



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 11, 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. **PRESENTATION(S)**
 - 3.A **(6:10 PM) Approve the Proclamation Declaring the Month of September 15 through October 15, 2022 as "Hispanic and Latinx Heritage Month,"** 5 Minutes
[Proclamation for Hispanic and Latinx Heritage Month 2022.docx](#)
 - 3.B **(6:15 PM) Present Proclamation Declaring the Month of October 2022, as "Resilience Awareness Month,"** 5 Minutes
[Resilience Awareness Month Proclamation.docx](#)
 - 3.C **(6:20 PM) Roll Out and Announce One Read for Justice - Executive,** 5 Minutes
4. **PUBLIC COMMENT - 6:25 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 - 6:40 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**
Council Report 10-5-22.pdf
AP Report to Council of Cash Disbursements 10-12-22.pdf

- 5.C **Approve City Council Meeting Minutes**
City Council Study Session Minutes, September 20, 2022.pdf
Regular City Council Business Meeting Minutes, September 27, 2022.pdf

- 5.D **Authorize the City Manager to Execute a Professional Services Agreement with Parametrix, Inc. for the Sound to Olympics Trail Planning and Design (\$211,900.00 - General Fund) – Public Works**
STO Trail Planning and Design PSA.docx
STO_Community Involvement Plan.doc
Parametrix Budget_2022-09-26.pdf
STO Concept Plan - Project Areas.pdf

- 5.E **Authorize the City Manager to Execute a Professional Services Agreement with Aspect Consulting, LLC for the Bainbridge Island Vincent Road Landfill Monitoring Project (\$62,338.00, General Fund) – Public Works**
BI Landfill Professional Services Agreement.docx
2022 Schedule of Charges.pdf
Vicinity Map.pdf

- 5.F **Authorize the City Manager to Execute a Professional Services Agreement with LMN Architects to Update the Winslow Subarea Plan (\$359,560), and Prepare a Related Budget Amendment (\$110,000) ** 2022 Council High Priority Project** - Planning,** 5 Minutes
Professional Services Agreement - LMN re Winslow Subarea Plan update.docx

6. **COUNCIL ANNOUNCEMENTS - 6:45 PM**

7. **CITY MANAGER'S REPORT - 6:55 PM**

- 7.A **City Manager's Report** 5 Minutes
2022_Q3_Memo_&_Workplan for_CC_10112022
Building Division Activity Summary (Aug-Sept, 2021-2022)
Third Quarter Update Climate Action Plan Implementation Steps (October 11, 2022)
Police Department Monthly Activity Report for August 2022
City Attorney Memo - Farm Trail - City Right-of-Way (100522)

8. PUBLIC HEARING(S)

- 8.A (7:00 PM) Hold the Public Hearing for Ordinance No. 2022-02 Related to an Increased Density Bonus for Affordable Housing Located on Property Owned or Controlled by Religious Organizations - Planning, 45 Minutes**
Memo re Ordinance No. 2022-02
Ordinance No. 2022-02 Related to Affordable Housing on Properties Owned by Religious Organizations
Exhibit A to Ordinance No. 2022-02 - Table 18.09.020
Exhibit B to Ordinance No. 2022-02 - Table 18.12.020-3
- 8.B (7:45 PM) Hold the Public Hearing on October 11, 2022 for Ordinance No. 2022-19 Relating to the Preliminary 2023-2024 Biennial Budget, Set the Final Public Hearing on November 8, 2022, and Receive Council Direction - Finance, 30 Minutes**
2023-2024_Budget_Presentation_for_CC_101122.pptx
Ordinance No. 2022-19 Adopting Biennial Budget for FY 2023-2024.docx
Exhibit A to Ordinance No. 2022-19 (12-2023).pdf
Exhibit B to Ordinance No. 2022-19 (12-2024).pdf
2023-2024 Proposed Budget QA - Various.docx
2023-2024 Proposed Budget Q&A - General Fund Transfers.docx
2023-2024 Proposed Budget Q&A - Water & Sewer Loan Analysis.docx
- 8.C (8:15 PM) Hold Public Hearing on October 11, 2022 for Ordinance No. 2022-18 Relating to the Property Tax Levy for Collection in 2023 - Finance, 10 Minutes**
Ordinance No. 2022-18 Relating to the Levy of Property Taxes for Collection in 2023.docx
City of Bainbridge Island Levy Limit Calculation 9 8 2022 TY2023.pdf
Presentation_Property Tax.pptx

9. REGULAR BUSINESS

- 9.A (8:25 PM) Consider Proposal to Develop Public Art Plan and Policies and Authorize Expenditure From Public Art Subfund (up to \$50,000) - Executive, 15 Minutes**
Public Art Plan Proposal for CC 10112022.docx
- 9.B (8:40 PM) Consider Council Ward Draft Redistricting Plan and Map and Set a Date for Public Hearing- Planning, 20 Minutes**
Draft Redistricting Plan.pdf
Presentation_Draft Redistricting Plan.pptx
- 9.C (9:00 PM) Authorization to Apply for the City Thread Accelerated Mobility Playbook Technical Assistance Program to Accelerate the Delivery of the Sustainable Transportation Plan, 15 Minutes**

10. ADJOURNMENT - 9:15 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: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Approve the Proclamation Declaring the Month of September 15 through October 15, 2022 as "Hispanic and Latinx Heritage Month,"

SUMMARY: The attached proclamation declares the month of September 15 through October 15, 2022 as "Hispanic and Latinx Heritage Month."

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring the month of September 15 through October 15, 2022 as "Hispanic and Latinx Heritage Month" and add this proclamation to the list of annual proclamations that may be signed by the Mayor without further authorization.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proclamation for Hispanic and Latinx Heritage Month 2022.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of September 15, 2022 to October 15, 2022 as “Hispanic and Latinx Heritage Month”.

WHEREAS, Hispanic Heritage Month began as Hispanic Heritage Week, signed into law by President Lyndon B. Johnson in 1968; and

WHEREAS, in 1988, the commemorative week was expanded to a month – September 15 to October 15 – by President Ronald Reagan; and

WHEREAS, September 15 is the anniversary of 1821 independence declarations in five Latin American countries – Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua – and Mexico, Chile, and Belize celebrate their independence on September 16, September 18, and September 21, respectively; and

WHEREAS, Latinos are individuals that are descendants from Latin American countries and may speak a variety of different languages. Hispanics are individuals that speak Spanish and are descendants from Spanish speaking countries, including Spain. Latinx is a gender neutral or non-binary term for people of Latin American descent, and we recognize the Latinx identity also encompasses people in Black/African, Asian, Indigenous, and Queer communities; and

WHEREAS, the Hispanic and Latinx community in America has made many important advances in areas of law, agriculture, art, music, education, technology, architecture, cuisine, theatre, and exploration; and

WHEREAS, many Hispanic and Latinx people came to this country as immigrants and have fought for state and national initiatives providing pathways to citizenship and protecting the right to vote; and

WHEREAS, throughout the history of the United States, members of the Hispanic and Latinx community have helped shape the social, political, and economic landscape of this Country and our community; and

WHEREAS, this year’s theme is Unidos: Inclusivity for a Stronger Nation; and

WHEREAS, we appreciate and honor the countless achievements of Hispanic and Latinx Americans and continue our efforts to ensure our community is a welcoming and inclusive place that provides just and equal opportunities for all;

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim September 15 through October 15, 2022, as

“HISPANIC AND LATINX HERITAGE MONTH”

in the City of Bainbridge Island and call upon all residents to celebrate this month through activities and programs that enlighten and inspire our understanding of the amazing heritage of our Hispanic and Latinx families, neighbors, and friends.

DATED this 11th day of October, 2022

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:15 PM) Present Proclamation Declaring the Month of October 2022, as "Resilience Awareness Month,"

SUMMARY:

The attached proclamation declares the month of October 2022 as "Resilience Awareness Month." It is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Presentation only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Resilience Awareness Month Proclamation.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring October 2022, as “Resilience Awareness Month.”

WHEREAS, there is compelling scientific evidence of a correlation between negative childhood experiences known as Adverse Childhood Experiences or “toxic stress;” and

WHEREAS, Adverse Childhood Experiences (“ACEs”) include such experiences as physical, sexual, or verbal abuse, physical and emotional neglect, witnessing domestic violence, losing a parent to separation or divorce, or having a family member who is: experiencing mental health issues, struggling with substance abuse, and/or incarcerated; and

WHEREAS, there is significant scientific evidence that sources of “toxic stress” may also include poverty, experiences of homelessness, and historical, structural, or community experiences of trauma such as racism, sexism, homophobia, slavery, colonization, community violence, and natural disasters; and

WHEREAS, in Kitsap County 62% of residents report having experienced at least 1 ACE, and over 37% of residents report having 3 or more ACEs, and research indicates the more “toxic stress” a person has experienced, the greater his/her risk of social, emotional, behavioral, and physical health challenges, leading to school suspension, increased dropout rates, expulsion, tardiness and absenteeism, bullying, unemployment, decreased functional work days, homelessness, incarceration, domestic violence, chronic disease, and substance abuse; and

WHEREAS, ACEs are the “root cause” of our most costly community issues, associated with 78% of IV drug use, 69% of mental illness, 67% of suicide attempts, 65% of alcoholism, 62% of domestic violence and homelessness, 61% of adult incarceration, 54% of prescription drug abuse, 26% of cardiovascular disease, 24% of cancer, 17% of asthma, and 15% of type 2 diabetes; and

WHEREAS, resiliency is the antidote and there is compelling scientific evidence that being able to rely on relationships to access resources and support in the moment of need can transform a potentially toxic experience into a tolerable one; and

WHEREAS, resiliency needs to be nurtured throughout the lifespan and is built through supportive relationships with caring adults and experiences that strengthen our core adaptive skills, including regulating emotions, managing stress, planning, mental flexibility, decision-making, and creating/sustaining relationships; and

WHEREAS, Kitsap Strong has a vision of a community in which each person flourishes and all parents raise their children with consistency and nurturance to develop resilience, with the goal to mobilize our community through dialogue and action to prevent ACEs in the next generation through building individual and community resilience. Kitsap Strong will hold a two-day Resiliency Summit on October 27 and 28, 2022.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim October 2022, to be

RESILIENCE AWARENESS MONTH

in the City of Bainbridge Island and urge all our residents to become informed about ACEs and their impact on development and long-term health outcomes, to integrate these principles into our everyday work and practice, and to otherwise support the work of Kitsap Strong as a community of hope and healing.

DATED this 11th day of October, 2022

Joe Deets, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:20 PM) Roll Out and Announce One Read for Justice - Executive,

SUMMARY: On June 14, 2022, the City Council agreed to consider a citywide Community Read Program. On September 13, 2022, City Council directed the City Manager to take the steps necessary to effectuate a the City's participation in the "BI Reads for Justice." BI Reads for Justice has selected a book for 2022, "Stamped: Racism, Antiracism, and You" by Jason Reynolds and Ibram X. Kendi.

Representatives from BI Reads for Justice will announce the book selection and provide details on upcoming community events.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$1,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: During the City sponsored Juneteenth event, a grassroots group brought forward the idea of "BI Reads for Justice." This group includes Brandi Bispham, Chasity Malatesta, Laura Van Dyke, Adrian Malatesta, Janna Cawrse Esarey and several others. They have begun to mobilize a community read for 2022. BI Reads for Justice hopes to choose a book yearly to raise awareness, increase education, and spur action about injustice in society. On September 13, 2022, the City Council agreed to collaborate and cosponsor with BI Reads for Justice as an equal partner. BI Reads for Justice has selected a book for 2022, "Stamped: Racism, Antiracism, and You" by Jason Reynolds and Ibram X. Kendi. This book is classified as a young-adult non-fiction book and is taught in the 8th grade curriculum at Woodward Middle School. (It is noted that Ibram X. Kendi's "Stamped from the Beginning" was a 2021 One Community Read selection in several cities.) BI Reads for Justice is ready for immediate launch in October, 2022. Activities associated with the book include community conversations and film screenings for a six-month period through March, 2023.

Representatives from BI Reads for Justice will announce the book selection and provide details on upcoming community events.

ATTACHMENTS:

FISCAL DETAILS: A budget of \$1,000 is proposed for this new programming to allow for the purchase of supplies and materials associated with events. These expenses will be absorbed within the Executive Department budget. Staff time will be tracked for this project, but not charged against the \$1,000 program amount.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 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:



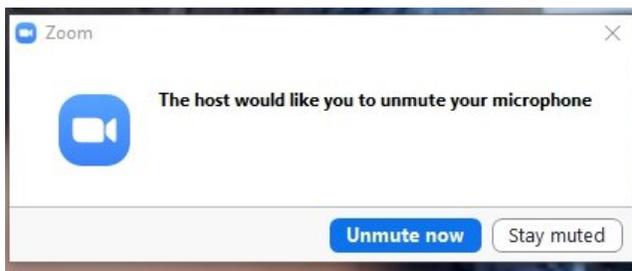
CITY OF
BAINBRIDGE ISLAND

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: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY:

FISCAL IMPACT:

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: October 11, 2022

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will 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:

[Council Report 10-5-22.pdf](#)

[AP Report to Council of Cash Disbursements 10-12-22.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 10 - 05 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	10/5/2022	55367-55502	Regular check run (Direct Dep)	\$353,198.03
Normal	10/5/2022	109964	Regular check run (Paper Checks)	\$2,581.75
Vendor	10/5/2022	109965-109978	Vendor check run (Paper Checks)	\$367,548.02
EFTPS	10/5/2022	N/A	Federal Tax Electronic Transfer	\$131,129.91
			TOTAL:	854,457.71

Prepared and Reviewed by: Ruth Schroeder Date 10/4/22
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.



Date 10/4/2022

Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: September 26, 2022 - October 10, 2022
 CITY COUNCIL: September 27, 2022 - October 11, 2022

Last check from previous run: 359281 dated 9/28/2022 issued to Xylem Water Solutions Inc for \$8,223.23
 Last ACH from previous run: 1357 dated 9/28/2022 issued to Woodbrook Native Plant Nursery for \$1,696.18

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	01/21/2022	358086	JP Morgan Securities/Check was lost in the mail, vendor never received it	N/A
VOID	08/24/2022	359112	Tilz/Yard Waste, check was destroyed when deposited	N/A
ACH/EFT	09/28/2022	1358	ENG,CRT,PCD/Kelley Connect/Copier leases	1,187.01
ACH/EFT	09/28/2022	1359	ENG/Transportation Systems Inc/High school Rd safety improvements	277,509.75
ACH/EFT	10/05/2022	1360	WA State DOL/Firearm permits - Sep. 2022	521.00
ACH/EFT	10/06/2022	1361	PW/Kitsap County Sewer District #7/Aug. 2022 Sewer Utility Charge	22,563.70
ACH/EFT	10/06/2022	1362	PW/Aqualis Co./Lovell sewer maintenance project	15,317.40
Manual	09/27/2022	359282	POL,EOC/AT&T/Wireless charges	3,628.11
Manual	09/27/2022	359283	CenturyLink/Weaver PRV water telemetry	58.43
Manual	09/27/2022	359284	EX/Scott Isenman/Flotilla exercise reimbursement	210.72
Manual	09/27/2022	359285	EX/Patrick McVay/Something New V installment payments 1, 2	1,700.00
Manual	09/27/2022	359286	Puget Sound Energy/Green power contract	863.72
Manual	09/27/2022	359287	EX/John Wylde/Something New V installment payments 1, 2	1,700.00
Manual	10/04/2022	359288	Bainbridge Disposal/Citywide disposal services	4,125.26
Manual	10/04/2022	359289	PW/COBI/Retainage request, Lovell sewer maintenance project	735.00
Manual	10/04/2022	359290	ENG/FEDEX/Mailing water quality & flow monitoring	36.37
Manual	10/04/2022	359291	IT/Innovyze Inc/Infowater software	1,921.92
Manual	10/04/2022	359292	JP Morgan Securities/Replace check 358086, 2019 amended B&O tax returns	112.17
Manual	10/04/2022	359293	Tilz/Replace check 359112, yard waste	66.00

Total Manual Checks and Electronic Disbursements	332,256.56
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Regular Run Checks	10/12/2022	359294-359333	Total Regular Check Run	73,949.55
Regular Run ACH	10/12/2022	1363-1406	Total Regular ACH Run	339,394.66
			Total Disbursements	745,600.77

Retainage Release	09/27/2022	205		24,364.91
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

Karl R. Shaw, Accounting Manager

10/6/2022

Date

JK



09/27/2022 13:09
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 628	111100	CASH-RETAINAGE	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME						
INVOICE DTL DESC									
205	09/27/2022	MANL	9699 JMG CONSTRUCTORS, LL	258270	RETREL-00987	09/27/2022	RT092722	24,364.91	
			Invoice: RETREL-00987		RET	REL CHLORINE GENERATOR UPGRADES			
				24,364.91	41628860 586000	RETAINAGE RELEASE			
							CHECK	205 TOTAL:	24,364.91
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	24,364.91	
						COUNT	AMOUNT		
					TOTAL MANUAL CHECKS	1	24,364.91		
							*** GRAND TOTAL ***	24,364.91	

09/27/2022 13:09
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT	
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2022 9 245										
APP 622-213000	09/27/2022	RT092722	092722			ACCOUNTS PAYABLE		24,364.91		
						AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100	09/27/2022	RT092722	092722			CASH-RETAINAGE			24,364.91	
						AP CASH DISBURSEMENTS JOURNAL				
							JOURNAL 2022/09/245	TOTAL	24,364.91	24,364.91

09/27/2022 13:09
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND 622-213000 628-111100	2022 9	245	09/27/2022	ACCOUNTS PAYABLE CASH-RETAINAGE	24,364.91	24,364.91
				FUND TOTAL	24,364.91	24,364.91

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

JK



10/04/2022 12:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

Paul R. Shaw
10/4/2022

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
358086	01/21/2022	VOID	9080	JP MORGAN SECURITIES	253145	012122		-112.17
Invoice: 012122								
			-112.17	01131	316100			
					01/21/2022			-112.17
					2019 AMENDED B&O TAX RETURNS			
					B&O TAX			
							CHECK 358086 TOTAL:	-112.17
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	-112.17
						COUNT	AMOUNT	
					TOTAL VOIDED CHECKS	1	112.17	
							*** GRAND TOTAL ***	-112.17

Check was lost in the mail and never received by the vendor. Vendor has requested the check to be voided and reissued.

10/04/2022 12:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 10	12								
APP 001-213000	10/04/2022	358086	100422			GENERAL - ACCOUNTS PAYABLE			112.17
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/04/2022	358086	100422			CASH		112.17	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								112.17	112.17
APP 631-130000	10/04/2022	M012122	100422			DUE TO/FROM CLEARING			112.17
APP 001-130000	10/04/2022	M012122	100422			GENERAL - DUE TO/FROM CLEARING		112.17	
SYSTEM GENERATED ENTRIES TOTAL								112.17	112.17
JOURNAL 2022/10/12 TOTAL								224.34	224.34

10/04/2022 12:55
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 10	12	10/04/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	112.17	112.17
				FUND TOTAL	112.17	112.17
631 CLEARING FUND 631-130000 635-111100	2022 10	12	10/04/2022	DUE TO/FROM CLEARING CASH	112.17	112.17
				FUND TOTAL	112.17	112.17

10/04/2022 12:55
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		112.17
631 CLEARING FUND	112.17	
TOTAL	112.17	112.17

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



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

Affidavit Lost, Missing, or Destroyed Check

I, FRANK J DROZSEK being first duly sworn upon oath, depose and say that I/we are the proper owner, payee, or legal representative of such owner or payee of The City of Bainbridge Island (COBI) original check number 358086 dated 01/01/2022 made out to JP Morgan Securities LLC in the amount of \$ 112.17 and that same has been lost, never received, or destroyed and has not been paid.

Signature

Printed Name

FRANK J DROZSEK

Subscribed and sworn before me this 4th day of October, 2022.

Notary Public in and for the State of: Illinois

Residing in the City of: Chicago



x

Finance & Administrative Services
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
Phone: (206) 780-8668 Fax: (206) 842-5741
www.bainbridgewa.gov

Jacob Kines

From: Kaur, Navneet X <navneet.x.kaur@jpmorgan.com>
Sent: Tuesday, October 4, 2022 11:43 AM
To: Accounts Payable; Brigham Huish
Cc: Kaur, Navneet X; Ippolito, Tammy L
Subject: RE: [EXTERNAL]Lost Check Voicemail
Attachments: Bainbridge Affidavit of Lost Check Form Signed.pdf

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.

Hello,

Please see attached signed affidavit for check replacement.

Let us know if you have any questions.

Thank you,

Navneet Kaur | Associate | Corporate Tax Compliance | JPMorgan Chase & Co. | 10 S Dearborn Ste. IL1-0308, Chicago IL 60603 | 312-407-8060 | navneet.x.kaur@jpmorgan.com

From: Accounts Payable <accountspayable@bainbridgewa.gov>
Sent: Wednesday, September 21, 2022 12:38 PM
To: Kaur, Navneet X <navneet.x.kaur@jpmorgan.com>; Ippolito, Tammy L <tammy.l.ippolito@jpmchase.com>
Cc: Brigham Huish <bhuish@bainbridgewa.gov>
Subject: [EXTERNAL]Lost Check Voicemail

Navneet & Tammy,

We received a voicemail regarding a B&O tax refund check, #358086, that was not received by your company. Please fill out the attached Affidavit of Lost Check form, have it notarized and send it back to me. When I receive the notarized form I will be able to void the check and issue a new one. I have attached a copy of the check voucher to help you fill out the affidavit. Please let me know if you have any questions or concerns at this time.

Thank you,

JACOB KINES
Senior Accounting Technician – Accounts Payable



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

This message is confidential and subject to terms at: <https://www.jpmorgan.com/emaildisclaimer> including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.



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

Vendor
Number
9080

File
Date
01/21/2022

File
Number
00358086

112.17

One Hundred Twelve Dollars and 17 cents *****

JP MORGAN SECURITIES LLC
ATTN: TAMMY IPPOLITO
C/O JPM CHASE CORP TAX DEPT
10 SOUTH DEARBORN, STE IL1-0308
CHICAGO IL 60603-2300

**FILE COPY
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00358086**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
01/21/2022	012122	2019 AMENDED B&O TAX RETURNS	253145	112.17

Vendor No.	Vendor Name	File No.	File Date	File Amount
9080	JP MORGAN SECURITIES LLC	00358086	01/21/2022	112.17

Accounts Payable Approval Stamp

Vendor Name: Vendor Number:
(If Available)

Amount approved for payment:

Reviewed by (e-sign): Initial if unable to e-sign:

Approved by (e-sign): Initial if uable to e-sign:

Date Approved (mm/dd/yyyy):

ORG: OBJ: PRJ:

Contract #:

PO#:

Comments or Questions:

Received by:



Confidential B&O data
(RCW requirement) is
kept in a separate AP
file.

Brigham Huish

From: taxes
Sent: Friday, October 1, 2021 2:30 PM
To: Brigham Huish
Subject: FW: Amended returns 2019
Attachments: 602228227_20200204_AMENDED.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Brig,

JPMorgan is requesting information on their amended return. Once I send you the amended returns, I'm out of the loop. Are you able to respond to them? I attached a copy of the amended return.

Thank you,
Christina

From: Kaur, Navneet X <navneet.x.kaur@jpmorgan.com>
Sent: Wednesday, September 15, 2021 8:50 AM
To: taxes <taxes@bainbridgewa.gov>
Cc: Ippolito, Tammy L <tammy.l.ippolito@jpmchase.com>; Kaur, Navneet X <navneet.x.kaur@jpmorgan.com>
Subject: RE: Amended returns 2019

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.

Good Morning,

I just following up regarding below email. Can you please provide us an update on the a refund? The account is 43013.

Should you have any questions, please let us know.

Regards,
Navneet

Navneet Kaur | Corporate Tax Compliance | JPMorgan Chase & Co. | 10 S Dearborn Ste. IL1-0308, Chicago IL 60603 | 312-407-8060 |
navneet.x.kaur@jpmorgan.com

From: Ippolito, Tammy L
Sent: Wednesday, August 11, 2021 12:09 PM
To: 'taxes@bainbridgewa.gov' <taxes@bainbridgewa.gov>
Subject: Amended returns

Hello,

I am writing to follow up on the 2019 amended B & O tax returns that we submitted late last year. The account is 43013. I realize with most working remotely the returns may have not been handled yet. We were due a small refund so I am following up to see when we might receive the refund or confirmation that we may apply the overpayment to future taxes.

Regards,
Tammy

Tammy Ippolito | Vice President | Corporate Tax | **JPMorgan Chase & Co.** | 10 S Dearborn Ste. IL1-0308, Chicago IL 60603 | 📞:
(312) 336-6227 | ✉: tammy.i.ippolito@jpmchase.com

This message is confidential and subject to terms at: <https://www.jpmorgan.com/emaildisclaimer> including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

JPMORGAN CHASE & CO.

October 29, 2020

BY CERTIFIED/RETURN RECEIPT MAIL

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

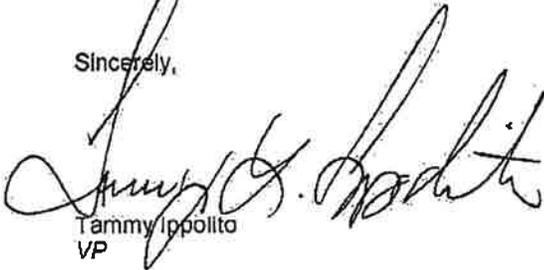
Re: J.P. Morgan Securities LLC
(C/o JP Morgan Chase Corporate Tax Department)
Bus ID Number: 43013
2019 City of Bainbridge Island Amended Business & Occupation Tax Return

To Whom It May Concern:

Enclosed please find the amended City of Bainbridge Island Business & Occupation return for the year 2019. The amended return was adjusted to report apportionment changes. **Please note that the amended tax return shows a refund of \$112.17.**

Should you require additional information or have any questions, please feel free to contact me at (312) 336-6227.

Sincerely,



Tammy Ippolito
VP

JP Morgan Chase & Co.
Corporate Tax Department
10 S. Dearborn, Suite IL1-0308
Chicago, IL 60603-2300

JK



10/03/2022 10:31
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

Paul R. Shaw
10/3/2022

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
359112	08/24/2022	VOID	8243 TILZ	257409	101-82204	08/04/2022			-24.00
			Invoice: 101-82204	-24.00	91011897 547900	YARD WASTE			
						GG-C/E-O&M YARD FAC-GARBAGE			
			Invoice: 101-82246	257410	101-82246	08/04/2022			-42.00
				-42.00	91011897 547900	YARD WASTE			
						GG-C/E-O&M YARD FAC-GARBAGE			
						CHECK	359112	TOTAL:	-66.00
					NUMBER OF CHECKS	1	***	CASH ACCOUNT TOTAL ***	-66.00
						COUNT		AMOUNT	
					TOTAL VOIDED CHECKS	1		66.00	

Vendor received the check and tried to deposit it, but all of the checks in their deposit were accidentally destroyed. Lost Check Affidavit attached below.

*** GRAND TOTAL *** -66.00

10/03/2022 10:31
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 10	7								
APP 001-213000	10/03/2022	359112	100322			GENERAL - ACCOUNTS PAYABLE			66.00
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/03/2022	359112	100322			CASH		66.00	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								66.00	66.00
APP 631-130000	10/03/2022	08/21/22	100322			DUE TO/FROM CLEARING			66.00
APP 001-130000	10/03/2022	08/21/22	100322			GENERAL - DUE TO/FROM CLEARING		66.00	
SYSTEM GENERATED ENTRIES TOTAL								66.00	66.00
JOURNAL 2022/10/7 TOTAL								132.00	132.00

10/03/2022 10:31
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 10	7	10/03/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	66.00	66.00
				FUND TOTAL	66.00	66.00
631 CLEARING FUND 631-130000 635-111100	2022 10	7	10/03/2022	DUE TO/FROM CLEARING CASH	66.00	66.00
				FUND TOTAL	66.00	66.00

10/03/2022 10:31
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		66.00
631 CLEARING FUND	66.00	
TOTAL	66.00	66.00

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



CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

**Affidavit
Lost, Missing, or Destroyed Check**

I, Pamela Crane being first duly sworn upon oath, depose and say that I/we are the proper owner, payee, or legal representative of such owner or payee of The City of Bainbridge Island (COBI) original check number 00359117 dated 8/30/22 made out to Tilz in the amount of \$ 66.00 and that same has been lost, never received, or destroyed and has not been paid.

