



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 09, 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**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PRESENTATIONS**
 - 3.A **(6:10 PM) Approve Proclamation in Support of Women's Reproductive Health Care and Marriage Equality**, 5 Minutes
[Proclamation in Support of Women's Reproductive Health Care and Marriage Equality.docx](#)
4. **PUBLIC COMMENT - 6:15 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes 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.

 - 4.A **Instructions for Providing Public Comment**
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)
5. **CONSENT AGENDA - 6:30 PM**

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

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

- 5.B **Approve Accounts Payable and Payroll,** 5 Minutes
AP Report to Council of Cash Disbursements 08-10-22.pdf
Council Report PR 8-5-22.pdf

- 5.C **Approve City Council Meeting Minutes**
Regular City Council Business Meeting Minutes, July 12, 2022.pdf
Regular City Council Meeting Minutes, July 26, 2022.pdf

- 5.D **Authorize the City Manager to Approve a Professional Services Agreement with Tetra Tech BAS Inc. for a Preliminary Solid Waste Management Evaluation, and Prepare a Budget Amendment in the amount of \$91,290.00 – Public Works**
Professional Services Agreement - Tetra Tech - Waste Management Evaluation.docx

- 5.E **Authorize an Increase in the City Manager's Purchasing Authority for an Amount up to \$80,000 to Support the Purchase of the K9 Police Vehicle as Included in the 2021-26 Capital Improvement Plan – Public Works**
Police Vehicle Image.jpg

- 5.F **Approve Ordinance No. 2022-17 Relating to 2022 2nd Budget Amendment and Updated Capital Improvement Plan Amendment - Finance** 5 Minutes
2022 Second Budget Amendment Memo.pdf
Ordinance No. 2022-17 - 2nd Budget Amendment and CIP Amendments.docx
Exhibit A to Ordinance No. 2022-17 - Total Expenditures by Fund
Exhibit B to Ordinance No. 2022-17

- 5.G **Authorize the City Manager to Advertise for the Hawley-Irene Sewer Grinder Pump Construction Project (\$350,000) - Public Works**
Hawley & Irene Grinder Pumps Map.pdf
Hawley_Irene Budget Summary.pdf

- 5.H **Refer Design Alternatives for Wing Point Sewer Pump Station Replacement Project to the Utility Advisory Committee for Review and Recommendation - Public Works,** 5 Minutes
Wing Point Sewer Memo.docx
Wing Point Sewer Memo Attachments and Map.pdf
Wing Point Budget Summary.pdf

- 5.I **Ratify Amendment to Interlocal Cooperation Agreement KC-055-15 for Urban County Community Development Program Funds between Kitsap County and the Cities of Bainbridge Island, Port Orchard, and Poulsbo**
KC-055-15A Cities ILA Amend 01.pdf
KC-055-15- Cities ILA Executed.pdf

- 5.J **Refer Water and Sewer Rate Study Findings to the Utility Advisory Committee for Review and Implementation Recommendation – Public Works,** 5 Minutes
Water Sewer Rate Study Presentation.pptx

6. COUNCIL ANNOUNCEMENTS - 6:35 PM

7. CITY MANAGER'S REPORT - 6:45 PM

8. REGULAR BUSINESS

8.A (6:50 PM) Consider a Budget Amendment for the Police/Court Project to Address the City Council's Request for Accommodating the Recommendations from an Equity Review as Discussed with the Race Equity Advisory Committee (\$100,000), 10 Minutes

8.B (7:00 PM) Receive Presentation on Restart of the Shoreline Management Program (SMP) Periodic Review - Planning, 20 Minutes
08.09.2022 SMP Restart Presentation to COBI CC.pptx

8.C (7:20 PM) Consider Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning, 15 Minutes
Presentation Ordinance 2022-01 Revising HDDP Program.pdf
HDDP Staff Memo.docx
Ordinance No. 2022-01 - Revising HDDP Program.docx
Exhibit A to Ordinance No. 2022-01 re BIMC 2.16.020.S. (HDDP).docx
Ferry Terminal Property Buffers.pdf
June 9 2022 Planning Commission Mtg Minutes and Recorded Motion.pdf

8.D (7:35 PM) Authorize the City Manager to Execute a Collective Bargaining Agreement with the Bainbridge Island Police Guild, 10 Minutes
Bainbridge Island Police Guild 2022_2024 Collective Bargaining Agreement.pdf

8.E (7:45 PM) Consider Establishing a City of Bainbridge Island Poet Laureate Program (\$3,000 Annual Cost) - Executive, 10 Minutes
Poet Laureate Staff Response for CC 08092022.pdf
Program charter - Poet Laureate for CC 08092022.pdf

8.F (7:55 PM) Confirm Recommended Appointments to the Human Services Funding Advisory Task Force, 5 Minutes
Allen (Human Services Funding Advisory Task Force) - Redacted
Beck (Human Services Funding Advisory Task Force) - Redacted
Birum (Human Services Funding Advisory Task Force) - Redacted
Garber (Human Services Funding Advisory Task Force) - Redacted
Maxson (Human Services Funding Advisory Task Force) - Redacted
Rosenblatt (Human Services Funding Advisory Task Force) - Redacted
Steele (Human Services Funding Advisory Task Force) - Redacted
Tomer (Human Services Funding Advisory Task Force) - Redacted

8.G (8:00 PM) Consider Appointment to the Race Equity Advisory Committee, 10 Minutes
Hall (Race Equity Advisory Committee) - Redacted.pdf

9. ADJOURNMENT - 8:10 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Approve Proclamation in Support of Women's Reproductive Health Care and Marriage Equality,

SUMMARY: The attached proclamation affirms the City Council's support of codifying comprehensive reproductive healthcare, including abortion, and marriage equality in the Washington State and United States Constitutions in response to the recent U.S. Supreme Court decision striking down Roe v. Wade.

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the attached proclamation in support of women's reproductive health care and marriage equality.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proclamation in Support of Women's Reproductive Health Care and Marriage Equality.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, in support of codifying comprehensive reproductive healthcare, including abortion, and marriage equality in the Washington State and United States Constitutions.

WHEREAS, in 1970, Washington State voters approved Referendum 20, which legalized abortion in Washington State; and

WHEREAS, on January 22, 1973, the U.S. Supreme Court ruled in *Roe v. Wade* that unduly restrictive state regulation of abortion is unconstitutional. The Court held that a set of Texas statutes criminalizing abortion in most instances violated a woman's constitutional right of privacy, which it found to be implicit in the liberty guarantee of the Due Process Clause of the Fourteenth Amendment, "...nor shall any state deprive any person of life, liberty, or property, without due process of law"; and

WHEREAS, in 1991, Washington State voter approved Initiative I-120 which declared a woman's right to choose physician-performed abortion prior to fetal viability and further expanded and protected access to reproductive healthcare in Washington State in the event *Roe v. Wade* were to be overturned; and

WHEREAS, comprehensive abortion care is included in the list of essential health care services published by the World Health Organization in 2020; and according to the World Health Organization, "[l]ack of access to safe, affordable, timely and respectful abortion healthcare, and the stigma associated with abortion, pose risks to women's physical and mental well-being throughout the life-course. Inaccessibility of quality abortion healthcare risks violating a range of human rights of women and girls, including the right to life; the right to the highest attainable standard of physical and mental health; the right to benefit from scientific progress and its realization; the right to decide freely and responsibly on the number, spacing and timing of children; and the right to be free from torture, cruel, inhuman and degrading treatment and punishment"; and

WHEREAS, on June 9, 2022, Washington Engrossed Bill 1851 went into effect, which states: "Although the abortion rights movement has historically centered on women in our advocacy, that must no longer be the case; and it is critical that we recognize that transgender, nonbinary, and gender expansive people also require abortion healthcare. Washington's law should reflect the most inclusive understanding of who needs reproductive healthcare and be updated with gender neutral language"; and

WHEREAS, on June 24, 2022, the Supreme Court of the United States struck down Roe v. Wade, holding that the Due Process Clause and Equal Protection Clause of the Fourteenth Amendment do not apply to an individual's right to safe and legal abortions; and

WHEREAS, the U.S. Supreme Court's current interpretation of the 14th Amendment is also a threat to marriage equality; and

WHEREAS, Governor Jay Inslee has stated that he continues to support an amendment to protect an individual's right to safe and legal abortion in the Washington State Constitution; and

WHEREAS, on February 14, 2017, the City Council adopted Resolution No. 2017-09 affirming that Bainbridge Island is a Welcoming and Inclusive City that respects the fundamental dignity of all people; and

WHEREAS, the City Council believes this new U.S. Supreme Court decision overturning Roe v. Wade disproportionately impacts people of color, people with disabilities, and those with low incomes, among others; and

WHEREAS, the City has consistently demonstrated its values in support of comprehensive reproductive healthcare by providing such coverage, including abortion healthcare, in each of the current health insurance plans for City employees; and

WHEREAS, the City values and supports LGBTQIA+ community members and employees and has demonstrated this through such actions as proclaiming June as Pride Month since 2015 and celebrating Transgender Awareness week since 2017; and

WHEREAS, the City Council supports an individual's right to reproductive healthcare, including abortion, and marriage equality.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby express the City Council's official position in support of amendments to the Washington State and United States Constitutions to codify an individual's right to comprehensive, safe, and accessible reproductive healthcare, including abortion, and marriage equality.

DATED this ___ day of August, 2022

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 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:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



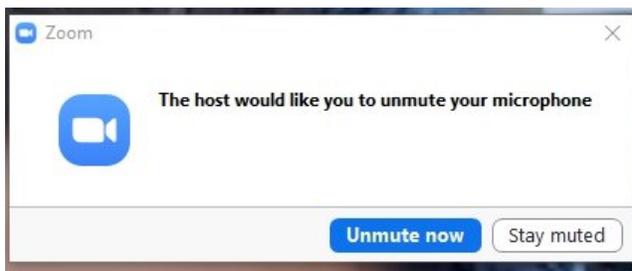
CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

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



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

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

7. Attendee provides their comment.

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

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

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

5.6.1 Orderly Behavior and Civility in Remarks

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

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

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

5.6.2 Permission Required to Address the Council

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: 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:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 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:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 08-10-22.pdf](#)

[Council Report PR 8-5-22.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 25, 2022 - August 8, 2022

CITY COUNCIL: July 26, 2022 - August 9, 2022

Last check from previous run: 358980 dated 7/27/2022 issued to Xylem Watering Solutions for \$2,098.24

Last ACH from previous run: 1149 dated 7/27/2022 issued to Westbay Auto Parts for \$356.00

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	07/25/2022	1150	COBI/Utility billing - Jul. 2022	2,033.97
ACH/EFT	07/25/2022	1151	WA State DOR/Excise taxes - Jun. 2022	6,428.00
ACH/EFT	07/25/2022	1152	WA State DOL/Firearm permits - Jul. 2022	399.00
ACH/EFT	07/26/2022	1153	ENG/Kelley Connect/Copier lease payment	318.28
Manual	07/25/2022	358981	POL,EOC/AT&T/Wireless charges	3,055.49
Manual	07/25/2022	358982	POL,PCD/AT&T/Fax long distance	17.95
Manual	07/25/2022	358983	CenturyLink/Citywide telemetry - Jul. 2022	396.42
Manual	07/25/2022	358984	PW/COBI/Taylor ave well rehab permit BLD26883	2,193.77
Manual	07/25/2022	358985	PW/COBI/2022 backflow testing retainage	237.06
Manual	07/25/2022	358986	FIN/Costco/Membership dues 2022	120.00
Manual	07/25/2022	358987	PW/Mark Brazeua/2022 backflow testing services	4,573.69
Manual	07/25/2022	358988	Puget Sound Energy/Green power contract, Rockaway Interite PRV	880.34

Total Manual Checks and Electronic Disbursements	20,653.97
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Regular Run Checks	08/10/2022	358989-359053	Total Regular Check Run	539,411.63
Regular Run ACH	08/10/2022	1154-1206	Total Regular ACH Run	432,968.77
Total Disbursements				993,034.37

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

8/3/2022

Date

07/22/2022 09:39
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 7 189									
APP 001-213000	07/25/2022	UBJUL22	072222			GENERAL - ACCOUNTS PAYABLE		2,033.97	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/25/2022	UBJUL22	072222			CASH			2,033.97
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,033.97	2,033.97
APP 631-130000	07/25/2022	UBJUL22	072222			DUE TO/FROM CLEARING		2,033.97	
APP 001-130000	07/25/2022	UBJUL22	072222			GENERAL - DUE TO/FROM CLEARING			2,033.97
SYSTEM GENERATED ENTRIES TOTAL								2,033.97	2,033.97
JOURNAL 2022/07/189 TOTAL								4,067.94	4,067.94

07/22/2022 09:39
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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 7	189	07/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,033.97	2,033.97
				FUND TOTAL	2,033.97	2,033.97
631 CLEARING FUND 631-130000 635-111100	2022 7	189	07/25/2022	DUE TO/FROM CLEARING CASH	2,033.97	2,033.97
				FUND TOTAL	2,033.97	2,033.97

07/22/2022 09:39
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		2,033.97
631 CLEARING FUND	2,033.97	
TOTAL	2,033.97	2,033.97

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

JK

07/25/2022 11:19
jkines

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				
1151	07/25/2022	MANL	124 WA ST DEPT OF REVENU	256922	JUN22	07/25/2022		ETJUN22	6,428.00	
Invoice: JUN22						JUNE 2022 EXCISE TAXES				
				739.56	91411341 553000	FINANCE - WATER EXTRNL TAXES				
				172.56	91421351 553000	FINANCE - SEWER - EXTRNL TAXES				
				4,527.19	91421351 553000	FINANCE - SEWER - EXTRNL TAXES				
				25.64	91421351 553000	FINANCE - SEWER - EXTRNL TAXES				
				6.85	91411341 553000	FINANCE - WATER EXTRNL TAXES				
				1.14	91411341 553000	FINANCE - WATER EXTRNL TAXES				
				263.05	91431383 553000	FINANCE - SSWM - EXTRNL TAXES				
				464.09	91421351 553000	FINANCE - SEWER - EXTRNL TAXES				
				121.84	54025212 531100	MARINE - SUPPLIES				
				42.78	31011492 53110001194	CAP-WASTE RED-SUPPLIES				
				63.30	81031881 53550000567	PEG CAP FUNDING-NON CAP ITEMS				
								CHECK 1151 TOTAL:	6,428.00	
						NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***				6,428.00
						TOTAL MANUAL CHECKS	COUNT	AMOUNT		
						1	6,428.00			
								*** GRAND TOTAL ***	6,428.00	

07/25/2022 11:19
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

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	209									
APP	401-213000		07/25/2022	ETJUN22	072522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		747.55	
APP	635-111100		07/25/2022	ETJUN22	072522			CASH AP CASH DISBURSEMENTS JOURNAL			6,428.00
APP	402-213000		07/25/2022	ETJUN22	072522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,189.48	
APP	403-213000		07/25/2022	ETJUN22	072522			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		263.05	
APP	001-213000		07/25/2022	ETJUN22	072522			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		227.92	
GENERAL LEDGER TOTAL										6,428.00	6,428.00
APP	631-130000		07/25/2022	ETJUN22	072522			DUE TO/FROM CLEARING		6,428.00	
APP	401-130000		07/25/2022	ETJUN22	072522			DUE TO/FROM CLEARING			747.55
APP	402-130000		07/25/2022	ETJUN22	072522			DUE TO/FROM CLEARING			5,189.48
APP	403-130000		07/25/2022	ETJUN22	072522			DUE TO/FROM CLEARING			263.05
APP	001-130000		07/25/2022	ETJUN22	072522			GENERAL - DUE TO/FROM CLEARING			227.92
SYSTEM GENERATED ENTRIES TOTAL										6,428.00	6,428.00
JOURNAL 2022/07/209 TOTAL										12,856.00	12,856.00

07/25/2022 11:19
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	209	07/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	227.92	227.92
				FUND TOTAL	227.92	227.92
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	209	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	747.55	747.55
				FUND TOTAL	747.55	747.55
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	209	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,189.48	5,189.48
				FUND TOTAL	5,189.48	5,189.48
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	209	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	263.05	263.05
				FUND TOTAL	263.05	263.05
631 CLEARING FUND 631-130000 635-111100	2022 7	209	07/25/2022	DUE TO/FROM CLEARING CASH	6,428.00	6,428.00
				FUND TOTAL	6,428.00	6,428.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		227.92
401	WATER OPERATING FUND		747.55
402	SEWER OPERATING FUND		5,189.48
403	STORM & SURFACE WATER FUND		263.05
631	CLEARING FUND	6,428.00	
	TOTAL	6,428.00	6,428.00

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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									
1152	07/25/2022	MANL	969 DEPARTMENT OF LICENS	256966	JUL22 FA	07/25/2022		FAJUL22	399.00
	Invoice: JUL22 FA					JULY 2022 CPL			
				399.00	41654860 586000	GUN PERMIT OUT			
						CHECK		1152 TOTAL:	399.00
						NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	399.00
						COUNT		AMOUNT	
						TOTAL MANUAL CHECKS	1	399.00	
								*** GRAND TOTAL ***	399.00

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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 7 216									
APP 650-213000	07/25/2022	FAJUL22	072522			ACCOUNTS PAYABLE		399.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/25/2022	FAJUL22	072522			CASH			399.00
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								399.00	399.00
APP 631-130000	07/25/2022	FAJUL22	072522			DUE TO/FROM CLEARING		399.00	
APP 650-130000	07/25/2022	FAJUL22	072522			DUE TO/FROM CLEARING			399.00
SYSTEM GENERATED ENTRIES TOTAL								399.00	399.00
JOURNAL 2022/07/216 TOTAL								798.00	798.00

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2022 7	216	07/25/2022	DUE TO/FROM CLEARING CASH	399.00	399.00
				FUND TOTAL	399.00	399.00
650 AGENCY FUND 650-130000 650-213000	2022 7	216	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	399.00	399.00
				FUND TOTAL	399.00	399.00

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	399.00	
650 AGENCY FUND		399.00
TOTAL	399.00	399.00

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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										
1153	07/26/2022	EFT	1971	KELLEY CONNECT	256938	32010421	07/11/2022	M072222	318.28	
	Invoice: 32010421				318.28	72011321 545000	ENG/COPIER LEASE			
							ENG - C/E ADMIN RENTS & LEASES			
							CHECK	1153 TOTAL:	318.28	
							NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	318.28
							COUNT		AMOUNT	
							TOTAL EFT'S	1	318.28	
									*** GRAND TOTAL ***	318.28

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A/P CASH DISBURSEMENTS JOURNAL

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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 7 220									
APP 001-213000	07/26/2022	M072222	072522			GENERAL - ACCOUNTS PAYABLE		318.28	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/26/2022	M072222	072522			CASH			318.28
						AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		318.28	318.28
APP 631-130000	07/26/2022	M072222	072522			DUE TO/FROM CLEARING		318.28	
APP 001-130000	07/26/2022	M072222	072522			GENERAL - DUE TO/FROM CLEARING			318.28
						SYSTEM GENERATED ENTRIES TOTAL		318.28	318.28
						JOURNAL 2022/07/220 TOTAL		636.56	636.56

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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	220	07/26/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	318.28	318.28
				FUND TOTAL	318.28	318.28
631 CLEARING FUND 631-130000 635-111100	2022 7	220	07/26/2022	DUE TO/FROM CLEARING CASH	318.28	318.28
				FUND TOTAL	318.28	318.28

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		318.28
631	CLEARING FUND	318.28	
	TOTAL	318.28	318.28

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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			
1154	08/10/2022	EFT	9249 911 SUPPLY INC	257029	INV-2-20185	07/21/2022		08/07/22	1,239.40	
		Invoice: INV-2-20185		1,239.40	53011212 531100	POL/DUTY GEAR/ROBTOY PD-C/E-PATROL SUPPLIES				
						CHECK		1154 TOTAL:	1,239.40	
1155	08/10/2022	EFT	5 ACE HARDWARE	256946	513761	07/17/2022		08/07/22	50.21	
		Invoice: 513761		50.21	73111427 531100	PW/TOILET SEAT, HOSE SHUT OFF OFFICE SUPPLIES				
		Invoice: 513771		256947	513771	07/17/2022		08/07/22	32.75	
				32.75	73111427 531100	PW/TOILET SEAT ELNG OPEN WH OFFICE SUPPLIES				
		Invoice: 513991		256948	513991	07/20/2022		08/07/22	49.13	
				49.13	73431835 531100	PW/LATITUDE COOLER 52QT OFFICE SUPPLIES				
		Invoice: 514211		257030	514211	07/22/2022		08/07/22	84.97	
				84.97	73425358 531100	PW/BLEACH, OIL AIR COMPRESSOR, PRIMER PVC PURPLE O&M-WWTP-SUPPLIES				
		Invoice: 514241		257031	514241	07/22/2022		08/07/22	17.20	
				17.20	73425358 531100	PW/CAP 1" SLIP, WRENCH COMB 9/16 O&M-WWTP-SUPPLIES				
		Invoice: 514311		257032	514311	07/25/2022		08/07/22	12.37	
				12.37	73638935 531100	PW/KEY RING, HARDWARE, SINGLE CUT KEY O&M-STD ALLOCATION-SUPPLIES				
		Invoice: 514351		257070	514351	07/26/2022		08/07/22	133.10	
				133.10	73011755 531100	PW/LITHIUM BATTERIES, BRUSH CARWASH O&M-COMMONS SUPPLIES				
		Invoice: 514421		257071	514421	07/26/2022		08/07/22	45.85	
				45.85	73011768 531100	PW/POCKET HOSE BLK 753/4"D O&M-C/E-PARKS-SUPPLIES				
		Invoice: 514571		257150	514571	07/28/2022		08/07/22	70.96	
				70.96	73011897 531100	PW/SMARTFLO CONTRHOSE, FIREMAN NOZZLE O&M-C/E-PWY FAC-SUPPLIES				
		Invoice: 514521		257151	514521	07/27/2022		08/07/22	32.75	
				32.75	73011215 531100	PW/BOX FAN 20" 3SPD BASIC O&M-C/E-POLICE FAC-SUPPLIES				
						CHECK		1155 TOTAL:	529.29	

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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											
1156	08/10/2022	EFT	7821 ARAMARK	257033	5120039426	07/07/2022		08/07/22	80.63		
	Invoice: 5120039426			80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES					
	Invoice: 5120044061			257073	5120044061	07/14/2022		08/07/22	87.72		
				87.72	73638893 589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES					
						CHECK		1156 TOTAL:	168.35		
1157	08/10/2022	EFT	2138 ASPECT CONSULTING LL	256980	47048	07/18/2022		08/07/22	1,199.00		
	Invoice: 47048			1,199.00	72637319 54110000809	ENG/WQFM-GRND WTR MNGMNT-IDDE DB T WATER QUAL FLOW MONIT-PRO SVCS					
	Invoice: 46973			257034	46973	07/14/2022		08/07/22	6,795.50		
				6,795.50	73411345 54110001143	PW/WELL PERFORMANCE EVALUATION WELL PERF TESTING & EVAL-P SVC					
	Invoice: 46974			257152	46974	07/14/2022		08/07/22	1,424.50		
				1,424.50	73411345 54110001183	PW/SANDS AVE WELL EVAL, PLANNING, SANDS AVE WELL REHAB-PROF SVCS					
	Invoice: 46975			257153	46975	07/14/2022		08/07/22	858.00		
				858.00	73411345 54110000868	PW/WATER RIGHTS STUDY WATER RIGHTS-PROF SVCS					
	Invoice: 46976			257154	46976	07/14/2022		08/07/22	2,624.06		
				2,624.06	73414434 64110001096	PW/PROF SVCS FOR WELL DEVELOPMENT PRIT PARK WELL DEV/REHAB-PR SV					
						CHECK		1157 TOTAL:	12,901.06		
1158	08/10/2022	EFT	4365 AUTOMATIC FUNDS TRAN	257196	BAIN2207028	07/29/2022		08/07/22	163.73		
	Invoice: BAIN2207028			150.00	41011141 541100	FIN/B&O JULY 2022					
				13.73	41011141 542500	FIN - C/E ADMIN PROF SERVICES FIN-C/E-ADM-POSTAGE/SHIPPING					
						CHECK		1158 TOTAL:	163.73		
1159	08/10/2022	EFT	55 SOUND PUBLISHING, IN	257179	BIR957992	07/08/2022		08/07/22	49.58		
	Invoice: BIR957992			49.58	11011113 544000	CC/CITY ORDINANCE 2022-16 COUNCIL - LEGAL NOTICES					
	Invoice: BIR959080			257180	BIR959080	07/22/2022		08/07/22	46.75		
				46.75	11011113 544000	CC/CITY ORDINANCE 2022-15 COUNCIL - LEGAL NOTICES					

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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 1159 TOTAL:	96.33	
1160	08/10/2022	EFT	7179 BAINBRIDGE YOUTH	SER 257093	Q2-2022	07/01/2022		08/07/22	12,813.00	
								EX/2022 HUMAN SERVICES FUNDING		
								EX-BYS-YOUTH COUNS & JOB OPP		
								CHECK 1160 TOTAL:	12,813.00	
1161	08/10/2022	EFT	9856 BARR-TECH LLC	257037	8151	06/30/2022		08/07/22	6,908.85	
								PW/BIOSOLIDS PROCESSED 106.29 TONS JUNE 2022		
								BIOSOLIDS WASTE DISPOSAL		
								CHECK 1161 TOTAL:	6,908.85	
1162	08/10/2022	EFT	50 BAINBRIDGE ISLAND	EL 257035	PAYREQPR-FINAL-01185	07/25/2022		08/07/22	6,251.70	
								PW/EV CHARGING STATION O&M		
								PD CHARGING STATION-CONSTR		
								CHECK 1162 TOTAL:	6,251.70	
1163	08/10/2022	EFT	5016 BAINBRIDGE ISLAND	BO 257092	Q2-2022	07/15/2022		08/07/22	8,750.00	
								EX/2022 HUMAN SERVICES FUNDING		
								EX-BI CHILD CARE/B&G CLUB		
								CHECK 1163 TOTAL:	8,750.00	
1164	08/10/2022	EFT	8595 BRUCE TITUS FORD, IN	257038	67123864	06/17/2022		08/07/22	1,072.97	
								POL/2017 FORD POL INTERC AMBIENT AIR TEMP SENSOR		
								POLICE - C/E PATROL MAINTENANC		
								CHECK 1164 TOTAL:	1,072.97	
								257039 67124076		
								06/24/2022 08/07/22	2,364.86	
								POL/2015 FORD UTILITY POLICE AXLE SEALS LEAKING		
								POLICE - C/E PATROL MAINTENANC		
								CHECK 1165 TOTAL:	2,364.86	
								257040 67124310		
								07/12/2022 08/07/22	1,152.06	
								POL/2017 FORD INTERC REAR VIEW CAMERA FIX		
								POLICE - C/E PATROL MAINTENANC		
								CHECK 1166 TOTAL:	1,152.06	
								257041 67124881		
								07/18/2022 08/07/22	161.53	
								PW/2021 FORD F-150 OIL CHANGE, FILTERS		
								REPAIRS & MAINTENANCE		
								CHECK 1167 TOTAL:	161.53	
								257042 67125020		
								07/20/2022 08/07/22	89.16	
								POL/2017 FORD INTERC OIL CHANGE, FILTERS		
								POLICE - C/E PATROL MAINTENANC		
								CHECK 1168 TOTAL:	89.16	

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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	1164 TOTAL:	4,840.58
1165	08/10/2022	EFT	8256 BT MOBULL TIRE	257074	9208	07/26/2022		08/07/22		131.04
	Invoice: 9208							PW/SERVICE CALL BAD VALVE CORE		
				131.04	73637958 548100			ROADSIDE MOWER ALLOC-REPAIRS		
								CHECK	1165 TOTAL:	131.04
1166	08/10/2022	EFT	1350 BUD CLARY CHEVROLET	257156	12650	06/27/2022	20210000	08/07/22		42,490.63
	Invoice: 12650							PW/PICK UP FOR PROJECT MANAGER -		
				42,490.63	73501448 66400001113			2021LT PU-20% TO EACH FUND		
								CHECK	1166 TOTAL:	42,490.63
1167	08/10/2022	EFT	9449 CASCADE COLUMBIA DIS	256949	842803	07/15/2022		08/07/22		1,176.55
	Invoice: 842803							PW/CAUSTIC SODA 25% NSF DRUM		
				1,176.55	73425358 531100			O&M-WWTP-SUPPLIES		
	Invoice: 843124							07/19/2022	08/07/22	-163.50
				-163.50	73425358 531100			PW/CONTAINER RETURN		
								O&M-WWTP-SUPPLIES		
								CHECK	1167 TOTAL:	1,013.05
1168	08/10/2022	EFT	2495 CH2O INTERNATIONAL	257044	323027	07/21/2022		08/07/22		930.81
	Invoice: 323027							FIN/PROP GLYCOL, INHIBITED, 5 GL		
				930.81	41011189 531100			FIN - C/E CNTL SV SUPPLIES		
	Invoice: 323029							07/21/2022	08/07/22	120.12
				120.12	73011897 531100			PW/JULY 2022 PUBLIC WORKS SERVICE		
								O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 323028							07/21/2022	08/07/22	270.27
				270.27	73011183 54810000707			PW/JULY 2022 CITY HALL SERVICE VISITS		
								CH HVAC-REPAIRS		
								CHECK	1168 TOTAL:	1,321.20
1169	08/10/2022	EFT	8024 CLEARWAY ENVIRONMENT	256923	18_23_COBI-ROCK-5	07/08/2022		08/07/22		5,887.50
	Invoice: 18_23_COBI-ROCK-5							ENG/EEL GRASS MONITORING THROUGH 1		
				5,887.50	72011391 54110000710			ROCKAWAY-MIT/MONITORING-P SVCS		
								CHECK	1169 TOTAL:	5,887.50

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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	1175 TOTAL:	5,353.75
1176	08/10/2022 EFT		6940 FREMONT ANALYTICAL	256935	2206015	07/15/2022		08/07/22		3,743.75
	Invoice: 2206015					ENG/00485 & 00809 SURFACE & GROUND				
				3,743.75	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS				
								CHECK	1176 TOTAL:	3,743.75
1177	08/10/2022 EFT		1517 GUARDIAN SECURITY SY	257159	1270269	08/01/2022		08/07/22		57.66
	Invoice: 1270269					POL/ALARM MONITORING				
				57.66	51011215 541100	POLICE - C/E FACIL PROF SVCS				
								CHECK	1177 TOTAL:	57.66
1178	08/10/2022 EFT		252 H.D. FOWLER COMPANY	256953	I6108780	06/01/2022		08/07/22		1,354.61
	Invoice: I6108780					PW/TRAFFIC REPAIR KIT, MAIN VALVE REPAIR KIT				
				1,354.61	73411345 531100	OFFICE SUPPLIES				
								CHECK	1178 TOTAL:	1,354.61
1179	08/10/2022 EFT		4161 HERRERA ENVIRONMENTA	256982	51451	07/15/2022		08/07/22		9,490.97
	Invoice: 51451					ENG/STORMWATER SYSTEM PLAN				
				9,490.97	72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC				
	Invoice: 51471			256983	51471	07/18/2022		08/07/22		9,796.03
				9,796.03	72431832 54110001129	PW/PREPARE SCOPE OF SERVICES AND MANZANITA WATERSHED STUDY-P SV				
								CHECK	1179 TOTAL:	19,287.00
1180	08/10/2022 EFT		268 HOUSING RESOURCES BO	256971	11200	07/01/2022		08/07/22		22,100.69
	Invoice: 11200					EX/2022 HSF (INDEPENDENT LIVING)				
				22,100.69	31017510 54130100297	INDEPENDENT LIVING PRGM				
	Invoice: 11201			256972	11201	07/01/2022		08/07/22		3,250.00
				3,250.00	31017510 54130600297	EX/2022 HSF (HOMEOWNERSHIP) HOMESHARE/HOME FINDING/OWNERSH				
								CHECK	1180 TOTAL:	25,350.69
1181	08/10/2022 EFT		9161 ISLAND TIME ACTIVITI	256973	1875	07/22/2022		08/07/22		2,500.00
	Invoice: 1875					EX/2022 HUMAN SERVICES FUNDING				
				2,500.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME				

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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	1181 TOTAL:	2,500.00
1182	08/10/2022	EFT	1496 KITSAP COUNTY SEWER	256987	KCSD7-COBI-2022-JUN	07/05/2022		08/07/22		21,306.46
			Invoice: KCSD7-COBI-2022-JUN							
				21,306.46	73426356 551000			PW/SEWER UTILITY CHARGE JUNE 2022 SIS-SD#7 PROCESSING CHGS		
								CHECK	1182 TOTAL:	21,306.46
1183	08/10/2022	EFT	199 KITSAP ECONOMIC DEVE	256975	BI-2Q-22	06/30/2022		08/07/22		2,500.00
			Invoice: BI-2Q-22							
				2,500.00	31011586 54110000297			EX/ECONOMIC DEVELOPMENT SERVICES 2Q-2022 EX-GF-ECON DEV PLANNING		
								CHECK	1183 TOTAL:	2,500.00
1184	08/10/2022	EFT	1971 KELLEY CONNECT	257108	32010423	07/11/2022		08/07/22		190.01
			Invoice: 32010423							
				190.01	21011125 545000			CRT/COPIER LEASE COURT-RENTS & LEASES		
								CHECK	1184 TOTAL:	190.01
1185	08/10/2022	EFT	1802 KITSAP CONSERVATION	256929	2022-2	07/19/2022		08/07/22		10,777.22
			Invoice: 2022-2							
				5,388.61	72011593 55100000871			ENG/FARMLAND SSWM PLANNING FARMLAND SSWM PLANNING-KCDONLY		
				5,388.61	72431835 55100000871			FARMLAND SSWM PLANNING-KCDONLY		
								CHECK	1185 TOTAL:	10,777.22
1186	08/10/2022	EFT	9692 DENISE D SMITH	257058	16078	07/17/2022		08/07/22		1,966.29
			Invoice: 16078							
				1,966.29	73637891 531100			PW/FULL BRIM AMERICANA YELLOW HARD HATS OFFICE SUPPLIES		
								CHECK	1186 TOTAL:	1,966.29
1187	08/10/2022	EFT	10054 NATIONAL URBAN FELLO	257161	CLASS OF 2023-015	07/11/2022		08/07/22		70,000.00
			Invoice: CLASS OF 2023-015							
				70,000.00	31011131 541100			EX/CLASS OF 2023 FELLOW RESIDENCY EX-GF-PROF SERVICES		
								CHECK	1187 TOTAL:	70,000.00
1188	08/10/2022	EFT	8581 GOVERNMENTJOBS.COM,	257109	INV-28909	10/29/2022		08/07/22		7,035.80
			Invoice: INV-28909							
				7,035.80	81011881 548500			IT/HUMAN RESOURCES SW APPLICATION MAINTENANCE IT - C/E COMPUTER SUPPORT		

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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	1188	TOTAL:	7,035.80
1189	08/10/2022	EFT	7925 OMNIPARK, INC	257165 124604	08/01/2022		08/07/22	336.34
				336.34 51011217 548500	POL/PARKING SYSTEM SUPPORT			
					PD-C/E-PARKING ENF-COMP SUPPOR			
					CHECK	1189	TOTAL:	336.34
1190	08/10/2022	EFT	9935 OSW EQUIPMENT & REPA	257060 517954	04/27/2022	20200049	08/07/22	12,201.62
				6,100.81 73111944 66400000976	PW/EXISTING HOOKLIFT REFURBISH			
				6,100.81 73434438 66400000976	2019 DUMP TRUCK-EQ REPLACEMENT			
					2019 DUMP TRUCK-EQ REPLACEMENT			
					CHECK	1190	TOTAL:	12,201.62
1191	08/10/2022	EFT	8655 PENINSULA TREE SERVI	257062 2473	05/31/2022		08/07/22	7,425.60
				7,425.60 73111427 54810000354	PW/TAKE DOWN & HAUL PINE TREE TAYLOR AVE NE			
					TREE PRES & REMOVAL-ROADS			
				257063 2474	06/03/2022		08/07/22	3,549.00
				3,549.00 73111427 54810000354	PW/TAKE DOWN & HAUL CEDAR TREE OLYMPUS BEACH RD			
					TREE PRES & REMOVAL-ROADS			
				257064 2492	07/14/2022		08/07/22	24,952.20
				24,952.20 73011183 54110000354	PW/HISTORICAL MUSEUM PRUNNING, REMOVE SPLIT TRUNKS			
					TREE PRES/REMOVAL-CH-PROF SVCS			
					CHECK	1191	TOTAL:	35,926.80
1192	08/10/2022	EFT	10032 HANSON, SONJA	257133 007	07/11/2022		08/07/22	45.00
				45.00 61011581 541100	PCD/STRATEGIC COMM PLAN FOR PERMIT PRICE UPDATE			
					PCD - C/E ADMIN PROF SVCS			
					CHECK	1192	TOTAL:	45.00
1193	08/10/2022	EFT	7435 RANDY KAN PORTABLE R	256955 1947428	07/14/2022		08/07/22	108.00
				108.00 73435838 545000	PW/RESTROOM 6811 NE VINCENT RD			
					O&M-DECANT-RENTS			
				256956 1947429	07/14/2022		08/07/22	108.00
				108.00 73011897 545000	PW/RESTROOM 7305 HIDDEN COVE RD			
					O&M-C/E-PWYD FAC-RENTS			
					CHECK	1193	TOTAL:	216.00

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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								
			210.00	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
Invoice: 138383			256977	138383	07/22/2022		08/07/22	2,765.00
			2,765.00	32011152 54111000274	LEGAL/PROFESSIONAL SERVICES JUNE 2022			
							CHECK 1198 TOTAL:	3,907.00
1199	08/10/2022	EFT 4271 JOHN SUTTON	256931	Q2-2022	07/12/2022		08/07/22	510.30
		Invoice: Q2-2022	510.30	91029211 521500	Q2 2022 LEOFF MEDICAL REIMBURSEMENTS			
							CHECK 1199 TOTAL:	510.30
1200	08/10/2022	EFT 565 TACOMA SCREW PRODUCT	257168	140050441-00	07/27/2022		08/07/22	79.92
		Invoice: 140050441-00	79.92	73638935 531100	PW/BRAKE & PARTS CLEANER, NON-CHLORINATED			
							CHECK 1200 TOTAL:	79.92
1201	08/10/2022	EFT 9295 TOOLE DESIGN GROUP,	256985	0SEA70178_07	07/18/2022		08/07/22	27,155.59
		Invoice: 0SEA70178_07	27,155.59	72334561 64110001088	ENG/CORRIDOR IMPRVMENTS DESIGN & FI			
							CHECK 1201 TOTAL:	27,155.59
1202	08/10/2022	EFT 10013 TOOLIN' AROUND	257114	0725224175	07/25/2022		08/07/22	218.40
		Invoice: 0725224175	218.40	73638935 531100	PW/DIGITAL INFLATOR WITH COATED HOSE			
							CHECK 1202 TOTAL:	218.40
1203	08/10/2022	EFT 1152 USA BLUE BOOK	257099	052902	07/22/2022		08/07/22	65.88
		Invoice: 052902	65.88	73425358 531100	PW/KIMWIPES, DISPOSABLE WIPES			
			257100	054550	07/25/2022		08/07/22	905.70
Invoice: 054550			905.70	73425358 531100	PW/HACH M-FC BROTH IN PLASTIC, PIPET TIPS			
							CHECK 1203 TOTAL:	971.58
1204	08/10/2022	EFT 167 WA ST DEPT OF ECOLOG	256986	RS-000000313	06/15/2022		08/07/22	11,201.00
		Invoice: RS-000000313	11,201.00	91431383 54980000278	2022 ANNUAL STORMWATER ACTION MONITORING			
							NPDES PERMIT-SSWM	

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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			
				345.33	73638935	531100	O&M-STD ALLOCATION-SUPPLIES	
							CHECK 1206 TOTAL:	538.14
				NUMBER OF CHECKS	53		*** CASH ACCOUNT TOTAL ***	432,968.77
							COUNT	AMOUNT
				TOTAL EFT'S			53	432,968.77
							*** GRAND TOTAL ***	432,968.77

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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	8	35									
APP	001-213000		08/10/2022	08/07/22	080322			GENERAL - ACCOUNTS PAYABLE		184,469.35	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		08/10/2022	08/07/22	080322			CASH			432,968.77
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		08/10/2022	08/07/22	080322			STREETS - ACCOUNTS PAYABLE		17,158.37	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		42,134.55	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		33,763.99	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		7,950.59	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		32,358.33	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		72,536.29	
								AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000		08/10/2022	08/07/22	080322			ER&R-ACCOUNTS PAYABLE		42,490.63	
								AP CASH DISBURSEMENTS JOURNAL			
APP	901-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		106.67	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										432,968.77	432,968.77
APP	631-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING		425,018.18	
APP	001-130000		08/10/2022	08/07/22	080322			GENERAL - DUE TO/FROM CLEARING			184,469.35
APP	101-130000		08/10/2022	08/07/22	080322			STREETS - DUE TO/FROM CLEARING			17,158.37
APP	403-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			42,134.55
APP	402-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			33,763.99
APP	401-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			32,358.33
APP	301-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			72,536.29
APP	501-130000		08/10/2022	08/07/22	080322			ER&R-DUE TO/FROM CLEARING			42,490.63
APP	901-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			106.67
SYSTEM GENERATED ENTRIES TOTAL										425,018.18	425,018.18
JOURNAL 2022/08/35 TOTAL										857,986.95	857,986.95

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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 8	35	08/10/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	184,469.35	184,469.35
				FUND TOTAL	184,469.35	184,469.35
101 STREET FUND 101-130000 101-213000	2022 8	35	08/10/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	17,158.37	17,158.37
				FUND TOTAL	17,158.37	17,158.37
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	72,536.29	72,536.29
				FUND TOTAL	72,536.29	72,536.29
401 WATER OPERATING FUND 401-130000 401-213000	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32,358.33	32,358.33
				FUND TOTAL	32,358.33	32,358.33
402 SEWER OPERATING FUND 402-130000 402-213000	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	33,763.99	33,763.99
				FUND TOTAL	33,763.99	33,763.99
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	42,134.55	42,134.55
				FUND TOTAL	42,134.55	42,134.55
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2022 8	35	08/10/2022	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	42,490.63	42,490.63
				FUND TOTAL	42,490.63	42,490.63
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	425,018.18 7,950.59	432,968.77
				FUND TOTAL	432,968.77	432,968.77

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2022 8	35	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	106.67	106.67
				FUND TOTAL	106.67	106.67

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		184,469.35
101 STREET FUND		17,158.37
301 CAPITAL CONSTRUCTION FUND		72,536.29
401 WATER OPERATING FUND		32,358.33
402 SEWER OPERATING FUND		33,763.99
403 STORM & SURFACE WATER FUND		42,134.55
501 EQUIPMENT RENTAL & REVOLVING		42,490.63
631 CLEARING FUND	425,018.18	
901 CITY-WIDE REPORTING FUND		106.67
	TOTAL	
	425,018.18	425,018.18

