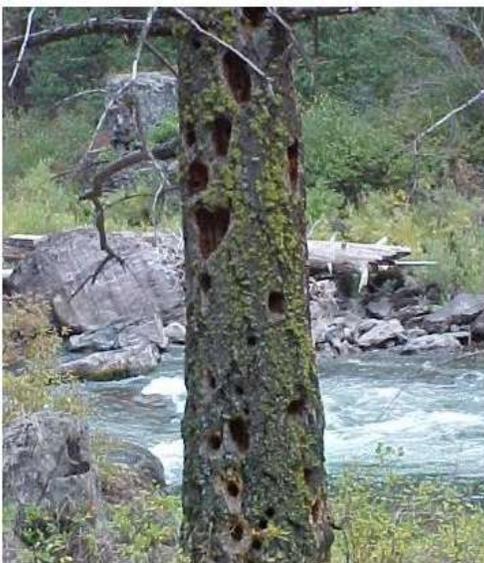


Figure 1. A naturally occurring snag in the wild takes years to reach this stage

#### Snag Height

The height of a snag is dependent on the site. It is important to remember the tree will slowly decay and fall apart. In busy locations, it is best to choose a height that will not put anything at risk as the tree slowly decays and falls apart. Based on management concerns and budget, long-lived snag species may be monitored and reduce in height again as they break down.

#### Snag Techniques

Birds love a perch. So, it is important not to strip a snag tree of the lower branches. Branches can be cut back, but stubs should be left to serve as perches and to mimic nature. The cut at the top is important to the look of the final project.

#### Species Selection

##### Long-lasting snags (15 years or more)

- Douglas fir (*Pseudotsuga menziesii*)
- Western red cedar (*Thuja plicata*)
- Bigleaf maples (*Acer macrophyllum*)
- Other maple species (*Acer*)
- Oak species (*Quercus*)

##### Short-lived snags (Less than 15 years)

- Western hemlock (*Tsuga heterophylla*)
- Red Alder (*Alnus rubra*)
- Bitter cherry (*Prunus emarginata*)
- Black cottonwood (*Populus trichocarpa*)

- Try to mimic the way trees look when they break naturally
- Many small slits in the edge of the trunk works well
- Use a small sledgehammer to break and bend the smaller pieces created with saw cuts

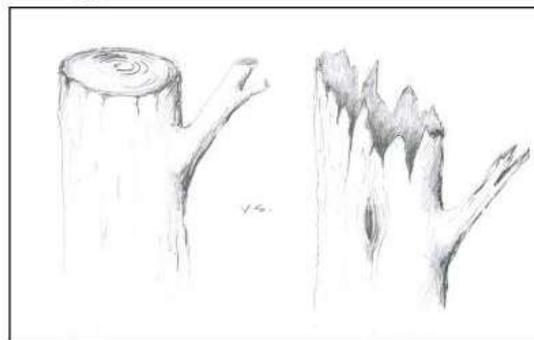


Figure 2. Ragged cuts at the end of branches and the top of the tree will look best when the tree is finished.

### Snag Techniques

Bird holes form as stumps decay and woodpeckers begin to work on the decayed wood. Bats often use narrow cracks or loose pieces of bark that occur as a snag deteriorates to roost in. This process can be sped up by cutting in a birdhouse or bat slit in the created snag. **CAUTION: these techniques require advanced chainsaw skills.** Use a small, sharp saw and extreme care.

#### **Bird hole**

- Bore a triangular “pie” shaped piece from the trunk. Use a crowbar to pop the piece loose.
- Send the piece to the ground and cut the back off, leaving a 1 to 2-inch thick slab of wood with the bark.
- Drill an appropriately sized hole. Two northwest species that use trees are chickadee (1 inch) and Flicker (2.5 inches).
- Deepen and enlarge the hole using the tip of the saw bar.
- Send the piece back up into the snag and screw or nail it back in place.

#### **Bat slit**

- Make a shallow cut upwards into the trunk of the tree.
- Use the saw to widen the cut to about ½ an inch.

#### **Girdled/Living snags**

- In some cases, making snags from species that sprout readily when reduced (willow, cottonwood, alder, and others) results in snags that produce many sprouts after cutting.
- In some situations these “living snags” are desirable. In others, girdling the snags at the base to prevent resprouting higher up on the trunk is preferred.
- Girdling can be accomplished using a chainsaw to cut through the outer bark and 1-2 inches into the living trunk tissue beneath the bark at the base.



**Figure 3.** Climber cutting in a bird hole. Note the limbs have been partially left and the top of the tree has jagged cuts.



**Figure 4.** Finished, artificially created bird hole.

## Appendix F Assumptions & Limiting Conditions

- 1 Consultant assumes that the site and its use do not violate, and is in compliance with, all applicable codes, ordinances, statutes or regulations.
- 2 The consultant may provide a report or recommendation based on published municipal regulations. The consultant assumes that the municipal regulations published on the date of the report are current municipal regulations and assumes no obligation related to unpublished city regulation information.
- 3 Any report by the consultant and any values expressed therein represent the opinion of the consultant, and the consultant's fee is in no way contingent upon the reporting of a specific value, a stipulated result, the occurrence of a subsequent event, or upon any finding to be reported.
- 4 All photographs included in this report were taken by Tree Solutions, Inc. during the documented site visit, unless otherwise noted. Sketches, drawings and photographs (included in, and attached to, this report) are intended as visual aids and are not necessarily to scale. They should not be construed as engineering drawings, architectural reports or surveys. The reproduction of any information generated by architects, engineers or other consultants and any sketches, drawings or photographs is for the express purpose of coordination and ease of reference only. Inclusion of such information on any drawings or other documents does not constitute a representation by the consultant as to the sufficiency or accuracy of the information.
- 5 Unless otherwise agreed, (1) information contained in any report by consultant covers only the items examined and reflects the condition of those items at the time of inspection; and (2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, climbing, or coring.
- 6 These findings are based on the observations and opinions of the authoring arborist, and do not provide guarantees regarding the future performance, health, vigor, structural stability or safety of the plants described and assessed.
- 7 Measurements are subject to typical margins of error, considering the oval or asymmetrical cross-section of most trunks and canopies.
- 8 Tree Solutions did not review any reports or perform any tests related to the soil located on the subject property unless outlined in the scope of services. Tree Solutions staff are not and do not claim to be soils experts. An independent inventory and evaluation of the site's soil should be obtained by a qualified professional if an additional understanding of the site's characteristics is needed to make an informed decision.
- 9 Our assessments are made in conformity with acceptable evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.

## Appendix G Methods

### **Measuring**

We measured the diameter of each tree at 54 inches above grade, diameter at standard height (DSH). If a tree had multiple stems, we measured each stem individually at standard height and determined a single-stem equivalent diameter by using the method outlined in the Guide for Plant Appraisal, 10<sup>th</sup> Edition Second Printing published by the Council of Tree and Landscape Appraisers.

### **Tagging**

We tagged each tree that was not previously tagged with a circular aluminum tag at eye level. We assigned each tree a numerical identifier on our map and in our tree table, corresponding to this tree tag. One tree was assigned an alphabetical identifier due to possibly being located off site.

### **Evaluating**

We evaluated tree health and structure utilizing visual tree assessment (VTA) methods. The basis behind VTA is the identification of symptoms, which the tree produces in reaction to a weak spot or area of mechanical stress. A tree reacts to mechanical and physiological stresses by growing more vigorously to re-enforce weak areas, while depriving less stressed parts. An understanding of the uniform stress allows the arborist to make informed judgments about the condition of a tree.

### **Rating**

When rating tree health, I took into consideration crown indicators such as foliar density, size, color, stem and shoot extensions. When rating tree structure, I evaluated the tree for form and structural defects, including past damage and decay. Tree Solutions has adapted our ratings based on the Purdue University Extension formula values for health condition (*Purdue University Extension bulletin FNR-473-W - Tree Appraisal*). These values are a general representation used to assist arborists in assigning ratings.

#### **Health**

Excellent - Perfect specimen with excellent form and vigor, well-balanced crown. Normal to exceeding shoot length on new growth. Leaf size and color normal. Trunk is sound and solid. Root zone undisturbed. No apparent pest problems. Long safe useful life expectancy for the species.

Good - Imperfect canopy density in few parts of the tree, up to 10% of the canopy. Normal to less than ¾ typical growth rate of shoots and minor deficiency in typical leaf development. Few pest issues or damage, and if they exist they are controllable or tree is reacting appropriately. Normal branch and stem development with healthy growth. Safe useful life expectancy typical for the species.

Fair - Crown decline and dieback up to 30% of the canopy. Leaf color is somewhat chlorotic/necrotic with smaller leaves and “off” coloration. Shoot extensions indicate some stunting and stressed growing conditions. Stress cone crop clearly visible. Obvious signs of pest problems contributing to lesser condition, control might be possible. Some decay areas found in main stem and branches. Below average safe useful life expectancy

Poor - Lacking full crown, more than 50% decline and dieback, especially affecting larger branches. Stunting of shoots is obvious with little evidence of growth on smaller stems. Leaf size and color reveals overall stress in the plant. Insect or disease infestation may be severe and uncontrollable. Extensive decay or hollows in branches and trunk. Short safe useful life expectancy.

### **Structure**

Excellent - Root plate undisturbed and clear of any obstructions. Trunk flare has normal development. No visible trunk defects or cavities. Branch spacing/structure and attachments are free of any defects.

Good - Root plate appears normal, with only minor damage. Possible signs of root dysfunction around trunk flare. Minor trunk defects from previous injury, with good closure and less than 25% of bark section missing. Good branch habit; minor dieback with some signs of previous pruning. Codominant stem formation may be present, requiring minor corrections.

Fair - Root plate reveals previous damage or disturbance. Dysfunctional roots may be visible around the main stem. Evidence of trunk damage or cavities, with decay or defects present and less than 30% of bark sections missing on trunk. Co-dominant stems are present. Branching habit and attachments indicate poor pruning or damage, which requires moderate corrections.

Poor - Root plate disturbance and defects indicate major damage, with girdling roots around the trunk flare. Trunk reveals more than 50% of bark section missing. Branch structure has poor attachments, with several structurally important branches dead or broken. Canopy reveals signs of damage or previous topping or lion-tailing, with major corrective action required.

DSH (Diameter at Standard Height) is measured 4.5 feet above grade, or as specified in the Guide for Plant Appraisal, 10th Edition, published by the Council of Tree and Landscape Appraisers.  
DSH for multi-stem trees are noted as a single stem equivalent, which is calculated using the method defined in the Guide for Plant Appraisal, 10th Edition.  
Letters are used to identify trees on neighboring property with overhanging canopies.  
Dripline is measured from the center of the tree to the outermost extent of the canopy.

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
1	ALRU	<i>Alnus rubra</i>	Red alder	16.3	11.2,11.9	Good	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	barbed wire near trunk, overhangs vinyard
2	ALRU	<i>Alnus rubra</i>	Red alder	13.8		Good	Good	Yes	No	0-30 feet	>35 feet	Wildlife Snag	
3	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	5.7		Good	Fair	No	No	0-30 feet	>35 feet	Remove	Listed as red alder in 2019 report
4	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	5.2		Good	Fair	No	No	0-30 feet	>35 feet	Remove	
5	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	5.5		Good	Fair	No	No	0-30 feet	Exceed 35 feet by 2027	Wildlife Snag	
6	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	7.8		Good	Fair	No	No	0-30 feet	>35 feet	Wildlife Snag	
7	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	23.3	12.3,14.5,11.4,7.3	Good	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	majority of canopy overhangs farm
8	ALRU	<i>Alnus rubra</i>	Red alder	13.7	9.1,10.3	Good	Good	Yes	No	0-30 feet	>35 feet	Wildlife Snag	
9	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	11.8		Good	Fair	No	No	0-30 feet	>35 feet	Wildlife Snag	majority of canopy overhangs farm
10	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	15.9		Good	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	majority of canopy overhangs farm
11	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	25.6	18,14,10,6	Fair	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	many stems, may be preferable to remove some at base
12	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	12.3		Good	Good	Yes	No	0-30 feet	>35 feet	Wildlife Snag	
13	ALRU	<i>Alnus rubra</i>	Red alder	14.4		Good	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	safe to climb
14	ALRU	<i>Alnus rubra</i>	Red alder	16.9	9.7,9.6,9.9	Fair	Poor	Yes	No	0-30 feet	>35 feet	Remove	not safe to climb, recommend removal at base
15	THPL	<i>Thuja plicata</i>	Western Redcedar	12.1		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	nearly 47 feet tall, minimal height reduction could slow growth and allow tree to be retained for some time
16	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	33.2		Good	Fair	Yes	No	0-30 feet	>35 feet	Wildlife Snag	kink in trunk at 8 feet
17	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	17.8		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
18	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	15.7		Good	Good	Yes	No	0-30 feet	>47 feet	Wildlife Snag	
19	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	16.6	6.6,15.2	Poor	Poor	Yes	No	30-100 feet	>47 feet	Wildlife Snag	smaller stem mostly dead and should be removed at ground, larger stem can be retained as wildlife snag
20	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	19.0	14.3,12.5	Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
21	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	15.9	9.5,12.7	Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
22	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	30.1		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
23	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	10.3		Fair	Fair	Yes	No	30-100 feet	>47 feet	Crown Reduction	suppressed, just over 47 feet, reduction may not be necessary
24	THPL	<i>Thuja plicata</i>	Western Redcedar	44.4		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	
25	ALRU	<i>Alnus rubra</i>	Red alder	17.0		Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
26	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	6.7		Good	Fair	No	No	30-100 feet	>47 feet	Remove	too small to safely climb to creat wildlife snag
27	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	12.4	10.8,6	Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	remove smaller stem at base, convert larger stem to wildlife snag
28	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	7.0		Good	Fair	No	No	30-100 feet	>47 feet	Wildlife Snag	
29	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	9.2		Good	Fair	No	No	30-100 feet	>47 feet	Wildlife Snag	
30	THPL	<i>Thuja plicata</i>	Western Redcedar	31.0		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave snag as tall as possible due to distance from property line. Confirm location with survey prior to conducting any management
31	THPL	<i>Thuja plicata</i>	Western Redcedar	37.8		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible given distance from property line. Confirm location with survey prior to conducting any management
32	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	17.5		Good	Fair	Yes	No	30-100 feet	>47 feet	None	previously inventoried, 106 feet from property line based on tape measurement in field, reduction may not be necessary, Confirm location with survey prior to conducting any management
33	THPL	<i>Thuja plicata</i>	Western Redcedar	41.2		Poor	Poor	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	tree is in decline, 90 percent of foliage absent, may be beyond 100 feet from property line, previously tagged, no management necessary given distance from property line and state of decline. Confirm location with survey prior to conducting any management
34	THPL	<i>Thuja plicata</i>	Western Redcedar	34.6		Good	Fair	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	codominant at 40 feet, leave as tall a snag as possible due to distance from farm, Confirm location with survey prior to conducting any management
35	THPL	<i>Thuja plicata</i>	Western Redcedar	35.3		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible due to lack of targets, Confirm location with survey prior to conducting any management
36	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	16.8		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	near trail on eastern edge of scope area, Confirm location with survey prior to conducting any management