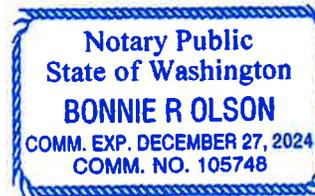
Signature Pamela Crane
Printed Name Pamela Crane

Subscribed and sworn before me this 22 day of September, 2022

Notary Public in and for the State of: Washington

Residing in the City of: Poulsbo

Bonnie R Olson



Finance & Administrative Services
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
Phone: (206) 780-8668 Fax: (206) 842-5741
www.bainbridgewa.gov



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

Vendor
Number
8243

File
Date
08/24/2022

File
Number
00359112

66.00

Sixty Six Dollars and 00 cents *****

TILZ
PO BOX 10875
BAINBRIDGE ISLAND WA 98110

**FILE COPY
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00359112**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount	
08/04/2022	101-82204	YARD WASTE	257409	24.00	
08/04/2022	101-82246	YARD WASTE	257410	42.00	
Vendor No.		Vendor Name	File No.	File Date	File Amount
8243		TILZ	00359112	08/24/2022	66.00

Accounts Payable Approval Stamp

Vendor Name: Vendor Number:
(If Available)

Amount approved for payment:

Reviewed by (e-sign): _____ Initial if unable to e-sign:

Approved by (e-sign): Jane Rasely Initial if uable to e-sign:

Date Approved (mm/dd/yyyy):

ORG: OBJ: PRJ:

Contract #:

PO#:

Comments or Questions:

Received by: _____





SOILS & COMPOST

TILZ Soils & Compost

12112 Miller Road NE
Bainbridge Island, WA 98110
206-842-4045

Ticket #101-82204 User: BLAKE
Station:101-02 Sales Rep: BLAKE
8/4/2022 10:14:09 AM

Item Description	Qty	Price	Total
Yard Waste	2	12.00	24.00
Subtotal			24.00
Total			24.00

Tender:
AR 24.00

~~BLAKE~~ 8/4/2022 12:00:00 AM
no 22851

Z. Greenwald
#1920
Number of Items purchased: 2

City of Bainbridge Island
280 Madison ave n
Bainbridge Island, WA 981
2067808617

Thank you for your business!



* 2 0 5 3 1 6 4 2 5 8 0 6 *

Accounts Payable Approval Stamp

Vendor Name: Vendor Number:
(If Available)

Amount approved for payment:

Reviewed by (e-sign): _____ Initial if unable to e-sign:

Approved by (e-sign): *Jane Rasely* Initial if uable to e-sign:

Date Approved (mm/dd/yyyy):

ORG: OBJ: PRJ:

Contract #:

PO#:

Comments or Questions:

Received by: _____





SOILS & COMPOST

TILZ Soils & Compost

12112 Miller Road NE
Bainbridge Island, WA 98110
206-842-4045

Ticket #101-82246 User: LISA
Station:101-01 Sales Rep: LISA
8/4/2022 2:01:29 PM

Item Description	Qty	Price	Total
105 Wood Waste	3.5	12.00	42.00
Subtotal			42.00
Total			42.00

Tender: All 42.00

8/4/2022 12:00:00 AM
NO 23551

z.brownwood #1920

Number of items purchased:4
City of Bainbridge Island
280 Madison ave n
Bainbridge Island, WA 981
2067808617

Thank you for your business!



JK



09/27/2022 09:12
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH																												
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET																					
<table border="0" style="width:100%"> <tr> <td style="width:100px"></td> </tr> <tr> <td colspan="6"></td> <td style="text-align:center">INVOICE DTL DESC</td> <td colspan="4"></td> </tr> </table>																										INVOICE DTL DESC				
						INVOICE DTL DESC																								
1358	09/28/2022	EFT	1971 KELLEY CONNECT	258239	32416573	09/12/2022		M092722	318.86																					
	Invoice: 32416573																													
				318.86	72011321 545000	ENG/COPIER LEASE																								
						ENG - C/E ADMIN RENTS & LEASES																								
				258240	32416575	09/12/2022		M092722	190.01																					
	Invoice: 32416575																													
				190.01	21011125 545000	CRT/COPIER LEASE																								
						COURT-RENTS & LEASES																								
				258255	32416572	09/12/2022		M092722	316.68																					
	Invoice: 32416572																													
				316.68	61470581 545000	PCD/COPIER LEASE																								
						PCD - DEV ADMIN RENTS & LEASES																								
				258256	32416574	09/12/2022		M092722	361.46																					
	Invoice: 32416574																													
				361.46	61470581 545000	PCD/COPIER LEASE																								
						PCD - DEV ADMIN RENTS & LEASES																								
						CHECK		1358 TOTAL:	1,187.01																					
1359	09/28/2022	EFT	9916 TRANSPORTATION SYSTE	258242	PAYREQ1-00966	09/16/2022		M092722	277,509.75																					
	Invoice: PAYREQ1-00966																													
				277,509.75	72321953 66300000966	ENG/HS RD SAFETY IMPRVMENTS CONSTRU																								
						HS ROAD SAFETY IMPR-CONSTR																								
						CHECK		1359 TOTAL:	277,509.75																					
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	278,696.76																					
						COUNT		AMOUNT																						
						TOTAL EFT'S	2	278,696.76																						
								*** GRAND TOTAL ***	278,696.76																					

09/27/2022 09:12
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	9	236									
APP	001-213000		09/28/2022	M092722	092722			GENERAL - ACCOUNTS PAYABLE		508.87	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		09/28/2022	M092722	092722			CASH			278,696.76
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		09/28/2022	M092722	092722			ACCOUNTS PAYABLE		678.14	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		09/28/2022	M092722	092722			ACCOUNTS PAYABLE		277,509.75	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										278,696.76	278,696.76
APP	631-130000		09/28/2022	M092722	092722			DUE TO/FROM CLEARING		278,696.76	
APP	001-130000		09/28/2022	M092722	092722			GENERAL - DUE TO/FROM CLEARING			508.87
APP	407-130000		09/28/2022	M092722	092722			DUE TO/FROM CLEARING			678.14
APP	301-130000		09/28/2022	M092722	092722			DUE TO/FROM CLEARING			277,509.75
SYSTEM GENERATED ENTRIES TOTAL										278,696.76	278,696.76
JOURNAL 2022/09/236 TOTAL										557,393.52	557,393.52

09/27/2022 09:12
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 9	236	09/28/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	508.87	508.87
				FUND TOTAL	508.87	508.87
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 9	236	09/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	277,509.75	277,509.75
				FUND TOTAL	277,509.75	277,509.75
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 9	236	09/28/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	678.14	678.14
				FUND TOTAL	678.14	678.14
631 CLEARING FUND 631-130000 635-111100	2022 9	236	09/28/2022	DUE TO/FROM CLEARING CASH	278,696.76	278,696.76
				FUND TOTAL	278,696.76	278,696.76

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		508.87
301	CAPITAL CONSTRUCTION FUND		277,509.75
407	BUILDING & DEVELOPMENT FUND		678.14
631	CLEARING FUND	278,696.76	
	TOTAL	278,696.76	278,696.76

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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									
1360	10/05/2022	MANL	969 DEPARTMENT OF LICENS	258355	SEP22 FA	09/25/2022		FASEP22	521.00
	Invoice: SEP22 FA						POL/SEPTEMBER 2022 CPLS		
				521.00	41654860 586000		GUN PERMIT OUT		
							CHECK	1360 TOTAL:	521.00
							NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***
									521.00
							COUNT	AMOUNT	
							TOTAL MANUAL CHECKS	1	521.00
									*** GRAND TOTAL ***
									521.00

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 9 302									
APP 650-213000	09/25/2022	FASEP22	100522			ACCOUNTS PAYABLE		521.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	09/25/2022	FASEP22	100522			CASH			521.00
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								521.00	521.00
APP 631-130000	09/25/2022	FASEP22	100522			DUE TO/FROM CLEARING		521.00	
APP 650-130000	09/25/2022	FASEP22	100522			DUE TO/FROM CLEARING			521.00
SYSTEM GENERATED ENTRIES TOTAL								521.00	521.00
JOURNAL 2022/09/302 TOTAL								1,042.00	1,042.00

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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 9	302	09/25/2022	DUE TO/FROM CLEARING CASH	521.00	521.00
				FUND TOTAL	521.00	521.00
650 AGENCY FUND 650-130000 650-213000	2022 9	302	09/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	521.00	521.00
				FUND TOTAL	521.00	521.00

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	521.00	
650 AGENCY FUND		521.00
TOTAL	521.00	521.00

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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									
1361	10/06/2022	EFT	1496 KITSAP COUNTY SEWER	258314	KCSD7-COBI-2022-AUG	09/12/2022		M100422	22,563.70
	Invoice: KCSD7-COBI-2022-AUG								
				22,563.70	73426356 551000				
								PW/AUG 2022 SEWER UTILITY CHARGE SIS-SD#7 PROCESSING CHGS	
								CHECK 1361 TOTAL:	22,563.70
1362	10/06/2022	EFT	9917 NEW RESTORATION AND	258308	PAYREQ1-00721	08/25/2022		M100422	15,317.40
	Invoice: PAYREQ1-00721								
				15,317.40	73421355 54810000721				
								PW/CLEANING AND INSPECTION OF LOV LOVELL BEACH MAINS-REPAIRS	
								CHECK 1362 TOTAL:	15,317.40
								NUMBER OF CHECKS 2	
								*** CASH ACCOUNT TOTAL ***	37,881.10
								COUNT	AMOUNT
								TOTAL EFT'S	2 37,881.10
								*** GRAND TOTAL ***	37,881.10

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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 10	17								
APP 402-213000	10/06/2022	M100422	100522			ACCOUNTS PAYABLE		37,881.10	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	10/06/2022	M100422	100522			CASH			37,881.10
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								37,881.10	37,881.10
APP 631-130000	10/06/2022	M100422	100522			DUE TO/FROM CLEARING		37,881.10	
APP 402-130000	10/06/2022	M100422	100522			DUE TO/FROM CLEARING			37,881.10
SYSTEM GENERATED ENTRIES TOTAL								37,881.10	37,881.10
JOURNAL 2022/10/17 TOTAL								75,762.20	75,762.20

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
402 SEWER OPERATING FUND 402-130000 402-213000	2022 10	17	10/06/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	37,881.10	37,881.10
				FUND TOTAL	37,881.10	37,881.10
631 CLEARING FUND 631-130000 635-111100	2022 10	17	10/06/2022	DUE TO/FROM CLEARING CASH	37,881.10	37,881.10
				FUND TOTAL	37,881.10	37,881.10

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
402	SEWER OPERATING FUND		37,881.10
631	CLEARING FUND	37,881.10	
TOTAL		37,881.10	37,881.10

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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		1364 TOTAL:	372.01
1365	10/12/2022 EFT	8991 ALLIANCE 2020, INC	258394	5840241	09/30/2022		10/09/22	375.85
	Invoice: 5840241		375.85	33011161 541100	HR/BACKGROUND CHECKS			
					HR-C/E-PROF SVCS			
					CHECK		1365 TOTAL:	375.85
1366	10/12/2022 EFT	7821 ARAMARK	258385	5120080684	09/08/2022		10/09/22	84.48
	Invoice: 5120080684		84.48	73638893 589310	PW/COAT LAB SPUN, COVR FR			
					LAUNDRY SERVICES			
	Invoice: 5120085619		258386	5120085619	09/15/2022		10/09/22	84.48
			84.48	73638893 589310	PW/COAT LAB SPUN, COVR FR			
					LAUNDRY SERVICES			
					CHECK		1366 TOTAL:	168.96
1367	10/12/2022 EFT	2138 ASPECT CONSULTING LL	258367	47902	09/21/2022		10/09/22	4,851.25
	Invoice: 47902		4,851.25	72011494 54110001198	ENG/2022 GROUNDWATER MODEL UPDATE			
					GWMP-PROF SVCS			
	Invoice: 47937		258368	47937	09/23/2022		10/09/22	538.00
			538.00	72011322 54110000485	ENG/WQFM-GRND WTR MNGMNT-IDDE DB T			
					GROUNDWTR MNGT PRGM-PROF SVCS			
					CHECK		1367 TOTAL:	5,389.25
1368	10/12/2022 EFT	6492 ASSOCIATED EARTH SCI	258293	059323	08/31/2022		10/09/22	1,315.75
	Invoice: 059323		1,315.75	72655860 58600000370	ENG/BLD26644 BALCH RESIDENCE			
					GEO TECCH-3RD PARTY REVIEWS			
	Invoice: 059547		258298	059547	09/27/2022		10/09/22	1,420.00
			1,420.00	72655860 58600000370	ENG/BLD26468 DICK RESIDENCE SFR			
					GEO TECCH-3RD PARTY REVIEWS			
					CHECK		1368 TOTAL:	2,735.75
1369	10/12/2022 EFT	10111 MATTHEW B BABCOCK	258521	9/29/2022	09/29/2022		10/09/22	1,700.00
	Invoice: 9/29/2022		1,700.00	31024759 54110001216	EX/SOMETHING NEW V INSTALLMENTS 1, 2			
					SOMETHING NEW PH5-PROF SVCS			
					CHECK		1369 TOTAL:	1,700.00

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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
										CHECK 1373 TOTAL: 1,074.70
1374	10/12/2022	EFT	8595 BRUCE TITUS FORD, IN	258401	67127031	09/13/2022		10/09/22	237.95	
						PW/2021 FORD F-150 OIL CHANGE				
						O&M-STREET-TRAF CONTROL-R&M				
					237.95	73111264	548100			
					258517	67125890		10/09/22	673.58	
						PW/FORD SUPER DUTY HANDLE, DOOR REPAIRS				
						REPAIRS & MAINTENANCE				
					673.58	73431835	548100			
										CHECK 1374 TOTAL: 911.53
1375	10/12/2022	EFT	9449 CASCADE COLUMBIA DIS	258535	849093	09/28/2022		10/09/22	1,603.13	
						PW/SODIUM FLUORIDE 50# BAG X15				
						OFFICE SUPPLIES				
					1,603.13	73411345	531100			
										CHECK 1375 TOTAL: 1,603.13
1376	10/12/2022	EFT	518 CRIMINAL JUSTICE TRA	258374	201136839	09/28/2022		10/09/22	400.00	
						POL/RED DOT/MCCARTY				
						POLICE - C/E PATROL TRAINING				
					400.00	53011212	443410			
										CHECK 1376 TOTAL: 400.00
1377	10/12/2022	EFT	8435 COATES DESIGN INC	258300	125358	09/26/2022		10/09/22	50,233.85	
						ENG/POLICE & COURT FACILITY - PROJ				
						PD/COURT BLDG-PROF SVCS/DESIGN				
					50,233.85	72311942	64110000724			
					258375	125339		10/09/22	810.00	
						ENG/SENIOR CENTER DESIGN				
						SCC RENOVATIONS-PROF SVCS				
					810.00	72311473	64110001050			
										CHECK 1377 TOTAL: 51,043.85
1378	10/12/2022	EFT	142 COPIERS NORTHWEST IN	258247	INV2531781	09/21/2022		10/09/22	223.64	
						IT,PCD,ENG/OCE PRINTER SUPPLIES				
						IT - C/E SUPPLIES				
						PCD - C/E ADMIN SUPPLIES				
						ENG - C/E ADMIN SUPPLIES				
					74.56	81011881	531100			
					74.54	61011581	531100			
					74.54	72011321	531100			
					258261	INV2532581		10/09/22	921.07	
						EX,FIN/COPIER LEASE FINAL INVOICE				
						EX-GF-RENTS & LEASES				
						FIN - C/E ADMIN RENTS & LEASES				
					460.53	31011131	545000			
					460.54	41011141	545000			

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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		1378 TOTAL:	1,144.71
1379	10/12/2022	EFT	6363 LN CURTIS & SONS	258388	INV631609	09/14/2022	10/09/22	656.21
		Invoice: INV631609		656.21	53011212 520000	POL/UNIFORMS/QUINN POLICE - C/E PATROL BENEFITS		
		Invoice: INV632013		258389	INV632013	09/15/2022	10/09/22	566.75
				566.75	53011212 531100	POL/HAT PATCHES X300 PD-C/E-PATROL SUPPLIES		
		Invoice: INV632594		258390	INV632594	09/16/2022	10/09/22	79.26
				79.26	53011212 531100	POL/POUCH, TOURNIQUET PD-C/E-PATROL SUPPLIES		
		Invoice: INV633534		258391	INV633534	09/20/2022	10/09/22	14.57
				14.57	53011212 531100	POL/TIE, KEY RING/ROBTOY PD-C/E-PATROL SUPPLIES		
		Invoice: INV635402		258392	INV635402	09/27/2022	10/09/22	86.80
				86.80	51011211 520000	POL/UNIFORM SHIRT/CLARK PD-C/E ADMIN-BENEFITS		
					CHECK		1379 TOTAL:	1,403.59
1380	10/12/2022	EFT	9961 DESIGN WEST ENGINEER	258260	21663	09/23/2022	10/09/22	2,812.50
		Invoice: 21663		2,812.50	31011256 54110001215	EX/EVALUATION 6 COMMUNITY HUBS SOLAR PV EOC HUB SOLAR/BATT-PROF SVCS		
					CHECK		1380 TOTAL:	2,812.50
1381	10/12/2022	EFT	8975 ECONORTHWEST	258262	26126	08/31/2022	10/09/22	8,582.50
		Invoice: 26126		8,582.50	31011551 541100	EX/PROFESSIONAL SERVICES AUG 2022 EX-OLD PDSTATION AFF HSG STUDY		
		Invoice: 26099		258294	26099	08/31/2022	10/09/22	27,896.21
				27,896.21	64011586 54110001186	PCD/HOUSING ACTION PLAN HOUSING ACTION PLAN-PROF SVCS		
					CHECK		1381 TOTAL:	36,478.71
1382	10/12/2022	EFT	8996 EDINGER ASSOCIATES P	258444	8373	09/03/2022	10/09/22	1,687.50
		Invoice: 8373		1,687.50	32011152 54111100955	LEGAL/GENERAL FCC MATTERS AUGUST 2022 LIT-CHALLENGE TO RADIO STATION		
					CHECK		1382 TOTAL:	1,687.50

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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

1383	10/12/2022	EFT	705 FCS GROUP	258248	3552-22209028	09/16/2022		10/09/22	4,119.90
	Invoice: 3552-22209028								
				2,059.95	72411342 54110000923	ENG/WATER AND SEWER UTILITY RATE S			
				2,059.95	72421352 54110000923	WATER RATE STUDY-PROF SVCS			
						SEWER RATE STUDY-PROF SVCS			
						CHECK		1383 TOTAL:	4,119.90
1384	10/12/2022	EFT	5062 FRIENDS OF THE FARMS	258522	Q3-2022	09/30/2022		10/09/22	16,250.00
	Invoice: Q3-2022								
				16,250.00	31011557 54110001019	EX/Q3 2022 SERVICES			
						FOTF-FARM MNGT SVCS			
						CHECK		1384 TOTAL:	16,250.00
1385	10/12/2022	EFT	4161 HERRERA ENVIRONMENTA	258302	51928	09/26/2022		10/09/22	10,621.44
	Invoice: 51928								
				10,621.44	72431832 54110001129	PW/PREPARE SCOPE OF SERVICES AND			
						MANZANITA WATERSHED STUDY-P SV			
						CHECK		1385 TOTAL:	10,621.44
1386	10/12/2022	EFT	268 HOUSING RESOURCES BO	258523	11564	09/30/2022		10/09/22	1,125.00
	Invoice: 11564								
				1,125.00	31180592 54130200297	EX/QUARTERLY MANAGEMENT FEES MOBILE HOME PARK			
						IMHP MNGT FEES			
				258524	11591	10/01/2022		10/09/22	700.00
	Invoice: 11591								
				700.00	31180592 54130400297	EX/2022 IRA ASSMNT 301 MADRONA WAY NE			
						IMHP SPACE RENT DEFAULT			
						CHECK		1386 TOTAL:	1,825.00
1387	10/12/2022	EFT	1971 KELLEY CONNECT	258424	IN1148050	10/03/2022		10/09/22	134.64
	Invoice: IN1148050								
				134.64	21011125 545000	CRT/COPIER LEASE			
						COURT-RENTS & LEASES			
				258539	IN1148051	10/03/2022		10/09/22	323.07
	Invoice: IN1148051								
				323.07	72011321 545000	ENG/COPIER LEASE			
						ENG - C/E ADMIN RENTS & LEASES			
						CHECK		1387 TOTAL:	457.71
1388	10/12/2022	EFT	8546 KITSAP 911 PUBLIC AU	258416	BIPD2022-10	09/15/2022		10/09/22	10,737.00
	Invoice: BIPD2022-10								
				7,515.90	53011286 551000	POL/CALL CENTER SERVICES			
				3,221.10	52011286 551000	POLICE - C/E PATROL CENCOM			
						POLICE - C/E - INVEST CENCOM			

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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		1388 TOTAL:	10,737.00
1389	10/12/2022	EFT	1802 KITSAP CONSERVATION	258445	09/21/2022	09/21/2022		10/09/22	1,050.37
	Invoice: 09/21/2022					WELLNESS SUPPLIES FOR PLANTING EVENT			
				1,050.37	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
						CHECK		1389 TOTAL:	1,050.37
1390	10/12/2022	EFT	315 KITSAP HUMANE SOCIET	258526	2154	10/01/2022		10/09/22	6,420.33
	Invoice: 2154					ANIMAL CONTROL (2021-2023)			
				6,420.33	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK		1390 TOTAL:	6,420.33
1391	10/12/2022	EFT	8398 KITSAP COMMUNITY RES	258525	Q3-2022	10/01/2022		10/09/22	4,769.71
	Invoice: Q3-2022					EX/2022 HUMAN SERVICES FUNDING			
				4,769.71	31017654 54110000297	KITSAP COMM RESOURCES-HOMELESS			
						CHECK		1391 TOTAL:	4,769.71
1392	10/12/2022	EFT	1652 KITSAP TOWING & ROAD	258415	159932	09/20/2022		10/09/22	2,083.54
	Invoice: 159932					POL/IMPOUND I22-000847			
				2,083.54	53011212 549900	PD-C/E-PATROL-MISC			
						CHECK		1392 TOTAL:	2,083.54
1393	10/12/2022	EFT	1851 KRAZAN & ASSOCIATES	258250	J603465-5873	08/31/2022		10/09/22	1,758.04
	Invoice: J603465-5873					ENG/ON CALL TESTING SERVICES			
				1,758.04	72321953 64110000715	SP CLUB/NB INTERSECTN-DESIGN			
						CHECK		1393 TOTAL:	1,758.04
1394	10/12/2022	EFT	7849 LAW OFFICE OF THOMAS	258446	10/3/2022	10/03/2022		10/09/22	4,484.38
	Invoice: 10/3/2022					LEGAL/PUBLIC DEFENDER SERVICES OCT 2022			
				4,484.38	32011281 541113	LGL-PUBLIC DEFENDER			
						CHECK		1394 TOTAL:	4,484.38
1395	10/12/2022	EFT	4111 OLYMPIC SPRINGS INC	258530	351741	09/30/2022		10/09/22	39.83
	Invoice: 351741					PW/5 GALLON PURIFIED WATER X4			
				39.83	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK		1395 TOTAL:	39.83

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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									
1396	10/12/2022	EFT	8655 PENINSULA TREE SERVI	258418	2518	09/20/2022		10/09/22	7,425.60
	Invoice: 2518								
				7,425.60	73111427 54110000354	PW/TAKE DOWN 2 MADRONA TREES TREE PRES/REMOVAL-RD-PROF SVCS			
	Invoice: 2519			258519	2519	09/20/2022		10/09/22	6,388.20
				6,388.20	73111427 54810000354	PW/9550 MORGAN RD 1 ALDER TREE TREE PRES & REMOVAL-ROADS			
	Invoice: 2520			258520	2520	09/20/2022		10/09/22	7,425.60
				7,425.60	73111427 54810000354	PW/FORT WARD HILL HEMLOCK TREE TREE PRES & REMOVAL-ROADS			
						CHECK		1396 TOTAL:	21,239.40
1397	10/12/2022	EFT	8229 PIPER THORNBURGH	258419	09/30/2022	09/30/2022		10/09/22	120.00
	Invoice: 09/30/2022			120.00	21011125 541210	CRT/JUDGE PRO TEMPORE SEP 1-2 2022 COURT-JUDGE PRO TEMPORE SVCS			
						CHECK		1397 TOTAL:	120.00
1398	10/12/2022	EFT	9910 SEIDL, MICHAEL TIMOT	258257	2087	09/20/2022		10/09/22	4,759.20
	Invoice: 2087			4,759.20	31011572 54110001184	EX/COBI VIDEO PRODUCTION SERVICES CITY MNGR VIDEO UPDATE-PROF SV			
						CHECK		1398 TOTAL:	4,759.20
1399	10/12/2022	EFT	8132 SPECTRA LABORATORIES	258421	22-06081	09/20/2022		10/09/22	69.00
	Invoice: 22-06081			69.00	73411345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER			
	Invoice: 22-06085			258422	22-06085	09/20/2022		10/09/22	23.00
				23.00	73415345 54110000391	PW/TOTAL COLIFORM, E COLI TESTING LAB SVCS-WATER ROCKAWAY			
	Invoice: 22-06114			258423	22-06114	09/21/2022		10/09/22	356.00
				356.00	73425358 54110000391	PW/NITROGEN, NITRATE, NITRITE, AMMONIA TESTING LAB & TESTING SVCS-WWTP			
	Invoice: 22-06131			258429	22-06131	09/21/2022		10/09/22	69.00
				69.00	73411345 54110000391	PW/FLUORIDE TESTING LAB SVCS-WATER			
	Invoice: 22-06206			258430	22-06206	09/26/2022		10/09/22	569.00
				569.00	73111427 54110000391	PW/CADMIUM, ARSENIC, METALS TESTING LAB SVCS-ROADSIDE SPOILS TESTS			
	Invoice: 22-06357			258431	22-06357	09/30/2022		10/09/22	69.00
						PW/FLUORIDE, MANGANESE, IRON TESTING			

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A/P CASH DISBURSEMENTS JOURNAL

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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								
			69.00	73415345 54110000391	LAB SVCS-WATER	ROCKAWAY		
Invoice: 22-06392			258432	22-06392	09/30/2022		10/09/22	92.00
			92.00	73411345 54110000391	LAB SVCS-WATER			
						CHECK	1399 TOTAL:	1,247.00
1400	10/12/2022	EFT 565 TACOMA SCREW PRODUCT	258433	140056072-00	09/21/2022		10/09/22	258.32
		Invoice: 140056072-00						
			258.32	73638935 531100	PW/BRAKE CLEANER, METRIC HEX CAP SCREWS	O&M-STD ALLOCATION-SUPPLIES		
						CHECK	1400 TOTAL:	258.32
1401	10/12/2022	EFT 9971 TARGET SOLUTIONS LEA	258441	INV56835	08/31/2022		10/09/22	3,600.98
		Invoice: INV56835						
			3,600.98	51011215 548500	POL/ANNUAL MAINTENANCE	POLICE - C/E FACIL COMP MAINT		
						CHECK	1401 TOTAL:	3,600.98
1402	10/12/2022	EFT 9295 TOOLE DESIGN GROUP,	258438	0SEA70178_08	08/16/2022		10/09/22	84,365.32
		Invoice: 0SEA70178_08						
			84,365.32	72334561 64110001088	ENG/CORRIDOR IMPRVMENTS DESIGN & FI	MAD AVE SIDEWALK IMPR-PROF SVC		
Invoice: 0SEA70178_09			258439	0SEA70178_09	09/19/2022		10/09/22	39,431.61
			39,431.61	72334561 64110001088	ENG/CORRIDOR IMPRVMENTS DESIGN & FI	MAD AVE SIDEWALK IMPR-PROF SVC		
						CHECK	1402 TOTAL:	123,796.93
1403	10/12/2022	EFT 9769 TRANSP GROUP USA, I	258437	28911	09/30/2022		10/09/22	5,821.25
		Invoice: 28911						
			5,821.25	72111444 54110001188	ENG/SPEED LIMIT EVALUATION	SPEED LIMIT EVAL-PROF SVCS		
						CHECK	1403 TOTAL:	5,821.25
1404	10/12/2022	EFT 1152 USA BLUE BOOK	258440	120948	09/24/2022		10/09/22	275.48
		Invoice: 120948						
			275.48	73425358 531100	PW/OBOD SENSOR CAP FOR PROBE	O&M-WWTP-SUPPLIES		
						CHECK	1404 TOTAL:	275.48
1405	10/12/2022	EFT 553 UTILITIES UNDERGROUN	258534	2090123	09/30/2022		10/09/22	201.24
		Invoice: 2090123						
			201.24	73637893 54110000393	PW/EXCAVATION NOTIFICATIONS	X156 SEP 2022		
					O&M ALLOC-LOCATING SVCS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 2080123				258540	2080123	08/31/2022	10/09/22	192.21
				192.21	73637893	54110000393	PW/EXCAVATION NOTIFICATIONS X149 AUG 2022 O&M ALLOC-LOCATING SVCS	
						CHECK	1405 TOTAL:	393.45
1406 10/12/2022 EFT	10112	GCP WW HOLDCO LLC	258443	INV2050001528	09/21/2022		10/09/22	996.09
Invoice: INV2050001528			996.09	73637891	531100		PW/RAIN HELL PANTS, HOODED SHELL JACKETS OFFICE SUPPLIES	
						CHECK	1406 TOTAL:	996.09
			NUMBER OF CHECKS	44	*** CASH ACCOUNT TOTAL ***			339,394.66
			TOTAL EFT'S		COUNT	AMOUNT		
					44	339,394.66		
					*** GRAND TOTAL ***			339,394.66

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	10	19									
APP	001-213000		10/12/2022	10/09/22	100522			GENERAL - ACCOUNTS PAYABLE		108,595.52	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		10/12/2022	10/09/22	100522			CASH			339,394.66
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		2,890.58	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		10/12/2022	10/09/22	100522			STREETS - ACCOUNTS PAYABLE		29,106.06	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		1,816.82	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		2,735.75	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		412.26	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		11,341.77	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		87.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		3,985.08	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		176,598.82	
								AP CASH DISBURSEMENTS JOURNAL			
APP	108-213000		10/12/2022	10/09/22	100522			AFFORD HSG - ACCOUNTS PAYABLE		1,825.00	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										339,394.66	339,394.66
APP	631-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING		337,577.84	
APP	001-130000		10/12/2022	10/09/22	100522			GENERAL - DUE TO/FROM CLEARING			108,595.52
APP	402-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			2,890.58
APP	101-130000		10/12/2022	10/09/22	100522			STREETS - DUE TO/FROM CLEARING			29,106.06
APP	650-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			2,735.75
APP	407-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			412.26
APP	403-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			11,341.77
APP	622-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			87.00
APP	401-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			3,985.08
APP	301-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			176,598.82