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

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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		
358981	07/25/2022	PRTD	6420 AT&T MOBILITY	256959	287287004732X071922	07/11/2022		M072222	3,055.49				
Invoice: 287287004732X071922				2,946.93	91011215 542100	POL, EOC/WIRELESS CHARGES							
				108.56	31011256 542100	GG-C/E-PD-PHONE							
						EX-GF-EMERG PREP-PHONE							
								CHECK	358981	TOTAL:			3,055.49
358982	07/25/2022	PRTD	1235 AT&T ONENET SERVICE	256957	1275741667	07/01/2022		M072222	17.25				
Invoice: 1275741667				17.25	91011215 542100	POL/FAX LONG DISTANCE							
						GG-C/E-PD-PHONE							
Invoice: 1275749579				256958	1275749579	07/01/2022		M072222	.70				
				.70	91011189 542100	PCD/FAX LONG DISTANCE							
						GG-C/E-CITY HALL-PHONE							
								CHECK	358982	TOTAL:			17.95
358983	07/25/2022	PRTD	551 CENTURYLINK	256960	4953JUL22	07/07/2022		M072222	84.99				
Invoice: 4953JUL22				84.99	91421891 542100	210 MADISON AVE SLS TELEM							
						GG-SWR-FAC-PHONE							
Invoice: 5127JUL22				256961	5127JUL22	07/07/2022		M072222	204.52				
				204.52	71311942 64210000724	8804 MADISON AVE							
						PD/COURT BLDG-PHONES/POSTAGE							
Invoice: 5996JUL22				256962	5996JUL22	07/07/2022		M072222	106.91				
				106.91	91011757 542100	E-PHONE @ WFP DOCK							
						GG-GF-WFP DOCK-PHONE							
								CHECK	358983	TOTAL:			396.42
358984	07/25/2022	PRTD	634 CITY OF BAINBRIDGE I	256940	BLD26883	07/20/2022		M072222	2,193.77				
Invoice: BLD26883				2,193.77	73414434 64980001096	PW/PERMIT BLD26883 TAYLOR AVE WELL REHAB							
						PRIT PARK WELL DEV/REHAB-PRMTS							
								CHECK	358984	TOTAL:			2,193.77
358985	07/25/2022	PRTD	102 CITY OF BAINBRIDGE I	256945	RETREQ1-00510-22	07/09/2022	20220024	M072222	237.06				
Invoice: RETREQ1-00510-22				237.06	73411349 54110000510	PW/2022 BACKFLOW TESTING RETAINAG							
						BACKFLOW TEST-PRO SVCS							
								CHECK	358985	TOTAL:			237.06
358986	07/25/2022	PRTD	3333 COSTCO MEMBERSHIP	256963	594984363	07/19/2022		M072222	120.00				
Invoice: 594984363				120.00	41011141 549100	FIN/MEMBERSHIP DUES 2022							
						FIN-C/E-DUES, SUBS, MEMBERSHIPS							

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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	358986 TOTAL:	120.00		
358987	07/25/2022	PRTD	10029 BRAZEAU, MARK	256933	PAYREQ1-00510-22	07/09/2022		M072222	4,573.69				
Invoice: PAYREQ1-00510-22				4,573.69	73411349 54110000510	PW/2022 BACKFLOW TESTING BACKFLOW TEST-PRO SVCS							
									CHECK	358987 TOTAL:	4,573.69		
358988	07/25/2022	PRTD	1205 PUGET SOUND ENERGY	256964	1716JUN22	07/11/2022		M072222	16.62				
Invoice: 1716JUN22				16.62	91415345 547100	ROCKAWAY INTERITE PRV GG-ROCKAWAY BCH-UTILITIES							
Invoice: 220001536				256965	220001536	07/18/2022		M072222	863.72				
				863.72	91011189 547101	JUL22 GREEN POWER CONTRACT ELECTRIC-GREEN POWER							
									CHECK	358988 TOTAL:	880.34		
										NUMBER OF CHECKS	8	*** CASH ACCOUNT TOTAL ***	11,474.72
										COUNT	8	AMOUNT	11,474.72
										TOTAL PRINTED CHECKS	8	AMOUNT	11,474.72
										*** GRAND TOTAL ***			11,474.72

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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	218	APP	001-213000	07/25/2022	M072222	072522			GENERAL - ACCOUNTS PAYABLE		4,164.07	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	635-111100	07/25/2022	M072222	072522			CASH			11,474.72
										AP CASH DISBURSEMENTS JOURNAL			
			APP	402-213000	07/25/2022	M072222	072522			ACCOUNTS PAYABLE		84.99	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	301-213000	07/25/2022	M072222	072522			ACCOUNTS PAYABLE		204.52	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	401-213000	07/25/2022	M072222	072522			ACCOUNTS PAYABLE		7,021.14	
										AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL											11,474.72	11,474.72	
			APP	631-130000	07/25/2022	M072222	072522			DUE TO/FROM CLEARING		11,474.72	
			APP	001-130000	07/25/2022	M072222	072522			GENERAL - DUE TO/FROM CLEARING			4,164.07
			APP	402-130000	07/25/2022	M072222	072522			DUE TO/FROM CLEARING			84.99
			APP	301-130000	07/25/2022	M072222	072522			DUE TO/FROM CLEARING			204.52
			APP	401-130000	07/25/2022	M072222	072522			DUE TO/FROM CLEARING			7,021.14
SYSTEM GENERATED ENTRIES TOTAL											11,474.72	11,474.72	
JOURNAL 2022/07/218 TOTAL											22,949.44	22,949.44	

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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
001 GENERAL FUND 001-130000 001-213000	2022 7	218	07/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	4,164.07	4,164.07
				FUND TOTAL	4,164.07	4,164.07
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 7	218	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	204.52	204.52
				FUND TOTAL	204.52	204.52
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	218	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,021.14	7,021.14
				FUND TOTAL	7,021.14	7,021.14
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	218	07/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	84.99	84.99
				FUND TOTAL	84.99	84.99
631 CLEARING FUND 631-130000 635-111100	2022 7	218	07/25/2022	DUE TO/FROM CLEARING CASH	11,474.72	11,474.72
				FUND TOTAL	11,474.72	11,474.72

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,164.07
301	CAPITAL CONSTRUCTION FUND		204.52
401	WATER OPERATING FUND		7,021.14
402	SEWER OPERATING FUND		84.99
631	CLEARING FUND		
		11,474.72	
	TOTAL	11,474.72	11,474.72

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

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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											
358989	08/10/2022	PRTD	1030 SUNBELT RENTALS	257096	127745880-0001	07/07/2022		08/07/22	742.08		
	Invoice: 127745880-0001			742.08	73111290 545000	PW/POLARIS RENTAL FOR GRAND OL' FOURTH O&M-STREET-MAINT O/H-LEASES					
						CHECK	358989	TOTAL:	742.08		
358990	08/10/2022	PRTD	7994 PENINSULA SERVICES	257195	100725	07/31/2022		08/07/22	40.00		
	Invoice: 100725			40.00	21011125 541100	CRT/SHREDDING SERVICES COURT-PROF SERVICES					
						CHECK	358990	TOTAL:	40.00		
358991	08/10/2022	PRTD	8672 ALLSTREAM	257178	18646723	08/01/2022		08/07/22	780.29		
	Invoice: 18646723			780.29	71637891 542100	FIN/CITY WIDE PHONE SERVICES PW - ALLOC COMMUNICATION					
						CHECK	358991	TOTAL:	780.29		
358992	08/10/2022	PRTD	10062 ANDERSON, WILLIAM	256914	102547	07/21/2022		08/07/22	47.83		
	Invoice: 102547			47.83	411 122100	UB 12337 8963 MILLER ROAD NE WATER ACCOUNTS RECEIVABLE					
						CHECK	358992	TOTAL:	47.83		
358993	08/10/2022	PRTD	37 VIMLY BENEFIT SOLUTI	256936	JAHRAUS JUN-AUG22	07/20/2022		08/07/22	726.44		
	Invoice: JAHRAUS JUN-AUG22			726.44	72011321 520000	ENG/COBRA COVERAGE JUN-AUG 2022 - KJ ENG - C/E ADMIN BENEFITS					
						CHECK	358993	TOTAL:	726.44		
358994	08/10/2022	PRTD	10072 BAINBRIDGE PRIDE	257036	07/25/2022	07/25/2022		08/07/22	200.00		
	Invoice: 07/25/2022			200.00	41622860 586000	POL/REFUND PARK DEPOSIT PARK/DOCK DEPOSITS CUST-OUT					
						CHECK	358994	TOTAL:	200.00		
358995	08/10/2022	PRTD	3390 BAINBRIDGE SELF STOR	257181	6566	07/30/2022		08/07/22	1,181.00		
	Invoice: 6566			1,181.00	36011143 545000	EXCC/STORAGE FEE AUG 14 TO SEP 13 2022 CLERK-RENTS					
						CHECK	358995	TOTAL:	1,181.00		
358996	08/10/2022	PRTD	10069 BALDASARI, GARY	257155	06/14/2022	06/14/2022		08/07/22	293.38		
	Invoice: 06/14/2022			293.38	31011256 443410	EX/CASCADIA RISIG 2022 - FLOTILLA EXERCISE EX-GF-EMERG PREP-TRAINING					

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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	358996	TOTAL:	293.38
358997	08/10/2022	PRTD	360 BUILDERS FIRSTSOURCE	257043 85733970	07/14/2022		08/07/22	41.57
	Invoice: 85733970			41.57 73425358 531100	PW/BALL VALVE HD, GALV NIPPLES			
					O&M-WWTP-SUPPLIES			
					CHECK	358997	TOTAL:	41.57
358998	08/10/2022	PRTD	551 CENTURYLINK	257197 0399JUL22	07/23/2022		08/07/22	3,099.30
	Invoice: 0399JUL22			1,587.28 91425358 542100	CITY WIDE TELEMETRY & FAX SERVICE			
				871.83 91411891 542100	GG-WWTP-TELEPHONE/FAX			
				81.59 91011755 542100	GG-WTR-FAC-PHONE			
				166.83 91011189 542100	GG-C/E-COMMONS-PHONE			
				244.94 91011897 542100	GG-C/E-CITY HALL-PHONE			
				79.24 91011255 542100	GG-C/E-O&M YARD FAC-PHONE			
				67.59 91011215 542100	GG-C/E-COURT BLDG-PHONE			
					CHECK	358998	TOTAL:	3,099.30
358999	08/10/2022	PRTD	9908 CINTAS CORPORATION #	257104 5118073376	07/27/2022		08/07/22	91.53
	Invoice: 5118073376			91.53 73637891 531100	PW/FIRST AID SUPPLIES			
					OFFICE SUPPLIES			
					CHECK	358999	TOTAL:	91.53
359000	08/10/2022	PRTD	9405 CITY OF BAINBRIDGE I	256944 24000316	07/20/2022		08/07/22	237.96
	Invoice: 24000316			237.96 73411349 54110000510	PW/BACKFLOW FOR COMMODORE WELLHOUSE			
					BACKFLOW TEST-PRO SVCS			
					CHECK	359000	TOTAL:	237.96
359001	08/10/2022	PRTD	4950 CORRECT EQUIPMENT IN	257046 46631	04/25/2022		08/07/22	1,719.42
	Invoice: 46631			1,719.42 73426355 54810000562	PW/PUMP SERVICED ROCKAWAY BEACH RD			
					GRINDER PUMP MAINT CONTRACT			
				257047 47250	07/21/2022		08/07/22	3,493.31
	Invoice: 47250			3,493.31 73426355 54810000562	PW/PUMP REPLACEMENT 2000 WITH D200 EXTREME			
					GRINDER PUMP MAINT CONTRACT			
					CHECK	359001	TOTAL:	5,212.73
359002	08/10/2022	PRTD	5132 CRYSTAL SPRINGS	257105 5228674 072722	07/27/2022		08/07/22	36.00
	Invoice: 5228674 072722			36.00 21011125 531100	CRT/BOTTOM LOAD HOT & COLD COOLER			
					COURT-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	359002	TOTAL:	36.00		
359003	08/10/2022	PRTD	1876 ENVIRONMENTAL RESOUR	257049	012913	07/18/2022		08/07/22	1,032.46		
	Invoice: 012913			1,032.46	73425358 531100	PW/WWTP SUPPLIES					
				257157	015700	07/27/2022		08/07/22	318.32		
	Invoice: 015700			318.32	73425358 531100	PW/WWTP SUPPLIES					
						CHECK	359003	TOTAL:	1,350.78		
359004	08/10/2022	PRTD	6828 FBI - LEEDA	257050	200072633	07/22/2022		08/07/22	695.00		
	Invoice: 200072633			695.00	53011212 443410	POL/IA TRAINING/SIAS					
						POLICE - C/E PATROL TRAINING					
						CHECK	359004	TOTAL:	695.00		
359005	08/10/2022	PRTD	1953 FERGUSON ENTERPRISES	256951	1115402	07/12/2022		08/07/22	741.71		
	Invoice: 1115402			741.71	73411345 531100	PW/SS REP CLMP, GALV STL NIP, BRS COUP					
						OFFICE SUPPLIES					
						CHECK	359005	TOTAL:	741.71		
359006	08/10/2022	PRTD	10071 FERGUSON, REBA	257051	07/25/2022	07/25/2022		08/07/22	200.00		
	Invoice: 07/25/2022			200.00	41622860 586000	POL/REFUND PARK DEPOSIT					
						PARK/DOCK DEPOSITS CUST-OUT					
						CHECK	359006	TOTAL:	200.00		
359007	08/10/2022	PRTD	10014 FIFE WATER SERVICES	257052	22-07-15-02	07/15/2022		08/07/22	350.00		
	Invoice: 22-07-15-02			350.00	73425358 541100	PW/MICROSCOPIC EVALUATION REPORT					
						O&M-WWTP-PROF SVCS					
						CHECK	359007	TOTAL:	350.00		
359008	08/10/2022	PRTD	231 GALLS, LLC	257053	021667340	07/18/2022		08/07/22	1,243.73		
	Invoice: 021667340			1,243.73	53011212 531100	POL/GAS MASKS X2					
						PD-C/E-PATROL SUPPLIES					
						CHECK	359008	TOTAL:	1,243.73		

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CASH ACCOUNT: 635		111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	INVOICE DTL DESC		NET
359009	08/10/2022	PRTD	10023 GILLINGHAM, MISHA &	256915	102548	07/21/2022		08/07/22	UB 12879 8929 MANDUS OLSON ROAD NE		457.21
	Invoice: 102548			457.21	411				WATER ACCOUNTS RECEIVABLE		
									CHECK	359009 TOTAL:	457.21
359010	08/10/2022	PRTD	6523 GRANICH ENGINEERED P	257054	BI-0355333	06/16/2022		08/07/22	PW/REPAIR HEAD VALVE ON SAYLOR-BEALL PL-451023		5,189.18
	Invoice: BI-0355333			5,189.18	73011897				O&M-C/E-PWYD FAC-REPAIRS		
									CHECK	359010 TOTAL:	5,189.18
359011	08/10/2022	PRTD	10038 GUILLOTE, JOHN	257069	06/14/2022	06/14/2022		08/07/22	EX/CASCADIA RISING 2022 - FLOTILLA EXERCISE		277.54
	Invoice: 06/14/2022			277.54	31011256				EX-GF-EMERG PREP-TRAINING		
									CHECK	359011 TOTAL:	277.54
359012	08/10/2022	PRTD	253 HACH COMPANY	256952	13151796	07/19/2022		08/07/22	PW/TEST KIT, HYPOCHLORITE HR (BLEACH)		193.88
	Invoice: 13151796			193.88	73425358				O&M-WWTP-SUPPLIES		
									CHECK	359012 TOTAL:	193.88
359013	08/10/2022	PRTD	6155 HDR ENGINEERING INC	257056	1200444635	07/07/2022		08/07/22	PW/WASTEWATER BENEFICIAL REUSE AN		3,247.70
	Invoice: 1200444635			3,247.70	71425352				WW BEN REUSE-PROF SVCS		
									CHECK	359013 TOTAL:	3,247.70
359014	08/10/2022	PRTD	10067 HENDERSON, KARA	256920	102553	07/21/2022		08/07/22	UB 12606 10290 RUDDY DUCK LANE		13.13
	Invoice: 102553			13.13	411				WATER ACCOUNTS RECEIVABLE		
									CHECK	359014 TOTAL:	13.13
359015	08/10/2022	PRTD	8514 HERITAGE-CRYSTAL CLE	257106	17513999	07/21/2022		08/07/22	55G OIL FILTER RECYCLE, ENERGY SURCHARGE		174.54
	Invoice: 17513999			174.54	91011897				GG-C/E-O&M YARD FAC-GARBAGE		
									CHECK	359015 TOTAL:	174.54

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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									
359023	08/10/2022	PRTD	10058 KRAUS, GLORIA	256910	102543	07/21/2022		08/07/22	48.76
	Invoice: 102543			48.76	411	122100	UB 12261	1316 STONECRESS LANE	
								WATER ACCOUNTS RECEIVABLE	
							CHECK	359023 TOTAL:	48.76
359024	08/10/2022	PRTD	10059 LAKICH, JOSEPH	256911	102544	07/21/2022		08/07/22	275.51
	Invoice: 102544			275.51	411	122100	UB 10882	11022 WING POINT WAY NE	
								WATER ACCOUNTS RECEIVABLE	
							CHECK	359024 TOTAL:	275.51
359025	08/10/2022	PRTD	10064 LOCKWOOD, THOMAS	256917	102550	07/21/2022		08/07/22	56.01
	Invoice: 102550			56.01	411	122100	UB 11976	682 TIFFANY MEADOWS DR NE	
								WATER ACCOUNTS RECEIVABLE	
							CHECK	359025 TOTAL:	56.01
359026	08/10/2022	PRTD	10057 MANGELS, JOHN & MARY	256909	102542	07/21/2022		08/07/22	20.30
	Invoice: 102542			20.30	421	122100	UB 12492	3804 POINT WHITE DRIVE NE	
								SEWER ACCOUNTS RECEIVABLE	
							CHECK	359026 TOTAL:	20.30
359027	08/10/2022	PRTD	10073 MCCRARY, MARIANNE	257081	BLD26863 R-ADD	07/28/2022		08/07/22	142.80
	Invoice: BLD26863 R-ADD			109.20	47148	345830	PERMIT BLD26863 R-ADD REFUND FEE		
				33.60	47148	322110	PLAN CHECKING FEES		
							PLAN'G REVIEW OF BLDG PERMITS		
							CHECK	359027 TOTAL:	142.80
359028	08/10/2022	PRTD	10063 MCFARLANE, SCOTT	256916	102549	07/21/2022		08/07/22	156.55
	Invoice: 102549			156.55	411	122100	UB 11039	6516 WING POINT ROAD NE	
								WATER ACCOUNTS RECEIVABLE	
							CHECK	359028 TOTAL:	156.55
359029	08/10/2022	PRTD	10066 MCIVER, JAMES	256919	102552	07/21/2022		08/07/22	249.18
	Invoice: 102552			249.18	411	122100	UB 12300	1351 STONECRESS LANE	
								WATER ACCOUNTS RECEIVABLE	
							CHECK	359029 TOTAL:	249.18

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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			
359030	08/10/2022	PRTD	10068 OOMBEAR EAST LLC	256921	102554	07/21/2022		08/07/22	114.37	UB 13299 503 GROOS LANE NE			
	Invoice: 102554			114.37	411 122100	WATER ACCOUNTS RECEIVABLE							
							CHECK	359030 TOTAL:	114.37				
359031	08/10/2022	PRTD	2623 PAPE MACHINERY	257061	13719706	07/08/2022		08/07/22	100.79	PW/TCU29454 V-BELT			
	Invoice: 13719706			100.79	73431835 531100	OFFICE SUPPLIES							
							CHECK	359031 TOTAL:	100.79				
359032	08/10/2022	PRTD	458 PENINSULA FIRE INC	256954	65669	07/15/2022		08/07/22	1,418.45	PW/ANNUAL FIRE EXTINGUISHER SERVICE			
	Invoice: 65669			1,418.45	73011897 548100	O&M-C/E-PWYD FAC-REPAIRS							
	Invoice: 65671			257082	65671	07/15/2022		08/07/22	211.79	PW/FIRE EXTINGUISHER SERVICE			
				211.79	73011755 548100	O&M-COMMONS REPAIRS							
	Invoice: 65672			257083	65672	07/15/2022		08/07/22	498.99	PW/POLICE DEPARTMENT FIRE EXTINGUISHER SERVICE			
				498.99	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS							
							CHECK	359032 TOTAL:	2,129.23				
359033	08/10/2022	PRTD	9829 LEPS-PSS, PLLC	257065	2473	06/30/2022		08/07/22	410.00	POL/PRE-HIRE TESTING/ZR			
	Invoice: 2473			410.00	53011212 541100	POLICE - C/E PATROL PROF SVCS							
							CHECK	359033 TOTAL:	410.00				
359034	08/10/2022	PRTD	9440 QBSI-XEROX	257111	IN2834298	07/27/2022		08/07/22	112.40	CRT/COPIER LEASE			
	Invoice: IN2834298			112.40	21011125 545000	COURT-RENTS & LEASES							
							CHECK	359034 TOTAL:	112.40				
359035	08/10/2022	PRTD	9787 BROOKS M RAYMOND	257066	22-266	06/20/2022		08/07/22	250.00	POL/POLYGRAPH SVC/DP			
	Invoice: 22-266			250.00	53011212 541100	POLICE - C/E PATROL PROF SVCS							
							CHECK	359035 TOTAL:	250.00				

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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			
359036	08/10/2022	PRTD	10061 SCHMIDT, JANICE	256913	102546	07/21/2022		08/07/22	58.67	UB 10420 241 WOOD AVENUE SW			
			Invoice: 102546	58.67	411	122100				WATER ACCOUNTS RECEIVABLE			
								CHECK	359036	TOTAL:		58.67	
359037	08/10/2022	PRTD	8855 SOUND LAW CENTER	256984	2765	07/14/2022		08/07/22	3,850.00	HEX/PROFESSIONAL HEARING EXAMINER SRVCS JUNE 2022			
			Invoice: 2765	3,850.00	34470586	54111001211				JONES EM BULKHEAD (HEX-SLC)			
								CHECK	359037	TOTAL:		3,850.00	
359038	08/10/2022	PRTD	8744 SOUND PACIFIC CONSTR	257118	PAYREQ1-00715	07/22/2022		08/07/22	399,133.00	ENG/SPORTSMAN CLUB AND NEW BROOKLY			
			Invoice: PAYREQ1-00715	399,133.00	72321953	66300000715				SP CLUB/NB INTERSECTN-CONSTR			
								CHECK	359038	TOTAL:		399,133.00	
359039	08/10/2022	PRTD	601 SOUND REPROGRAPHICS	257182	91553	07/29/2022		08/07/22	26.27	CC/CITY COUNCIL NAME PLATES			
			Invoice: 91553	26.27	11011116	549500				COUNCIL-C/E-COPIES/PRINTING			
								CHECK	359039	TOTAL:		26.27	
359040	08/10/2022	PRTD	2467 STAPLES	257166	8067080917	07/30/2022		08/07/22	354.32	POL/WIPES, ENVELOPES			
			Invoice: 8067080917	177.16	51011211	531100				PD-C/E-ADM-SUPPLIES			
				70.86	52011212	531100				POLICE - C/E INVEST SUPPLIES			
				106.30	53011212	531100				PD-C/E-PATROL SUPPLIES			
			Invoice: 8066775052	257183	8066775052					07/02/2022 08/07/22			
				172.88	61011581	531100				PCD/POST-IT TABS, WALL CALENDAR, CLOCK			
										PCD - C/E ADMIN SUPPLIES			
								CHECK	359040	TOTAL:		527.20	
359041	08/10/2022	PRTD	2122 STERICYCLE INC	257167	3006078446	06/30/2022		08/07/22	10.36	POL/BIOHAZARD DISPOSAL			
			Invoice: 3006078446	10.36	53011212	541100				POLICE - C/E PATROL PROF SVCS			
								CHECK	359041	TOTAL:		10.36	
359042	08/10/2022	PRTD	9233 STRIVE PHYSICAL REHA	256930	100DP	07/11/2022		08/07/22	275.00	POL/PHYSICAL ASSESSMENT			
			Invoice: 100DP	275.00	53011212	541100				POLICE - C/E PATROL 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	359042	TOTAL:	275.00	
359043	08/10/2022	PRTD	4576 TETRA TECH INC	256943	51924554	07/20/2022		08/07/22	95,898.91	
	Invoice: 51924554					PW/WINSLOW WWTP UPGRADE DESIGN				
				95,898.91	73425358	54110001187		WWTP CAPACITY UPGR-PROF SVCS		
						CHECK	359043	TOTAL:	95,898.91	
359044	08/10/2022	PRTD	8243 TILZ	257115	101-81451	07/25/2022		08/07/22	50.40	
	Invoice: 101-81451					PW/YARD WASTE				
				50.40	91011897	547900		GG-C/E-O&M YARD FAC-GARBAGE		
	Invoice: 101-81572					07/26/2022		08/07/22	42.00	
						PW/YARD WASTE				
				42.00	91011897	547900		GG-C/E-O&M YARD FAC-GARBAGE		
	Invoice: 101-81190					07/22/2022		08/07/22	42.00	
						PW/YARD WASTE				
				42.00	91011897	547900		GG-C/E-O&M YARD FAC-GARBAGE		
	Invoice: 101-81653					07/27/2022		08/07/22	30.00	
						PW/YARD WASTE				
				30.00	91011897	547900		GG-C/E-O&M YARD FAC-GARBAGE		
						CHECK	359044	TOTAL:	164.40	
359045	08/10/2022	PRTD	6714 TOSHIBA FINANCIAL SE	257097	32095100	07/25/2022		08/07/22	224.64	
	Invoice: 32095100					PW/COPIER LEASE				
				224.64	73637891	545000		RENTS & LEASES - OPERATING		
	Invoice: 32095101					07/25/2022		08/07/22	234.85	
						POL/COPIER LEASE				
				234.85	51011211	545000		PD-C/E-ADMIN RENTS/LEASE		
						CHECK	359045	TOTAL:	459.49	
359046	08/10/2022	PRTD	10017 SOUHEIL NASR	256932	4462	06/29/2022		08/07/22	4,000.00	
	Invoice: 4462					ENG/SUNRISE DRIVE TRAFFIC COUNTS				
				4,000.00	72111444	54110001207		SUNRISE DR TRAFFIC COUNTS		
						CHECK	359046	TOTAL:	4,000.00	
359047	08/10/2022	PRTD	8183 JOHN A. GREEN	257119	16020	06/30/2022		08/07/22	151.57	
	Invoice: 16020					PW/DECALS FOR NEW VEHICLE #288				
				151.57	73501448	66400001113		2021LT PU-20% TO EACH FUND		

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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	
													CHECK 359047 TOTAL:	151.57
359048	08/10/2022	PRTD	2190 UNITED PARCEL SERVIC	257171	000028Y3Y1302	07/23/2022		08/07/22	11.00					
Invoice: 000028Y3Y1302													POL/SHIPPING	
													GG-C/E-PD-POSTAGE	
													CHECK 359048 TOTAL:	11.00
359049	08/10/2022	PRTD	952 WASHINGTON STATE PAT	257198	I23000222	08/02/2022		08/07/22	119.25					
Invoice: I23000222													FIN/BACKGROUND CHECKS	
													AGENCY DISBURSEMENTS	
													CHECK 359049 TOTAL:	119.25
359050	08/10/2022	PRTD	5271 WASHINGTON WATER SER	257174	4815979187-JUL22	07/21/2022		08/07/22	204.80					
Invoice: 4815979187-JUL22													DECANT FACILITY WATER	
													GG-DECANT-WATER/SEWER	
													CHECK 359050 TOTAL:	204.80
359051	08/10/2022	PRTD	10060 WAITE, JEFF & JOCELY	256912	102545	07/21/2022		08/07/22	8.04					
Invoice: 102545													UB 10406 445 WOOD AVENUE SW	
													WATER ACCOUNTS RECEIVABLE	
													CHECK 359051 TOTAL:	8.04
359052	08/10/2022	PRTD	10070 WILEY, MARIANNE	256970	07/25/2022	07/25/2022		08/07/22	150.00					
Invoice: 07/25/2022													FIN/SENIOR CENTER DEPOSIT REFUND	
													SC/COMMONS ROOM DEP-DISBURSEME	
													CHECK 359052 TOTAL:	150.00
359053	08/10/2022	PRTD	8115 XYLEM WATERING SOLUT	257128	401181852	07/14/2022		08/07/22	35.10					
Invoice: 401181852													PW/ENVIRONMENTAL FEE	
													O&M-WWTP-SUPPLIES	
													CHECK 359053 TOTAL:	35.10

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 65 *** CASH ACCOUNT TOTAL *** 539,411.63

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	65	539,411.63

*** GRAND TOTAL *** 539,411.63

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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	8	26									
APP	101-213000		08/10/2022	08/07/22	080322			STREETS - ACCOUNTS PAYABLE		4,742.08	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		08/10/2022	08/07/22	080322			CASH			539,411.63
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		08/10/2022	08/07/22	080322			GENERAL - ACCOUNTS PAYABLE		17,436.52	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		1,096.46	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		3,728.80	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		550.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		108,155.56	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		3,992.80	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		305.59	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		399,133.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	501-213000		08/10/2022	08/07/22	080322			ER&R-ACCOUNTS PAYABLE		151.57	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		08/10/2022	08/07/22	080322			ACCOUNTS PAYABLE		119.25	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										539,411.63	539,411.63
APP	631-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING		538,315.17	
APP	101-130000		08/10/2022	08/07/22	080322			STREETS - DUE TO/FROM CLEARING			4,742.08
APP	001-130000		08/10/2022	08/07/22	080322			GENERAL - DUE TO/FROM CLEARING			17,436.52
APP	401-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			3,728.80
APP	622-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			550.00
APP	402-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			108,155.56
APP	407-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			3,992.80
APP	403-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			305.59
APP	301-130000		08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING			399,133.00
APP	501-130000		08/10/2022	08/07/22	080322			ER&R-DUE TO/FROM CLEARING			151.57

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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				
	08/10/2022	08/07/22	080322							
APP 650-130000	08/10/2022	08/07/22	080322			DUE TO/FROM CLEARING				119.25
SYSTEM GENERATED ENTRIES TOTAL									538,315.17	538,315.17
JOURNAL 2022/08/26					TOTAL			1,077,726.80	1,077,726.80	

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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
001 GENERAL FUND 001-130000 001-213000	2022 8	26	08/10/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	17,436.52	17,436.52
				FUND TOTAL	17,436.52	17,436.52
101 STREET FUND 101-130000 101-213000	2022 8	26	08/10/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,742.08	4,742.08
				FUND TOTAL	4,742.08	4,742.08
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	399,133.00	399,133.00
				FUND TOTAL	399,133.00	399,133.00
401 WATER OPERATING FUND 401-130000 401-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,728.80	3,728.80
				FUND TOTAL	3,728.80	3,728.80
402 SEWER OPERATING FUND 402-130000 402-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	108,155.56	108,155.56
				FUND TOTAL	108,155.56	108,155.56
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	305.59	305.59
				FUND TOTAL	305.59	305.59
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,992.80	3,992.80
				FUND TOTAL	3,992.80	3,992.80
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2022 8	26	08/10/2022	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	151.57	151.57
				FUND TOTAL	151.57	151.57
622 EXPENDABLE TRUST FUND	2022 8	26	08/10/2022			

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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
622-130000 622-213000				DUE TO/FROM CLEARING ACCOUNTS PAYABLE	550.00	550.00
				FUND TOTAL	550.00	550.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	538,315.17 1,096.46	539,411.63
				FUND TOTAL	539,411.63	539,411.63
650 AGENCY FUND 650-130000 650-213000	2022 8	26	08/10/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	119.25	119.25
				FUND TOTAL	119.25	119.25

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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
001	GENERAL FUND		17,436.52
101	STREET FUND		4,742.08
301	CAPITAL CONSTRUCTION FUND		399,133.00
401	WATER OPERATING FUND		3,728.80
402	SEWER OPERATING FUND		108,155.56
403	STORM & SURFACE WATER FUND		305.59
407	BUILDING & DEVELOPMENT FUND		3,992.80
501	EQUIPMENT RENTAL & REVOLVING		151.57
622	EXPENDABLE TRUST FUND		550.00
631	CLEARING FUND	538,315.17	
650	AGENCY FUND		119.25
	TOTAL	538,315.17	538,315.17

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

PAYROLL

PAYROLL CHECK RUN: 8 - 05 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc.	7/22/2022	54787	Misc. Check Run (Direct Deposit)	1,246.08
Vendor	7/22/2022	109908	Misc Vendor Check run	138.94
EFTPS	7/22/2022	N/A	Federal Tax Electronic Transfer	393.53
Normal	8/5/2022	54788-54927	Regular check run (Direct Dep)	396,547.70
Normal	8/5/2022	109909-109911	Regular check run (Paper Checks)	4,779.43
Vendor	8/5/2022	109912-109925	Vendor check run (Paper Checks)	342,032.96
EFTPS	8/5/2022	N/A	Federal Tax Electronic Transfer	155,360.72
			TOTAL:	900,499.36

Prepared and Reviewed by: *Ruth Schroeder* Date 8/4/22
 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 8/4/2022
 Kim Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 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:

[Regular City Council Business Meeting Minutes, July 12, 2022.pdf](#)

[Regular City Council Meeting Minutes, July 26, 2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



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

MEETING MINUTES

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

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

Mayor Deets, Deputy Mayor Moriwaki, and Councilmembers Fantroy-Johnson, and Quitslund were present in Council Chambers. Councilmember Pollock joined remotely on Zoom. Councilmembers Hytopoulos and Schneider were absent and excused.

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

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

City Manager King requested to add item 4.I to the Consent Agenda related to cancelation of the July 19, 2022, study session.

Deputy Mayor Moriwaki moved and Councilmember Pollock seconded to approve the agenda as modified. The motion carried unanimously, 5 – 0.

There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

3.A Instructions for Providing Public Comment

[Cover Page](#)

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

Rick Chandler spoke in support of the Historical Museum.

Jonathan Borovsky spoke in favor of installing a speed hump on the west side of Hidden Cove Road.

Marsha Cutting spoke in support of Mr. Borovsky's request for a speed hump.

Cindy Anderson spoke in support of having additional time for questions from the public after the Police Chief's quarterly report.

Michael Lempriere expressed concerns about the trail project adjacent to his property.

Betsey Wittick spoke in support of the shade covenant option 1.

Peggi Erickson spoke in support of the equity training.

4) CONSENT AGENDA

4.A Agenda Bill for Consent Agenda

[Cover Page](#)

Councilmember Fantroy-Johnson pulled item 4.H. from the Consent Agenda.

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

Pollock /Moriwaki: The motion carried unanimously, 5 – 0.

AYES: Joe Deets, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos

ABSTAIN: None

4.B Approve Accounts Payable and Payroll

[Cover Page](#)

[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

[Cover Page](#)

[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

[Cover Page](#)

[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

[Cover Page](#)

[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

[Cover Page](#)

[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

[Cover Page](#)

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

4.I [Added to Consent Agenda] Cancel July 19, 2022, City Council Study Session - Executive

ITEM REMOVED FROM THE CONSENT AGENDA

4.H Receive Options for City Council Equity Training

[Cover Page](#)

[Basic Equity Training Recommendations](#)

Councilmember Fantroy-Johnson spoke about the training options. City Manager King spoke about the planned training, and Council discussed the topic.

5) COUNCIL ANNOUNCEMENTS

Councilmember Quitslund mentioned that he attended a meeting with Puget Sound Regional Council (PSRC) and posted an article on the Councilmember views website page. He toured around Bainbridge Island on the Virginia V as part of an annual event that supports the Bainbridge Island Historical Museum.

Councilmember Fantroy-Johnson attended a Housing Kitsap meeting, the PSRC Equity Board meeting, and the Kitsap Economic Development Activity (KEDA) Executive Board meeting.

Deputy Mayor Moriwaki, Mayor Deets, and Councilmembers Quitslund and Schneider mentioned that they attended the ribbon cutting at the Performing Arts Center.

Mayor Deets shared the City's costs to date this year incurred by the Clerk's office to administer public records requests. He also mentioned his office hours, participation in the 4th of July Parade, and this Sunday's Pride Festival, where he will be assisting Bainbridge Prepares.

6) CITY MANAGER'S REPORT

6.A City Manager's Report

[Cover Page](#)

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

City Manager King spoke about the 2nd quarter update on the Climate Action Plan. He announced that Mobility for All received a grant from the Washington Department of Transportation that will pay for two electric vehicles for a Ride Share program.

7) REGULAR BUSINESS

7.A Receive Plan of Action for Compliance with the Shade Covenant on the Crawford and M&E Properties - Executive

[Cover Page](#)

[Arborist Report_Bainbridge Island Shade Covenant Assessment_06.17.2022.pdf](#)

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

City Manager King introduced the agenda item. Deputy City Manager Schroer gave a presentation and answered questions. Council discussed the topic.

MOTION: 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.

Pollock/Quitslund: The motion carried, 4 – 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos, Michael Pollock

ABSTAIN: None

Councilmember Pollock temporarily left the Zoom meeting after the motion and before the vote.

7.B Public Safety Quarterly Report - Police

[Cover Page](#)

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

Councilmember Pollock rejoined the Zoom meeting.

Police Chief Clark provided a quarterly presentation on public safety.

7.C Update on the Public Works Department Pilot Project for Zero Emissions Hand Tools - Public Works

[Cover Page](#)

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

7.D Authorize the Creation of a Wastewater Treatment Plant Supervisor Position (\$70,000 Sewer Fund) - Public Works

[Cover Page](#)

[pw_om_org_chart_jul_2022.pdf](#)

[pw_om_org_chart_proposed_jul22.pdf](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information.

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

Moriwaki/Fantroy-Johnson: The motion carried unanimously, 5 – 0.

AYES: Joe Deets, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos

ABSTAIN: None

7.E Consider Updated Criteria for 2023 Lodging Tax Award Cycle and Award Amount of \$350,000 - Executive

[Cover Page](#)

[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](#)

City Manager King introduced the agenda item.

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.

Quitslund/Fantroy-Johnson: The motion carried unanimously, 5 – 0.

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

7.F Confirm Recommended Appointments to the Design Review Board

[Cover Page](#)

[Aubin \(Design Review Board\) - Redacted.pdf](#)

[Cole \(Design Review Board\) - Redacted.pdf](#)

[Liffgens \(Design Review Board\) - Redacted.pdf](#)

[Thiel \(Design Review Board\) - Redacted.pdf](#)

Mayor Deets introduced the agenda item.

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.

Moriwaki/Fantroy-Johnson: The motion carried unanimously, 5 – 0.

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

MOTION: 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.

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

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

MOTION: 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.

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

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

7.G Confirm Recommended Appointments to the Historic Preservation Commission

[Cover Page](#)

[Chandler \(Historic Preservation Commission\) - Redacted.pdf](#)
[Hughes \(Historic Preservation Commission\) - Redacted.pdf](#)
[Moreno \(Historic Preservation Commission\) - Redacted.pdf](#)

Mayor Deets introduced the agenda item.

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.

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

AYES: Joe Deets, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos

ABSTAIN: None

MOTION: 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.

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

AYES: Joe Deets, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos

ABSTAIN: None

MOTION: 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.

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

AYES: Joe Deets, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Leslie Schneider, Kirsten Hytopoulos

ABSTAIN: None

8) ADJOURNMENT

Mayor Deets adjourned the meeting at 7:34 p.m.

Joe Deets, Mayor

Peggy Nimb, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 26, 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 Moriwaki, and Councilmembers Hytopoulos, Quitslund, and Schneider were present in Council Chambers. Councilmembers Fantroy-Johnson and Pollock joined remotely on Zoom.

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. There were no conflict of interests disclosed.

3) PUBLIC COMMENT

3.A Instructions for Providing Public Comment

[Cover Page](#)

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

Jane Rein spoke in favor of Ordinance No. 2022-02.

Joe McMillan spoke against Ordinance No. 2022-02.

Pam Cole spoke in favor of the City forming an Accessibility Advisory Committee.

Wayne Daley spoke in favor of Ordinance No. 2022-02.

Jim Halbrook spoke against Ordinance No. 2022-02.

Cindy Anderson expressed concerns about the Police/Court Facility.

Reed Price spoke in favor of rejecting the bid for the Senior Community Center Renovation Project but continuing the process.

Jason Wilkinson spoke against Ordinance No. 2022-02.

Luke Rieksts spoke against Ordinance No. 2022-02.

Marsha Cutting spoke in favor of Ordinance No. 2022-02.

Mike Lempriere spoke against the farm trail project.

Ron Peltier spoke against Ordinance No. 2022-02.

Bob Russell spoke in favor of the City forming an Accessibility Advisory Committee and in favor of Ordinance No. 2022-02.

Lisa Macchio spoke in favor of Ordinance No. 2022-02.

Jonathan Davis spoke in favor of Ordinance No. 2022-02.

4) CONSENT AGENDA

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

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

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

4.B Approve Accounts Payable and Payroll [Cover Page](#) [Council Report PR 7-20-22.pdf](#) [AP Report to Council of Cash Disbursements 07-27-22.pdf](#)

4.C Authorize Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the Amount of \$23,250 for Design of the Rockaway Beach 5-Year Hydraulic Project Approval Plan Mitigation and Monitoring Requirements as well as an Overall Associated General Fund Budget Amendment for Design and Construction of \$65,250 – Public Works [Cover Page](#) [Amendment No 1 to PSA - Clearway Environmental_072022.docx](#) [Rockaway Mit Mon Site Map.pdf](#)

4.D Consider Rejecting Bids for the Senior Community Center Renovation Project - Public Works [Cover Page](#) [Senior Center Bid Form.docx](#)

4.E Authorize the City Manager to Prepare a Budget Amendment to Support the Construction of the Public Works Salt Storage Facility (\$35,000) – Public Works [Cover Page](#) [PW Salt Box Drawings.pdf](#) [Salt Storage CIP Budget Summary.pdf](#)

4.F Cancel the August 2, August 23, and September 6 City Council Meetings

4.G Consider Request for Proposals for the Human Services Award Cycle with a Total Award Amount of \$660,000 for 2023 - 2024 - Executive

[Cover Page](#)

[Funding Cycle Summary Tables - Human Services 2016-2022.pdf](#)

[RFP 2023-24 Human Svcs Funding - DRAFT for CC 07262022](#)

5) COUNCIL ANNOUNCEMENTS

Deputy Mayor Moriwaki provided an update on the Race Equity Advisory Committee, a meeting with Friends with Farms and the Historic Preservation Commission, and the Design Review Board. He added that he was recently appointed to the Kitsap County Services Grant Committee.

Councilmember Quitslund provided an update on the Planning Commission.

Councilmember Schneider shared news about the Sound to Olympics Trail project.

Mayor Deets mentioned attending the City's race equity training, tsunami modeling available on the City's website, and office hours.

6) CITY MANAGER'S REPORT

6.A Q2 Citywide Workplan Report for July 26, 2022, City Council Meeting

[Cover Page](#)

[2022_Q2_Citywide Workplan Report for CC 07262022.pdf](#)

6.B National Urban Fellow (NUF) Announcement

[Cover Page](#)

[NUF Host Organizations 2022-2023 by region.pptx](#)

6.C Planning and Community Development Department Building Division Permits and Inspection Summary

[Cover Page](#)

[Planning and Community Development Department Building Division Permits and Inspection Summary.pdf](#)

City Manager King presented the second quarter Citywide Workplan, provided an update on the National Urban Fellow, and presented the Building Division Permits Summary.

7) REGULAR BUSINESS

7.A Accept the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2021 - Finance

[Cover Page](#)

[Exit Conference Powerpoint.pdf](#)

[COBI Packet.pdf](#)

City Manager King introduced the agenda item. Finance Director Pitts provided additional information and introduced Amy Strzalka, Vinny Shiel, and Cheryl Friesen from the Washington State Auditor's Office. Vinny Shiel and Cheryl Friesen presented the results of the state audit, and Council discussed the topic.

7.B Ordinance No. 2022-02 Related to an Increased Density Bonus for Affordable Housing Located on Property Owned by Religious Organizations - Planning

[Cover Page](#)

[Staff Draft Ordinance No. 2022-02 Related to Affordable Housing on Religious Properties.docx](#)

[Exhibit A to Ordinance No. 2022-02.docx](#)

[Slides - Density Bonus for Affordable Housing Located on Religious Property.pdf](#)

[RCW 36.70A.545](#)

[Memo re Ordinance 2022-02.docx](#)

City Manager King introduced the agenda item. Planning Manager Harper gave a presentation, and Council discussed the topic.

Mayor Deets moved to call the question. The motion carried 6 – 1 with Councilmember Pollock voting against.

MOTION: I move to forward draft Ordinance No. 2022-02 to a future City Council meeting for further consideration.

Moriwaki/Quitslund: The motion carried 6 – 1.

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

NOES: Michael Pollock

ABSENT: None

ABSTAIN: None

7.C Consider Request to Redirect \$61,885 of American Rescue Plan Act (ARPA) funds to prepare a Transition Plan pursuant to the Americans with Disabilities Act (ADA).

[Cover Page](#)

City Manager King introduced the item and gave a presentation.

MOTION: I move to authorize the City Manager to Redirect \$61,885 of American Rescue Plan Act (ARPA) funds to prepare a Transition Plan pursuant to the Americans with Disabilities Act (ADA).

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

7.D Authorize a Budget Amendment to Support the Inclusion of a Permanent Emergency Operations Center in the new Police and Court Facility (\$170,000.00 Tax Supported)

[Cover Page](#)

[Police_Court EOC Draft Plan.pdf](#)

City Manager King introduced the item.