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
37	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	8.0		Good	Good	No	No	30-100 feet	>47 feet	Crown Reduction	may only require minor reduction to meet shade covenant requirements
38	THPL	<i>Thuja plicata</i>	Western Redcedar	4.5		Good	Good	Yes	No	30-100 feet	Exceed 35 feet by 2027	None	Management can be deferred, currently less than 20 feet in height
39	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	4.4	2,2,2,1.5,2,1	Good	Poor	No	No	0-30 feet	Exceed 35 feet by 2027	Remove	cluster of sprouts resulting from previous stem failure
40	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	4.7		Good	Good	No	No	30-100 feet	>47 feet	Remove	tree height is near 47 feet, too small to safely convert to wildlife snag
41	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	2.5		Good	Good	No	No	30-100 feet	N/A	None	below height requirement, no management necessary
42	THPL	<i>Thuja plicata</i>	Western Redcedar	24.5		Poor	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	top is dead, tree in decline
43	THPL	<i>Thuja plicata</i>	Western Redcedar	16.7		Poor	Poor	Yes	No	30-100 feet	>47 feet	Wildlife Snag	dead standing snag, would cast minimal shade if retained due to lack of foliage
44	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	25.7		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible given distance from property line
45	THPL	<i>Thuja plicata</i>	Western Redcedar	31.0		Good	Fair	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	sparse canopy
46	ALRU	<i>Alnus rubra</i>	Red alder	14.1		Good	Fair	Yes	No	30-100 feet	>47 feet	Remove	trunk lean to south, may not be advisable to climb, remove at base
47	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	7.6		Good	Good	No	No	30-100 feet	>47 feet	Remove	too small to safely reduce to wildlife snag
48	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	20.3	13.1,15.5	Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
49	THPL	<i>Thuja plicata</i>	Western Redcedar	10.4		Good	Good	Yes	No	30-100 feet	N/A	None	just beyond 30 feet from property line, less than 47 feet in height, management could be deferred
50	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	13.5		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
51	THPL	<i>Thuja plicata</i>	Western Redcedar	29.7		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible, 0.3 inches from landmark threshold, should be considered a landmark tree, sparse upper canopy
52	THPL	<i>Thuja plicata</i>	Western Redcedar	9.3		Fair	Fair	No	No	30-100 feet	N/A	None	under 47 feet, may be over 100 feet from property line, Confirm location with survey prior to conducting any management
53	ALRU	<i>Alnus rubra</i>	Red alder	12.2		Good	Fair	Yes	No	30-100 feet	N/A	None	phototropic lean to south, may be over 100 feet from property line, Confirm location with survey prior to conducting any management
54	ALRU	<i>Alnus rubra</i>	Red alder	19.1		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
55	THPL	<i>Thuja plicata</i>	Western Redcedar	32.0		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	sparse upper canopy
56	ALRU	<i>Alnus rubra</i>	Red alder	12.5		Fair	Poor	Yes	No	30-100 feet	>47 feet	Remove	advanced internal decay, remove at base
57	THPL	<i>Thuja plicata</i>	Western Redcedar	39.1		Fair	Fair	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
58	THPL	<i>Thuja plicata</i>	Western Redcedar	28.6		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
59	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	37.7		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible. basal resinosis present
60	ALRU	<i>Alnus rubra</i>	Red alder	18.8		Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	
61	THPL	<i>Thuja plicata</i>	Western Redcedar	4.3		Good	Good	No	No	0-30 feet	Exceed 35 feet by 2027	Remove	Too small to safely convert to wildlife snag
62	SASP	<i>Salix sp.</i>	Willow (native)	-		Poor	Poor	No	No	0-30 feet	N/A	Remove	tree has failed, remove debris
63	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	0.0		N/A	N/A	N/A	N/A	N/A	N/A	None	Tree was not present on site. 2019 report identifies the tree as small in stature, with two one inch diameter stems. This tree may have been overtaken by surrounding vegetation or destroyed by adjacent tree failures
64	ALRU	<i>Alnus rubra</i>	Red alder	10.4		Fair	Poor	No	No	30-100 feet	>47 feet	Remove	remove at base due to internal defects
65	ILAQ	<i>Ilex aquifolium</i>	English holly	5.4	3.3,4.3	Good	Good	No	No	30-100 feet	N/A	Remove	under 47 feet. remove due to invasive status
66	CONU	<i>Cornus nutallii</i>	Pacific Dogwood	6.1		Good	Fair	No	No	30-100 feet	>47 feet	Remove	phototropic lean to southeast, could be retained if desired due to thin canopy and small size at maturity, too small to safely convert to wildlife snag
67	ILAQ	<i>Ilex aquifolium</i>	English holly	4.5		Good	Good	No	No	30-100 feet	N/A	Remove	under 47 feet, but remove due to invasive status
68	CONU	<i>Cornus nutallii</i>	Pacific Dogwood	5.2		Good	Good	No	No	30-100 feet	>47 feet	Remove	sparse canopy, just over 47 feet tall, could be retained for species diversity if desired as it has minimal canopy and is a small stature species, too small to safely convert to wildlife snag
69	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	28.5		Fair	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	phaeolus conks at base, history of top loss
70	THPL	<i>Thuja plicata</i>	Western Redcedar	21.4		Fair	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	necrotic area at base. sparse foliage in upper crown, leave as tall a snag as possible
71	THPL	<i>Thuja plicata</i>	Western Redcedar	9.8		Good	Fair	No	No	30-100 feet	N/A	None	under 47 feet, no management required
72	THPL	<i>Thuja plicata</i>	Western Redcedar	29.7		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	0.3 inches from landmark threshold, should be considered a landmark tree
73	THPL	<i>Thuja plicata</i>	Western Redcedar	35.5		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	retain as tall a snag as possible
74	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	24.4		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	low live crown ratio
75	THPL	<i>Thuja plicata</i>	Western Redcedar	35.0		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible
76	THPL	<i>Thuja plicata</i>	Western Redcedar	22.7		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
77	THPL	<i>Thuja plicata</i>	Western Redcedar	43.4		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave a tall living snag
78	THPL	<i>Thuja plicata</i>	Western Redcedar	37.8		Good	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	retain a tall a snag as possible
79	THPL	<i>Thuja plicata</i>	Western Redcedar	17.3	14.2,9.8	Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	both stems can be snagged. smaller stem is layered branch that reiterated
80	THPL	<i>Thuja plicata</i>	Western Redcedar	39.2		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible
81	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	7.8		Good	Fair	No	No	30-100 feet	N/A	None	under 47 feet, no management required
82	ALRU	<i>Alnus rubra</i>	Red alder	11.9		Good	Good	No	No	30-100 feet	>47 feet	Wildlife Snag	close to 30 foot boundary, consider chainsaw girdling if snagged to prevent regrowth
83	SASP	<i>Salix sp.</i>	Willow (native)	8.5	7.6,3.8	Fair	Fair	No	No	0-30 feet	>35 feet	Remove	chainsaw girdle at base to suppress resprouting
84	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	3.8	2,2,2.5	Good	Fair	No	No	0-30 feet	Exceed 35 feet by 2027	Remove	Too small to safely convert to wildlife snag
85	ALRU	<i>Alnus rubra</i>	Red alder	11.1		Good	Fair	No	No	0-30 feet	>35 feet	Wildlife Snag	chainsaw girdle at base to prevent snag from resprouting
86	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	27.1		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	35 feet from property line, high live crown ratio, could be retained as living snag
87	ACMA	<i>Acer macrophyllum</i>	Bigleaf Maple	2.5	2,1.5	Good	Fair	No	No	0-30 feet	Exceed 35 feet by 2027	Remove	
88	ALRU	<i>Alnus rubra</i>	Red alder	26.0		Poor	Poor	Yes	No	30-100 feet	N/A	Remove	tree has failed at base, remove debris
89	THPL	<i>Thuja plicata</i>	Western Redcedar	27.5		Good	Fair	Yes	No	30-100 feet	>47 feet	Wildlife Snag	leave as tall a snag as possible
90	ALRU	<i>Alnus rubra</i>	Red alder	13.0		Poor	Poor	Yes	No	30-100 feet	N/A	None	dead snag 20 feet tall. no management needed
91	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	4.0		Fair	Fair	No	No	30-100 feet	N/A	None	tree is approx 25 feet in height, suppressed by larger trees, can be retained if desired
92	THPL	<i>Thuja plicata</i>	Western Redcedar	31.1		Fair	Good	Yes	Yes	30-100 feet	>47 feet	Wildlife Snag	
93	ALRU	<i>Alnus rubra</i>	Red alder	13.0		Poor	Poor	Yes	No	30-100 feet	>47 feet	Remove	tree is dead, not safe to convert to wildlife snag, minimal shade due to lack of foliage, could be retained if desired
94	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	26.0		Good	Fair	Yes	No	30-100 feet	>47 feet	None	beyond 100 foot maintenance area, confirm location with survey prior to doing any management
95-100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	None	Inventory numbers 95-100 were not used
101	ABPR	<i>Abies procera</i>	Noble fir	15.2		Good	Good	Yes	No	30-100 feet	>47 feet	Wildlife Snag	tree is 57 feet tall, can be reduced to 47 feet
102	ABPR	<i>Abies procera</i>	Noble fir	8.6		Good	Good	No	No	30-100 feet	>47 feet	Crown Reduction	

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
103	ABPR	<i>Abies procera</i>	Noble fir	10.5		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	suppressed by other trees
104	ABPR	<i>Abies procera</i>	Noble fir	11.2		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	
105	ABPR	<i>Abies procera</i>	Noble fir	12.7		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	tree is approx. 50 feet tall
106	ABPR	<i>Abies procera</i>	Noble fir	8.6		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	
107	ABPR	<i>Abies procera</i>	Noble fir	10.6		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	
108	ABPR	<i>Abies procera</i>	Noble fir	7.3		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	Approx. 67 feet from property line, approx. 50 feet tall
109	ABPR	<i>Abies procera</i>	Noble fir	10.1		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	
110	ABPR	<i>Abies procera</i>	Noble fir	10.0		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	
111	ABPR	<i>Abies procera</i>	Noble fir	15.0		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	Approx. 95 feet from property line, approx. 60 feet tall
112	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	13.7		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	approx. 95 feet from property line. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
113	ABPR	<i>Abies procera</i>	Noble fir	10.3		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	tree is approx. 43 feet tall. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
114	ABPR	<i>Abies procera</i>	Noble fir	9.3		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
115	ABPR	<i>Abies procera</i>	Noble fir	10.3		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	suppressed. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
116	ABPR	<i>Abies procera</i>	Noble fir	8.3		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
117	ABPR	<i>Abies procera</i>	Noble fir	10.5		Fair	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
118	ABPR	<i>Abies procera</i>	Noble fir	9.8		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	approx. 54 feet from property line, 50 feet tall. May be within stream buffer area which would prevent removal. Confirm stream buffer location with survey
119	ABPR	<i>Abies procera</i>	Noble fir	11.9		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	approx. 49 feet from property line. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
120	ABPR	<i>Abies procera</i>	Noble fir	15.0		Good	Good	Yes	No	0-30 feet	>47 feet	Remove	approx. 29 feet from property line. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
121	ABPR	<i>Abies procera</i>	Noble fir	11.8		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
122	ABPR	<i>Abies procera</i>	Noble fir	12.0		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	tree is approx 55 feet tall. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
123	ABPR	<i>Abies procera</i>	Noble fir	9.5		Fair	Good	No	No	30-100 feet	>47 feet	Crown Reduction	May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
124	ABPR	<i>Abies procera</i>	Noble fir	17.5		Good	Good	Yes	No	0-30 feet	>35 feet	Remove	tree is approx. 55 feet tall. May be within stream buffer area which would prevent removal. Determine tree location relative to nearby environmentally critical areas with survey prior to management
125	ABPR	<i>Abies procera</i>	Noble fir	15		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	tree is approx. 94 feet from property line

Tree ID	Code	Scientific Name	Common Name	DSH (inches)	DSH Multistem	Health	Structure	Significant Tree?	Landmark Tree?	Distance to property line	Height	Management required	Notes
126	ABPR	<i>Abies procera</i>	Noble fir	12.3		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	tree is approx. 94 feet from property line
127	THPL	<i>Thuja plicata</i>	Western Redcedar	22.6		Good	Good	Yes	No	30-100 feet	>47 feet	Crown Reduction	growing at edge of 100' buffer, not previously inventoried, confirm location with survey before any management
128	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	7.2		Poor	Fair	No	No	30-100 feet	N/A	Crown Reduction	suppressed, approx 45 feet in height, at edge of 100 foot boundary, confirm location with survey before doing any management
A	PSME	<i>Pseudotsuga menziesii</i>	Douglas-fir	36.0		Good	Good	Yes	No	30-100 feet	N/A	None	likely shared tree, on east side of fence, not tagged, diameter estimated, confirm ownership before reduction

*Summary Table*

**Trees 0-30 feet from property line: 25**

(13 bigleaf maple, 6 red alder, 1 Douglas-fir, 2 noble fir, 2 native willows, 1 western redcedar )

**Trees 30-100 feet from property line: 97**

(16 bigleaf maple, 11 red alder, 13 Douglas-fir, 23 noble fir, 30 western redcedar, 2 pacific dogwood, 2 English holly)

**Trees proposed for reduction to wildlife snags: 60**

(18 bigleaf maple, 9 red alder, 7 Douglas-fir, 1 noble fir, 25 western redcedar)

**Trees proposed for removal: 23**

(8 bigleaf maple, 6 red alder, 2 noble fir, 2 native willows, 1 western redcedar, 2 pacific dogwood, 2 English holly)

**Trees proposed for crown reduction pruning: 27**

(1 bigleaf maple, 3 Douglas-fir, 22 noble fir, 1 western redcedar )

**Landmark trees proposed for reduction to wildlife snags: 17**

(17 western redcedar)

**Landmark trees proposed for removal: 0**

**Landmark trees proposed for crown reduction pruning: 0**

**Significant trees proposed for reduction to wildlife snags: 36**

**Non-Significant trees proposed for reduction to wildlife snags: 7**

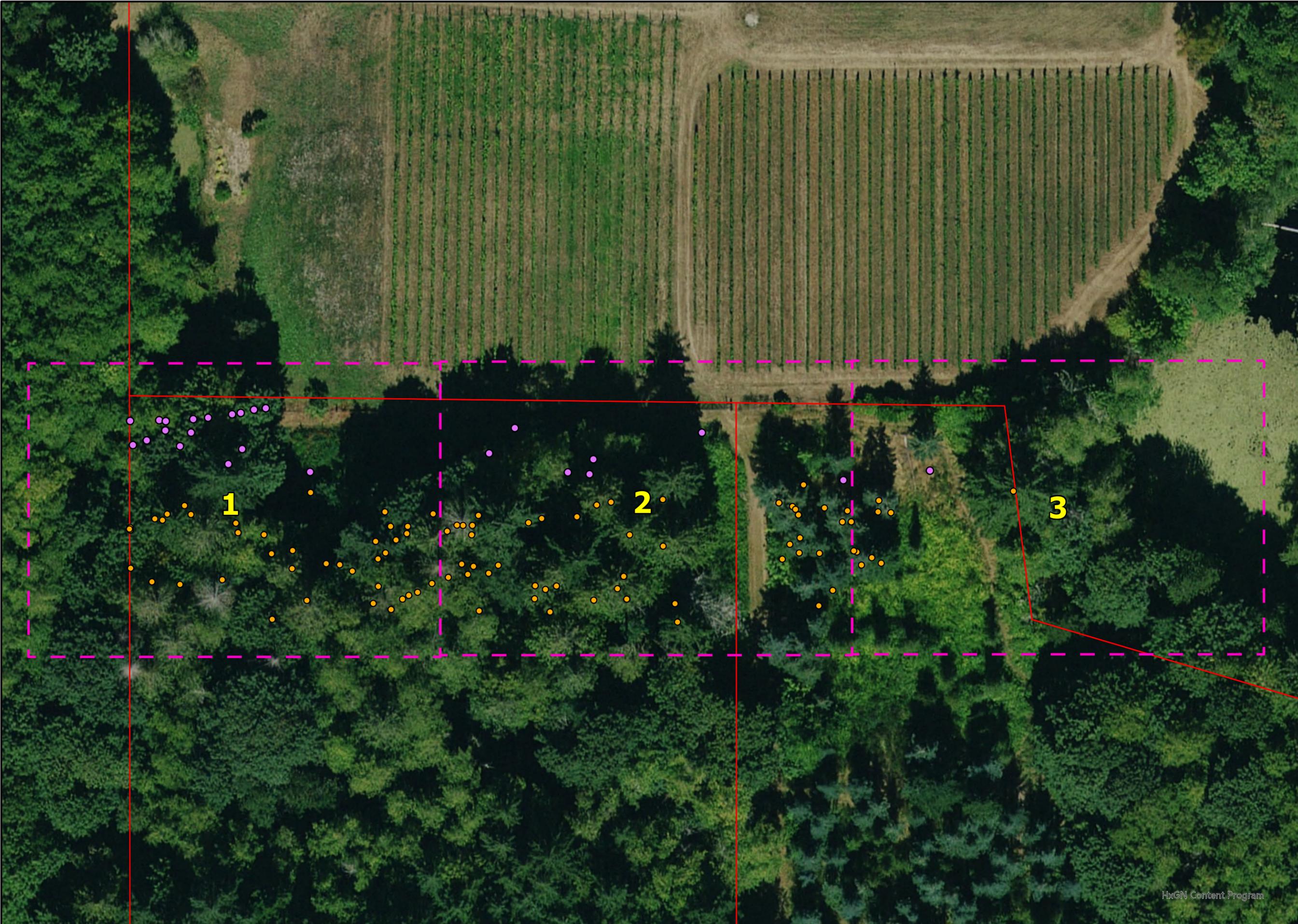
**Significant trees proposed for removal: 7**

**Non-Significant trees proposed for removal: 16**

**Significant trees proposed for crown reduction pruning: 18**

**Non-Significant trees proposed for crown reduction pruning: 9**

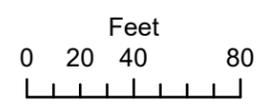
**Total trees proposed for management: 110**



City of Bainbridge Island - Shade  
 Covenant  
 Parcels: 102502-1-029-2008,  
 102502-1-028-2009,  
 102502-1-047-2006

**Legend**

- Trees <30 Feet From Property Line
- Trees 30-100 Feet From Property Line
- Shade\_Covenant\_Parcel
- Map Series



**Map Series**

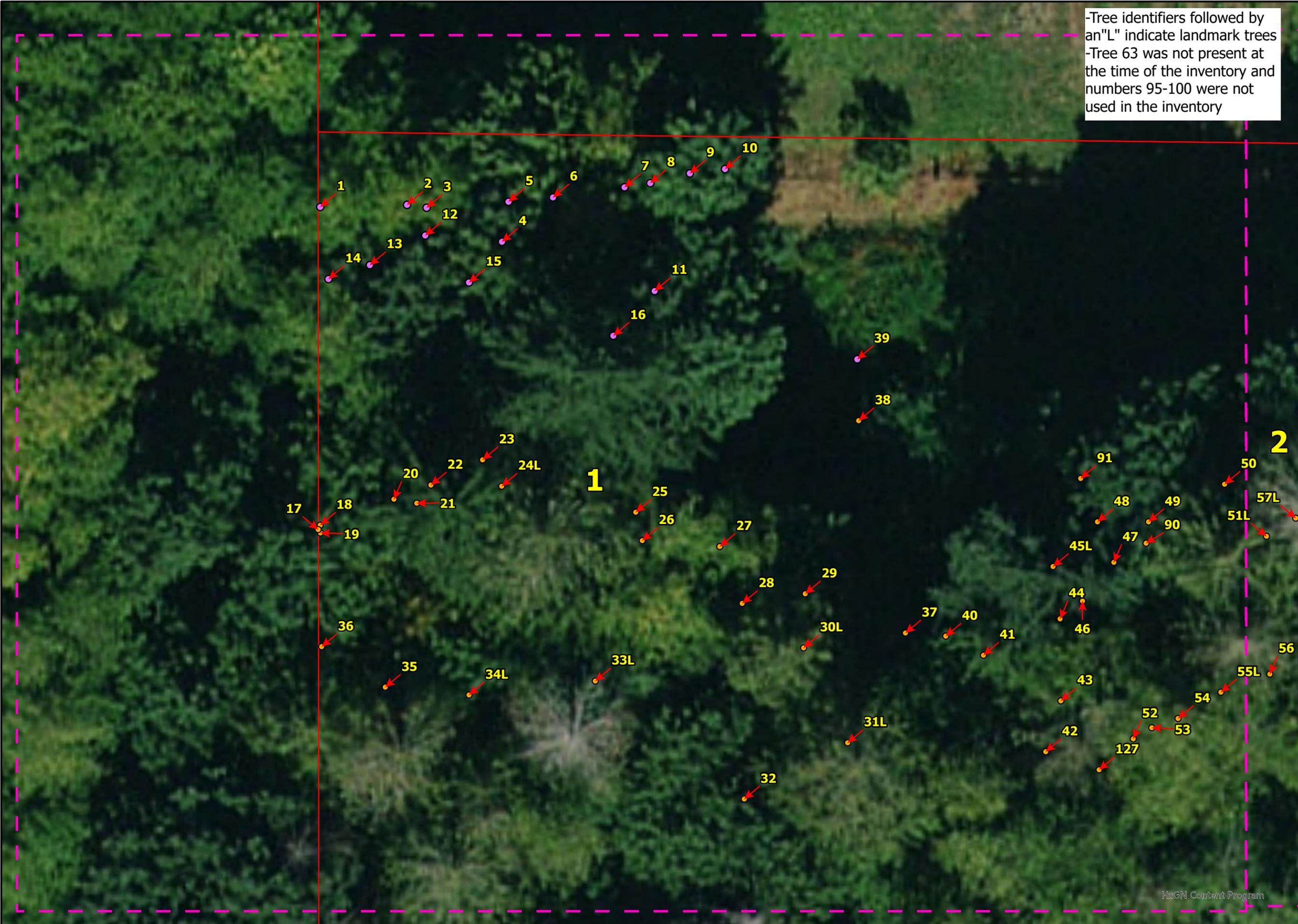
June 13, 2022  
 Arborist:  
 Joseph Sutton-Holcomb  
 ISA #PN-8397AM  
 ISA QTRA

-Tree identifiers followed by an "L" indicate landmark trees  
 -Tree 63 was not present at the time of the inventory and numbers 95-100 were not used in the inventory



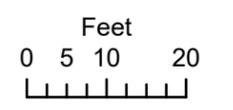
2940 Westlake Ave N #200  
 Seattle, WA 98109  
 206-528-4670

City of Bainbridge Island - Shade  
 Covenant  
 Parcels: 102502-1-029-2008,  
 102502-1-028-2009,  
 102502-1-047-2006