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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			
	10/12/2022	10/09/22	100522						
APP 108-130000	10/12/2022	10/09/22	100522			AFFORD HSG DUE TO/FROM CLEAR'G			1,825.00
SYSTEM GENERATED ENTRIES TOTAL								337,577.84	337,577.84
JOURNAL 2022/10/19						TOTAL		676,972.50	676,972.50

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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 10	19	10/12/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	108,595.52	108,595.52
				FUND TOTAL	108,595.52	108,595.52
101 STREET FUND 101-130000 101-213000	2022 10	19	10/12/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	29,106.06	29,106.06
				FUND TOTAL	29,106.06	29,106.06
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2022 10	19	10/12/2022	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	1,825.00	1,825.00
				FUND TOTAL	1,825.00	1,825.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	176,598.82	176,598.82
				FUND TOTAL	176,598.82	176,598.82
401 WATER OPERATING FUND 401-130000 401-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,985.08	3,985.08
				FUND TOTAL	3,985.08	3,985.08
402 SEWER OPERATING FUND 402-130000 402-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,890.58	2,890.58
				FUND TOTAL	2,890.58	2,890.58
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,341.77	11,341.77
				FUND TOTAL	11,341.77	11,341.77
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	412.26	412.26
				FUND TOTAL	412.26	412.26
622 EXPENDABLE TRUST FUND	2022 10	19	10/12/2022			

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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	87.00	87.00
				FUND TOTAL	87.00	87.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	337,577.84 1,816.82	339,394.66
				FUND TOTAL	339,394.66	339,394.66
650 AGENCY FUND 650-130000 650-213000	2022 10	19	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,735.75	2,735.75
				FUND TOTAL	2,735.75	2,735.75

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		108,595.52
101 STREET FUND		29,106.06
108 AFFORDABLE HOUSING FUND		1,825.00
301 CAPITAL CONSTRUCTION FUND		176,598.82
401 WATER OPERATING FUND		3,985.08
402 SEWER OPERATING FUND		2,890.58
403 STORM & SURFACE WATER FUND		11,341.77
407 BUILDING & DEVELOPMENT FUND		412.26
622 EXPENDABLE TRUST FUND		87.00
631 CLEARING FUND	337,577.84	
650 AGENCY FUND		2,735.75
	337,577.84	337,577.84
	TOTAL	
	337,577.84	337,577.84

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NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 8,160.98

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	6	8,160.98

*** GRAND TOTAL *** 8,160.98

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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 9 235									
APP 001-213000	09/27/2022	M092722	092722			GENERAL - ACCOUNTS PAYABLE		8,102.55	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	09/27/2022	M092722	092722			CASH			8,160.98
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	09/27/2022	M092722	092722			ACCOUNTS PAYABLE		58.43	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								8,160.98	8,160.98
APP 631-130000	09/27/2022	M092722	092722			DUE TO/FROM CLEARING		8,160.98	
APP 001-130000	09/27/2022	M092722	092722			GENERAL - DUE TO/FROM CLEARING			8,102.55
APP 401-130000	09/27/2022	M092722	092722			DUE TO/FROM CLEARING			58.43
SYSTEM GENERATED ENTRIES TOTAL								8,160.98	8,160.98
JOURNAL 2022/09/235 TOTAL								16,321.96	16,321.96

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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 9	235	09/27/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,102.55	8,102.55
				FUND TOTAL	8,102.55	8,102.55
401 WATER OPERATING FUND 401-130000 401-213000	2022 9	235	09/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	58.43	58.43
				FUND TOTAL	58.43	58.43
631 CLEARING FUND 631-130000 635-111100	2022 9	235	09/27/2022	DUE TO/FROM CLEARING CASH	8,160.98	8,160.98
				FUND TOTAL	8,160.98	8,160.98

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		8,102.55
401	WATER OPERATING FUND		58.43
631	CLEARING FUND	8,160.98	
	TOTAL	8,160.98	8,160.98

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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									
359288	10/04/2022	PRTD	47 BAINBRIDGE DISPOSAL	258309	0001249930	09/30/2022	M100422	183.97	
	Invoice: 0001249930			183.97	91011755 547900	SENIOR CENTER/COMMONS DISPOSAL SRVCS GG-C/E-COMMONS-GARBAGE			
	Invoice: 0001249967			258310	0001249967	09/30/2022	M100422	3,229.57	
				158.57	91011215 547900	CITYWIDE DISPOSAL SERVICES GG-C/E-PD-GARBAGE			
				532.54	91011768 547900	GG-C/E-PARKS-GARBAGE			
				471.45	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
				2,046.33	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				20.68	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
	Invoice: 0001250154			258311	0001250154	09/30/2022	M100422	379.08	
				379.08	91011189 547900	CITY HALL DISPOSAL SERVICES SEP22 GG-C/E-CITY HALL-GARBAGE			
	Invoice: 0001250211			258312	0001250211	09/30/2022	M100422	332.64	
				332.64	91011189 547903	BIG BELLY DISP SERVICES SEP22 BIG BELLY SOLAR GARBAGE CANS			
							CHECK	359288 TOTAL:	4,125.26
359289	10/04/2022	PRTD	102 CITY OF BAINBRIDGE I	258313	RETREQ1-00721	08/25/2022	20210062 M100422	735.00	
	Invoice: RETREQ1-00721			735.00	73421355 54810000721	PW/LOVELL SEWER MAIN - RETAINAGE LOVELL BEACH MAINS-REPAIRS			
							CHECK	359289 TOTAL:	735.00
359290	10/04/2022	PRTD	216 FEDERAL EXPRESS CORP	258354	7-893-14114	09/23/2022	M100422	36.37	
	Invoice: 7-893-14114			36.37	72637319 53110000809	ENG/MAILING FEES WATER QUALITY, FLOW MONITORING WATER QUAL FLOW MONIT-SUPPLIES			
							CHECK	359290 TOTAL:	36.37
359291	10/04/2022	PRTD	9269 INNOVYZE INC	258377	Q-124702	06/03/2022	M100422	1,921.92	
	Invoice: Q-124702			1,921.92	81011881 548500	IT/INFOWATER SOFTWARE - PUBLIC WORKS IT - C/E COMPUTER SUPPORT			
							CHECK	359291 TOTAL:	1,921.92
359292	10/04/2022	PRTD	9080 JP MORGAN SECURITIES	253145	012122	01/21/2022	M100422	112.17	
	Invoice: 012122			112.17	01131 316100	2019 AMENDED B&O TAX RETURNS B&O TAX			
							CHECK	359292 TOTAL:	112.17

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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		
359293	10/04/2022	PRTD	8243 TILZ	257409	101-82204	08/04/2022		M100422	24.00
			Invoice: 101-82204	24.00	91011897 547900	YARD WASTE			
						GG-C/E-O&M YARD FAC-GARBAGE			
			Invoice: 101-82246	257410	101-82246	08/04/2022		M100422	42.00
				42.00	91011897 547900	YARD WASTE			
						GG-C/E-O&M YARD FAC-GARBAGE			
								CHECK 359293 TOTAL:	66.00
				NUMBER OF CHECKS	6	*** CASH ACCOUNT TOTAL ***			6,996.72
						COUNT	AMOUNT		
						TOTAL PRINTED CHECKS	6	6,996.72	
								*** GRAND TOTAL ***	6,996.72

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	10		13								
APP	001-213000		10/05/2022	M100422	100522			GENERAL - ACCOUNTS PAYABLE		5,733.22	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		10/05/2022	M100422	100522			CASH			6,996.72
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		10/05/2022	M100422	100522			ACCOUNTS PAYABLE		1,206.45	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		10/05/2022	M100422	100522			STREETS - ACCOUNTS PAYABLE		20.68	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		10/05/2022	M100422	100522			ACCOUNTS PAYABLE		36.37	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										6,996.72	6,996.72
APP	631-130000		10/05/2022	M100422	100522			DUE TO/FROM CLEARING		6,960.35	
APP	001-130000		10/05/2022	M100422	100522			GENERAL - DUE TO/FROM CLEARING			5,733.22
APP	402-130000		10/05/2022	M100422	100522			DUE TO/FROM CLEARING			1,206.45
APP	101-130000		10/05/2022	M100422	100522			STREETS - DUE TO/FROM CLEARING			20.68
SYSTEM GENERATED ENTRIES TOTAL										6,960.35	6,960.35
JOURNAL 2022/10/13 TOTAL										13,957.07	13,957.07

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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
001 GENERAL FUND 001-130000 001-213000	2022 10	13	10/05/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	5,733.22	5,733.22
				FUND TOTAL	5,733.22	5,733.22
101 STREET FUND 101-130000 101-213000	2022 10	13	10/05/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	20.68	20.68
				FUND TOTAL	20.68	20.68
402 SEWER OPERATING FUND 402-130000 402-213000	2022 10	13	10/05/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,206.45	1,206.45
				FUND TOTAL	1,206.45	1,206.45
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 10	13	10/05/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	6,960.35 36.37	6,996.72
				FUND TOTAL	6,996.72	6,996.72

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,733.22
101	STREET FUND		20.68
402	SEWER OPERATING FUND		1,206.45
631	CLEARING FUND	6,960.35	
	TOTAL	6,960.35	6,960.35

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

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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
359294	10/12/2022	PRTD	1030 SUNBELT RENTALS	258537	130845984-0001	09/21/2022		10/09/22	323.46		
	Invoice: 130845984-0001			323.46	73111423 545000	PW/DIESEL AIR COMPRESSOR, AIR HAMMER RENTS & LEASES - OPERATING					
								CHECK 359294 TOTAL:			323.46
359295	10/12/2022	PRTD	8672 ALLSTREAM	258384	18825442	10/01/2022		10/09/22	824.53		
	Invoice: 18825442			824.53	71637891 542100	FIN/CITY WIDE PHONE SERVICES PW - ALLOC COMMUNICATION					
								CHECK 359295 TOTAL:			824.53
359296	10/12/2022	PRTD	10114 ANIMAL DERMATOLOGY S	258268	127596	09/07/2022		10/09/22	90.73		
	Invoice: 127596			90.73	53011212 54110000962	POL/K9 DERMATOLOGY SERVICE TRACKING CANINE-PROF SVCS					
				258269	127664	09/07/2022		10/09/22	180.80		
	Invoice: 127664			180.80	53011212 54110000962	POL/K9 DERMATOLOGY SERVICE TRACKING CANINE-PROF SVCS					
								CHECK 359296 TOTAL:			271.53
359297	10/12/2022	PRTD	54 BAINBRIDGE RENTAL IN	258396	CON88249	09/26/2022		10/09/22	646.09		
	Invoice: CON88249			646.09	73111423 545000	PW/JUMPING JACK COMPACTOR RENTS & LEASES - OPERATING					
								CHECK 359297 TOTAL:			646.09
359298	10/12/2022	PRTD	3390 BAINBRIDGE SELF STOR	258353	7236	09/29/2022		10/09/22	1,181.00		
	Invoice: 7236			1,181.00	36011143 545000	EXCC/STORAGE FEE OCT14-NOV13 2022 CLERK-RENTS					
								CHECK 359298 TOTAL:			1,181.00
359299	10/12/2022	PRTD	57 BAY HAY & FEED	258397	1776217	09/26/2022		10/09/22	7.91		
	Invoice: 1776217			7.91	73111264 531100	PW/PROPANE 2 GALLONS O&M-STREET-TRAF CONTROL-SUPPLY					
				258398	1776219	09/26/2022		10/09/22	27.67		
	Invoice: 1776219			27.67	73111264 531100	PW/PROPANE 7 GALLONS O&M-STREET-TRAF CONTROL-SUPPLY					
				258399	1776467	09/27/2022		10/09/22	25.30		
	Invoice: 1776467			25.30	73111264 531100	PW/PROPANE 6.4 GALLONS O&M-STREET-TRAF CONTROL-SUPPLY					
				258400	1776899	09/29/2022		10/09/22	37.55		

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
Invoice: 1776899			37.55	73111264 531100				
					PW/PROPANE 9.5 GALLONS			
					O&M-STREET-TRAF CONTROL-SUPPLY			
					CHECK	359299	TOTAL:	98.43
359300	10/12/2022	PRTD 5105 BAINBRIDGE ISLAND RO	258370	09/29/2022	09/29/2022		10/09/22	200.00
	Invoice: 09/29/2022				POL/REFUND PARK DEPOSIT			
			200.00	41622860 586000	PARK/DOCK DEPOSITS CUST-OUT			
					CHECK	359300	TOTAL:	200.00
359301	10/12/2022	PRTD 360 BUILDERS FIRSTSOURCE	258402	61441830	09/15/2022		10/09/22	523.64
	Invoice: 61441830				PW/SPRAY PNT INT TIP BLUE, GREEN MARK PAINT			
			523.64	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					258403	86090221	10/09/22	30.55
	Invoice: 86090221				PW/TAPE DUCT CNTCTR			
			30.55	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					258404	86159421	10/09/22	117.65
	Invoice: 86159421				PW/GONG BRUSH, PUSHBROOM W/SQUEEGEE			
			117.65	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258405	86168033	10/09/22	56.76
	Invoice: 86168033				PW/GAL TANK SPRAYER 30 SECONDS			
			56.76	73111423 531100	OFFICE SUPPLIES			
					CHECK	359301	TOTAL:	728.60
359302	10/12/2022	PRTD 9414 CADD MICROSYSTEMS	258409	SO30030751	08/30/2022		10/09/22	1,956.00
	Invoice: SO30030751				IT/NEW BLUBEAM REVUE LICENSES			
			1,956.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
					CHECK	359302	TOTAL:	1,956.00
359303	10/12/2022	PRTD 8253 CHS POULSBO	258406	46320H	09/23/2022		10/09/22	127.62
	Invoice: 46320H				PW/SALT BAGS COARSE 50# X13			
			127.62	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					CHECK	359303	TOTAL:	127.62
359304	10/12/2022	PRTD 460 PETTY CASH	258373	POL-2022-9	09/30/2022		10/09/22	14.39
	Invoice: POL-2022-9				POL/PETTY CASH			
			5.19	51011215 531100	POLICE - C/E FACIL SUPPLIES			
			9.20	91011215 542500	GG-C/E-PD-POSTAGE			

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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 359310 TOTAL:	3,524.92
359311	10/12/2022	PRTD	8374 HEARING ADVANTAGE, I	258296	10803	09/21/2022		10/09/22	70.00				
			Invoice: 10803										
				70.00	73637891 541100								
												PW/HEARING SCREENINGS PROFESSIONAL SERVICES	
												CHECK 359311 TOTAL:	70.00
359312	10/12/2022	PRTD	4850 HOME DEPOT CREDIT SE	258413	696446129	07/15/2022		10/09/22	7,633.08				
			Invoice: 696446129										
				7,633.08	73637891 531100								
			Invoice: 708431713	258414	708431713	09/22/2022		10/09/22	2,158.93				
				2,158.93	73637948 531100								
												PW/GARBAGE BAGS FOR ALL FACILITIES, USES OFFICE SUPPLIES	
												PW/2PLY TISSUE, PAPER TOWELS, FLOOR MAT O&M ALLOC-CITY WIDE SUPPLIES	
												CHECK 359312 TOTAL:	9,792.01
359313	10/12/2022	PRTD	863 INTERSTATE BATTERIES	258536	22073037	09/15/2022		10/09/22	149.55				
			Invoice: 22073037										
				149.55	73638935 531100								
												PW/BATTERIES O&M-STD ALLOCATION-SUPPLIES	
												CHECK 359313 TOTAL:	149.55
359314	10/12/2022	PRTD	10118 IVANCICH RESIDENCE L	258407	BLD26428	10/03/2022		10/09/22	1,908.00				
			Invoice: BLD26428										
				1,908.00	47047 345890								
												PERMIT BLD26428 R-MIS REFUND FEE OTHER PLANNING/DEVELOPM	
												CHECK 359314 TOTAL:	1,908.00
359315	10/12/2022	PRTD	1505 KITSAP COUNTY TREASU	258538	SEP22	10/04/2022		10/09/22	32.20				
			Invoice: SEP22										
				32.20	41612860 586000								
												OUT COURT REMIT SEPTEMBER 2022 CRIME VICTIMS-OUT	
												CHECK 359315 TOTAL:	32.20
359316	10/12/2022	PRTD	694 KITSAP PUD #1	258408	JUL22-SEP22	09/15/2022		10/09/22	43.20				
			Invoice: JUL22-SEP22										
				43.20	91011768 547500								
												WATER/LOT1 BELFAIR AVE GG-C/E-PARKS-WTR/SWR	
												CHECK 359316 TOTAL:	43.20
359317	10/12/2022	PRTD	304 KITSAP TRACTOR & EQU	258529	P1045401	09/30/2022		10/09/22	56.84				
			Invoice: P1045401										
				56.84	73421355 531100								
												PW/CABLE, WIRERAC WIN COLL-SUPPLIES	

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635		111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
										INVOICE DTL	DESC		
										CHECK	359317 TOTAL:	56.84	
359318	10/12/2022	PRTD	10115 MCCABE, LISA & PATRI	258295	PLN51756 SSDE	09/27/2022		10/09/22	286.00				
Invoice: PLN51756 SSDE				286.00	47047 345890	PERMIT PLN51756 SSDE REFUND FEE							
						OTHER PLANNING/DEVELOPM							
										CHECK	359318 TOTAL:	286.00	
359319	10/12/2022	PRTD	8286 SUPERINTENDENT OF P	258417	17446	09/16/2022		10/09/22	678.75				
Invoice: 17446				678.75	41654861 586110	POL/FINGERPRINTING							
						FINGERPRINT DISB TO SPI							
										CHECK	359319 TOTAL:	678.75	
359320	10/12/2022	PRTD	1754 OTIS ELEVATOR COMPAN	258531	100400919560	09/12/2022		10/09/22	2,604.16				
Invoice: 100400919560				2,604.16	73011183 54810000888	PW/MAINTENANCE SERVICE OCT-DEC 2022							
						CH ELEVATOR MAINT-REPAIRS							
										CHECK	359320 TOTAL:	2,604.16	
359321	10/12/2022	PRTD	9650 PAPE MACHINERY INC	258425	13912387	09/15/2022		10/09/22	82.34				
Invoice: 13912387				82.34	73637958 531100	PW/ADAPTER KITS							
						ROADSIDE MOWER ALLOC-SUPPLIES							
Invoice: 13921762				258426	13921762	09/15/2022		10/09/22	20.73				
				20.73	73638935 531100	PW/AIR FILTERS							
						O&M-STD ALLOCATION-SUPPLIES							
Invoice: 13949140				258428	13949140	09/29/2022		10/09/22	586.70				
				586.70	73637958 531100	PW/VALVE COUNT X2							
						ROADSIDE MOWER ALLOC-SUPPLIES							
										CHECK	359321 TOTAL:	689.77	
359322	10/12/2022	PRTD	8922 REXEL USA INC.	258420	3G34667	09/20/2022		10/09/22	26.30				
Invoice: 3G34667				26.30	73011768 531100	PW/TCP FG25D4027FCQ T20/JA8							
						O&M-C/E-PARKS-SUPPLIES							
Invoice: 3G09548				258533	3G09548	09/16/2022		10/09/22	546.85				
				546.85	73425358 531100	PW/ELECTRIC SUPPLIES							
						O&M-WWTP-SUPPLIES							
										CHECK	359322 TOTAL:	573.15	

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

359333 10/12/2022 PRTD 9128 THE WATERSHED COMPAN 258297 2022-2361 09/12/2022 10/09/22 4,084.30
Invoice: 2022-2361

4,084.30 61655860 58600001083 PCD/THIRD PARTY ENVIORNMENTAL REVI
ENV 3RD PARTY REVIEWS

CHECK 359333 TOTAL: 4,084.30

NUMBER OF CHECKS 40 *** CASH ACCOUNT TOTAL *** 73,949.55

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	40	73,949.55

*** GRAND TOTAL *** 73,949.55

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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	10	18									
APP	101-213000		10/12/2022	10/09/22	100522			STREETS - ACCOUNTS PAYABLE		1,648.38	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		10/12/2022	10/09/22	100522			CASH			73,949.55
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		11,995.77	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		10/12/2022	10/09/22	100522			GENERAL - ACCOUNTS PAYABLE		46,018.96	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		200.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		1,196.95	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		3,089.10	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		2,194.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		10/12/2022	10/09/22	100522			ACCOUNTS PAYABLE		7,606.39	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										73,949.55	73,949.55
APP	631-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING		61,953.78	
APP	101-130000		10/12/2022	10/09/22	100522			STREETS - DUE TO/FROM CLEARING			1,648.38
APP	001-130000		10/12/2022	10/09/22	100522			GENERAL - DUE TO/FROM CLEARING			46,018.96
APP	622-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			200.00
APP	402-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			1,196.95
APP	403-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			3,089.10
APP	407-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			2,194.00
APP	650-130000		10/12/2022	10/09/22	100522			DUE TO/FROM CLEARING			7,606.39
SYSTEM GENERATED ENTRIES TOTAL										61,953.78	61,953.78
JOURNAL 2022/10/18									TOTAL	135,903.33	135,903.33

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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 10	18	10/12/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	46,018.96	46,018.96
				FUND TOTAL	46,018.96	46,018.96
101 STREET FUND 101-130000 101-213000	2022 10	18	10/12/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	1,648.38	1,648.38
				FUND TOTAL	1,648.38	1,648.38
402 SEWER OPERATING FUND 402-130000 402-213000	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,196.95	1,196.95
				FUND TOTAL	1,196.95	1,196.95
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,089.10	3,089.10
				FUND TOTAL	3,089.10	3,089.10
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,194.00	2,194.00
				FUND TOTAL	2,194.00	2,194.00
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	61,953.78 11,995.77	73,949.55
				FUND TOTAL	73,949.55	73,949.55
650 AGENCY FUND 650-130000 650-213000	2022 10	18	10/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,606.39	7,606.39
				FUND TOTAL	7,606.39	7,606.39

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 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		46,018.96
101	STREET FUND		1,648.38
402	SEWER OPERATING FUND		1,196.95
403	STORM & SURFACE WATER FUND		3,089.10
407	BUILDING & DEVELOPMENT FUND		2,194.00
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND	61,953.78	
650	AGENCY FUND		7,606.39
	TOTAL	61,953.78	61,953.78

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve City Council Meeting Minutes

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, September 20, 2022.pdf](#)

[Regular City Council Business Meeting Minutes, September 27, 2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 20, 2022**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL

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

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

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

There were no conflicts of interest disclosed.

3) REGULAR BUSINESS

3.A Receive an Update on Tsunami Ready Bainbridge Island - Executive

Cover Page

Tsunami Ready Presentation CC Sept 20 2022.pdf

Deputy Mayor Moriwaki introduced the agenda item. Emergency Management Coordinator LeSage provided a presentation and addressed Council's questions.

3.B Receive Update from Bainbridge Prepares

Cover Page

Scott James from Bainbridge Prepares provided a presentation and addressed Council's questions.

4) COMMITTEE REPORTS

Councilmember Quitslund reported on an event at Rolling Bay Hall by WEAVE Presents.

Mayor Deets provided an update on Lodging Tax Advisory Committee appointments, a SR305 Working Group meeting, a Puget Sound Clean Air Agency Advisory Council meeting, a Kitsap Regional Coordinating Council Executive Board meeting, a Kitsap Emergency Management Council meeting, a Kitsap 911 Board of Directors meeting, and a Kitsap Transit meeting.

Councilmember Schneider provided an update on a Peninsula Regional Transportation Planning Organization Executive Board meeting.

Deputy Mayor Moriwaki provided an update on race equity training at the City, a Bainbridge Island Downtown Association meeting, a Design Review Board meeting, and a 75th anniversary event for Rotary Club.

5) ADJOURNMENT

Deputy Mayor Moriwaki adjourned the meeting at 7:31 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, SEPTEMBER 27, 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, Hytopoulos, Quitslund, and Schneider were present in Council Chambers. Councilmember Pollock attended remotely.

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

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

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

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring October 2022, as Filipino American History Month

[Cover Page](#)

[Filipino American History Month Proclamation 2022.pdf](#)

Deputy Mayor Moriwaki read the proclamation. Eugene Tabafunda, President of the Filipino American Community of Bainbridge Island & Vicinity, Tracy Tabafunda, Secretary of the Filipino American Community of Bainbridge Island & Vicinity, and family members accepted the proclamation.

3.B Present Proclamation Declaring October 2022, as National Community Planning Month

[Cover Page](#)

[2022 October National Community Planning Month Proclamation.docx](#)

Councilmember Quitslund read the proclamation. Planning Director Charnas accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

[Cover Page](#)

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

Mike Lempriere expressed concerns with the farm trail.

Cindy Anderson spoke about a harbor concern.

Els Heijne spoke in favor of shoulders on Valley Road.

James Halbrook expressed concerns with the Police and Court Facility and the Bethany Lutheran Church proposal.

5) CONSENT AGENDA

5.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.

5.B Approve City Council Meeting Minutes

[Cover Page](#)

[Special City Council Meeting Minutes - Executive Session, September 13, 2022.pdf](#)

[Regular City Council Business Meeting Minutes, September 13, 2022.pdf](#)

5.C Approve Accounts Payable and Payroll

[Cover Page](#)

[Council PR Report 2022.pdf](#)

[AP Report to Council of Cash Disbursements 09-28-22.pdf](#)

5.D Authorize the City Manager to Execute an Interagency Agreement with the Washington State Traffic Safety Commission in Support of Target Zero Campaigns - Police

[Cover Page](#)

[2023 HVE IAA - Region 9.pdf](#)

5.E Cancel the October 4, 2022, Study Session

[Cover Page](#)

6) COUNCIL ANNOUNCEMENTS

Councilmember Quitslund mentioned a Housing Resources Bainbridge gathering, a Planning Commission meeting, and the Day of Preparedness event.

Councilmember Schneider mentioned the Day of Preparedness event.

Deputy Mayor Moriwaki mentioned the Rotary Club 75th anniversary event, a Leadership Kitsap forum, a Kitsap Transit Board Composition Review meeting, and a Human Services Funding committee meeting.

Mayor Deets mentioned the Kitsap Economic Development Activity (KEDA) retreat, a January 6 proclamation he will propose, and his office hours.

7) CITY MANAGER'S REPORT

City Manager King had no report.

8) REGULAR BUSINESS

8.A Adopt Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid -Executive

Cover Page

Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid.docx

Exhibit A to Resolution No. 2022-26 Bainbridge Island Waterfront Trail Map.pdf

City Manager King introduced the agenda item.

MOTION: I move to adopt Resolution No. 2022-26 renaming the Waterfront Trail in honor of Charles Schmid.

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

Ken DeWitt, Bainbridge Island Metropolitan Park & Recreation District Board of Commissioners Chair, asked to help coordinate a ceremony with the City and the Parks and Trails Foundation.

Andrew Schmid thanked Council for the resolution after he arrived at the meeting during agenda item 8.B.

8.B Approve Appointment of Poet Laureate

Cover Page

PL Nominee (Michele Bombardier) for COBI Council Approval 09122022.docx

Program charter - Poet Laureate as approved 08092022.pdf

City Manager King introduced the agenda item.

MOTION: I move to approve the appointment of Michele Bombardier as the first Bainbridge Poet Laureate for a two-year term commencing September 27, 2022.

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

Poet Laureate Michelle Bombardier thanked Council for their support and read a poem.

8.C Confirm Recommended Appointment to the Lodging Tax Advisory Committee - Executive

Cover Page

Cochran (Lodging Tax Advisory Committee) - Redacted

Daniels (Lodging Tax Advisory Committee) - Redacted

Mayor Deets introduced the agenda item.

MOTION: I move to confirm the appointment of Maureen Daniels as an eligible business representative to the Lodging Tax Advisory Committee to review proposals for funding from the civic improvement fund for the 2023 lodging tax funding award cycle.

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

8.D Receive 2023-2024 Proposed Budget and 2023-2028 Capital Improvement Plan (CIP)

Presentation - Finance

Cover Page
2023-2024_Budget_Presentation_for_CC.pptx
2023-2024 Proposed Budget.pdf

City Manager King introduced the agenda item. Finance Director Pitts provided a presentation.

Deputy City Manager Schroer provided information on the Executive budget.

Finance Director Pitts provided information on the Finance budget.

Planning Director Charnas provided information on the Planning Department budget.

Police Chief Clark provided information on the Public Safety budget.

Public Works Director Wierzbicki provided information on the Public Works budget and the Capital Improvement Plan.

Council adjourned for a break at 7:50 p.m. and returned at 7:55 p.m.

Council discussed the proposed budget.

9) COMMUNICATIONS

9.A Concur with the Execution of a Letter Expressing the Need for Temporary Expansion of Kitsap Transit Passenger-Only Ferry Service by Mayor Deets and Councilmember Schneider

Cover Page

Kitsap Transit expansion of POF service - Bremerton-Bainbridge.pdf

Mayor Deets introduced the agenda item.

MOTION: I move to concur with the execution of a letter expressing the need for temporary expansion of Kitsap Transit passenger-only ferry service by Mayor Deets and Councilmember Schneider.