Councilmember Pollock recused himself from this topic and left the meeting.

Director of Public Works Wierzbicki gave a presentation.

MOTION: I move to authorize the City Manager to prepare a budget amendment in the amount of \$170,000 to support the inclusion of a permanent Emergency Operations Center in the new Police and Court Facility.

Moriwaki/Schneider: The motion carried, 6 – 0.

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

Councilmember Pollock returned to the meeting.

7.E Confirm Recommended Appointments to the Environmental Technical Advisory Committee

[Cover Page](#)

[Huey \(ETAC\) - Redacted.pdf](#)

[Kennan \(ETAC\) - Reacted.pdf](#)

Mayor Deets introduced the agenda item.

MOTION: I move to confirm the recommended appointment of Richard Huey to Position 5 of the Environmental Technical Advisory Committee to a three-year term ending in June, 2025.

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

MOTION: I move to confirm the recommended reappointment of Melanie Keenan to Position 7 of the Environmental Technical Advisory Committee to a three-year term ending in June, 2025.

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

8) COMMUNICATIONS

8.A Consider Request from Councilmember Fantroy-Johnson to Schedule the Deliberation of the Appointment of Olivia Hall to the Race Equity Advisory Committee (REAC) at a Future City Council Meeting.

[Cover Page](#)

[Agenda Request from Councilmember Fantroy-Johnson.pdf](#)

Councilmember Fantroy-Johnson introduced the agenda item.

MOTION: I move that we schedule a discussion regarding the deliberation of the appointment of Olivia Hall to the Race Equity Advisory Committee at a future council meeting.

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

8.B 2022 Marine Highway Program Project - Letter of Support

[Cover Page](#)

[Letter to Mr Mantero - Mayor.pdf](#)

City Manager King presented the item. Mayor Deets shared the letter was prepared in response to a request from the Washington State Ferries.

9) ADJOURNMENT

Mayor Deets adjourned the meeting at 8:42 p.m.

Joe Deets, Mayor

Peggy Nimb, Deputy City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Approve a Professional Services Agreement with Tetra Tech BAS Inc. for a Preliminary Solid Waste Management Evaluation, and Prepare a Budget Amendment in the amount of \$91,290.00 – Public Works

SUMMARY: Staff is requesting authorization from the City Council to enter into a professional services agreement with Tetra Tech BAS Inc. for waste management evaluation services, and prepare a budget amendment to support the agreement.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a professional services agreement with Tetra Tech BAS Inc. in the amount of \$91,290.00 for waste management evaluation services, and prepare a budget amendment to support the agreement.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$91,290.00
Ongoing Cost:	N/A
One-Time Cost:	\$91,290.00
Included in Current Budget?	No

BACKGROUND: The community is currently served by Bainbridge Disposal, a locally owned waste management and recycling company, regulated by the Washington Utilities and Transportation Commission. The City of Bainbridge Island does not have a local franchise agreement, and the City is considering exploring whether greater local control will improve landfill diversion, reduce organic waste, improve recycling, improve the range and type of service, and develop a solution for the placement of trash receptacles along narrow public rights of way. The City is seeking an evaluation of its current approach and an alternative approach to the management of solid waste.

The City solicited proposals from consulting firms with backgrounds and experience in evaluating and developing recommendations related to the City's waste management practices in June 2022. Two firms submitted proposals, Tetra Tech and Bell and Associates. A team of staff reviewed the proposals and selected Tetra Tech as the most qualified to provide the services.

The work is anticipated to begin in August of 2022, with preliminary findings in early to mid-2023.

ATTACHMENTS:

[Professional Services Agreement - Tetra Tech - Waste Management Evaluation.docx](#)

FISCAL DETAILS: These contract services in the amount of \$91,290.00 are not in the current budget. This will require a budget amendment in the amount of \$91,200 that would need to be included in the last budget amendment of 2022. The work will need to carry over into 2023.

Fund Name(s): General Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Tetra Tech BAS Inc., a California State corporation (“Consultant”).

WHEREAS, the City needs professional services in connection with a preliminary evaluation of the City’s waste management services; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

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

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

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of ninety-one thousand, two hundred ninety dollars (\$91,290.00);

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

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

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

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

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

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

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

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

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

10. INSURANCE

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

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NONWAIVER

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

16. NOTICES

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

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Consultant: Tetra Tech BAS Inc.
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
Attention: Christine Arbogast, PE

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

TETRA TECH BAS INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

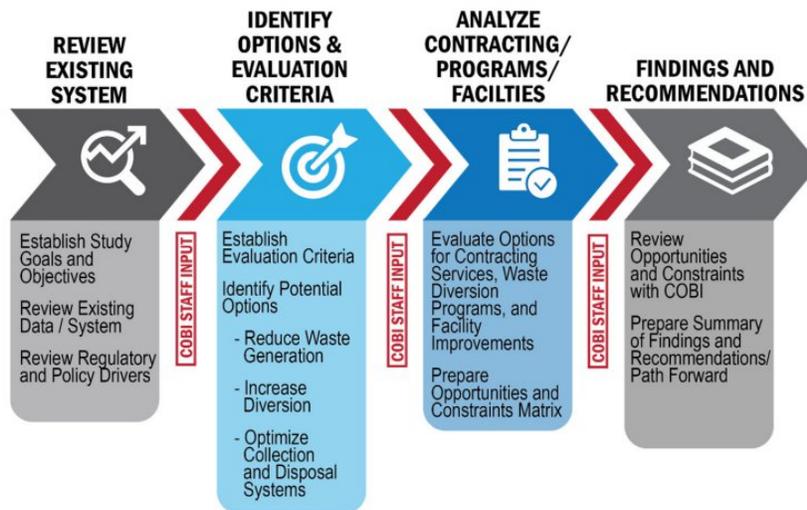
If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater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

ATTACHMENT B SCOPE OF SERVICES

Scope of Work Overview

The Tetra Tech Team’s approach to the City’s waste management evaluation is to first perform an exploratory assessment of potential options available to the City for meeting its solid waste management goals. That initial assessment, findings and recommendations will then provide direction for a path forward in meeting the City’s long term solid waste management goals. Subsequent phases are envisioned to further evaluate options, characterize City waste and develop and implement a plan for engaging key stakeholders and the public in further assessing options. A workflow chart of our project approach for the exploratory phase of the City’s waste management evaluation is provided below followed by a description of key tasks.

FIGURE 1 – PROJECT APPROACH – EXPLORATORY EVALUATION OF WASTE MANAGEMENT SYSTEM



Task 1: Review Existing System:

An initial contract kick-off meeting is proposed with key City staff to confirm our understanding of the City’s goals and objectives for this evaluation as well as the City’s overall solid waste management targets and goals. Tetra Tech will begin work with a review of the City’s solid waste collection services, policies (local and State), programs and facilities as well as available information on projected solid waste generation and disposal demand. As part of this task, we will review available data (i.e., statewide studies) on waste characteristics (type and quantity) of solid waste collected in the City. A waste characterization study is proposed for the next phase of the solid waste management evaluation to better inform planning for enhanced waste diversion programs.

Schedule: Q3 2022

Task 2 - Identify Options and Evaluation Considerations:

Once an understanding of existing baseline conditions is established, Tetra Tech will identify options to be evaluated for reducing waste generation, increasing diversion from landfills, and optimizing collection and disposal systems which aligns with the City's Climate Action Plan (dated November 12, 2020) goals for Waste. The Tetra Tech Team will propose options for contracting solid waste services, enhancing diversion programs and potential facility improvements or new facilities to meet study goals for concurrence by the City. A key consideration for improving solid waste management on the Island will be evaluation of options for local control of waste collection services which is proposed to include a review of the status quo (maintaining private contractor that charges customers directly with fees determined based on WUTC rate base method) and a review of the City's options for contracting directly with a hauler in a competitive bid/franchise system. This will include consideration over how customers will be charged for service as a potential means of encouraging certain behavior to achieve the City's material management objectives. Evaluation considerations or criteria will be confirmed with City staff for the opportunities and constraints analysis to be performed in Task 3 which is assumed to include financial, environmental, and/or social implications of options.

Schedule: Q3-Q4 2022

Task 3 - Evaluate Collection, Diversion Program and Facility Options:

Once options are identified and criteria established, the Tetra Tech team will evaluate current practices and programs and the applicability of alternative approaches. The Tetra Tech Team will perform a high-level analysis of opportunities and constraints for the following (as requested in the RFP):

- Contracting options for providing solid waste management services including opportunities for increasing landfill diversion, enhanced services, and cost effectiveness through existing contract structure or City-controlled contract services.
- Waste collection options for narrow streets and roads.
- Congregated trash receptacles, particularly in public areas where collection is provided by City staff and Bainbridge Disposal.
- Programs and policies to increase waste diversion including enhanced existing programs, proposed new programs/policies and actions identified in the Climate Action Plan. Tetra Tech will also consider the Washington State Legislature House Bill 1799 (HB 1799) passed in 2022 requiring diversion of organic materials away from landfill disposal and towards food rescue programs and organics management facilities. These actions are geared to help Washington achieve its 2030 goal to cut landfill-disposed organic material by 75%, compared to 2015. By 2025, the amount of edible food wasted in landfill disposal must be reduced by 20%. Other organic materials are proposed to be processed at composting facilities, anaerobic digesters, and used for vermiculture and emerging technologies. The law also includes a requirement to develop a local government solid waste funding study by July 1, 2023. Tetra Tech will review the various provisions of the law and determine how they might present opportunities and influence the future of organics management in the City.

- Potential for food waste collection, pre-processing and co-digestion at the Winslow Wastewater Treatment Plant as an option for organic waste diversion from landfilling in concert with Tetra Tech’s existing contract with the City to assess the Winslow plant capacity upgrades. The timing is appropriate for consideration of future digester capacity use for food waste in planning for plant upgrades. Pre-processing can occur at the Transfer Station or wastewater treatment plant depending on area constraints. The addition of food waste slurry to wastewater treatment plant digesters enhances the quality of biogas production for beneficial uses such as compressed natural gas. The opportunities and constraints analysis will be a high-level exploratory assessment based on available data and typical factors or ranges for evaluation criteria to provide recommendations and direction for next steps in planning and implementation.

Schedule: Q1 2023

Task 4 - Prepare Opportunities and Constraints Findings:

A draft opportunities and constraints matrix of findings will be prepared for the options and alternative approaches evaluated for solid waste collection, diversion, and processing/disposal to be presented and discussed with City staff. Tetra Tech will prepare a draft and final matrix and summary of findings and recommendations for next steps in a path forward to meeting the City’s long term solid waste management needs. As part of this task, Tetra Tech Team members will also attend two virtual meetings with the Climate Action Committee and Utility Advisory Committee to support staff presentation of the evaluation findings and recommendations.

Schedule: Early Q2 2023

Task 5 – Project Management, Meetings and Presentations:

The Tetra Tech Project Manager will provide general administration of the contract, track budget performance and project scheduling, coordinate with key task managers and prepare monthly invoicing reports and coordinate all efforts related to the project execution. This initial exploratory assessment is assumed to be a three-month project duration. In addition to the initial kick-off meeting in Task 1, three virtual meetings with City staff are assumed for Tasks 2, 3 and 4.

Table I
ESTIMATED FEE: WASTE MANAGEMENT EVALUATION
CITY OF BAINBRIDGE ISLAND

Task	TOTAL FEE
1) Review Existing System	
1.1 Kick-off Meeting; Data Request	\$4,078
1.2 Data Collection and Review	\$4,901
<i>Task 1 Total</i>	\$8,979
2) Identify Options & Evaluation Considerations	
2.1 Establish Evaluation Criteria	\$2,612
2.2 Identify Options	\$6,400
<i>Task 2 Total</i>	\$9,012
3) Evaluate Collection, Programs, & Facility Options	
3.1 Evaluate Collection Contracting Options	\$12,044
3.2 Evaluate Diversion Program Options	\$11,122
3.3 Evaluate Disposal Facility Options	\$10,898
<i>Task 3 Total</i>	\$34,064
4) Prepare Opportunities and Constraints Findings & Recommendations	
4.1 Draft Matrix of Findings and Next Step Recommendations	\$7,786
4.2 Final Matrix of Findings and Next Step Recommendations	\$4,697
4.3 Committee Calls/Input (2 assumed) - 1 hr each	\$5,990
<i>Task 4 Total</i>	\$18,473
5) Project Management and Meetings	
5.1 Project Management (3 mos.)	\$5,520
5.2 Staff Progress Calls/Meetings (3) - 1 hr each	\$6,942
<i>Task 5 Total</i>	\$12,462
6) Management Reserve	
<i>Task 6 Total</i>	\$8,300
Total Fee	\$91,290

SCHEDULE OF CHARGES

PERSONNEL			RATE	PERSONNEL			RATE
Administrative Assistant	ADA	197-B105	\$92	Staff Env. Specialist/Scientist I	ES	197-B220	\$102
Project Clerk	PCK	197-B96	\$81	Staff Env. Specialist/Scientist II	ES-I	197-B221	\$114
Project Data Analyst	PDA	197-B93	\$75	Project Env. Specialist/Scientist I	ES-II	197-B222	\$125
Office Services Clerk	OS	197-B95	\$92	Project Env. Specialist/Scientist II	ES-III	197-B223	\$143
Project Coordinator	PC	197-B81	\$137	Project Env. Specialist/Scientist III	ES-IV	197-B224	\$156
Senior Project Coordinator	SPC	197-B158	\$157	Senior Env. Specialist/Scientist I	ES-V	197-B225	\$165
CAD Tech I	CT-I	197-B255	\$85	Senior Env. Specialist/Scientist II	SNS	197-B98	\$174
CAD Tech II	CT-II	197-B256	\$99	Senior Env. Specialist/Scientist III	SES	197-B38	\$185
CAD Tech III	CT-III	197-B257	\$118	Staff Planner/Permitter I	SPP-I	197-B271	\$68
CAD Tech IV	CT-IV	197-B258	\$135	Staff Planner/Permitter II	SPP-II	197-B272	\$85
Designer I	DES-I	197-B261	\$152	Staff Planner/Permitter III	SPP-III	197-B273	\$92
Designer II	DES-II	197-B262	\$165	Project Planner/Permitter I	PPP-I	197-B167	\$106
Designer III	DES-III	197-B263	\$183	Project Planner/Permitter II	PPP-II	197-B168	\$118
Designer IV	DES-IV	197-B264	\$199	Project Planner/Permitter III	PPP-III	197-B169	\$128
Staff Engineer I	STE-I	197-B268	\$115	Project Planner/Permitter IV	PPP-IV	197-B170	\$138
Staff Engineer II	STE-II	197-B269	\$125	Senior Planner/Permitter I	SRPP-I	197-B226	\$150
Staff Engineer III	STE-III	197-B270	\$135	Senior Planner/Permitter II	SRPP-II	197-B227	\$162
Project Engineer I	PRE-I	197-B265	\$145	Senior Planner/Permitter III	SRPP-III	197-B228	\$174
Project Engineer II	PRE-II	197-B266	\$155	Senior Planner/Permitter IV	SRPP-IV	197-B229	\$192
Project Engineer III	PRE-III	197-B267	\$165	Principal Planner/Permitter	PSW	197-B138	\$265
Senior Engineer I	SRE-I	197-B101	\$175	Architect I	ARC-I	197-B216	\$125
Senior Engineer II	SRE-II	197-B128	\$185	Architect II	ARC-II	197-B217	\$150
Senior Engineer III	SRE-III	197-B250	\$195	Architect III	ARC-III	197-B253	\$175
Supervising Engineer I	SPE-I	197-B251	\$205	Architect IV	ARC-IV	197-B254	\$200
Supervising Engineer II	SPE-II	197-B252	\$215	Staff Geologist I	STG-I	197-B207	\$115
Supervising Engineer III	SPE-III	197-B259	\$225	Staff Geologist II	STG-II	197-B208	\$125
Division Engineer I	DE-I	197-B5	\$245	Staff Geologist III	STG-III	197-B209	\$135
Division Engineer II	DE-II	197-B6	\$255	Project Geologist I	PRG-I	197-B202	\$145
Principal Engineer	PRE	197-B115	\$279	Project Geologist II	PRG-II	197-B203	\$155
Principal	P	197-B1	\$300	Project Geologist III	PRG-III	197-B204	\$165
Senior Principal	SRPR	197-B116	\$315	Senior Geologist I	SRG-I	197-K51	\$175
Project Manager	PM	197-B122	\$163	Senior Geologist II	SRG-II	197-K83	\$185
Project Manager I	PM-I	197-B17	\$174	Senior Geologist III	SRG-III	197-K71	\$195
Project Manager II	PM-II	197-B124	\$199	Supervising Geologist I	SPG-I	197-B210	\$205
Project Manager III	PM-III	197-B15	\$210	Supervising Geologist II	SPG-II	197-B211	\$215
Project Manager IV	PM-IV	197-B139	\$220	Supervising Geologist III	SPG-III	197-B206	\$225
Project Manager V	PM-V	197-B147	\$230	Principal Geotechnical Eng/Geologist	PRGG	197-B249	\$235
Senior Project Manager	SM	197-B11	\$240	Principal Geotechnical Eng	PRGE	197-B248	\$260
Program Director	PRD	197-B7	\$285	Soils/Asphalt/Field Technician	SAFT	197-K90	\$103
Project Advisor*			\$175-\$350	Soils/Asphalt/Field Technician - Prevailing Wage	SAFT-PW	197-K91	\$131
Construction Supervisor I	CS-I	197-B183	\$165	Technician	ET	197-B120	\$55
Construction Supervisor II	CS-II	197-B184	\$175	Technician I	ET-I	197-B72	\$83
Construction Supervisor III	CS-III	197-B185	\$185	Technician II	ET-II	197-B74	\$97
Construction Manager I	CM-I	197-B18	\$195	Senior Technician I	ET-III	197-B119	\$108
Construction Manager II	CM-II	197-B143	\$210	Senior Technician II	ET-IV	197-B118	\$128
Senior Construction Manager	SCM	197-B142	\$245	Senior Technician III	ET-V	197-B121	\$141
Principal Construction Manager	PCM	197-B66	\$269	Chief Technician	CT	197-B117	\$159
Chief of Survey Parties	CSP	197-B88	\$183	2-Man Survey Party	SP-2M	197-B89	\$327
I-Man Survey Party with GPS	SP-1M	197-B130	\$221				

Rates are Effective January 1, 2022 - December 31, 2022. Court Appearance (Expert Witness, Deposition) and Overtime Premium is 150% of Personnel Hourly Rate. *Rate for Project Advisor to be based on specialized staff required.

IN-HOUSE EXPENSES

5% of Total Personnel Fees	
Personal Vehicle	\$0.60/mile
Company Vehicle	\$0.70/mile

OTHER EXPENSES

Company and Survey Vehicles	\$16/hour
Other Out-of-Pocket Expenses/Supplies/Travel	Cost + 15%
Consultants/Outside/Construction Services	Cost + 15%



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize an Increase in the City Manager's Purchasing Authority for an Amount up to \$80,000 to Support the Purchase of the K9 Police Vehicle as Included in the 2021-26 Capital Improvement Plan – Public Works

SUMMARY: City staff is requesting an increase in the City Manager's purchasing authority for the K9 Police Vehicle, as included in the 2021-26 Capital Improvement Plan, for an amount up to \$80,000. This request is only for the purchase of this specific vehicle.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize an increase in the City Manager's purchasing authority for an amount up to \$80,000 to support the purchase of a K9 Police Vehicle, and authorize an associated exemption to RCW 43.19.648 as this vehicle will be used for emergency responses.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$80,000
Ongoing Cost:	
One-Time Cost:	\$80,000
Included in Current Budget?	Yes

BACKGROUND: City staff is requesting an increase to the City Manager's purchasing authority for an amount up to \$80,000 to support the purchase of a K9 Police Vehicle along with an associated upfitting contract for items such as officer controls, VHF radio, gun racks and mounts, light bars, prison shields, and K9 containment units.

Staff plan to use the State of Washington's Department of Enterprise Services to acquire vehicles at a discounted rate, as is the City's standard practice. In the current competitive vehicle purchasing climate, and through the State's bidding system, many of the desired specialty police vehicles will be open and then closed within a 24 to 48-hour timeframe; therefore, City staff need preapproval to acquire desired vehicles using the State's system. Staff have attempted twice to acquire a K9 Police Vehicle through the State's bidding system and have been unsuccessful due to bids closing within 24 to 48 hours.

The Washington State Department of Enterprise Services contract vendors currently offer a Ford Expedition Special Services Vehicle, or similar vehicle type, which will meet the City's needs for this procurement. The vehicle and upfitting equipment are anticipated to be approximately \$80,000 including sales tax.

RCW 43.19.648 provides guidance for purchasing local government vehicles using electricity and biofuel. This vehicle purchase, which is a special unit, will be gas-powered. Police vehicles for emergency response are exempt if approved by the local authority.

This request is only for this vehicle.

ATTACHMENTS:

[Police Vehicle Image.jpg](#)

FISCAL DETAILS: The 2022 police vehicle procurement budget is \$195,000 with an available budget of \$126,202.06.

Capital Improvement Project 01108

Fund Name(s): General Fund

Coding:





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Ordinance No. 2022-17 Relating to 2022 2nd Budget Amendment and Updated Capital Improvement Plan Amendment - Finance

SUMMARY: This agenda item is for the City Council to consider amendments to the City's 2022 revised budget and updates to the Capital Improvement Plan. Included with this item is a consolidated ordinance capturing decisions which have been made previously by the Council to be included in the second 2022 budget amendment.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve Ordinance No. 2022-17, amending the City's 2022 revised budget and the 2022 update to the 2021-2026 Capital Improvement Plan.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: Please see the attached transmittal memo for a detailed overview of all requested items. Please see Exhibit A, attached and incorporated into this ordinance by reference, for the revised 2022 budget summary by Fund. Please see attached Exhibit B for more details explaining the charges incorporated in Exhibit A. All items listed in this budget amendment have been previously approved by the Council. The Exhibit A revised budget incorporates all budget adjustments from the first and second amendments as well as all open 2021 capital projects carried over into 2022.

ATTACHMENTS:

[2022 Second Budget Amendment Memo.pdf](#)

[Ordinance No. 2022-17 - 2nd Budget Amendment and CIP Amendments.docx](#)

[Exhibit A to Ordinance No. 2022-17 - Total Expenditures by Fund](#)

FISCAL DETAILS: General Fund Total Increase: \$127,135

Capital Construction Fund Total Increase: \$205,000

Sewer Fund Total Increase: \$70,000

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

Date: August 9, 2022

To: City Council
Blair King, City Manager

From: DeWayne Pitts, Finance Director

Subject: 2nd Budget Amendment of 2022

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis. Attached for Council's consideration is an ordinance with the second of three 2022 budget amendment ordinances planned for the year. The proposed ordinance also includes an amendment to the 2021-2026 Capital Improvement Plan (CIP). The combined total budget amendment amount is \$402,135. The following 5 budget amendments are proposed:

Capital Requests – 2 items, \$205,000

- *New Police and Court Emergency Management Operations Center: \$170,000 One-time Increase – Capital Construction Fund: Council approval date: July 26, 2022*, This item creates a permanent space for the Emergency Operations Center at the new Police and Court Facility by reconfiguring a portion of the upstairs area of the building currently planned for the police locker/storage area. The left side of the space will host a condensed locker storage area, and the right side of the space will be established as a permanent EOC and contain approximately 14 permanent workstations including computers, a large screen monitor, white boards, and storage. The space will also include a doorway to the adjacent jury deliberation conference room, which would expand the EOC capacity to 24 workstations, and additional meeting space. The budget amendment is estimated to cover the cost of completing the final design for the space, making the required construction modifications, and purchasing, installing and modifying the communications, security and furniture installations that would outfit the space.
 - Change existing project to a new total budget of \$20,170,000
 - Supporting Fund – General Fund: \$170,000

- *Public Works Salt Box Storage Facility: \$35,000 One-time Increase – Capital Construction Fund: Council approval date: July 26, 2022*, This budget amendment is to support the construction of the Public Works Salt Box Storage Facility that will consist of the construction of a 20' x 20' clear span fabric structure to cover salt, which is used for direct application as well as the

development of salt brine. The City has purchased the materials for the storage cover, however, a budget amendment is needed due to unforeseen material and labor cost increases.

- Change existing project to a new total budget of \$106,000
- Supporting Fund – General Fund \$35,000

Operating Requests – 2 items, \$127,135

- *American with Disabilities Plan – \$61,885 One-time Increase – General Fund:* **Council approval date: July 26, 2022**, This amendment redirects \$61,885 of unspent American Rescue Plan Act (ARPA) funds originally designated for a one-time increase to human services funding to prepare a Transition Plan pursuant to the American with Disabilities Act (ADA). Pursuant to Title II of the 1990 Americans with Disabilities Act (“ADA”), the City of Bainbridge Island is required to conduct a self-assessment of all City activities, services, and programs to ensure that they are available to people with disabilities. After the assessment is completed, the City must complete a Program Access Plan, as known as an ADA Transition Plan to ensure that accessibility to City services and facilities is achieved. The deadline for completion of the ADA Transition Plan was July 26, 1992. Based upon currently available information, it appears the City has not completed an ADA Transition Plan. The total cost of this plan is expected to exceed \$100,000 for this plan.
- *Rockaway Beach mitigation and monitoring - \$65,250 One-time Increase – General Fund:* **Council approval date: July 26, 2022**, This budget amendment supports the project design and construction: additional planting; invasive species removal; and temporary irrigation costs for the Rockaway Beach 5-year Hydraulic project related to seawall and roadway reconstruction.

Sewer Fund Operating Request – 1 item, \$70,000

- *Wastewater Treatment Plant Supervisor position - \$70,000 On-going Increase – Sewer Fund:* **Council approval date: July 12, 2022**, This request authorizes the creation of a Wastewater Treatment Plant Supervisor position to allow for the recruitment and hiring of the position prior to the departure of the incumbent Public Works Manager. The current organizational structure stretches the span of control but has worked due to the performance of the individual. This person will retire effective January 2023. This amendment will allow the City to add a Public Works Supervisor position at range 18 of the Unrepresented Pay Scale to be responsible for management, supervision, regulatory compliance, and long-term project management at the Wastewater Treatment Plant.

Thank you for your consideration of these requests.

ORDINANCE NO. 2022-17

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2021-2022 biennial budget and associated provisions of the 2022 Update of the 2021-2026 Capital Improvement Plan and providing for uses not foreseen at the time the budget was adopted.

WHEREAS, on November 24, 2020, the City Council adopted the 2021-2022 biennial budget via Ordinance No. 2020-31 and subsequently amended the budget; and

WHEREAS, on October 26, 2021, the City Council adopted a modified budget for 2022 via Ordinance No. 2021-27; and

WHEREAS, on December 14, 2021, the City Council adopted the modifications to the 2022 Update of the 2021 – 2026 Capital Improvement Plan via Ordinance No. 2021-37; and

WHEREAS, on February 22, 2022, the City Council adopted funding for carryover items for work funded in 2021 but to be performed in 2022 via Ordinance No. 2022-03; and

WHEREAS, on April 12, 2022, the City Council adopted funding for purchase of Islander Residents Association bonus floor area ratio in 2022 via Ordinance No. 2022-06; and

WHEREAS, on May 10, 2022, the City Council adopted a revised budget for 2022 via Ordinance No. 2022-08; and

WHEREAS, a number of situations have occurred during 2022 which require the City to expend money on items, projects, and categories not included in the revised 2022 budget and to adjust the 2022 Update of the 2021-2026 Capital Improvement Plan accordingly.

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

Section 1. Ordinance No. 2022-08 and the 2022 budget are amended as shown on the attached Exhibit A, which is hereby incorporated fully into this ordinance.

Section 2. Attached hereto as Exhibit B (to the 2022 Revised Budget), and as hereby incorporated fully into this ordinance, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the revised budget.

Section 3. In that some of the budget expenditures that are the subject of this ordinance directly relate to the City’s 2022 Update of the 2021-2026 Capital Improvement Plan, the 2021-2026 Capital Improvement Plan is hereby correspondingly amended as to the related expenditures that are the subject of this ordinance, as described and shown in the attached Exhibit B and included in total expenditures as shown in Exhibit A.

Section 4. The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2022 biennial budget and the 2022 Update of the 2021-2026 Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

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

PASSED by the City Council this ___ day of _____ 2022.

APPROVED by the Mayor this ___ day of _____ 2022.

Joe Deets, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: August 5, 2022
PASSED BY THE CITY COUNCIL: _____, 2022
PUBLISHED: _____, 2022
EFFECTIVE DATE: _____, 2022
ORDINANCE NO: 2022-17

Attached: Exhibit A
Exhibit B

CITY OF BAINBRIDGE ISLAND – 2022 REVISED BUDGET
SUMMARY BY FUND

Exhibit A
ORDINANCE NO. 2022-17

CITY FUNDS		2022 EXPENDITURES
001	GENERAL FUND	24,210,400 24,542,535
101	STREET FUND	3,494,509
103	REAL ESTATE EXCISE TAX FUND	4,372,151
104	CIVIC IMPROVEMENT FUND	437,062
108	AFFORDABLE HOUSING FUND	109,500
171	TRANSPORTATION BENEFIT FUND	640,000
173	TRANSPORTATION IMPACT FEE FUND	-
199	AMERICAN RESCUE PLAN ACT FUND	345,699 407,584
201	GO BOND FUND	1,554,535
203	LID BOND FUND	40,780
301	CAPITAL CONSTRUCTION FUND	6,755,717 16,479,825
401	WATER FUND	4,815,726
402	SEWER FUND	8,445,979 8,515,979
403	STORM & SURFACE WATER FUND	3,091,984 3,240,234
407	BUILDING & DEVELOPMENT FUND	3,600,267
501	EQUIPMENT RENTAL & REVOLVING FUND	800,015
	TOTAL EXPENDITURES	62,714,324 73,050,703

Exhibit B to Ordinance No. 2022-17

2022 BUDGET AMENDMENTS

Presented to City Council

Approved on Aug _____, 2022

SUBJECT	DESCRIPTION	FUND / Department	Change amount requested	Change to Appropriation	On-going
Rockaway Beach Road mitigation and monitoring	Design and construction of the Rockaway Beach 5-year Hydraulic project mitigation and monitoring requirements related to seawall and roadway reconstruction performed in 2011. <i>Approved at July 26, 2022 Regular Business Meeting</i>	General/Public Works	\$ 65,250	Increase	One-time
American with Disabilities Plan	This reprograms \$61,885 of unspent American Rescue Plan Act (ARPA) funds originally designated for a one-time supplemental increase in human services funding be reprogrammed and committed to preparation of an ADA Transition Plan. Funds will be spent out of the General Fund and then the General Fund will be reimbursed by the ARPA Fund. <i>Approved at July 26, 2022 Regular Business Meeting</i>	General / Executive	\$ 61,885	Increase	One-time
TOTAL GENERAL FUND EXPENDITURE INCREASE			\$ 127,135		
Permanent Emergency Operations Center in the new Police and Court Facility	The City Manager is requesting a budget amendment to support the inclusion of a permanent Emergency Operations Center in the new Police and Court Facility. <i>Approved at July 26, 2022 Regular Business Meeting</i>	Capital Construction / Public Works	\$ 170,000	Increase	One-time
Salt Storage	Construction of the Public Works Salt Storage Facility. The City currently does not have storage for roadway salt which is critical in keeping roadways safe during emergency storm events. The Public Works Salt Storage Facility project will consist of the the construction of a 20' x 20' clear sput fabric structure to cover salt. <i>Approved at July 26, 2022 Regular Business Meeting</i>	Capital Construction / Public Works	\$ 35,000	Increase	One-time
TOTAL CAPITAL CONSTRUCTION FUND EXPENDITURE INCREASE			\$ 205,000		
WWTP Supervisor	The current organizational structure stretches the span of control. This position will be primarily responsible for management, regulatory compliance, and long-term project management at the Wastewater Treatment Plant (WWTP). <i>Approved at the July 12, 2022 Regular Council Business Meeting</i>	Sewer / Public Works	\$ 70,000	Increase	On-going
TOTAL SEWER FUND EXPENDITURE INCREASE			\$ 70,000		
TOTAL BUDGET AMENDMENTS			\$ 402,135		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Advertise for the Hawley-Irene Sewer Grinder Pump Construction Project (\$350,000) - Public Works

SUMMARY: Staff is requesting that the City Council to authorize the City Manager to move forward with advertising for the Hawley-Irene Sewer Grinder Pump Station construction project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to advertise for the Hawley-Irene Sewer Grinder Pump Construction Project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: This project proposes to replace an aging and failing gravity sewer main with a new force main and grinder pumps for several residences along Hawley Way and Irene Place. A grinder pump is a small sewage pump sized for an individual residence that pumps wastewater uphill from the residence to the public sewer main via a pressurized pipe.

The benefit of this project is replacing a deteriorated system with a reliable improvement that can be maintained in the future. The impacted residents are aware of the project and are supportive of the improvement.

The project design is complete, and construction is anticipated in late fall 2022.

ATTACHMENTS:

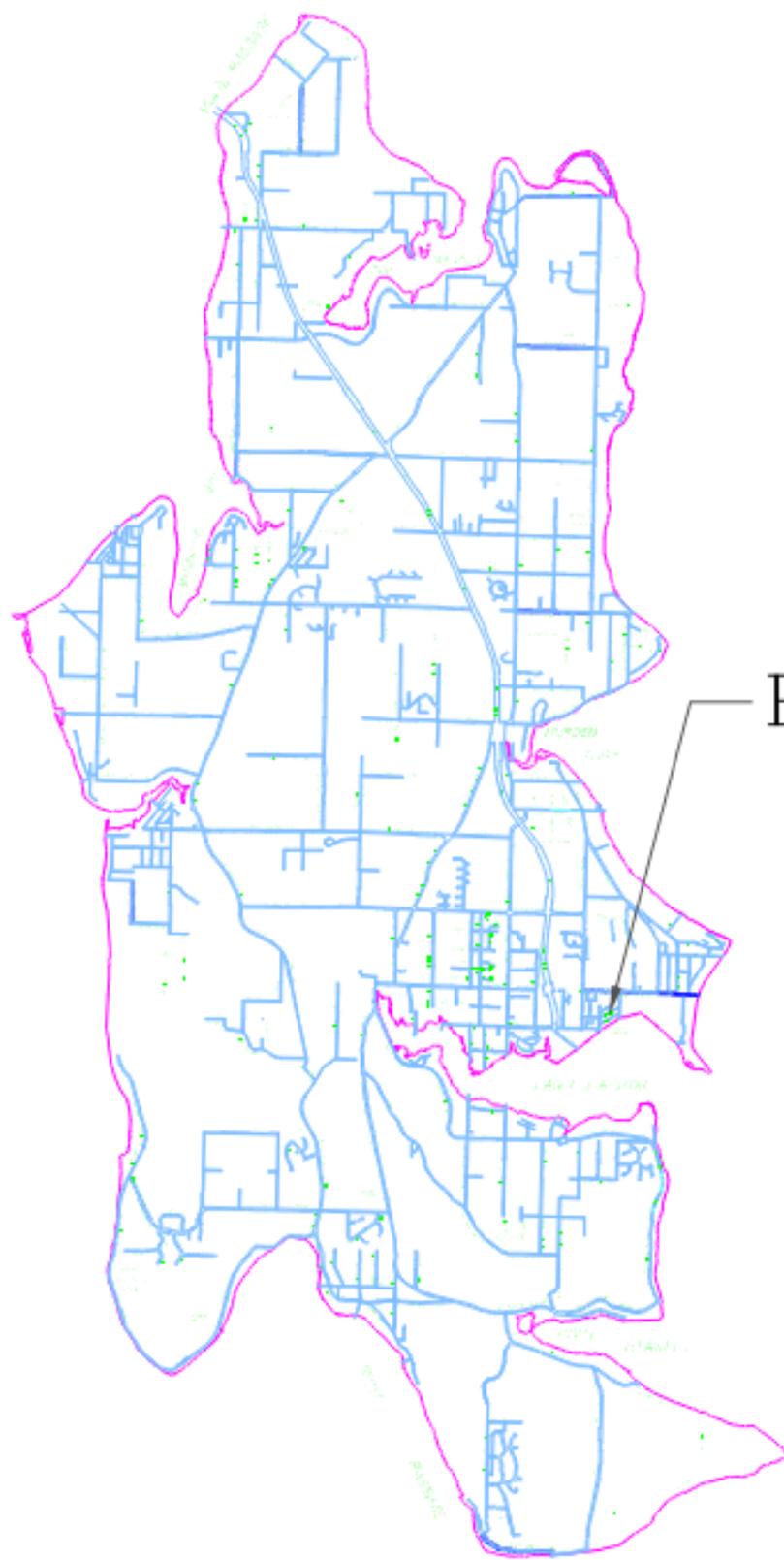
[Hawley & Irene Grinder Pumps Map.pdf](#)

[Hawley Irene Budget Summary.pdf](#)

FISCAL DETAILS: 2022 Budget @ \$350,000; Munis Project # 01103

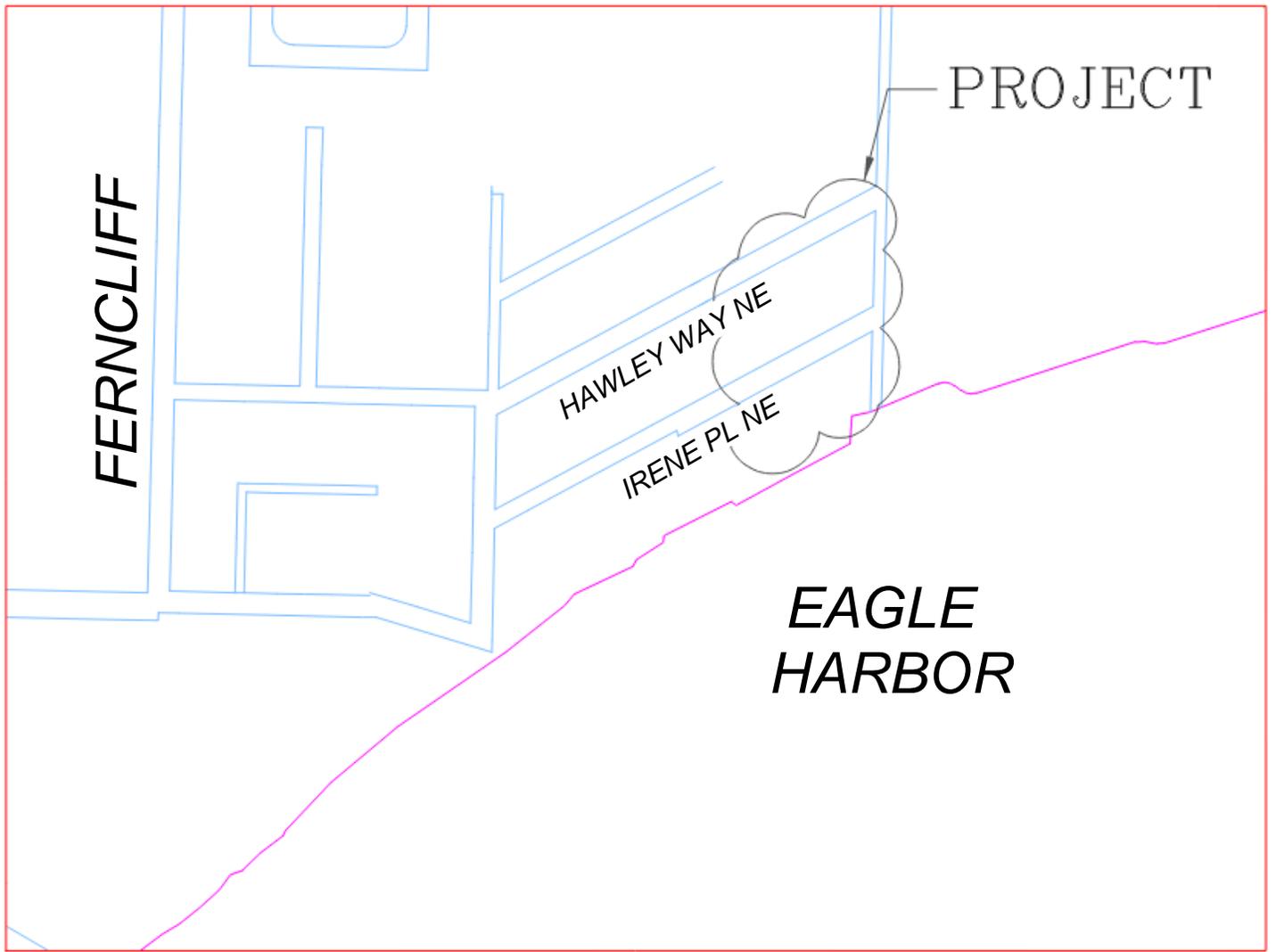
Fund Name(s): Sewer Fund

Coding:



PROJECT

LOCATION MAP



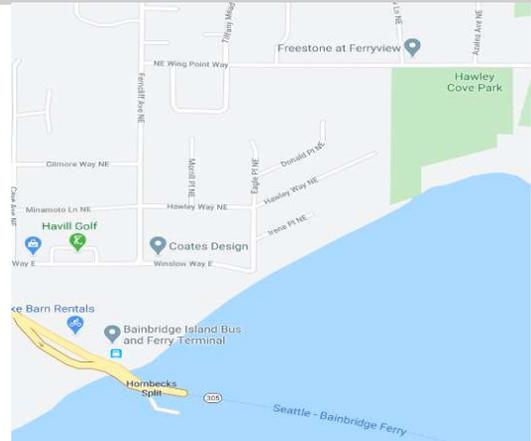
VICINITY MAP

Project: Hawley/Irene Grinder Pumps

Location:

01103

Project Description



Description: This project proposes to replace an aging and failing gravity sewer main with a new force main and grinders pumps for several residences along Hawley Way and Irene Place.

Capital Funding

	Prior Yrs.	2022	2023	Subsequent	Total
FUNDING SOURCES					
Sewer Fund	\$ 363,000	27,000	-	-	\$ 390,000
	\$ 363,000	\$ 27,000	\$ -	-	\$ 390,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 390,000	2021 CIP	Original project authorization
Budget Amendments	-		
Total Project Budget	\$ 390,000		

Financial Update Spending through June 30, 2022

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund	\$ 390,000	\$ 1,359	\$ -	\$ 1,359	\$ 388,641

Current Project Status



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Refer Design Alternatives for Wing Point Sewer Pump Station Replacement Project to the Utility Advisory Committee for Review and Recommendation - Public Works,

SUMMARY: Staff is recommending the City Council consider forwarding the design alternatives for the Wing Point Pump Station Replacement project to the Utility Advisory Committee (UAC) for review and recommendation.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Forward the design alternatives for the Wing Point Pump Station Replacement project to the Utility Advisory Committee for review and recommendation.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: After performing a cost and risk assessment, the Public Works Department is recommending an individual grinder pump design for the side service reconnection of five (5) affected residences for the replacement of the Wing Point Pump Station. Residents impacted by the project are opposed to the individual pump design option and are concerned that the City has not fairly evaluated the options.

In brief, an individual grinder pump design is recommended due to the following:

- maintenance is performed by an on-call 3rd party contractor, instead of limited City maintenance staff;
- easier constructability;
- lower lifecycle cost;
- lower risk construction techniques; and,
- power reliability ensured through a transfer switch installation for each resident (included in proposal).

The disadvantages of the pressure collection system include:

- residents' concerns regarding locating the grinder pump in an area that is unobtrusive;
- additional surveying and easement document creation required; and,
- depending on the pump locations agreeable to individual property owners, one or more of the grinder pumps could still be located in an extreme high-tide flood zone.

The attached memo provides an additional summary of the cost and risk assessment to date, and addresses the concerns highlighted by impacted residents.

Staff is suggesting that the City Council consider forwarding the design alternatives for the Wing Point Pump Station Replacement project to the Utility Advisory Committee (UAC) for review and recommendation at the August 10, 2022 meeting. A recommendation from the UAC is expected in August or mid-September.

ATTACHMENTS:

[Wing Point Sewer Memo.docx](#)

[Wing Point Sewer Memo Attachments and Map.pdf](#)

[Wing Point Budget Summary.pdf](#)

FISCAL DETAILS: Munis Project # 00820.