**Legend**

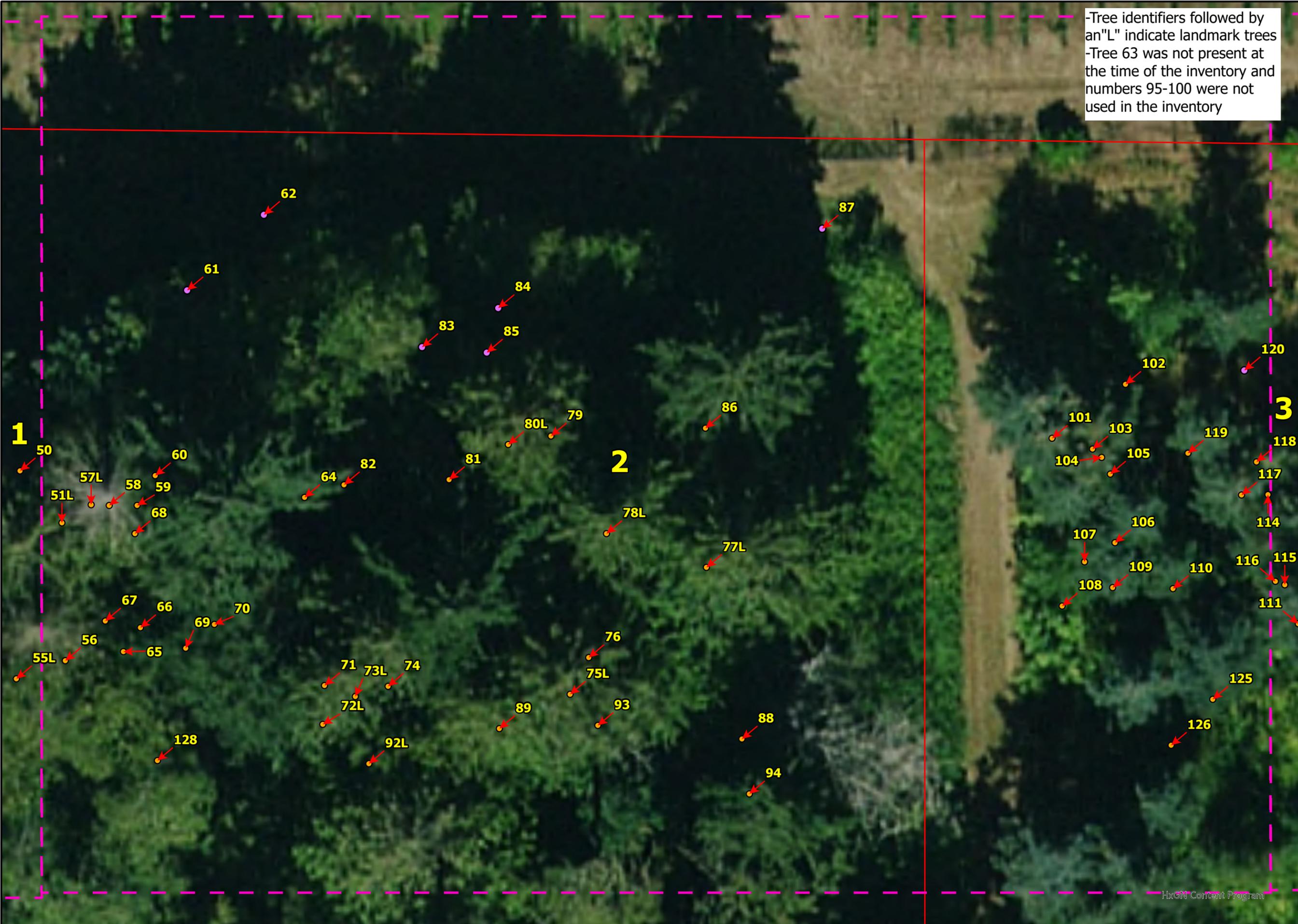
- Trees <30 Feet From Property Line
- Trees 30-100 Feet From Property Line
- Shade\_Covenant\_Parcels
- Map Series



**Sheet 1**

June 13, 2022  
 Arborist:  
 Joseph Sutton-Holcomb  
 ISA #PN-8397AM  
 ISA QTRA

HxGN Content Program



-Tree identifiers followed by an "L" indicate landmark trees  
 -Tree 63 was not present at the time of the inventory and numbers 95-100 were not used in the inventory

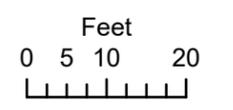


2940 Westlake Ave N #200  
 Seattle, WA 98109  
 206-528-4670

City of Bainbridge Island - Shade  
 Covenant  
 Parcels: 102502-1-029-2008,  
 102502-1-028-2009,  
 102502-1-047-2006

**Legend**

- Trees <30 Feet From Property Line
- Trees 30-100 Feet From Property Line
- Shade\_Covenant\_Parcels
- Map Series



**Sheet 2**

June 13, 2022  
 Arborist:  
 Joseph Sutton-Holcomb  
 ISA #PN-8397AM  
 ISA QTRA



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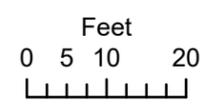


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**Sheet 3**

June 13, 2022  
 Arborist:  
 Joseph Sutton-Holcomb  
 ISA #PN-8397AM  
 ISA QTRA



CITY OF  
BAINBRIDGE ISLAND

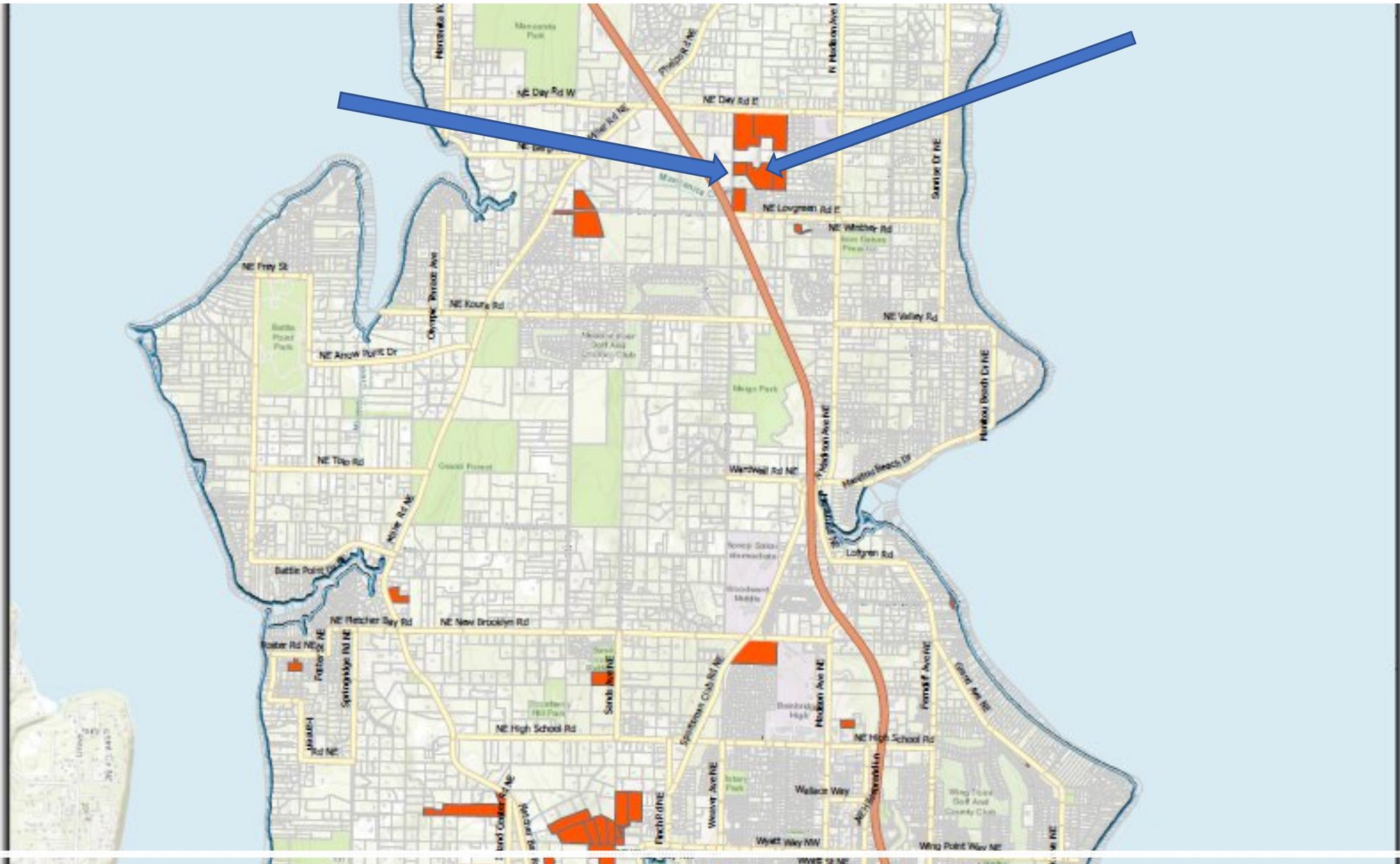
# Shade Covenant Discussion

July 12, 2022

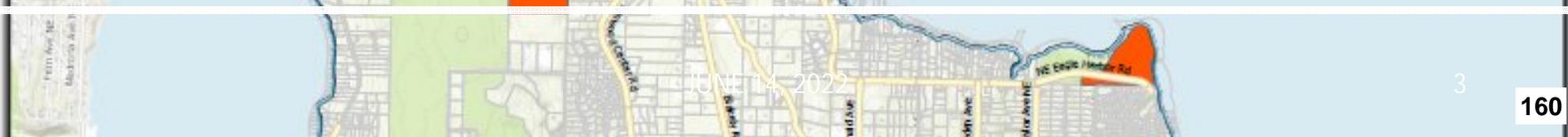
Ellen Schroer, Deputy City Manager

# Shade Covenant Compliance

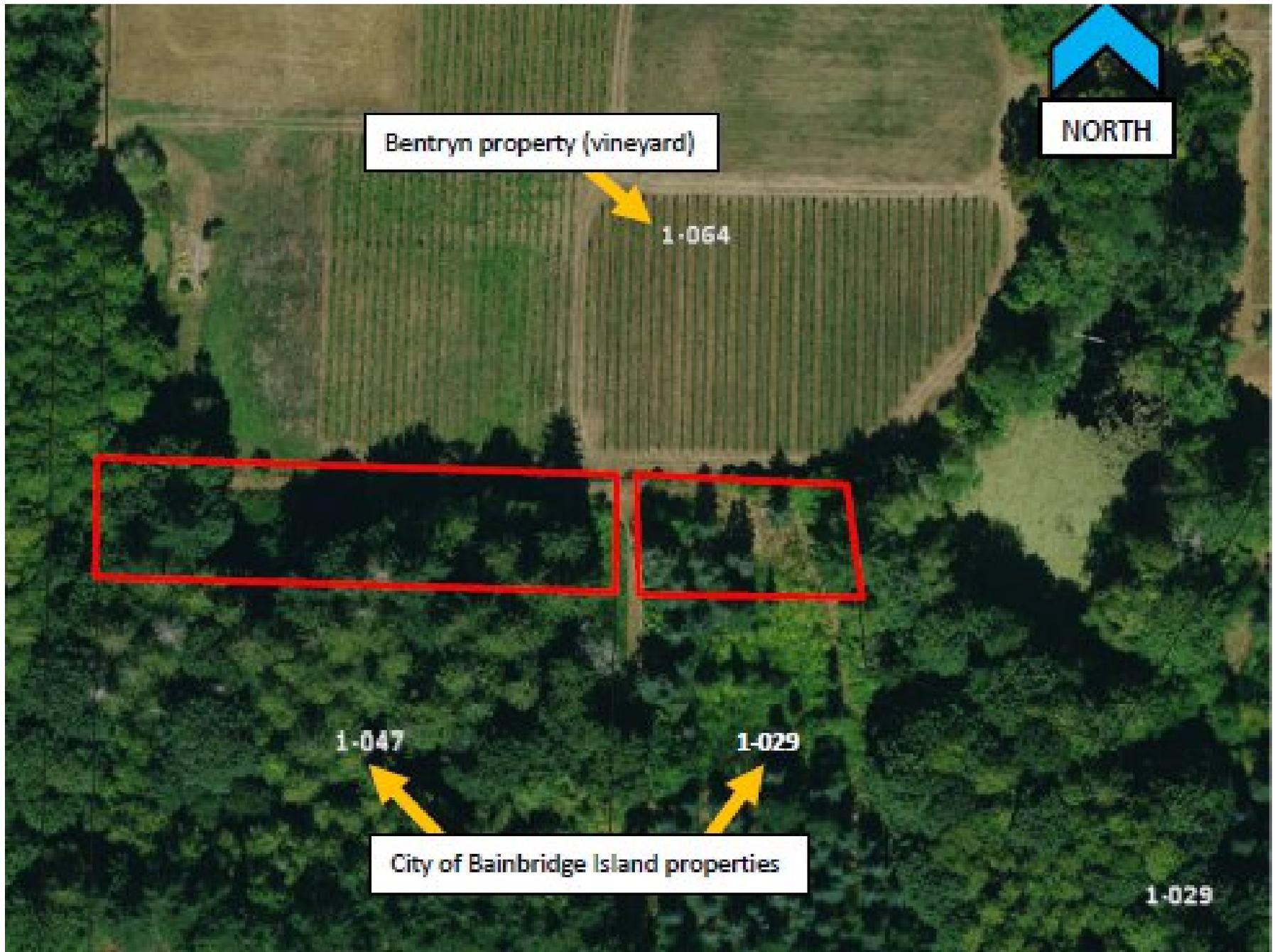
- Part of 2004 Purchase and Sale Agreement
- Trees in 100' buffer area must be less than 30' tall
- Not enforced 2004 – 2018; Compliance request in 2018
- Property owner request is to have work completed by October 20, 2022
- Potential modification could allow trees further back from the property line to be taller, up to 47' more than 30 feet from the property line.



Applies to two City-owned properties



JUNE 14, 2022



JULY 12, 2022

# 2022 Actions

- Staff met with the property owners and property lessor
- Gathering information to move forward with compliance
  - Tree Solutions, Inc. report – tree inventory
  - GeoEngineers, Inc. report – wetland and stream delineation
- City cross-departmental team established
- Council briefings in June and July

# 2022 Actions

- Today – receive Council guidance for preferred option:
  1. Pursue an option to clear trees, as permissible, and replant area
  2. Pursue an option to fell, limb, or top trees, as permissible, and establish maintenance plan
- City will apply for needed permits starting in August
- City will develop budget request for Council consideration

# Recommended Option

Pursue an option to clear trees, as permissible, and replant area

Project details depend on final information from the wetlands delineation and survey.

Likely aspects of the final project:

- Trees felled
- Trees topped or limbed
- Removal of wood or other debris
- Replanting with native species

# Expected Project Path for Recommended Option

- Permitting (August/September)
  - COBI Permit: State Environmental Protection Act
  - COBI Permit: Tree & Vegetation Management
  - COBI Permit: Critical Areas Permit
  - COBI Permit: Aquifer Recharge Protection Area (ARPA)
  - DNR Permit: 4G Forest Practice Permit
- Bid process (September)
- Mobilize and arrange for work (October)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:05 PM) Public Safety Quarterly Report - Police,

**SUMMARY:** Chief Clark will present information regarding staffing levels, calls for service, reported crime, arrests, traffic stops, and citations.

**AGENDA CATEGORY:** Report

**PROPOSED BY:** Police

**RECOMMENDED MOTION:** Receive Police Department quarterly report for the second quarter of 2022.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Presentation - 2022-07-12 Public Safety Quarterly Report.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



# Bainbridge Island Police Department

City Council Presentation  
July 12, 2022

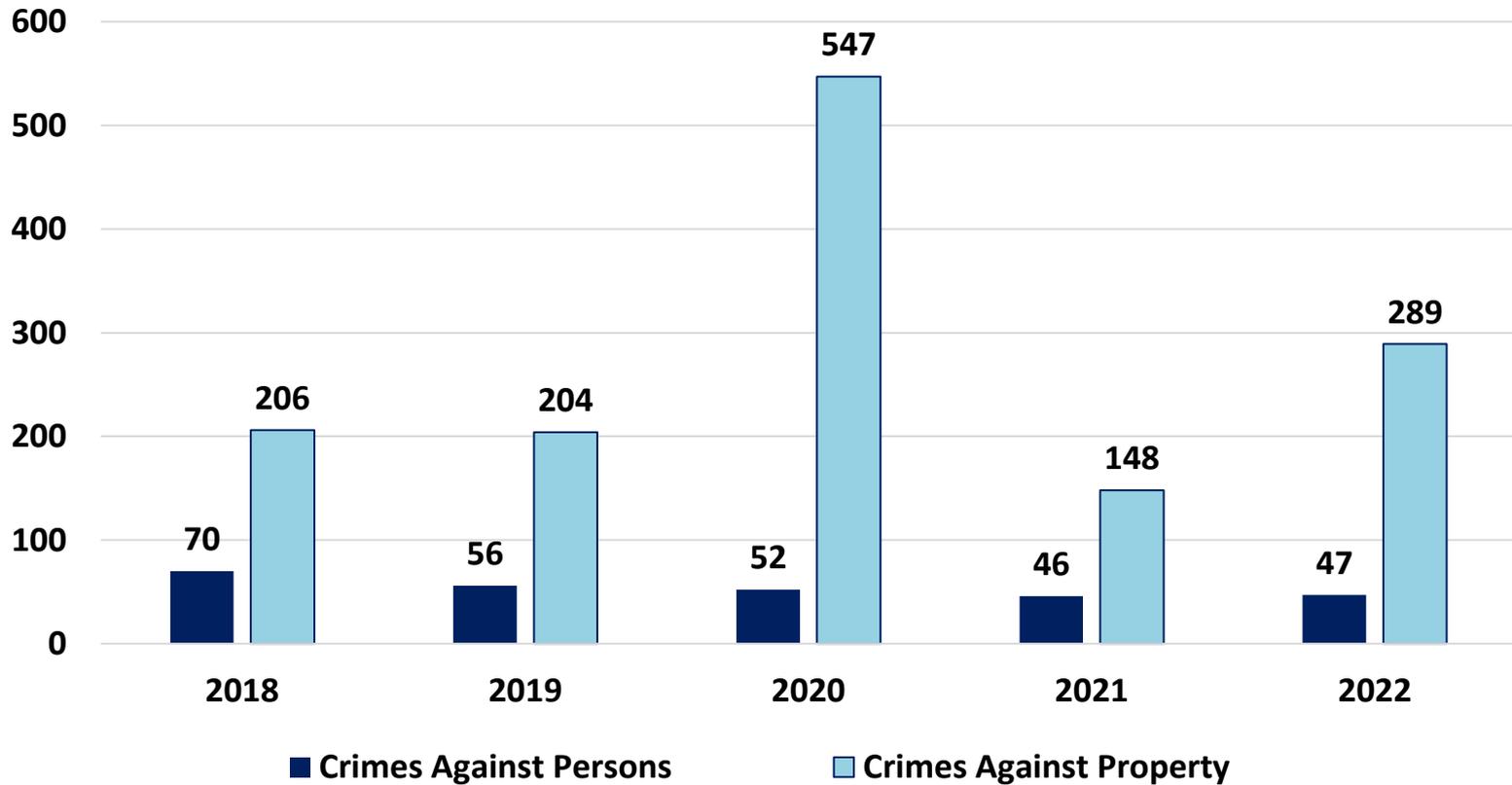
# Topics

---

- *Reported Crime*
- *Calls for Service*
- *Traffic Stops and Citations*
- *Traffic Collisions and Impaired Driving*
- *Arrests*
- *Complaints, Uses of Force, Pursuits*
- *Staffing Levels*