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

10) ADJOURNMENT

Mayor Deets adjourned the meeting at 8:53 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Professional Services Agreement with Parametrix, Inc. for the Sound to Olympics Trail Planning and Design (\$211,900.00 - General Fund) – Public Works

SUMMARY: Staff is requesting authorization from the City Council to enter into a professional services agreement with Parametrix, Inc. for the Sound to Olympics Trail Planning and Design in the amount of \$211,900.00.

The attached memorandum describes a Community Engagement plan that requires a minimum of three public meetings and distribution of material through various city outlets.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a Professional Services Agreement with Parametrix, Inc. in the amount of \$211,900.00 for the Sound to Olympics Trail Planning and Design as described in this agenda item and approve the Community Engagement Plan.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$211,900.00
Ongoing Cost:	
One-Time Cost:	\$211,900.00
Included in Current Budget?	Yes

BACKGROUND: The Sound to Olympics (STO) Trail is a proposed 40-mile shared-use trail connecting the Puget Sound in Winslow on Bainbridge Island to the Olympic Discovery Trail in Jefferson County. The STO Trail is designated a part of the Great American Rail Trail (GART), a 3700-mile cross-country route connecting the Atlantic and Pacific coasts. The STO is the proposed route of the GART across Bainbridge Island, generally following SR 305 from the ferry terminal in Winslow 6.6 miles north to the Agate Pass Bridge.

The City has built approximately 1.1 miles of the Sound to Olympics Trail along SR305 from the Bainbridge ferry terminal to Sakai Park just north of High School Road and desires to continue planning the remainder of the trail, as well as preliminary design of the next segment, known as the Copper Top segment.

The City solicited Requests for Qualifications (RFQ) for the Sound to Olympics Trail Planning and Design through formal advertising including the Daily Journal of Commerce and our bid posting listserv in June 2022.

City staff, including representatives from the Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD), and the Parks and Trails Foundation (PTF), interviewed multiple firms including Toole Design, MacLeod Reckord, PND Engineers, and Jones and Jones. Parametrix was selected as the most qualified due to their past experience and team qualifications.

The Community Engagement Plan identifies interested Stake Holders and public outreach efforts that include a minimum of three public meetings and information provided via city outlets.

The project is support by contributions from BIMPRD and the PTF, and is estimated to start in November 2022 and be completed by September 2023.

ATTACHMENTS:

[STO Trail Planning and Design PSA.docx](#)

[STO Community Involvement Plan.doc](#)

[Parametrix Budget 2022-09-26.pdf](#)

[STO Concept Plan - Project Areas.pdf](#)

FISCAL DETAILS: 2022 Budget: \$215,000.00

Capital Improvement Plan Project # 01213

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

WHEREAS, the City needs professional services in connection with planning, design, and engineering for the Sound to Olympics Concept Design project; 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 Two Hundred Eleven Thousand Nine Hundred Dollars and No Cents (\$211,900.00);

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: Parametrix, Inc.
1019 39th Avenue SE, Suite 100
Puyallup, WA 98374
Attention: Austin R. Fisher, P.E.

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

PARAMETRIX, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

City of Bainbridge Island Scope of Work – Sound to Olympics Trail (STO) Concept Design

Project Background

When completed, the 40-mile STO Trail will be an important link in the Great American Rail Trail, connecting the Bainbridge Island ferry with the Olympic Discovery Trail in Jefferson County. The Bainbridge Island segment of the STO Trail will create a linear park experience for residents and visitors. Designed to regional trail standards, this trail will connect neighborhoods, parks, public facilities and promote safe and sustainable travel options across the island. Currently, Bainbridge Island has completed 1.1 miles of the 6.6 miles of the trail.

This project has two focus areas, or activities. The first is developing a conceptual design (20 percent) from the end of a recently completed segment in Sakai Park to Madison Avenue. This is referred to as the “20% design” throughout this scope of work. The second focus is identifying a preferred alignment from Madison to Agate Passage Bridge. This will be referred to as the “planning study” or “planning limits” throughout this scope of work and will not be advanced to 20% design. The 20% design and planning study activities will occur concurrently.

Project Assumptions

Most work for this project will occur with public rights-of-way or on publicly owned property. If access is required to private property, the City will be required to obtain rights of entry. The following properties may require access to perform field walks and data collection activities:

232502-3-017-2003 owner: SAKAI TOSHIO P
8130-000-000-0006 owner: SAKAI VILLAGE OWNERS ASSOCIATION
232502-3-083-2002 owner: CITY OF BAINBRIDGE ISLAND
232502-3-082-2003 owner: MADRONA ASSISTED LIVING
4169-000-051-0205 owner: BAINBRIDGE FIRST BAPTIST

A typical trail will be 10’ asphalt, with 2’ gravel shoulders, and shall be planned to meet the AASHTO Guide for the Development of Bicycle Facilities (2012).

The project will be complete within 8 months.

Task 1: Project Management

Subtask 1.01: Project Management

Approach

Schedule and coordinate team members and ensure that work is completed accurately and within scope, schedule, and budget. Prepare a project management plan. Complete monthly invoice and earned value analysis of project budget status. Provide one project schedule.

Coordinate and attend 1-hour virtual team meetings with the City and team leads at the following frequency:

- 2x/month for the first 6 months
- 1x/month for the remaining 2 months

Deliverables

Monthly invoices, including earned value analysis (8 months)

Schedule (initial)

Meeting agenda/minutes (email format only)

Subtask 1.02: Initial Data Collection

Approach

Issue a data needs request to the City that may include GIS data sets, LiDAR, traffic counts, previous studies, and any other information required to proceed with the work outlined in this scope. Likely sources include:

- Public: Kitsap County, City of Bainbridge, Wild Fish Conservancy, WDFW, USDA (SCS soils), etc.
- Private: City of Bainbridge Island staff portal, WSDOT SR305 roundabout and fish passage projects.
- Project specific: Digital files from Sakai Park Master Plan, survey data from STO Sakai Pond Connector
- City will perform outreach with up to 3 additional private sources (i.e., Audubon). Source/City will provide data in GIS format.

Consolidate and format data into a project-specific, interactive GIS web map that may impact the technical feasibility, cost, and regulatory compliance of the trail. Conflicting information and varying degrees of detail are normal, particularly when using GIS data from various sources. Data will be reviewed for conflicts and discrepancies, with up to 6 hours of additional mapping “clean up”, revisions and formatting.

Consolidate and format data into a planning-level CAD base map for the 20% design area. This base map will serve as the basis for alternatives study in Task 5.01 and will be updated with survey data in Task 5.02.

Deliverables

- Data needs request (Excel format)
- Interactive project web map (focused primarily within planning limits)
- AutoCAD basemap (20% design limits only)

Subtask 1.03: Field Reconnaissance

Approach

Evaluate the adequacy of existing base map resources for this project by comparing mapped data with existing field conditions along potential alignments identified in Task 2. Perform ground-

truthing and initial screening-level evaluation by field-driving the proposed alignments. Collect photographs and field notes in the field related to key attributes in the web map. Incorporate observations into the mapping inventory. Identify locations with limited or inaccurate data that will require additional field assessments and may impact alignment evaluation and selection.

Perform targeted field reconnaissance at locations identified above. Reconnaissance will use GPS data collection tools and will not include delineations or be of survey quality. Examples include wetland and stream quality and locations, buffers, mitigation site opportunities, fish passage barriers, and priority fish and wildlife habitat. If reconnaissance is required within private property, the City will obtain rights of entry.

Katy Bigelow, Arborist: Perform high-level planning support and field analysis of GIS mapped trail alignments between Madison Avenue to Agate Pass along the west side of the SR305 corridor and within Sakai Park. Collect data through site visits, including Level 1 tree and tree group assessments. Provide general consulting as it relates to tree and forest health and code compliance, through emails, virtual and in-person meetings.

Deliverables

- Updated web map incorporating field reconnaissance data
- Arborist report addressing tree and forest characteristics and impacts; includes 1 graphic (by PMX) of study locations

Subtask 1.04: Stakeholder Engagement

Approach

Support 3 external stakeholder outreach events, organized and led by City. All content will be hosted by City through Engage Bainbridge website. No in-person attendance is anticipated.

Event 1

The purpose of this event is to share the project web map, study alignments and selection criteria for Planning – Madison Ave to Agate Passage Bridge, and to share alternatives studied in 20% Design – High School Road to Madison Ave. Responses will inform selection of a preferred alignment for both planning and 20% design activities. The City shall collect, summarize, and define the actions to be taken from stakeholder input.

Deliverables from other tasks will be shared at this event, including the online web map. One planning meeting will be held prior to the event to assist the City in messaging and organizing. Two graphics will be prepared to assist the City in communicating the concepts.

Deliverables

- 2 graphics

Event 2

The purpose of this event is to present evaluations of alignments studied between Madison Ave to Agate Passage Bridge. Responses may inform selection of a preferred alignment. Other data

may be shared from the 20% design. The City shall collect, summarize, and define the actions to be taken from stakeholder input.

Deliverables from other tasks will be shared at this event, including the online web map. No meetings or new deliverables are anticipated for this event.

Deliverables

- None

Event 3

The purpose of this event is to share draft documentation of a preferred alignment between Madison Ave to Agate Passage Bridge, and documentation of a preferred alignment for the 20% design through Sakai Park. Deliverables from other tasks may be shared at this event, and no planning meetings are required. Minor changes to the documentation, if required, will be performed in separate tasks.

Deliverables

- 1 graphic visualization of the trail through Sakai Park

Task 2: Planning – Madison Ave N to Agate Passage Bridge

Subtask 2.01: Alignment Development and Evaluation

Approach

To facilitate the evaluation of trail alignments along the project corridor, we will divide the corridor into the following 7 areas:

1. Madison Avenue N to Sportsman Club Road
2. Sportsman Club Road to NE Koura Road
3. NE Kuora Road to NE Lovgreen Road
4. NE Lovgreen Road to NE Day Road
5. NE Day Road to NE Hidden Cove Road
6. NE Hidden Cove Road to NE Seabold Road
7. NE Seabold Road to Agate Passage Bridge

Identify opportunities and constraints on the project web map. Identify and map up to 2 alignment alternatives for each area based on project goals and consistency with trail user needs.

Identify potential connections to key destinations such as other trail links, access and viewpoints, parks, schools, commercial and employment areas, as well as potential connections to the surrounding neighborhoods.

Analyze alignment alternatives using up to 5 qualitative evaluation criteria. Evaluation will be confirmed with City staff and may include:

- Safety and liability.
- Functionality/efficiency (need for the trail): trail as a destination, healthy recreation, and active transportation.
- Environmental impacts and permitting.
- Order of magnitude cost: initial and life cycle.
- Constructability: building with conventional construction techniques.
- Implementation: complexity of funding, right-of-way acquisition, etc.
- Aesthetics (user experience): accessibility to scenic views, significant ecosystems, community connections.
- Consistency with local plans.
- Probable users.
- Trail usage (probable use): This typically has a direct tie to prioritization and phasing of improvements.
- Property Impacts: positive and adverse impacts to property and existing uses.

Evaluation and screening of the alignment options will be accomplished by constructing a decision matrix that assigns a relative score to each alignment option or trail segment using criteria such as those described above.

Deliverables

- Technical Memorandum summary of the alternatives and evaluation
- Matrix of decision criteria

Subtask 2.02 Refine and Document Preferred Alignment

From the alternative's evaluation process, develop a preferred trail alignment. Using GIS, alignment mapping will be developed in enough detail to show constraints and make decision-points clear. The preferred alignment will be confirmed in the field with the City by walking, driving, or biking the alignments.

Conduct a high-level environmental evaluation to identify any potential environmental issues that might affect or result from a preferred alignment. Summarize City's critical areas and shoreline regulations, in addition to any state and federal environmental regulations, related to protected resources identified on the project web map. Create a table to document pertinent laws and track eventual permitting process for achieving project compliance. Include table and discussion in final report.

Provide up to 8 hours of high-level structural planning support. General consultation may include making a site observation, proposing a structural approach, calls with the planning team, providing an example photo or cross-section from another project, or defining planning-level structural cost estimates.

Prepare a map that demonstrates how improvements should be prioritized for implementation. Develop opinions of costs and prepare a matrix pairing funding/grant opportunities with each project.

Prepare a technical memorandum to document decisions used in preparing the concept design. The report will include a narrative describing the preferred alignment, concept plans or sketches for corridors or intersections, and a map showing the overall corridor alignment. The memo will also include a planning level cost estimate, summary of environmental evaluation, and the prioritization strategy.

Deliverables

Technical memorandum

Task 3: 20% Design - High School Road to Madison Ave

Subtask 3.01: Alternatives Analysis

Approach

The purpose of this task is two-fold: a) define the “look and feel” for structural elements within the Sakai Park, and b) explore 2 alignments through the park and compare opportunities, constraints, and planning-level costs for both alignments. At the end of this task, the City shall select a preferred alignment for refinement in Task 3.03.

Conduct a field walk within the 20% design limits. Approximate the locations of tree stands or other environmental resources for avoidance and define approximate trail alignments. Import field observations into the project web and base map.

Develop 2 trail horizontal/vertical alignments, the first across Sakai pond and the second along the westerly limits of the pond. The alignments will use data collected in Task 2 and information collected during the site walk. Prepare a roll plot with annotations for key features, including walls, structures, and critical areas. Prepare a planning level cost estimate for the selected alternative.

Structural engineering support shall include:

1. Elevated trail structure within critical areas: Provide 3 examples (concrete, wood, and ADA-compliant pedestrian grating) of an elevated trail structure (i.e., boardwalk) for City review of “look and feel”. Provide information about pro/cons, relative costs, lifespan, maintenance issues, loading limitations, etc. for the materials. City will select a single, preferred material concept.
2. Floating structure: Consult with marine or other material provider to provide up to 2 examples of a floating trail concept. Provide information about pro/cons, relative costs, lifespan, maintenance issues, loading limitations, etc. for the materials. Describe substructure (piles, anchors, etc. to prevent large lateral translation). City will select a single, preferred material concept.
3. Provide a prefabricated structure concept, including relative costs, lifespan, maintenance issues, loading limitations, etc.

For surface water, define project areas, threshold discharge areas, and identify a mitigation approach. Perform a brief analysis of mitigation approach alternatives that includes comparative evaluation of the construction costs, commitments for land rights, and maintenance requirements for each viable approach (such as dispersion vs infiltration vs detention, etc.) This analysis will be presented to the City in email/sketch format. Review results with City PM/Staff and select surface water approach.

Assess potential impacts of proposed trail alignments to critical areas, buffers, and other protected resources. Identify mitigation needs and costs based on a preliminary assessment of impacts. The costs will be planning level and will incorporate reasonable assumptions regarding the amount, type, and location of mitigation. Identify federal, state, and local permitting requirements for each alignment.

Deliverables

- Roll plot with plan/profile (2 alignments), including annotations
- Example materials for boardwalk (3 total) and floating structure (2 total), via email
- Planning-level concept and costs for prefabricated structure concept, via email
- Email/sketches for development of surface water mitigation approach
- Draft environmental analysis memo to inform the selection of a preferred alignment
- Planning level cost estimate for 2 alignments

Subtask 3.02: 20% Design

Approach

Refine plan and profile elements from Task 5.1 and provide the following additional elements:

- Refine the horizontal and vertical elements of the preferred alignment to integrate with future improvements (for example, Madison Avenue sidewalk improvements, Police Station and Municipal Court facilities, or any known improvements within Sakai Park).
- Incorporate utility data, if available from City sources. Describe how the utility will be relocated or avoided as part of the project. No record drawings will be obtained.
- Approximate and annotate structural foundations. Annotate access requirements for future geotechnical field work.
- Locate and approximate landscaping and required mitigation requirements.
- Surface water management features and key details.
- Prepare cross-sections at major alignment features:
 - Develop 1 trail cross-section (elevated boardwalk or floating structure, depending on preferred alignment in Task 3.01), including substructure concept. Concepts shall rely on previous geotechnical studies and existing soils mapping.
 - Cross section for prefabricated structure
 - Cross sections for 2 pavement sections and a retaining wall section
- Annotation of wall type, length, and height
- Other key details: pedestrian barrier (fencing)

Prepare a 20% conceptual surface water management memo (SWM), to support design concepts (major sections only). Support civil roll plot development with layout and profiles for surface water features, and major details. Support development of a construction cost estimate.

Bigelow Arborist: Provide 20% engineering design support including Level 1 limited visual tree assessment along the preferred trail alignment. Assess trail impacts to trees in and outside of critical areas and estimate the number of trees to be impacted by trail development. Provide a memo describing the tree protection or avoidance measures needed, and approximate mitigation requirements for tree removal in critical areas.

Deliverables

- 20% annotated roll plot, including details and cross-sections provided by NL Olson
- 20% engineering cost estimate
- Draft and final surface water management memo
- Technical memorandum identifying impacts, mitigation, permitting requirements, and associated costs for the preferred alignment (includes tree assessment memo as an appendix). Memo will update work performed in Task 5.1 but will focus only on preferred alignment.

Task 4: Arborist Services – Bigelow

Included activities in various tasks above.

Task 5: Cultural Resources – CRC

Approach

Conduct a preliminary desktop cultural/historic resource assessment over the study area from Madison Avenue to Agate Pass. Identify cultural and historic resources based on existing information potential cultural/historical sensitivities for various alternatives. Assess for likelihood and quality of cultural resource impacts. Reporting will factor into rating criteria and selection of alternatives in Task 2.

Contact tribal representatives (Suquamish and Port Gamble S’Klallam Tribes) to request technical and cultural information pertaining to the project landscape that each may have.

No cultural resource reporting to be performed within Sakai Park. Previous studies performed by City in this area will be shared with the project team. Any resources identified within the study will be reviewed but will not influence design decisions.

Deliverables

Preliminary and revised summary of findings, summary table, and map depicting the generalized locations for known cultural resources within the study area.

**CITY OF BAINBRIDGE ISLAND
DEPARTMENT OF PUBLIC WORKS**



**CITY OF
BAINBRIDGE ISLAND**

**SOUND TO OLYMPICS TRAIL
CONCEPT DESIGN**

COMMUNITY INVOLVEMENT PLAN

October 4, 2022

INTRODUCTION

The purpose of this plan is to prepare public outreach and accommodate community involvement in the selecting an alignment for the remainder of the Sound to Olympics Trail, terminating at the Agate Pass bridge. The intended clients of this document are COBI Planning/Engineering staff, Washington State Department of Transportation (WSDOT) officials including Olympic Region and Marine Division, and Consultants.

GOALS & OBJECTIVES

- Good public communication (Outreach/ Notification)
- Involve advocacy groups and other key stakeholders.
- Provide opportunity for public input before developing alternatives
- Provide opportunity for public input before selecting preferred alternative
- Involve WSDOT decision makers in process for innovative use of the right of way. Set up a process in advance to involve WSDOT input in decision making.
- Collaborate with WSDOT/WSF and WSDOT/Olympic region to develop alternatives that meet broader transportation needs.
- There are limited funds available for design and public involvement. City Staff will lead the public involvement and alternatives efforts to minimize consultant public involvement time and expense.

STAKE HOLDERS

Community Stake Holders:

Squeaky Wheels Bicycle Group
Bainbridge Parks and Trails Foundation
North Kitsap Trails Association
Sustainable Bainbridge (Bainbridge Greenways)
Cascade Bicycle Club
Bainbridge Downtown Association
Chamber of Commerce

Outside Agency Stake Holders:

WSDOT Local Programs
WSDOT Olympic Region
Bainbridge Metropolitan Parks Department
Kitsap Transit

COBI Internal Stake Holders (Other than Design Administration Team):

Administration (Blair King - City Manager)
Administration (Shannon Hays – Communications Coordinator)
Planning & Community Development Department (Patty Charnas – Director)
Public Works Department (Chris Wierzbicki, Public Works Director)
PW Engineering (Peter Corelis, Engineering Manager)
PW Engineering (Mark Epstein, Project Manager)
PW Operations and Maintenance (Chuck Krumheuer – O&M Manager)
PW Operations and Maintenance (Dave Marquis – O&M Supervisor)

PUBLIC OUTREACH

The Administration, Council, and Staff desire to have a structured, open, and transparent public process. The City is committed to a “Context Sensitive Solutions” program.

Three public meetings are planned to receive input and facilitate concept design development:

- *Public Meeting #1:* Share the project webmap, study alignments and selection criteria for Planning.
- *Public Meeting #2:* Present evaluations of alignments studied between Madison Ave to Agate Passage Bridge.
- *Public Meeting #3:* Share draft documentation of a preferred alignment between Madison Ave to Agate Passage Bridge, and documentation of a preferred alignment for the 20% design through Sakai Park.

Public meeting schedule, notifications, and records are to be determined.

Other public involvement techniques

- Project website, updated periodically as appropriate.
- Engage Bainbridge website
- City Manager press releases and weekly newsletters
- Periodic updates to City Council at selected Study Sessions

POTENTIAL COMMUNITY CONCERNS

- Pedestrian level of service, flow, and accommodation for a wide range of users
- Bicycle level of service and function
- Separated crossings at SR305 intersections
- Kitsap Transit service connections
- Context sensitive design
- Environmentally sensitive areas (ravine, forests, wetlands, steep slopes)
- Open and transparent public process
- Regulatory constraints
- Funding constraints (Budget, Schedule)

CONSTRAINTS

The following constraints are recognized and will need to be communicated with the public:

- Amount of funding for project scope.
- Project extent and the width of the right-of-way available for improvements.
- Topography, drainage, and sensitive areas.
- Regulatory requirements for use of WSDOT right-of-way and public transportation projects in general.

AGENCY INVOLVEMENT AND COORDINATION

WSDOT/ Olympic Region:

At least some, and maybe most, of the project is to be located within the State Route 305 (SR305) right-of-way, and is intended to connect with existing and future trail within State right-of-way. WSDOT Olympic region is thus a partner in the project and should be involved in the design development.

Any design within the highway clear zone must conform to WSDOT design and construction standards or receive a documented deviation from WSDOT Headquarters. The design outside of the clear zone must conform to City Design Guidelines and AASHTO minimums. We will also incorporate guidance from NACTO standards for shared-use paths.

Bainbridge Metropolitan Park and Recreation District:

Parks is involved in planning park and trail facilities and should be included in project planning and development.

Kitsap Transit:

Potential for bus stop along SR305 near proposed separated grade crossing.

COBI PUBLIC NOTIFICATION PROCESSES OVERVIEW

The City has established processes for the following public involvement techniques:

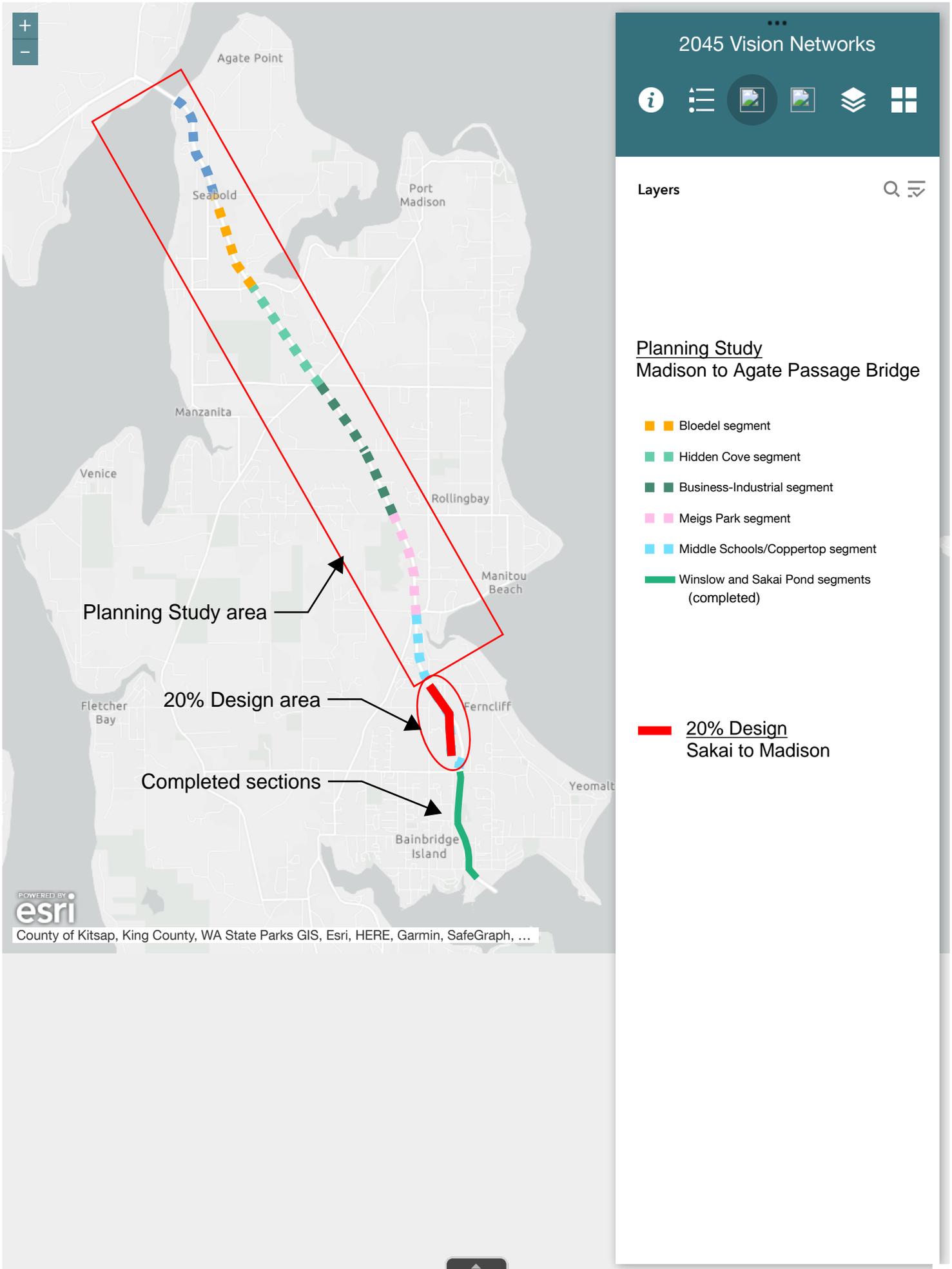
- Communication Plan
- Public Notices
- Website and list serve protocols

Kitsap County
North Sound to Olympics Trail Planning Study

Task Breakdown

Name:	Jennifer Dvorak	Fred Young	Hailey Brey	Erinn Ellig	Bob Murray	Armando Mendoza	Brenna Harrington	Ed Wang	Kim Stuth	Don Proctor	Nicole Nagao	Josh Ahmann	Jens Swenson	Tad Schwager	Amanda Weiss	Claire Hoffman	Kaylee Moser	Amanda Lucas	Christy Pope	Lori Gilbertson	PMX Labor	Sub Fee	Expenses	Total	Mileage	Tolls	
Title:	Sr Engineer	Sr Planner	Planner II	Sr Planner	Sr Consultant	Engineer III	Engineer IV	Engineer II	Sr Graphic Designer	Sr Consultant	Engineer III	Planner IV	Sr Planner	Sr Scientist	Scientist II	Sr Scientist	Scientist III	Publications Supervisor	Sr Proj Control Sp	Sr Project Accountant	PMX Labor	Sub Fee	Expenses	Total	\$ 0.62		
Burdened Rate:	\$247.88	\$241.95	\$111.76	\$183.47	\$393.32	\$149.10	\$178.05	\$116.36	\$152.49	\$263.01	\$157.33	\$175.57	\$196.93	\$174.54	\$100.90	\$176.33	\$130.28	\$131.31	\$150.97	\$138.24	\$58,648.89			\$58,648.89			
Task 1: Project Management	69	21	18	0	0	0	8	0	28	0	0	38	2	58	24	8	12	2	30	10	\$58,648.89			\$58,648.89			
01 - Project Management	60	16	0	0	0	0	0	0	0	0	0	0	0	12	0	0	0	2	30	10	\$27,012.57						
Contract/project controls setup	4																	2	10	2							
Schedule	2																										
Monthly invoicing + EV	12																		20	8							
Virtual client/team meetings, every other week	26	16												12													
Team and subconsultant management	16																										
02 - Data Collection	1	1	2	0	0	0	8	0	0	0	0	30	2	6	0	0	0	0	0	0	\$8,845.96						
Obtain City, WSDOT, private data sets	1	1	1				8					12		4													
Integrate GIS datasets from 3 private sources			1									6	2	2													
Assemble webmap, + 6 hours clean up, formatting												12															
03 - Field Reconnaissance	2	4	12	0	0	0	0	0	0	0	0	8	0	40	24	8	12	0	0	0	\$16,586.46						
Ground-truth conditions along potential alignment	1	2	12											24									\$59.85		80	10.25	
Targeted reconnaissance at select locations	1	2												16	24	8	12						\$386.40		200	262.4	
Update project webmap												8															
04 - Stakeholder Engagement	6	0	4	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	0	0	\$6,203.91						
Event 1	4		2						16																		
Event 2																											
Event 3	2		2						12																		
Task 2: Planning - Madison Avenue to Agate Pass	8	52	136	88	0	6	18	8	24	0	0	0	16	20	0	4	0	16	0	0	\$64,046.99			\$64,046.99		396	
01 - Alignment Development & Evaluation	4	36	96	40	0	0	2	8	8	0	0	0	8	0	0	0	0	8	0	0	\$32,902.25						
Alignment Development and Evaluation	2	32	80	32			2	8																			
Technical Memorandum	2	4	16	8					8				8														
02 - Refine & Document Preferred Alignment	4	16	40	48	0	6	16	0	16	0	0	0	8	20	0	4	0	8	0	0	\$31,144.74						
Preferred Alignment	2	8	20	32		2	16		8																		
Cost Estimate						4																					
Environmental eval.														12		4											
Technical Memo with Graphics	2	8	20	16					8				8	8						8							
Task 3: 30% Design - High School Rd to Madison Ave	34	0	0	0	8	44	52	100	0	24	118	2	2	40	16	8	0	8	0	0	\$75,708.12			\$75,708.12		456	
01 - Alternatives Analysis	18	0	0	0	4	16	24	48	0	4	24	2	2	32	16	4	0	4	0	0	\$32,282.27						
Field walk	8											2															
Develop 2 alignments	2						20	40					2														
Structural engineering (look and feel)	2				4	16																					
Draft environmental analysis memo	1													24	16	4				4							
Evaluate SWM alternatives	4										4	24															
Planning-level cost estimate	1						4	8						8													
02 - 20% Design	16	0	0	0	4	28	28	52	0	20	94	0	0	8	0	4	0	4	0	0	\$43,425.85						
Annotated roll plot	8						20	40			8	24															
Structural coordination	2				4	24	4																				
SWM Design	1										8	50															
20% Engineering Cost Estimate	2					4	4	12			2	8															
Design Memorandum (stormwater)	2										2	12															
Final environmental analysis memo	1													8		4				2							
Task 4: Arborist Services - Bigelow																											
Task 5: Cultural Resources - Cultural Res Consults																											
Task EXP: Expenses																											
TOTAL																					\$198,404.00	\$12,965.00	\$529.38	\$211,898.38		1180	\$198,404.00
Individual Totals	111	73	154	88	8	50	78	108	52	24	118	40	20	118	40	20	12	26	30	10	1180						
	13.875	9.125	19.25	11	1	6.25	9.75	13.5	6.5	3	14.75	5	2.5	14.75	5	2.5	1.5	3.25	3.75	1.25							
	\$27,514.59	\$17,662.29	\$17,211.34	\$16,145.04	\$3,146.52	\$7,454.83	\$13,887.95	\$12,566.96	\$7,929.23	\$6,312.16	\$18,564.47	\$7,022.79	\$3,938.60	\$20,595.85	\$4,036.02	\$3,526.52	\$1,563.34	\$3,413.97	\$4,529.17	\$1,382.35	\$198,404.00						#REF!