Fund Name(s): Sewer Fund

Coding:



PUBLIC WORKS DEPARTMENT

MEMORANDUM

DATE: July 25, 2022
TO: Chris Wierzbicki, PE, Director of Public Works
FROM: Peter Corelis, P.E., City Engineer
SUBJECT: Wing Point Sewer Pump Station Side Services

Executive Summary

After performing a cost and risk assessment, the Public Works Department is recommending an individual grinder pump design for the replacement of the Wing Point Pump Station. Residents impacted by the project are opposed to the individual pump design option and are concerned that the City has not fairly evaluated the options. The purpose of this memo is to provide a summary of the cost and risk assessment, and address the concerns highlighted by impacted residents.

Definition of Terms

- The Wing Point Pump Station is a large manhole containing pumps that work to convey sewage from a collection of neighborhood homes, to the wastewater treatment plant
- A grinder pump is a small, residential pump that serves an individual household
- A grinder pump conveys sewage through a pressure main, as opposed to a gravity main, which only uses gravity for conveyance

Summary of Project Evaluation

The Wing Point sewer pump station collects sewage from the majority of houses on Wing Point Drive. The station is located on the shoreline, and because it can be inundated by high-tides, it must be relocated upland to allow service and maintenance during high-water events. These high-water events are anticipated to increase due to the impacts of climate change. The last event was in early 2022 and resulted in a sewage spill that required the temporary closure of the adjacent shoreline.

The new location will require the side sewers from 5 nearby residences to be re-routed to the new station. Only two design options are considered viable:

1. Construct a deep gravity collection system to connect the 5 residences to the station; or,
2. Construct a shallow pressure collection system with individual pumps at each of the five residences.

Both options have benefits and costs as described below:

Individual Grinder Pump – Pressure Collection System Option - RECOMMENDED

The benefits of running the pressure collection system include:

- maintenance is performed by an on-call 3rd party contractor, instead of limited City maintenance staff
- easier constructability
- lower lifecycle cost
- lower risk construction techniques
- power reliability ensured through a transfer switch installation for each resident (included in proposal).

The disadvantages of the pressure collection system include:

- residents' opposition
- locating the grinder pump on each property in an agreeable location that is unobtrusive
- additional surveying and easement document creation required
- depending on the pump locations agreeable to individual property owners, one or more of the grinder pumps could still be located in an extreme high-tide flood zone

8" Pipe and Manholes - Gravity Collection System Option

The benefits of running the gravity collection system include:

- once it is installed it is low maintenance
- not reliant on power to discharge wastewater from the nearby 5 residences to the pump station

The disadvantages of the pressure collection system include:

- constructability
- greater impacts to shoreline environment
- greater temporary neighborhood impacts due to trucking/hauling of excavated materials
- higher cost and environmental-related risks
- greater lifecycle cost

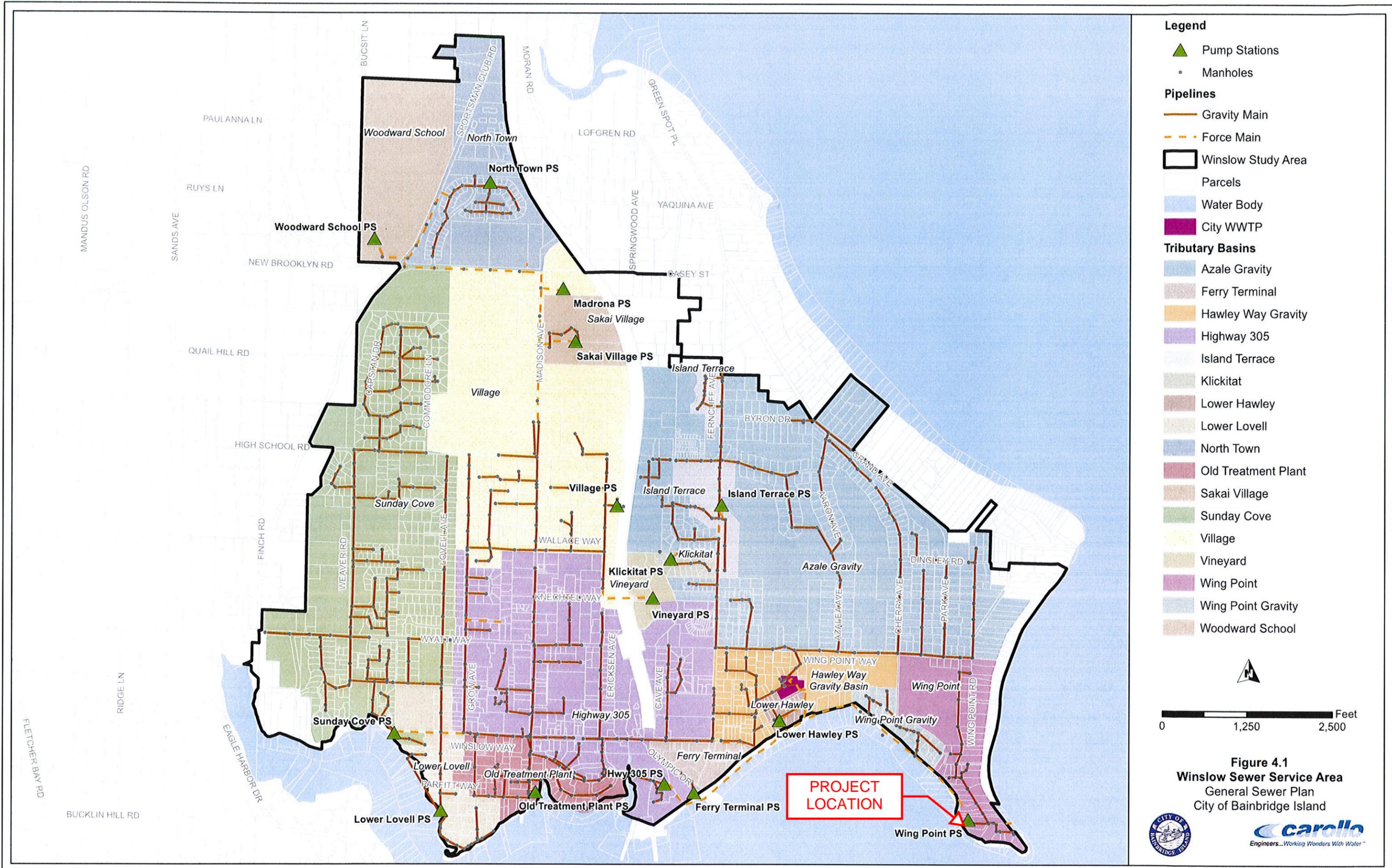
Summary of Community Concerns

- The City's design consultant (Skillings) prepared plans and cost estimates originally in March of 2022 that showed the pressure collection system at \$863,000 was more cost effective than the gravity collection system, which was estimated at \$957,500.

- The Department met with the affected residents and presented the proposals. Feedback from the residents was strongly in favor of the slightly costlier gravity system citing better reliability and minimal impacts to their properties resulting from the needed installation of a pump and alarm panel at each house.
- Following that meeting the City performed a constructability review and determined that the options laid out for the gravity collection system did not fully take into account the site constraints, which include necessary dewatering of any open excavations, trenchless pipe installation launching sites, deep open-cut trenches and material hauling and handling, and boring under the City's 16-inch sewer treatment outfall pipe. A pressure collection system would require a simpler shallow pressure pipe installation. A revised estimate was provided by the consultant in May of 2022 to address the City-identified constructability issues and showed the gravity collection system probable cost at \$1,411,500.
- Two additional outreach meetings were conducted with the affected residents (virtual and on-site) to review the options. The neighborhood residents highlighted the omission in the estimates of additional costs associated with the pressure collection system, including legal/title expense for easements, the cost to service and maintain the individual grinder pumps over their lifetime, schedule pump replacement costs, additional costs to install manual transfer switches to run the pumps during power outages, and the annual cost to each homeowner to power the units.
- In response to the neighborhood comments, the Department performed an internal review of the estimates in order to provide a side-by-side comparison that includes maintenance and operation costs, additional easement expenses, and pump replacement costs. The comparison shows a lifecycle cost over the next 50 years of \$28,219 per year for the gravity collection system (total project cost of \$1,410,954) versus \$27,006 per year (total project cost plus maintenance repair, and replacement of pumps of \$1,350,276) for the pressure collection system. Electricity for each pump is not factored as this cost is carried by each homeowner. (Note, cost to run the pump is estimated at \$30 per year. A summary of costs is attached to this memo). Additionally, construction of the pressure system is anticipated to be significantly lower risk as related to costs and potential environmental impacts due to the lack of deep trenching, and the potential for cost overruns related to extensive de-watering operations.

Recommendation

The Public Works Department is recommending moving forward with the pressure system design, and continued engagement with the impacted residents to minimize the project's impact during and after construction.

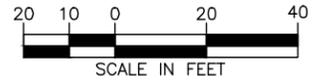
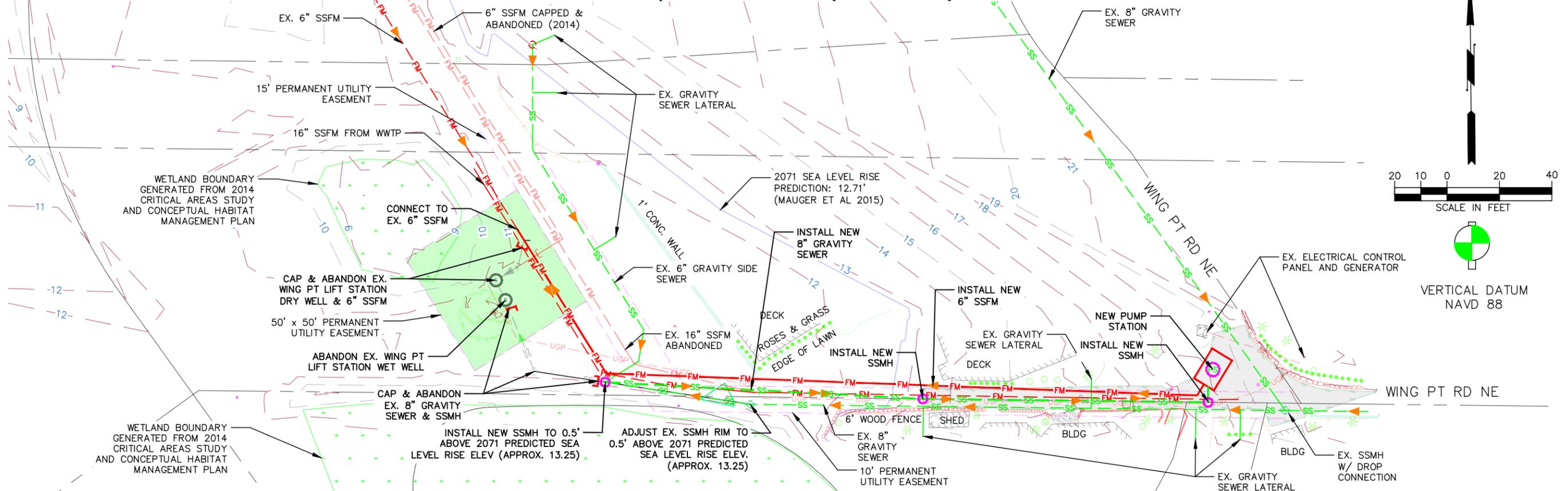


Source: City of Bainbridge Island (SEWER January 2011.dwg)

Option 2: Gravity Sewer from Existing Pump Station to New Upland Pump Station

Item No.	Description	Quantity	Unit	Unit Price	Cost	Notes
1	Bypass Pumping (3 days)	1	LS	\$ 7,000	\$ 7,000	
2	New Pump and Motors	1	LS	\$ 181,500	\$ 181,500	
3	Electrical Pump Control Panel	1	LS	\$ 81,000	\$ 81,000	
4	Generator	1	LS	\$ 60,000	\$ 60,000	
5	New valves and piping for existing valve vault	1	LS	\$ 40,000	\$ 40,000	
6	Pump station wetwell manhole structure w/ mechanical equipment, level sensore/transducer	1	LS	\$ 130,000	\$ 130,000	structure deeper than Option 3 due to gravity pipe slope needed
7	Abandon Existing Wetwell and Drywell	1	LS	\$ 10,000	\$ 10,000	
8	48" Diameter Manhole	3	EA	\$ 6,000	\$ 18,000	
9	8" Diameter Gravity Sewer	500	LF	\$ 600	\$ 300,000	unit cost high to reflect deep open trench in upper section (13 feet below road), boring pit and trenchless installation in lower section
				Subtotal	\$ 827,500	
				Contingency (20%)	\$ 165,500	
				Subtotal	\$ 993,000	
				Sales Tax (9.3%)	\$ 92,349	
				Subtotal	\$ 1,085,349	
				Engineering, Survey (30%)	\$ 325,605	
				TOTAL PROJECT COST	\$ 1,410,954	
	Option 2 Life Expectancy:	<u>50</u>	years	Cost/Year	\$ 28,219.07	<i>Present Value</i>

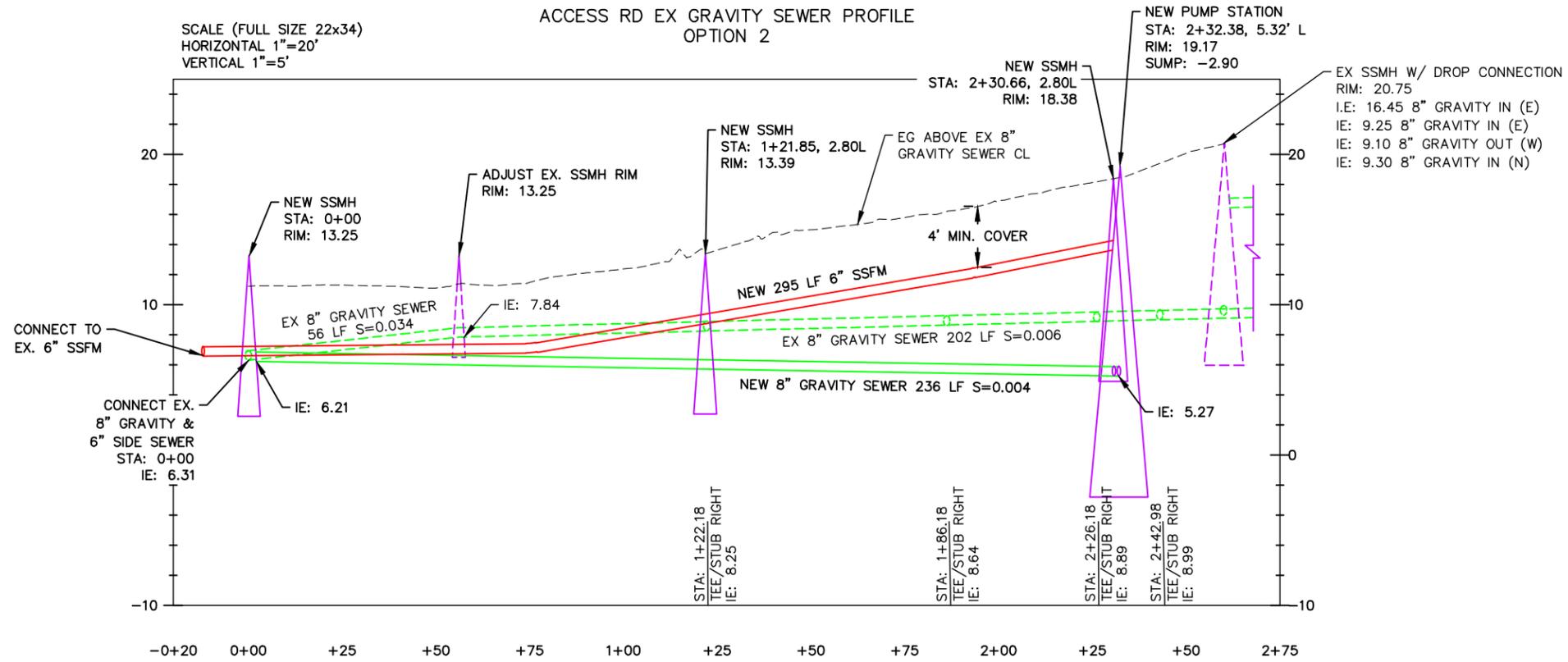
SECTION 27, TOWNSHIP 25N, RANGE 2E, W.M.



VERTICAL DATUM
NAVD 88

NOTES:

1. OPEN CUT TRENCH FROM STA 0+00 TO STA 1+21 (APPROX. 121 LF).
2. DIRECTIONAL BORE FROM STA 1+21 TO 2+30 (APPROX. 111 LF).
3. EXISTING CONDITIONS BASED ON 1976 & 2014 AS-BUILT & SURVEY TOPO PROVIDED BY THE CITY OF BAINBRIDGE.



DESIGNED BY:	DATE	NO.	DATE	REVISIONS
T.SKILLINGS	11/2021			
A.GUERRERO	11/2021			
D.BELL	11/2021			
D.BELL	11/2021			

Plotted By: Anthony D. Guerrero, EIT on 11/22/21 12:10 PM
 Saved By: Aguerrero on 11/22/21 11:07 AM
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5016 Lacey Boulevard SE, Lacey, Washington 98503
 (360) 491-3399 Fax (360) 491-3857

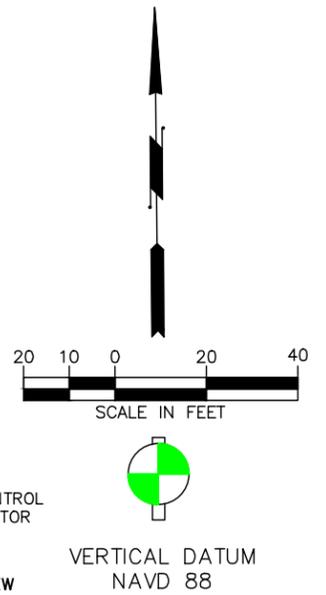
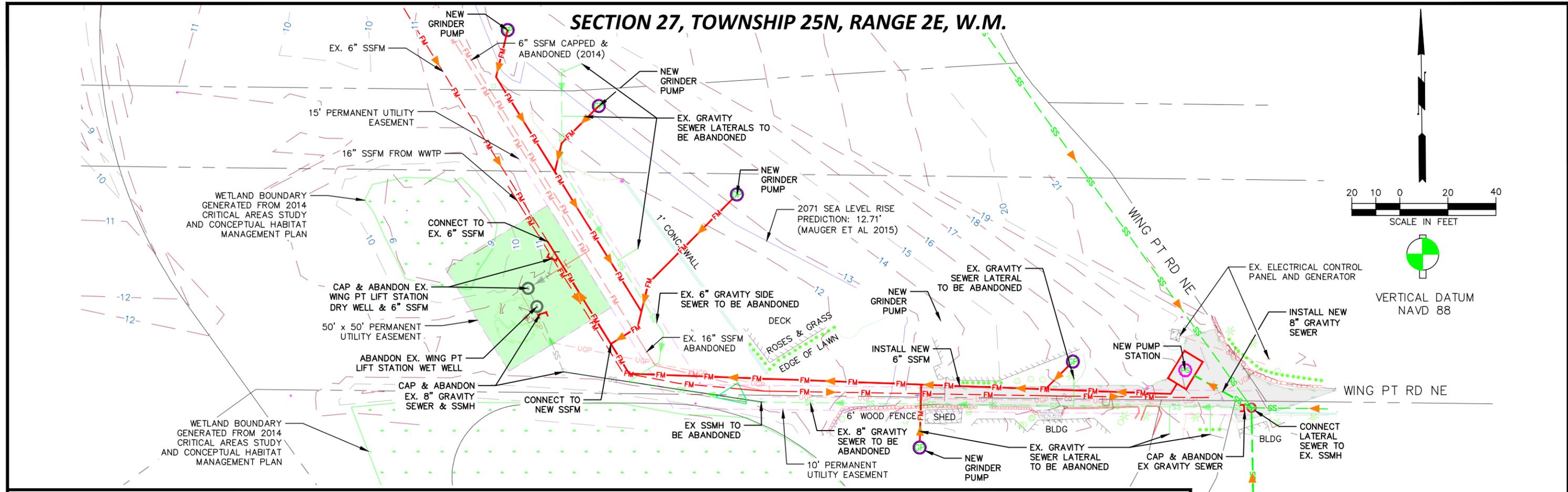
BAINBRIDGE ISLAND WA

WEST EAGLE HARBOR PUMP STATION IMPROVEMENTS

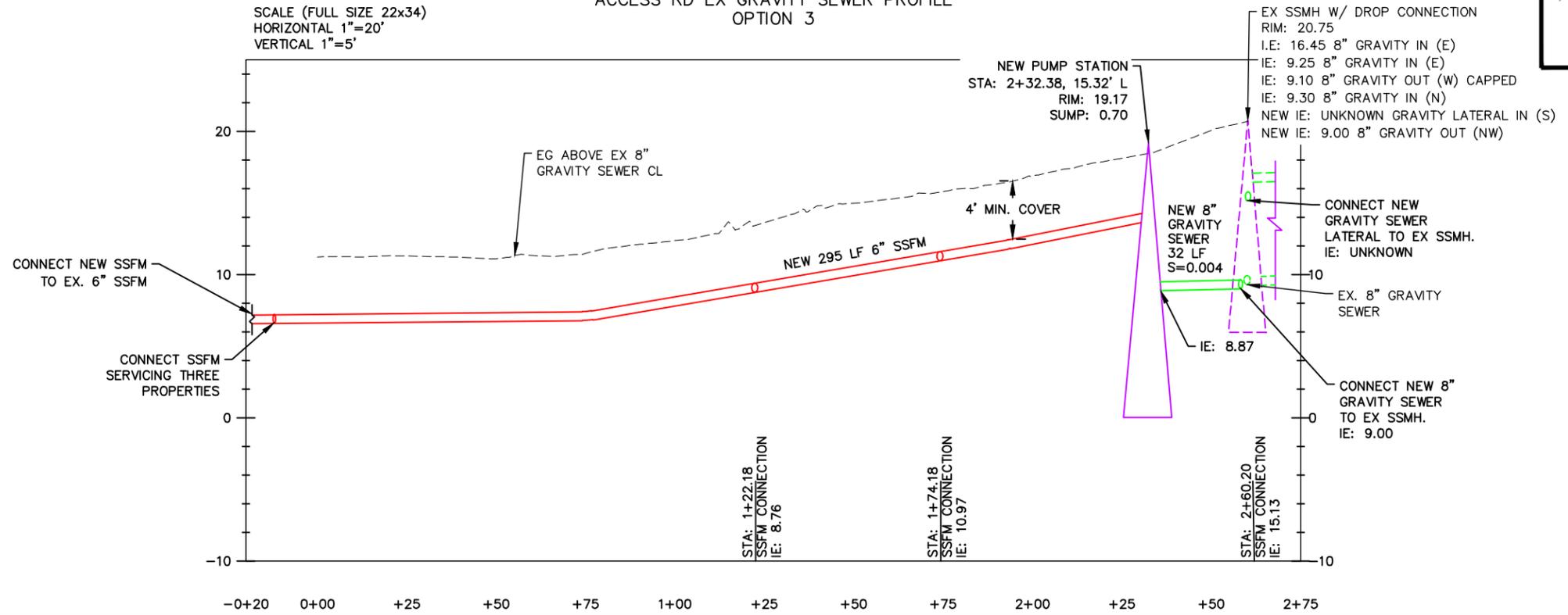
**WING POINT PUMP STATION
OPTION 2 - GRAVITY TO NEW PUMP STATION**

JOB NUMBER	19217
PRELIM	
SHEET	1
OF	1
SHI	121

SECTION 27, TOWNSHIP 25N, RANGE 2E, W.M.



ACCESS RD EX GRAVITY SEWER PROFILE
OPTION 3



- NOTES:**
- 5 GRINDER PUMPS, 1 NEW GRAVITY SEWER LATERAL.
 - ACTUAL GRINDER PUMP LOCATIONS TO BE DETERMINED IN THE FIELD.
 - MORE SURVEY NEEDED TO DETERMINE IF ADDITIONAL PROPERTIES ARE CONNECTED TO EX GRAVITY SEWER TO BE ABANDONED. EXISTING CONDITIONS BASED ON 1976 & 2014 AS-BUILT & TOPO SURVEY PROVIDED BY THE CITY OF BAINBRIDGE.

DESIGNED BY:	DATE	NO.	DATE
A.GUERRERO	11/2021		
ENTERED BY:			
A.GUERRERO	11/2021		
CHECKED BY:			
D.BELL	11/2021		
PROJ. ENGR.:			
D.BELL	11/2021		

Plotted By: Anthony D. Guerrero, EIT on 11/22/21 12:10 PM
 Saved By: Aguerro on 11/22/21 12:08 PM
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5016 Lacey Boulevard SE, Lacey, Washington 98503
 (360) 491-3399 Fax (360) 491-3857

BAINBRIDGE ISLAND WA

WEST EAGLE HARBOR PUMP STATION IMPROVEMENTS

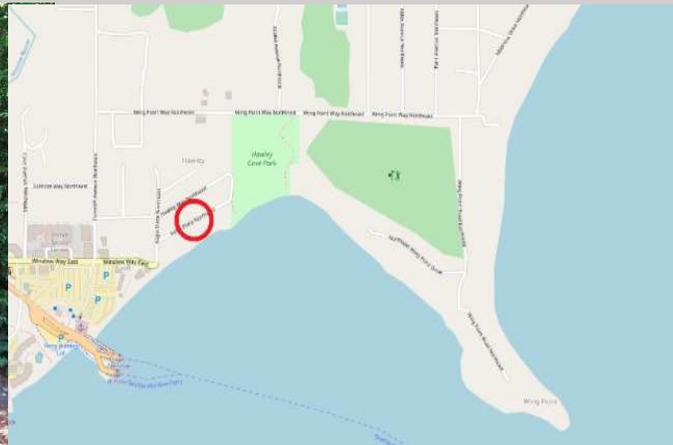
**WING POINT PUMP STATION
OPTION 3 - NEW PUMP STATION & GRINDER PUMPS**

Project: Rehabilitate Pump Station

Location: Wing Point

00820

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979 and it is reaching the end of its useful life. Besides the general condition concerns that also apply to the City’s other aging pump stations (wet well controls should be replaced to meet current safety standards and the performance of the cathodic protection components of these stations should be assessed), the Wing Point Pump Station has some unique upgrade requirements. First, the station access hatch is currently under water during extreme high tides and should be extended. Second, it is recommended that an air vacuum relief valve be installed in the force main at the discharge of the Wing Point pumps.

Capital Funding

	Prior Yrs.	2022	2023	Subsequent	Total
FUNDING SOURCES					
Sewer Fund	\$ 117,000	17,000	-	525,000	\$ 659,000
	\$ 117,000	\$ 17,000	\$ -	525,000	\$ 659,000

Budget Notes

	Amount	Source	Description
Original budget	\$ 550,000	2017 CIP	Original project authorization
Budget Amendments	109,000	2021 CIP	Adjust for Labor
Total Project Budget	\$ 659,000		

Financial Update Spending through June 30, 2022

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Sewer Fund	\$ 659,000	\$ 93,569	\$ 31,690	\$ 125,259	\$ 533,741

Current Project Status

Design underway



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME:

AGENDA ITEM: Ratify Amendment to Interlocal Cooperation Agreement KC-055-15 for Urban County Community Development Program Funds between Kitsap County and the Cities of Bainbridge Island, Port Orchard, and Poulsbo

SUMMARY: Kitsap County is working to requalify for entitlement status as an Urban County for the three calendar years 2023-2025 in order to continue to receive federal HOME Investment Partnership (HOME) and Community Development Block Grant (CDBG) funds of approximately \$1.7 million annually. The CDBG Program provides annual grants on a formula basis targeted to providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The threshold for entitlement designation is a population over 50,000. The Interlocal Agreement (ILA) was automatically renewed under the terms of the agreement last spring. Each of the cities has remained part of the consortium so there are no changes in that regard to the ILA. However, there are some new statutory and regulatory provisions that the U.S. Department of Housing and Development ("HUD") requires be included as per the Urban County Requalification Notice CPD-22-07. The original ILA, Section 2.3, has been amended to incorporate these changes. HUD does not require a new interlocal for the updates, just an amendment to incorporate them. Additionally, the ILA allows for amendments. Section 4 of the ILA details the term of the agreement including the automatic renewal provision and Section 4.3 states, "the signatory parties agree to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice applicable for a subsequent three-year qualification period... ."

The amendment to the ILA required the Mayor's signature prior to August 1 so that the documents could be submitted to HUD by the requalification process deadline. Accordingly, the amendment is scheduled for ratification at the first available business meeting following its execution by the Mayor.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Ratify Amendment to Interlocal Cooperation Agreement KC-055-15 for Urban County Community Development Program Funds between Kitsap County and the Cities of Bainbridge Island, Port Orchard, and Poulsbo.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[KC-055-15A Cities ILA Amend 01.pdf](#)

[KC-055-15- Cities ILA Executed.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**AMENDMENT TO
INTERLOCAL COOPERATION AGREEMENT FOR URBAN COUNTY COMMUNITY
DEVELOPMENT PROGRAM FUNDS BETWEEN KITSAP COUNTY AND THE CITIES
OF BAINBRIDGE ISLAND, PORT ORCHARD AND POULSBO**

WHEREAS, Kitsap Urban County (hereinafter referred to as "COUNTY"), a political subdivision of the State of Washington, and the cities of Bainbridge Island, Port Orchard and Poulsbo (hereinafter referred to as "CITIES"), municipal corporations of the State of Washington within Kitsap County, for the cooperation of units of local government under the authority of RCW 39.34 previously entered into an Interlocal Cooperation Agreement, KC-055-15, for the purposes of the Community Development Block Grant Program and the HOME Investment Partnership Program.

WHEREAS, the Agreement was signed by Kitsap County on February 23, 2015, City of Bainbridge Island on February 24, 2015, City of Poulsbo on March 11, 2015, and City of Poulsbo on March 4, 2015 and became effective upon adoption by the parties and will continue until terminated as provided herein.

WHEREAS, HUD allows for amendments to existing agreements to include new provision(s) based on statutory or regulatory changes, rather than drafting a new cooperation agreements, and it is necessary to modify Section 2.3 of the existing agreement to include new provisions.

WHEREAS the County and the Cities agree to the modifications of such Agreement.

NOW THEREFORE, in consideration of the mutual benefits contained herein, the Interlocal Cooperation Agreement is hereby modified as follows:

SECTION 2. ACTIVITIES

Delete:

2.3 The signatory parties agree that they will take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section I 09 of Title I of the Housing and Community Development Act of 1974, and other applicable laws. Urban County funding is prohibited for activities, in or in support of, any city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. Noncompliance by a city included in an urban county may constitute noncompliance by the entire urban county which can, in turn, provide cause for funding sanctions or other remedial actions by the Department.

Replace with:

2.3 The signatory parties agree that they will take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, the Fair Housing Act, and the implementing regulations at 24 CFR part 100, section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR part 6 including Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 24 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 147, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. Urban County funding is prohibited for activities, in or in support of, any city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. Noncompliance by a city included in an urban county may constitute noncompliance by the entire urban county which can, in turn, provide cause for funding sanctions or other remedial actions by the Department.

THIS AMENDMENT constitutes the entire amendment to the agreement between the County and the Cities. All other terms and conditions of the Interlocal Cooperation Agreement remain in effect.

THIS AMENDMENT is effective when signed by all parties.

CITY OF BAINBRIDGE ISLAND

JOE DEETS, MAYOR

DATE: _____

KITSAP COUNTY BOARD OF COMMISSIONERS

EDWARD E. WOLFE, CHAIR

CITY OF PORT ORCHARD

ROB PUTAANSUU, MAYOR

DATE: _____

CHARLOTTE GARRIDO, COMMISSIONER

ROBERT GELDER, COMMISSIONER

DATE: _____

CITY OF POULSBO

BECKY ERICKSON, MAYOR

DATE: _____

ATTEST:

DANA DANIELS, CLERK OF THE BOARD

INTERLOCAL COOPERATION AGREEMENT FOR URBAN COUNTY COMMUNITY DEVELOPMENT PROGRAM FUNDS BETWEEN KITSAP COUNTY AND THE CITIES OF BAINBRIDGE ISLAND, PORT ORCHARD AND POULSBO

PROGRAM YEARS 2015 - 2016 AND AS HEREIN RENEWED

This agreement is entered into between Kitsap Urban County (hereinafter referred to as "COUNTY"), a political subdivision of the State of Washington, and the cities of Bainbridge Island, Port Orchard and Poulsbo (hereinafter referred to as "CITIES"), municipal corporations of the State of Washington within Kitsap County, for the cooperation of units of local government under the authority of RCW 39.34. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

SECTION 1. RECITALS

1.1 WHEREAS, the Congress of the United States of America has enacted the National Affordable Housing Act, HOME Investments in Affordable Housing Program, as promulgated by the U S Department of Housing and Urban Development (hereinafter HUD) in 24 CFR Part 92, allowing units of general local government to enter into mutual cooperation agreements to form a consortium for the purpose of obtaining funding as a participating jurisdiction under the HOME Investment Partnership Program (HOME Program);

1.2 WHEREAS, it is found that these objectives are pertinent to the concerns and needs of the COUNTY and of the CITIES;

1.3 WHEREAS, eligibility for HOME Investment Partnership funds is based upon criteria similar to the criteria for eligibility for Urban County designation for CDBG funds;

1.4 WHEREAS, the COUNTY and CITIES of Bainbridge Island, Port Orchard and Poulsbo have requested Urban "County" status under the CDBG Program and the City of Bremerton qualifies as a separate entitlement under the CDBG program;

1.5 WHEREAS, COUNTY shall administer the HOME program as well as the Urban County CDBG program and the CITY of Bremerton will administer its own CDBG program. Both of these programs will be included in the County Consortium's Consolidated Plan;

1.6 WHEREAS, the signatory political subdivisions to this agreement have determined that obtaining funding under the HOME Program will increase their ability to provide affordable housing for their low and moderate income residents; and

1.7 WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement for the cooperating governmental bodies to qualify for Urban County eligibility.

1.8 NOW, THEREFORE, in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties agree as follows:

SECTION 2. ACTIVITIES

2.1 This agreement covers the CDBG Entitlement program and the Home Investment Partnership Program of the signatory parties.

2.2 The signatory parties agree to take affirmative action to further fair housing in their jurisdictions. Such actions may include planning, education and outreach, and enforcement components.

2.3 The signatory parties agree that they will take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws. Urban County funding is prohibited for activities, in or in support of, any city that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. Noncompliance by a city included in an urban county may constitute noncompliance by the entire urban county which can, in turn, provide cause for funding sanctions or other remedial actions by the Department.

2.4 The signatory parties agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing.

2.5 The signatory parties understand, that by executing the CDBG cooperation agreement, they:

- (a) may not apply for grants from appropriations under the Small Cities or State CDBG Programs for fiscal years during the period in which it participates in the urban county's CDBG program; and
- (b) may receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments.

2.6 The signatory parties understand that, pursuant to 24 CFR 570.501(b) they are subject the same requirements applicable to subrecipients, including the requirement of a written agreement described in 24 CFR 570.503

2.7 The signatory parties agree that each party has adopted and is enforcing:

- (a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- (b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions."

SECTION 3. ADMINISTRATION

3.1 The COUNTY will administer both the Urban County's Community Development Block Grant Program and HOME Investment Partnership Program.

3.2 The CITIES are responsible for submitting in a timely manner to the COUNTY all information necessary for the Consolidated Plan, the HOME program description and certifications (24 CFR 92.150), and performance reports. The Consolidated Plan Annual Performance Report, HOME Annual Performance Report, and the Annual Consolidated Plan information shall be provided to the COUNTY by the dates specified by the COUNTY.

3.3 The COUNTY shall have decision making authority regarding the Consolidated Plan, the Urban County's annual Community Development Policy plan and annual project allocations consistent with the process in the Policy Plan as well as the HOME allocation process and plan. Development of the documents will require input from the CITIES and the participation of citizens appointed to an Advisory Board(s). Appointments will be made each year as follows: each Mayor shall appoint one citizen volunteer to each Board and each County Commissioner shall appoint one citizen volunteer to each Board. Representatives of the CITIES shall have the opportunity to attend a study session on the recommended grant awards prior to the COUNTY making final awards. The COUNTY, however, has ultimate responsibility for selecting the Urban County's CDBG activities and the HOME activities and submitting the Consolidated Plan to the Department of Housing and Urban Development.

SECTION 4. TERM OF THIS AGREEMENT

4.1 This agreement covers the CDBG Entitlement and Home Investment Partnership funds for fiscal years 2015 – 2016 and for such future fiscal years as this agreement is automatically renewed, along with such program income generated from the expenditure of said funds.

4.2 This agreement shall automatically be renewed at the end of each three-year qualification period, unless changes to the agreement are required by HUD that would require the execution of a new agreement, or if the COUNTY or CITIES provide written notice that they elect not to participate in the new qualification period. A copy of this notice must be sent to the HUD Field Office. The COUNTY, by the date specified in HUD's urban county qualification notice, shall notify the CITIES of their right not to participate in the new qualification period. A copy of this notice shall be sent to the HUD Field Office by the date specified in the urban county qualification schedule in Section II.

4.3 The signatory parties agree to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit such amendment to HUD as provided in the urban county qualification notice. A failure of any of the signatory parties to adopt such amendments will void the automatic renewal provision for such qualification period.

4.4 This agreement shall remain in full force and effect from the date of execution and approval by HUD until the CDBG and Home funds and program income received with respect to activities carried out during the three-year qualification period are expended and the funded activities completed.

4.5 The consortium members are required to remain in the consortium and cannot terminate or withdraw during the entire period, unless HUD revokes the designation as a participating jurisdiction in accordance with 24 CFR 92.107.

CITY OF BAINBRIDGE ISLAND

Doug Schulze, City Manager

DATE: _____

CITY OF PORT ORCHARD

Tim Matthes, Mayor

DATE: _____

CITY OF POULSBO

Becky Erickson, Mayor

DATE: _____

KITSAP COUNTY BOARD OF COMMISSIONERS

Robert Gelder

Robert Gelder, Chair

E. Wolfe

Edward E. Wolfe, Commissioner

NOT PRESENT

Charlotte Garrido, Commissioner

DATE: *February 23, 2015*

ATTEST:

Carolyn S. Gouley

for Dana Daniels, Clerk of the Board



CITY OF BAINBRIDGE ISLAND

Anne S. Blair
Anne S. Blair, Mayor

DATE: 2.24.15

CITY OF PORT ORCHARD

Tim Matthes, Mayor

DATE: _____

CITY OF POULSBO

Becky Erickson, Mayor

DATE: _____

KITSAP COUNTY BOARD OF COMMISSIONERS

Robert Gelder, Chair

Edward E. Wolfe, Commissioner

Charlotte Garrido, Commissioner

DATE: _____

ATTEST:

Dana Daniels, Clerk of the Board

CITY OF BAINBRIDGE ISLAND

KITSAP COUNTY BOARD OF COMMISSIONERS

Doug Schulze, City Manager

Robert Gelder, Chair

DATE: _____

Edward E. Wolfe, Commissioner

CITY OF PORT ORCHARD

Tim Matthes

Tim Matthes, Mayor

Charlotte Garrido, Commissioner

DATE: 3-11-2015

DATE: _____

CITY OF POULSBO

ATTEST:

Becky Erickson, Mayor

Dana Daniels, Clerk of the Board

DATE: _____

City of Port Orchard

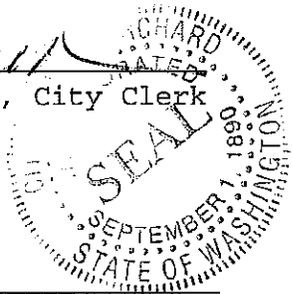
ATTEST: Brandy Rinearson

Brandy Rinearson, CMC, City Clerk

APPROVED AS TO FORM:

[Signature]

Port Orchard Interim City Attorney



CITY OF BAINBRIDGE ISLAND

KITSAP COUNTY BOARD OF COMMISSIONERS

Doug Schulze, City Manager

Robert Gelder, Chair

DATE: _____

Edward E. Wolfe, Commissioner

CITY OF PORT ORCHARD

Charlotte Garrido, Commissioner

Tim Matthes, Mayor

DATE: _____

DATE: _____

CITY OF POULSBO

ATTEST:



Becky Erickson, Mayor

Dana Daniels, Clerk of the Board

DATE: 3/4/15

CERTIFICATION

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law, and that the Agreement provides full legal authority for the COUNTY to undertake or assist in undertaking essential community development and housing activities, specifically urban renewal and publicly assisted housing.

TINA R. ROBINSON
PROSECUTING ATTORNEY

By: Shelley E. Kneip
Shelley Kneip, Deputy Prosecuting Attorney



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Refer Water and Sewer Rate Study Findings to the Utility Advisory Committee for Review and Implementation Recommendation – Public Works,

SUMMARY: The city's water and sanitary sewer systems are operated as Enterprise Funds with revenue intended to provide for the fund's expenses. It is best management practice to conduct periodic and frequent rate studies to ensure that revenues are adequate. A new rate fee has been conducted. Increases in fees are recommended.

The Utility Advisory Committee is charged with providing the City Council with recommendations with regard to rates. It is recommended that rate study be referred to the Utility Advisory Committee for review and recommendations concerning implementation.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Refer the 2022 Water and Sewer Utility Rate Study findings to the City's Utility Advisory Committee for further review and the development of a recommendation to the City Council.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: On March 8, 2020, the City Council authorized a contract with FCS Group to evaluate the City's Water and Sewer Utility rates and make recommendations that will allow the City to best meet the future needs of both utilities. FCS has worked with City staff to develop a rate model that takes into account the financial standing of each utility, identifies the upcoming system needs, and allows the staff to evaluate options for adjusting rates to best serve the system and the system customers.

A summary of the preliminary findings from the rate study can be found in the attached presentation. Staff are recommending that the City Council refer the discussion to the City's Utility Advisory Committee for further review and the development of a recommendation to the Council on rate implementation. If the Council chooses

to make the referral, staff anticipates bringing the Committee's recommendation back to the City Council for discussion in late 2022 or early 2023.

ATTACHMENTS:

[Water Sewer Rate Study Presentation.pptx](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

Water and Sewer Utility Rate Revenue Study

Preliminary Overview

Christopher Wierzbicki, PE
Public Works Director
August 9, 2022



Agenda/Discussion Goals

- Provide a high-level overview of the water/sewer utility rate revenue study findings
- Q&A with Councilmembers
- Consider referring to the Utility Advisory Committee (UAC) for recommendation
- Final Council decision in early 2023

Executive Summary

- Current water rate revenue is not adequate to address system needs
 - ~25% increases in water rate revenue will likely be necessary for each of the next 2 years, with 4.5% in subsequent years
-
- Current sewer rate revenue requires modest increases to address system needs
 - 10% increases in sewer rate revenue will likely be necessary for 2023, with 4% in subsequent years
-
- These adjustments will bring both rates into alignment with other Island/regional providers

Water Rate Revenue Findings



Water Utility

What is driving the need for a rate revenue increase?