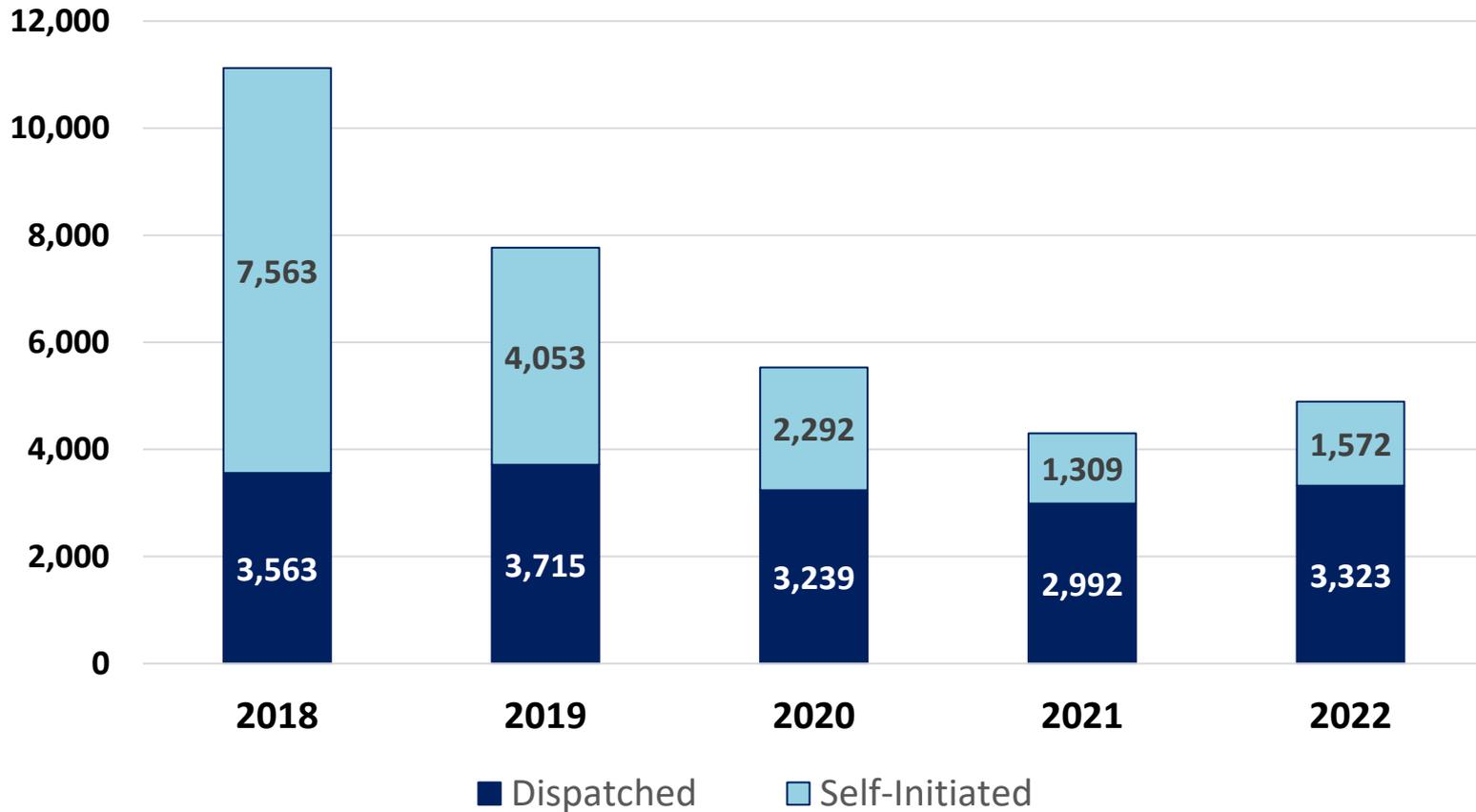
# Reported Crime

YTD through Q2



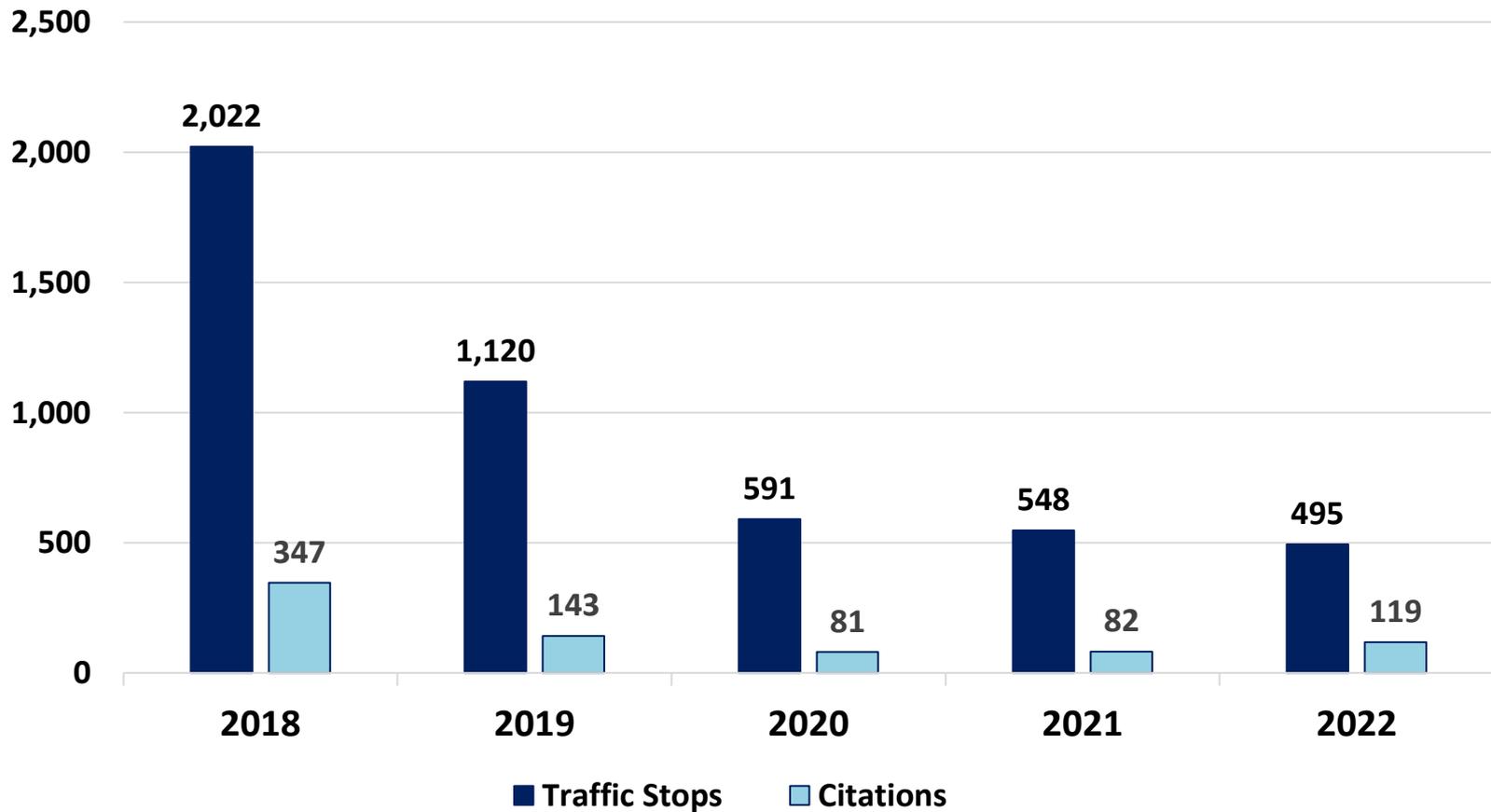
# Calls for Service

YTD through Q2



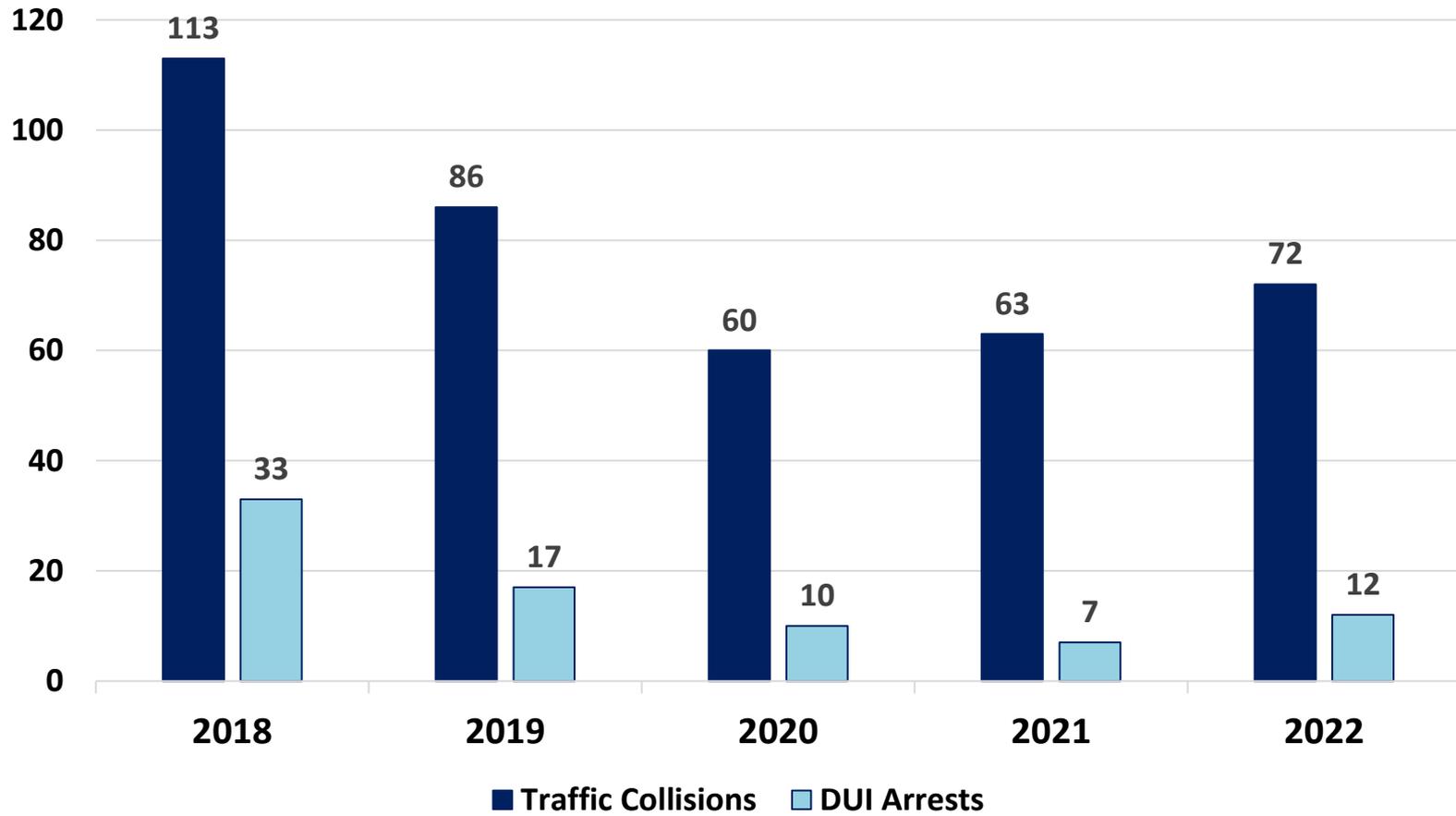
# Traffic Stops & Citations

YTD through Q2



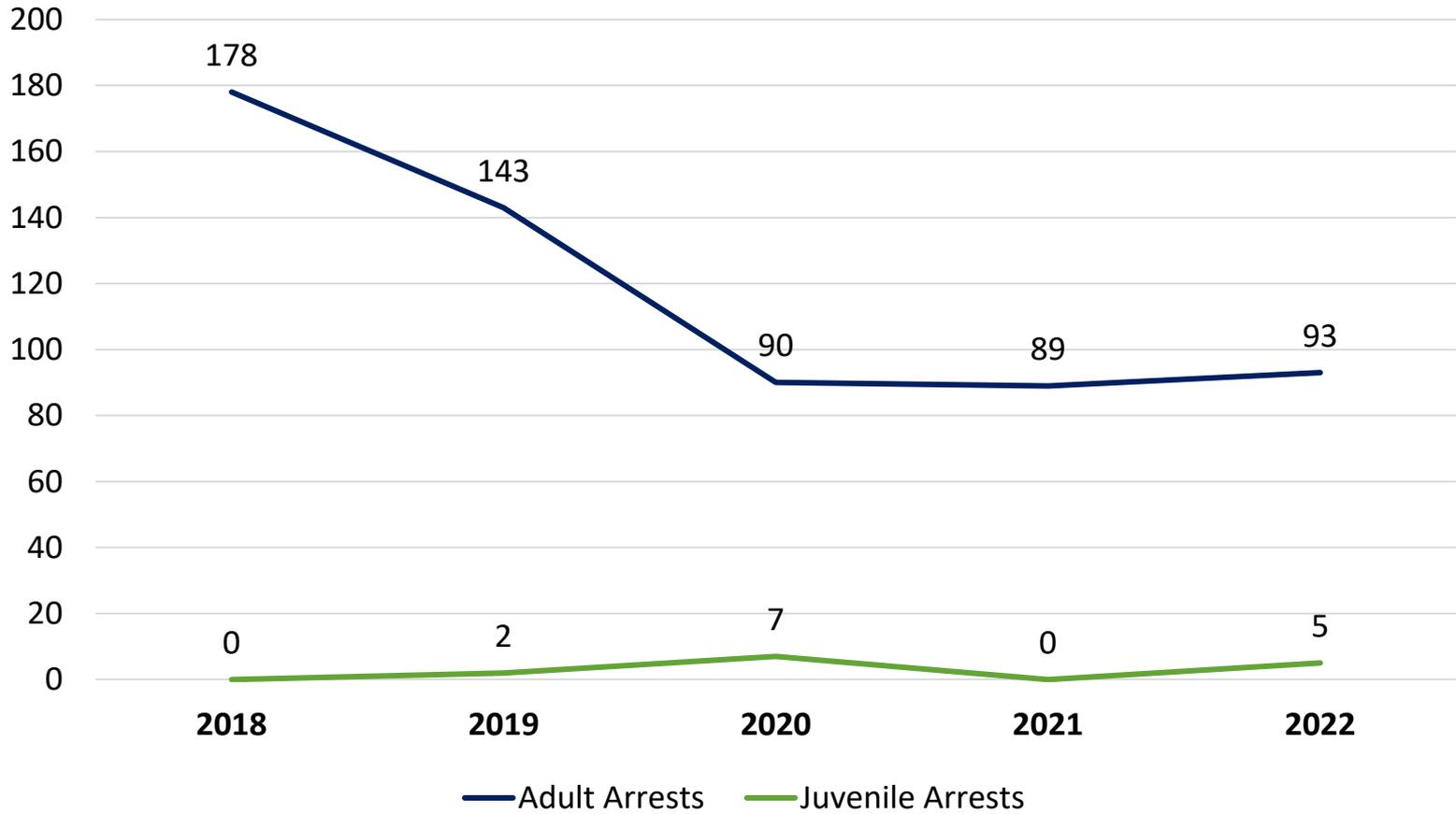
# Traffic Collisions and Impaired Driving

YTD through Q2



# Arrests

YTD through Q2



# Complaints, Uses of Force, Pursuits

YTD through Q2

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- *7 Complaints*
  - *3 Dissatisfaction with handling of case*
  - *2 Demeanor*
  - *2 Driving related*
- *5 Uses of Force*
- *0 Pursuits*

# Staffing Levels

---

- *Chief of Police, Deputy Chief of Police*
- *7 Civilian Staff*
- *3 Sergeants, 4 Corporals, 2 Detectives*
- *12 Patrol Officers (2 in Academy, 3 positions vacant)*
- *1 Community Resource Officer (vacant)*



QUESTIONS?



DISCUSSION



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:25 PM) Update on the Public Works Department Pilot Project for Zero Emissions Hand Tools - Public Works,

**SUMMARY:** The City's Public Works Director will provide the City Council with an update on the Department's plans for evaluating and shifting to the use of zero-emissions hand tools such as leaf blowers and edge trimmers.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Receive report.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:** The City's operations and maintenance crews currently have on hand approximately 30 pieces of small, gas-powered equipment used for vegetation management - leaf blowers, edge trimmers, chain saws etc. As part of the 2018 greenhouse gas (GHG) emissions inventory, the City recorded close to 6,500 gallons of fuel consumption per year for the use of these types of equipment, which is responsible for about 3% of the City's overall emissions. While the Climate Action Plan goals do not specifically address emissions related to these types of equipment, section 4.1.B proposes to "Reduce GHG emissions from motorized transportation, including through electrification of all modes...." Therefore, the City is evaluating the use of small electric tools, with the goal of transitioning from gas-powered tools over the course of the next 12-18 months.

In preparing for the evaluation, City staff reached out to two municipalities that have made a transition to zero-emission hand tools, the City of Mississauga, Canada, and Menlo Park, CA. Based on the "lessons learned" from this outreach, staff is preparing to begin a pilot project with several electric leaf blowers and edge trimmers. From this pilot, the staff seeks to learn about battery life expectancy, charging times, charging infrastructure needs, and impacts on overall staff time associated with routine tasks. For example, the City of Menlo Park estimated that a 50% increase in work/staff time per site was necessary when using electric leaf blowers due to their reduced blowing capacity. The City of Mississauga highlighted the need for mobile charging

infrastructure and battery storage that can be mounted on maintenance vehicles to reduce overall charging times.

The Public Works Department placed an order for the pilot project equipment earlier in the spring, and they are expecting delivery in July or August. Procurement times have been longer than expected for the desired manufacturer equipment due to supply chain-related delays.

**ATTACHMENTS:**

**FISCAL DETAILS:** Funding for the purchase of zero-emissions hand tools and related equipment, which is anticipated to be on the order of \$30-40K, will be included in the 2023-24 biennial budget proposal.

**Fund Name(s):**

**Coding:** N/A



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:35 PM) Authorize the Creation of a Wastewater Treatment Plant Supervisor Position (\$70,000 Sewer Fund) - Public Works,

**SUMMARY:** The staffing of the Wastewater Treatment Plant is maintained at a minimum with supervision and leadership of the plant and the city's utilities provided by the Public Works Manager. The current organizational structure stretches the span of control, but has worked due to the performance of the individual. The Public Works Manager has announced his retirement effective January 2023. With his retirement there will be a loss of institutional memory, and the need to correct the deficiencies in the organizational structure.