SOUND TO OLYMPICS CONCEPT DESIGN - PROJECT AREA



2045 Vision Networks



Layers



Planning Study Madison to Agate Passage Bridge

- Bloedel segment
- Hidden Cove segment
- Business-Industrial segment
- Meigs Park segment
- Middle Schools/Coppertop segment
- Winslow and Sakai Pond segments (completed)

■ 20% Design
Sakai to Madison



County of Kitsap, King County, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, ...



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Professional Services Agreement with Aspect Consulting, LLC for the Bainbridge Island Vincent Road Landfill Monitoring Project (\$62,338.00, General Fund) – Public Works

SUMMARY: Staff is requesting authorization from the City Council to enter into a Professional Services Agreement with Aspect Consulting, LLC for the Bainbridge Island landfill monitoring project in the amount of \$62,338.00.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute a Professional Services Agreement with Aspect Consulting, LLC in the amount of \$62,338.00 for the Bainbridge Island landfill monitoring project as described in this agenda item.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$62,338.00
Ongoing Cost:	
One-Time Cost:	\$62,338.00
Included in Current Budget?	Yes

BACKGROUND: In 2002, the City of Bainbridge Island purchased 40 acres from Kitsap County located within the City limits that included the Bainbridge Island landfill cleanup site. In 2001, Kitsap County completed a hazardous waste cleanup action for the site under the Model Toxics Control Act (MTCA). Post-cleanup confirmation monitoring of groundwater and surface water was implemented starting in December 2001 documented by three periodic review reports in 2005, 2012, and 2018.

The current work under the proposed contract includes a beneficial use survey and the fourth periodic review report, which is required by the Department of Ecology as part of the original approved clean-up action. The report will include analysis of the semi-annual sampling events from June 2018 through December 2022, and an evaluation of potential next steps.

It is likely that the City will need to install new, additional monitoring wells in 2023 as a result of the survey. Budget for this work will be included in the 2023-24 budget proposal.

The City solicited Requests for Proposals for the Bainbridge Island landfill project services through the Municipal Research Services Center (MRSC) consultant roster that included: Geo Engineers, Inc., HDR Engineering, Inc., Herrera Environmental Consultants, Parametrix, and Aspect Consulting, LLC.

The City received one proposal from Aspect Consulting, LLC. City staff reviewed the proposal and found Aspect Consulting, LLC to be the most qualified for this work.

ATTACHMENTS:

[BI Landfill Professional Services Agreement.docx](#)

[2022 Schedule of Charges.pdf](#)

[Vicinity Map.pdf](#)

FISCAL DETAILS: 2022 Budget: \$66,200

Project # 00261

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 Aspect Consulting, LLC, a Washington State limited liability company (“Consultant”).

WHEREAS, the City needs professional services in connection with periodic review of the Bainbridge Island landfill; 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 Sixty-Two Thousand, Three Hundred Thirty-Eight Dollars and No Cents (\$62,338.00);

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: Aspect Consulting, LLC
 350 Madison Ave N
 Bainbridge Island, WA 98110
 Attention: Peter Banister, 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.

ASPECT CONSULTING, LLC

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

Bainbridge Island Landfill Site Beneficial Use Survey and Periodic Review Report

In 2002 the City of Bainbridge Island purchased 40 acres from Kitsap County located within the City limits that include the Bainbridge Island Landfill cleanup site. Kitsap County had previously completed a hazardous waste cleanup action under the Model Toxics Control Act (MTCA) at the site in 2001. Post-cleanup or confirmation monitoring of groundwater and surface water was implemented starting in December 2001 documented by 3 periodic review reports submitted to Ecology:

- In 2006 for the semiannual sampling events from December 2001 through June 2006
- In 2012 for the semiannual sampling events from December 2006 through December 2011
- In 2018 for the semiannual sampling events from June 2012 through December 2017.

Groundwater and surface water confirmation monitoring have been conducted by the City in accordance with the Confirmation Monitoring Sampling and Analysis Plan developed out of the Third Five-Year Review Report (2018). The City will provide all sampling data for the semiannual sampling events from June 2018 through December 2022 to support preparation of the fourth periodic review report.

The dissolved manganese in groundwater samples in wells MW-13 and MW-14 increased since the cleanup in 2001. An initial manganese investigation for additional sampling of the groundwater was conducted in 2020. The report recommended additional investigation into subsurface soil gas concentrations to confirm the presence of elevated carbon dioxide and assess the benefit of passive landfill gas collection. Ecology agreed with the recommendations and requested a beneficial use survey to be completed to assess the extent of manganese. This scope of work includes the beneficial use survey. If authorized by the City, the soil gas survey, summarized for context, will be part of a future contract.

Beneficial Use Survey (Tasks 1)

The Consultant shall conduct an additional investigation of the extent of elevated manganese in groundwater. The additional investigation will involve a beneficial use study of surrounding groundwater supply wells. The Consultant shall coordinate with the City and Ecology to address Ecology's questions below:

- Are more monitoring wells needed to characterize the extent of manganese impacts? Is it migrating off the property?
- It doesn't appear that drinking water wells in the vicinity have been inventoried and sampled for over 20 years. This potential exposure route is a priority and should be investigated/sampled to ensure safe drinking water. Are there any water supply wells immediately at risk or likely to be at risk before 2023?
- Does the health department have data for nearby drinking water wells?

- Any other issues (manganese in the creek, other contaminants in groundwater or surface water, etc.)?
- What are the potential remedies? Ecology agrees with your 2018 Periodic Review report recommendations and potential remedies need to be evaluated.

Under Task 1, the Consultant shall coordinate with the Kitsap Public Health District (KPHD) to conduct a beneficial use study to address Ecology’s concerns. The Consultant shall request publicly available data from KPHD for groundwater supply wells within a 2-mile radius of the landfill. The Consultant shall evaluate the monitoring data to help distinguish wells located potentially upgradient, cross-gradient, and downgradient of the landfill. The Consultant shall analyze the water quality results with a focus on manganese to support an assessment of background conditions and the nature and extent of landfill effects.

Deliverable: The Consultant shall prepare a technical memorandum describing the beneficial use survey and addressing Ecology’s questions.

Fourth Periodic Review Report (Tasks 2, 3, and 4)

Under Task 2, the Consultant shall compile groundwater and surface water monitoring data for the 10 (ten) semiannual sampling events from June 2018 through December 2022. The City will provide copies of field notes and sampling forms, laboratory reports, and electronic data deliverables to the Consultant. The Consultant shall conduct data validation for quality assurance and quality control.

Under Task 3, the Consultant shall analyze the validated data to support the periodic review and prepare the following supporting tables and figures:

- Table of depth to water, casing elevations, and calculated groundwater elevations for the four monitoring wells (MW-12 to MW-15).
- Groundwater elevation contour maps showing groundwater flow directions for each of the 10 water level measurement periods.
- Table of analytical monitoring data for the four monitoring wells and the offsite well, including the established cleanup levels for each parameter for the five-year review period.
- Statistical summary table of monitoring data by well, showing the frequency of detections, minimum, maximum, and average values detected, and the number of cleanup levels exceedances per well.
- Times series plots of detected analytical parameters. Time series plots will begin with the earliest data obtained for each well or station and the established cleanup levels will be shown on the plots.

Under Task 4, the Consultant shall provide a clear and concise periodic review report consistent with Ecology standards for periodic reporting at MTCA sites undergoing long-term compliance monitoring. The report will include the following information:

- A summary of the site cleanup history
- A summary of the compliance monitoring plan and deviations or problems encountered (if any)
- Summaries of observed conditions including
 - groundwater flow

- groundwater quality focused on site-specific indicator hazardous substances
- Any response actions taken during the reporting period including results of such actions
- Any changes in regulatory standards affecting site-specific cleanup levels
- Progress toward cleanup levels

Deliverables: The Consultant shall provide the City with a review draft of the report no later than September 1, 2023. The costs assume one round of comments and a meeting with the City representatives to ensure comments have been addressed adequately in the agency-review draft report.

The Consultant shall provide the agency-review draft report to the City no later than October 1, 2023 (pending review schedule). The costs assume one round of comments and a meeting with the City and Agency representative to ensure comments have been addressed adequately in the final report.

The Consultant shall provide the final report to the City no later than October 31, 2023 (pending review schedule).

Project Management (Task 5)

The Consultant shall provide project management including status communications and meetings with City representatives and invoices. The budget for this task is approximately 11% of the total contract amount.

Soil Gas Survey (Future Task, not funded)

Following beneficial use study of surrounding groundwater supply wells, the City may elect to proceed with a soil gas survey. If authorized, the Consultant shall conduct an additional investigation of the extent of elevated manganese in groundwater. The Consultant shall coordinate with the City and Ecology to address Ecology's questions below:

- What is the cause of the manganese exceedances and the upward trend? Are there new sources? Ecology agrees with the 2020 Focused Investigation of Manganese in Groundwater report recommendations that additional investigation is needed to determine the cause.
- What are the potential remedies? Ecology agrees with your 2018 Periodic Review report recommendations and potential remedies need to be evaluated.

Even low levels of landfill gas in the subsurface can affect groundwater geochemistry and mobilize manganese that is naturally present in aquifers. This condition has been observed at many older landfills throughout the Puget Sound that do not have a bottom liner, like the Bainbridge Island Landfill site. The soil gas survey will determine whether landfill gas has accumulated in the subsurface resulting in the impacts on dissolved manganese in groundwater.

If authorized, the Consultant shall develop and implement a plan to conduct soil gas survey in the vicinity of the landfill. The Consultant shall prepare a work plan for the soil gas survey, including one round of review and one meeting with the City and Ecology representatives. The Consultant shall prepare drilling and well installation specifications to support the City's bid process. The Consultant shall work with the City and the City's contractor (licensed driller) to implement the work plan. The Consultant shall prepare a technical memorandum describing the soil gas survey and addressing Ecology's concerns, including recommendations to mitigate landfill gas accumulated in the subsurface. The Consultant shall deliver this technical memorandum as an appendix to the periodic review report.

Estimated Schedule:

The estimated schedule is provided below assuming efficient coordination with KPHD and cooperative review cycles.

- Contract Execution, Certificate of Insurance-October 2022
- Beneficial Use Survey:
 - Task 1: November 2022 – January 2023
- Period Review Report: February 2023 – April 2023
 - Task 2: Data Compilation: February – March 2023
 - Task 3: Data Analysis: March – May 2023
 - Task 4: Reporting: May – October 2023
 - City-Review Draft Report: September 1, 2023
 - Agency-Review Draft Report: October 1, 2023
 - Final Report: October 31, 2023

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

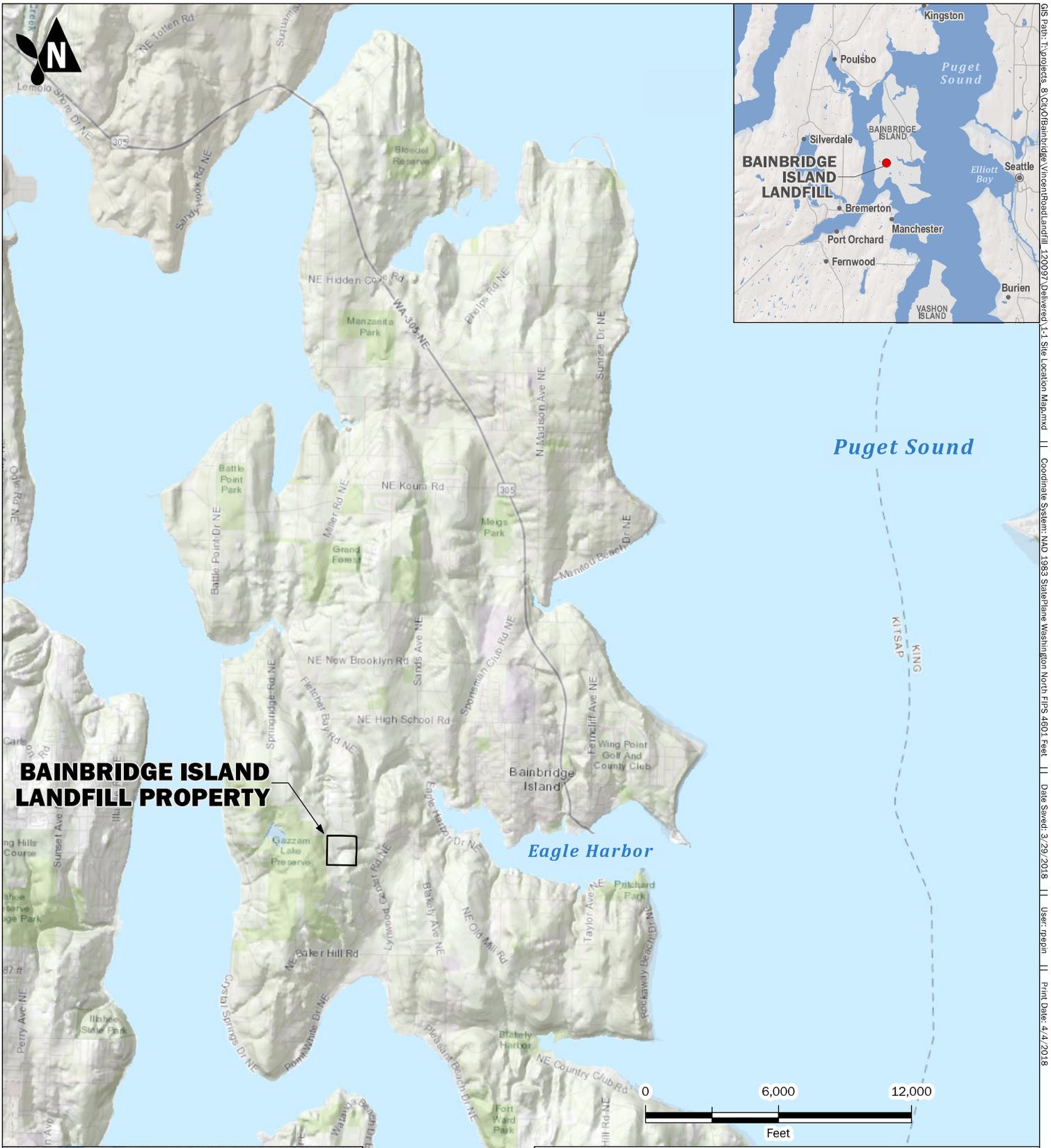
PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS	Hourly Rate
<i>Principals and Associates</i>	
Principal Scientist/Engineer/Analyst 2	\$290
Principal Scientist/Engineer/Analyst 1	\$275
Sr. Associate Scientist/Engineer/Analyst	\$254
Associate Scientist/Engineer/Analyst	\$238
<i>Technical Professionals</i>	
Senior Scientist/Engineer/Analyst 3	\$238
Senior Scientist/Engineer/Analyst 2	\$224
Senior Scientist/Engineer/Analyst 1	\$209
Project Scientist/Engineer/Analyst 3	\$192
Project Scientist/Engineer/Analyst 2	\$178
Project Scientist/Engineer/Analyst 1	\$166
Staff Scientist/Engineer/Analyst 3	\$153
Staff Scientist/Engineer/Analyst 2	\$138
Staff Scientist/Engineer/Analyst 1	\$128

PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF	Hourly Rate
<i>Field/Construction Staff</i>	
Field/Construction Supervisor	\$140
Field Technician 2	\$114
Field Technician 1	\$105
<i>Design, CAD, and Graphics Staff</i>	
Engineering Designer	\$166
Sr. CAD Technician/Specialist	\$148
CAD Technician	\$130
<i>Technical Editing and Project Operations</i>	
Sr. Technical Editor	\$132
Technical Editor / Project Coordinator 3	\$120
Project Coordinator 2	\$112
Project Coordinator 1	\$105

PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT	Hourly Rate
Sr. Technology Project Manager	\$246
Technology Project Manager	\$228
Senior Software/Database Architect/ Developer	\$234
Software/Database Architect/ Developer	\$207

OTHER DISBURSEMENT CHARGES	
Legal Testimony (4-hour minimum)	\$350/hr
Mileage	Federal Gov Rate Plus 15%
Subcontractors and Miscellaneous Expenses	Cost Plus 15%
Other equipment, rentals, and expenses will be provided on a per job basis.	

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.



Site Location Map
 Third Five-Year Review Report
 Bainbridge Island Landfill
 Bainbridge Island, Washington

	MAR-2018	BY: MLK / KES	FIGURE NO. 1-1
	PROJECT NO. 120097-003	REVISED BY: ---	

GIS Print: Properties: C:\GIS\Bainbridge_VincenzRoad\Landfill_120097\Overview_1-1_Site Location Map.mxd || Coordinate System: NAD 1983 StatePlane Washington North FIPS 4601 Feet || Date Saved: 3/29/2018 || User: gmapin || Print Date: 4/4/2018



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to Execute a Professional Services Agreement with LMN Architects to Update the Winslow Subarea Plan (\$359,560), and Prepare a Related Budget Amendment (\$110,000) ** 2022 Council High Priority Project** - Planning,

SUMMARY: City staff is working to complete a professional services agreement for a project to update the Winslow Subarea Plan and related environmental review, as authorized by the City Council on June 14, 2022. The City has selected a consulting team led by LMN Architects and collaborated with them to develop the scope of services, schedule, and budget included in the attached contract.

AGENDA CATEGORY: Contract

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to execute a professional services agreement in the amount of \$359,560 with LMN Architects to update the Winslow Subarea Plan as described in this agenda item, and to prepare an associated budget amendment in the amount of \$110,000.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	359,560
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The City Council has identified updating the Winslow Subarea Plan ("WSP") as a High Priority work plan item in 2022. The last update of the WSP was completed in 2006. Updating the WSP is also identified as a priority action in the Land Use Element of the Comprehensive Plan. See pages LU-31 – LU-32.

The Council discussed how to approach the update to the Winslow Subarea Plan on February 8 and May 10, 2022. On June 14, 2022, the Council authorized the City Manager to issue a Request for Proposals (RFP) for professional services for the project, and to allow the Council an opportunity to review the draft solicitation.

On Friday June 24, 2022, the City issued a RFP for consultant services to update the Winslow Subarea Plan. The RFP submission deadline was July 22, 2022.

The City received six submissions for the RFP, and an interdepartmental staff panel evaluated all of the proposals. Three consulting teams were interviewed by the staff panel. The City proposes to award the Winslow Subarea Plan contract to a consultant team led by LMN Architects. The team led by LMN Architects was selected due to several factors, including the community engagement approach: The Vida Agency (as a subconsultant) is slated to lead an outreach and engagement effort that centers equity, values community members as experts, and treats every interaction as an opportunity to build public trust. The quality of LMN's presentation materials was also superlative; visual aids will be key to the successful completion of the subarea plan, and LMN's graphic capabilities and similar project experience attest to their ability to facilitate meaningful conversations around potential changes to the built environment.

ATTACHMENTS:

[Professional Services Agreement - LMN re Winslow Subarea Plan update.docx](#)

FISCAL DETAILS: The scope of services to update the Winslow Subarea Plan and complete related environmental review, which was developed by LMN Architects and reviewed by City staff, will cost \$359,560. There is \$50,000 in the current 2021/2022 City budget for this project. City staff will be requesting 1) a 2021-2022 budget amendment of \$110,000 and 2) including \$200,000 for project professional services in the 2023-2024 biennial budget to pay for this contract. The City Council have begun 2023-2024 biennial budget discussions.

Once this contract is approved, \$110,000 for this item will be added to the last 2022 budget adjustment for final approval in December, 2022.

Fund Name(s): General Fund

Coding: 64011586 541100 01242 Project number is 01242 – WINSLOW SUBAREA PLAN

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 LMN Architects, a Washington State corporation (“Consultant”).

WHEREAS, the City needs professional services in connection with updating the Winslow Subarea Plan; 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 three-hundred and fifty-nine thousand and five-hundred and sixty dollars (\$359,560);

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.

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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.

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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.

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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: LMN Architects
801 2nd Avenue, Suite 501
Seattle, WA 98104
Attention: Osama Quotah

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.

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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.

LMN ARCHITECTS

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name Osama Quotah, AIA, LEED AP

Blair King, City Manager

Title Partner

Tax I.D. # State UBI 604044380

City Bus. Lic. # 45692

**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

I. PROJECT DESCRIPTION

The work is to update the 2006 Winslow Subarea Plan in order to guide private investment and public action in public facilities and services, housing diversity, reduce sprawl, promote efficient multi-modal transportation, and encourage economic development within the Winslow subarea. This work will be informed by a robust public process and the ongoing planning work including but not limited to the Housing Action Plan, Sustainable Transportation Plan, the Climate Action Plan, and the work of the Race Equity Advisory Committee.

II. SCOPE OF WORK

This scope of services was developed in response to the City's Request for Proposals and is based on our team's experience with subarea planning and working with public and private agencies on similar work. All deliverables align with our understanding of the Project Tasks, but the scope of services is flexible to refine tasks and efforts to better align with the City's goals for the project and understanding of internal City processes.

TASK 1. PROJECT MANAGEMENT

Task Lead: LMN

The project approach strategy is supported by effective project management to keep the project and City team focused on project deliverables. Deadlines will be synched, and team efforts aligned with ongoing planning initiatives and council processes to maximize effectiveness, thereby building in downtimes for City/Agency review and process and minimal consultant fee burn.

LMN's project manager, Adam Amrhein, will act as the single point between the City and the consultant team for all communication and management. LMN's project management includes a final synthesis and project closeout to update essential materials and collateral to the most current project understandings and feedback.

Actions:

- Single point of contact to City for all management and project communication.
- Project initiation including contract and calendar revisions.
- Project kickoff meeting with City and consultants.
- Project calendar (two updates).
- Monthly project reporting.
- Consultant team management.
- Project synthesis and closeout, including collateral updates and sharing.

TASK 2. COMMUNITY ENGAGEMENT

Task Lead: *The Vida Agency*

The Vida Agency (TVA) team centers their work in pursuit of racial and social equity for underrepresented and disproportionately impacted communities. TVA's outreach and engagement efforts move beyond inclusion and work to ensure all our partners feel a true sense of belonging and a shared vision for our work. Community members are valued as the experts they are. We approach each interaction as an opportunity to strengthen the relationship with the community. We will customize our approach, including language and access needs, and follow up to share what actions are being taken based on their feedback. TVA provides the ability to adapt messages and materials into 20+ languages and utilizes a strong double-review Quality Assurance/Quality Control practice to ensure respect through accuracy. We consider the language needs of citizens across the City and push to ensure that information is equally available to all.

Deliverables:

- Community engagement plan that describes outreach methods and tools, including opportunities for community tabling.
- Facilitate two (2) days of stakeholder workshops in English:
 - Recruit participants not previously engaged to participate in stakeholder workshops
 - Include an online component for those not able to attend in-person.
- Provide input on project and event materials.
- Apply an equity lens, either used by the Race Equity Advisory Committee or other equity toolkits, in the community engagement process.
- Plan and facilitate public open house in English and in-person:
 - Make open house materials and engagement available online.
- Document public feedback throughout the community engagement task of the subarea plan update.
- Present a “report back” in-person, and with project website updates.

TASK 3. INFORMATION GATHERING

Task Lead: LMN, Strategic Economics (SE), Toole

This project will build on existing City work and ideas of the community and planning professionals, as well as our ongoing experience in planning and design work on the Island. This team will work with existing and in-progress documents and collect land use, transportation, demographic and real estate market information, and utility data in order to understand the capacity and future growth and expansion. Our team will begin with the end in mind, ensuring this phase is structured to inform the creation of a cohesive, community-centered plan.

Deliverables:

- Review of existing planning and policy documents.
- Geospatial systems (land use, transportation, open space, character) analysis.
- Update demographic, employment, and real estate market trends to identify trends and conditions that have changed since the last plan update.
- Prepare an overview of real estate market conditions within the Study area and the subareas for major land uses. This assessment will inventory both supply, i.e., the amount of space or number of units by use, as well as sales prices/rents, vacancy rates, and absorption, which can also be viewed as indicators of demand.
- Identify issues related to housing affordability based on existing demographic and market conditions and the ongoing Housing Action Plan (HAP), as well as workforce trends as they relate to housing demand.
- Review of utility information and planning.
- Coordination with ongoing work where applicable (HAP, REAC workplan, Sustainable Transportation Plan, Vehicles-Miles Traveled transportation analysis, and Emergency Preparedness).
- Incorporation of City review and comment.
- Existing conditions documentation.

TASK 4. BUILD A SHARED VISION

Task Lead: LMN, TVA, SE

Building a vision for the future of Winslow that is shared by the public and elected officials is key to the long-term viability and implementation of the Winslow Subarea Plan. This task will be informed by and interrelated with the Community Engagement task. This vision will inform the direction, but not the final outcome of the subarea plan, by providing a metric by which to evaluate and understand the plan alternatives. It will begin with the early stakeholder workshops with the goal of articulating a positive vision for community assets and opportunities that grow out of the shared values of Bainbridge Island residents. A goal is that a shared vision will chart a consensus path between community preferences, and public needs through active facilitation, transparent processes, and clearly linking proposals back to the community process.

Deliverables:

- Synthesize engagement results and analysis into clear community assets and opportunities.
- Establish guiding principles to inform and evaluate land use and transportation alternatives in conjunction with the robust planned community engagement.
- Produce draft vision statement.
- Incorporation of City review and comment.
- Documentation of process and principles for subarea plan.

TASK 5. REVIEW GEOGRAPHIC BOUNDARIES

Task Lead: SE, LMN

Our team will synthesize the economic, demographic, real estate, and housing information gathered during Task 3. We will identify the various opportunities and constraints created by the existing plan boundaries, including issues related to potential opportunity sites as a transitional step between Tasks 2, 3, and 4, and the process of preparing the land use and transportation alternatives in Task 5 below.

Deliverables:

- Boundary modification opportunities and constraints.
- Coordination with community engagement process.
- Discussion of pros and cons of utility service boundary modifications based on ongoing City capacity analysis.
- Incorporation of City review and comment.
- Produce subarea and countywide growth center boundary options for land use and transportation alternatives.

TASK 6. DEVELOP LAND USE AND TRANSPORTATION ALTERNATIVES

Task Lead: LMN, SE, Toole

The LMN team will work with the City to ensure that the updated Subarea Plan land use and transportation policies and implementation strategies are structured to meet key community objectives, such as housing affordability and environmental resiliency and any relevant housing strategies identified by the City's HAP. In addition, the Plan alternatives will consider various ways to address public infrastructure improvements, taking into consideration the need to both upgrade existing facilities for the existing population/economy and provide system upgrades that can meet changing demand based on both social and environmental factors.

Strategic Economics will work with LMN to identify land use recommendations that reflect community goals related to the community's shared vision for Winslow's future and the ongoing work of the housing action plan. These alternatives will realistically reflect the community's opportunities and address implementable approaches to addressing the area's potential constraints.

For each alternative developed, Toole Design will support the team to identify transportation strategies that respond to the development opportunities and are also aligned with the Sustainable Transportation Plan. Transportation solutions must be feasible and align with other local and regional projects, including connections to the ferry, SR 305, Sound to Olympic Trail, and Kitsap Transit service. The transportation analysis will also consider impacts on the Winslow area from external sources of traffic, including development in other areas of the Island, and off-island development as it relates to traffic on State Route 305. The team will support continued discussions around increasing multimodal opportunities while supporting commerce and tourism. Alternatives should be feasible to implement and scaled appropriately for the context of Bainbridge Island.