Current rate revenue will not meet system needs

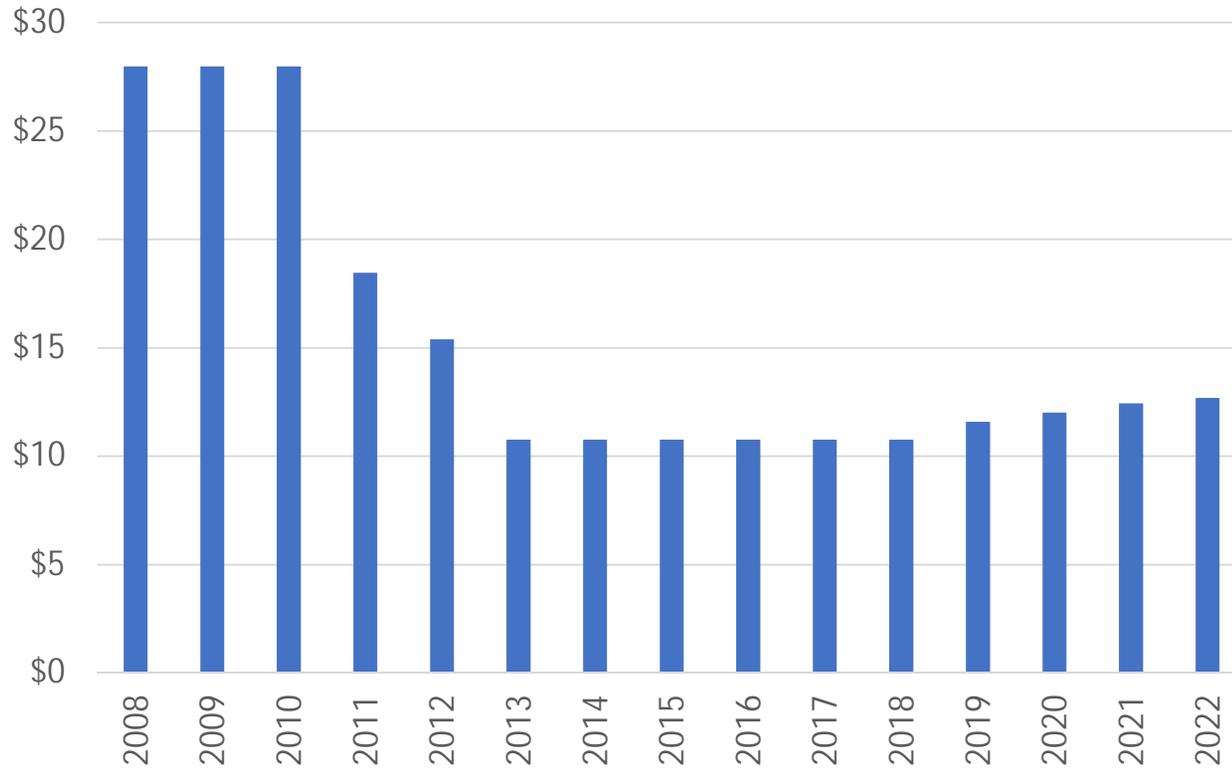
- Between 2011 and 2013, rate revenues were decreased by ~75%;
- No rate increases in 2014-18
- Rate revenue was increased starting in 2019 approximately 4-8% per year



Water Utility

What is driving the need for a rate revenue increase?

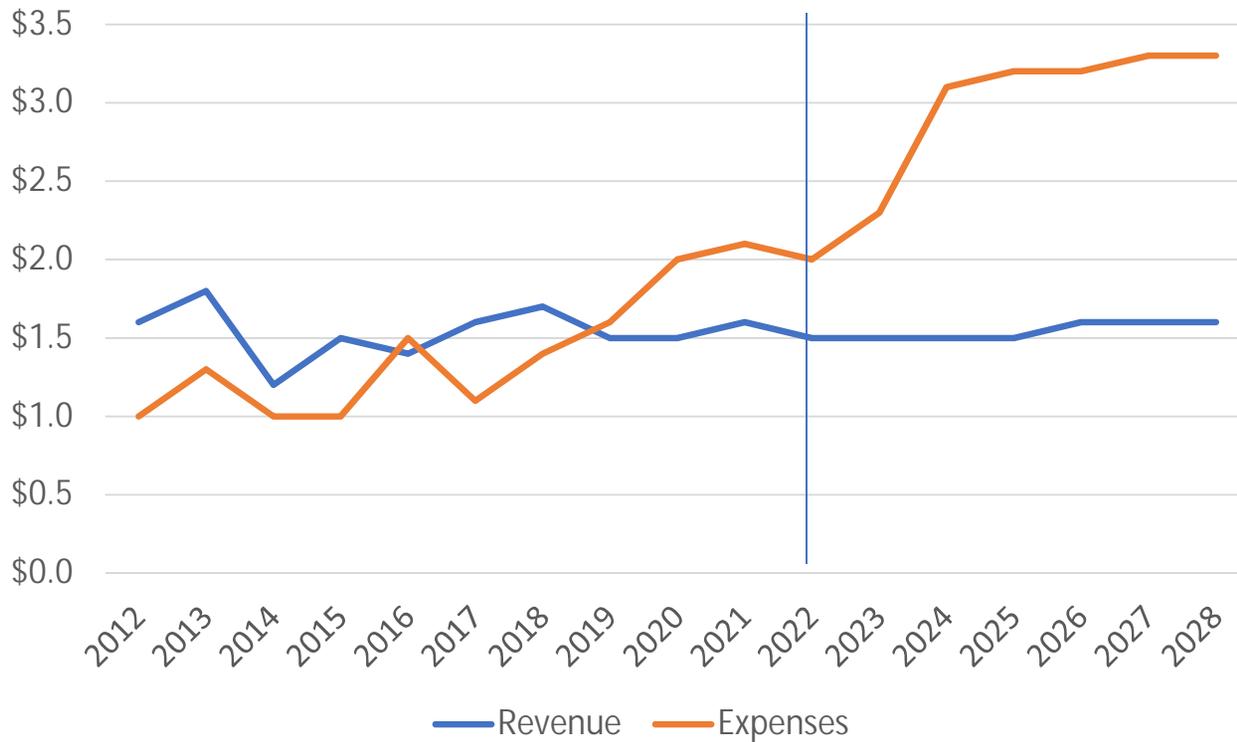
Residential Water Base Rate Changes (Winslow)



Water Utility

What is driving the need for a rate revenue increase?

Current rate revenue will not meet system needs



Water Utility

What is driving the need for a rate revenue increase?

Large capital replacement projects are planned

- Proposed 2023-28 Capital Improvement Plan needs are \$17.9M, including:
 - \$12.7M water tank
 - \$1.4M treatment upgrades
 - \$1M supply well upgrades



Water Utility

What is driving the need for a rate revenue increase?

System age is driving need for more replacements

- 15% of mains past useful life in 10 years (3.5 miles)
- 100% of booster pumps past useful life
- 80% of wells past useful life
- Infrastructure “past useful life” requires more maintenance and is more likely to fail

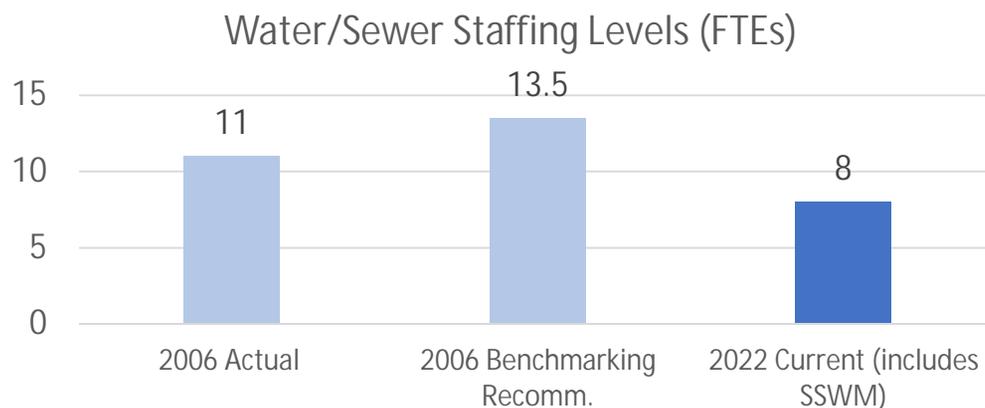


Water Utility

What is driving the need for a rate revenue increase?

Staff capacity is needed to address maintenance and replacement, including capital

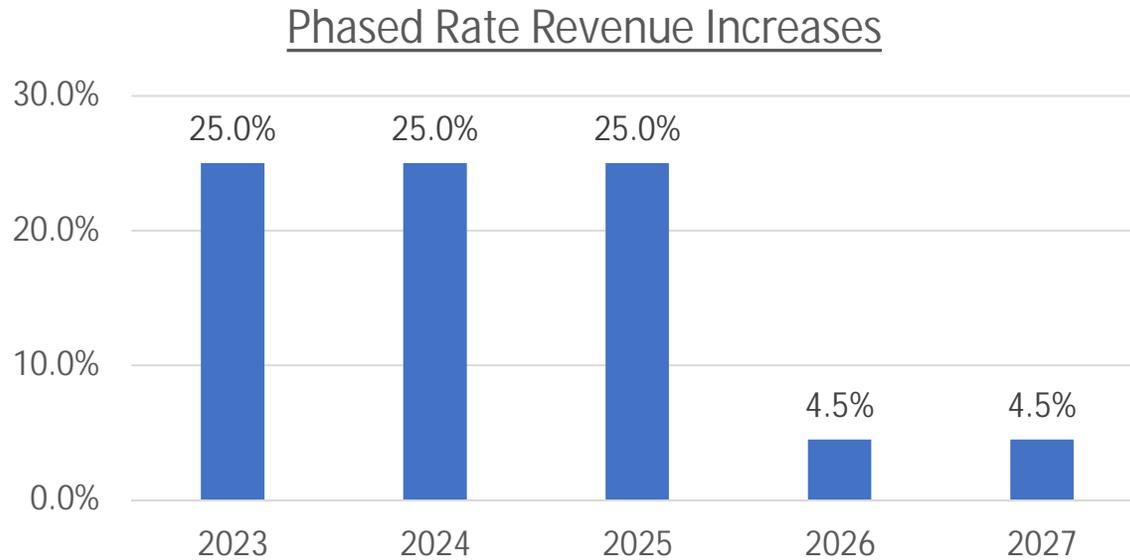
- Staffing levels are low compared to benchmarking study



- Recommend 3.5 new full-time equivalent staff positions (water and sewer)



Water Utility – Proposed, preliminary rate revenue increases

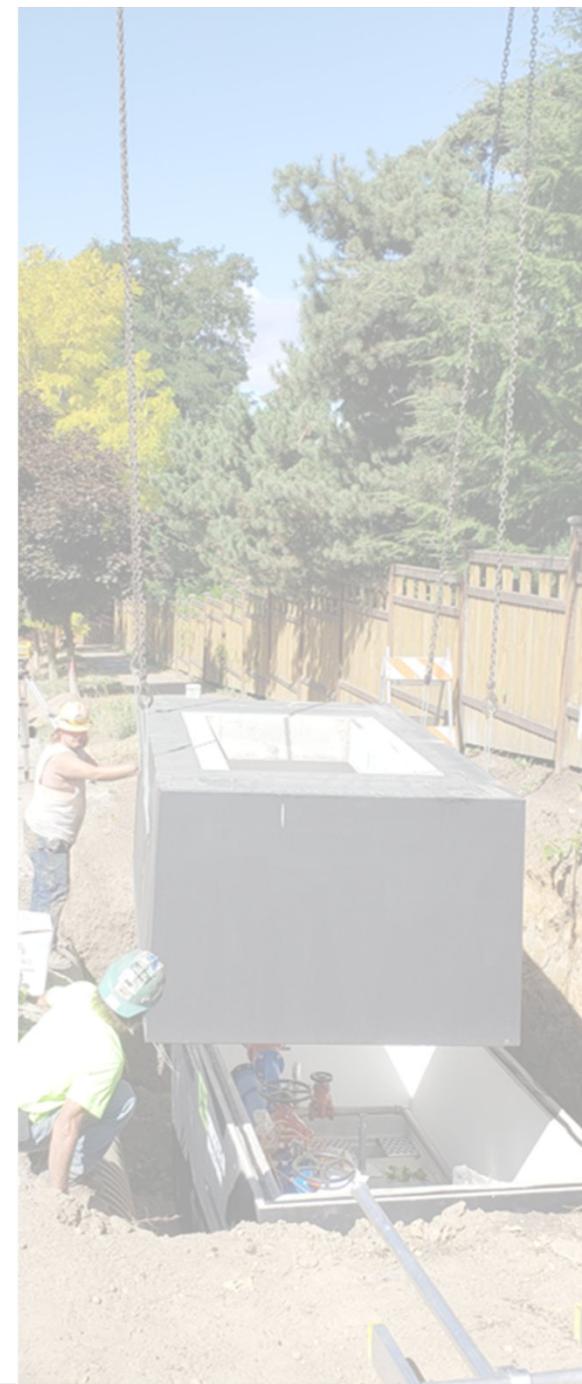
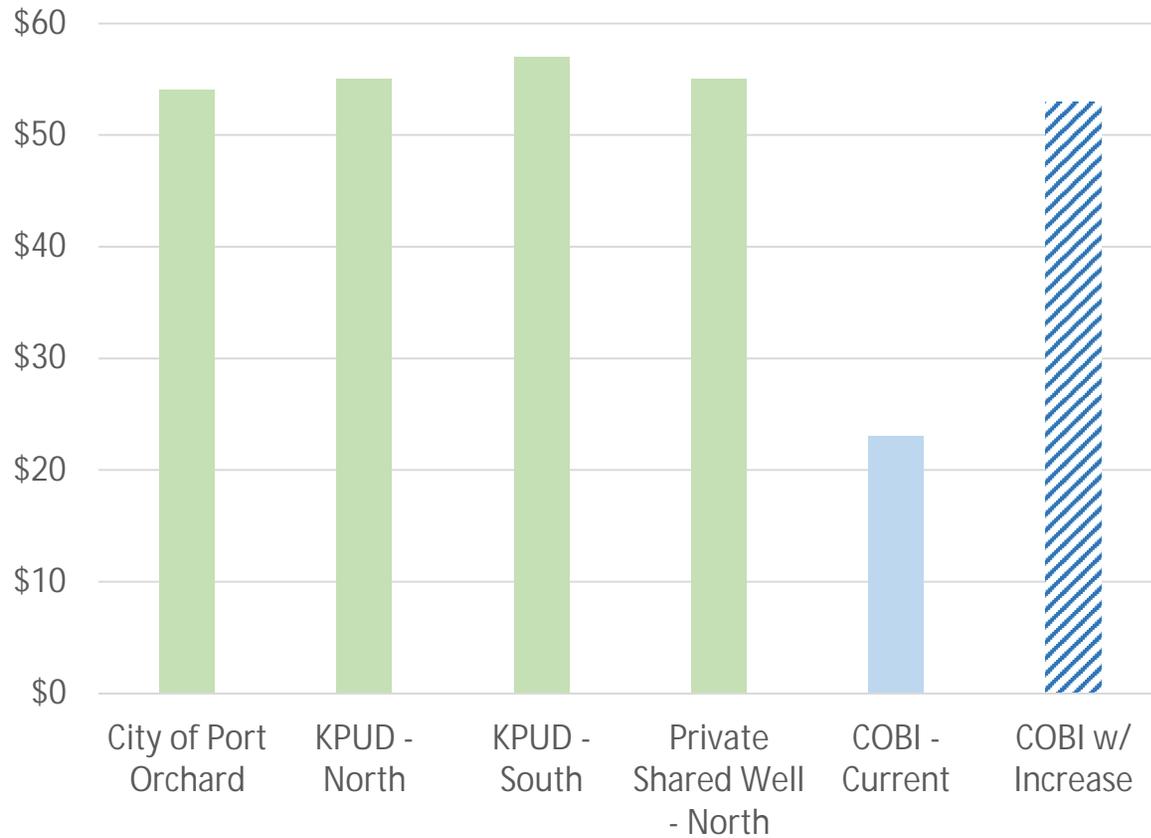


- Funding for system replacements phased-in starting 2025
- ~20% increase per year for 3 years required even without staffing or replacement funding

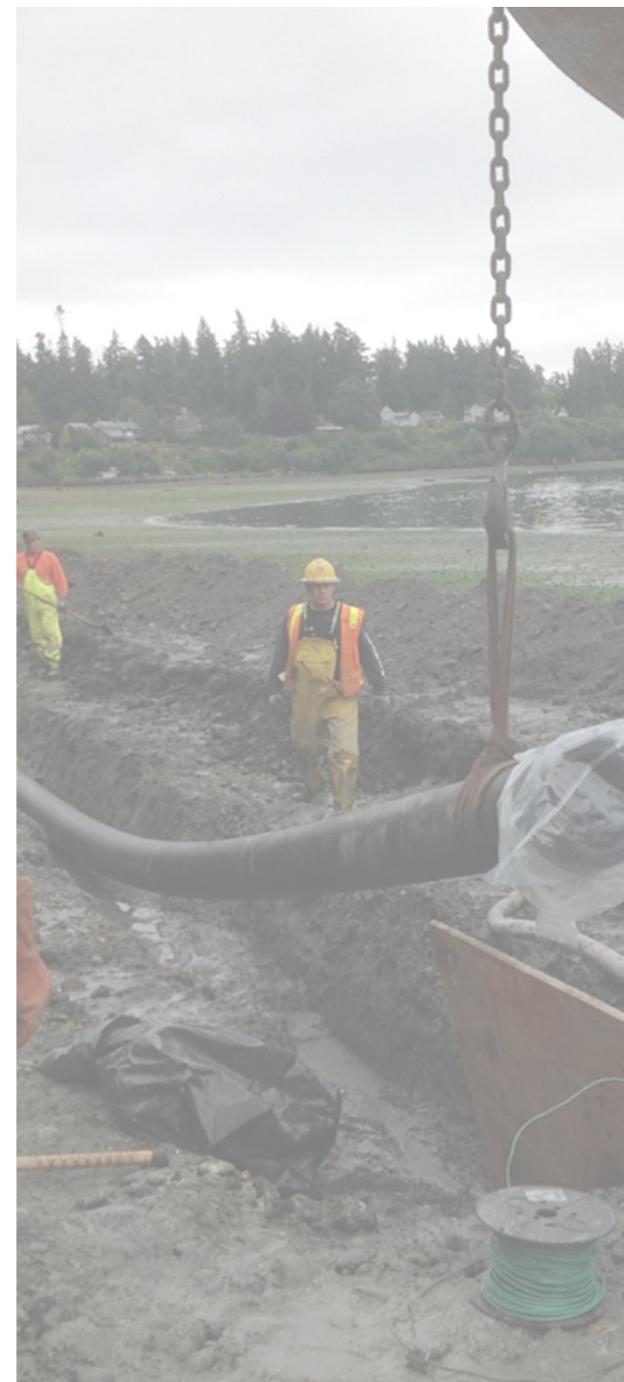


Water Utility – How will rates compare to other providers?

Approximate Island-wide Water Costs – Base Rate Residential Only



Sewer Rate Findings

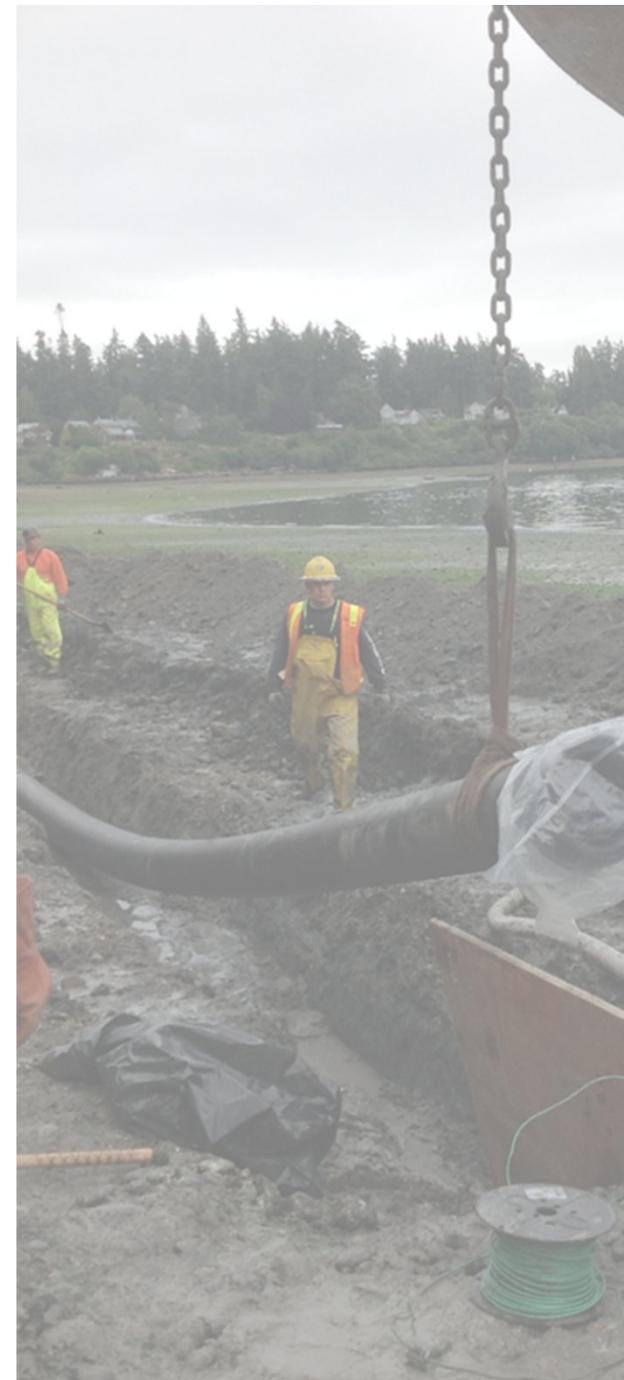


Sewer Utility

What is driving the need for a rate revenue increase?

Current rate revenue will not meet system needs

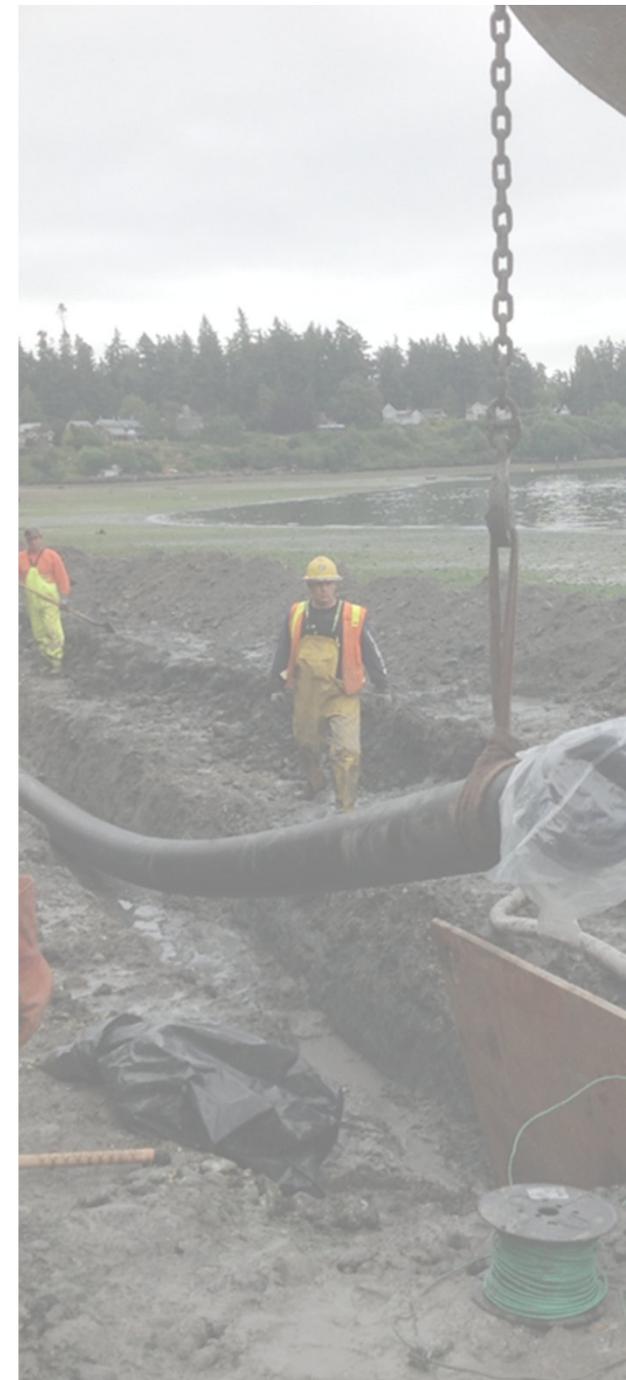
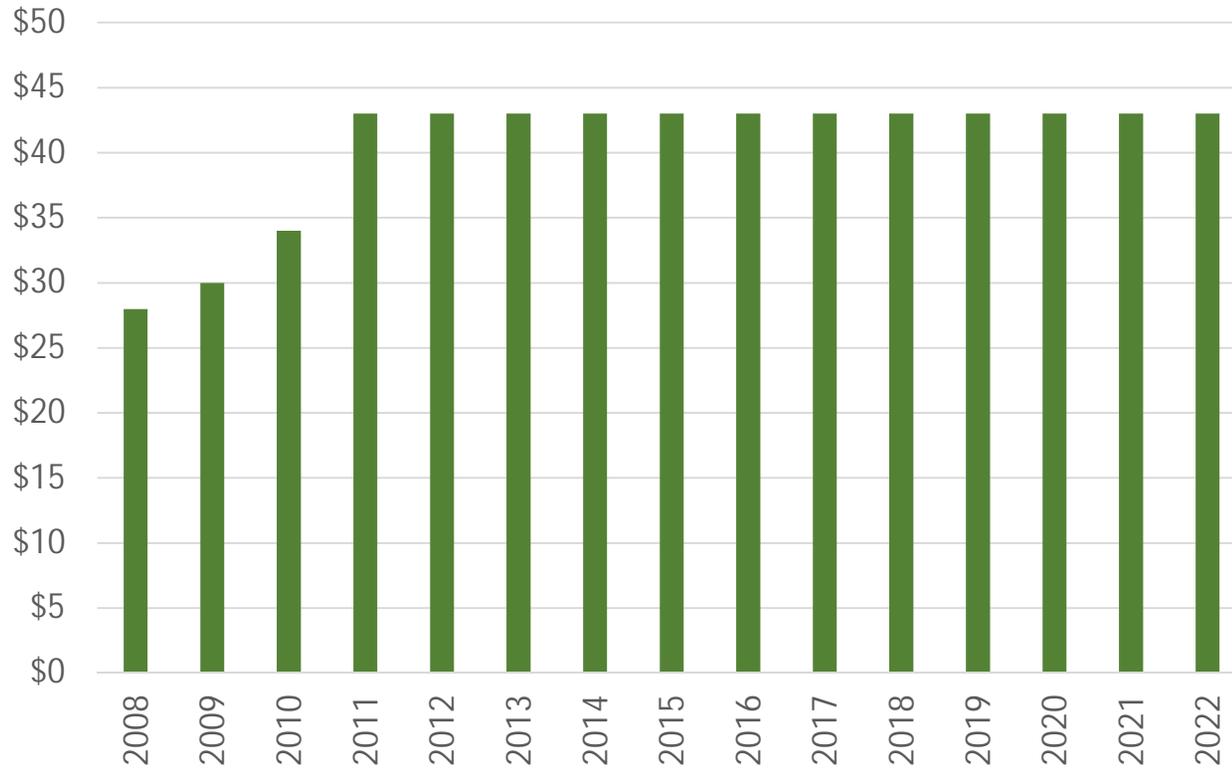
- No sewer rate increase in 2012-2019
- Between 2-8% annual increases beginning 2022
- Operating and capital revenue does not meet current or projected needs



Sewer Utility

What is driving the need for a rate revenue increase?

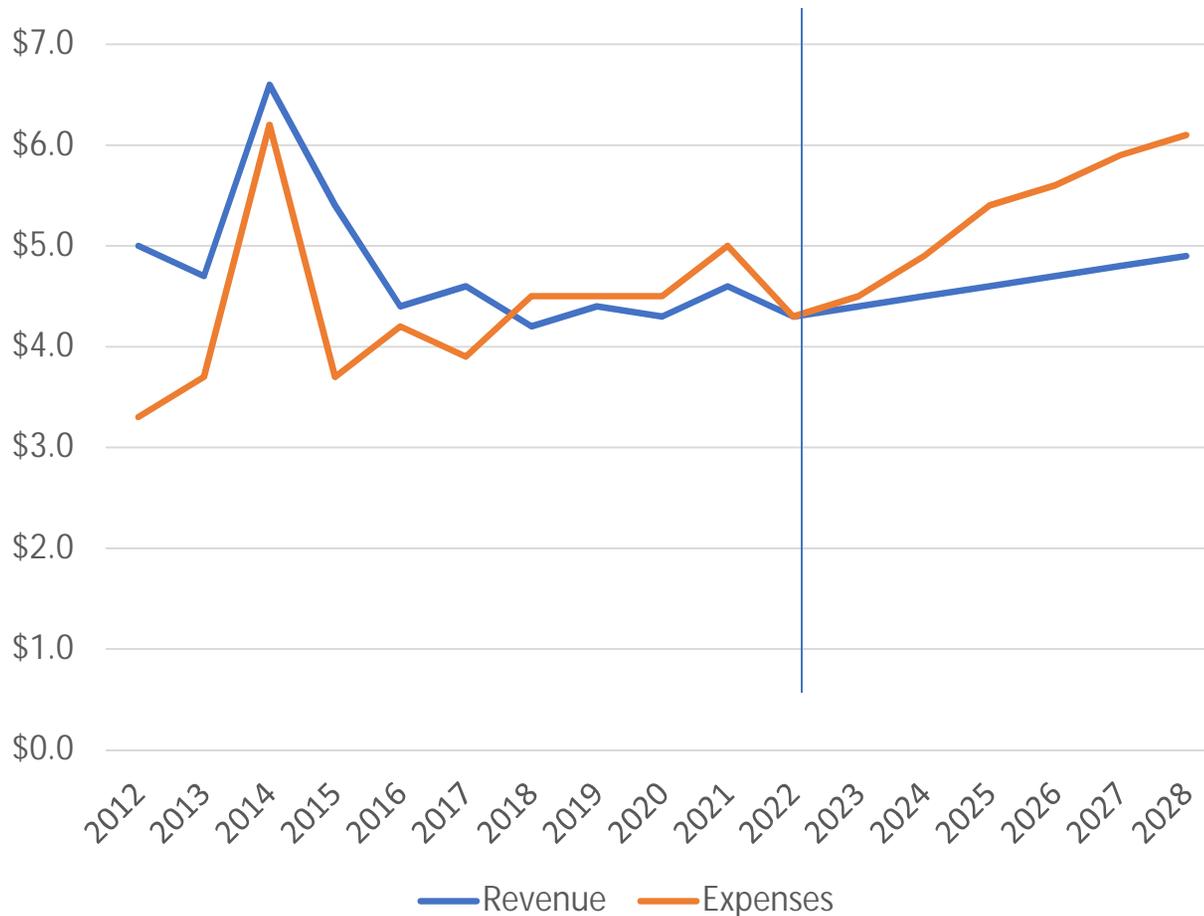
Residential Sewer Rate Changes (Winslow)



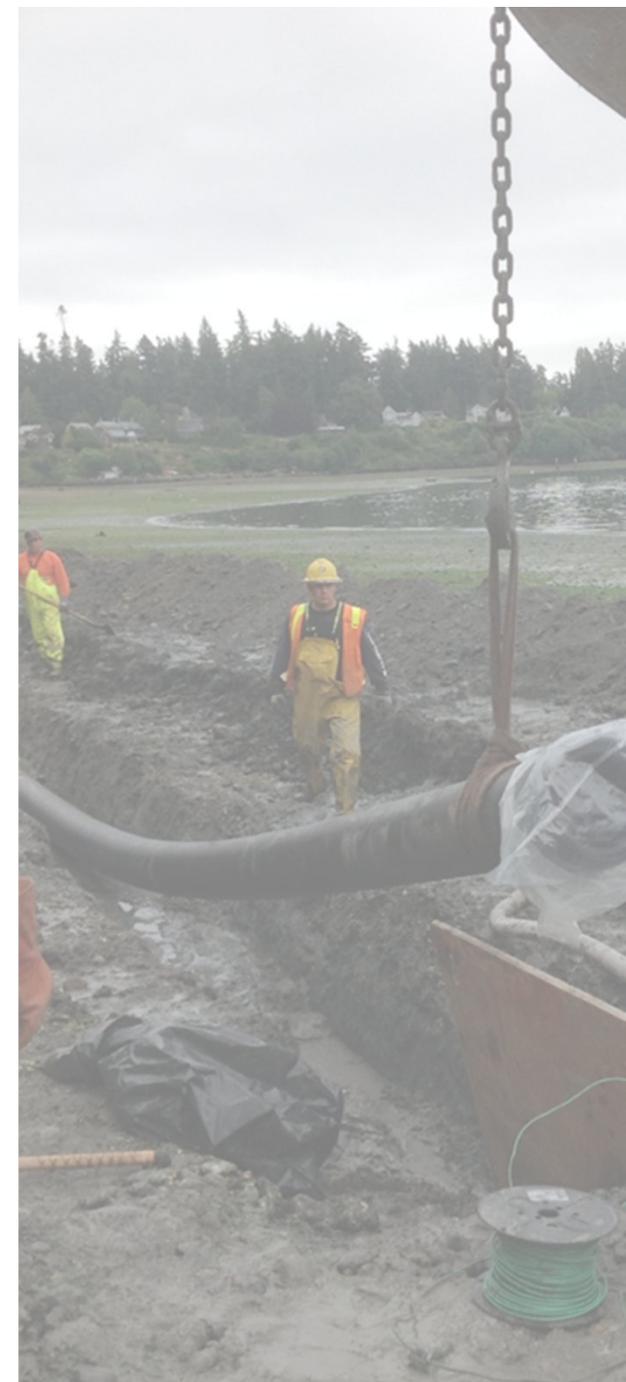
Sewer Utility

What is driving the need for a rate revenue increase?

Current rate revenue will not meet system needs



* The spike in 2014 represents a loan received for the Eagle Harbor Beach Mains project

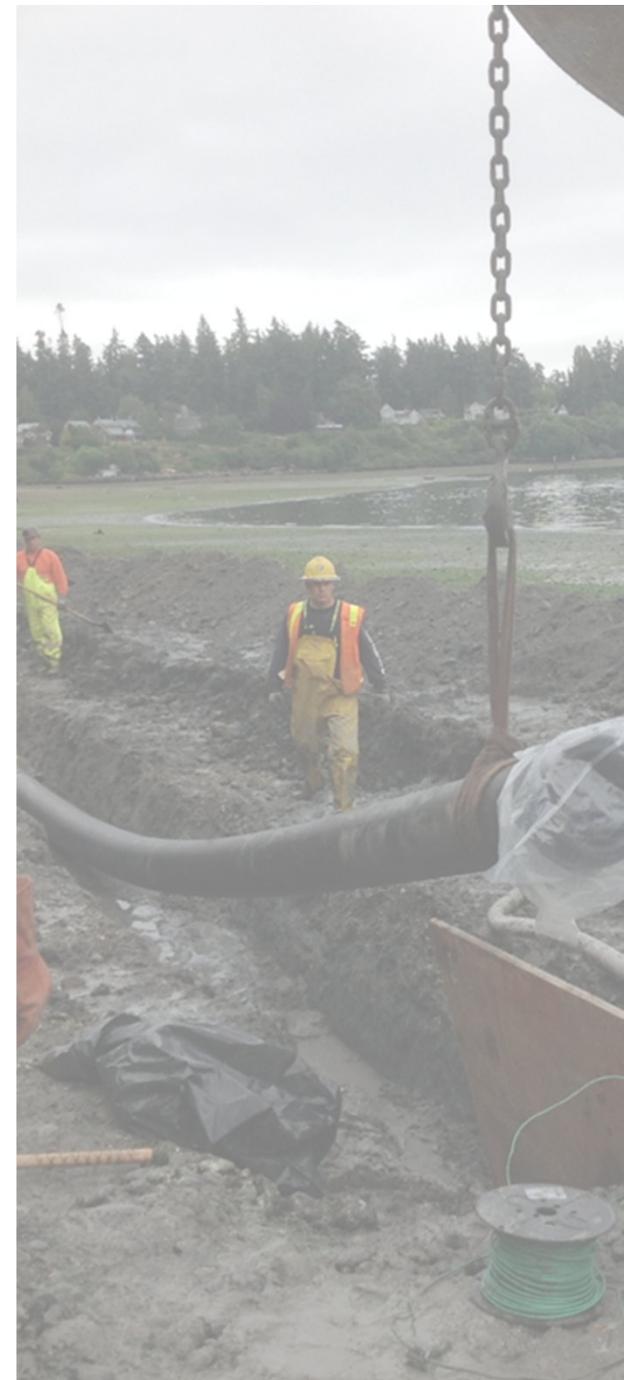


Sewer Utility

What is driving the need for a rate revenue increase?

Large capital replacement projects are planned

- Proposed 2023-28 Capital Improvement Plan needs are \$18.8M, including:
 - \$8M beach main replacement
 - \$4M wastewater treatment upgrades

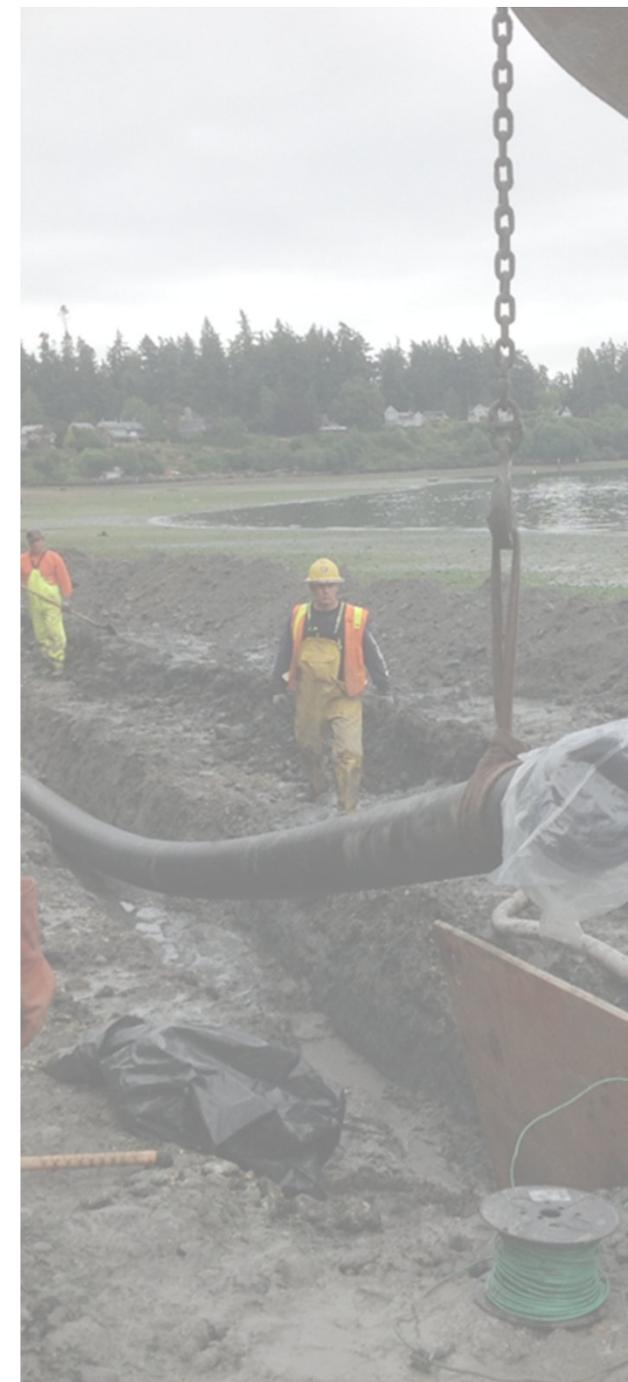
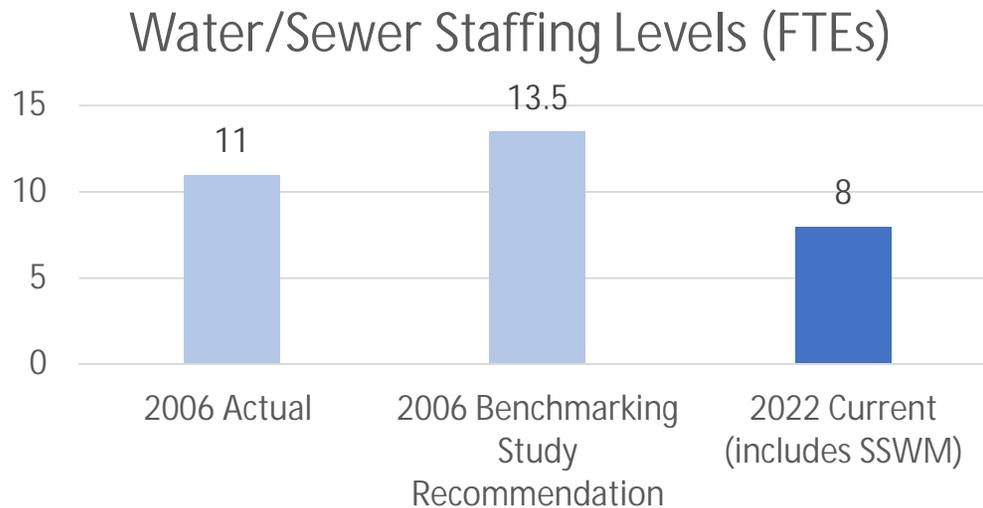


Sewer Utility

What is driving the need for a rate revenue increase?