It is proposed to add a Public Works Supervisor position at range 18 of the Unrepresented Pay Scale to be responsible primarily for management, supervision, regulatory compliance, and a long-term project management at the Wastewater Treatment Plant. This will address the issues of poor span of control and provide additional support for operations of the Plant. The request is to authorize the creation of a Wastewater Treatment Plant Supervisor position at this time to allow for the recruitment and hiring of the position prior to the departure of the incumbent Public Works Manager.

**AGENDA CATEGORY:** Review and Recommendation

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** I move to authorize the creation of a Wastewater Treatment Plant Supervisor position at Range 18 of the Unrepresented Pay Scale.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$70,000 (Sewer Fund)
<b>Ongoing Cost:</b>	\$160,000 annually (Sewer Fund)
<b>One-Time Cost:</b>	N/A
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The Public Works Department's Operations and Maintenance Division is currently staffed with two exempt management positions: a Public Works Manager and a Public Works Supervisor. The Manager oversees the entire Operations and Maintenance Division, and the Supervisor is responsible primarily for streets and utilities field operations. The current Public Works Manager has informed the Director of his retirement in January 2023, and in preparation for his departure, the Director is now anticipating the need for a new management structure that will serve the upcoming needs of the Division moving forward.

The new management structure, outlined in the attached organizational chart, proposes to keep the current Manager and Supervisor positions, and add a second Supervisor position responsible primarily for leadership, regulatory compliance, and long-term project management at the Wastewater Treatment Plant. The creation of this role will solve two potential future staffing challenges: creating a reasonable management and general work load for the future Manager (recruitment to begin this summer to allow overlap with the current individual in the role); and fostering leadership at the Wastewater Treatment Plant, which will be subject to numerous regulatory and operational changes, as well as both minor and major capital upgrades over the next 4-6 years.

The new position will be included in the City's ongoing water and sewer rate study evaluation, and included in the preparation of the 2023-24 biennial budget. City staff are requesting the early creation of this position so that recruitment can begin therefore maximizing the potential overlap of the new position with the current Manager prior to his retirement in early 2023. City staff's experience with similar recruitments have proven to be both lengthy and challenging.

**ATTACHMENTS:**

[pw\\_om\\_org\\_chart\\_jul\\_2022.pdf](#)

[pw\\_om\\_org\\_chart\\_proposed\\_jul22.pdf](#)

**FISCAL DETAILS:** The budget amendment for 2022 is calculated at approximately 5 months of salary and benefits, or \$70,000 (Sewer Fund.)

The funding for the new position will be included in the City's upcoming Utility Rate Study recommendations, and proposed for the 2023-24 biennial budget.

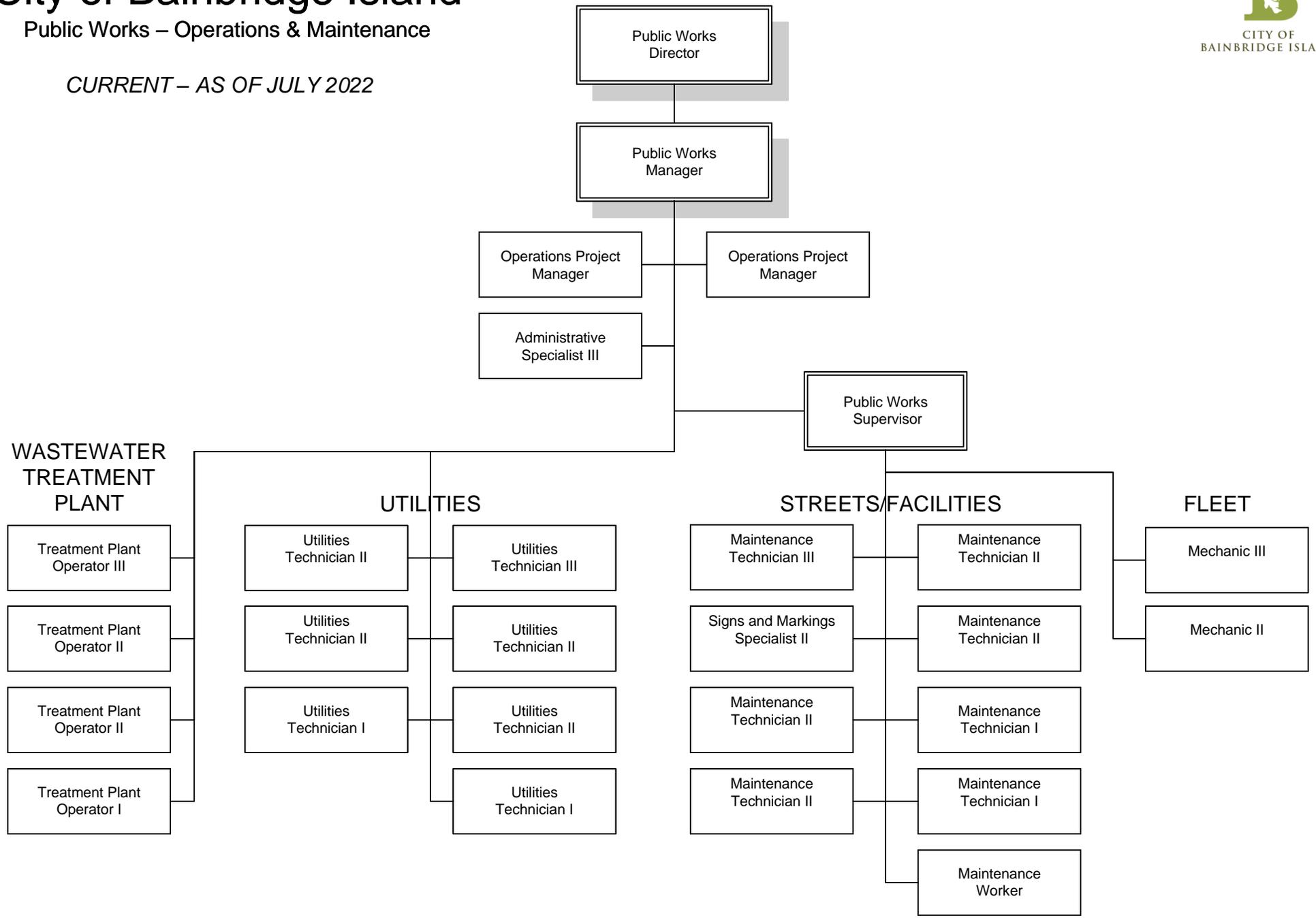
**Fund Name(s):** Sewer Fund

**Coding:**

# City of Bainbridge Island

## Public Works – Operations & Maintenance

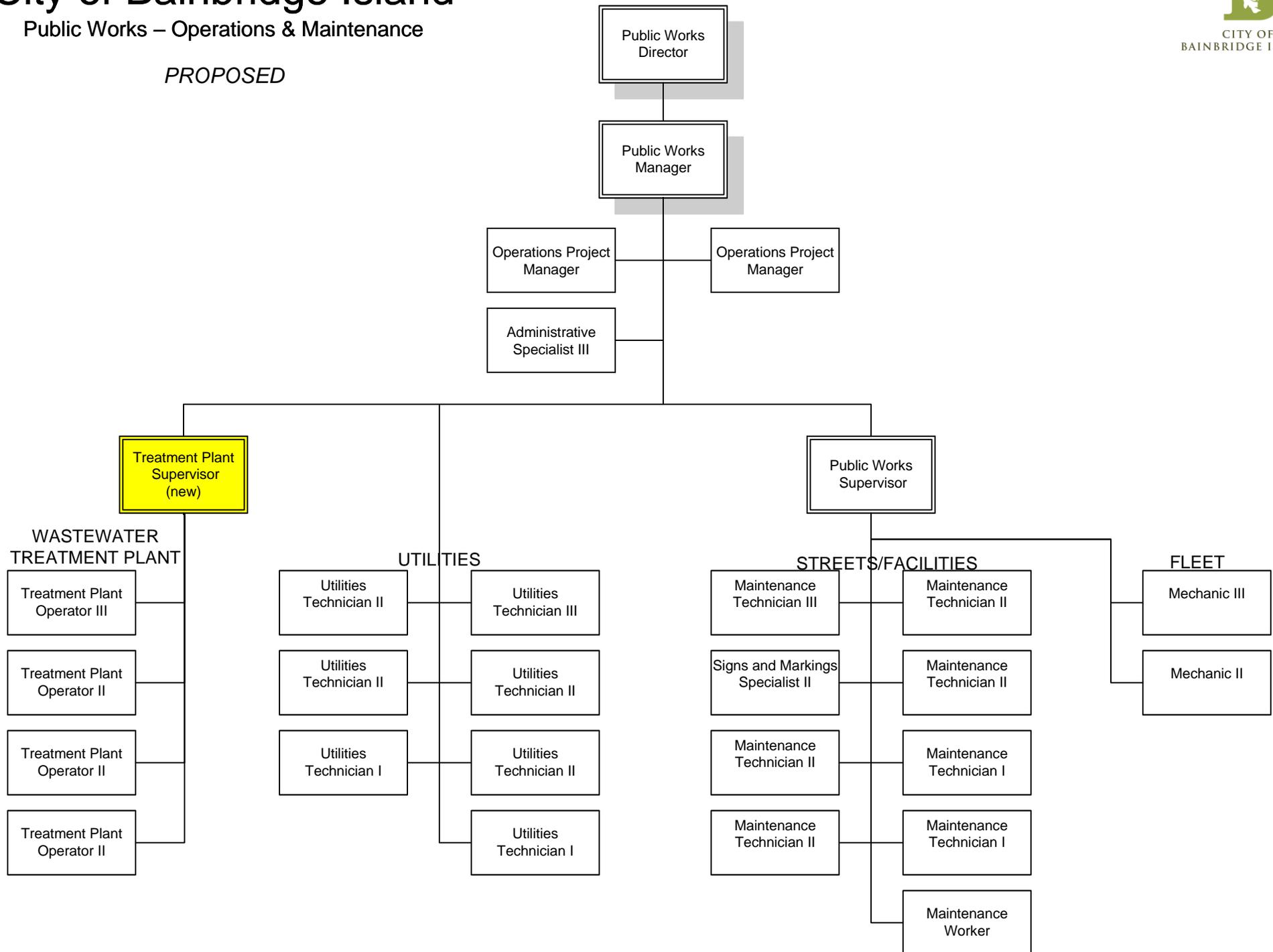
CURRENT – AS OF JULY 2022



# City of Bainbridge Island

## Public Works – Operations & Maintenance

PROPOSED





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:40 PM) Consider Updated Criteria for 2023 Lodging Tax Award Cycle and Award Amount of \$350,000 - 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 certain criteria established by the Council in prior years, reviewed and discussed at the meeting on June 28, as well as one new criterion per Council request.

Staff is also providing information about the use of LTAC money for affordable housing, per Council request.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to approve the Request for Proposals for projects for the 2023 Civic Improvement Fund, also known as LTAC, award cycle, including planning for awards of \$350,000.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$350,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$350,000
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** At the Council meeting on June 28, Council reviewed a draft Request for Proposals. Staff is now providing information on two topics:

1. Additional criterion related to carbon emissions – staff will add the following criterion as Letter L to the list below:

Proposals for projects that lead to tourism approached with an intent toward reducing carbon emissions, such as reducing the need for fossil fuels or parking, are encouraged.

2. Use of Lodging Tax revenue related to affordable housing – staff is providing a memo prepared for Council in 2020 related to a law passed in 2015. The memo explains:

“Under very limited circumstances, state law allows for lodging taxes, also known as LTAC funds, to be used to pay debt service for bonds issued to construct affordable housing workforce housing. Eligible projects must,

for example, be within a half-mile of a transit station. Lodging taxes cannot be used for direct grants to non-profit organizations or individuals for affordable housing purposes. In 2020, there were no cities in Washington State that have used the authority to use LTAC funds to repay debt service for bonds issues to support eligible housing projects.” Staff asked the Municipal Research and Services Center, a statewide resource and information clearinghouse for public jurisdictions, and they are not aware of any use of the provision to use LTAC funds for debt service as allowed by the RCW.

It is possible that LTAC funding could be a valuable tool to develop affordable housing in the future. However, for this funding cycle, the the dedication of LTAC funds for affordable housing is premature. The Council will have an opportunity to discuss city sponsored affordable housing projects in the future when it begins its deliberation on reuse alternatives of the old Police Station and the allocation of \$1.75 million of ARPA funds.

#### Other Background Information:

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 \$345,000 in annual revenue from this source over the past five years. The lowest year was 2021 due to the COVID pandemic and reduced travel during that year.

The Council expressed support for distribution of \$350,000 for 2023. This amount can be supported by the estimated 2022 ending fund balance of roughly \$400,000. 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 suggested maximum award of \$175,000. The suggested minimum of \$2,000 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 first three are established by the State; the remainder have been developed over time by the City of Bainbridge Island.

- 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.
- L. Project will lead to tourism approached with an intent towards reducing carbon emissions, such as reducing the need for fossil fuels or parking.

**ATTACHMENTS:**

[BACKGROUND - LTAC Affordable Housing Memo 2020](#)

[2022 LTAC RFP for 2023 for CC 07122022](#)

[LTAC history 5 year funding awards](#)

[BACKGROUND - MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05192022](#)

**FISCAL DETAILS:** 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 \$277,000, with a one-year significant decrease in revenue in 2020. The revenue recovered somewhat in 2021 but has not yet reached the high of \$345,000 received in 2019.

The recommended award for 2023 is \$350,000 which is the same as the amount of funding provided in 2022. 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:**



CITY OF  
BAINBRIDGE ISLAND

**Finance and Administrative Services Department**  
**Memorandum**

Date: January 29, 2020

To: City Council  
Morgan Smith, City Manager  
Ellen Schroer, Deputy City Manager

From: DeWayne Pitts, Finance Director

Subject: Lodging Tax/Hotel Motel Use for Affordable Housing

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**Conclusion:** Under very limited circumstances, state law allows for lodging taxes, also known as LTAC funds, to be used to pay debt service for bonds issued to construct affordable housing workforce housing. Eligible projects must, for example, be within a half-mile of a transit station. Additional detail is provided below. Lodging taxes cannot be used for direct grants to non-profit organizations or individuals for affordable housing purposes. There are no cities in Washington State that have used the authority to use LTAC funds to repay debt service for bonds issues to support eligible housing projects.

**Background:** The lodging tax, also referred to as the hotel-motel tax and LTAC, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. All lodging tax revenues must be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism related facilities ([RCW 67.28.1815](#) and [RCW 67.28.1816](#)) including:

- Tourism marketing
- Marketing and operations of specials events and festivals designed to attract tourists
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or public facilities district, or
- Operations of tourism-related facilities owned or operated by non-profit organizations

Since July of 2013, capital expenditures for tourism-related facilities owned by nonprofit organizations are no longer permitted expenditures of lodging taxes funds.

**Exception:** 2015 legislation (SB 1223) also allows cities and counties to (optionally) use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) for affordable workforce housing within a half-mile of a transit station. According to the Association of Washington Cities (AWC), the portions of the bill that apply to all cities are limited to using the revenues for general obligation or revenue bonds for workforce housing (within certain income parameters) within a half mile of a transit station. The revenue bonds in RCW 67.28.160 have further restrictions limiting the amount and tying some of the use to community preservation and development authorities in ([RCW 43.167](#)). Importantly, the final bill mentions that only one of those entities exists in the state – Pioneer Square in Seattle. It also appears that further restrictions would also have to include any proposals be vetted through the LTAC committee process outlined in ([RCW 67.28.1616\(2\)](#)).

HB 1223 from 2015 does mention authority for homeless youth and grants for services but these are limited to King County. All other cities must use the funds for general obligation bonds for workforce housing.

According to AWC, there are no cities they are aware of that have used this authority.



## **CITY OF BAINBRIDGE ISLAND**

### **REQUEST FOR PROPOSALS 2023 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)**

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

In 2022, there are approximately \$350,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects in 2023. 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.

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

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

## 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, 2023. Funding requests for goods or services to be provided in 2022 or beyond calendar year 2023 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 2023 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](mailto:cityadmin@bainbridgewa.gov)

- Proposals are due **no later than 4:00 pm, Thursday, September 29, 2022**. 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 29, 2024. **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 TBD, 2022

**Joe Deets**

City Councilmember Chair, voting

**Brenda Fantroy-Johnson**

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 2023 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.
- L. Proposals for projects that lead to tourism approached with an intent towards reducing carbon emissions, such as reducing the need for fossil fuels or parking, are encouraged.

**CITY OF BAINBRIDGE ISLAND  
2023 LODGING/TOURISM FUND PROPOSAL  
COVER SHEET**

Project Name:

\_\_\_\_\_  
Name of Applicant Organization and Amount Requested:

\_\_\_\_\_ Amount \_\_\_\_\_

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

\_\_\_\_\_  
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:**

<b>√</b>	<b>Project Type</b>
<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 2023. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2023?

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 (2018-2022).
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 2023. 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 2021 and estimates for 2022.
- 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 2023 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.
- l. Indicate how this proposal supports reducing carbon emissions, such as reducing the need for fossil fuels or parking.

## **LODGING/TOURISM FUND APPLICATION**

### **Supporting Documentation**

1. Provide your organization's 2021 income/expense summary.
2. Provide your organization's 2023 budget and an estimate of actual 2022 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.

Five-year summary of LTAC Awards

Recipient Organization	2018		2019		2020		2021		2022	
	Purpose	Award	Purpose	Award	Purpose	Award	Purpose	Award	Purpose	Award
Arts & Humanities Bainbridge	Event Marketing & Operations - Celluloid Bainbridge	\$ 7,000	Artsopolis Community Cultural Platform	\$ 15,000	Currents Online Cultural Collaborations	\$ 10,000	Certified Creative District	\$ 5,000	Certified Creative District	\$ 22,500
Bainbridge Arts & Crafts	Marketing	\$ 5,000	Tourism Marketing - Off-Island Advertising	\$ 15,000	Off-Island Advertising	\$ 5,000	Off-Island Advertising	\$ 7,000	Off-Island Advertising	\$ 10,000
Bainbridge Island Chamber of Commerce	Advertising, Marketing & Visitor Info Center	\$ 70,000	Tourism Marketing, Special Events, Operations	\$ 63,000	Visitor Information Center	\$ 40,000	Visitor Information Center	\$ 38,000	Visitor Information Center	\$ 55,100
Bainbridge Island Downtown Assoc.	Tourism Marketing , Special Events	\$ 57,000	Tourism Marketing , Special Events	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 35,000	Multi-Media Destination Marketing Campaign	\$ 12,250	Multi-Media Destination Marketing Campaign	\$ 20,000
Bainbridge Island History Museum	Facility Operations	\$ 15,000	Operations - "Free the Museum"	\$ 12,000	2nd Annual Pickleball Founders Tournament	\$ 12,000	Operational Support	\$ 15,000	Operational Support	\$ 25,000
Bainbridge Island Lodging Assoc.	Marketing	\$ 50,000	Destination Bainbridge 2019	\$ 60,000	Destination Bainbridge: 2020	\$ 56,500	Destination Bainbridge: 2021	\$ 41,750	Destination Bainbridge: 2022	\$ 65,000
Bainbridge Island Museum of Art	Marketing	\$ 10,000	"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	Japanese American Memorial 80th Anniversary Observance	\$ 18,100
Bainbridge Island Winery Alliance	Wine on the Rock	\$ 14,500	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	Wine on the Rock Event	\$ 12,000
Bloedel Reserve	Shoulder Season Awareness Campaign	\$ 23,000			Shoulder Season Awareness : "Fish Where the Fish Are"	\$ 10,000				
Friends of the Farms	Harvest Fair Marketing	\$ 3,000								
City of Bainbridge Island					Downtown Wayfinding Signs	\$ 12,000				
Kids Discovery Museum							Strategic Marketing Plan	\$ 9,000	Strategic Marketing Plan	\$ 15,000
North Kitsap Tourism Coalition		\$ 9,500	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	Multi-Media Destination Marketing Campaign	\$ 93,900
Visit Kitsap Peninsula	Marketing - participation in county-wide programs	\$ 9,000	Tourism Marketing	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 5,000	12-Month Lodging & Tourism Marketing Campaign	\$ 13,400
Annual total award		\$ 273,000		\$ 262,000		\$ 275,000		\$ 225,000		\$ 350,000

## Lodging Tax (Hotel-Motel Tax)

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

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

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

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### Overview

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

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

There are two lodging tax options:

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

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

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

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## "Basic" or "State-Shared" Lodging Tax

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

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s 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.