Deliverables:

- Produce three draft land use and transportation alternatives that account for community resilience, sustainability, housing, mobility, economic, and equity goals.
- Reconcile public feedback, City staff input, and City Council and/or Planning Commission direction in the creation of a preferred scenario for the subarea.
- Identify infrastructure investment necessities for preferred scenario.
- Document draft and final alternatives in subarea plan.
- Transportation Modeling Assumptions:
 - City to provide us with a baseline model that reflects existing conditions – current capacity, level of service (LOS), and LOS thresholds.
 - Project current traffic generation for the two growth scenarios. Evaluate if traffic growth would exceed current LOS thresholds, at a selected number of intersections, and by how much.
 - Work with the city on defining an appropriate mode split to mitigate traffic in excess of LOS thresholds. This will include identifying needed reductions in trip generation rates.
 - Establish area-wide mode split goals and trip generation rates or caps.
 - Quantify the amount of mitigation needed through multimodal strategies – infrastructure, services, and programs.
 - Provide general recommendations and guidance for incorporation of Transportation Demand Management (TDM) measures in land use development, approval and permitting process, such as requiring each new project to submit a TDM plan to mitigate traffic impacts.
 - A comprehensive TDM plan is subject to additional study and outside of core scope.

TASK 7. LIMITED SCOPE EIS

Task Lead: *EA Engineering Science and Technology*

The original Winslow Master Plan included a State Environmental Policy Act (SEPA) Environmental Impact Statement (EIS) as part of the environmental documentation. Subsequent amendments included updates to that EIS. Given the scope of this plan and potential impacts, and the relationship informing the forthcoming 2024 Comprehensive Plan, an EIS is a preferred option for environmental documentation that allows dedicated public engagement on environmental issues. An EIS is a 3-phase process that includes: 1) Scoping – determining the range of alternatives and environmental issues to be analyzed in the EIS, 2) preparation and issuance of the Draft EIS followed by public review and comments, and 3) preparation and issuance of the Final EIS. The EIS process is lengthy but could be accomplished on a fast-track 9-month schedule. It is assumed that preparation of the Subarea Plan and EIS would be an iterative process with the EIS helping to inform and shape key elements of the plan. Public meetings are held in conjunction with the Scoping process and as part of the Draft EIS public comment period – these meetings could be combined with those occurring as part of the Subarea Plan public involvement process.

An EIS would be intended to serve as a decision-making tool for the City during the review process and as a public involvement mechanism.

A limited scope EIS for the Winslow Subarea Plan would be confined to analysis of the following key elements of the environment:

- Land Use to Plans and Policies
- Population: Employment/Housing
- Transportation
- Public Services/Utilities
- Environmental Justice/GHG
- Aesthetics

Typically, a Subarea Plan EIS would evaluate the direct, indirect, cumulative, and construction-related impacts associated with up to two action alternatives and a No Action Alternative. The EIS would identify measures that if implemented, could mitigate the impacts identified.

Deliverables:

- Develop scoping documentation.
- Preparation and issuance of a limited scope Draft EIS
- Issuance of a limited scope Final EIS

TASK 8. PLANNING COMMISSION & COUNCIL COORDINATION

Task Lead: LMN

Aligning this planning with the goals of the City Council's and community's vision is key to the success of this effort. We will work with planning staff to shape clear presentations and messaging in support of this objective and use these interactions to shape the recommendations considered during the subarea plan update. This process will be a funnel, considering more targeted direction and feedback as the process moves forward, with the opportunity to steer the subarea plan update at the alternatives phase.

Deliverables:

- Support planning staff in interactions with Planning Commission and City Council.
- Report out on stakeholder workshops and draft guiding principles.
- Participate in Planning Commission presentation on subarea plan alternatives.
- Help shape recommendation to City Council and incorporate feedback into final products.

OPTIONAL ADDITIONAL SERVICES

These items are outside of the core scope of services but may be added to the existing contract or as separate contracts as the need arises.

A. UPDATES TO THE BAINBRIDGE ISLAND MUNICIPAL CODE

Policy and code updates to include land use, density, and building type updates reflective of subarea plan, and possible incorporation of a green factor approach.

B. REVISE CITY DESIGN GUIDELINES

Align design guidelines to support key sustainability and livability objectives without over-encumbering private development. Work to include a gap analysis, public process, review of administrative procedures, draft and final guidelines, and possible web-based design guidelines. Include design guidance for space allocation in and ground floor interaction with the right-of-way (ROW).

C. AMENDMENTS TO CITY WATER AND/OR CITY SEWER UTILITY PLANS

The subarea plan will identify any utility deficiencies and/or improvements needed to support the proposed changes to the subarea. When engineering begins on the projects that are not included in the water or sewer plan, an amendment will be required to incorporate them into the City's Water System Plan or the General Sewer Plan. Amendments typically include the following sections: purpose of the amendment, description of utility improvements, cost estimating and financing, and conclusions and recommendations. Work for amendments varies, but typically involves developing or identifying some of the following items: developing service area maps for future build out conditions; developing hydraulic model of the existing utility systems and model future conditions; identifying future demands based on population growth projections; evaluating existing production capacity; utilizing modeling results to identify deficiencies in the water and sewer systems and improvements needed to support new growth; SEPA checklists; improvement alternatives and recommendations; and cost projections, and implementation schedule.

D. OTHER

- Alternative SEPA/EIS process
- Physical models and enhanced visualizations to support public outreach process

- Community co-creation processes and/or temporary activations such as small scale fabrication and public space installations.
- Additional targeted outreach to specific communities, additional public meetings, additional surveys and online engagement, and additional translation services as necessary
- Environmental/process overlay consulting such as EcoDistrict, Living Community, LEED ND, etc.
- Detailed parking study and robust traffic analysis and modeling

III. TERMS

BUSINESS TERMS

LMN Architects is pleased to present our fee schedule for planning services for the Winslow Subarea Plan. The fee proposal has been developed after careful consideration of the project needs outlined in the RFP, and our understanding of the City of Bainbridge Island's specific requirements. LMN will be the prime consultant. LMN will work with the City to carefully confirm project scope and make appropriate adjustments to ensure that the fee directly matches the City's goals and the specific requirements of the planning assignment.

Fees will be billed on a time and material basis at standard firm rates, not to exceed the amounts shown in the Fee Schedule below. Rates will be adjusted annually in accordance with each firm's standard review practices.

Compensation for LMN's consultants, shall be time and materials at the amount invoiced to LMN plus eight percent (8 %). The consultant mark-up covers Business and Occupation (B+O) pass through tax and associated administrative record-keeping and processing.

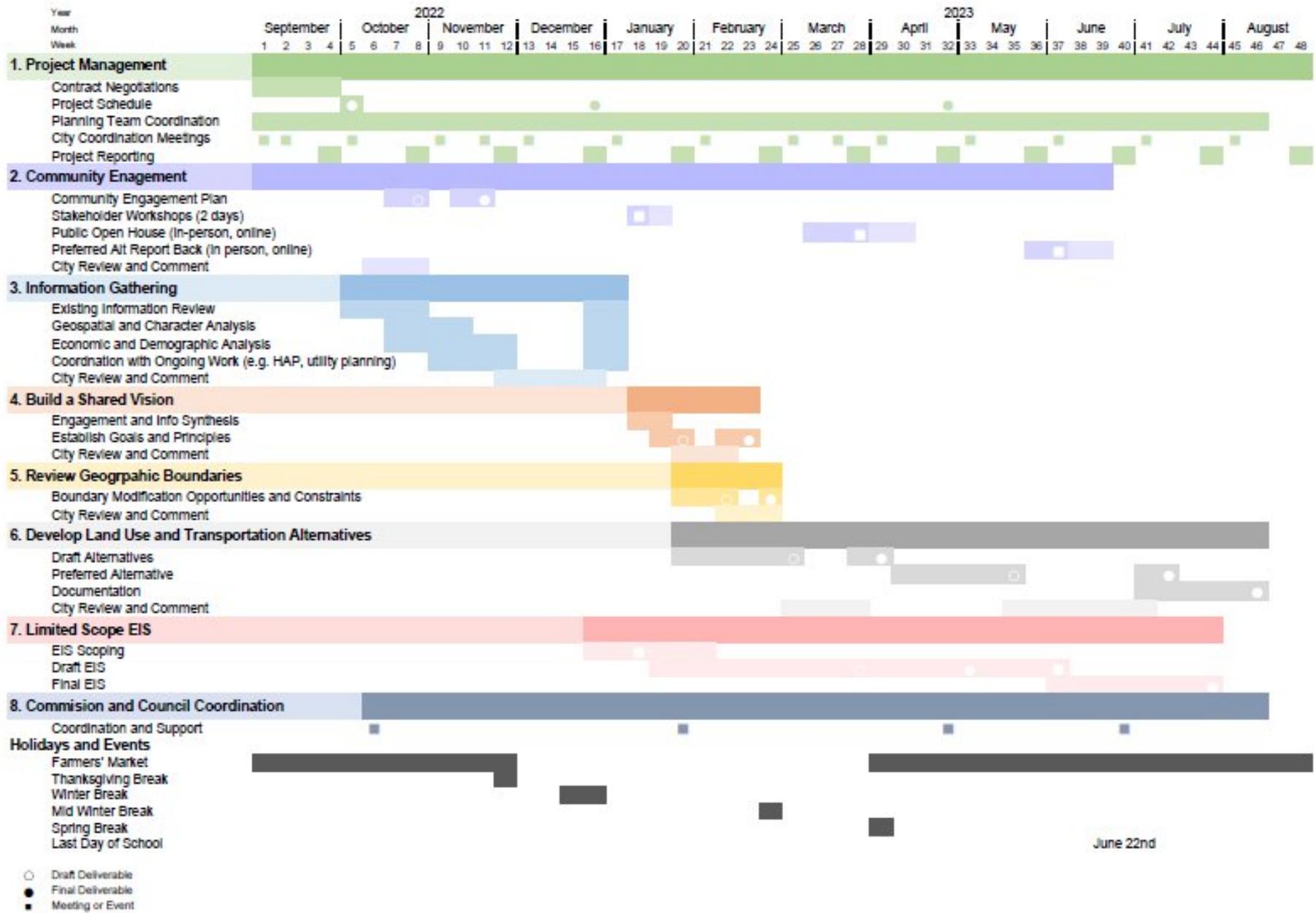
REIMBURSABLE EXPENSES

Compensation for Reimbursable Expenses shall be the expenses incurred by the Architect and the Architect's consultants plus five percent (5 %) of the expenses incurred. Reimbursable mark-ups cover B&O tax, administrative record keeping, and billing associated with the expenses.

Reimbursable expenses include large and small reprographics, deliveries, printing of presentation materials, food and beverage for public meetings, local travel, study/presentation models, visualizations, and animations not part of the core services, additional public outreach, and stipends for community experts or focus groups. To reduce expenses and environmental impacts, LMN and our consultants will utilize digital and web-based formats as much as possible.

SCOPE ASSUMPTIONS

Detailed transportation and utility modeling is outside of the core scope.



City of Bainbridge Island
Winslow Subarea Plan Update

Fee Schedule
9/26/2022

I. Basic Services

	prime	sub 1	sub 2	sub 3	sub 4	sub 5	
	LMN	Strategic Economics	Toole	The Vida Agency	BHC Engineering	EA Est	Task Subtotal
1. Project Management	\$ 18,000	\$ 2,000	\$ 2,000	\$ 2,000		\$ 3,000	\$ 27,000
2. Community Engagement	\$ 15,000			\$ 47,000			\$ 62,000
3. Information Gathering	\$ 15,000	\$ 20,000	\$ 10,000				\$ 45,000
4. Build a Shared Vision	\$ 7,000	\$ 4,000	\$ 2,000	\$ 3,000			\$ 16,000
5. Review Geographic Boundaries	\$ 5,000	\$ 4,000					\$ 9,000
6. Develop Land Use and Transportation Alternatives	\$ 52,000	\$ 18,000	\$ 16,000				\$ 86,000
7. Limited Scope EIS	\$ 8,000	\$ 2,000	\$ 2,000		\$ 5,000	\$ 65,000	\$ 80,000
8. Commission and Council Coordination	\$ 10,000						\$ 10,000
Consultant Subtotal	\$ 128,000	\$ 50,000	\$ 32,000	\$ 52,000	\$ 5,000	\$ 68,000	\$ 335,000
Subconsultant markup (sub 1 through 5)						8%	\$ 16,560
Total Fee							\$ 351,560

II. Reimbursable Expenses

Estimated Reimbursable Expenses	\$ 8,000
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III. Total Fee + Reimbursable Expenses

Total Budget (Fee + Expenses)	\$ 359,560
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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: City Manager's Report

SUMMARY: The City Manager will present the 3rd quarter workplan memorandum and report, building permit report for August and September, the 3rd quarter Climate Action Plan implementation report, and the Police Department's monthly report for August. He is also providing a memorandum from the City Attorney regarding the Farm Trail.

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[2022 Q3 Memo & Workplan for CC 10112022](#)

[Building Division Activity Summary \(Aug-Sept, 2021-2022\)](#)

[Third Quarter Update Climate Action Plan Implementation Steps \(October 11, 2022\)](#)

[Police Department Monthly Activity Report for August 2022](#)

[City Attorney Memo - Farm Trail - City Right-of-Way \(100522\)](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: October 7, 2022

To: City Council

From: Blair King, City Manager

Cc: City Attorney
Department Directors

Subject: Information on 2022 Workplan and Priority Project Status

The purpose of the workplan summary reports accompanying this memo is to provide an update on the City's current workplan projects. In addition to the summary table, I'm providing a timeline to show the current status of certain key City projects, including those designated by Council as their highest priority projects for 2021-2022 at the Council retreat on July 17, 2021.

The summary table includes 120 projects. It is not a comprehensive or prioritized list of all City activities; staff tracks and reports on these high priority issues to keep the Council and community informed and to demonstrate the projects which would be assessed to identify tradeoffs should new projects be added. Our reporting provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

2022 Q3 Results: Citywide Workplan Priorities

Against the backdrop of the continued and evolving response to the COVID-19 pandemic, the City continued work on many projects. Key steps and decisions included:

- Continued work on the Police/Court facility replacement project.
- Completion of the Sportsman Club/New Brooklyn intersection and High School Road safety improvement projects before the first day of school.
- Completing equity training for all regular staff and Councilmembers who opted to attend
- Welcoming the City's first National Urban Fellow, one aspect of the City's diversity, equity and inclusion initiative.
- Hosting hybrid council advisory group meetings, adjusting to the requirements of the Open Public Meetings Act and the strong desire of many committee members to have the ability to attend meetings remotely.
- Presentation of a balanced proposed budget for 2023 - 2024
- Implementation of new rates for the building and development services fund, representing the first overall review and increase to the rates since 2006

It is important to recognize that each of these steps and decisions will be followed by months if not years of staff work to implement. For selected projects, the attached timeline shows that impact over the next several years.

Some significant activities that emerged in the course of 2022 are listed below. When these emerging items required significant attention or support from Council and/or City staff, there was decreased capacity to address previously identified projects.

Key Added/Emerging Tasks During 2022 (grouped roughly by topic):

- Develop legislation to respond to request for additional residential development density on property owned by a religious organization
- Consider options for the City of Bainbridge Island approach to municipal solid waste and a proposal to consider an anaerobic digester
- Develop next steps for managing capacity in the South Island Sewer Service area
- Complete permitting and mitigation plan for compliance with the Shade Covenant on the Crawford and M&E properties
- Respond to specific and detailed community requests related to property development questions
- Consider and develop options to include a race equity review of the Police/Court facility project. Support ongoing involvement of various council advisory committees.
- Consider options related to identifying carbon offsets equivalent to LEED certification at the 8804 Madison Building
- Begin work related to Council-approved projects to be funded with American Rescue Plan Act (ARPA) funds, including solar panels to be installed at emergency hubs, Wastewater Beneficial Reuse and the affordable housing development at 550 Madison
- Consider issues related to development of an Americans with Disabilities Act Transition Plan, including repurposing ARPA funds to partially support this project
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Prepare for expected end to governor's emergency order related to the COVID pandemic
- Manage ongoing response to COVID-19 pandemic including community testing and vaccine sites
- Develop long-term processes and procedures, policies and scheduling for telecommuting
- Complete labor negotiations with Police Guild and International Association of Machinists and Aerospace Workers
- Expand communications efforts, including implementation of "Questions and Answers" page on City website

The reports that follow are sorted by the type of project, as well as the "driver" of, or reason for, the project. These organizational descriptions are intended to help with sorting and reviewing the list. Categories include Climate/Natural Resources, Land Use/Housing, Mobility, Safety, Community, and Accountability. Drivers include Policy, Operations, Capital and Required.

The attached report includes 120 projects. In 2022, the status of the City's current year workplan priorities will be reported next at year-end (as of December 31, 2022).

2022 Workplan Projects
Last updated October 6, 2022

** means on the Highest Priority Project list, as approved July 2021

Project	Status	Notes	Category	Project Driver	Dept
Complete Periodic Update to Comprehensive Plan	Active	Periodic update due Dec. 2024	Land Use/ Housing	Policy	PCD
Complete update to Winslow Subarea Plan	Active	Contract award Q4 2022	Land Use/ Housing	Policy	PCD
Consider increased density for affordable housing development on property owned by religious organizations	Active	Council review ongoing. Public Hearing scheduled for October 11, 2022	Land Use/ Housing	Policy	PCD
Consider Sea Level Rise Adaptation policy	Active	A grant application to collect enhanced Sea Level Rise data is being considered by Dept Commerce; SLR will be dealt with as an emerging policy item through the grant process	Land Use/ Housing	Policy	PCD
Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Active	Housing Needs Assessment underway and will be complete in Sep 2022. Outreach beginning Summer 2022. Full HAP expected mid-2023.	Land Use/ Housing	Policy	PCD
Review changes to Sign Code	Active	Currently scheduled for Council review in Q4 2022.	Land Use/ Housing	Policy	PCD
Regional Growth Allocation	Complete	Council direction on employment growth will be integrated into KRCC countywide growth materials. KRCC adoption scheduled for late 2022.	Land Use/ Housing	Policy	PCD
Review Housing Design Demonstration Project program	Complete	Council approved an ordinance August 9, 2022 removing the sunset date for this program and making other changes, including limiting the program to the Winslow Sewer Service Area.	Land Use/ Housing	Policy	PCD
Administrative Review of the Development Moratorium	Deferred	Review and analysis of the code changes that resulted from the development moratorium. Deferred due to lack of staff capacity.	Land Use/ Housing	Policy	PCD
Complete Island Center Subarea Plan	Deferred	Subcommittee completed their recommendation in May 2021. Council suspended work on August 10, 2021. This item will be removed from future versions of this report.	Land Use/ Housing	Policy	PCD
**Consider Transfer of Development Rights (TDR) Implementation	Deferred	Council took action in July 2021 to request the consultant (EcoNorthwest) determine the sender TDR exchange value. Contract extension was not completed; we will not be revisiting until after HAP, Comp Plan, and Winslow Subarea Plan are complete. Staff capacity issue.	Land Use/ Housing	Policy	PCD

Project	Status	Notes	Category	Project Driver	Dept
**Develop development regulations for small lots	Deferred	This priority can be addressed in part during the periodic update to the City's Comprehensive Plan but due to staff capacity will not be a stand alone project.	Land Use/ Housing	Policy	PCD
Consider allowing RV's as permanent housing	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy	PCD
Consider creation of Agricultural Resource Land designation	Pending	Last briefings with Council in 2020. Could be considered along with Transfer of Development Rights (TDR) .	Land Use/ Housing	Policy	PCD
Consider implementation of Inclusionary Zoning (IZ)	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan.	Land Use/ Housing	Policy	PCD
Consider Ordinance to allow Hotels in the Mixed Use Town Center (MUTC)	Pending	City Council received the Planning Commission recommendation on how to approach this topic at their meeting on 11/9/21. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Consider rules for tiny home villages	Pending	Last briefings with Council in 2020. Will await results from Housing Action Plan. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020. Currently not scheduled for Council review.	Land Use/ Housing	Policy	PCD
Implement Island Center Subarea Plan	Deferred	Council voted on August 10, 2021 to suspend work on the Island center subarea planning process. This item will be removed in 2023.	Land Use/ Housing	Operations	PCD

Project	Status	Notes	Category	Project Driver	Dept
NTA Grant for Manzanita Watershed Planning	Active	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid 2023	Climate/ Natural Resources	Policy	PW
Consider Green Building Initiatives	Active	Will be considered by Council in December 2022.	Climate/ Natural Resources	Policy	PCD
CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Policy	Exec
Complete revisions to Native Vegetation, Landmark Trees, noticing requirement for tree clearing	Complete	Separated landmark tree amendments from the vegetation amendment package.	Climate/ Natural Resources	Policy	PCD
Complete administrative review of Critical Areas Ordinance (CAO)	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan is completed	Climate/ Natural Resources	Policy	PCD
SEPA Ordinance Update	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan is completed	Climate/ Natural Resources	Policy	PCD
Shoreline Stewardship Program	Deferred	Due to lack of staff capacity; can be considered after periodic review of Comp Plan and SMP is completed	Climate/ Natural Resources	Policy	PCD
SMP/CAO Monitoring & Program Evaluation	Deferred	Due to lack of staff capacity	Climate/ Natural Resources	Policy	PCD
Complete SMP Periodic Review	Active	SMP update presented with renewed work plan emphasizing streamlining, community outreach and easier to read code. Work expected to begin Q4 2022.	Climate/ Natural Resources	Required	PCD
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Awaiting delivery of pilot project equipment; pilot project slated to start in Q1 2023.	Climate/ Natural Resources	Operations	PW
Amend Appendix J of the Building Code to address stormwater	Deferred	Amend code to reflect the City's stormwater regulations; deferred until PW hiring completed	Climate/ Natural Resources	Operations	PCD
Groundwater Management Plan	Pending	Plan delayed due to staffing; work to re-start in Q1 2023.	Climate/ Natural Resources	Operations	PW
Sustainable Transportation Plan Project	Complete	Plan adopted	Mobility	Policy	PW
Eagle Harbor PH II Non-Motorized Project	Active	Major construction complete; landscaping to be completed in Q4 2022	Mobility	Capital	PW
Eagle Harbor PH I Non-Motorized Project	Active	Preliminary design concepts to City Council in Q1 2023.	Mobility	Capital	PW
Madison Avenue Bundled Project	Active	Design underway. Final design to be completed in Q1 2023.	Mobility	Capital	PW
Trail Projects: Dana's; Farm; Lost Valley	Active	Dana's Trail on school property completed; Farm Trail construction started with wetland mitigation in planning.	Mobility	Operations	PW
Submit for Regional and County-wide federal grants for transportation projects	Complete	Funding received for Wyatt Way project: \$777K	Mobility	Operations	PW

Project	Status	Notes	Category	Project Driver	Dept
All Island Speed Limit Evaluation	Active	Council briefed on evaluation. Consideration of adoption scheduled for Q1 2023.	Safety	Policy	PW
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy	Exec
High School Road Safety Improvements	Complete	Project complete.	Safety	Capital	PW
Sportsman Club/New Brooklyn Intersection Improvements Project	Complete	Project complete.	Safety	Capital	PW
Marine Patrol: · Increase visibility and patrol hours during boating season · Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	Active	Building work schedules to maximize coverage within existing budget. Cross-training of BIFD personnel in boat operations underway. Formalizing joint operating guidelines when cross-staffing.	Safety	Operations	POL
Traffic Emphasis: · Continue work to coordinate automated data collection with enforcement efforts to address complaints · Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	Active	Develop plan to better coordinate automated speed measurement with enforcement activity in targeted areas. Currently collecting data to identify predominant speeding locations. Coordinating with Public Works on data collection points.	Safety	Operations	POL
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort.	Safety	Operations	Exec
Cascadia Rising Planning	Complete	City/EOC participated in regional earthquake response exercise. Completed June 13 - 15. Included table top exercises, flotilla drill.	Safety	Operations	Exec
Community COVID testing site	Complete		Safety	Operations	Exec
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Operations	Exec
Community COVID vaccine distribution	Ongoing	Re-activated for booster and vaccination of those 0 - 11 years old.	Safety	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
CAP: Solar Panels and Battery Energy Storage project	Active	Evaluation of six disaster hubs completed. Scheduled for Council consideration on October 25.	Community	Policy	Exec
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel regarding multiple aspects of litigation.	Community	Policy	Exec
Support Council consideration of public farmland framework	Active	Council provided funding for Friends of the Farms for 2023 and referred policy question to City Manager.	Community	Policy	Exec
Support development of Community Reads Program	Active	In conjunction with BI Reads for Justice,community reads pilot program underway.	Community	Policy	Exec
Support development of Poet Laureate Program	Active	In conjunction with Arts and Humanities Bainbridge, poet laureate program approved.	Community	Policy	Exec
Plan for Community Needs Assessment	Deferred	Postpone to 2023 to allow time for other high priority projects such as development of Race Equity Toolkit.	Community	Policy	Exec
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Capital	Exec
Bainbridge Island Senior Community Center Renovations Project	Pending	One project bid received, exceeding current budget. Next steps to be developed in Q4.	Community	Capital	PW
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting provided April 30, 2022	Community	Operations	Exec
Continue to investigate options to improve community cellular service	Active		Community	Operations	Exec
Expand communications efforts through "Questions and Answers" page on City website	Active	Implementing website to provide information to community regarding topics current on social media	Community	Operations	Exec
Resolve shade covenant issues on Crawford and M&E properties	Active	Preferred alternative selected. Active project development and permitting ongoing.	Community	Operations	Exec
Revise and update City special event permit process	Active	Reviewing within the context of committee-related activities. Consider amending BIMC to require earlier planning.	Community	Operations	Exec
Support 2023 LTAC funding cycle	Active	Process is underway.	Community	Operations	Exec
Support 2023-24 Human Services Funding Cycle	Active	Process is underway.	Community	Operations	Exec
Support Race Equity Advisory Committee	Active	Committee meets regularly.	Community	Operations	Exec
Continue to investigate options to improve cellular service coverage via Master Permits with Verizon and other service providers	Deferred	Deferred due to staff capacity.	Community	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	Policy	PCD
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	Policy	PCD
Develop community budget reporting	Deferred		Accountability	Policy	FIN
Work with the Council to implement changes to Ethics Program	Deferred	Deferred pending further direction from the Council.	Accountability	Policy	Exec
Country Club Road Reconstruction	Active	Design contract award to Council for consideration of approval in Q4 2022.	Accountability	Capital	PW
Hawley/Irene Sewer Upgrades	Active	Design and permitting in process; construction in 2023	Accountability	Capital	PW
Police/ Court Facility Replacement Project	Active	Construction started in Q2 2022; project currently on schedule.	Accountability	Capital	PW
Pritchard Park Outfall Replacement	Active	Construction contract consideration of approval in Q4 2022; start construction in Q4 2022.	Accountability	Capital	PW
Sands Avenue Well Rehabilitation	Active	Design complete; construction in 2023.	Accountability	Capital	PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2023	Accountability	Capital	PW
Taylor Well Rehabilitation	Active	Design complete; construction in Q4 2022.	Accountability	Capital	PW
Wastewater Treatment Plant Outfall Replacement	Active	Preliminary evaluation started	Accountability	Capital	PW
Water and Sewer SCADA Upgrades	Active	Project construction underway	Accountability	Capital	PW
Winslow Water Tank Replacement Project	Active	Design and permitting underway.	Accountability	Capital	PW
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule	Accountability	Capital	PW
Chlorine Generator Replacement	Complete	Completed in Q2	Accountability	Capital	PW
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	ILA presented to Council in Q1 2022. Migration to the new RMS underway.	Accountability	Required	POL
Review of Ward Boundaries	Active	Central, South, and North Ward boundaries must be evaluated based on the most recent census data	Accountability	Required	PCD
Stormwater Code Update	Complete	Completed in Q2	Accountability	Required	PW

Project	Status	Notes	Category	Project Driver	Dept
Coordinate with CJTC and WASPC to achieve compliance with new I-940	Complete	Training occurring to meet compliance. Policies have been updated to meet requirements of recent legislative changes. Additional changes	Accountability	Required	POL
Small wireless facility ordinance	Complete		Accountability	Required	PCD
Implement closed captioning for City Council meetings	Complete	Equipment purchased. Closed captioning is now available through Zoom for all meetings.	Accountability	Required	IT
Establish franchise agreements with utilities located in City right-of-way (e.g.,	Deferred	Current priority is to renew existing franchises and then to determine which other franchises to pursue. Work deferred pending staff	Accountability	Required	Exec
Wastewater Beneficial Re-use Study	Active	Preliminary findings to be presented to Council in Q4 2022	Accountability	Operations	PW
Wastewater Treatment Plant Capacity	Active	Final recommendations expected to be presented to Council in Q1	Accountability	Operations	PW
Water/Sewer Rate Study	Active	Recommendations to Council and UAC in Q1 2023	Accountability	Operations	PW
Negotiate Comcast Franchise Renewal	Active	Renewal expected by Q1 of 2023.	Accountability	Operations	PW
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate	Accountability	Operations	PW
Stormwater System Plan	Active	Consultant work underway and on schedule	Accountability	Operations	PW
Inventory System: Replace manual	Active	Review existing software to better identify any gaps in meeting	Accountability	Operations	POL
City Intranet Project	Active	Intranet complete and useable by all staff.	Accountability	Operations	IT
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	Accountability	Operations	IT
Laserfiche Upgrade	Active	Addition of Workflow, Forms, Archiving, Auditing Module	Accountability	Operations	IT
MUNIS Upgrade/Cloud Migration	Active	Upgrading and migration to cloud-hosting	Accountability	Operations	IT
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	Operations	IT
ARPA Grant compliance and claims	Active	The City received \$7.061 million in two payments of \$3.5 million in June/July of 2021 and 2022	Accountability	Operations	FIN
FEMA Grant compliance and claims	Active	The City is in the process of submitting \$200k for reimbursement related to COVID-19 eligible expenses. Costs ongoing	Accountability	Operations	FIN
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	FIN
Complete labor negotiations with International Association of Machinists	Active	Discussions to begin Q4 2022.	Accountability	Operations	Exec
Develop racial equity toolkit	Active	Consultant-led process including training for staff is underway.	Accountability	Operations	Exec

Project	Status	Notes	Category	Project Driver	Dept
National Community Survey	Active	Council has selected custom questions. Survey open in July and August. Reporting to be complete in September and October.	Accountability	Operations	Exec
2022 Annual Pavement Repairs Project	Complete	Project complete.	Accountability	Operations	PW
American Public Works Association Certification	Complete	Certification received.	Accountability	Operations	PW
Annual drainage program – construct	Complete	2021 contract completed; 2022 project selection in Q3	Accountability	Operations	PW
Upgrade Shoretel Telephone System	Complete	Currently several versions behind.	Accountability	Operations	IT
Support development services fee study	Complete	Update of building, planning and engineering fees. Last update was in 2007. Council briefings in September and December 2021.	Accountability	Operations	FIN
Complete labor negotiations with Police Guild	Complete	Contract approved by Council	Accountability	Operations	Exec
Revise and update City real property	Complete	The Council adopted Resolution No. 2021-18 on December 14, 2021	Accountability	Operations	Exec
Complete disposition of designated	Deferred	Continuing to work with the parties to the IslandWood easement to	Accountability	Operations	Exec
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations	Exec
Annual Sidewalk Repair Project	Deferred	Work to proceed in 2023.	Accountability	Operations	PW
Water System Business Plan	Deferred	Planning to commence in 2023	Accountability	Operations	PW
City Hall Security System Software	Deferred	System replacement planned for 2023.	Accountability	Operations	PW



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Honorable Mayor and Council
FROM: Blair King, City Manager
SUBJECT: Building Division Activity Summary
DATE: October 7, 2022

Attached is the summary of building permits and building inspections for August and September. The statistics for 2021 is included to allow for a year-to-year comparison.