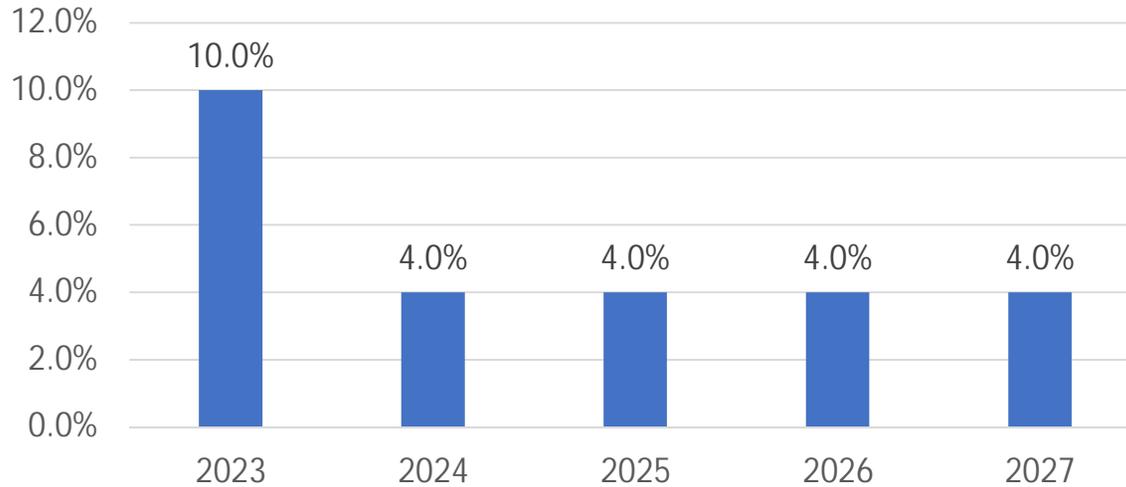
System is aging and staffing capacity restricts maintenance

- 99% of pipes uninspected in 2021
- 35% of sewer pumps past useful life
- 18% of manhole past useful life (174)

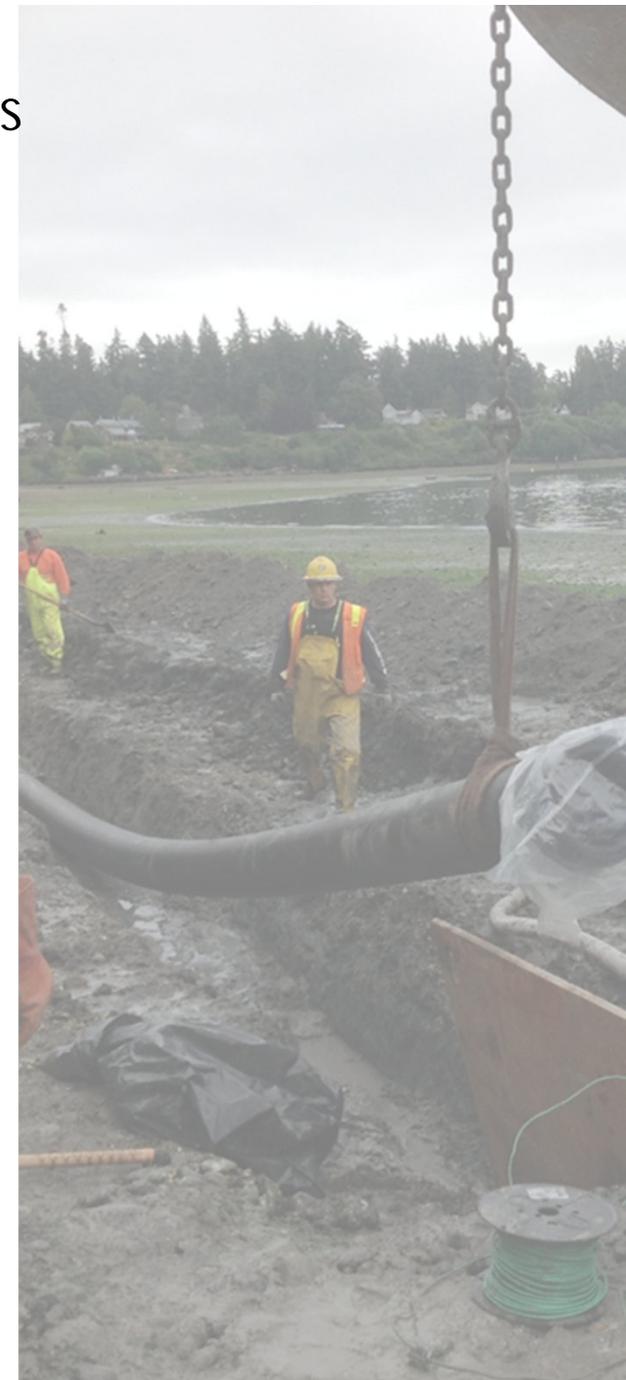


Sewer Utility – Proposed, preliminary rate revenue increases

Phased Rate Revenue Increases

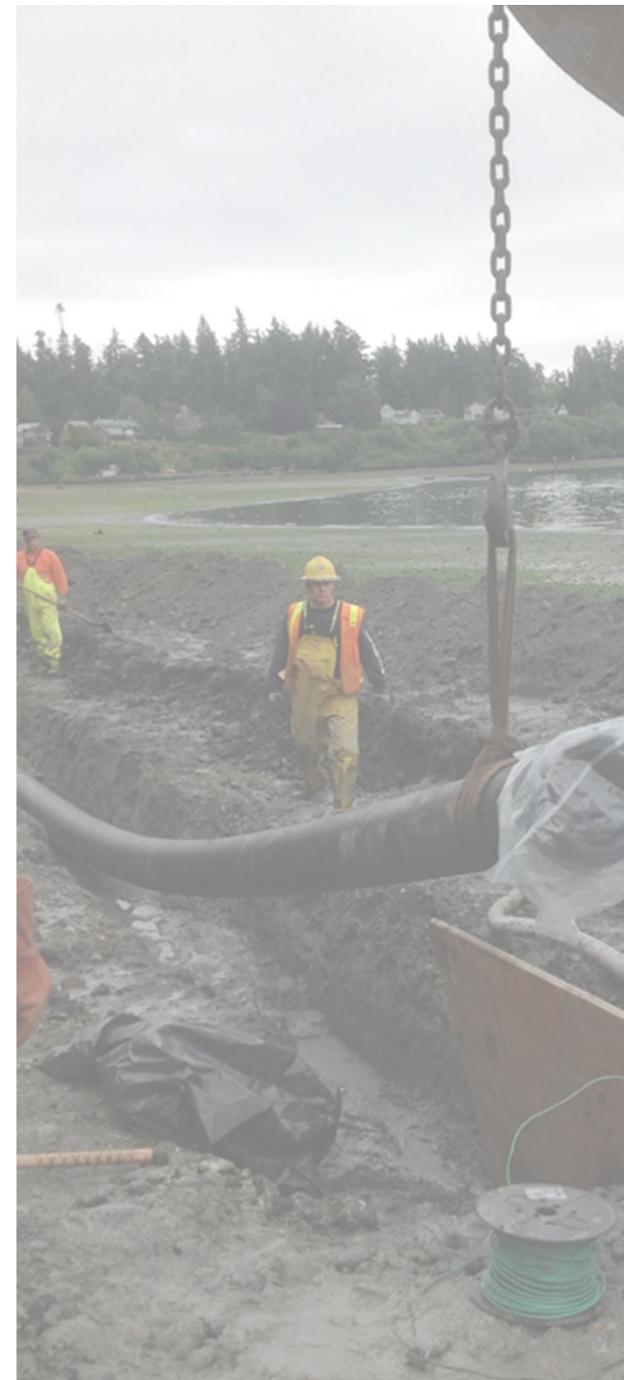
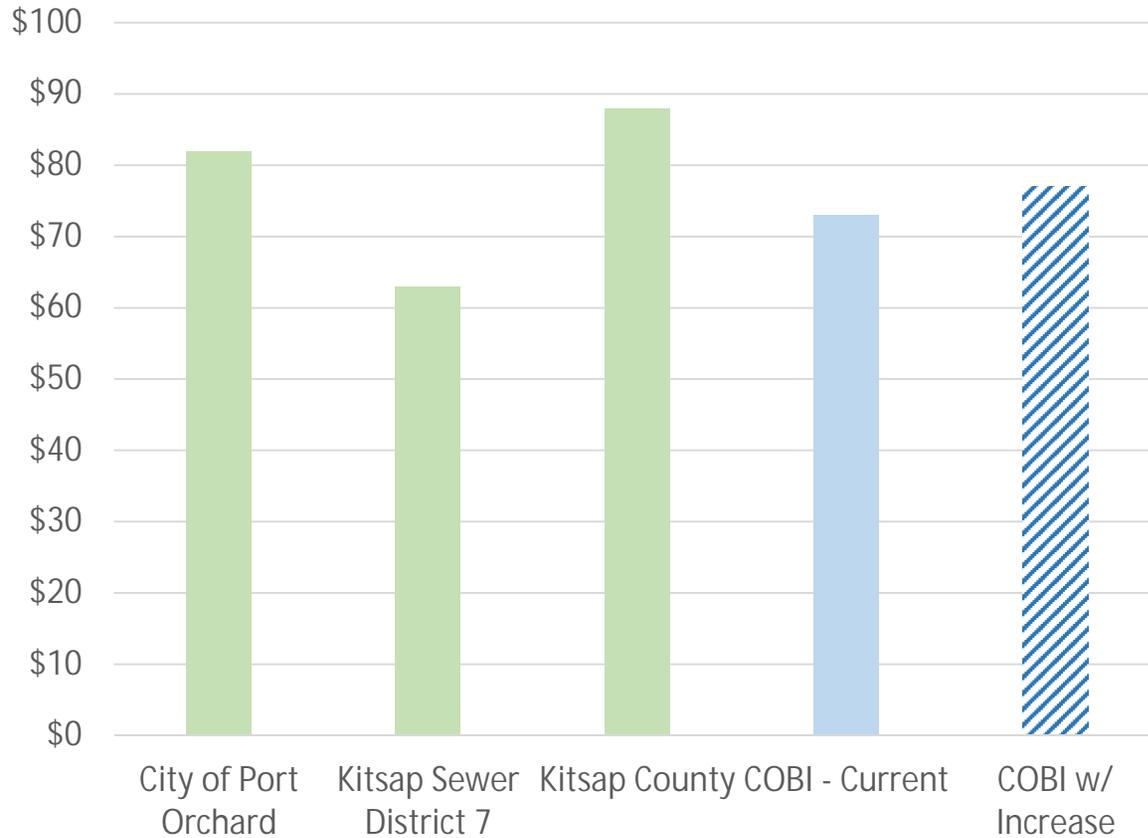


- Funding for system replacements phased-in starting 2025
- ~3% increase over five years required even without staffing or replacement funding



Sewer Utility – How will rates compare to other providers?

Approximate Regional Sewer Costs – Single Family Residential



Other Considerations

- The City currently offers a 50% discount on rates to income-qualified seniors and disabled customers
- Tiered rate structure currently moderately incentivizes conservation

Next Steps

- Consider referring rate study findings to the Utility Advisory Committee (UAC) for review/ recommendation
- 2023-28 Budget proposal will only assume rate increases for inflation per the City's financial policies
- Consider recommendations from the UAC in Q4; consider adoption in Q4 or Q1 2023

Water and Sewer Utility Rate Revenue Study

Q&A

Christopher Wierzbicki, PE
Public Works Director
August 9, 2022





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:50 PM) Consider a Budget Amendment for the Police/Court Project to Address the City Council's Request for Accommodating the Recommendations from an Equity Review as Discussed with the Race Equity Advisory Committee (\$100,000),

SUMMARY: Staff are requesting that the City Council authorize the City Manager to prepare a budget amendment for the for the Police/Court Project in the amount of \$100,000 to support the implementation of recommendations from the Race Equity Advisory Committee, and authorize an associated increase in the City Manager's change order authority for the related construction and design support contract with Coates Design from the standard 10% to 25%.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to prepare a budget amendment for the Police/Court Project in the amount of \$100,000 to support the implementation of recommendations from the Race Equity Advisory Committee, and authorize an associated increase in the City Manager's change order authority for the related construction and design support contract with Coates Design from the standard 10% to 25%.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$100,000
Ongoing Cost:	N/A
One-Time Cost:	\$100,000
Included in Current Budget?	No

BACKGROUND: On January 25, 2022, The City Council made the following motion related to the Police/Court Project:

MOTION: I move to authorize the City Manager to proceed with advertisement for bids and to include a racial equity lens for the 8804 Madison property, without first completing a value engineering study of the project.

City staff have met with the members of the Race Equity Advisory Committee (REAC) several times over the last couple months, with the goal of receiving feedback from the Committee on potential changes to the building

that would address equity and inclusion in the design. On July 25, 2022, City staff and the committee met to discuss the committee's recommendations for the building and determine that there are structural modifications that would be possible that would not delay the project schedule. The modifications include potentially opening up the courtroom lobby area and access to the courtroom, and providing more natural light in the courtroom access corridor.

The project team are in the process of working through the potential for these design modifications, and are requesting that the City Council add \$100,000 to the project budget for design investigation and implementation. Additionally, staff are requesting an associated increase in the City Manager's change order authority for the related construction and design support contract with Coates Design from the standard 10% to 25%. This increase in change order authority will not add to the project budget, but will provide more flexibility to the project team and will facilitate minimizing the impacts of design changes on the project schedule.

The additional appropriation of \$100,000 is necessary to address design and construction-related changes to the building. The project has a contingency fund of less than 10%, which is set aside to address unforeseen issues during construction or increases in the cost of furniture, fixtures and equipment that have not yet been purchased. Any funding in the project that is not used will be returned to the General Fund at the completion of the project.

Other, non-structural recommendations are likely to be forthcoming from REAC related to paint colors, lighting, and public art.

ATTACHMENTS:

FISCAL DETAILS: The Police Court is project number 00724, with a current budget of \$20,170,000. With the proposed amendment of \$100,000, the total project budget will be \$20,270,000.

Fund Name(s): General Fund

Coding: Project 00724



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:00 PM) Receive Presentation on Restart of the Shoreline Management Program (SMP) Periodic Review - Planning,

SUMMARY: The City of Bainbridge Island is required to have a Shoreline Management Program (SMP) and to regularly review and, if necessary, revise it. The Washington Department of Ecology ("Ecology") partners with cities and counties to ensure local SMPs are kept up-to-date with state rules and laws and with any new or changing local circumstances, information, or data.

The City was scheduled to complete its SMP periodic review by 2022. The project was paused by the City Council in 2021. The new Director of Planning and Community Development has substantial experience with local SMPs. A new project team has been assigned and top-level Ecology shoreline staff who have familiarity with Bainbridge's SMP are available to work with the City.

A presentation describing this project restart will be given to the City Council. It will emphasize the project goals which are: making the SMP easier to read, understand, and carry out; ensuring engagement of shoreline interest groups, including private property owners, recreationists, marine businesses, environmental groups, and tribes; and creating a SMP that planners can implement with a high level of service to shoreline permit customers.

A consultant with expertise in outreach and engagement will be retained. The entire scope of this project is expected to span about one year.

AGENDA CATEGORY: Presentation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island is required to have a Shoreline Management Program (SMP) and to regularly review and, if necessary, revise it. The City was scheduled to complete its SMP periodic review by 2022. The project was paused by the City Council in 2021. Public and staff comments regarding the current

SMP point to its complexity, redundancy, and difficulty to implement. This restart will focus on making the SMP easier to understand and to follow and will include robust community engagement.

ATTACHMENTS:

[08.09.2022 SMP Restart Presentation to COBI CC.pptx](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:



CITY OF BAINBRIDGE ISLAND

Shoreline Management Program (SMP) Periodic Review

The Restart. . .

THE FINISH!

The problem: The City is required to have a Shoreline Management Program (SMP)

What is an SMP:

The City of Bainbridge Island Shoreline Management Program (SMP) establishes policies, development regulations, and enforcement procedures for the protection, use and management of Bainbridge Island's shoreline areas.

The SMP is focused on saltwater shorelines and certain freshwater shorelines. It applies to development and uses that occur generally within an area beginning at the ordinary high-water mark and extending 200 feet landward (away from the water)

Key to all SMPs: Foster water-oriented uses and public access while protecting shoreline ecological functions ensuring, at a minimum, no net loss of those functions

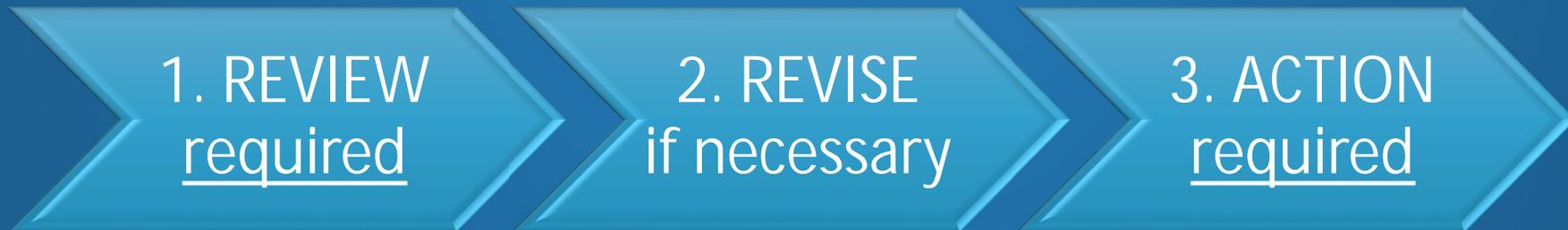
Puget Sound shorelines are some of the most diverse habitats comparable to Amazon rainforests; they play a vital role in recovering our endangered salmon stock

SMP Periodic Review Requirement

The City must review the SMP for changes to:

- The SMA (RCW 90.58) and implementing rules (Chapter 173-26 & 27 WAC)
- The Comprehensive Plan and development regulations
- Local circumstances, new information, or improved data.

Ecology provides a checklist of SMA and rule changes.



What we have heard

**The SMP is
long and
confusing !**

**You need a
PhD to
understand
it !**

**Community
input is
lacking!**

**It doesn't let me
know what I
CAN do !**

**The SMP is
redundant
and
repetitive !**

The Good News

The City of Bainbridge Island Shoreline Management Program (SMP) is valid and has been approved by the Washington Department of Ecology (“Ecology”)

There is a lot of good work already started by Planning and Community Development staff to simplify SMP

Senior, policy-level Ecology staff *who are very familiar with Bainbridge SMP* are available to partner on completing this amendment in a reasonable timeframe

More Good News

Using new and existing planning staff to co-lead this project:

- shoreline associate planner
- senior project manager
- director with SMP update experience in two other jurisdictions

Will be getting consultant help on community engagement and outreach

Will engage shoreline interests, synthesize feedback and draft reasonable SMP that is easier to implement and to understand



The Plan

Make clear the priority to:

- Simplify requirements
- Remove redundancies
- Fix code conflicts

Make sure folks know:

- This will build on amendments adopted in 2020
 - on critical areas and nonconforming structures
 - This will improve understanding of shoreline regulations
 - This will include community input and involve shoreline interests
- Sea level rise will be the subject of a separate research grant

Next Steps

- Kick off in earnest September 1
- Consultant services for community engagement
- Formal re-start with Ecology (looking into financial support now)
- Outreach, outreach, outreach
 - Shoreline private property owners
 - Shoreline recreationists
 - Shoreline businesses
 - Other shoreline user groups
 - Tribes and environmental groups
 - SMP practitioners (planners and permit staff)
- Bite size chunks; high priority items

How Often Will Council Hear About SMP update

- **Continuously.....** Project Web Page
- **When Notices go out.....** Sign up for notifications !
- **Periodically.....** During City Meetings

This won't be easy but it will get done

For More Information. . .

[Washington Administrative Code \(WAC\) on Shoreline Management WAC 173-26 and 27](#)

[Revised Code of Washington Shoreline Management Act of 1971 RCW 90.58](#)

[City of Bainbridge Island Municipal Code Chapter 16.12 Shoreline Master Program](#)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:20 PM) Consider Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning,

SUMMARY: Ordinance No. 2022-01 would revise the City's Housing Design Demonstration Project (HDDP) program, BIMC 2.16.020.S. On June 9, 2022, the Planning Commission held a public hearing, made further amendments to Ordinance No. 2022-01, and voted unanimously to recommend approval of the amended ordinance to the City Council.

Ordinance No. 2022-01 integrates revisions to the HDDP program recommended by the Planning Commission on November 18, 2021 (previously reviewed by the City Council on February 8, 2022), as well as additional revisions recommended by the Planning Commission during its Spring 2022 review. Revisions are described in the attached memo, and shown in Exhibit A to Ordinance No. 2022-01 in strikeout/underline format.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to approve Ordinance No. 2022-01.

OR

I move to forward Ordinance No. 2022-01 for approval with the Consent Agenda on September 13, 2022.

OR

I move to schedule additional discussion on Ordinance No. 2022-01 on September 13, 2022.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: The purpose of this agenda item is to review Draft Ordinance No. 2022-01 which revises the City's Housing Design Demonstration Project (HDDP) program, BIMC Section 2.16.020.S.

The City Council already held a public hearing on the program earlier this year, however, several details were unresolved at that time. The City Council referred the ordinance back to the Planning Commission for recommendation. The Planning Commission has since taken action to address the outstanding issues; the draft ordinance in tonight's packet now reflects the full package of HDDP program amendments unanimously

recommended by the Planning Commission. The issues resolved include limiting the program to the existing boundaries of Winslow Sewer Service area, reducing requirements for projects with more affordable units, clarifying the role of ADUs in HDDP projects, reducing parking within proximity to the ferry district, and removing the sunset date.

Staff recommends that the City Council approve Ordinance No. 2022-01, or forward approval to the Consent Agenda at a future meeting. Alternatively, the City Council could schedule this ordinance for additional discussion at a future meeting.

ATTACHMENTS:

[Presentation Ordinance 2022-01 Revising HDDP Program.pdf](#)

[HDDP Staff Memo.docx](#)

[Ordinance No. 2022-01 - Revising HDDP Program.docx](#)

[Exhibit A to Ordinance No. 2022-01 re BIMC 2.16.020.S. \(HDDP\).docx](#)

[Ferry Terminal Property Buffers.pdf](#)

[June 9 2022 Planning Commission Mtg Minutes and Recorded Motion.pdf](#)

FISCAL DETAILS: No impact.

Fund Name(s):

Coding:

ORDINANCE 2022-01:

Revising the HDDP Program



City Council
August 9, 2021

A photograph of a modern residential courtyard. The scene features multi-story buildings with blue and white facades and large windows. A paved walkway runs through the center, flanked by raised garden beds filled with green plants and purple flowers. Several young trees are planted along the path, and a set of red chairs is visible in the background. The sky is clear and blue, with string lights hanging overhead.

HDDP Program:

WHAT: The HDDP program promotes green building, sustainable site development and affordable housing (50% of project) using development standard and density incentives.

WHERE: HDDP program available to properties located in Winslow Sewer Service Area

**431 HDDP units permitted (mostly built);
47 units designated affordable housing**

ORDINANCE 2022-01:

November 2021 & Spring 2022 Planning Commission Recommended Revisions to HDDP Program

- Designated affordable housing for households at or below low-income (80% AMI).
- Delete Innovative Site Development Scoring and convert to checklist. Reduce innovative site requirements & make optional for projects with 75% affordable housing.
- Limit HDDP program to existing Winslow Sewer Area or Winslow Subarea Planning Areas.
- ADUs constructed on affordable housing lots must also be maintained as affordable housing.
- Reduce parking requirement for small units in 100% affordable housing projects within one mile of the Ferry Terminal.
- Extend HDDP program (currently set to expire on December 31, 2022) until other City affordable housing programs are updated.

CITY COUNCIL NEXT STEPS

**Staff Recommendation:
Approve Ordinance No. 2022-01.**

**OR
Schedule Ordinance No. 2022-01
for approval on Consent Agenda.**

**OR
Schedule additional discussion
on Ordinance No. 2022-01.**





Department of Planning and Community Development

Memorandum

Date: August 2, 2022

To: City Council
via Blair King, City Manager

From: Jennifer Sutton, AICP, Senior Planner
HB Harper, AICP, Planning Manager
Patricia Charnas, Director

Subject: Consideration of Ordinance No. 2022-01 (formerly 2021-35) Revisions to Housing Design Demonstration Project (HDDP) program, BIMC Section 2.16.020.S

I. MEETING PURPOSE & OVERVIEW

The purpose of tonight's City Council agenda item is to review Draft Ordinance No. 2022-01 which revises the City's Housing Design Demonstration Project (HDDP) program, [BIMC Section 2.16.020.S](#).

The City Council already held a public hearing on the program earlier this year, however, several details were unresolved at that time. The Planning Commission has since taken action to address the outstanding issues; the draft ordinance in tonight's packet now reflects the full package of HDDP program amendments unanimously recommended by the Planning Commission. The issues resolved include limiting the program to the existing boundaries of Winslow, reducing requirements for projects with more affordable units, clarifying the role of ADUs in HDDP projects, reducing parking within proximity to the ferry district, and removing the sunset date (see below for full description of all changes to HDDP program).

Staff recommends that the City Council approve Ordinance No. 2022-01, or forward approval to the Consent Agenda at a future meeting. Alternatively, the City Council could schedule this ordinance for additional discussion at a future meeting.

II. Draft Ordinance 2022-01

The ordinance integrates the following revisions to the HDDP program recommended by the Planning Commission on November 18, 2021, previously reviewed at a public hearing by the City Council on February 8, 2022, as well as subsequent revisions from Spring 2022 based on stakeholder input, public comment, and further deliberation by the Planning Commission. The Planning Commission conducted another public hearing on the ordinance on June 9, 2022, and, after further discussing improvements to the HDDP program, the Planning Commission voted to recommend approval to the City Council of a revised version of the ordinance. In sum, the ordinance incorporates the following revisions that have been considered as part of the legislative process:

- Specify that all required designated affordable housing units serve households at or below low-income (80% Area Median Income).
- Replace the Innovative Site Development Scoring Method with an “Innovative Site Development” checklist, eliminating the “scoring” and the minimum required points for this requirement.
- Limit the HDDP program to the existing boundaries of the Winslow Sewer Service Area or Winslow Subarea Plan Study Area.
- Reduce the number of Innovative Site Methods required for HDDP projects from 7 to 2 and make these requirements optional for projects with at least 75% affordable housing units.
- Clarify that Accessory Dwelling Units (ADUs) are not counted towards meeting the HDDP program affordability requirements, and that ADUs on lots where the primary unit is affordable must also be affordable.
- Reduce parking requirement from 1 space per unit to 0.5 space per unit for units less than 900 square feet within 100% affordable projects that are within one mile of the Ferry Terminal.
- Remove December 31, 2022, sunset and extend until such time when an updated affordable housing program is adopted.

III. Next Steps

The City Council has options to consider for next steps on Ordinance No. 2002-01, which include:

- Approve Ordinance No. 2022-01 on August 9, 2022.
- Forward Ordinance No. 2022-01 for approval with the Consent Agenda on September 13, 2022.
- Schedule additional discussion on Ordinance No. 2022-01 on September 13, 2022.

ORDINANCE NO. 2022-01
(formerly Ordinance No. 2021-35)

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Section 2.16.020.S. of the Bainbridge Island Municipal Code to revise the Housing Design Demonstration Project program.

WHEREAS, on August 12, 2009, the City Council adopted Ordinance No. 2009-06, establishing a pilot Housing Design Demonstration Project (“HDDP”) program to allow for the development of projects to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of development standard incentives; and

WHEREAS, Ordinance No. 2009-06 established a sunset date of August 26, 2012, for the HDDP program; and

WHEREAS, on July 18, 2012, the City Council approved Ordinance No. 2012-09, extending the HDDP program until December 31, 2013, to allow time for the City to further evaluate the program; and

WHEREAS, the City Council convened an Ad Hoc Committee made up of a Planning Commissioner, three City Councilmembers, a member of the Design Review Board, and a representative from the Housing Resources Board to evaluate and make recommendations on the HDDP program; and

WHEREAS, the Ad Hoc Committee recommended changes to the HDDP program, including extending the HDDP program until the end of 2016 to allow time for the construction of approved projects; and

WHEREAS, on December 11, 2013, the City Council adopted those recommendations with the approval of Ordinance No. 2013-25, extending the HDDP program to December 31, 2016; and

WHEREAS, on September 27, 2016, the City Council adopted Ordinance No. 2016-27, extending the HDDP program until December 31, 2019, to allow time to review the program and compare it to other affordable housing tools the City may choose to utilize, as envisioned by the draft 2016 Comprehensive Plan; and

WHEREAS, on February 28, 2017, the City Council adopted Ordinance No. 2017-01, approving the 2016 Comprehensive Plan; and

WHEREAS, the 2016 Comprehensive Plan includes several policies related to promotion of sustainable development and affordable housing; and

WHEREAS, the purpose of the existing HDDP program is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socioeconomic spectrum, promote compact, low-

impact development where it is most appropriate, and encourage high quality and innovation in building design, site development, and “green” building practices; and

WHEREAS, the Affordable Housing Task Force was created by the City Council on May 9, 2017, and was instructed to make recommendations for specific actions, programs, and strategies the City of Bainbridge Island and the City Council could take in the near-term to improve access to affordable housing across the economic spectrum; and

WHEREAS, the City’s Affordable Housing Task Force issued a final report in July 2018 with many recommendations on how to increase housing affordability and diversity on Bainbridge Island, which include similar goals as the HDDP program described above; and

WHEREAS, on October 1 and 22, 2019, a majority of the City Council indicated support for extending the HDDP program until December 31, 2021; and

WHEREAS, on December 10, 2019, the City Council approved Ordinance No. 2019-32 which narrowed the program to only apply to projects that provided at least 50% of housing units as affordable housing and extended the HDDP program until December 31, 2021; and

WHEREAS, the City continues to work on accomplishing many of the recommendations made by the Affordable Housing Task Force’s final report and to implement City green building standards, and both affordable housing and green building are required as part of the HDDP program; and

WHEREAS, at the time Ordinance No. 2019-32 was approved, the City was working on preliminary design concepts for the Suzuki Affordable Housing project, which was being planned as an HDDP project with more than 50% affordable housing, however, development at the Suzuki property was removed by the City Council from the City’s priority affordable housing work list in 2020; and

WHEREAS, although the City has not received any formal development proposals that plan to utilize the HDDP program since the program was extended and narrowed at the end of 2019, there was public comment at the October 12, 2021 City Council meeting that there is at least one affordable housing project in a conceptual phase that would utilize the HDDP program; and

WHEREAS, on October 12, 2021, the City Council voted 6-0 to support a two-year extension of the HDDP program until December 31, 2023 and referred the issue to the Planning Commission for consideration and a recommendation; and

WHEREAS, on October 28, 2021, the Planning Commission discussed this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) and held a public hearing on the ordinance on November 18, 2021; and

WHEREAS, after closing the public hearing, the Planning Commission further discussed the HDDP program and voted to recommend approval to the City Council of a revised version of

this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35), extending the HDDP program and making other changes; and

WHEREAS, in recommending approval of Ordinance No. 2022-01 (formerly Ordinance No. 2021-35), the Planning Commission additionally recommended revising the HDDP program to require that affordable housing be targeted to low-income (or below) households, and further recommended converting the Innovative Site Development Scoring Method to a simple checklist; and

WHEREAS, on December 7, 2021, the City Council considered this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) related to extending the HDDP program and integrating the additional program changes recommended by the Planning Commission, as well as recommended changes by City staff; and

WHEREAS, during the City Council's discussion on December 7, 2021, the Council passed two motions, and via the first motion the Council directed the City Manager to prepare an ordinance to extend the HDDP program in its current form for one year, and via the second motion the Council directed the City Manager to include an agenda item on the December 14, 2021 Council agenda to set a public hearing for a future date regarding this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35); and

WHEREAS, on December 14, 2021, the City Council set a public hearing for February 8, 2022 for this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) to further consider the HDDP program changes recommended by the Planning Commission and City staff; and

WHEREAS, on December 14, 2021, the City Council also considered associated Ordinance No. 2021-39, related to extending the HDDP program in its current form for one additional year to allow time for the Council to consider this Ordinance No. 2022-01 and to avoid a situation in which the HDDP program would lapse while that consideration was occurring; and

WHEREAS, on February 8, 2022, the City Council held a public hearing on this Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) related to revisions and updates to the HDDP program as recommended by the Planning Commission and City staff and, after considering public comment regarding this ordinance, the Council approved a motion to forward Ordinance No. 2022-01 back to the Planning Commission to incorporate suggested revisions based on public hearing comments and to provide an additional recommendation to the City Council; and

WHEREAS, on April 14 and May 12, 2022, the Planning Commission considered and discussed Ordinance No. 2022-01 and the public comments received by the Council that suggested additional amendments to improve the ordinance, and on May 12, 2022 the Planning Commission amended Ordinance No. 2022-01 and scheduled a public hearing for June 9, 2022; and

WHEREAS, on June 9, 2022, the Planning Commission held a public hearing on Ordinance No. 2022-01; and

WHEREAS, after closing the public hearing, the Planning Commission further discussed improvements to the HDDP program as set forth in Ordinance No. 2022-01 based in part on public comment, and voted to recommend approval to the City Council of a revised version of Ordinance No. 2022-01; and

WHEREAS, notice was given on May 27, 2022 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106 related to this Ordinance No. 2022-01; and

WHEREAS, on August 9, 2022, the City Council discussed and considered this Ordinance No. 2022-01 related to revising the HDDP program.

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

Section 1. Section 2.16.020.S. of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A, which is fully incorporated herein to this ordinance by this reference.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. 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, City Clerk

FILED WITH THE CITY CLERK: August 5, 2022
PASSED BY THE CITY COUNCIL: _____, 2022
PUBLISHED: _____, 2022
EFFECTIVE DATE: _____, 2022
ORDINANCE NUMBER: 2022-01 (formerly 2021-35)
ATTACHED: Exhibit A

EXHIBIT A
TO ORDINANCE NO. 2022-01
(formerly Ordinance No. 2021-35)

2.16.020.S. Housing Design Demonstration Projects.

1. Purpose and Goals. The purpose of this subsection S is to allow the development of housing design demonstration projects that increase the variety of housing choices available to residents across underserved portions of the socio-economic spectrum, and to promote compact, low-impact development where it is most appropriate. Further, its purpose is to encourage high quality and innovation in building design, site development, and “green” building practices.

The goals of this program are to increase the housing supply and the choice of housing styles available in the community; to promote socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of smaller homes, at reasonable prices, in neighborhoods attractive to a mix of income and age levels; and to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations.

2. Applicability. This subsection S is applicable to all properties located within the Winslow sanitary sewer system service area or Winslow Subarea Plan Study Area, as those areas exist or are defined on the effective date of Ordinance No. 2022-01. An application for a housing design demonstration project may be applied to single-family residential subdivisions, mixed-use/multifamily and multifamily developments. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of the ordinance codified in this chapter. The city will limit acceptance of projects outlined in this section to two projects after the effective date of the ordinance codified in this section.
3. Review and Approval Process. Housing design demonstration project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order outlined in BIMC 2.16.040 (Site plans and design review), 2.16.070 (Short subdivisions), 2.16.110 (Major conditional use permit), 2.16.125 (Preliminary long subdivisions), and as outlined in this subsection.
 - a. Conceptual Proposal Review. Applicants proposing a demonstration project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the planning department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing design demonstration project and to assist the applicant by identifying (i) requirements for submittal, including types of supplemental materials for application; (ii) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (iii) areas of BIMC Titles 17, Subdivisions and Boundary Line Adjustments, and 18, Zoning, where the applicant seeks flexibility; and (iv) required plans, studies, reports, and/or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in subsection S.4 of this section.

- b. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to subsection I of this section. Housing design demonstration projects shall be reviewed by both staff and the design review board, pursuant to subsection F of this section. The applicant shall submit an HDDP proposal consistent with the requirements in the administrative manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in crafting the proposal. The proposal will be evaluated pursuant to subsection S.4 of this section by city staff with the design review board serving in an advisory role, in addition to their review of applicable design guidelines. The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing design demonstration project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.
- c. Application Submittal. An applicant may submit a land use permit application (subdivision, site plan and design review, or conditional use permit) for a housing design demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing design demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with subsection M of this section and commence the application review process. Housing design demonstration projects that require more than one land use permit must utilize the consolidated project review process outlined in BIMC 2.16.170. All housing design demonstration project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing design demonstration projects.
- d. Permit Decision. The decision to approve or deny a housing design demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in subsection S.5 of this section. Housing design demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements, including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.
- e. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.
- f. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction, and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the site, materials, indoor quality and beauty/inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. Evaluation Method. Each project will be evaluated for innovation and achievement of the goals of this subsection S of this section using a number of factors. The evaluation factors are divided into three categories. Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. Projects that qualify as housing design demonstration projects are eligible to use the flexible development standard incentives outlined in subsections S.6 and 7 of this section, and are eligible for the residential incentives outlined below and in subsection S.8 of this section. Tables 2.16.020.S-1, S-2, and S-3 shows how projects are scored/evaluated to qualify for the housing design demonstration project program.

Table 2.16.020.S-1: Housing Design Demonstration Project Scoring System		
Density Incentives	Requirements to Receive Incentives	
	Green Building and Innovative Site Development	Housing Diversity
2.5 x Base Density (<u>for properties in residential zones</u>) OR Max. Bonus Mixed-Use FAR (<u>for properties in the MUTC and HS Road zoning districts</u>)	<ul style="list-style-type: none"> • LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development • 25 Points in Project <u>meets Innovative Site Development Practices Methods requirements of Section 4.b.</u> 	<ul style="list-style-type: none"> • 50% affordable housing • Home size not larger than 1,600 sq. ft.
NOTE: For required affordable housing units: <ul style="list-style-type: none"> o Home ownership projects: 50% of rRequired affordable house units should <u>must serve low-income households with an income ≤ less than or equal to 80% AMI. (See, BIMC 18.21.020.A. and BIMC 18.36.030.)</u> o Rental projects: 50% of required affordable house units should <u>must serve households with an income ≤ less than or equal to 60% AMI.</u> o <u>Accessory Dwelling Units (ADUs) are not counted towards meeting affordable housing requirements of the HDDP program.</u> 		

Table 2.16.020.S-2 Housing Diversity Scoring Method

		Affordable Housing		Unit Size		Unit Type	
		Project includes a number of housing units that are designated affordable for a period of 99 years to the spectrum of income levels as defined by BIMC 18.36.030.16 and 18.21.020.A. Rental housing is encouraged by awarding more points for the creation of rental housing.		Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number of units in that range. For example, in a 40-unit development, at least 4 units sized between 1,001 and 1,200 ft ² would be needed to score points in that range.		Unit type: Project includes a variety of housing unit types (i.e., single-family style, townhouse, flat, age-in-place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40-unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.	
Total Housing Diversity Points Required	Affordable Units	Ownership Value	Rental Value	Unit Size Range	Value	Number of Different Unit Types	Value
	10%	10	12	< 800 ft ²	1	2	2
	11 – 15%	12	14	801 – 1,000 ft ²	1	3	3
	16 – 20%	14	16	1,001 – 1,200 ft ²	1	4	4
	21 – 25%	16	18	1,201 – 1,400 ft ²	1	5	5
	> than 25%	20	22	1,401 – 1,600 ft ²	1	Min. Pts. Required	
	Minimum % Required			Size Requirement	Min. Pts. Required		
20-pts	50%			Max. home size 1,600 ft ²	NA	NA	

Table 2.16.020.S-3 Innovative Site Development Scoring Method

<p>Minimum Site Development Point Requirement</p>	<p>WATER QUALITY & CONSERVATION Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as greywater use, stormwater collection in cisterns, green roofs and covered parking. All HDDP projects will follow the stormwater manual adopted in Chapter 15.20 BIMC.</p>	<p>LANDSCAPING & OPEN SPACE Project provides well designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens can be in common open space areas, and shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BIMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.</p>	<p>TRANSPORTATION Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Island-wide Transportation Plan (IWTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.</p>																																																																																
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- a. Housing Diversity. Evaluation will review:
- i. ~~Unit Type. The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, cottages, age-in-place or accessory dwelling units;~~
 - ii. ~~Unit Size. HDDP housing units cannot be larger than 1,600 square feet. The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and~~
 - iii. ~~Affordable Housing. The project includes at least 50% of housing units that are affordable to the spectrum of households at or below low-income levels as described in Chapter 18.21 BIMC, Affordable Housing, and BIMC 18.36.030. For rental projects: 50% of required affordable house units must serve households with an income less than or equal to 60% AMI. Designated affordable housing shall remain affordable for 99 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for 99 years. Any ADUs constructed on lots where the primary unit is designated as required affordable housing must also be maintained as designated affordable housing.~~
- b. Innovative Site Development. All HDDP projects will follow the Washington State Department of Ecology's 2019 Stormwater Management Manual for Western Washington. The project must integrate at least 2 of the 14 sustainable site methods listed across the four sustainable site categories below (water quality and conservation, landscaping, open space, and transportation). For projects which designate at least 75% of units as affordable housing, compliance with the Innovative Site Development requirements is optional, not required.
~~Evaluation will review:~~
- i. Water Quality and Conservation. Projects use methods to decrease water usage and improve stormwater runoff quality through an integrated approach to stormwater management such as:
 - (A) Greywater: At least 30 % of dwelling units integrate greywater use.
 - (B) Cisterns: At least 30% of total project roof area stormwater collection is directed to in cisterns.
 - (C) Green Roofs: At least 30% of total project roof area qualifies as a "green" or vegetated roofs.
 - (D) Covered Parking: At least 80% of total project parking spaces are covered (e.g., parking garage, carport).
~~and covered parking. All HDDP projects will follow the Department of Ecology's 2012 Stormwater Management Manual for Western Washington, as amended in December 2014.~~
 - ii. Landscaping. ~~The project uses low maintenance landscaping and that integrates a high proportion of native plants or drought tolerant plants that are climate appropriate. The project limits the amount of lawn in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.~~
 - (A) Native or Drought Tolerant Plants: Project landscaping integrates at least 60% native or drought tolerant plants.
 - (B) Private Yards: All private yard areas within the project designed to have less than or equal to 20% turf/grass.
 - (C) Heritage Trees: The project preserves one or more tree that has been approved as a "Heritage Tree" under the City's program.
 - iii. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a

neighborhood garden/pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to “common open space” under the housing design demonstration project program.

(A) Open Space: The project integrates at least 25% of the lot area as common open space.

(B) Neighborhood Garden: The project incorporates a neighborhood garden or pea patch.

- iv. Transportation. The project ~~(A) uses a design that provides enhanced sensitivity to pedestrian and bicycle travel;~~ ~~(B) and internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Island-wide Transportation Plan (IWTP);~~ ~~(C) The project design strives to~~ reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit; ~~(D) minimizes the visual dominance of automobiles throughout the project;~~ or ~~(E)~~

(A) Electric Vehicle (EV) Charging: The project integrates EV accommodates needs of alternative vehicles through techniques such as parking and charging facilities for at least 10% of vehicle parking capacity electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, and

(B) Car Sharing: The project integrates a parking space for a vehicle sharing program, such as Zipcar™.

(C) Public Nonmotorized Facilities: The project provides public walkways, sidewalks, separated paths, or bike lanes not otherwise required by the IWTP. Facility location and design is subject to approval by the Department of Public Works.

(D) Covered Bike Parking: The project provides covered, consolidated bike parking.

(E) Bus Shelter: The project provides a covered bus shelter(s) for Kitsap Transit and school bus riders. Shelter location and design must be consistent with any Kitsap Transit, City, or School District requirements.

- c. Innovative Building Design. The project ~~is~~ shall be constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, Passive House Institute US/International, LEED or the BuiltGreen Program of the Master Builders of King and Snohomish Counties.

5. Approval Criteria. In addition to decision criteria required by the underlying planning permit or approval, an application for a housing design demonstration project may be approved if the following criteria are met:
- The applicant clearly demonstrates that the evaluation factors listed in subsection S.4 of this section will be met, as shown in the ~~housing design demonstration project scoring system~~ as evaluated by the planning and public works departments;
 - The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;
 - The project does not adversely impact existing public service levels for surrounding properties;
 - The project complies with all other portions of the BIMC, except as modified through this housing design demonstration project process;
 - If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and

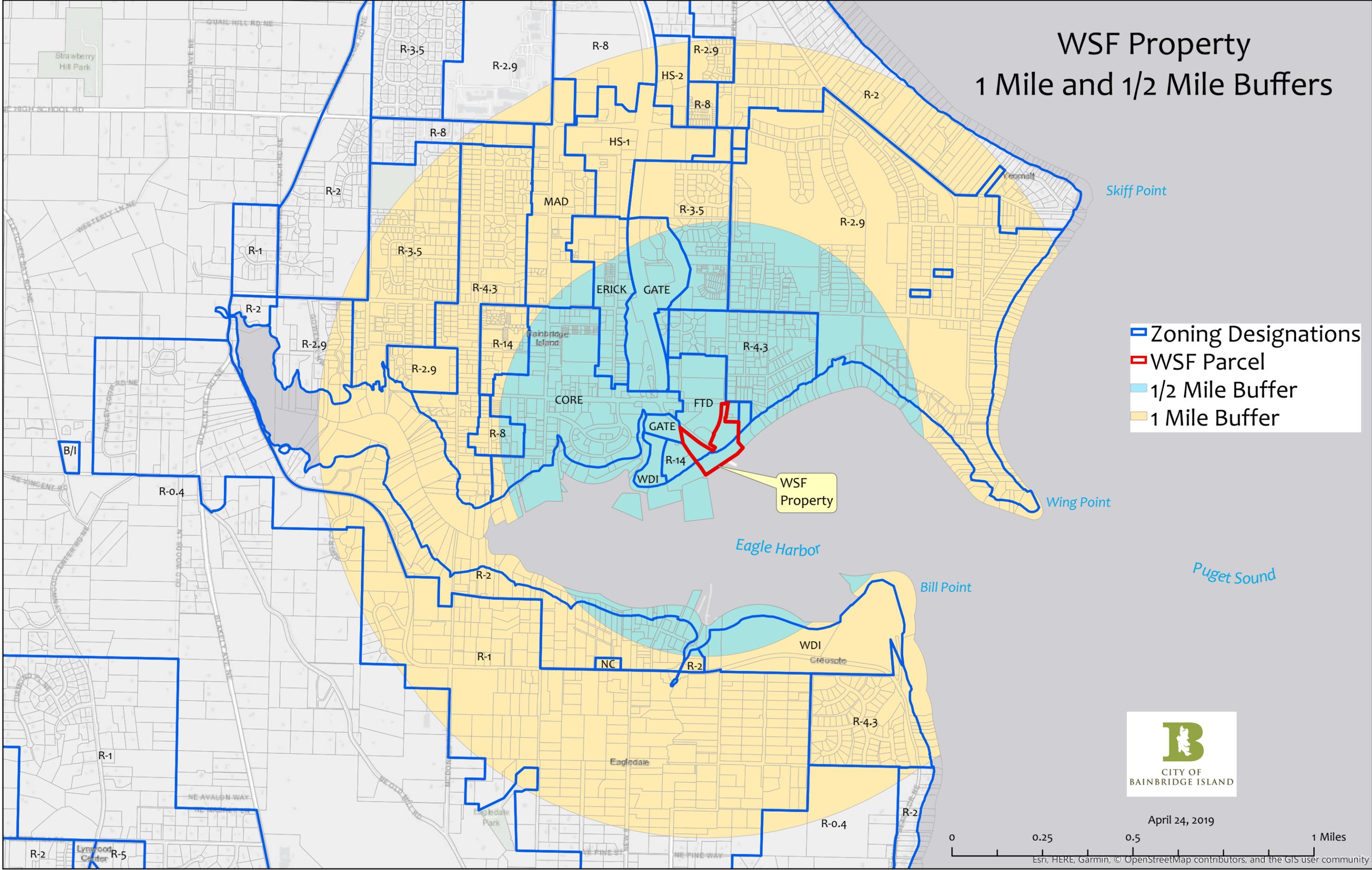
- f. The applicant is meeting required housing diversity standards. Management of long-term affordability for designated affordable housing will be monitored through the use of recorded covenants and/or other agreements.
6. Development Standard Incentives for Development Projects in the Mixed-Use Town Center. The applicant may request that development standards from BIMC Titles 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:
- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
 - b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.
 - c. Natural Area. For MUTC projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 50 square feet of natural area per unit.
 - d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project program, then the development shall integrate at least one guest parking space for every five dwelling units.
 - i. For projects which designate 100% affordable housing and within 1 mile of the Ferry Terminal, for units less than 900 square feet in size, the parking requirement is reduced to 0.5 space per unit.
 - e. Setbacks. Unless required for public safety purposes, such as sight distance, setbacks may be reduced as described below. This section does not supersede lesser setback requirements in the MUTC/HS Road district zones, as outlined in Tables 17.12.070-1 and 18.12.020-23, as applicable.
 - i. Zoning Setback Reductions.
 - (A) Front setback within project: 10 feet.
 - (B) Rear setback within project: minimum of five feet.
 - (C) Side setback within project: minimum of five feet.
 - ii. Subdivision Setback Reductions.
 - (A) All interior subdivision setbacks: zero feet.
 - (B) Building to exterior subdivision boundary: five feet.
 - (C) Building to right-of-way or on-site private access: 10 feet.