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## "Additional" or "Special" Lodging Tax

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

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

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

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.

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## Use of Revenues

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

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

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

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

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

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC, described in further detail below), provided that proper application and reporting requirements are followed. Our conclusion comes from [RCW 67.28.1815](#), which

states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

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

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## Application and Award Process

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

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

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

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

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

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

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

### Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.

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

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## Lodging Tax Advisory Committees (LTACs)

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

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

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

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

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

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

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

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

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

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

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## Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) 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.

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## Maximum Combined Sales & Lodging Tax Rate

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

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

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

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

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

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## Examples of Lodging Tax Documents

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

### Code Provisions/Ordinances

- [Anacortes Ordinance No. 4019 \(2022\)](#) – Establishing Lodging Tax Advisory Committee
- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787 \(2019\)](#) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [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: April 26, 2022

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:50 PM) Confirm Recommended Appointments to the Design Review Board,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Design Review Board (DRB). The member selection panel consisted of Mayor Deets, DRB Liaison Moriwaki, Councilmember Quitslund, and DRB Co-Chair Clayton. 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 Marc Aubin to Position 5 of the Design Review Board to a three-year term ending in June, 2025.

I move to confirm the recommended reappointment of Todd Thiel to Position 6 of the Design Review Board to a three-year term ending in June, 2025.

I move to confirm the recommended appointment of Elaine Liffgens to Position 7 of the Design Review Board to a three-year term ending in June, 2025.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Aubin \(Design Review Board\) - Redacted.pdf](#)

[Cole \(Design Review Board\) - Redacted.pdf](#)

[Liffgens \(Design Review Board\) - Redacted.pdf](#)

[Thiel \(Design Review Board\) - Redacted.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Roz Lassoff

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 13, 2022 7:02 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Design Review Board Volunteer Application

**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.**

## Design Review Board Volunteer Application

### Step 1

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#### Design Review Board Volunteer Application

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

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.

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### Applicant Information

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Name Marc S Aubin

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Email

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Daytime Phone

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Address

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City Bainbridge Island

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State WA

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Zip

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Current Employer	Graves and Assoc.
Current Position	Senior designer and planner
<b>Experience &amp; Qualifications</b>	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	International experience totaling over thirty years in fields of Architectural Design, Community Master Planning, Building Code fluency and Construction. Passion for sustainability and aesthetics. Graduate of School of Architecture University of Montreal General fluency in areas of master planning design, zoning, and components of construction
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Farmers Market, BI Rotary Auction, Bainbridge Trails and Community Open Space, our Island Harbors and Marinas.
Do you have potential conflicts of interest? If so, please explain:	No, none that I know of.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	,
How did you hear about the volunteer opportunity?	Other (specify below)
Other:	AIA Seattle Job Board
Type the Year	2022

Dear City of Bainbridge Island Planning Department,

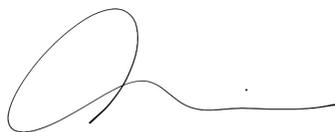
I so appreciate your taking time to review my application for The Design Review Committee, I would be honored to volunteer. After 30+ years of professional experience working in Architectural Design, Community Master Planning, Code Compliance and Construction, I'm excited by the prospect of giving back to our community through contributing to the discussion in the design review process.

A wise friend recently observed that after fifty, sharing one's knowledge and giving back to one's community should be an active focus; I so hope to serve on this committee and earn my seat at the table.

Thank you for your consideration; I look forward to hearing from you regarding next steps!

In Solidarity Always,

Marc

A handwritten signature in black ink, consisting of a large, stylized initial 'M' followed by a horizontal line that tapers to the right.

Marc S. Aubin

## experience

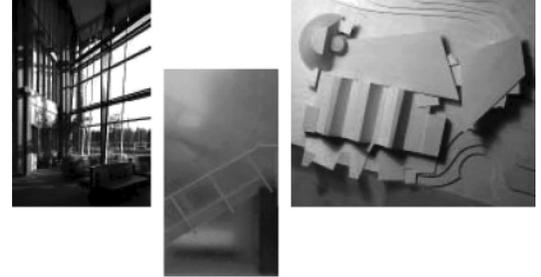
Multi-family/mixed-use, master planning, public work, educational, healthcare, residential, leadership, management, planning, US, Canadian and asian work experience, rhino, sketchup, AutoCAD, adobe cs suite, MS project, Revit a bit, fluency in French and English, spoken & written.

## education

Bachelor of Architecture University of Montreal 1996  
Frank o Gehry workshop/studio 1995  
Bachelor of Art Environmental Design university of Québec, Montréal 1992

## awards

AIA Honor Award, South Central Medical Clinic, Anchorage Alaska  
Urban Strategies: Avenue des Pins, Interchange Competition, Montreal, Quebec, Canada  
National Association of Home Builders Pillars of the Industry Awards Winners List  
Best Rental Apartment community, River Park, Redmond, Washington



## licensure

WA License: in progress

## interests

Making things, sailing, hiking, reading, traveling

## professional experience

2017-current, senior designer/lead, master planner @ Graves + Associates, mixed-use, commercial and retail projects  
2014-16, design lead @ Caron Architecture, mixed-use projects, Seattle, Washington,  
2011-13, design director @ WDCE, Beijing, China  
2008-10, senior designer @ GGLO, Seattle, Washington  
2006-08, design lead @ Johnston Architects, Seattle, Washington. [www.johnstonarchitects.com](http://www.johnstonarchitects.com)  
2002-05, job captain/project designer @ Jones & Jones Architects and Landscape Architects, Seattle, Washington. 1999-02, design lead @ NBBJ Architects, Seattle, Washington.  
2001 summer, architect/illustrator @ The University of Massachusetts, Tuscany, Italy.

## Selected projects

- Fircrest, mixed-use project with 400 residential units, commercial and retail spaces, Fircrest Way, WA
- Foss Waterway mixed-use waterfront community with 350 residential units and commercial spaces, Tacoma, WA
- Othello/MLK, Mixed-Use project with 550 Residential Units and Retail Spaces, Seattle, WA <http://www.madallc.com/gleason>
- Lillehammer, mixed-use project/ 90 units/retail spaces, Seattle, WA <https://www.caronarchitecture.com/lillehammer-apartments>
- Alexan, mixed-use project with 325 Units and Retail Spaces, Seattle, WA. <https://www.caronarchitecture.com/alexan-shoreline>
- Shabai mixed-use complex with residential, commercial, retail/office space, Shanghai, China [http://www.wdce.cn/2015/chengshizongheti\\_1013/289.html](http://www.wdce.cn/2015/chengshizongheti_1013/289.html)
- RiverPark Condominiums/Apartments with Retail Spaces and 350 Residential units, Redmond, Washington
- Beck rd residence, design and construction, Bainbridge Island, WA
- Columbia city Mixed-Use project with 450 Residential Flats and Town homes, Seattle, WA
- Tropical America new exhibit at the Miami Metropolitan Zoo, Miami, FL
- Agua caliente cultural Museum, Palm Springs, California.
- Umatilla Tribal Headquarters, Pendleton, Oregon
- Jacques de Chambly High School, Quebec, Canada
- Harborview Medical Center Renovation/Expansion, Seattle, WA
- Medical clinic expansion, Anchorage, Alaska
- The Poggio civitate Archaeological Site, Vescovado di Murlo, Tuscany, Italy
- Westblock, Parliament Hill, Ottawa, Canada
- Manoir Richelieu, expansion and restoration of an existing historical resort hotel, Quebec, Canada

**Roz Lassoff**

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**From:** noreply@civicplus.com  
**Sent:** Saturday, April 9, 2022 6:07 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)

**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.**

**Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)**

**Step 1**

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**Design Review Board Volunteer Application**

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

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.

Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews. Term will begin July 1, 2022.

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**Applicant Information**

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Name Pam Cole

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	United States Department of Justice, Antitrust Division
Current Position	Trial Attorney

### 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? As an antitrust attorney I have a great deal of experience reviewing complex issues and have been involved with difficult negotiations. In addition, as a person who has been in a wheelchair for 10 years, I am very sensitive and aware of how design decisions impact accessibility.

Please share your community interests (groups, committees, organizations) if any: I have been involved with Canine Companions. Canine Companions is an organization devoted to training and placing service dogs with individuals with disabilities. I am the former president of the SAGE COA in the Grow Community. I have also been very active within the US DOJ's Diversity Committee.

Do you have potential conflicts of interest? If so, please explain: No.

Feel free to attach a cover letter, resume, or other materials, if you wish (optional):

How did you hear about the volunteer opportunity? City website

Other: *Field not completed.*

Type the Year 2022

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**Pam Cole**

Bainbridge Island, WA 98110

April 9, 2022

**City of Bainbridge Island**

Application for the Design Review Board

Dear Board and Council Members,,

I would like to be considered for the Citizen Representative Seat on the Design Review Board. I applied for a position on this Board three years ago. Having attended several meetings of the Board, I witnessed first hand how the Board operates. Although I believe architects, artists, and city planners are valuable resources for the Board, I think that a citizen representative is important to fully round out the experience of the Board.

I have been in a wheelchair for 10 years and have lived on the Island for 5 years. I believe that I have a particular perspective that can provide value in the design review process. I believe that design, from the surface materials used, to the placement of ramps and railings, to the visual cues and lighting all reflect important design decisions.

As the community of Bainbridge Island continues to age, it is important that accessibility issues are considered a part of the design process. I hope that I will be given the opportunity to contribute.

Sincerely,

**Pam Cole**

## Roz Lassoff

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, April 21, 2022 7:33 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)

**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.**

### Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)

#### Step 1

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##### Design Review Board Volunteer Application

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

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Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews. Term will begin July 1, 2022.

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#### Applicant Information

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Name Elaine Liffgens

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Rice Fergus Miller
Current Position	Senior Interior Designer

### 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).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I have been an active and versatile design professional for 30 years. In my vast career experience as an interior designer, I have never limited myself to the interior sector of design. My expertise is in technical detailing, quality assurance and control review of design and construction documents, construction administration and overall design coordination. My current position as a senior designer in the fire and emergency services market at Rice Fergus Miller has enhanced my ability to collaboratively design both the interior and exterior of buildings that contribute to the health and pride of our local communities.
Please share your community interests (groups, committees, organizations) if any:	I am very interested and vested in the future of our Bainbridge Island community. My two children have attended Bainbridge Island public schools for the past 7 years and I have been involved with PTO over the years. I volunteer with Bainbridge Island Rowing as a proud parent. For the past 2 years, I have served as the Religious School Director of Congregation Kol Shalom as a volunteer. I have led the religious school through two years of COVID, pivoting to remote learning and transitioning to in-person religious learning.
Do you have potential conflicts of interest? If so, please explain:	In the event that a Rice Fergus Miller project was to be reviewed by the Design Review Board, I would recuse myself.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>

How did you hear about the volunteer opportunity?	Social media
Other:	<i>Field not completed.</i>
Type the Year	2022

## Roz Lassoff

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**From:** noreply@civicplus.com  
**Sent:** Friday, April 22, 2022 4:58 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)

**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.**

### Design Review Board Volunteer Application (Due: Friday, April 29, 2022 at 4pm)

#### Step 1

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##### Design Review Board Volunteer Application

Members should have expertise in the following disciplines and/or groups: landscape architecture, urban design, public art committee or local artist, developers, at-large community member and at least two architects. The board serves as an advisory body to the Planning and Community Development director, Hearing Examiner and Planning Commission, as applicable, regarding site plan and design reviews and conditional use permits.

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Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews. Term will begin July 1, 2022.

---

#### Applicant Information

Name

Email

Daytime Phone

Address

---

City	bainbridge island
State	WA
Zip	98110
Current Employer	OAC Services, Inc.
Current Position	Vice President

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### Experience & Qualifications

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Have you served on any city committees, commissions, boards or task forces in the past?

Yes

If yes, please indicate which group(s).

Design Review Board

Please share your qualifications for this appointment (skills, activities, training, education) if any?

As a practicing architect for over twenty-nine years, my civic design experience spans from a new U.S. Courthouse in an underutilized area of a small mid-western city, to a contemporary boathouse for the largest not-for-profit rowing club in the country. Recently, I have been involved in realizing four new ground-up housing projects: Three sustainably oriented, mixed-use multi-family developments that enhance existing community patterns and help to relieve a shortage of attainable housing, as well as, our own home on the Island. Through these projects, I have become well acquainted with the responsibility inherent in developing new buildings in cherished communities.

Attaining a dual degree in Architecture and the History of Architecture and Urban Development has instilled in me a respect for the past and an optimism for the future. I believe it is just as critical to analyze what has come before, as it is critical to evaluate what is appropriate for how we live today; while having the confidence to design for a sustainable and resilient future.

Serious design work requires open communication and collaboration from all stakeholders. Collaboration requires the entire team, from developers to those entrusted with enhancing the public realm, to understand and respect the expertise, needs and motivations of each team member, while acknowledging that good ideas come from all sources. It builds trust when each member of the team is working towards the overall success of the project and not individual interests. Innovative ideas and creative solutions are born when the

entire team is working together to find a solution that is balanced to meet the project needs. Each project stakeholder brings something different to the discussion. As a Design Review Board member, I believe it is our role to ask good questions, listen actively, effectively communicate the complete picture, and provide the necessary information to make critical decisions for the benefit of our community.

The unprecedented growth on Bainbridge Island is an opportunity for thoughtful development, the refinements to Design for Bainbridge will provide a more comprehensive document for design professionals and the DRB to reference as we collectively strive for continuous improvement of our public realm. As a member of the Design Review Board, I believe it is important that rigorous, honest, and collaborative public dialogue must be had to insure thoughtful, appropriate development on the island.

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Please share your community interests (groups, committees, organizations) if any:

For the past three years I have served on the Design Review Board, having recently been named the Chair of the DRB. I joined the DRB just as Design for Bainbridge was put into practice. This first in the nation design review manual has been critical in informing a consistent and transparent process. There is still work to be done, to refine our processes, provide clarity to applicants as to DRB expectations, and increase our level of discourse, and collaboration with all applicants. I believe we are at an inflection point, where the DRB, Planning Board, City Council, and the community need to engage in a meaningful dialogue about all future of development on the island. I am excited at the potential to continue facilitate an active dialog about the design merits of that development.

I remain enthusiastic about applying my design, design management, and communication skills that I have honed in my professional career to the benefit our community.

From Bainbridge Prepares to Sustainable Bainbridge, the breadth, complexity, and sophistication of the civic volunteer groups and organizations on the Island is impressive would be honored to give of my time and expertise to ensure that Bainbridge Island remains a thriving community, striving to become more inclusive, resilient, and sustainable.

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Do you have potential conflicts of interest? If so, please explain:

I do not have any conflicts of interest.

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Feel free to attach a cover letter, resume', or other

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## **Todd Thiel, AIA, LEED AP**

Over twenty-eight years of diverse experience in design, project, and practice management focused on the development and maintenance of systems, procedures, and habits necessary to sustain an environment conducive to high quality design and profitable project delivery.

A proactive leader who relies on strong communication skills, design confidence, depth of experience, and a commitment to integrating operational excellence into a Design-first practice to maintain a positive firm ethos based on cooperation. The cultivation of humor, humility, and respect inform a sense of perspective and foster the ability to readily adapt to constantly changing operational needs resulting in frequent reprioritization of multiple competing agendas.

### EXPERIENCE

#### **OAC services**

2200 1<sup>st</sup> Ave. S, Seattle, Washington

October 2018 – Present

#### **Vice President**

As Vice President of our Building Science Practice I lead our expanding architectural group and ensure OAC supports the architects with whom we collaborate in our construction management led design process. Outreach to the architectural and architectural education community, as well as, identifying new collaborative opportunities allow me to be involved in the dialogue that is changing the way we design and build.

Additionally, as a member of our innovation team, I am part of a cross-functional design, construction management, and contractor team who are looking to go beyond an integrated delivery process and leverage technology to redefine project delivery, based on predictability, cost and schedule certainty and above all, thoughtful and serious design work.

I am currently managing a system wide accessibility upgrade for TriMet, Portland, extensive modernizations for the Port of Seattle at SeaTac International Airport, as well as completing upgrades at twenty-one properties for the Seattle Housing Authority.

#### **DiMella Shaffer Associates**

1511 3<sup>rd</sup> Avenue, Seattle, Washington

August 2016 – October 2018

281 Summer Street, Boston, Massachusetts

February 2013 – July 2016

#### **Associate Principal / Director of Operations**

Manage the day-to-day operations of a seventy-person firm with offices in Boston and Seattle. Full immersion in both the culture of the firm and the strategic decision-making of the Principals enables the optimization of processes that maximize business effectiveness while reinforcing the essence our design-focused culture.

Instrumental in establishing a new focus on open design dialogue and team building through facilitating increased internal design communication, strategic hires, and the belief that solutions are enhanced through a non-hierarchical, integrated design environment in which design leadership promotes collaborative design.

Coordinate, oversee, and advocate for the individuals responsible for non-design functions and ensure a high level of effectiveness as they work collectively to support the purpose of the practice.

Neurological Surgery Lab, University of Washington, Seattle, Washington

Managed the design of the renovation of the Neurological Surgery Lab to meet the needs of a state-of-the-art research facility for new research tenants. The lab is designed such that today's functionality may be adapted to future research needs. Along with adaptability, a strong identity was developed that create a cohesive, light filled environment.

One East Pleasant, Amherst, Massachusetts

Oversaw the management, design, and document production of the third design build, sustainable, multifamily, mixed-use, podium construction project for a private client in Amherst. These projects realize the planning goals of our client and the City of Amherst through emphasis on sustainable buildings with increased density, respect for their environment and financial performance. 1EP is on track to achieve Gold LEED for Homes Multifamily/Midrise.

Olympia Place, Amherst, Massachusetts [Link](#)

Kendrick Place, Amherst, Massachusetts [Link](#)

These two projects, privately developed and delivered through the Design Build process, have redefined innovative student living in the college town market. With these projects 250 low-impact, premium quality Units, housing 485 people, have been added to the rental market. Both have achieved LEED Gold for Homes and Multi-family/Midrise.