One will note the overall increase in inspections and permits in 2022 over 2021.

Building Permits Inspected - Summary

Report Date Range: 2021-08-01 - 2021-08-31

Permit Type	Number Inspected
Commercial Fire Sprinkler System	1
Residential Addition	2
Residential Accessory Dwelling Unit	2
Residential Alteration	2
Residential After The Fact	1
Residential Deck	1
Residential Fire Sprinkler System	2
Residential Grading and Fill	1
Residential Garage	1
Residential Mechanical	4
Residential Miscellaneous	3
Residential Plumbing	2
Residential Repair	1
Residential Single Family Residence	9
Total	32

Building Permits Inspected - Summary

Report Date Range: 2022-08-01 - 2022-08-31

Permit Type	Number Inspected
Commercial Addition	2
New Commercial Building	3
Commercial Deck	1
Commercial Fire Alarm System	1
Commercial Fire Sprinkler System	1
Commercial Fire Sprinkler System Underground	2
Commercial Grading and Fill	3
Commercial Mechanical	1
Commercial Miscellaneous	1
Commercial Tenant Improvement	6
Residential Addition	15
Residential Accessory Dwelling Unit	3
Residential Alteration	12
Residential Alteration - Subject to Field Inspection	8
Residential Carport	1
Residential Deck	1
Residential Fire Sprinkler System	3
Residential Grading and Fill	4
Residential Garage	7
Residential Guest House	1
Residential Mechanical	14
Residential Miscellaneous	2
Residential Plumbing	2
Residential Single Family Residence	37
Residential Solar Panels	1
Residential Office/Studio	1
Total	133

Building Permits Issued - Summary

Report Date Range: 2021-08-01 - 2021-08-31

Permit Type	Number Issued	Valuations
Commercial Fire Alarm System	2	\$31,753.00
Commercial Fire Sprinkler System	1	\$31,753.00
Commercial Fire Sprinkler System Underground	1	\$9,000.00
Commercial Mechanical	2	
Commercial Tenant Improvement	1	\$30,000.00
Residential Addition	1	\$307,464.14
Residential Alteration	7	\$17,482.00
Residential Alteration - Subject to Field Inspection	1	\$75,000.00
Residential Deck	2	\$4,800.00
Residential Demolition	2	
Residential Fire Sprinkler System	1	\$4,000.00
Residential Grading and Fill	3	
Residential Garage	4	\$53,868.64
Residential Mechanical	20	
Residential Miscellaneous	4	\$3,000.00
Residential Plumbing	5	
Residential Re-Roof	9	\$2,310.00
Residential Single Family Residence	2	\$811,942.13
Revision to an Issued Permit	1	
Total	69	\$2,925,927.94

Building Permits Issued - Summary

Report Date Range: 2022-08-01 - 2022-08-31

Permit Type	Number Issued	Valuations
Commercial Addition	1	\$454,000.00
Commercial Grading and Fill	1	
Commercial Mechanical	1	
Commercial Miscellaneous	1	\$257,930.00
Commercial Repair	1	
Commercial Retaining Wall	1	
Commercial Tenant Improvement	1	\$40,000.00
Residential Addition	5	\$24,864.48
Residential Alteration - Subject to Field Inspection	8	\$100,000.00
Residential Deck	2	\$8,932.30
Residential Fence	1	\$30,000.00
Residential Fire Sprinkler System	2	\$14,000.00
Residential Grading and Fill	4	
Residential Garage	2	\$89,048.16
Residential Mechanical	13	
Residential Multi-Family	4	\$811,783.80
Residential Miscellaneous	1	
Residential Plumbing	5	
Residential Re-Roof	13	\$3,410.00
Residential Single Family Residence	5	\$614,425.96
Residential Solar Panels	1	\$13,002.00
Revision to an Issued Permit	9	
Way of Travel (Driveway) Officially Name thru COBI	1	
Total	83	\$7,824,676.52

Building Permits Inspected - Summary

Report Date Range: 2021-09-01 - 2021-09-30

Permit Type	Number Inspected
Commercial Fire Alarm System	1
Commercial Fire Sprinkler System	2
Commercial Fire Sprinkler System Underground	1
Commercial Repair	1
Commercial Tenant Improvement	1
Residential Addition	2
Residential Alteration	6
Residential Deck	2
Residential Demolition	1
Residential Fire Alarm System	1
Residential Fire Sprinkler System	1
Residential Foundation Only	1
Residential Grading and Fill	2
Residential Garage	3
Residential Mechanical	6
Residential Miscellaneous	2
Residential Plumbing	1
Residential Single Family Residence	8
Total	42

Building Permits Inspected - Summary

Report Date Range: 2022-09-01 - 2022-09-30

Permit Type	Number Inspected
Commercial Addition	1
New Commercial Building	1
Commercial Grading and Fill	2
Commercial Mechanical	2
Commercial Miscellaneous	2
Commercial Repair	1
Commercial Tenant Improvement	4
Residential Addition	15
Residential Accessory Dwelling Unit	6
Residential Alteration	8
Residential Alteration - Subject to Field Inspection	11
Residential Deck	6
Residential Fence	1
Residential Fire Sprinkler System	3
Residential Grading and Fill	3
Residential Garage	6
Residential Guest House	4
Residential Mechanical	14
Residential Miscellaneous	5
Residential Plumbing	2
Residential Single Family Residence	50
Residential Office/Studio	2
Total	149

Building Permits Issued - Summary

Report Date Range: 2021-09-01 - 2021-09-30

Permit Type	Number Issued	Valuations
New Commercial Building	1	\$2,683,781.00
Commercial Fire Alarm System	2	\$19,000.00
Commercial Grading and Fill	1	
Commercial Mechanical	2	
Commercial Repair	1	\$78,200.00
Residential Addition	4	\$80,000.00
Residential Alteration	4	\$18,450.63
Residential Alteration - Subject to Field Inspection	5	\$6,000.00
Residential Deck	1	\$65,961.60
Residential Demolition	1	
Residential Fire Sprinkler System	5	\$73,235.00
Residential Foundation Only	1	\$9,780.00
Residential Garage	1	\$80,528.12
Residential Mechanical	11	
Residential Miscellaneous	2	\$18,000.00
Residential Plumbing	3	\$1,632.00
Residential Re-Roof	6	\$4,730.00
Residential Repair	1	\$10,000.00
Residential Single Family Residence	8	
Residential Storage Tank	1	\$50.00
Revision to an Issued Permit	1	\$107,746.08
Way of Travel (Driveway) Officially Name thru COBI	2	
Total	64	\$7,995,766.19

Building Permits Issued - Summary

Report Date Range: 2022-09-01 - 2022-09-30

Permit Type	Number Issued	Valuations	Number Issued Year-to-Date (April 2022 - present)
Commercial Addition	0		1
Commercial Fence	0		1
Commercial Fire Alarm System	5	\$4,500.00	8
Commercial Fire Sprinkler System	0		3
Commercial Grading and Fill	1		4
Commercial Mechanical	1		5
Commercial Miscellaneous	1	\$1,500.00	5
Commercial Plumbing	0		1
Commercial Repair	0		2
Commercial Re-Roof	0		1
Commercial Retaining Wall	0		2
Commercial Tenant Improvement	1	\$7,500.00	8
Residential Addition	6	\$62,161.20	24
Residential Accessory Dwelling Unit	0		7
Residential Alteration	3	\$113,371.84	15
Residential Alteration - Subject to Field Inspection	7	\$5,000.00	33
Residential Carport	0		1
Residential Deck	2	\$47,753.45	9
Residential Demolition	2		4
Residential Fence	0		1
Residential Fire Sprinkler System	0		5
Residential Grading and Fill	3		18
Residential Garage	1	\$54,899.29	8
Residential Guest House	1	\$188,818.51	3
Residential Mechanical	14		69
Residential Miscellaneous	1	\$300,000.00	9
Residential Pool	0		1
Residential Plumbing	3		16
Residential Re-Roof	20	\$2,860.00	96
Residential Single Family Residence	2	\$390,409.90	21
Residential Solar Panels	0		7
Residential Office/Studio	0		3
Revision to an Issued Permit	25		58
Way of Travel (Driveway) Officially Name thru COBI	2		4
Total	101	\$3,880,256.58	



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Honorable Mayor and Council

FROM: City Manager

SUBJECT: Third Quarter Update Climate Action Plan Implementation Steps

DATE: October 7, 2022

Attached is the third quarter report with regard to activities to implement the Climate Action Plan.

Of interest to the City Council may be the status the [Climate Smart Challenge](#) campaign. The Climate Smart Challenge involves direction action of the community to reduce greenhouse gas. The City of Bainbridge Island is seeking additional community participation to achieve our 2022 goal in the next three months.

As of October 5th, 165 participating households had completed new actions to reduce 58 tons of greenhouse gas emissions. Our goal is to enroll 250 households and reduce 100 tons of carbon dioxide by the end of the year. The Challenge makes it easy to identify what actions are most important for households to reduce climate pollution, save money, and prepare for the impacts of climate change. Popular actions completed by Challenge participants include taking shorter showers, turning off lights and electronics when not in use, driving less, and eating lower down the carbon chain (i.e., less red meat and more plant-based foods). Residents can learn more and join the Challenge at www.ClimateSmartBainbridge.org.



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT MEMORANDUM

DATE: October 5, 2022
TO: Blair King, City Manager
FROM: Autumn Salamack, Climate Officer
SUBJECT: Climate Action Plan Status Update – Q3 2022

This memo provides a brief status update on Climate Action Plan (CAP) activities and key deliverables in the third quarter (Q3) of 2022.

Key Highlights in Q3

- Initiated the [Energy Transitions Initiative Partnership Project \(ETIPP\) Community Technical Assistance program](#) with staff from the National Renewable Energy Laboratory, Pacific Northwest National Laboratory and Spark Northwest. Held three meetings with City staff and community partners from the School District, Fire Department, WSDOT, Washington State Ferries, Puget Sound Energy, Bainbridge Prepares, Sewer District 7 and the Climate Change Advisory Committee to develop a draft scope of work regarding on-island renewable energy and resilience options, to be finalized in October.
- Received the City's **first fully electric vehicle (EV)**, a Ford Mach-E. The Mach-E has zero emissions and marks the beginning of the City's transition to electric vehicles. The vehicle was assigned to the Police Department, which will be using and evaluating the vehicle in several different capacities. A Level 2 charger was also installed at the Public Works O&M yard to provide fueling.
- Completed an evaluation of the electrical system needs and **recommended infrastructure to charge electric City fleet vehicles** at City Hall and the Public Works O&M yard. The final report recommended adding three Level 2 chargers behind City Hall to accommodate the addition of six planned EVs within the City's municipal fleet in the next two years. The report also recommended a full fleet analysis to determine additional electrical capacity needed at the O&M yard to support the transition to medium- and heavy-duty electric vehicles.
- Developed an RFQ to complete a **comprehensive, system-wide assessment of EV needs for the City's municipal fleet** and to recommend a strategy for a multi-tiered vehicle purchase and replacement process, inclusive of the support facilities required. Proposals are due at the end of October with contract execution anticipated by January 2023.
- Completed an evaluation of six community disaster hubs for the potential to install **solar panels and battery energy storage systems** to reduce energy-related emissions from the hubs and increase resilience in the event of sustained power outages. The final report recommended adding solar at four sites and battery energy storage systems at three of those sites, for a total estimated cost of \$1.7 million. Recommendations on next steps for this American Rescue Plan Act-funded project will be presented to Council in October.

- Initiated a project with Fehr & Peers to measure the greenhouse gas (GHG) emissions reduction potential associated with the suite of projects identified in **Scenario 2 in the 2022 Sustainable Transportation Plan** and began work to develop a multimodal transportation impact fee that is designed to implement the Plan.
- Conducted an initial analysis of the City Hall parking lot and electrical panels as a site for a future **community EV carshare program**. Mobility for All – a non-profit advocacy group based on Bainbridge Island – was recently selected for \$193,247 in grant funding from the Washington State Department of Transportation’s Zero-Emissions Access Program. Grant funds will be used to purchase two electric vehicles and install EV chargers at the Town Square for a community carshare pilot program.
- Developed proposed code updates to establish **minimum requirements for EV parking infrastructure** in certain types of new commercial and residential development and expansion projects. The proposed zoning code amendments include requirements for both parking spaces with EV supply equipment (chargers) installed and parking spaces provided with sufficient electrical infrastructure to allow for the future installation of EV supply equipment. The proposed code updates enhance EV parking requirements outlined in WAC 51-50-0429 that are scheduled to take effect July 1, 2023, and sets an earlier effective date, January 1, 2023, for applicable occupancy types on Bainbridge Island. The draft code updates were discussed with the Planning Commission in July and August, with a public hearing in September.
- Developed new resources and programming to support community participation in the [Climate Smart Challenge](#), including: 1) **climate action-themed lesson plans** for Grades 4-12, 2) guided agendas and videos to support **Climate Smart Team** discussions, and 3) a new **Climate Smart Leaders recognition program**, which celebrates individuals and groups that are taking the lead on climate action in our community. The first group to earn recognition as a Climate Smart Leader was Congregation Kol Shalom. The Congregation is active in the Challenge and replaced an old fuel-oil boiler with efficient electric heat pumps, reducing their energy consumption by nearly 60%, saving thousands of dollars in heating costs, and preventing 9.6 tons of carbon emissions annually.
- Completed Business Ambassador outreach to local businesses regarding compliance with the City’s 2022 waste reduction regulations. Researched and created an example list of **compliant, home compostable compliant products**, and created educational materials to be released in Q4 2022 in support of the 2023 waste reduction regulations.
- Launched the new [Erase the Waste pledge](#) to encourage early adoption of the 2023 waste reduction requirements. By voluntarily taking action now, businesses receive free media promotion and a PVC-free window cling to showcase their leadership as a Climate Smart Bainbridge business. Customers can also pledge to reduce their use of single-use plastics and support participating businesses. Three businesses – The Island School, Town & Country Markets, and OfficeXpats – and 14 residents had completed the pledge through the end of September.

EXECUTIVE DEPARTMENT MEMORANDUM

Q3 2022 CAP ACTIONS SUMMARY TABLE

Action	Q3 2022 Status Update
Community Engagement	
Create climate change-specific City website and advertise	Updated public website content . Finalized internal Green Team SharePoint site to promote employee-centric climate action resources.
Create graphics and print/online communications in support of COBI climate action program (graphic designer services, printing, etc.)	Created online and print flyers, posters and banners to support climate action programs. Designed and printed Erase the Waste pledge window decal.
Develop monthly climate-centric communications	Developed messaging for the Fall issue of COBI Connects and weekly climate action tips and articles for the City Manager's Report.
Develop annual CAP progress report for Council/community	Compiled text and images for a draft report, scheduled for release by the end of November.
Launch Community Climate Challenge	Developed and published materials for the Climate Smart Challenge Teams, Climate Leaders, and Youth Resource programs on the City website and via social media posts. Hosted a Climate Smart display at the library, several community presentations, and tables at Celebrate Bainbridge, Day of Preparedness and Famer's Market events.
Hold Senior Center Focus Group discussions on climate actions (UW Capstone Project)	NA – project completed in April.
Mitigation	
Convert COBI landscape equipment to zero-emission tools	Delayed – pilot project equipment not yet received.
Evaluate COBI EV/Biofuel Fleet Opportunities and Needs	Completed evaluation of electrical needs and recommendations for short-term EV charging at City Hall, the Public Works O&M Yard and the Senior Center. Drafted RFQ for full City fleet electrification analysis (to be released in October). Installed first Level 2 EV charger at the O&M yard and received our first EV, a Mach-E for the Police Department.

Action	Q3 2022 Status Update
Provide business support for new plastic waste reduction ordinances	Completed the first round of Business Ambassador outreach to local businesses to monitor compliance with 2022 waste reduction regulations. Researched and created an example list of compliant, home compostable products. Launched the Erase the Waste pledge to encourage early adoption of the 2023 requirements. Designed associated education and outreach materials, including a Chamber of Commerce window display.
Provide resident education for new waste reduction ordinances	Promoted information about the 2023 waste reduction requirements at Celebrate Bainbridge events. Launched the Erase the Waste pledge to encourage awareness of the 2023 requirements for businesses and supporting customer actions. Shared information in COBI Connects and on social media.
Support development of a comprehensive solid waste program (including a potential biodigester)	Selected consultant to lead the first phase of the solid waste evaluation work, which is expected to be completed in Q2 of 2023. Held ad-hoc solid waste committee meeting to discuss next steps for implementation of Ordinance No. 2021-34.
Work with PSE to implement the PSE/COBI Partnership Agreement	<p>Received feedback from PSE regarding a willingness to work on the partnership agreement issues in an MOU format. This will not be finalized until after the ongoing franchise negotiation is completed in Q1 2023.</p> <p>PCD staff is also working with PSE to increase their reliability by processing Comprehensive Plan map amendment/rezone requests and responding to requested code amendments to ensure City development regulations for long linear projects aren't a hindrance to necessary upgrades.</p>
Review/develop code to support climate mitigation activities, including an EV-ready code for new construction and existing building remodels	Drafted ordinance regarding EV parking requirements and reviewed with the Planning Commission in July and August. Held public hearing on September 29 th .
Support implementation of the Sustainable Transportation Plan (STP)	Began work with consultant to measure GHG emissions reduction potential associated with Scenario 2 from the STP, develop a multimodal transportation impact fee, and improve data collection for vehicle miles traveled. Held multiple meetings and provided data in support of work. Other "on-the-ground" project work supported by Public Works.
Work with the School District, Kitsap Transit and WA State Ferries to discuss low-carbon transportation and anti-idling opportunities	Held multi-agency meeting held to review a new EV carshare program, EV parking code updates, and STP implementation. A discussion on anti-idling is planned for Q4 2022.
Adaptation & Resilience	
Formalize use of EcoAdapt's Climate Change Adaptation Tool (or other tool) to apply climate lens for City projects	Signed contract with consultant and initiated updates to the EcoAdapt Climate Change Adaptation Tool. Staff training on use of the tool is scheduled in November.

Action	Q3 2022 Status Update
Create high-resolution sea level rise mapping	Received award notices from the Department of Ecology and Department of Commerce to fund this work. Grant agreements are currently being drafted.
Increase resiliency for at least one disaster hub (American Rescue Plan funded project)	Received final report and recommendations. Discussion planned with City Council in October to review next steps for using ARPA funds to complete recommendations at one or more sites.
Create a list of tree and plant species expected to be favored by climate change that can be used for forest management and restoration actions	Hosted community webinar to discuss climate change impacts on vegetation and proper planting and maintenance for urban trees as a first step in completing this action.
Increase the resiliency of COBI utility infrastructure, water, wastewater, and storm drainage	Submitted resiliency projects for consideration in the 2023-24 budget including a water tank replacement, Lovell Avenue beach main replacement, relocation of Wing Point Pump Station, and Manitou Beach Road preliminary evaluation.
Develop equity lens for CAP implementation	Met with REAC and CCAC to review draft equity lens tool and complete a questionnaire with respect to a possible ordinance requiring a transition to all electric landscaping tools on the island.
Identify 2023-24 budget needs and work plan items	Submitted 2023-24 budget and proposed workplan for Climate Action Plan implementation, which was also reviewed with CCAC.
Update GHG Emissions Inventory (tentative)	No activity.



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Honorable Mayor and Council
FROM: Blair King, City Manager
SUBJECT: Police Department Monthly Activity Report for August 2022
DATE: October 7, 2022

Attached is the Police Department Monthly Activity Report for August 2022.

Of note is the hiring of new officers. Please note the number of parking tickets issued with fines (19) versus warnings (244). I anticipate seeking policy guidance concerning the City's approach to parking enforcement, particularly in light of new electric vehicle charging facilities that will be restricted to electric vehicles only.

Bainbridge Island Police Department
Joseph N. Clark, Jr. - Chief of Police



Memorandum

DATE: September 27, 2022
TO: Blair King, City Manager
FROM: Joseph N. Clark, Jr., Chief of Police
RE: **Monthly Police Activity Report for August 2022**

Personnel Updates

New Hires

Nollan Quinn, a lateral officer from Poulsbo PD, joined the department on August 1 and is currently in field training with partner officers. Field training is expected to be complete some time in November.

David Pepicelli joined the department August 16 as an entry level officer and is scheduled to attend the next available CJTC Basic Law Enforcement Academy (BLEA).

Officer Jon Ledbetter, who separated from the department in March, has decided to come back and we are thrilled to have him beginning in September.

Academy Progress and Field Training

Officer Colt Lasnier, an entry level officer who graduated from the BLEA in May, completed his last day of field training this month and was released to full patrol duty.

Officer Blaine Plumeau, an entry level patrol officer hired in April graduated from the BLEA this month and is currently in field training with fellow officers. Plumeau is expected to begin patrolling solo in November.

Recruiting

We are still recruiting for one open patrol officer position. Oral boards took place in early August.

Community Outreach, Special Events, Notable Incidents

Special Events

Three special event permits were issued in August: Moonlight Market took place on August 5, the Bainbridge Island Studio Tour took place August 12, 13, and 14, and Bike for Pie was held at Town Square August 28.

Training (Assigned and Elective)

- 8/2 Taser Recertification Inservice; 2 hours (Quinn)
- 8/3 and 8/4 Less Lethal Impact Munitions and Chemical Munitions Instructor course by Defense Technologies at Oak Harbor PD; 16 hours (McCarty, Norton)
- 8/5 Firearms – Handgun Certification Inservice; 2 hours (Quinn)
- 8/15 thru 8/19 Field Training Officer Academy by CJTC in Wenatchee; 40 hours (Fastaia)
- 8/16 Racial Equity Training with Scott Winn at City Hall; 4 hours (Allen, Benkert, Burnham, Clark, Eisenhood, McCarty, Miller, Shields, Swann)
- 8/19 Firearms – Handgun Certification Inservice; 2 hours (Plumeau)
- 8/22 thru 8/26 Twenty-First Century Sergeants’ Academy via Tom Ovens, Police Training Solutions at Olympic College in Bremerton; 40 hours (Shields)
- 8/23 Police Chiefs Forum facilitated by WCIA online; 2 hours (Clark)
- 8/23 BAC Refresher class by WA ST Toxicology at Poulsbo PD; 4 hours (Quinn, Swann)
- 8/25 Crisis Management for School-Based Incidents taught by FEMA/DHS at House of Awakened Culture in Suquamish; 8 hours (Koon, McCarty, Swann)
- 8/30 and 8/31 Cell Site Analysis Course taught by FBI CAST Team in Renton; 16 hours (Huska)

Self-Directed Online Training

- CIT Crisis Intervention Annual Refresher via CJTC; 2 hours (Burnham)
- Effective Communication (LETCSA) CJTC; 2.5 hours (Clark, Day, McCarty, Swann, Weiss)
- Employee Free Speech via PoliceOne; 2 hours (Day, Kazer, Lundgren)
- FEMA IS-100 Introduction to Incident Command; 2 hours (Pepicelli, Robtoy)
- FEMA IS-700 Introduction to Nat’l Incident Mgmt System NIMS; 3.5 hours (Pepicelli, Robtoy)
- FEMA IS-906 Basic Workplace Security Awareness; 1 hour (Pepicelli)
- FEMA IS-907 Active Shooter: What you Can Do; 1 hour (Pepicelli)
- Hate Crimes Training for Law Enforcement via PoliceOne; 1 hour (Bingham)
- Implicit Bias via PoliceOne; 1 hour (Bingham, Day)
- Police Traffic Laser/RADAR Instructor training through Institute of Police Technology and Management. Self-directed online course which ran 7/11 through 8/14/22; 40 hours (Miller)
- Law Enforcement and Society: Lessons of the Holocaust at CJTC; 2.5 hours (Sias)
- LGBTQ+ Core Competency Training (LETCSA) via CJTC; 2.5 hours (McCarty, Swann, Weiss)
- Patrol Officer Response to Sexual Assault via CJTC; 2 hours (Benkert, Weiss)
- Risks of Social Media in the Workplace PoliceOne; 2 hours (Bingham, Burnham, Day, Eisenhood)
- Taser – Annual Conducted Electrical Weapon (CEW) course via PoliceOne; 1 hour (Bingham)

Support Services Data

Description	2022		2021	
	August	YTD	August	YTD
Concealed Pistol Licenses Issued	11	143	19	133
Fingerprint Cards Processed	59	328	39	226

Performance Measures

Description	2022		2021	
	August	YTD	August	YTD
Calls for Service	793	6,642	922	6,076
Case Reports	120	1,000	109	852
Criminal Citations	1	11	2	13
Traffic Infractions	10	126	21	99
Traffic Collisions	9	97	11	87
Adult Arrests	9	121	14	116
Juvenile Arrests	0	13	0	0
Domestic Violence	2	11	1	9
Driving Under the Influence	2	17	1	12
Drugs/Narcotics	0	1	0	4
*Crimes Against Persons ¹	12	72	5	59
*Above Cleared by Arrest	6	29	1	19
*Crimes Against Property ²	45	394	50	216
*Above Cleared by Arrest	3	15	2	12

¹ Homicide, Sex Offenses, Robbery, Assault, Intimidation, Kidnapping, Human Trafficking, and Violation of Protection Order

² Burglary/Breaking & Entering, Arson, Larceny, Vehicle Theft, Extortion/Blackmail, Counterfeiting/Forgery, and Fraud

* Data retrieved on 9/6/22

Complaints, Use of Force

Description	2022		2021	
	August	YTD	August	YTD
Complaints ¹	0	7	0	8
Sustained Complaints	0	0	0	1
Community Concerns ²	17*	90	18**	123
Use of Force Incidents	1	6	1	5

¹ Internal affairs, department policy, or officer performance complaints.

² Complaints unrelated to officers or policy, and received other than through 911 (e.g., by phone, email, SeeClickFix).

* 1 Animal, 1 Ferry Issues, 6 Noise, 2 Other, 3 Parking, 2 Speeding, 2 Suspicious Person

** 4 Abandoned Vehicles, 1 Ferry Traffic, 4 Noise, 2 Other, 1 Parking, 4 Speeding, 2 Traffic

Parking Statistics

Description	2022			2021		
	August	YTD	%	August	YTD	%
Tickets Issued with Fine	19	104	6%	15	41	8%
Forgiveness Tickets/Warnings	244	1,562	94%	170	503	92%
Total Issued	263	1,666	100%	185	544	100%

Customer Survey Results

Year to Date:

Surveys Mailed = 160; Responses Received = 60; Response Rate = 38%

Respondent's overall impression of the officer or employee (year-to-date):

Very High 82%; High 12%; Average 6%; Low/Very Low/Not Indicated 0%

Respondent's impression of the department (year-to-date):

Prior to Contact: Favorable 73%; Unfavorable 2%; Mixed 10%; None/Not Indicated 15%

After Contact: Favorable 92%; Unfavorable 0%; Mixed 7%; None/Not Indicated 2%

Type of Feedback Year-to-Date:

Praise = 70%; Criticism = 2%; Mixed = 2%; Other = 3%; Neither/None/Not Indicated = 23%

Survey Comments this Month:

- The person who I spoke with was very courteous and knowledgeable.
- (The) Officer responded quickly. My car was disabled due to theft attempt and the officer offered to give me a ride home, that was nice.