- f. Building Height. Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in Table 18.12.020-2 3.
7. Development Standard Incentives for Development Projects in Residential Zones. The applicant may request that development standards from BIMC Title 17 and 18 be modified as part of a housing design demonstration project. The city will review the request to modify development standards through the project review process outlined in subsection S.3 of this section. Requirements of BIMC Title 16 may not be modified. The following development standards may be modified:
- a. Minimum Lot Dimensions and Size. Reductions in lot size or dimensions are subject to approval by Kitsap County health district.
 - b. Maximum Lot Coverage. Maximum lot coverage can be increased above zoning district requirements with no maximum.
 - c. Natural Area. For residentially zoned projects developed under BIMC Title 17, the prescriptive natural area requirements in Table 17.12.070-1 do not apply. Instead, the project shall integrate at least 400 square feet of natural area per unit.
 - d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require one parking space for homes under 800 square feet and one and one-half parking spaces for homes between 800 and 1,200 square feet. This reduction may not be combined with any other reductions to result in less than one space per unit, and additional guest parking may be required pursuant to Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or subcompact vehicles such as Smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing design demonstration project, then the development shall integrate at least one guest parking space for every five dwelling units.
 - i. For projects which designate 100% affordable housing and within 1 mile of the Ferry Terminal, for units less than 900 square feet in size, the parking requirement is reduced to 0.5 space per unit.
 - e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks may be reduced as described below. This section does not supersede lesser setback requirements as outlined in Tables 17.12.070-1 and 18.12.020-4~~2~~, as applicable. Additional vegetative landscaping screen may be required by the director when reducing setbacks.
 - i. Zoning Setback Reductions.
 - (A) Front setback to on-site access: 10 feet.
 - ii. Subdivision Setback Reductions.
 - (A) All interior subdivision setbacks: zero feet.
 - (B) Building to on-site access: 10 feet.
8. Density Bonus Incentives. An increase in residential base density may be permitted as outlined in Table 2.16.020.S-14.

<p>Table 2.16.020.S 4: Housing Diversity Program Project Density Bonuses</p>
<ul style="list-style-type: none"> • 2.5 x Base Density • OR Max. Bonus Mixed-Use FAR (all residential)

9. Housing Project Visit. In order to learn from the innovative design practices, if used, all projects completed under this subsection S shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.
10. Demonstration Period. This subsection S and related provisions of BIMC Titles 2, 17, and 18 shall expire ~~on~~ December 31, 2022 when an updated affordable housing program is adopted to replace code provisions of BIMC Sections 18.12.030 D and E and Chapter 18.21 BIMC.

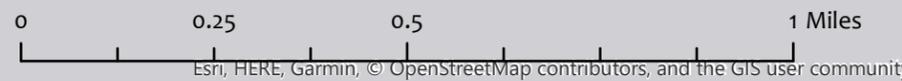
WSF Property 1 Mile and 1/2 Mile Buffers



- Zoning Designations
- WSF Parcel
- 1/2 Mile Buffer
- 1 Mile Buffer



April 24, 2019





CITY OF
BAINBRIDGE ISLAND

PLANNING COMMISSION SPECIAL MEETING
June 9, 2022
Meeting Minutes

1) CALL TO ORDER/LAND ACKNOWLEDGMENT/AGENDA REVIEW/CONFLICT DISCLOSURE

Chair Blossom called the meeting to order at 6:01 PM. Commissioners in attendance: Ashley Mathews, Yesh Subramanian, Ariel Birtley, Benjamin Deines and Lisa Macchio. Commissioner Chester was absent and excused.

Commissioner Mathews read the land acknowledgement. There were no conflicts of interest to disclose.

Planning Staff in attendance: Planning Director Patricia Charnas and Senior Planner Jennifer Sutton. Maria Dozeman, Administrative Specialist, monitored the recording and prepared the minutes.

2) PLANNING COMMISSION MEETING MINUTES

[2.a Review and approve meeting minutes](#)

[Cover Page](#)

[PCApril28DRAFTMINS.pdf](#)

[DRAFTMAY12MINUTES.pdf](#)

Motion: I move to approve the April 28 and May 12 meeting minutes

Mathews/Birtley

Motion carried unanimously

3) PUBLIC COMMENT

3.a Planning Commission

[Cover Page](#)

[Instructions_for_Providing_Public_Comment_at_Hybrid_Meetings.docx](#)

no public comment

4) PUBLIC HEARING

4.a Public Hearing on Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning,

[Cover Page](#)

[Staff Memo.pdf](#)

[Public Hearing Draft Ordinance No. 2022-01 formerly No. 2021-35_ Revising HDDP Program.pdf](#)

[Public Hearing Draft Exhibit A to BIMC 2.16.020.S. HDDP.pdf](#)

[Clean PH Draft Exhibit A to BIMC 2.16.020.S. HDDP.pdf](#)

[Ferry Terminal Property Buffers.pdf](#)

Chair Blossom opened the public hearing at 6:13PM and closed the hearing at 6:15PM. There were no public comments.

Motion: I move to include a provision in the draft ordinance with the intent that should ADUs be constructed alongside a primary unit that is designated affordable, the ADUs must also be kept affordable.

Macchio/Mathews

Motion carried unanimously

Motion: I move to add language to ensure ADUs are not counted towards the affordability requirement.

Birtley/Macchio

Motion carried unanimously

Motion: I move to have the HDDP limited to the existing Winslow sewer service area and Winslow Master Plan study area.

Deines/Mathews

Motion carried unanimously

Motion: I move to amend section 9 Housing Project Visit to read as follows: In order to learn from the innovative design practices and add the word “if” before “used”.

Mathews, Subramanian

Motion carried unanimously

Motion: I move to amend the second bullet point under Green Building and Innovative Site Development in table 2.16.020 SI so that the project meets innovative site development requirements of Section 4B.

Blossom/Mathews

Motion carried unanimously

Public Comment

Charlie Wenzlau - commended the Planning Commission for their great work.

See Recorded Motion attached.

5) PLANNING DIRECTOR’S REPORT

Director Charnas provided an update on the department.

6) FOR THE GOOD OF THE ORDER

Commissioner Birtley and Blossom attended the City Council Meeting on June 7 regarding the Bethany Lutheran Ordinance. Chair Blossom does not anticipate the work will be sent back to the Planning Commission.

7) ADJOURNMENT

The meeting adjourned at 7:45 PM

Maria Dozeman

Maria Dozeman, Administrative Specialist

Sarah Blossom
Sarah Blossom, Chair



PLANNING COMMISSION RECORDED MOTION

Planning Commission Meeting Date:	June 9, 2022
Project Proposal Name and Number:	Ordinance 2022-01
Decision Maker:	City Council

Planning Commission Role and Responsibility: Pursuant to [BIMC 2.16.180](#), Planning commission review and recommendation is required for amendments to BIMC Chapter 2.16, and BIMC Titles [16](#), [17](#), and [18](#), area-wide rezones initiated by the city, or area-wide rezones associated with a privately initiated amendment to the comprehensive plan.

Planning Commission Action:

1. In making a recommendation, the planning commission shall consider applicable decision criteria of this chapter, all applicable law, the comprehensive plan, public comment, and any necessary documents and approvals.
2. The planning commission shall issue a written recommendation that contains (a) a statement recommending that the proposed amendment be approved, approved as amended, or denied, and (b) a statement of facts upon which the recommendation is based and the conclusions derived from those facts.
3. The planning commission’s written recommendation and other documents upon which its decision is based shall be immediately transmitted to the city council and department director.

Recommendation:

I move to recommend approval of Ordinance 2022-01 to the City Council making it clear that the Ordinance does not include the deleted provision as amended tonight (June 9, 2022 Planning Commission Special Meeting).

Mathews/Deines

	Approve the ordinance.
X	Approve the ordinance as amended.
	Deny the ordinance.

Planning Commission Record of Vote:

Commissioner	Support	Oppose	Absent	Abstain
Blossom	X			
Chester			X	
Macchio	X			
Mathews	X			
Subramanian	X			
Birtley	X			
Deines	X			
Total				

CITY OF BAINBRIDGE ISLAND PLANNING COMMISSION

Maria Dozeman

Maria Dozeman, Administrative Specialist

Sarah Blossom
Sarah Blossom, Chair



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Authorize the City Manager to Execute a Collective Bargaining Agreement with the Bainbridge Island Police Guild,

SUMMARY: Negotiations have concluded with the Bainbridge Island Police Guild, with contract ratification by their membership on July 22, 2022. The Police Guild represents 22 members. The new agreement is focused on maintaining pay competitiveness with similar regional Police Departments. Attached is a copy of the collective bargaining agreement between the City and the Police Guild, for the period covering January 1, 2022 through December 31, 2024.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to execute the attached collective bargaining agreement with the Bainbridge Island Police Guild for the period covering January 1, 2022 through December 31, 2024.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: A three-year collective bargaining agreement for 2022 - 2024 between the City of Bainbridge Island and the Bainbridge Island Police Guild is attached. The majority of provisions from previous agreements are carried forward into the successor agreement. The agreement provides compensation that is competitive with other similar comparable cities. Notable changes:

- The addition of Juneteenth as a paid holiday for a total of 13 holidays;
- Accreditation Pay - effective January 1, 2022, a premium of 1% will be added to base pay in recognition of the Bainbridge Island Police Department being accredited for the duration of the agreement;
- 2022 = base pay increase 6%, 2023 = base pay increase Per. actual Consumer Price Index (CPI) between 1.5% and 5% plus 1%, 2024 = base pay increase calculated Per. actual CPI between 1.5% and 6%.

ATTACHMENTS:

[Bainbridge Island Police Guild 2022 2024 Collective Bargaining Agreement.pdf](#)

FISCAL DETAILS: For budgeting purposes, the following financial impact has been calculated:

2022 - \$205,000 or 7.3% increase over 2021

2023 - \$276,000 or 9.2% Increase over 2022

2024 - \$228,000 or 7% Increase over 2023

The combined total budgeted increase over 3 years from 2021 is \$709,000. The budgeted increase is different from base pay increases as the budgeted impacts include calculations of individual incentive pay.

Fund Name(s): General Fund

Coding:

AGREEMENT
BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND THE
BAINBRIDGE ISLAND POLICE GUILD
JANUARY 1, 2022 THROUGH DECEMBER 31, 2024

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CITY OF BAINBRIDGE ISLAND
AND
BAINBRIDGE ISLAND POLICE OFFICERS GUILD

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AGREEMENT
BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND
BAINBRIDGE ISLAND POLICE OFFICERS GUILD

PREAMBLE

This Agreement is between the CITY OF BAINBRIDGE ISLAND, WASHINGTON (hereinafter called the "Employer") and the Bainbridge Island Police Officers Guild (hereinafter called the "Guild") for the purposes of setting forth the mutual understanding of the parties as to conditions of employment for those Employees for whom the City recognizes the Guild as the collective bargaining representative.

ARTICLE 1 RECOGNITION AND BARGAINING UNIT

1.1 The Employer recognizes the Guild as the sole and exclusive bargaining representative for all full-time and regular part-time commissioned law enforcement officers up to and including the rank of Sergeant for the purpose of representation and collective bargaining with regard to matters pertaining to wages, hours, and working conditions.

ARTICLE 2 MANAGEMENT RIGHTS

2.1 Direction of Workforce — The Guild recognizes the right of the Employer to operate and manage its affairs in all respects in accordance with applicable law and regulations of appropriate authorities. All rights and authority which the Employer has not officially abridged, delegated, or modified by this Agreement are retained by the Employer.

2.2 Employer Rules and Regulations — The Employer shall have the right to make such reasonable direction, rules and regulations as may be deemed necessary by the Employer for the conduct and the management of the affairs of the Employer, and the Guild agrees that the Employees shall be bound by and obey such directions, rules, and regulations insofar as the same do not conflict with the terms of the contract or the duties of the Employer and the rights of the Guild pursuant to RCW 41.56.

2.3 Application of Rules — Rules shall be applied in a fair and equitable manner to all Employees. Rules and regulations shall be made available by the Employer in writing to all Employees.

ARTICLE 3 GUILD SECURITY

3.1 Payroll Deduction of Guild Dues — The Employer shall deduct monthly dues from Employees in the bargaining unit who voluntarily execute a wage assignment authorization form. The Employer will deposit such dues with the Treasurer of the Bainbridge Island Police Officers' Guild. Upon issuance and transmission of such dues and initiation fees to

the Guild, the Employer's responsibility shall cease with respect to such deductions. The Guild and each Employee authorizing the assignment of wages for payment of Guild dues hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on account of any deduction made from the wages of such Employee.

3.2 New Employees — The Employer will notify the Guild of all new hires within fourteen (14) calendar days of hire.

ARTICLE 4 GRIEVANCE PROCEDURE

4.1 Definition of Grievance — For the purpose of this Agreement the term "grievance" shall be defined as only those disputes involving the interpretation, application, or alleged violation of any provision of this Agreement. Grievances shall be processed in accordance with the following procedures within the stated time limits, unless mutually extended by the Guild and Employer.

4.1.1 A grievance may be initiated with the Employer within sixty (60) calendar days of the date the grievant or the Guild became aware of its occurrence or should have been aware of its occurrence, but in no event more than ninety (90) calendar days of the alleged violation.

4.2 Step One — A grievance shall be filed in writing with the Employee's immediate supervisor, stating the section(s) of the Agreement violated and explaining the grievance in detail and the remedy sought. The parties agree to make every effort to resolve the grievance promptly at this level. The Employee's immediate supervisor shall have fifteen (15) calendar days to respond to the grievance.

4.3 Step Two — In the event the grievance is unresolved at Step One, the Employee or Guild may elect to pursue the grievance to Step Two. The grievance shall be presented to the Chief of Police within fifteen (15) calendar days after the date the Employee's immediate supervisor responds to the grievance. The Chief of Police will conduct a meeting with the grievant and shall make a decision on the matter in writing within fifteen (15) calendar days after the date the Chief of Police receives the grievance. Copies of the Police Chief's decision shall be furnished to the aggrieved Employee, the designated Guild Representative, and the City Manager.

4.4 Step Three — A grievance remaining unresolved after the decision of the Chief of Police in Step Two may be advanced to the City Manager, or City Manager's designee, in writing within fifteen (15) calendar days of the Chief of Police's decision, whereupon the City Manager, or City Manager's designee, shall conduct a meeting within fifteen (15) calendar days of the receipt of the Step Three written grievance. The City Manager, or City Manager's designee, shall render a decision within fifteen (15) calendar days of such meeting.

4.4.1 In the event the grievance remains unresolved after Step Three, the grievant shall decide whether to appeal through the Civil Service Commission or request the Guild to process the grievance to Step Four of the Grievance Procedure contained herein. Said

decision shall be made within fifteen (15) calendar days of the issuance of the City Manager's or City Manager's designee's decision. If the grievant decides to request the Guild to process the grievance through the Grievance Procedure contained herein, such decision shall be given to the Guild and the Chief of Police in writing. An individual Employee may process a grievance through this Step Three. Only the Guild may advance a grievance to Step Four. Should the Employee elect to use the Civil Service Commission procedure to pursue a remedy, the Employee and Guild have waived their right to pursue the grievance under this Article.

4.5 Step Four — Should the grievance not be resolved in Step Three and; should the Guild desire arbitration, a written notification requesting arbitration must be filed with the City Manager within fifteen (15) calendar days of the City Manager's or City Manager's designee's Step Three decision. For grievances relating to disciplinary actions, discharges, or terminations, the parties shall request an arbitrator from the Public Employment Relations Commission (PERC) consistent with chapter 41.58 RCW. For all other grievances, the parties shall mutually select a disinterested third party to serve as Arbitrator. In the event the Employer and Guild cannot or are unable to agree on an Arbitrator, the Arbitrator shall be selected by the process of elimination from a panel of eleven (11) Arbitrators furnished by the Federal Mediation and Conciliation Service (FMCS) from the states of Washington, Oregon, Idaho and California. The selection process from the list of arbitrators shall be through the alternate strike method and commence with the flip of a coin.

4.6 The Arbitrator shall consider only the specific issues presented to them and shall have no power to add to, subtract from, or modify in any way the terms of this Agreement. The decision shall be in writing, and signed by the Arbitrator.

4.7 Arbitrator Authority — The Arbitrator's decision shall be final and binding upon both parties, but shall have no power to alter, in any way, the terms of this Agreement. Further, the Arbitrator shall be requested to issue their decision within 30 days after the submission of post hearing briefs or as otherwise agreed upon.

4.8 Split of Arbitrator Fees — It is understood by the parties hereto that the cost of the arbitrator shall be paid equally by both the Employer and the Guild, as well as sharing the cost associated with having a certified court reporter transcribe the arbitration proceedings provided the parties mutually agree to have a court reporter. Each party shall otherwise be responsible for the costs associated with bringing a case to arbitration (attorney's fees, witness fees, etc.). The decision of the arbitrator shall be final and binding upon the Employer and the Guild.

ARTICLE 5 GUILD BUSINESS

5.1 Members of the bargaining unit selected to serve as authorized representatives of the Guild shall be certified in writing to the Employer. Each representative will be expected to perform their duties as a representative of the Guild on the representative's own time. However, it is recognized that from time to time it will be necessary for Guild activities to be carried out during work hours. (For example - contract negotiations per Article 5.2,

investigation and processing of complaints, disputes, and grievances, attendance at executive board meetings.) It is also recognized that there are reasonable limited deviations from this policy, such as posting of Guild notices and distribution of Guild literature, which do not require substantial periods of time. Where such activities are necessarily or reasonably to be performed during work hours, they may be done without loss of pay to the representative involved, provided the representative obtains prior approval from the Chief of Police or the Chief of Police's designee. If a Guild representative cannot obtain prior approval, the representative will request approval as soon as practical. Approval shall not be unreasonably withheld. Members of the Guild agree that, while they are on duty, they will conduct Guild business only when time permits and never in lieu of current duties.

5.2 The Employer shall allow members of the Guild's negotiation committee to attend mutually scheduled negotiation meetings with the Employer during on-duty time without a loss of pay. The Employer will not be obligated to pay any of the released members overtime as a result of attending scheduled negotiation meetings. Scheduled negotiation meetings include contract negotiations and mediation.

5.2.1 The Employer's obligation to provide paid release shall be limited to three (3) members of the Guild's negotiation committee.

5.3 No Employee shall be discriminated against because of Guild membership or lawful Guild activity.

5.4 Guild Bulletin Boards — The Employer shall provide suitable, non-public space for the Guild to use a bulletin board in each City building staffed by bargaining unit Employees. Postings by the Guild on such boards shall be confined to official business of the Guild.

ARTICLE 6 NONDISCRIMINATION

6.1 Claims based on unlawful discrimination shall not be subject to the grievance procedure.

ARTICLE 7 HOURS OF WORK

7.1 Hours of Work — The work week shall consist of five (5) consecutive eight (8) hour days, or four (4) consecutive ten (10) hour days, or four (4) consecutive twelve (12) hour days followed by four (4) days off, or any other schedule mutually agreed to by the Guild and the Chief of Police. The Employer will bargain impacts of schedule changes for employees assigned to patrol and detectives as required by RCW 41.56. The following sections 7.1.1 through 7.1.3 only apply to employees working a 12-hour shift.

7.1.1 The number of scheduled hours of work per year on the 12-hour shift is 2190. To reduce this number, the Department will schedule each employee on the 12-hour shift to 9 additional days off, without a loss of pay, throughout the year ("Kelly Days"). The intent of Kelly Days is to reduce the number of scheduled work hours. Kelly Days do not roll over and have no cash value. The Employer will calculate hourly rates using 2080 hours of work per year. If an employee transfers in or out of patrol mid-year, the employee's

Kelly Days are prorated by rounding to the nearest month. An employee separating employment mid-year will reimburse the Employer for any excess Kelly Days used via a payroll deduction from their final paycheck.

7.1.2 The Fair Labor Standards Act work period for employees working a 12-hour shift is 24 days. The Fair Labor Standards Act work period does not limit overtime required under the collective bargaining agreement.

7.1.3 Employees assigned to patrol holding the rank of officer or corporal will be assigned to two (2) squads. Each squad may have three (3) officers and one (1) corporal assigned to day shift hours (0600 to 1800) and three (3) officers and one (1) corporal assigned to night shift hours (1800 to 0600). At times the Department may utilize a swing shift. In order to provide twenty-four (24) hour per day/seven (7) day per week coverage, each squad will be scheduled to cover the other squad's days off. The squads will rotate shifts every four (4) months.

7.1.3.1 If more employees than needed to work a swing shift, created in accordance with Article 7.1.3, express a desire to work the swing shift, the final selection shall be made and announced by the Chief or Deputy Chief, along with the reason(s) for the selection.

7.1.4 Non-mandatory training and vacation requests (other than first, second and third choices) that will require an employee, other than the requestor, to change their work schedule or days off, will not be granted except where there is agreement between the requestor, the affected employee, and the Department.

7.1.5 Detectives work a 4/10 schedule unless temporarily reassigned and do not work on holidays that fall on their regularly scheduled work days unless authorized by the Chief or designee. This provision does not prohibit a Detective from modifying their regularly scheduled work days with approval by a supervisor. Article 7.3.1 applies to detectives.

7.1.6 The Chief assigns sergeants' shifts and work hours. Article 7.3.1 applies to sergeants.

7.1.7 Employees on light duty may be temporarily assigned by the Department to work a 5/8 schedule.

7.1.8 The Community Resource Officer works a variable 40-hour per week schedule with flexible start and end times based on the needs of the Department.

7.2 Overtime — Employees working more than forty (40) hours during a seven (7) day work period, or in the case of the 4-10 shift, forty (40) hours in a four (4) day work period, or in the case of the 12-hour shift, forty-eight (48) hours in the four (4) day work period, shall be paid at one and one-half (1½) times the Employee's regular hourly rate of pay for the additional hours. All authorized time worked in excess of the above work schedule shall be paid at one and one-half (1½) times the Employee's regular hourly rate of pay. Overtime shall be in increments of 15 minutes.

7.3 Shift Changes and Trades — Employees may be given permission to exchange, trade and/or request specific shifts or days off when the change does not interfere with the duties and responsibilities of the Department. Such a determination shall be made by the Chief of Police or designee, provided the shift change request is made at least fifteen (15) calendar days before the date the change is to take place; unless this requirement is waived by the Chief of Police or designee.

7.3.1 Schedule Changes and Time Off — Each Employee shall be assigned a regular starting time and work schedule. The Employer may change an Employee's start time and/or work schedule, provided that the Employer gives the Employee notice of such change at least seven (7) calendar days before such change is to become effective. In the event the Employer does not provide the notice required by this section, the Employee shall have the option of requesting and being paid one and one-half (1½) times the Employee's regular rate for the changed time (e.g., regular schedule is 1000 to 2000, short notice change to 0600 to 1600 results in four hours of overtime) for the first shift of the altered schedule.

7.4 Compensatory Time — All full-time Employees may receive compensatory time at one and one-half (1½) times all overtime hours worked, subject to the approval of the Employer, and 29 CFR Part 553 of the Fair Labor Standards Act.

7.4.1 Each Employee shall be entitled to accrue compensatory time up to a maximum bank of one hundred and twenty (120) hours. Employees will be paid for all hours that exceed the maximum.

7.4.2 Employees shall submit requests for compensatory time usage as much in advance as possible. An Employee requesting compensatory time off thirty (30) days or more in advance of the start of leave shall be granted the time off, except in the circumstances set out in the vacation provisions of this Agreement. An Employee requesting compensatory time off less than thirty (30) days in advance of the start of the leave may be denied the time off if the use of compensatory time unduly disrupts the operations of the Employer.

7.4.3 Each Employee shall be allowed to cash in any or all of their accrued compensatory time at any time by giving the Employer written notice. Such payoff shall be paid no later than the end of the next pay period.

7.5 Meal and Rest Periods — Employees shall receive one forty (40) minute meal period during each day of work, provided their shift that day is five (5) hours or longer in duration. Such time shall be considered on-duty time. The Employee should take the meal period when mutually convenient for the Employee and the Department. The parties agree that the nature of the Employees' work allows Employees to take intermittent rest periods equivalent to at least ten (10) minutes for each four (4) hours worked and therefore scheduled rest periods are not required. An Employee who fails to take sufficient rest periods during a shift shall immediately inform a supervisor.

7.6 Rest Between Shifts – The Chief of Police or designee may, in their sole discretion, authorize Operational Required Time Off (ORTO). ORTO is paid leave established for the

administrative benefit of the City. ORTO will not be treated as hours worked for purposes of overtime calculation.

7.7 When Employees assigned to their respective shifts attend local training courses, they are expected to complete the remainder of their scheduled hours (before and/or after the training course) unless it is deemed by the supervisor to be impractical. Supervisors are responsible for clarifying the day's expected schedule with each Employee prior to the training event.

7.8 To ensure Employees are readily available in the case of an emergency, all Employees must reside within a 60-minute driving distance from the City limits. Employees' residences on the day the 2016-2018 collective bargaining agreement was ratified by the last party are grandfathered.

ARTICLE 8 CALLBACK & STAND-BY

8.1 Callback — an Employee is off duty and is directed to return to active duty, the Employee shall receive a guaranteed minimum three (3) hours pay at the appropriate overtime rate. Callbacks which are the result of Employee negligence shall not be compensated in accordance with this section.

8.2 Stand-by — Any Employee who is required to be on stand-by, outside of their normal shift shall receive a minimum of two (2) hours compensatory time. If an Employee is required to be on stand-by longer than two (2) hours, then he/she shall receive one-half (½) hour of compensatory time for every additional hour, or partial hour, of required stand-by time.

8.3 Subpoenas — Employees who are not notified by 5:00 p.m. (1700 hours) on the day prior to a scheduled and required off duty court appearance that their appearance is not necessary, shall receive the minimum Callback pay provided herein, whether or not they ultimately appear. Notice may be achieved by voice mail, provided that such system electronically time and date stamps the message.

8.4 Remote Work Off-Duty — Employees who perform remote work off-duty, such as via telephone and/or email, that is more than *de minimis*, shall be compensated in 15-minute increments at the overtime rate of pay. Nothing in this Article shall be construed to relieve the Employer of its obligation to compensate employees for callbacks and/or stand-by for the situations described in Article 8.1 and Article 8.2.

ARTICLE 9 STRIKES OR LOCKOUTS

9.1 The Employees shall not strike and the Employer shall not lock out Employees.

ARTICLE 10 SAFETY

10.1 Mutual Objective — It is the mutual objective of both parties to this Agreement to maintain high standards of safety in order to eliminate, as far as possible, industrial

accidents and illness. To that end, Department Employees may participate in the Safety Committee meetings.

10.2 The duties of the Safety Committee shall be to advise on matters relating to Employee safety, as set forth in WISHA laws, review applicable WISHA laws and regulations, and make recommendations for maintenance of proper safety standards. Minutes of the meetings will be taken by an appointed member of the Committee. Copies of the minutes shall be sent to the City Manager's office and to the Guild Representative. Available members of the Safety Committee, including at least one designee of the Guild, shall accompany WISHA authorities on any walk-around inspections.

10.3 Safety Equipment — The Employer shall furnish proper safety devices for all Employees as prescribed by WISHA standards. It shall be mandatory that all Employees use such devices.

ARTICLE 11 LABOR MANAGEMENT COMMITTEE

11.1 Labor Management — The Employer and the Guild agree that a need exists for close cooperation between labor and management, and further, from time to time suggestions and complaints of a general nature affecting the Guild and the Employer require consideration. To accomplish this objective, the Employer and the Guild agree that no more than three (3) duly authorized representatives of the Guild shall function as one-half (½) of a Labor-Management Committee, the other half being no more than three (3) certain representatives of the Employer named for that purpose. The committee shall meet periodically for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties.

11.2 Should the Guild and Employer mutually agree to change, add, or delete any provision of this Agreement, such change shall be set forth in a Memorandum of Understanding signed by authorized Employer and Guild representatives and incorporated as an addendum to the executed Agreement, with sequential numbering for subsequent Memoranda of Understanding.

ARTICLE 12 PROBATIONARY EMPLOYEES

12.1 Initial Probation — All new Employees shall serve an initial probationary period and shall have no seniority rights during that period. For entry hires, the probationary period shall end twelve (12) months after the completion of the Washington State Basic Law Enforcement Academy. For lateral hires, this probationary period shall end twelve (12) months after the Employee's date of hire. After the completion of the probationary period, an Employee's seniority date shall be the Employee's date of hire for a position in the bargaining unit. Employees are members of the bargaining unit during their initial probationary period. During that period, probationary Employees may be disciplined, discharged, or otherwise dismissed at the sole discretion of the Employer. Neither the reason for, nor the disciplinary action, discharge, or dismissal, may be the subject of a grievance.

12.2 Promotion/Transfer - Probation — The probationary period for an Employee who has been promoted/transferred to a new classification shall be six (6) months. If an Employee's performance in the new classification is found to be unacceptable, the Employee shall have the right to return to the position from which the Employee was promoted/transferred, provided the Employee's performance in the previous position was acceptable.

ARTICLE 13 SENIORITY

13.1 Definitions — Seniority shall be defined as the length of continuous service with the Employer from an Employee's latest date of hire, for a position in the bargaining unit, including the Employee's probationary period. Any bargaining unit Employee promoted to a commissioned position in the Police Department outside of the bargaining unit shall continue to accrue seniority.

13.2 Seniority List — The Employer shall maintain a seniority list which shall be brought up to date when changes occur which affect any current or new member of the Guild. The order of seniority shall be based on the hire or rehire date of employment, whichever is later.

13.3 Vacancies and Promotions — Except when Civil Service rules are controlling, the most qualified applicant, as determined solely by the Chief of Police, shall be selected for promotion or to fill job vacancies. If two or more applicants are determined to be equally qualified, then the applicant with the most seniority shall prevail. The City reserves the right to decide when to promote into the Corporal rank. Eligibility for promotion to Sergeant is limited to members of the Corporal rank.

13.4 Layoffs and Reclassification — Layoffs or reclassification of Sergeants shall be determined strictly by the order of seniority within the Sergeant classification with the Employee with the least seniority within the Sergeant classification affected first. Layoffs or reclassification of Corporals shall be determined strictly by the order of seniority within the Corporal classification with the Employee with the least seniority within the Corporal classification affected first (in the event of a tie, overall Department seniority shall determine order of seniority within the Corporal classification). Layoffs or reclassification of Patrol Officers shall be determined strictly by the order of Police Department seniority with the Employee with the least Department seniority affected first. Employees who have previously held other lower ranking classifications within the bargaining unit shall have the right to return to such classifications if their seniority is greater than other Employees in such classification. Employees shall not accrue seniority while on layoff. Seniority lists shall be adjusted accordingly.

13.5 Recall — Laid off or reclassified Employees shall be recalled strictly on the basis of seniority to any previously held classification if a vacancy occurs.

ARTICLE 14 EMPLOYEE CLASSIFICATIONS

14.1 Employee classifications shall be defined as set forth in the Civil Service Rules & Regulations.

14.2 The Police Chief and the Deputy Police Chief shall be allowed to perform departmental bargaining unit work on a non-regular, non-re-occurring basis. The Police Chief and the Deputy Police Chief shall not replace bargaining unit Employees on a full time basis.

14.3 The creation of a new classification or material change to an existing classification shall be subject to RCW 41.56.

ARTICLE 15 WAGES & CLASSIFICATIONS

15.1 The classifications and monthly rates of pay are set forth in the attached appendices and, by reference herein, are made a part of this Agreement.

ARTICLE 16 HOLIDAYS

16.1 Number of Paid Holidays — All full-time Employees shall be entitled to compensation for thirteen (13) holidays per year as listed below. The holidays herein referred to shall be as follows:

New Year's Day	Martin Luther King, Jr. Day
Presidents Day	Memorial Day
Juneteenth	Labor Day
Independence Day	Thanksgiving Day
Veterans Day	The day following Thanksgiving
Christmas Eve	Christmas Day
	One Floating Holiday

16.2 Dates of Holidays — Dates of the above legal holidays are January 1 for New Year's Day, June 19 for Juneteenth, July 4 for Independence Day, December 24 for Christmas Eve and December 25 for Christmas Day. The holiday dates for Martin Luther King, Jr. Day, President's Day, Memorial Day, Labor Day, Veteran's Day, and Thanksgiving Day shall be the legal holiday so designated, proclaimed and celebrated by the State of Washington. The "floating holiday" shall be chosen by mutual agreement of the Employee and the Employer.

16.3 Eligibility — New Employees shall be eligible for all holidays.

16.3.1 In order to qualify to use holiday pay, an Employee must be in a paid status on the regular workday immediately preceding and immediately following the scheduled holiday.

16.3.2 Worked Holiday — Employees who are required to work a shift that begins or ends on the above listed holidays as part of their regular work schedule shall receive one and one-half (1½) times the Employee's regular rate of pay for the entire shift. Employees who are required to work a shift that begins or ends on the above listed holidays on their regular days off shall receive one and one-half (1½) times the Employee's regular rate of pay for the entire shift and an hour of compensatory time for each hour worked on the shift. An

employee who works more than one shift on the same holiday shall only receive holiday pay for the shift that begins on the holiday.

16.3.3 Employees shall accrue holiday time off at the rate of 8.67 hours per month.

16.3.4 Each Employee shall be entitled to accrue holiday time up to a maximum bank of one hundred and twenty (120) hours. Employees will be paid for all hours that exceed the maximum. Employees who leave the employment of the Employer shall be paid for all accrued holiday hours not used.

ARTICLE 17 VACATION

17.1 Vacation — All full-time Employees shall be entitled to the following vacation time with pay during the indicated period of continuous service:

Years of Service	Hours Per Month
0-2	9 hrs. per month
3-4	10 hrs. per month
5-7	11 hrs. per month
8-9	12 hrs. per month
10-12	13 hrs. per month
13-14	14 hrs. per month
15-19	15 hrs. per month
20+	16 hrs. per month

17.1.1 Lateral Hires – An employee hired as a lateral under Civil Service Rules will receive a one-time vacation accrual of eighty (80) hours upon hire.

Beginning January 1, 2022, employees hired as a lateral under Civil Service Rules shall accrue vacation hours consistent with their consecutive uninterrupted years of active service as a Criminal Justice Training Commission (CJTC)-recognized commissioned law enforcement officer. 17.2 Each full-time Employee shall be entitled to accrue unused vacation leave not to exceed a maximum of three hundred and twenty (320) hours. All vacation leave shall be taken at a time mutually agreeable between the Employee and the Employer. Should the three hundred and twenty (320) hour maximum be exceeded through no fault of the Employee, the Employer shall pay the Employee for all vacation hours in excess of three hundred and twenty (320) hours, otherwise such vacation hours shall be forfeited.

17.3 Payment for Unused Vacation Leave — Employees who leave the employment of the Employer shall be paid for all accrued vacation leave not used.

17.4 Vacation Scheduling — On November 1st of each year the Chief of Police shall post a twelve (12) month vacation roster establishing the dates that vacation is available. The posted vacation roster will cover the period beginning January 1st through December 31st of the following year. Employees within the Department shall bid vacation on or before December 1st. In view of this provision, vacation choices may include projected accrued time to the beginning of the vacation period requested. Selection of vacation dates

shall be made by order of seniority. Where an Employee chooses to split vacation into two (2) or more periods, no second or third choice may be made until all other Employees have made their first or second selection respectively. Vacation scheduling requested after December 1st shall be on a first come first serve basis, subject to the approval of the Chief of Police. The Employer reserves the right to make reasonable modifications to the vacation schedule depending on *bona fide* operational requirements.

17.4.1 Employees shall submit requests for vacation scheduling (usage) after December 31 as much in advance as possible. An Employee requesting vacation scheduling after December 31 forty-five (45) days or more in advance of the start of the leave shall be granted the time off, except in the circumstance set out in Article 17, Section 17.5. An Employee requesting vacation time off less than forty-five (45) days in advance of the start of the leave may be denied the time off based upon *bona fide* operational requirements.

17.5 If two or more Employees submit requests for compensatory time usage in accordance with Article 7, Section 7.4 and/or vacation scheduling after December 31 in accordance with Article 17, Section 17.4.1 and/or holiday usage in accordance with Article 16 covering the same period of time and allowing all of the requesting Employees time off would cause operational problems, the Employer shall determine the number of Employees that will be granted time off (with no less than one Employee having their request granted if such request is made more than forty-five (45) days in advance) and the time off will be granted on a first come first serve basis.

ARTICLE 18 SICK LEAVE

18.1 Sick leave shall be earned at the rate of ten (10) hours per month for full-time Employees, including for the month they begin work and the month they terminate.

18.1.1 During the first twenty-four (24) months of employment, an Employee shall be granted up to one hundred sixty (160) hours of sick leave if a physician of the Employer's choosing determines that the Employee is unable to work because of serious injury or illness.

18.2 Maximum carryover of sick leave from one calendar year to the next shall be one thousand forty (1,040) hours.

18.3 Sick Leave "Cash Out" — Upon LEOFF retirement or separation due to job-related disability, Employees may elect to receive a lump sum cash payment of up to twenty-five percent (25%) of their accumulated but unused sick leave.

18.3.1 Incentive — When an Employee accumulates one thousand forty (1,040) hours of sick leave, sick leave shall continue to accumulate at the Employee's normal rate of pay until the end of the calendar year, at which time all sick leave in excess of one thousand forty (1,040) hours will be purchased by the Employer at fifty percent (50%) of the Employee's regular straight time hourly rate of pay.

18.4 Use of Sick Leave — Sick leave may be used for any of the following reasons and purposes:

- (a) An employee's mental or physical illness, injury or health condition;
- (b) To accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- (c) An employee's need for preventive medical care;
- (d) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition;
- (e) For care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- (f) For care for a family member who needs preventive medical care;
- (g) When the employee's place of business or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason;
- (h) Attend the birth of the Employee's child;
- (i) Maternity leave;
- (j) Any purpose authorized by the Family & Medical Leave Act;
- (k) Any purpose authorized by the Washington Family Leave Act;
- (l) Any purpose authorized by the Washington Family Care Act;
- (m) Any purpose authorized by the Washington Domestic Violence Leave Act; and
- (n) Any other reasons agreed to by the parties.

For purposes of sick leave, the term family member is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

18.4.1 Sick leave shall be granted on a daily or hourly basis but in no case less than one (1) hour or increments less than one-half (½) hour when over an hour.

18.4.2 Sick Leave to Supplement Worker's Compensation: Upon expiration of all accrued sick leave, the Employee may elect to use any other accrued leave. Sick leave may be used to supplement partial benefits received from worker's compensation, provided that in no event shall an Employee receive more in combined benefits than would have been received in base salary. In the event that worker's compensation benefits are later received for a period for which an Employee has already received payment through sick leave benefits, the Employee shall pay the partial benefit received back to the Employer, and the sick leave shall be reinstated.

ARTICLE 19 EMPLOYEE BILL OF RIGHTS

19.1 Employee Protection — Discipline shall be for just cause. Any Employee who will be interviewed concerning an act or omission which, if proven, could reasonably result in disciplinary action against him or her will be afforded the following safeguards:

19.1.1 The Employee will be informed prior to the interview if the Employer believes the Employee is a suspect in the investigation;

19.1.2 The Employee will be informed of the nature of the investigation and allegations and afforded the opportunity to consult with a Guild Representative prior to an interview. The Employee shall be allowed the right to have a Guild Representative or Guild Attorney present during the interview. The opportunity to consult with the Guild Representative or to have the Guild Representative/Attorney present at the interview shall not delay the interview for more than three (3) hours except for minor complaints (incidents for which discipline no greater than an oral reprimand may result) which may be handled immediately when a representative is not readily available. However, if, in the course of the interview, it appears as if a more serious disciplinary problem has developed, the Employee will additionally be allowed up to three (3) hours to obtain a representative to assist him/her in the interview.

19.1.3 With the exception of telephone interviews, all interviews shall take place at Employer's facilities, or elsewhere if mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.

19.1.4 The Employer shall make a reasonable, good faith effort to conduct these interviews during the Employee's regular working hours, except for emergencies or where interviews can be conducted by telephone.

19.1.5 The Employee will be required (or ordered) to answer any questions involving non-criminal matters under investigation and will be afforded all rights and privileges to which he or she is entitled under the laws of Washington State or the United States. Furthermore, the Employee will be required (or ordered) to answer any questions involving possible criminal matters after receiving a Garrity notice and will be afforded all rights and privileges to which he or she is entitled under the laws of Washington State or the United States.

19.1.6 The Employee shall not be subjected to offensive language or intimidation during the process of the interview. No promises or rewards shall be made to the said Employee as an inducement to answering questions. When the Employee is being interviewed in a non-criminal matter for violation of departmental rules, regulations, or orders, that member shall answer truthfully all questions concerning the investigation posed to him/her by the interviewing officer. When the Employee refuses to answer such questions, they will be informed that their refusal to answer can become the subject for disciplinary action.

19.1.7 The Employee shall be entitled to such reasonable intermissions as he or she requests for personal necessities.

19.1.8 All interviews shall be limited in scope to activities, circumstances, events, conduct or acts that pertain specifically to the incident that is the subject of the investigation. Nothing in this section shall prohibit the Employer from questioning the Employee about information which is developed during the course of an interview.

19.1.9 Interviews and investigations shall be concluded promptly, with no unreasonable delay.

19.1.10 The Employee shall be advised of the results of the investigation and any future action to be taken on the incident.

19.1.11 When the investigation results in Departmental charges being filed against the Employee, the Employee, upon request, will be furnished with a copy of the entire investigation (transcripts, evidence, reports, etc..) at no cost to the Employee.

19.1.12 Lie Detector Tests — No Employee shall be required to take or be subjected to any lie detector test as a condition of continued employment.

19.1.13 Substance Abuse Tests — No Employee, except those Employees required by state or federal law, shall be required to take or be subjected to any random alcohol or drug testing as a condition of continued employment. Post-accident testing and testing for reasonable suspicion are permissible under this section.

19.1.14 The primary purpose of AVLS in patrol vehicles and GPS in Employer-issued cell phones is officer safety. The Employer will not access or use this data for disciplinary purposes, including internal investigations and/or monitoring employee performance for counseling purposes, unless the City has a written, signed, and dated complaint and such information is relevant to such written, signed, and dated complaint. The complaint may be a written or verbal complaint that is internally documented. The Employer shall provide advance notice to the affected employee(s) and the Guild prior to its release of any AVLS and/or GPS data in response to a Public Records Act request, and the employee(s) shall then have up to seven (7) calendar days to review the documents and prevent the release of the documents.

ARTICLE 20 LEAVE OF ABSENCE

20.1 Medical Leave — An Employee who becomes disabled due to illness, injury or pregnancy, or an Employee who suffers an industrial injury or illness shall be granted a medical leave of absence without pay effective the first day of absence from work, provided the Employee makes written claim of such illness or injury with supporting evidence satisfactory to the Employer. The Employer may require a second opinion of a doctor of its own choosing to verify illness or injury, and fitness to return to work. Medical Leave shall run concurrently with FMLA Leave. Cost of second opinion will be borne by the Employer. This does not preclude an Employee from using accrued leave during such medical leave.

20.2 Prolonged Disability — An Employee shall not be terminated by the Employer because of non-job-related, prolonged, continuous illness or injury, provided the period of disability is not longer than twelve (12) months and, upon being pronounced able to perform the essential functions of the job with or without reasonable accommodation by the Employee's doctor and the Employer's doctor, shall be reinstated to the same or substantially equivalent classification if such classification exists. Such Employees on prolonged disability shall continue to accumulate seniority during such disability.