### **Anmahian Winton Architects**

650 Cambridge Street, Cambridge, Massachusetts

August 2005 – March 2013

#### **Senior Associate – Project Manager**

Design direction from project inception through project delivery, primary client contact, consultant team management, contract negotiation, project scheduling and budgeting, code/permitting analysis, document production supervision, specification coordination, bid review, value management, and oversight of CA.

Participated in general office management processes including: business development, marketing, presentations, QA/QC reviews, project staffing, staff reviews, staff bonus/salary evaluation, staff hiring and mentoring.

Söğütözü Office Tower, Ankara, Turkey [Link](#)

Directed local and international consultant team. Responsible for overall project management including project scheduling and budget control for a technologically advanced mid-rise speculative office building that integrates environmental design strategies with state-of-the-art IT infrastructure. The project has redefined the standards of Ankara's international leasable office market.

Harry Parker Boathouse, Brighton, Massachusetts [Link](#)

Design and management of the 30,000 sf \$11m boathouse on the Charles River. The boathouse houses Community Rowing, the largest non-profit, public rowing organization in the country, with boat storage space, offices, training facilities and classrooms. Occupying a highly visible site on public green space, the boathouse serves as an activity center for an underserved urban neighborhood. In addition to national recognition, the boathouse received the Harleston Parker Award for "the most beautiful building in Boston."

Holyoke Center, Harvard University, Cambridge, Massachusetts

Re-envisioning of a 15,000 sf floor plate as the nexus of the student-focused departments of Advising Programs Office and General Education. The project represented a significant departure from existing accommodations in more traditional university buildings. This transformation necessitated sensitive client handling to facilitate the transition to a more modern expression of the College.

**Koetter, Kim & Associates, Inc.**

344 Bolyston Street, Boston, Massachusetts

February 2000 – August 2005

**Associate - Project Manager**

Wishcamper Center, University of Southern Maine, Portland, Maine [Link](#)

Accountable for primary client contact and management of project team, as well as directed the design for the transformation of underutilized urban commercial land into a model of sustainable design. The project includes 25,000 sf Osher Institute of Lifelong Learning classroom building, and a 40,000 sf administration office / classroom facility for the Muskie School of Public Service with a total construction budget of \$35m. The project has been certified LEED Gold.

Stanley J. Roszkowski U.S. Courthouse, Rockford, Illinois

Responsible for the design of a new 198,000 sf \$58m U.S. Courthouse, the project is one of the first to be designed incorporating post 9/11 security guidelines as well as earning LEED Gold certification. Involved from directing the design of the winning GSA Competition entry through the CD. Guided all aspects of the design and management of the project including primary contact with architect of record.

**Project Manager**

Amgen Campus, Seattle, Washington

Chair of Interface Design Coordination Team, managed interdisciplinary involvement of site-wide design for implementing the Strategic Development Plan. Responsible for maintaining design intent throughout the 30-acre site.

Amgen, Strategic Development Plan: Pier 89, Seattle, Washington

Worked with a small team in designing the expansion of the Amgen campus to the adjacent Pier. Produced feasibility study, alternative site plans, massing models, and final report to the City of Seattle, as the basis for a Master Use Permit.

**Project Architect**

Lab Buildings A, B, C, and D, Amgen, Seattle, Washington

Developed pre-schematic to design development documents for a state-of-the-art biotech lab and associated office support building. Provided oversight of the CD development team through completion of the drawings.

**Kallmann McKinnell and Wood Architects, Inc.**

939 Bolyston Street, Boston, Massachusetts

August 1995 – February 2000

**Project Architect**

James H. Quillen U.S. Courthouse, Greeneville, Tennessee

Involved from pre-schematic to construction documents of a 154,000 sf courthouse for the G.S.A. Managed scope and production of drawing sets, staff utilization, and project scheduling. Reviewed specifications, estimates, and value engineering strategies. Main contact for consultant team and Federal agencies.

**Senior Designer / Job Captain**

Knigh Center, Washington University, St. Louis, Missouri

Managed production of fast-track project documents, structured team responsibilities, formulated team objectives and scheduling, and led consultant coordination. Extensive client contact and design responsibilities from schematic design through construction administration.

Alvin Goldfarb Hall, Washington University, St. Louis, Missouri

Involved in development of project from schematic design through construction. Responsible for technical design and coordination of building exterior. Managed production work utilizing both traditional drafting and computer methods.

**Kyu Sung Woo Architect, Inc.**

488 Green Street, Cambridge, Massachusetts

August 1994 – August 1995

**Designer/ Job Captain**

Hae Un Dae Mixed-use High-rise, Pusan, Korea

Managed SD and DD phases of 17 story waterfront *officetel* / retail structure.

**Intern Architect**

National Museum of Korea, Seoul, Korea International Competition

Co-produced design development and presentation drawings.

Boston Gateway, special feature in The Boston Globe Magazine

Designed *An Ivy Covered Gate*, invited exposition investigating imaginative options to the termination of the Massachusetts Turnpike in Allston.

Shinhan Building, Boon Dahng, Korea

Developed DD set for speculative office building with stringent UD guidelines.

**Atelier Jullian Pendleton**

21 Pier 7 Charlestown, Massachusetts

January 1994 – July 1994

**Intern Architect**

Chisa 50, Rome, Italy

Collaborated with Guillermo Jullian de la Fuente in the design of the competition for a new church in Rome. Produced conceptual collages, study models, and presentation boards.

Casa Loubejac, Colina, Chile

Produced study drawings and models for a house sited in an abandoned lettuce field outside Santiago. The project was published in *GA Houses 45*.

- REGISTRATION** Washington State Board of Architects, License Number 12390  
Idaho State Board of Architects, License Number AR-987170  
Commonwealth of Massachusetts, License Number 10716
- SOCIETIES** American Institute of Architects, Seattle Chapter  
Design Build Association of America, Northwest Chapter  
The Belden Club, Seattle
- HONORS**  
*professional* **AIA Residential Design Award**, Student Housing, 2018, AIA, Olympia Place  
**International Architecture Award**, 2018 Chicago Athenaeum, Ankara Tower  
**Citation, Built Projects**, 2017, AIA Portland, Oregon, Olympia Place  
**DBIA Gold**, 2017, New England Design Build Institute of America, Olympia Place  
**Architecture MasterPrize**, 2017, Architecture Design / Tall Buildings  
**DBIA Silver**, 2016, New England Design Build Institute of America, Kendrick Place  
**Institute Honor Award**, 2014, AIA, CRI Boathouse  
**R+D Citation**, 2010, Architect Magazine, CRI Boathouse  
**Honor Award, Design Excellence**, 2009, Boston Society of Architects, CRI Boathouse  
**Harleston Parker Award**, 2009, Boston Society of Architects, CRI Boathouse  
**American Architecture Award**, 2008, Chicago Athenaeum, CRI Boathouse  
**Progressive Architecture Award**, 2008, Architecture Magazing, CRI Boathouse  
**AIA Scholarship**, 2003 MARMOMACC Conference, Verona, Italy  
**Rotch Traveling Scholarship**, 2002, Boston Society of Architects
- academic* **Editor**, *The Cornell Journal of Architecture 5*  
**Henry Adams Medal**, awarded by the AIA
- ACADEMIC** Visiting Juror  
Massachusetts Institute of Technology, Cambridge, Massachusetts  
Cornell University, Ithaca, New York and Rome, Italy  
University of Pennsylvania, Philadelphia, Pennsylvania  
Rhode Island School of Design, Providence, Rhode Island  
Rodger Williams University, Bristol, Rhode Island  
Harvard University, GSD, The New American Courthouse
- EDUCATION** **Cornell University**, Ithaca, New York  
Bachelor of Architecture  
Bachelor of Science, History of Architecture & Urban Development



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 12, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:55 PM) Confirm Recommended Appointments to the Historic Preservation Commission,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Historic Preservation Commission (HPC). The member selection panel consisted of Mayor Deets, DRB Liaison Moriwaki, and Councilmember Hytopoulos. 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 Rick Chandler to Position 2 of the Historic Preservation Commission to complete a term ending in June, 2023.

I move to confirm the recommended reappointment of Christopher Moreno to Position 5 of the Historic Preservation Commission to a three-year term ending in June, 2025.

I move to confirm the recommended reappointment of Susan Hughes to Position 7 of the Historic Preservation Commission to a three-year term ending in June, 2025.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Chandler \(Historic Preservation Commission\) - Redacted.pdf](#)

[Hughes \(Historic Preservation Commission\) - Redacted.pdf](#)

[Moreno \(Historic Preservation Commission\) - Redacted.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## CITY ADVISORY GROUP APPLICATION HISTORIC PRESERVATION COMMISSION

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.

**Application Deadline – Friday, April 29, 2022 at 4 pm.**  
**Applicants must be available in May for interviews.**

*I am interested in serving on the Historic Preservation Commission.*

First Name: RICK (RICHARD) Last Name: CHANDLER

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Employer: RETIRED FROM Position: \_\_\_\_\_  
B.I. HISTORICAL MUSEUM

Have you served on any other City advisory group? (Please check one)  Yes  No  
HPC

Please share your qualifications for this appointment (skills, activities, training, education) if any:

20 YEARS AT B.I. HISTORICAL MUSEUM AS CURATOR, FACILITIES COORDINATOR,  
AND EXHIBIT PREPARATOR (HPC ADVISOR 10 YRS)

Please share your community interests (groups, committees, organizations, special activities) if any:

Feel free to attach your resume (optional)

How did you hear about the volunteer opportunity? (Please circle one)

- |                    |                                |  |
|--------------------|--------------------------------|--|
| City Website       | Notify Me (email notification) | City Manager's Report (e-newsletter)                 |
| COBI Connects      | Social Media                   | Newspaper (Bainbridge Review or Bainbridge Islander) |
| Other : <u>HPC</u> |                                |  |

**Thank you for your interest!**

Please return your application and resume to the Executive Department:

Email [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov)

Fax (206) 780-8600

Mail City of Bainbridge Island, Executive Department, 280 Madison Avenue North, Bainbridge Island, WA 98110

Feel free to contact us with any questions (206) 842-2545.

**Roz Lassoff**

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**From:** noreply@civicplus.com  
**Sent:** Saturday, April 2, 2022 3:10 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Historic Preservation Commission Volunteer Application (Due: Friday, April 29, 2022 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.**

**Historic Preservation Commission Volunteer Application (Due: Friday, April 29, 2022 at 4 pm)**

**Step 1**

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**Historic Preservation Commission Volunteer Application**

Members should have knowledge or expertise in identifying, evaluating and protecting historic resources and expertise in history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law and real estate. The Commission advocates for the preservation of historically significant buildings, structures, sites, objects and districts.

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.

Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews. Term will begin July 1, 2022.

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**Applicant Information**

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Name Susan S Hughes

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	Washington
Zip	98110
Current Employer	U.S. Navy
Current Position	Archaeologist

### 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).	Bainbridge Island Historic Preservation Commission
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Please see attached resume
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Island Historic Preservation Commission (2019-2022) P.E.O. Chapter D St. Cecilia's Parish (choir)
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2022
How did you hear about the volunteer opportunity?	Other (specify below)
Other	Marcia Montgomery

## SUSAN S. HUGHES, PhD

Bainbridge Island, WA 98110

### EDUCATION

- Ph.D. Anthropology/Archaeology, University of Washington, Seattle, Washington, 2003.  
Dissertation: *Beyond the Altithermal? The Role of Climate Change in Prehistoric Human Adaptations at Mummy Cave, Northwestern Wyoming.*
- M.A. Anthropology/Archaeology, University of Wyoming, Laramie, Wyoming, 1981.  
Thesis: *Projectile Point Variability: A Study of Point Curation at a Besant Kill Site in South-Central Wyoming.*

### SUMMARY OF KNOWLEDGE AND SKILLS:

Hughes has a broad background in archaeology with 30+ years of experience in Cultural Resource Management (CRM), teaching, and research in Wyoming, the Pacific Northwest, the American Southwest, and Great Britain. Her research has resulted in a number of published papers in peer-reviewed books and journals and diverse CRM documents. Hughes has taught archaeology, anthropology, and geology classes at local colleges and universities, and has directed two field schools. She has training and knowledge of archaeological methods and theory, and has applied this knowledge in the management of a number of large-scale, complex field and research projects requiring the development and implementation of a research design, acquiring funding, data analysis, and publication. Throughout her career, Hughes has built effective working relationships with co-workers, team members, students, volunteers, Native Americans, and the public.

Hughes has worked as an archaeologist for both federal and private agencies including the Bureau of Land Management in Wyoming, the National Park Service in Alaska, and Pacific Northwest National Laboratory (PNNL), Beale Air Force Base in Sacramento, CA, and the U.S. Navy in the Pacific Northwest. Through this work Hughes has gained much experience in performing National Historic Preservation Act Section 106 and 110 surveys, identifying, documenting, evaluating the significance of cultural resources, and making recommendations for the mitigation and preservation of cultural resources. Hughes has also worked extensively with the National Historic Preservation Act (NHPA), the National Environmental Protection Act (NEPA), the Native American Graves and Repatriation Act (NAGPRA), and other federal and state laws and guidelines that govern cultural resources. She is proficient in using software for database management, statistical analysis, graphics and tabulations, public presentations, and ArcGIS data collection, mapping, and database development.

Currently, Hughes is working as a regional archaeologist for the Naval Facilities and Engineering Command in western Washington. She routinely applies NHPA, NEPA, NAGPRA, 36 CFR 79 and other legal compliance, in her work, and in collaboration with other CR staff, is building a cultural resources program for the region. She assists the Navy in complying with applicable federal regulations, routinely consults with local tribes and the State Historic Preservation Office (SHPO), prepares budgets and statements of work, and reviews

contractor work. She has helped the Navy navigate the many sensitive and complex issues that federal agencies encounter in managing cultural resources.

## EMPLOYMENT HISTORY

6/2015- present      *Archaeologist*, NAVFAC NW, 1101 Tautog Circle, Silverdale, WA 98315  
12/2012-present      *Salary*: GS-12, step 2, \$78,000/year, full time permanent position (from 12/2012-12/2014, full time term position)  
*Manager*: Cindi Kunz (+1 360 396-1860; [cindi.kunz@navy.mil](mailto:cindi.kunz@navy.mil))

- Led mitigation efforts to resolve Adverse Effects to a National Register eligible shell midden site. Hughes wrote the site National Register nomination and contracting documents for excavation and analysis, and led consultation with local tribes on a MOA and NAGPRA Plan of Action.
- Repatriated human remains and funerary objects to the Native Village of Barrow and the Native Village of Atka; supported NAVFAC SW in the repatriation of Saint Nicholas Island human remains.
- Project lead in the development of regional cultural resources ArcGIS database; acquired funding for its development.
- Instrumental in the development of curation agreements between the Navy region and 5 curation facilities.
- Developed a site Condition Assessment Program for the region.
- Developed sensitivity models for three Navy installations.
- Project lead on a number of Section 106 cultural reviews, including the evaluation of a Traditional Cultural Property.
- Routinely supports the region on NEPA projects, data calls, and program audits.
- Reviews contractor technical reports.

3/2015-6/2015      *Archaeologist*, 2561 B Street, Beale Air Force Base, CA 95903  
*Salary*: \$75,000/year, fulltime temporary position (contractor working for Ayuda Companies)  
*Manager*: Chuck Carroll (+1 530-634-2738; [charles.carroll.3@us.af.mil](mailto:charles.carroll.3@us.af.mil))

- Created a template for a NAGPRA Comprehensive Agreement.
- Wrote a Native American cultural communications plan.
- Organized Beale's records, creating a database of sites; evaluated and made recommendations regarding CR program future needs.
- Performed site condition assessments.

12/2010-4/2012      *Project Manager*, Pacific Northwest National Laboratory (PNNL), 3110 Port of Benton Blvd., Richland, WA 99354  
*Salary*: \$68,000/year, fulltime permanent position  
*Manager*: Brian Opitz (+1 509-371-7083; [brian.opitz@pnnl.gov](mailto:brian.opitz@pnnl.gov))  
*DOE Archaeologist*: Mona Wright (+1 509-376-4069; [mona.wright@rl.gov](mailto:mona.wright@rl.gov))

Managed all phases of the Hanford Historic preservation program pertaining to archaeological/historic resources, including DOE historic preservation program support, project budgets and work schedules, scopes of work and cost estimates,

monthly and yearly reports, management of project archives, databases, and collections, as well as oversee the work of 4 staff members. The position involved routine use of the ArcGIS database for management decisions, researching and applying archaeological/historical preservation laws and regulations, consultation with local tribes and SHPO on DOE Undertakings and other matters such as the identification of traditional cultural properties, writing SOWs, management of the Hanford artifact collection, ArcGIS site database, and other program records. In 2011, Hughes assisted with the transfer of the HCRP to Mission Support Alliance, another Hanford subcontractor. Hughes also worked with PNNL to develop a Programmatic Agreement for routine maintenance conducted on the PNNL Site.

11/2009-12/2010

*Scientist*, Pacific Northwest National Laboratory (PNNL), 3110 Port of Benton Blvd., Richland, WA 99354.

*Salary*: \$68,000/year, full time permanent position

*Manager*: Brian Opitz (+1 509-371-7083; [brian.opitz@pnnl.gov](mailto:brian.opitz@pnnl.gov))

*DOE Archaeologist*: Mona Wright (+1 509-376-4069; [mona.wright@rl.gov](mailto:mona.wright@rl.gov))

Lead archaeologist on two large Section 106 cultural surveys to identify the presence of cultural resources on the Hanford Reach National Monument. Through research on local environment and history, Hughes wrote the context statements, completed site forms, wrote National Register nominations, wrote the final report, and worked with DOE Project Managers to mitigate the effects of cleanup activities on National Register Properties. She was also the lead archaeologist on smaller Section 106 cultural survey projects. She routinely wrote APE letters, No Adverse Effect documentation, impact assessments, and National Register nominations. She also developed skills in GPS and GIS data collection, mapping, and database management. She routinely consulted with local tribes and SHPO, and applied principles of archaeological resource management in the context of facilitating multiple and conflicting activities and land use.

11/2007-10/2008

*Senior Archaeologist*, Northwest Archaeological Associates, Inc, 5418 20<sup>th</sup> Ave. NW, Seattle, WA. 98107

*Salary*: \$50,000/year, fulltime permanent position

*Manager*: Christian Miss, Principal (+1 206-781-1909; [cjmiss@SWCA.com](mailto:cjmiss@SWCA.com); please do not contact)

Lead archaeologist on several large and small multi-faceted cultural surveys to identify the presence of cultural resources; lead author of a number of NHPA and NEPA cultural compliance documents. One unique project that Hughes managed was a probability study for BP's Cherry Point Refinery site. Hughes researched and applied archaeological/historical preservation laws and regulations to specific projects, performed environmental, historic, archaeological, and ethnographic research, and provided historic preservation guidance to clients.

6/2007-9/2007

*Archaeologist*, Wrangell-St. Elias National Park and Preserve, National Park Service, P.O. Box 439, Copper Center, AK 99573.