20.3 An Employee on prolonged absence because of occupational illness or injury incurred in the service of the City shall not be terminated by the Employer because of such

absence for a period of twenty-four (24) months, unless it is finally determined that the Employee will never be able to again perform the essential functions of the job in accordance with Section 20.3.1 below. Such Employees on prolonged disability shall continue to accumulate seniority during such disability.

20.3.1 In the event the City has a reasonable basis for believing that an Employee on prolonged disability leave will never be able to again perform the essential functions of the job, the City shall have the right to have the Employee examined by a health care professional of the City's choice for the limited purpose of rendering a written opinion on whether the Employee will ever be able to again perform the essential functions of the job. This examination and opinion shall be at the City's expense and the health care professional's opinion will be provided to the Employee and the Guild.

In the event the Employee's health care professional disagrees with the opinion of the City's health care professional, the Employee's health care professional and the City's health care professional shall select a third-party health care professional who shall examine the Employee for the purpose of rendering a written opinion on whether the Employee will ever be able to again perform the essential functions of the job and if not, what limitations exist for purposes of evaluating possible accommodations. This examination and opinion shall be at the City's expense and the third-party health care professional's opinion will be final and binding upon the City, the Employee, and the Guild.

20.4 Military Leave — Every full-time Employee shall be entitled to and shall be granted military leave of absence in accordance with applicable law. Such military leave of absence shall be in addition to any vacation or sick leave to which the Employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During a period of military leave taken pursuant to RCW 38.40.060, the Employee shall receive from the Employer their normal pay for a period not exceeding twenty-one (21) working days during each twelve (12) month period from October 1 through September 30.

20.5 Jury Duty — Employees who are required by due process of law to render jury service shall receive their regular pay during such period. If any payment, excluding travel pay, is received for jury duty, such pay will be reimbursed to the Employer.

20.6 Bereavement Leave — All Employees who suffer a death in their immediate family shall be compensated for and given up to three (3) days off with full pay. If additional leave is necessary, it may be granted subject to the approval of the Employer, and such additional bereavement leave may be deducted from accrued vacation, sick leave, compensatory time, or leave without pay.

20.6.1 Immediate family shall be defined as spouse, domestic partner, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, step relatives, grandchildren, and grandparents on both sides.

20.6.2 When an Employee participates in a funeral or memorial ceremony for a person other than those in the immediate family, the Employee may, subject to the approval of the

Employer, be granted reasonable unpaid time off (not to exceed one (1) day) for such participation. Such leave will not affect sick leave or annual leave.

ARTICLE 21 HEALTH AND BENEFITS

21.1 Medical — The Employer shall make available the following medical insurance plans for all full-time regular Employees:

AWC Regence HealthFirst 250
Kaiser 200

Additionally, the Employer will make available the AWC Regence High Deductible Health Plan (HDHP) with Health Savings Account (HSA). The Employer will contribute into the HSA the following amounts per year, paid on a monthly basis, provided that the contributions into the HSA cannot exceed any Affordable Care Act excise tax threshold:

- \$2250 for an employee with no dependents
- \$3250 for an employee with at least one dependent but less than full family
- \$4250 for an employee with full family (a spouse and two or more children)

HSA contributions will be pro-rated for partial-year enrollment.

To begin building funds in a HSA, an employee may elect to have up to \$1000 (employee only) or \$2000 (employee plus one or more dependents) cashed out from accrued vacation or holiday and transferred into the employee's HSA on the first January payday of the first year the employee enrolls in the HDHP, provided that the employee's vacation and holiday balances do not fall below 40 hours each. HSA contributions may not exceed IRS limits.

If a health plan offered by the Employer is going to be eliminated or will trigger the Affordable Care Act excise tax, the parties will meet and bargain new plans. If no agreement is reached in time to ensure employees' continuous insurance coverage, the Employer will move employees to the next available plan that does not trigger the excise tax.

During the life of this agreement, if either party identifies a lower cost health plan with benefits substantially similar to or better than the AWC HealthFirst 250 plan, the party may request and the parties agree to re-open Article 21 and immediately enter into negotiations over a change of insurance plans.

21.1.1 Medical — The Employer will pay one hundred percent (100%) of the premium for employee and dependent coverage for the HDHP. The Employer will pay ninety percent (90%) of the premium for dependent coverage for all other plans. Employees shall pay the remaining portion of dependent premiums via payroll deduction. Employees will

contribute five percent (5%) of the non-HDHP plan premium per month for Employee coverage, not to exceed a maximum of fifty dollars (\$50) per month, via payroll deduction.

21.2 Dental — The Employer shall make available the following dental insurance plans for all full-time Employees, and shall pay one hundred percent (100%) of the premiums for Employee, spouse and dependents:

Plan: Delta Dental Plan F plus Orthodontia Plan V

21.3 Vision — The Employer shall make available the following vision insurance plan for all full-time Employees, and shall continue to pay one hundred percent (100%) of the premiums for Employee, spouse and dependents:

AWC Plan: Vision Service Plan with \$0 Copay

21.4 Life — The Employer shall make available the AWC Standard Plan (\$100,000) for all full-time Employees, and shall continue to pay one hundred (100%) percent of the premium.

21.5 Employee Assistance Program — The Employer shall make available the AWC Employee Assistance Plan (EAP) for all full-time Employees, and shall continue to pay one hundred percent (100%) of the premium.

21.6 The Employer shall pay up to fifty dollars (\$50.00) per incident for the replacement of wristwatches, and a replacement cost of up to two hundred fifty (\$250.00) per incident for vision care items or prescription/frames which are lost or damaged in the line of duty after vision insurance is applied.

21.7 The maximum medical premium rate shall be the effective rate for the AWC Regence HealthFirst plan that is offered by the Employer.

21.8 Long-Term Disability —The Employer will pay one hundred percent 100% of the premium to provide each Employee with AWC Standard Long-Term Disability, 90-day waiting period, 67% benefit plan.

21.9 The Employer will establish and maintain a qualified section 125 plan that allows for pretax payment of premiums required by this section.

21.10 Paid Family and Medical Leave Program (PFML) — Eligible employees are covered by Washington's Paid Family and Medical Leave Program, RCW 50A.04. Premiums for benefits are established by law. Employees will pay the identified employee's share of premiums through payroll deduction. The Employer will pay the employer's share of premiums.

ARTICLE 22 UNIFORMS & EQUIPMENT

22.1 Uniform and Required Equipment Supplies — All uniforms and equipment required by the Employer to be worn and/or used by Employees, while on duty, shall be provided by the Employer.

22.1.1 Items provided by the Employer shall be maintained on a Department inventory and shall remain the property of the Employer.

22.1.2 The replacement of uniform and equipment items specified above which are lost or damaged due to Employee negligence shall be the responsibility of the Employee. The Employer will replace uniforms and equipment lost, worn out or damaged in the line of duty.

22.1.3 Should an Employee purchase any items other than those items listed above, such items shall be paid for and maintained at the Employee's expense. The use of such additional items is subject of the approval of the Chief of Police or designee and shall remain the property of the Employee.

22.2 Uniform Cleaning - Police — The Employer shall provide for dry cleaning services as required for uniform maintenance up to one hundred dollars (\$100.00) per month and shall provide Employees who are not required to wear a uniform up to one hundred dollars (\$100.00) per month for the dry cleaning service for clothing worn in the performance of their duties.

22.3 Shoes — The Employer shall pay \$200.00 annually for the purchase of approved footwear.

22.4 Detective Clothing Allowance — Employees assigned to the position of detective and detective sergeant shall receive a clothing allowance of seventy-five dollars (\$75.00) per month.

ARTICLE 23 SAVINGS CLAUSE

23.1 It is understood and agreed that all provisions of this Agreement are subject to applicable laws, and if any provision of any Article of this Agreement is held or found to be in conflict therewith, said Article shall be void and shall not bind either of the parties hereto. However, such invalidity shall not affect the remaining Articles of this Agreement. In the event that any provision shall be held unlawful and unenforceable by any court of competent jurisdiction, the parties agree to meet forthwith for the purpose of renegotiating such provision in an attempt to reach a valid agreement.

ARTICLE 24 PREMIUM PAY

24.1 Specialty Assignments — Employees assigned the following special duties shall receive additional premium pay as a percentage of their base salary for each month they are assigned the special duties.

Administrative Sergeant	4%
Detective	4%
FTO	3%
Canine	2%
Defensive Tactics Instructor	2%
Firearms Instructor	2%
Lead Marine Officer	2%
Lead Crisis Intervention Officer	2%

Employees receiving less than 6% specialty assignment premium pay may receive more than one premium, provided that the maximum total specialty assignment premium pay is 6%. The Chief of Police reserves the right to assign and remove employees from specialty assignments for operational reasons.

24.2 Canine maintenance compensation will be the equivalent of one (1) hour per 12-hour work day. A K-9 officer's regular assigned 12-hour shifts will be shortened by one (1) hour. The one (1) hour is for approximately thirty (30) minutes maintenance on that work day and thirty (30) minutes for routine maintenance on days off.

24.3 Out-Of-Class Pay — When Employees are assigned to work in a higher classification for a period longer than seven (7) calendar days, they shall receive a premium of five percent (5%) above their regular pay.

ARTICLE 25 INDEMNIFICATION OF CITY EMPLOYEES

25.1 The Employer indemnifies, defends, and holds personally harmless all of its Employees for any action, claim or proceeding instituted against said individual arising out of acts or omissions, except in cases of intentional acts or omissions and willful and wanton negligence, in the scope of employment. The Employer holds said individuals harmless from any expenses connected with the defense, settlement, or monetary judgment from such actions, claims or proceedings.

ARTICLE 26 SUBCONTRACTING

26.1 The Employer shall not subcontract the bargaining unit work.

ARTICLE 27 COMPLETE AGREEMENT

27.1 The Agreement expressed herein in writing constitutes the entire Agreement between the parties. All matters not specifically covered in the Agreement shall be deemed to have been raised and disposed of as if specifically covered herein. It is agreed that this document contains a full and complete Agreement on all bargainable issues between the parties hereto and for all whose benefit this Agreement is made, and no party shall be required during the term of this Agreement to negotiate or bargain upon any issue except as otherwise specified herein. While those Memorandum of Understanding executed concurrent with this Agreement are not specifically part of this Agreement, they represent a continuing intent of the Employer to abide with their terms during this Agreement. The

parties agree that no changes in wages, hours, or working conditions shall be made without negotiating such changes as required by law. Past practices shall not prevail.

ARTICLE 28 EDUCATION INCENTIVE

28.1 Any Employee who has earned an Associate Degree (or ninety (90) college credits) in a job-related field of study, as determined by the Employer in its sole discretion shall receive two and one-half (2½%) percent of their base monthly wage. Any Employee who has earned a Bachelors Degree (or 180 college credits) in a job related field of study, as determined by the Employer shall receive five (5%) percent of their base monthly wage. The maximum an Employee may receive in education incentive is 5%.

28.1.1 This education incentive will be based on transcripts or other reports from accredited colleges, universities, or approved training schools provided by the officer.

ARTICLE 29 LONGEVITY AND ACCREDITATION PAY

29.1. Longevity Pay — All Employees shall receive an additional pay increment beginning after completion of five (5) years of continuous employment in a position in the bargaining unit. This increment shall be equal to a percentage of base pay for each five (5) years of continuous service in a position in the bargaining unit completed as set forth below.

Total Years of Service	Additional Increment
0-5	0%
6-10	2%
11-15	3%
16-20	4%
21-25	6%
26+	7%

29.2. Accreditation Pay – Effective January 1, 2022, all employees shall receive a premium of 1% of their base pay in recognition of the Bainbridge Island Police Department being accredited by WASPC for the duration of this Agreement. If WASPC accreditation is not maintained after December 31, 2024, the premium will discontinue the next pay period.

ARTICLE 30 DEFERRED COMPENSATION

30.1 The Employer shall make a qualified, tax-deferred Section 457 compensation program available to bargaining unit Employees. The Employer will match each Employee's deferred compensation contribution to a maximum Employer contribution of two percent (2%) of the employee's base rate of pay. This contribution shall be in addition to any physical fitness incentive the employee qualifies for.

ARTICLE 31 TERM OF AGREEMENT

31.1 This Agreement shall remain in full force and effect from January 1, 2022 through December 31, 2024 provided, however, that this Agreement shall be subject to change or modification as may be mutually agreed upon by the parties hereto.

DATED THIS ____ day of _____, 2022

CITY OF BAINBRIDGE
ISLAND

BAINBRIDGE ISLAND POLICE
GUILD

Blair King
City Manager

Charles McCarty
President

APPENDIX A
TO THE
AGREEMENT
BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND
BAINBRIDGE ISLAND POLICE OFFICERS GUILD

THIS APPENDIX IS SUPPLEMENTAL to the Agreement by and between the CITY OF BAINBRIDGE ISLAND (hereinafter referred to as the "Employer") and the Bainbridge Island Police Officers Guild.

A.1 The following table contains the wages in effect January 1, 2022, which represents a six percent (6%) increase.

Classification	Step A	Step B	Step C	Step D	Step E
Sergeant				\$9381	\$9927
Corporal				\$8616	\$9025
Officer	\$6541	\$6923	\$7326	\$7753	\$8204

A.2 Effective January 1, 2023, the rates of pay set forth in Section A.1 shall be increased by one hundred (100%) of that percentage increase set forth in the All Urban Consumers Index (CPI-U) for Seattle-Tacoma-Bellevue for that period from June 2021 to June 2022 as is specified by the Bureau of Labor Statistics, United States Department of Labor. The COLA shall not be less than one and one-half percent (1.5%), nor shall it exceed five percent (5%), plus an additional one percent (1%).

A.3 Effective January 1, 2024, the rates of pay set forth in Section A.1, as further increased by A.2 shall be increased by one hundred (100%) of that percentage increase set forth in the All Urban Consumers Index (CPI-U) for Seattle-Tacoma-Bellevue for that period from June 2022 to June 2023, as is specified by the Bureau of Labor Statistics, United States Department of Labor. The COLA shall not be less than one and one-half percent (1.5%), nor shall it exceed six percent (6%).

A.4 Employees shall be eligible for physical fitness incentive as provided in Appendix B.

A.5 Progression through the Step Plan shall be in accordance with twelve (12) months in each step, with the exception of the first advancement which shall take place the first January after hiring into the position. Step advancement shall be automatic, based on satisfactory performance.

A.6 Corporals will be placed into Step D upon promotion. Step advancement shall be based on satisfactory performance.

A.7 When an Employee is advanced to a higher job classification, the Employee shall be placed in a Step in the higher classification which is at least five (5%) percent greater than their current rate of pay. When identifying the employee's current rate of pay to apply the 5% to, the Employer shall include any specialty premium pay that the employee will no longer receive upon promotion.

A.8 Retroactive wages will be paid only to employees on the City's payroll on the date of final ratification of this Agreement by the last party to ratify.

A.9 In accordance with the Memorandum of Understanding dated December 3, 2014, Officer Bob Day's base wage rate will remain red-circled at his base rate of pay in effect in December 2014, increased by all across-the-board wage increases granted to the Patrol Officer classification thereafter.

A.10 The Employer shall have discretion to offer a lateral officer a step higher than Step B. A lateral officer who has at least 25 months of consecutive uninterrupted active service as a CJTC-recognized commissioned law enforcement officer shall, at a minimum, be placed at Step C.

APPENDIX B
TO THE
AGREEMENT
BY AND BETWEEN
CITY OF BAINBRIDGE ISLAND
AND
BAINBRIDGE ISLAND POLICE OFFICERS GUILD

B.1 Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. The purpose of the employer's physical fitness incentive is to promote the physical capability of the employees employed in the Bainbridge Island Police Department to meet the physical demands inherent in a police officer's job and to enhance the employee's general physical fitness level.

B.2 Participation in the physical fitness program is voluntary. The design of the physical fitness program is not intended to be punitive and instead is designed to encourage employees to continue to maintain the ability to meet the requirements of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy Physical Ability Test (PAT).

B.3 The Employer will offer employees the opportunity to demonstrate they meet the requirements for obtaining the physical fitness incentive once per year. A follow-up test will be offered approximately thirty days later for employees who fail or miss the first test. The tests will be offered during work hours in conjunction with in-service training. Employees taking the test off-duty will not be compensated for time taking the test. Time spent training, exercising, and general conditioning in preparation to take the test shall be on an individual and voluntary basis without compensation.

B.4 The Employer will comply with legal requirements relating to accommodating employees with disabilities.

B.5 Employees who pass the Department's physical fitness test and meet the requirements of the PAT, as it exists currently and is hereafter amended, shall receive a physical fitness incentive of one and one-half percent (1.5%) of the employee's base salary into the employee's 457 deferred compensation plan, effective January 1 through December 31 of the following calendar year. An employee must pass the test at least once every year in order to receive the incentive the following calendar year.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Consider Establishing a City of Bainbridge Island Poet Laureate Program (\$3,000 Annual Cost) - Executive,

SUMMARY:

At the City Council meeting on July 12, the Council discussed implementing a Poet Laureate program for the City of Bainbridge Island. The Council was provided information regarding a potential program run under the umbrella of Creative District programming sponsored by Arts and Humanities Bainbridge. The proposal included a small honorarium for the selected Poet Laureate. The Council directed the City Manager to consider this request and bring back a proposed program approach and budget.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to establish a poet laureate program in alignment with the program description attached with this agenda item and at an annual payment amount to the poet laureate of \$2,500.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$3,000
Ongoing Cost:	\$3,000 (\$2,500 for payment to poet laureate; \$500 for supplies)
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: Some cities and communities have designated a poet laureate, a community member who serves in an honorary role to support and advocate for poetry. A partial list of cities include Redmond and Seattle, Washington, and Benicia, Albany, and Fairfield, California. A group of Bainbridge residents would like to start a poet laureate program on Bainbridge Island.

The City Council directed the City Manager to consider an appropriate program for the City of Bainbridge Island. The City Manager has provided a memo and draft program proposal for consideration.

Key points of the proposal include:

- The City Council will receive nominations of qualified individuals from local arts organizations and/or community members.
- The City Council will select the poet laureate for a two year term.
- * The poet laureate must be a Bainbridge Island resident.
- The poet laureate, at the discretion of the mayor, will be available for City events.
- The poet laureate may choose to write poetry for specific events.
- The annual payment to the poet laureate will be \$2,500 per year.
- The poet laureate is not an employee of the city and the program is designed to minimize staff workload.

Assuming approval of this proposal by the City Council, this program will begin in 2023 with a nomination and selection process to be completed by the Council in the first quarter of 2023.

ATTACHMENTS:

[Poet Laureate Staff Response for CC 08092022.pdf](#)

[Program charter - Poet Laureate for CC 08092022.pdf](#)

FISCAL DETAILS: The total program cost is expected to be \$3,000 (\$2,500 for payment to poet laureate; \$500 for supplies).

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: August 5, 2022
To: City Council
From: Blair King, City Manager
Subject: Implementation of Poet Laureate program

At the Council meeting on June 28, the City Council directed me to provide a response regarding implementing a Poet Laureate program at the City of Bainbridge Island. The Council was provided information regarding a potential program run under the umbrella of Creative District programming sponsored by Arts and Humanities Bainbridge. The proposal included the potential duties and a program overview, as shown on the next page. The initial funding request was \$1,000 for the poet laureate per year, to be renewed as long the program continues.

In my experience, poet laureates can provide an added dimension to a city organization's service to the community. I understand the poet laureate to be an honorary position, with the individual selected by the Council. We can all benefit from having a dedicated and experienced resource who can provide poetry at certain ceremonial occasions and to offer support for the growth of this form of expression in our community.

The logistics of setting up this program would include:

- Council selection of the poet laureate.
- Determining the scope of work of the poet laureate, which will affect the amount of work and compensation for the poet as well as for City staff. It is my expectation that the Poet Laureate would be available to provide poetry presentations at key City events such as inauguration of Councilmembers or openings of City facilities.
- Scheduling and support for this new function will be provided by the City Manager's office. Associated budget for the poet laureate's services will be added to that division's budget. It is the goal of this project not to add to staff's workload.

A draft program charter is attached. Adopting this charter will establish the process for recruiting and selecting the poet laureate, as well as identifying staff support. It is anticipated that this program will begin in 2023 with the nomination and selection commencing in the first quarter of the calendar year.

Supporting a poet laureate program is in line with the City's commitment to public art and the cultural element of the Comprehensive Plan. Having a poet laureate selected by the City Council will provide a fitting cultural backdrop and welcome contribution to City and community events. The cost and complexity of this proposal is not in the poet laureate program itself, but rather in the fact that it adds to the work of the City without providing additional staff, meeting room availability, or identifying another program which will be curtailed or eliminated.

Program charter: poet laureate

The Poet Laureate program was established in 2022 by the City Council as part of the City's on-going organizational development and continuing commitment to including arts and culture in our business practices. The purpose of the poet laureate is to advocate for the arts and to carry out a program to support and encourage City and community awareness of arts and culture. The program is overseen by the Executive Department.

The program's primary goals are to:

- Enhance City events;
- Promote connections with those in the community who value the arts, and
- Recognize diverse voices.

Poet Laureate selection:

- The City Council will select the poet laureate.
- The selection process will be described in advance and publicized to the community through general City channels such as the City Manager's newsletter, the City website and social media. Support will be sought from city advisory groups.
- It is presumed that nominations will be made by the community's existing cultural arts structure.

General requirements:

- The poet laureate will serve for a two-year term.
- The poet laureate must live on Bainbridge Island.
- The poet laureate position is an honorary position, with monetary compensation of \$2,500 per year.
- The poet laureate will represent the City at various City events.
- At times, the poet laureate may compose poetry specifically to commemorate an occasion.

Specific duties and opportunities for the poet laureate will change from time to time. The mayor will serve as the point of contact for the poet laureate and will determine the specific events at which the poet laureate will participate.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:55 PM) Confirm Recommended Appointments to the Human Services Funding Advisory Task Force,

SUMMARY: A call for participation was issued for volunteers to serve on the Human Services Funding Advisory Task Force (HSFATF). The member selection panel consisted of Mayor Deets and HSATF Liaison Moriwaki. 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 Becky Allen to Position 1 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Lynn Beck to Position 2 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Ron Birum to Position 3 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Kimberly Garber to Position 4 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Annette Maxson to Position 5 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Jeff Steele to Position 6 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

I move to confirm the recommended appointment of Elizabeth Tomer to Position 7 of the Human Services Funding Advisory Task Force to review proposals for funding from community organizations for the 2023-2024 human services funding award cycle.

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

BACKGROUND:

ATTACHMENTS:

- [Allen \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Beck \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Birum \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Garber \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Maxson \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Rosenblatt \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Steele \(Human Services Funding Advisory Task Force\) - Redacted](#)
- [Tomer \(Human Services Funding Advisory Task Force\) - Redacted](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer None

Current Position Retired Registered Nurse

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any? I am an active volunteer at Help Line , The BI Senior Center and BIMA . I'm a retired Registered Nurse of 42 years . I'm a member of the BI Medical Reserve Corp and have been active administering Covid vaccines .

Please share your community interests (groups, committees, organizations) if any: See above

Do you have potential conflicts of interest? If so, please explain: None I am aware of

Feel free to attach a cover letter, resume', or other materials, if you wish (optional): *Field not completed.*

How did you hear about the volunteer opportunity? Notify Me (email notifications)

Other *Field not completed.*

Type the Year 2022

From: noreply@civicplus.com
Sent: Saturday, April 23, 2022 12:03 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (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.

Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (Due Friday, April 29, 2022 at 4 pm)

Step 1

Human Services Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2022, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for community services funding.

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.

Applicant Information

Name Lynn Beck

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position n/a

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?

For nearly 6 years, I was the Chief Development Officer at Plymouth Housing in Seattle. Plymouth provides permanent supportive housing to the formerly homeless. I was also a member of the Seattle 4 Rotary and participated in committee work to award annual funding to deserving non-profit organizations. I am familiar with the grant review process and feel my skills would be beneficial to the Human Services Funding Advisory Task Force. I have participated in DEI training sessions that would provide an important lens to this funding review process. Now that I am a full-time Bainbridge Island resident, I would like to focus my volunteer efforts on this wonderful community that I now call home.

Please share your community interests (groups, committees, organizations) if any:

Prior to moving to Bainbridge in 2020, I was active in the Seattle community. I was a non-profit business partner, and board and committee contributor. In addition to my membership to the Seattle 4 Rotary, I was a board member with Visit Seattle. I was also actively involved with the Downtown Seattle Association and Metropolitan Improvement District.

Do you have potential conflicts of interest? If so, please explain:

I do not have any potential conflicts of interest.

Feel free to attach a cover letter, resume', or other

Field not completed.

materials, if you wish
(optional):

How did you hear about the volunteer opportunity? Bainbridge Islander newspaper

Other *Field not completed.*

Type the Year 2022

From: noreply@civicplus.com
Sent: Wednesday, May 11, 2022 9:33 AM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only

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.

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Applicant Information

Name RONALD BIRUM

Email

Daytime Phone

Address

City	BAINBRIDGE ISLAND
State	WA
Zip	98110
Current Employer	retired
Current Position	retired

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? Former board chair of Bridge Disabilities Ministries located in Bellevue. Current chairperson of the finance committee at Rolling Bay Presbyterian church and member of the leadership group called Session. Volunteer at IVC and through them Helpline House. Donor to many non profit organizations on Bainbridge locally and other regional and international organizations.

Please share your community interests (groups, committees, organizations) if any: I like to actively be involved in church, and other non profit organizations whose purpose is to help people in need, such as IVC and Helpline. In addition to giving my time, myself and my wife commit financially to many organizations - locally through Once Call for All and also individual organizations. Outside of local organizations, I have traveled to the Dominican Republic and Mexico, Mississippi and Louisiana on trips for purposes such as home restoration/building and building fresh water facilities.

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): *Field not completed.*

How did you hear about the volunteer opportunity? Other (specify below)

Other advertised by IVC

Type the Year 2022 2

From: noreply@civicplus.com
Sent: Tuesday, May 10, 2022 7:27 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only

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.

Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only

Step 1

Human Services Funding Advisory Task Force Volunteer Application

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Applicant Information

Name Kimberly Garber

Email

Daytime Phone

Address

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Virginia Mason Medical Center
Current Position	Geriatric RN Care 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). I joined the Bainbridge Island Medical Reserve Corps during the pandemic, but have been unable to participate due to work obligations at VM and UW.

Please share your qualifications for this appointment (skills, activities, training, education) if any? Expert in gerontological nursing, elder care, aging, long-term care, dementia care, end of life issues, population health, case/care management, human resources.

Please share your community interests (groups, committees, organizations) if any: Member of BI Senior Center, Volunteer for Island Volunteer Caregivers (recently retired board member after six years of service); I am passionate about caring for our most vulnerable residents and educating others to promote kindness, inclusiveness and wellness in our community. Sept, 2021 attended Collaborating for a Dementia Friendly WA: Expanding Possibilities, 2d virtual event.

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? Other (specify below)

Other IVC, email to volunteers

Type the Year 2022

KIMBERLY GARBER, BSN, RN-BC

PERSONAL NURSING PHILOSOPHY

Caring, healing relationships and protecting the social good are the cornerstones of my nursing practice. I strive to inspire, educate and empower others to promote kindness, compassion and love. I exemplify the art and science of caring for others body, mind and spirit. I am passionate about advocating for older adults to enhance their wellness and quality of life. Wellness begins by acknowledging the inherent worth and dignity of every person. I am firmly committed to community service and the promotion of healthy, dementia-friendly communities. Wisdom in nursing, as in life, follows and builds on knowledge, but is honed through practice. I developed my “voice of agency” over forty plus years of professional nursing experience and leadership among my peers. I embrace creating a culture of life-long learning and feel called to collaborate with my colleagues to teach best practices and mentor future generations of nurses. I am grateful every day for the profession and practice of nursing that allows me the opportunity to make a positive difference in the lives of the patients and families I serve.

EXPERIENCE

Project Manager, VMBI Geriatric Wellness Program — 2014-PRESENT

Created an innovative community health program in partnership with Dr. Sundance Rogers (Internal Medicine) that provides for weekly in-home medical visits at local assisted living and memory care facilities on Bainbridge Island. Primary point of contact for long-term care facility staff. Our team has become a champion for elder wellness and is well-known in the community and within our organization as the “Geriatric Team”. Key successes: built VM brand loyalty and achieved 98th & 99th percentile patient satisfaction scores in 2021.

Geriatric RN Care Manager, Virginia Mason Bainbridge — 2005-PRESENT

Board certified in Gerontological Nursing and Chronic Disease Management of the Elderly. Working in a collaborative Primary Care practice with Dr. Rogers managing a panel of older, complex, chronically ill patients through telephone triage and medical visits, care coordination, patient/caregiver education, continuity of care and identification of community resources. Proficient in clinical judgement, clinical inquiry, caring practices, response to diversity, advocacy and moral agency, facilitation of learning, collaboration and systems thinking. Focus on our collaborative model of dementia care.

Clinical background, Virginia Mason Seattle & Bainbridge — 1992-2005

Considerable RN expertise in a variety of general and specialty departments including Cardiology/Cardiac Cath Lab, General Internal Medicine, Neurology/Neurosurgery, Reproductive Endocrinology, Adult & Family Medicine, Plastic & Reconstructive Surgery, and General Surgery, Breast Cancer Coordinator.

EDUCATION, AWARDS & CE

Bachelor of Science Nursing (BSN), Baylor University, Texas, 1979
ANCC Board Certification: Gerontological Nursing, RN-BC, 2014 & 2019
ANCC Certificate Guided Care Nursing, The Institute for Johns Hopkins Nursing, 2014
Member Gerontological Advanced Practice Nursing Association (GAPNA), current
BLS Healthcare Provider CPR & AED certification, current

Washington State RN License #00109540, current

-Project Echo Dementia, active participant since May, 2020, a twice monthly virtual conference of interdisciplinary experts in memory loss and dementia lead by staff at UW Memory and Brain Wellness Center Clinic

-WA State Nonprofit Conference, The Power of Participation (virtual event), May, 2020

-30th Annual Pacific Northwest Ambulatory Care Nursing Conference, Seattle, 2019

-Creative Aging Conference "Perspectives on Aging", Frye Museum, Seattle, 2017

-Elder Friendly Futures Conference, "The Essential Work of Caregiving Across Communities", UW Continuing Nursing Education, Seattle, 2017

-VM Pat Maguire Distinguished Nurse Lectureship, "Virginia Mason Nurses: Transforming Professional Nursing Practice" Panel Expert in Geriatric Care Management, 2016

-Nominated for March of Dimes Nurse of the Year Award in Clinical Care, 2016

-VM Professional Development and Recognition Program, Clinical Nurse I, 2015

-Research Abstract Poster Presentation "Assisted Living In-Home Visits", UW Continuing Nursing Ed Conference, Building Elder Friendly Futures Locally and Globally, 2014

-NICHE (Nurses Improving Care for Health System Elders), Geriatric Resource Nurse training, Virginia Mason Continuing Nursing Education series, 2007, 2011, 2013

-VM Professional Recognition Program, Level I/2004, Level II/2005, Level III/2007

-VM "Team 5000" Pilot Project, developed new Primary Care delivery model, 2005-2012

VOLUNTEER WORK

-Bainbridge Island Medical Reserve Corps Member, 2019-PRESENT

-Island Volunteer Caregivers (IVC) Board Member serving on Volunteer Recruitment and HR/Board Development Committees; adviser on Medical Note Taking Project and Community Resource Navigator job description/interviews; successful fundraiser for annual auction; co-facilitator of auction Dessert Dash; HR subcommittee co-researcher on enhancement of IVC staff benefits, 2016-PRESENT

-Community Resource Panel Expert, Home Care Seminar at Bainbridge Island Senior Community Center in collaboration with IVC, 2018

-Founding Participant, Island Neighbors, serving on the Steering and Fundraising Committees; the now folded Bainbridge Island "Village Project" was a start-up of national model to benefit communities by improving access to needed services for seniors and disabled persons, building community and empowering seniors, 2016-2017

-Facilitator/Instructor for two VM community outreach education classes on Advanced Directives and End of Life issues, Bainbridge Island Museum of Art, 2014 & 2016

-Expert Guest Presenter for "Foundations of Nursing" course lead by Instructor Karla Mather, RN, MSN, OCN, Seattle University, College of Nursing, 2014 & 2015

From: noreply@civicplus.com
Sent: Friday, April 22, 2022 4:08 PM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (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.

Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (Due Friday, April 29, 2022 at 4 pm)

Step 1

Human Services Funding Advisory Task Force Volunteer Application

The task force develops funding recommendations for consideration by the City Council.

In 2022, members will meet August-October to review project proposals for a two-year funding cycle. The award process typically involves member participation in 1-2 orientation meetings in August and September, and then 2-3 meetings in October and November to receive and review proposals. Members cannot currently serve as active board members or paid staff of organizations that will apply for community services funding.

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.

Applicant Information

Name Annette Maxson

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

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? Past experience working at human service non profits, past experience evaluating grant recipients for Women's Giving Circle of the Kitsap Community Foundation

Please share your community interests (groups, committees, organizations) if any: Volunteer at Helpline House, member BI Women's Club, past Volunteer for the BI Land Trust and BI Library

Do you have potential conflicts of interest? If so, please explain: I am a long time volunteer at Helpline House. I do feel that I can provide an unbiased look at all island organizations and Helpline.

Feel free to attach a cover letter, resume', or other materials, if you wish (optional): *Field not completed.*

How did you hear about the volunteer opportunity? Other (specify below)

Other Helpline House Volunteer Coordinator

Type the Year 2022

From: noreply@civicplus.com
Sent: Saturday, April 23, 2022 8:41 AM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (Due Friday, April 29, 2022 at 4 pm)

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Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Arlene Rosenblatt

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position retired

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? High school teacher

Please share your community interests (groups, committees, organizations) if any: I am new to the Island

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): *Field not completed.*

How did you hear about the volunteer opportunity? Other (specify below)

Other email

Type the Year 2022

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Washington State Dairy Commission

Current Position Partnership Development Director

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any? Budgeting and budget allocation experience. Social services and food assistance sponsorships and program development with various 501C3 organizations. P&L experience. Experience understanding and interpreting data analytics and research to support and guide action plans.

Please share your community interests (groups, committees, organizations) if any: Food assistance, social services, and affordable housing on Bainbridge Island.

Do you have potential conflicts of interest? If so, please explain: Not to my knowledge.

Feel free to attach a cover letter, resume, or other materials, if you wish (optional): *Field not completed.*

How did you hear about the volunteer opportunity? Bainbridge Review newspaper

Other *Field not completed.*

Type the Year 2022

Roz Lassoff

From: noreply@civicplus.com
Sent: Monday, April 25, 2022 8:40 AM
To: CityAdmin
Subject: Online Form Submittal: Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (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.

Human Services Funding Advisory Task Force Volunteer Application - 2022 Commitment Only (Due Friday, April 29, 2022 at 4 pm)

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Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Elizabeth Tomer

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Providence Health Services

Current Position Clinical Behavioral Health Specialist

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? In addition to being a licensed social worker and certified case manager for my professional career, I have served as treasurer for Boy Scout Troop 1496 in the past as well as treasurer for a Boy Scout Troop in Pennsylvania. Additionally, I was on PTO board at Woodward Middle school (2014-2015). Related to my work role, I served as a hospital representative for Kitsap County Regional Long-Term Care Ombudsman Program until March 2020.

Please share your community interests (groups, committees, organizations) if any: I am learning to play pickleball via BI parks and rec. I am a frequent walker at BPP, Fort Ward and other island parks. I enjoy reading. I am not currently involved in island specific organizations but have volunteered for BSA Troop 1496, Woodward PTO and a volunteer for BIXC at BHS 2014-2018.

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? Notify Me (email notifications)

Other *Field not completed.*

Type the Year 2022

Elizabeth Tomer

LICSW, Washington, #LW60509104
LCSW, Oregon, # L12062
CSW-Alaska, #164506
LCSW-California # 101082
Approved Clinical Supervisor-Washington State
Certified Care Manger

Experience:

Clinical Behavioral Health Specialist, Tele-Psychiatry Team, Providence Health Services, April 2020-present

Assisted in launching the role of clinical behavioral health social worker as a complement to the PHS tele-health/tele-psychiatry consulting service. This team serves a wide array of patient needs at Providence site hospitals across multiple states to ensure timely behavioral health evaluations and assessments. Responsibilities include:

- Triage consults to appropriate behavioral health providers
- Complete pre-consults with referring providers to clarify goals of consult and patient needs
- Ensure patients are seen in compliance with service line agreements
- Conduct risk assessments + mental health evaluations + diagnosis using evidence-based tools and methods on patients in ED and acute setting
- Provide level of care recommendations and best next steps to referring providers.
- Responsible for consults for children and adolescents <16 years old who present with suicidality, and/or varied, behavioral health need
- Work in tandem with partnered psychiatrist to ensure patient and site needs are met

Complex Case Specialist, CHI Franciscan Health, January 2018- April 2020

Pioneered the complex case management role for several CHI acute care hospitals within the PNW Peninsula Region, St. Michael Medical Center and St. Anthony's hospital. Implemented and oversaw unique programming targeted towards complex patient population in the acute care setting.

Responsible for extensive clinical assessments, ongoing clinical documentation and coordination of a safe and successful disposition for the most medically, behaviorally and socially complex patients at several CHI acute care sites. Developed and implemented appropriate post-acute plans, reduced length of stay, with a goal focused on preventing readmission for the longest stay and most vulnerable patients. Collaborated with physicians, psychiatry, therapy, insurers, families/patients, DSHS and other community providers to develop and implement unique solutions for complex patients who struggled with both chronic medical and mental health conditions. Followed patients during and after hospital stay to ensure ongoing community success. Created "outside the box" plans of care on a case by case basis that met patient and organization needs including behavior management plans and unique alternative plans of care ensuring behavioral health and physical needs were met.

Developed initial metrics to assess value of this newly created role and its impact on overall length of stay and tracked variances of long-stay patients. Created relationships with key community agencies including DDA, DSHS and others who were often also involved with patient population. Provided consultation to both RNCM and SWCM regularly on challenging, hard-to-place patients. Managed and initiated the guardianship process when appropriate for patients in conjunction with CHI legal team.

Social Work Case Manager, CHI Franciscan Health, Harrison Hospital, Nov. 2014 - Jan. 2018

Worked as part of an interdisciplinary team to arrange timely and safe discharges from acute care to various levels of care (Mental Health, Substance Use treatment, SNF, IPR, LTAC, Hospice) and/or services, home health, infusion, and DME. Completed mental health risk assessments and substances abuse assessments to at-risk patients admitted to acute care or presented to ED. Referred to indicated programs and arranged appropriate services.

Rehabilitation Outcomes Coordinator, Allegheny Health Network, 2011-2014

Responsible for completing IPR/acute care data as required by CMS. Assessed accurate medical coding and assigning of impairment group, co-morbidities to maximize reimbursement and maintain compliance. Provided education to all rehab staff (nursing, therapists) to ensure accurate and complete documentation using FIMS scoring. Completed regular chart audits and other QI tasks. Provided social work and case management coverage to unit as needed.

Social Work Case Manager, Allegheny Health Network, January 2010-2011

Worked as part of in-patient physical rehab team to assess psychosocial needs of patients and arrange discharge for in-patient rehab patients. Patient population often included, new stroke, traumatic brain injury, trauma, and other rehab related diagnosis. Also performed case management function for patients to ensure ongoing coverage by payers during stay and for services at discharge.

Medical Social Worker, West Penn Allegheny Health System, 2005-2010 and 1991-1995

Worked as medical social worker in an urban tertiary care hospital, covering ED and all in-patient units. including burn trauma (adult + pediatric), pediatrics, cardiology, and ICU. Specialized in burn-trauma, presented at national conferences, provided community and professional education around psychosocial impact of burn injury.

Dementia Unit Manager, Director of Memory Care Assisted Living, Manor Care Health Services, 1996-2000

Oversaw both patient care and fiscal components for a specialized 30-bed dementia unit within a for-profit skilled nursing setting and a 56-bed newly launched assisted living. Successfully obtained my Pennsylvania Nursing Home Administrator license during my tenure. Responsible for all social work functions while in these roles, including pre-admission assessment, care planning, and ensured state and federal regulatory compliance. In addition to social work and management functions, responsible for providing community education, support groups, and marketing events. Worked closely with and supported the local Alzheimer's Association chapter for ongoing education. Additionally, responsible for staff hiring, training and supervision.

Education

Duquesne University, BA 1989
University of Pittsburgh, MSW 1991

Skills

Experienced and highly skilled clinical social worker with extensive knowledge of healthcare and all systems related to this industry (Medicare, Medicaid, commercial insurance, DSHS) Skilled in multiple EMR's, EPIC proficient, excellent documentation, clinical assessment, problem solving and communication skills.

References

Available upon request.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: August 9, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Consider Appointment to the Race Equity Advisory Committee,

SUMMARY: A call for participation was issued for volunteers to serve on the Race Equity Advisory Committee (REAC). The member selection panel consisted of Mayor Deets, REAC Liaison Fantroy-Johnson, REAC Liaison Moriwaki, and REAC member Renni Bispham. The member selection panel recommends the appointment 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).

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Olivia Hall to Position 4 of the Race Equity Advisory Committee to a three-year term ending in June, 2025.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: Pursuant to Bainbridge Island Municipal Code 2.72.030, the Race Equity Advisory Committee shall consist of a maximum of nine members. Eight members are currently serving.

On July 26, 2022, the City Council agreed to place the nomination of Olivia Hall on a future City Council agenda for discussion and/or action. The City Council has not taken conclusive action pro or con on Ms. Hall's appointment.

ATTACHMENTS:

[Hall \(Race Equity Advisory Committee\) - Redacted.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Sunday, February 21, 2021 10:54 AM
To: CityAdmin
Subject: Online Form Submittal: Race Equity Advisory Committee Volunteer Application

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Race Equity Advisory Committee Volunteer Application

Step 1

Race Equity Task Force Advisory Committee Volunteer Application Form

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, February 26, 2021 at 4 pm. Applicants must be available in March for interviews.

Applicant Information

Name Olivia Hall

Email

Daytime Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self

Current Position Senior Communications Consultant

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>
What experience and/or training have you had in the area of race equity (skills, activities, training, education)?	I have had no formal race equity training.
Please share your community interests (groups, committees, organizations) if any:	I am an avid crafter and was an active member of BARN's Fiber Studio pre-quarantine. Additionally, I was the Park Manager of the Islanders Resident Association.
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

Olivia S. Hall

Experience

Communications Consultant Seattle, WA

January 2015 - Present

As a consultant, I have worked with numerous clients in various capacities to fit their particular needs. The following is a non-exhaustive list of responsibilities and tasks I have completed for my clients.

- Create comprehensive communications strategies for print, broadcast, and digital mediums.
- Pitch op-eds and editorials to national and local news outlets.
- Write editorials, white papers, blog articles, press pitches, web copy, social media assets, and proposals.
- Design and manage websites including asset design, branding implementation, and on-boarding.
- Audit websites and social media channels for clarity, UI, and effectiveness. Make recommendations upon my findings during this process.
- Develop communication toolkits with sample social media posts, custom graphics, and outreach strategy.

Marketing Copywriter Impinj, Seattle; Seattle, WA

May 2018 - December 2019

- Drafted and edited customer stories, blog posts, marketing kits, solution briefs, and white papers about Impinj's RAIN RFID technology.
- Worked closely with the Global Marketing team to build new editorial guidelines and processes.

Freelance Writer

January 2015 - January 2019

- Publications include The Seattle Times, Elle.com, Refinery29, Racked, and Nashville Scene.

Graduate Intern Washington STEM; Seattle, WA

November 2017 - May 2018

- Conducted interviews with women working in STEM throughout Washington State to generate content for the [Notable Women In STEM](#) project.
- Transcribed interviews and wrote content for profile cards created for each woman.
- Managed the Washington STEM Facebook and Twitter accounts with my co-intern.
- Worked closely with the programming team to create a Discover U worksite tour of the McKinstry Innovate Center.

Associate Editor xoJane.com; New York, NY

June 2014 - December 2014

- Managed an average of 75 freelancers, coordinated edits, and answered payroll inquiries.
- Wrote style articles, including a weekly column that averaged 200 comments.

Education

University of Washington; Master of Communication, Class of 2019

Bard College; Bachelor of Arts, 2010, Photography