*Salary*: \$58,000 (GS-11 with COLA), full time seasonal position

*Supervisor*: Michele Jespersen, Cultural Resources Specialist (P.O. Box 140, Gustavus, AK 99826; +1 907-697-2230, [Michele\\_Jespersen@nps.gov](mailto:Michele_Jespersen@nps.gov))

Lead on a large cultural survey that was required for a Programmatic Agreement with inholders for access road maintenance. The field work resulted in two survey reports. Hughes performed field surveys, identified, inventoried, and evaluated archaeological and historical cultural resources, performed environmental, archaeological, and ethnographic research including identifying traditional cultural properties, used GIS technology for recording survey and site locations, and organized two backcountry field trips. At the end of the term appointment, Hughes was awarded a Special Thanks and Recognition Award.

3/2005-6/2007

*Adjunct Faculty*, Department of Society, Justice, and Culture, Seattle University, 900 Broadway Ave., Seattle, WA 98122

*Salary*: \$3600/3 month quarter, 75 FTE (quarterly appointment)

*Supervisor*: Dr. Jodi O'Brien, Department Chair (+1 206 296-5384; [jobrien@seattleu.edu](mailto:jobrien@seattleu.edu))

Designed and taught a number of courses in General Anthropology and Environmental Anthropology, and evaluated student learning.

6-8/2006

*Director, Saddle Mountain Field School*, Department of Anthropology, Central Washington University, 400 East University Way, Ellensburg, WA 98926

*Salary*: \$8,800, full time (7 week appointment)

*Supervisor*: Dr. Patrick McCutcheon, Associate Professor (+1 509 963-2075; [McCutchP@cwu.edu](mailto:McCutchP@cwu.edu))

Directed an archaeological survey of approximately 600 acres in the arid Saddle Mountains of central Washington; trained 12 students in field reconnaissance, site recordation, and artifact analysis techniques. Approximately 20 lithic procurement sites were recorded. Hughes evaluated student work, and wrote the final report.

1-3/2005

*Adjunct Faculty*, Department of Anthropology, Central Washington University, 400 East University Way, Ellensburg, WA 98926

*Salary*: \$11,000, 1.0 FTE (3-month appointment)

*Supervisor*: Dr. Kathleen Barlow, Department Chair (+1 509 963-3201; [barlowk@cwu.edu](mailto:barlowk@cwu.edu))

Designed and taught courses in general anthropology and cultural anthropology including one with a writing segment. The position required assessing student learning through tests and other classroom activities.

6/2002-6/2004

*Senior Research Scientist*, Department of Archaeology, University of Durham, South Road, Durham, U.K. DH1 3LE

Project Title: *Direct Evaluation of Archaeological Immigration, Population Dynamics and Lead Exposure by Isotope Biogeochemistry*

(NERC grant No. NER/AS/2001/00596)

*Salary*: £20,00/year, 40 hours/week (23 month term)

*Supervisor*: Dr. Andrew Millard, Reader (+44 191 334-1147; [A.R.Millard@durham.ac.uk](mailto:A.R.Millard@durham.ac.uk)).

Designed and implemented two research projects investigating human mobility with oxygen, strontium, and lead isotope analysis. Hughes designed and implemented two research designs, acquired sampling materials, worked collaboratively with museums and other scientists, collected and analyzed data using statistical and graphical methods, and authored papers and presentations.

9/88-2000

*Archaeologist*, Bureau of Land Management, Worland District Office, P.O. Box 119, Worland, Wyoming 82401

*Salary*: GS-193-9-2, full time (3 months/year; SEPA Program)

*Supervisor*: Mike Bies, Archaeologist (+1 307 347-5100; [Mike@wyobies.com](mailto:Mike@wyobies.com))

Performed Section 106 and 110 archaeological surveys to identify the presence of cultural resources for proposed Bureau of Land Management undertakings. Hughes conducted field surveys, identified, inventoried, and evaluated cultural resources, and performed environmental, archaeological, and ethnographic research for reports which she authored. She also consulted with SHPO and local tribes on historic preservation projects. Hughes wrote research designs and proposals for two site testing and mitigation projects that she directed. She also carried out the analyses and was lead author on a number of survey reports. She trained summer interns in field and laboratory methods, gave public presentations on the importance of Historic Preservation, and worked closely with members of the local Wyoming archaeological society. Hughes received a *Special Achievement Award (1995)* and 5 scholarships (*Carrie Daley Scholarship*), 1988-1993.

1993-1995

*Instructor: Yellowstone before the Tourists*, The Yellowstone Association, P.O. 117, Yellowstone National Park, WY 82190

*Salary*: \$350/class (honorarium)

*Supervisor*: Don Nelson, director of the Yellowstone Institute (no longer in this position)

Designed and taught a 3-day summer field class to adults on the prehistory of Yellowstone National Park. The class consisted of both a classroom and a field component. Prior to visiting archaeological sites, students were educated in Historic Preservation laws, the non-renewable nature of cultural resources, and the importance of protecting significant cultural resources.

1992-1993

*Director, University of Washington Field School*, Department of Anthropology, University of Washington, Box 353100, Seattle, WA 98195

*Supervisor*: Dr. Robert Dunnell, Professor (deceased)

Designed and implemented field excavations at two bison kill sites on the northern Plains. With the assistance of 3 staff, Hughes trained 24 students in archaeological field methods and techniques. Subsequent to the field school, Hughes taught laboratory classes where students catalogued, preserved, and studied artifacts recovered from the excavations. Two students completed research papers on these materials.

1983-1988

*Principal Investigator, Bighorn Basin Consulting*, self-owned and operated archaeological consulting business, Cody, Wyoming.

*Salary:* \$18/hour, part time.  
*Supervisor:* myself

Performed a number of large and small Section 106 archaeological surveys to identify the presence of cultural resources; work involved field surveys, site recordation, site evaluation, research, consultation with the State Historic Preservation Office, and report writing.

1981-1988      *Instructor*, Northwest Community College, Powell, Wyoming 8243.  
*Salary:* \$375/credit hour, part time (quarterly appointments)

Designed and taught courses in archaeology, anthropology, and geology in both classroom and field settings. Hughes developed a cooperative agreement with the Bureau of Land Management to excavate an archaeological site in eastern Montana with the assistance of college students and local volunteers. She trained these individuals in archaeological field and laboratory methods. The work culminated in a report. She also worked closely with members of the local chapter of the Wyoming Archaeological Society to organize a grant-funded symposium on regional archaeology.

## **GRANTS/AWARDS**

2016      *Performance Award* (NAVFAC NW, U.S. Navy, Bangor, Washington)

2007      *Special Thanks and Recognition Award* (National Park Service, Wrangell-St. Elias National Park and Preserve, Alaska).

1999-2001      *National Science Foundation Dissertation Improvement Grant: Is There an Altithermal? Holocene Climate and Human Adaptation on the North-western Plains* (National Science Foundation Grant No. 116961; P-I: D. K. Grayson). The research resulted in several peer-reviewed papers and presentations.

1997-2001      *Mummy Cave Research Grant:* Research on the Mummy Cave artifact collection housed in the Plains Indian Museum, Buffalo Bill Historical Center (Buffalo Bill Historical Center, Cody, Wyoming, P-I: S. Hughes).

1995      *Dissertation Travel Grant:* Workshop on oxygen isotope analysis at McMaster University, Hamilton, Ontario taught by Henry Schwarcz and Hilary Stuart-Williams (Department of Anthropology, University of Washington, P-I: S. Hughes).

1995      *Special Achievement Award*, Bureau of Land Management, Worland District Office, Wyoming.

1991-1993      *Carrie Daley Scholarship*, Wyoming Bureau of Land Management.

1984      *Individual Research Grant:* Research focused on the analysis of the Mummy Cave artifacts at the Buffalo Bill Historical Center, Cody, Wyoming (Wyoming Council for the Humanities, P-I: S. Hughes). The research culminated in a paper published in the *Annals of Wyoming*.

- 1984 *Project Grant: Public Symposium on Bighorn Basin Archaeology held in conjunction with the Wyoming and Montana Archaeological Society Meetings, Cody, Wyoming (Wyoming Council for the Humanities, P-I: S. Hughes).*

## **SPECIAL TRAINING**

- 2014 *Native American Cultural Property Law.* 9/2014. National Preservation Institute, Alexandria, Virginia 22313.
- 2013 *American Indian Cultural Communication Course.* 11/19-21/2013. The Department of Defense and The Native American Lands Environmental Mitigation Program.
- 2010 *Section 106 Essentials: 2-Day Course in Section 106 regulations and review process.* 9/2010. Advisory Council on Historic Preservation, Washington D.C.
- 2008 *Hazardous Waste Operations and Emergency Response, Supervisor Training.* February 8, 2008. Argus Pacific, Inc., 1900 W. Nickerson, Seattle, WA 98119.
- 1996 *Defensive Driving Course.* 6/25/1996. Bureau of Land Management/National Safety Council. Worland, Wyoming.

## **SELECT CRM PUBLICATIONS**

- Hughes, SS. 2014. *Cultural Resource Probability Model for Naval Station Everett, Snohomish County, Washington.* Naval Facilities and Engineering Command, Silverdale, Washington.
- Hughes, SS. 2012. *Assessment of Impacts at the Bonneville Power Administration South Gate to Gable Mountain, Hanford Site, Benton County, Washington.* PNNL-21017. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS and G O’Conner. 2011. *Inventory and Analysis of Models to Support Ecosystem Modeling Analysis, Columbia River Treaty 2014/2024 Program: Cultural Resources.* Battelle Pacific Northwest Division, Richland, Washington 99352. Prepared for U.S. Army Corps of Engineers, Walla Walla District, Walla Walla, Washington under Biological Services Contract W912EF-08-D-0004.
- Hughes, SS. 2011. *Cultural Resources Review of Upgrades to the Physical Sciences Facility Trailer Graveled Parking Area on the Pacific Northwest national Laboratory Site, Benton County, Washington—HCRC# 2011-PNSO-003.* PNNL-20366. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2011. *Archaeological Monitoring for the Filling of Two Cisterns on National Register Site 45BN01032, Hanford Reach National Monument, Benton County, Washington—HCRC# 2008-600-004D.* PNNL-20721. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2011. *Patrol Training Academy Firing Range Location: Pre-Design Cultural Resources Review—HCRC# 2011-600-009.* Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS, JJ Sharpe, R Ballantyne DeMaris, KM Mendez, and RD McClintock. 2011. *Cultural Resources Review for the Miscellaneous Debris Cleanup in Blocks 13, 16, and 18 of the Wahluke Unit, Hanford Reach national Monument, Franklin and Grant Counties, Washington—HCRC# 2010-600-041D, Vols. 1 and 2.* PNNL-20152. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2010. *Addendum to Third Supplemental Cultural Resources Review for the Infrastructure Cleanup on ALE, Hanford Site, HCRC# 2008-600-004D: Documentation of No Adverse Effect from Filling Two Cisterns at the National*

*Register-Eligible Archaeological Site 45BN1032*. PNNL-19657. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS, JL Gutzeit, and ES White. 2010. *Third Supplemental Cultural Resources Review for the Infrastructure Cleanup on the Fitzner/Eberhardt Arid Lands Ecology Reserve, 600 Area, Hanford Site, Benton County, Washington, HCRC# 2008-600-004D*. PNNL-19352. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS, ES White, and KD Hand. 2010. *Cultural Resources Review of Power Pole Modifications at the Bonneville Power Administration White Bluffs Substation, Benton County, Washington—HCRC# 2010-BPA-001*. PNNL-19555. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS, JL Gutzeit, BN Bjornstad, and EP Kennedy. 2010. *Cultural Resources Review of a Power Line Corridor Supporting the 200 West Area Pump-and-Treat System, Hanford Site, Washington—HCRC# 2010-600-032*. PNNL-19504. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS. 2010. *Archaeological Monitoring of the 100 K Area Waterline Project Backhoe Trench—HCRC# 2009-600-18*. PNNL-19448. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS. 2010. *Cultural Resources Assessment of Two Proposed Well Sites for the 100-HR3 OU System Enhancement Project (100-D Area), Hanford Site, Benton County, Washington (HCRC #2010-100-001)*. PNNL-19278. Pacific Northwest National Laboratory, Richland, Washington. Prepared for the U.S. Department of Energy under Contract DE-AC05-76RL01830.

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## PEER-REVIEWED PUBLICATIONS

- 2016 Isotopic Analysis of Burials from the Eastbourne Anglo-Saxon Cemetery, Sussex, England. Co-authored by SS Hughes, A Millard, S Lucy, C Chenery, J Evans, G Nowell, and G Pearson. (in review, to be submitted to the *Journal of Archaeological Science*).
- 2014 Anglo-Saxon Origins Investigated by Isotopic Analysis of Burials from Berinsfield, Oxfordshire, England. Co-authored by SS Hughes, A Millard, S Lucy, C Chenery, J Evans, G Nowell, and G Pearson. *Journal of Archaeological Science* 42: 81-92.
- 2012 Synthesis of *Martes* Evolutionary History. In, *Biology and Conservation of Martens, Sables, and Fishers: a New Synthesis*, edited by KB Aubry, G Proulx, S Buskirk, M Raphael, and B. Zielinski. Cornell University Press, Ithaca, New York. (In publication)
- 2010 The Ecology of Early Holocene Bison in the greater Yellowstone Ecosystem, Wyoming: preliminary results from the Horner Site. Co-authored by KP Cannon, SS Hughes, C Simpson, 2010. *Current Research in the Pleistocene* vol. 27: 161-3.
- 2009 Noble Marten (*Martes Americana Nobilis*) Revisited: Its Adaptation and Extinction. *Journal of Mammalogy* 90(1):74-92.
- 2005 Isotopic Evidence for Migration in Medieval England: the potential for tracking the introduction of disease. Co-authored by AR Millard, CA Roberts, and SS Hughes. *Society, Biology, and Human Affairs* 70(1):9-13.
- 2005 The Sheepeater Myth of North-Western Wyoming. *People and Place: The Human Experience in Greater Yellowstone*. Proceedings of a Conference, Paul Schullery and Sara Stevenson, editors. National Park Service, Yellowstone Center for Resources, Yellowstone National Park.
- 2004 Dark Age Melting Pot: Tooth Enamel Identifies Fifth Century Invaders. *Planet Earth*, summer 2004, pg 9.
- 2004 Post-Contact Changes in the Behaviour and Distribution of Rocky Mountain Bighorn Sheep (*Ovis canadensis*) in Northwestern Wyoming. In *Archaeology and Conservation Biology*, edited by R. Lee Lyman and Kenneth P. Cannon. University of Utah Press, Salt Lake City.
- 2000 The Sheepeater Myth of North-Western Wyoming. *Plains Anthropologist* 45(171):63-83.
- 1998 Getting to the Point: Evolutionary Change in Prehistoric Weaponry at Mummy Cave. *Journal of Archaeological Method and Theory* vol. 5 (4):345-408.

## RECENT CONFERENCE PAPERS/POSTERS

- 2014 79<sup>th</sup> Society for American Archaeology Meeting, Austin, Texas (paper). *The Cattail Lake Site: Navigating through the Section 106 Process or Digging Through Muck for the Navy*. Co-authored with DM Grant, J Gilpin, and BA Rinck.
- 2009 5<sup>th</sup> International Martes Symposium, Seattle, WA. *Evolutionary History of the Genus Martes Revisited* (presentation); *Noble Marten (Martes Americana nobilis) Revisited: its Adaptation and Extinction* (poster).
- 2008 73<sup>rd</sup> Society for American Archaeology Meeting, Vancouver, WA (poster). *Investigation of Residential Mobility and Herding Practices in Heterogeneous Environments with 87Sr/86Sr*.
- 2007 72<sup>nd</sup> Society for American Archaeology Meeting, Austin, Texas (paper). *Time-to-Degree and Attrition Rates in Archaeology Doctoral Education: an inconvenient truth*.
- 2006 71<sup>st</sup> Society for American Archaeology Meeting, San Juan, Puerto Rico (poster). *Pb Exposure and Metal Use in early Anglo-Saxon England*.
- 2004 62<sup>nd</sup> Plains Anthropological Conference, Billings, Montana (paper). *Possible dog scavenging of bone from Mummy Cave, Wyoming*.
- 2004 69<sup>th</sup> Society for American Archaeology Meetings, Montreal, Canada (paper). *Understanding the 5<sup>th</sup> Century Anglo-Saxon Invasion of England with O and Sr Isotopes*.
- 2003 5<sup>th</sup> British Association for Biological Anthropology and Osteoarchaeology (BABA0) Conference, Southampton,

- U.K. (poster). *Early Anglo-Saxon Presence in the Upper Thames Region, Oxfordshire: the Isotopic Evidence*.  
 2003 68<sup>th</sup> Society for American Archaeology Meetings, Milwaukee, Wisconsin (paper). *The Contribution of  
 Archaeological Data to Understanding Holocene Climate Change: The Mummy Cave Story*.  
 2002 67<sup>th</sup> Society for American Archaeology Meetings, Denver, Colorado (poster).  
*Holocene Climate Change and Increased Diet Breadth at Mummy Cave, northwestern Wyoming*.  
 2001 59<sup>th</sup> Plains Anthropological Conference, Lincoln, Nebraska (paper).  
*Stasis or Change: What the Mummy Cave Fauna Reveal about Holocene Settlement-Subsistence Patterns in  
 Northwestern Wyoming*.  
 2001 66<sup>th</sup> Society for American Archaeology Meetings, New Orleans, Louisiana (poster).  
*Ten Thousand Years of Holocene Hunting at Mummy Cave, Northwest Wyoming*.  
 2000 65<sup>th</sup> Society for American Archaeology Meetings, Philadelphia, Pennsylvania (poster).  
*Stable Isotope Ratios as Indicators of Climatic Change: A Test Case at Mummy Cave, Northwestern Wyoming*.

**PROFESSIONAL MEMBERSHIPS:**

Society for American Archaeology (SAA)  
 Register of Professional Archaeologists (RPA)

## Roz Lassoff

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 6, 2022 11:51 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Historic Preservation Commission Volunteer Application (Due: Friday, April 29, 2022 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.**

### Historic Preservation Commission Volunteer Application (Due: Friday, April 29, 2022 at 4 pm)

#### Step 1

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#### Historic Preservation Commission Volunteer Application

Members should have knowledge or expertise in identifying, evaluating and protecting historic resources and expertise in history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law and real estate. The Commission advocates for the preservation of historically significant buildings, structures, sites, objects and districts.

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.

Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews. Term will begin July 1, 2022.

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#### Applicant Information

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Name Christopher Moreno

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Email

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Daytime Phone

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Address

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City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Cultural Geographics Consulting
Current Position	Co-Owner and Ethnography Program Manager

### 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).	Historic Preservation Commission - 2020 - present
Please share your qualifications for this appointment (skills, activities, training, education) if any?	20 years experience in historic preservation, predominantly conducting ethnographic studies in direct collaboration with affiliated Native American tribes and ethnic communities documenting cultural landscapes, facilitating capacity building and management planning strategies.
Please share your community interests (groups, committees, organizations) if any:	Suquamish cultural heritage; Japanese American cultural heritage, capacity building, and public outreach and education.
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other (specify below)
Other	Currently serve on HPC
Type the Year	2022