Harbor Activity

- Planning is underway for September, which is 'Emergency Preparedness Month.'
- Planning is underway for the all-island 'Beach Clean-up' on September 10.
- No calls for sheen, no unauthorized buoy activity this month.
- All 16 buoys in the DUOWM residential moorage are occupied with a waitlist of 14.
- Currently no vessels in the DVRP program.

AUGUST MOORAGE RECEIPTS	
Moorage Type	\$ Amount
Stays of less than 3 hours	660
Overnight stays	5,075
Car top boater parking	125
Reservations	0
Trailer Day Parking	856
Trailer Annual Parking	0
Month Total	6,716*

YTD 2022	32,842
YTD 2021	38,460



CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney

Memorandum

Date: October 5, 2022
To: City Manager Blair King
From: Joe Levan, City Attorney
Subject: Farm Trail Right-of-Way

This memorandum is in response to your request regarding concerns that have been expressed by Mike Lempriere related to the City's work on what has been described as the "Farm Trail." My understanding is that Mr. Lempriere's position is that the proposed trail location at issue, and specifically the portion of the future trail that will abut his property, is not City right-of-way for public use.

As described in more detail below, based on research conducted by the Public Works Department ("Department"), the Department has determined that the proposed future trail at issue is City right-of-way. I reviewed documents relied upon by the Department, as well as applicable case law, and from my perspective based on what I reviewed, the Department's determination is supported by the documentary evidence, physical evidence, and the legal principles that apply to such situations.

Of particular significance, as described below, is a recorded survey from 2004. That document states that the survey was done at the request of "Mike Lampriere" (apparent misspelling of the last name) and it relates to Mr. Lempriere's property that is at issue here. The survey explicitly labels the abutting 30 feet to the west of Mr. Lempriere's property as "County Road No. 145." As described below, the Department agrees that the area at issue is County Road No. 145, which is a City right-of-way.

The following summary is based on information and documents provided by the Department that legally support the conclusion that the proposed future trail at issue is a City right-of-way.

As indicated above, the proposed future trail at issue is a portion of what has been historically referred to as County Road No. 145. Based on the historical record, that county roadway was established as a 30 foot wide road by the Kitsap County Commissioner's Record on July 5, 1904.

Prior to such establishment, the centerline of the road was surveyed. Additionally, a waiver was signed by the owners of the land through which the road was established.

Based on the record, including historical maps, the road was built and put in service within five years of establishment and continued to be used as a public road thereafter. For example, a map of Bainbridge Island that the Department determined was created in 1909 indicates the existence of a road in the location of County Road No. 145 as established. Additionally, another map, which the Department determined was prepared by F. F. Weld (Civil Engineer) circa 1913, shows “wagon roads” depicted by two solid lines, with County Road No. 145 shown as a wagon road, indicating use at that time. Further, aerial photographs that the Department determined were taken in 1942 and 1951 show the road in use as access to parcels to the north.

Additionally, there is physical evidence of a roadway in the area at issue, including the area abutting and north of Mr. Lempriere’s property. That physical evidence includes a road grade, as well as storm culverts, which evidence further supports the Department’s determination that the area at issue is a public right-of-way.

Further, the historical record, including what is above described, supports the legal conclusion that the proposed future trail is part of a public roadway based on state law. For example, RCW 36.75.080 states, in relevant part: “All public highways in this state, outside incorporated cities and towns and not designated as state highways which have been used as public highways for a period of not less than ten years are county roads;”

Based on the facts known at this time by the Department, and state law, the Department’s conclusion is that the road was established and used as a public roadway for the requisite ten-year period to make it a county right-of-way. It follows that the City of Bainbridge Island, as successor to Kitsap County, retains the public right-of-way over the route of County Road No. 145 as City right-of-way.

The Department has copies of historic maps and recorded survey drawings that support this conclusion. One of the surveys was recorded in 1996 (recorded under file number 9701270072), which labels a portion of the roadway in this area as “County Road No. 145.” As above described and of particular significance here, a more recent survey was recorded in 2004 (recorded under file number 200408180062). The survey document states that it was made at the request of “Mike Lampriere” (apparent misspelling of the last name) and it relates to Mr. Lempriere’s property that is at issue here. “County Road No. 145” is explicitly labeled on the survey as the 30 foot wide area that abuts Mr. Lempriere’s property to the west. Based on the 2004 survey, as well as the other documentary and physical evidence above described, the Department agrees that the area at issue is County Road No. 145, which is a City right-of-way.

I have spoken with Mr. Lempriere and I offered to review documents that he may have which he believes support his position, but I have not received any such documents from him. My understanding is that the Director of Public Works, Mr. Wierzbicki, has been in communication similarly with Mr. Lempriere and that Mr. Wierzbicki has likewise not received such documents from Mr. Lempriere. That said, if Mr. Lempriere has documents that he believes support his position, Mr. Wierzbicki and I continue to be willing to review such documents.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (7:00 PM) Hold the Public Hearing for Ordinance No. 2022-02 Related to an Increased Density Bonus for Affordable Housing Located on Property Owned or Controlled by Religious Organizations - Planning,

SUMMARY: The City Council gave direction on September 13, 2022 to set a public hearing for Ordinance No. 2022-02 related to an increased density bonus for affordable housing located on property owned or controlled by religious organizations. This agenda item is to conduct that public hearing.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Conduct Public Hearing for Ordinance No. 2022-02 related to an increased density bonus for affordable housing located on property owned or controlled by religious organizations and schedule action, including possible adoption, for the October 24, 2022, Regular City Council Meeting.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: In 2019, the Washington State Legislature approved Substitute House Bill (SHB) 1377 to facilitate affordable housing projects on properties owned or controlled by eligible religious organizations. The law, which is codified in RCW 36.70A.545, requires that cities allow a density bonus for affordable housing on such properties, subject to certain conditions. The City Council and Planning Commission have worked with staff to develop specific regulations to implement the purpose and intent of RCW 36.70A.545. These regulations allow bonus density first for the Bethany Lutheran Church properties as a pilot phase, before the regulations apply to any property owned or controlled by a religious organization.

Additional background related to this item is included in the attached staff memorandum.

ATTACHMENTS:

[Memo re Ordinance No. 2022-02](#)

[Ordinance No. 2022-02 Related to Affordable Housing on Properties Owned by Religious Organizations](#)

[Exhibit A to Ordinance No. 2022-02 - Table 18.09.020](#)

[Exhibit B to Ordinance No. 2022-02 - Table 18.12.020-3](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: September 27, 2022

To: City Council
via Blair King, City Manager

From: Patty Charnas, Planning and Community Development Director
HB Harper, AICP, Planning Manager

Subject: Ordinance No. 2022-02, relating to Increased Density Bonus for Affordable Housing Development on Property Owned or Controlled by Religious Organizations

I. MEETING PURPOSE:

On September 13, 2022, the City Council set the public hearing for Ordinance 2022-02 for October 11, 2022.

The purpose of this public hearing is to consider Ordinance 2022-02 to increase the density bonus for affordable housing developed on property owned or controlled by religious organizations in accordance with RCW 36.70A.545.

II. September 13, 2022, Council Discussion

The City Council discussed an amended motion, which ultimately failed to pass, during the discussion on September 13, 2022. The City Manager offered to have staff summarize the Council's discussion. The amended motion directed staff to revise the ordinance to remove the island-wide provisions (i.e., remove the sunset date of the pilot phase, such that the ordinance would only apply to Bethany Lutheran Church properties), and to revise the bonus density to a maximum of 15 units or 20 units, depending on whether the project included rentals or higher levels of affordability. The City Council discussed the efficacy of a more prescriptive ordinance versus one that retains more flexibility for project applicants. There were varying opinions voiced on the pilot phase versus "island-wide" approach. There was also discussion of what level of need would be served by the regulations as drafted versus by the amended motion.

The City Council discussed how area median income compares to Bainbridge Island's median household income and what levels of affordability would be meaningful for various communities on the Island such as service workers or health care aids. It should be noted that Area Median Income is a set of numbers produced by the U.S. Department of Housing and Urban Development; income limits depend on household size. Thus, area median income is not directly comparable to the City of Bainbridge Island's median household income, which the U.S. Census Bureau provides as a discrete number that averages household size. However, to help put the numbers in context, given the City of Bainbridge Island's median household income and average household size, it could be stated that 80% of AMI for the broader Bremerton-Silverdale MSA is very roughly equivalent to 55% of median household income on Bainbridge Island.

III. ORDINANCE 2022-02:

The public hearing draft ordinance incorporates feedback from the Planning Commission and the City Council through the August 16, 2022, meeting—no changes have been made since the draft that was shown at the September 13, 2022, meeting. The draft ordinance creates a new use in Table 18.09.020 such that affordable housing on property owned by religious organizations shall be a conditional use in all zoning districts. It then creates a new section of Bainbridge Island Municipal Code (BIMC 18.21.050) that regulates these types of projects. Importantly, per Council direction, the new code section specifies a pilot project phase limited to the property known as “Bethany Lutheran Church,” with the pilot phase slated to sunset on December 31, 2027. Beginning January 1, 2028, the new regulations would apply to any affordable housing development on property owned or controlled by a religious organization. The draft ordinance permits bonus density as increased floor area ratio for Mixed Use Town Center/High School Road zones, one to two units of bonus density for Neighborhood Center zones, and two tiers of bonus residential density for Residential zones—higher for residential zoned projects within close proximity to the Winslow Subarea, and lower for residential-zoned properties elsewhere.

The ordinance requires that all housing units created utilizing the code provisions are maintained as affordable to low-income households (defined per state law as 80% of median family income, adjusted for household size) for at least 99 years. It also limits the size of units constructed under these provisions to 1,400 square feet, and prohibits the creation of accessory dwelling units as part of projects.

In total, the draft ordinance represents an actionable path to complying with RCW 36.70A.545 and processing permit applications for affordable housing on property owned or controlled by religious organizations.

The revised draft has been analyzed per the Notice of Determination of Nonsignificance (which was issued March 4, 2022, on a previous version of the ordinance); no additional adverse environmental impacts were identified, and the Determination stands as issued.

IV. Attachments to Memo

1. Ordinance No. 2022-02 and Exhibits A and B

PUBLIC HEARING DRAFT

ORDINANCE NO. 2022-02
(formerly Ordinance No. 2021-38)

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Tables 18.09.020 and 18.12.020-3, Section 18.09.030, and Chapter 18.21 of the Bainbridge Island Municipal Code related to affordable housing on property owned or controlled by religious organizations.

WHEREAS, the City of Bainbridge Island Comprehensive Plan Housing Element Policy HO 3.4 encourages partnering with nonprofit housing organizations, churches, the development community, local lending institutions, elected officials, and the community at large to assist in meeting affordable housing goals and implementing strategies; and

WHEREAS, the City of Bainbridge Island created a short-term Affordable Housing Task Force in 2017 to help achieve the affordable housing goals and policies in the Comprehensive Plan and help the City prioritize a variety of affordable housing actions, recognizing the current housing crisis in the Puget Sound region, Kitsap County, and Island-wide; and

WHEREAS, Comprehensive Plan Guiding Principle #3 directs the City to foster diversity with a holistic approach to meeting the needs of Bainbridge Island and the human needs of its residents consistent with the stewardship of the Island's finite environmental resources; and

WHEREAS, Guiding Policy 3.1 directs the City to ensure a variety of housing choices to meet the needs of present and future residents in all economic segments and promote plans, projects, and proposals to create affordable housing; and

WHEREAS, in 2019, the Washington State Legislature enacted Substitute House Bill ("SHB") 1377 to facilitate the development of affordable housing projects on property owned or controlled by religious organizations; and

WHEREAS, the applicable state law provision implementing SHB 1377 is RCW 36.70A.545 and the law facilitates affordable housing development on property owned or controlled by religious organizations by requiring a density bonus consistent with local needs; and

WHEREAS, the City Council became aware of an ongoing discussion about constructing affordable housing on the Bethany Lutheran Church properties, and on April 20, 2021, the Council endorsed moving forward with implementing RCW 36.70A.545 in advance of completing a Housing Action Plan; and

WHEREAS, on October 26, 2021, the City Council, as part of its legislative and deliberative policy-making process regarding implementation of the requirements of RCW 36.70A.545, considered how to proceed most effectively in accordance with RCW 36.70A.545, consistent with local needs and in the context of the only request that the City has received thus far based on the requirements of RCW 36.70A.545, which request is from Bethany Lutheran, and the Council expressed interest in pursuing regulations that would include a pilot project phase to allow the City to learn from the experience of that phase in implementing the regulations at issue; and

WHEREAS, on October 26, 2021, the City Council approved a motion to direct the Planning Commission to work with staff to prepare an ordinance to develop such implementing regulations consistent with local needs, to focus on the request submitted by Bethany Lutheran, and to consider that request as a part of a pilot project phase in implementing RCW 36.70A.545; and

WHEREAS, the Planning Commission considered as a legislative and policy-making matter draft Ordinance No. 2022-02 (formerly Ordinance No. 2021-38) on November 18, 2021, January 13 and 27, 2022, and February 10 and 24, 2022; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2022-02 on March 10, 2022, and after closing the public hearing, continued discussion of the ordinance; and

WHEREAS, the Planning Commission continued discussion of Ordinance No. 2022-02 on March 24, 2022, and approved a series of motions to amend the ordinance; and

WHEREAS, the Planning Commission continued discussion of amended Ordinance No. 2022-02 on April 14, 2022, and a vote to recommend approval of the ordinance to the City Council resulted in a 3-3 tie vote (with one Planning Commissioner recusal); and

WHEREAS, notice was given on July 13, 2022, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, on June 7, 2022, the City Council received input from the Planning Commission about the policy disagreements that contributed to the April 14, 2022 tie vote on Ordinance No. 2022-02; and

WHEREAS, at the close of its discussion on June 7, 2022, the City Council approved a motion to continue its legislative review and policy-making discussion of Ordinance No. 2022-02 at a future meeting; and

WHEREAS, on July 26, 2022, the City Council continued its legislative review and policy-making discussion of Ordinance No. 2022-02, provided feedback to City staff, and approved a motion to continue the discussion at a future meeting; and

WHEREAS, on August 16, 2022, the City Council further continued its legislative and policy-making consideration and discussion related to Ordinance No. 2022-02, including regarding options provided by City staff related to certain provisions of the draft ordinance, and the Council provided direction to staff regarding the options presented for consideration at a future Council meeting; and

WHEREAS, on September 13, 2022, the City Council continued its legislative consideration of Ordinance No. 2022-02, including related to revisions to the draft regulations as directed by the Council at its August 16, 2022, meeting, and set a public hearing for October 11, 2022; and

WHEREAS, on October 11, 2022, the City Council held a public hearing on this Ordinance No. 2022-02 in order to receive further public comment regarding the new regulations set forth in the ordinance; and

WHEREAS, after considering public testimony and other public comment received regarding this Ordinance No. 2022-02, the City Council adopted the ordinance.

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

Section 1. Table 18.09.020 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 2. Table 18.12.020-3 of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit B.

Section 3. Section 18.09.030.C. of the Bainbridge Island Municipal Code is hereby amended to read as follows:

3. Religious Facilities.

- a. In the WD-I district, religious facilities are a conditional (“C”) use. Conference centers with overnight accommodations are not permitted.
- b. In the ferry terminal overlay district, religious facilities are only allowed south of Winslow Way.
- c. Lot coverage for religious facilities in residential zones is reduced by 50 percent of the allowable lot coverage in the zone where the religious facility is located. See Table 18.12.020-2 for lot coverage standards in residential zones. This lot coverage reduction does not apply to affordable housing development

on properties owned or controlled by religious organizations, as described in BIMC 18.21.050.

Section 4. New Section. Chapter 18.21 of the Bainbridge Island Municipal Code is hereby amended to include the following new section:

18.21.050 Affordable Housing Development on Property Owned or Controlled by a Religious Organization.

A. In accordance with RCW 36.70A.545, the City shall allow a density bonus consistent with this section BIMC 18.21.050 for properties owned or controlled by a religious organization. For the purposes of this section, “religious organization” is defined as provided in RCW 36.70A.545. All projects governed by this section shall comply with RCW 36.70A.545 and the requirements set forth in this section.

B. Pilot Project Phase. In order to implement the requirements of RCW 36.70A.545 consistent with local needs, the City will utilize a pilot project phase as part of a broader application and implementation of the regulations. Initially, implementation of BIMC 18.21.050 shall be limited to the only request from a religious organization for an increased density bonus for an affordable housing development that the City has received related to RCW 36.70A.545, as of adoption of Ordinance No. 2022-02, which relates to the approximately 8 acre property collectively known as “Bethany Lutheran Church,” located at the southwest intersection of NE High School Road and Sportsman Club Road NE and zoned R-0.2. The pilot project phase shall be in effect until December 31, 2027. Beginning January 1, 2028, the pilot project phase of these regulations will no longer be in effect and BIMC 18.21.050 will apply to all requests submitted in accordance with RCW 36.70A.545 and the Bainbridge Island Municipal Code, regardless of the location of the property within the City’s jurisdictional limits.

C. All projects shall comply with existing land use permit review procedures depending on the type of housing development that is proposed. Multifamily housing shall be reviewed in accordance with the Site Plan and Design Review process set forth in BIMC 2.16.040, and subdivisions shall be reviewed in accordance with the short or long subdivision process set forth in BIMC 2.16.070 or BIMC 2.16.125 (respectively), unless specifically modified by this section.

D. All projects shall be subject to applicable residential development standards for Titles 15, 16, 17, and 18 BIMC, unless specifically modified by this section. All projects shall comply with the requirements of the City and the Kitsap Public Health District for providing drinking water and onsite septic, if applicable.

E. Project density bonus. The density for projects may be increased above the base density as follows, provided that all other applicable provisions of the BIMC are met:

1. For projects within the Mixed Use Town Center/HSR I and II zones (where bonus density for affordable housing is otherwise governed by

BIMC 18.12.030.E), bonus density shall be governed by Table 18.12.020-3 and the maximum floor area ratios depicted therein.

2. For projects within the Neighborhood Center zones (where bonus density for affordable housing is otherwise governed by BIMC 18.12.030.D), density may be increased as follows: one additional unit per acre beyond what is already provided as bonus for projects not served by public sewer, and two additional units per acre beyond what is already provided as bonus for projects served by public sewer.
3. For all other projects in Residential zoning districts (otherwise governed by Chapter 18.21 BIMC), density may be increased as follows:
 - a. For projects within the Winslow Subarea Plan Study Area or within one quarter mile of the Winslow Subarea Plan Study Area:

Residential Zone	Total Allowed Density Under this Chapter
R-0.4	2.9 units/acre
R-1	3.5 units/acre
R-2	4.3 units/acre
R-2.9	5 units/acre
R-3.5	6 units/acre
R-4.3	8 units/acre
R-5	14 units/acre
R-6	18 units/acre
R-8	22 units/acre
R-14	26 units/acre

- b. For all other projects in Residential zoning districts:

Residential Zone	Total Allowed Density Under this Chapter
R-0.4	2 units/acre
R-1	2.9 units/acre
R-2	3.5 units/acre
R-2.9	4.3 units/acre
R-3.5	5 units/acre
R-4.3	6 units/acre

R-5	8 units/acre
R-6	14 units/acre
R-8	18 units/acre
R-14	22 units/acre

F. Accessory Dwelling Units (“ADU”). ADUs are prohibited for projects governed by this section.

G. Affordable Housing. All dwelling units planned and constructed through this section shall meet the following requirements:

1. All units shall be used exclusively for affordable housing purposes for at least ninety-nine years.
2. Housing units shall be used as the primary residence of a low income household. “Low income households” are defined as set forth in RCW 36.70A.545.
3. Unless otherwise specified, the price of affordable housing units shall be based on the requirements set forth in RCW 36.70A.545.
4. An agreement in a form approved by the City shall be executed by the applicant, or its successor organization, and recorded with the Kitsap County Auditor’s Office, requiring the affordable housing to remain for ninety-nine years. This agreement shall be a covenant running with the land, binding on assigns, heirs, and successors of the applicant.
5. The City shall require documentation to be signed through the land use and building permitting processes to ensure ongoing compliance with the income requirements.
6. The City may approve a formula, based on a form prepared by the City and submitted by the applicant when a project application is submitted for review, for calculating maximum affordable prices for sales subsequent to the initial sale to allow modest growth in homeowner equity while maintaining long term affordability for future buyers.

H. Parking. The amount of parking shall be determined as part of a transportation study or mobility assessment.

I. The maximum dwelling unit size shall be limited to 1400 square feet.

J. Projects proposed and constructed on the same property(ies) as existing buildings may result in a permitted mixed-use property.

K. Projects proposed and constructed under this section, BIMC 18.12.050, shall comply with the Fair Housing Act which prohibits discrimination in housing because of race, color, national origin, religion, sex (including gender identity and sexual orientation), familiar status, or disability.

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:	September 9, 2022
PASSED BY THE CITY COUNCIL:	_____, 2022
PUBLISHED:	_____, 2022
EFFECTIVE DATE:	_____, 2022
ORDINANCE NUMBER:	2022-02
EXHIBITS:	Exhibit A, Exhibit B

Exhibit A to Ordinance No. 2022-02

EXCERPT Table 18.09.020 Use Table

"P" = Permitted Use	"A" = Accessory Use										Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties									
"C" = Conditional Use	"CA" = Conditional Accessory Use																			
Blank = Prohibited Use	"T" = Temporary Use																			
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate	Ferry [1]					
RESIDENTIAL Note: Residential uses may be subject to additional requirements in BIMC 16.12.040.I, Residential Development.																				
Household Living																				
Single-Family Dwelling	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			B-1
Single-Family Dwelling existing on 4/15/96											P	P	P							B-1
Multifamily Dwellings	C	C	C	C	C	C	P	C	P	P	P	P	P	P	P	P	P			B-2
Commercial/Residential Mixed Use Developments									P	P	P	P	P	P	P	P	P			B-3
Live/Work Units																		P		B-4
<u>Affordable Housing Development on Property Owned or Controlled by a Religious Organization</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>18.21.050</u>
PUBLIC AND INSTITUTIONAL																				
Community and Educational Facilities																				
Educational Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C		C	C-1
Vocational/Trade Instruction Facilities	C																	P		
Governmental Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C		C	C-2
Religious Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C		C	C-3, <u>18.21.050</u>

Exhibit B to Ordinance No. 2022-02

Excerpt from Table BIMC 18.12.020-3

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
MAXIMUM FAR (Floor Area Ratio) [1]									
Basic Maximum									
Commercial and Other Nonresidential Uses	0.6	0.4	0.3	0.15	0.1	0.3	No max.; limited by other standards		
Residential	0.4	0.4	0.3	0.5	0.4	0.3	No FAR limit: R-2 standards apply		
Mixed Use [2]	1.0	0.5	0.5	0.5	0.5	0.3	No max.; limited by other standards		
Maximum with Bonus	Bonus densities require compliance with BIMC 18.12.030.E and BIMC 18.21.050 as applicable.								
Residential	1.0	0.6	0.6	1.0	1.1	0.6	Bonus densities require compliance with BIMC 18.12.030.D	N/A	N/A
<u>Affordable Housing Development on Property Owned or Controlled by a Religious Organization</u> [6]	<u>1.1</u>	<u>0.8</u>	<u>0.75</u>	<u>1.25</u>	<u>1.2</u>	<u>0.75</u>	<u>Bonus densities require compliance with BIMC 18.21.050 and BIMC 18.12.030.D.</u>	<u>N/A</u>	<u>N/A</u>

Exhibit B to Ordinance No. 2022-02

Mixed Use [2]	1.5	1.0	0.9	1.0	1.2 (1.4 pursuant to note [3])	0.9	Bonus densities require compliance with BIMC 18.12.030.D	N/A	N/A
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[6] _____ The bonus density is available when provisions of BIMC 18.21.050 are met and all bonus FAR is applied to the residential component of the mixed use development.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:45 PM) Hold the Public Hearing on October 11, 2022 for Ordinance No. 2022-19 Relating to the Preliminary 2023-2024 Biennial Budget, Set the Final Public Hearing on November 8, 2022, and Receive Council Direction - Finance,

SUMMARY: In accordance with state law, the City will conduct a public hearing related to the City's preliminary 2023-24 biennial budget on October 11, 2022, and a subsequent public hearing on the final biennial budget is scheduled for November 8, 2022. There will also be a discussion so that staff can receive direction on the Preliminary 2023-2024 Biennial Budget.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: 1) Conduct public hearing with regard to Ordinance No. 2022-19 relating to the Preliminary 2023-2024 Biennial Budget.

2) Provide Direction with regard the Preliminary 2023-2024 Biennial Budget.

3) Set final public hearing on Ordinance No. 2022-19 for November 8, 2022.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: In accordance with state law, the City will conduct a public hearing related to the City's preliminary 2023-24 biennial budget on October 11, 2022, and a subsequent public hearing on the final biennial budget on November 8, 2022.

On September 13, 2022, the City Council was provided with this ordinance for consideration. In addition, on September 27, 2022, City staff presented the Proposed 2023-2024 Biennial Budget. After the presentation, the Council asked a series of questions regarding the budget. Attached to this agenda item are answers to specific

Council questions that were requested. This item provides the Council a further opportunity to discuss the budget. Staff will be on hand to answer questions.

Subsequently, and after further consideration at Council meetings and this public hearing, it is expected that the Council will revise the preliminary budget based on additional information and Council decisions. Following that consideration and decision-making, a final budget will be prepared and the Council will conduct a public hearing on that final budget before adopting it via ordinance. The ordinance that is the subject of this agenda item will be revised based on the Council's budget deliberations, and that ordinance will become the ordinance that the Council enacts to adopt the final budget in the coming weeks.

Exhibits A and B to the ordinance summarize the preliminary budget. A link to the over 200 page preliminary budget document ("Proposed Budget 2023-2024") is accessible via the "Budget" webpage on the City's website.

ATTACHMENTS:

[2023-2024 Budget Presentation for CC 101122.pptx](#)

[Ordinance No. 2022-19 Adopting Biennial Budget for FY 2023-2024.docx](#)

[Exhibit A to Ordinance No. 2022-19 \(12-2023\).pdf](#)

[Exhibit B to Ordinance No. 2022-19 \(12-2024\).pdf](#)

[2023-2024 Proposed Budget QA - Various.docx](#)

[2023-2024 Proposed Budget Q&A - General Fund Transfers.docx](#)

[2023-2024 Proposed Budget Q&A - Water & Sewer Loan Analysis.docx](#)

FISCAL DETAILS: The total Exhibit A Summary by Fund for 2023 = \$74,655,787

The total Exhibit B Summary by Fund for 2024 = \$ 63,050,449

The combined total for the 2023-2024 biennial period = \$137,706,623

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2023-2024 Proposed Budget

October 11, 2022

DeWayne Pitts, CPA, CFE, Finance Director

Agenda

- Introduction
- Summary of Significant Budget Changes
- Summary of the General Fund and Enterprise Funds
- 2023-2028 Capital Improvement Plan

2023-2024 Proposed Budget - Introduction

- The Budget is Legally and Structurally Balanced in Tax Supported Funds
 - ✓ Legally “Balanced” = Appropriations do not exceed resources (includes fund balances)
 - ✓ Structurally Balanced = Recurring (Operating) Revenues exceed Recurring Expenses through 2025
 - ✓ Meets best practice recommendations of the Government Finance Officers Association (GFOA)
 - ✓ Fund balances exceed policy reserves through 2030
- The Water and Sewer Funds are legally balanced but will need future rate adjustments to accommodate future capital spending on capital projects
- The Budget is fiscally conservative and targets Major City objectives

2023-2024 Proposed Budget - Introduction

- Maintains high excess reserve levels
- Plans for a deliberate spend down of the Ending General Fund and Utility Fund balances
- Assumes Building, Development and Services fees will be maintained at 2022 levels in 2023 and indexed to inflation in 2024

2023-2024 Proposed Budget – Significant Budget Changes Tax Supported

Item	Total Cost	FTE	Ongoing/ One time	Comments
Pavement repair increase	\$ 350,000		Ongoing	
+2 Streets Maintenance Technician II, -1 Maintenance Worker	\$ 122,000	1.00	Ongoing	
Winslow Maintenance Professional Services Contract	\$ 85,000		Ongoing	Winslow maintenance will be provided by contract
Facilities Operations Project Manager	\$ 138,000	1.00	Ongoing	
Facilities Maintenance Technican II	\$ 104,000	1.00	Ongoing	
Facilities Maintenance Projects	\$ 408,000		Ongoing	Project work to start in 2024
ADA Transition Plan	\$ 100,000		One time	\$62k Supported by ARPA funds
Construction Design Standards	\$ 100,000		One time	Budgeted in 2024
Traffic calming projects	\$ 25,000		Ongoing	
Term-limited Hydrogeologist	\$ (72,000)	(1.00)	Ongoing	Position sunsets Mid 2024
Exchange Permit & Administrative Services Supervisor for Natural Resources Planner	\$ 16,000	0.00	Ongoing	
Winslow Subarea Plan Consultant Funding	\$ 250,000		One time	
Comprehensive plan Consultant Funding	\$ 125,000		One time	
Sea Level Rise Consultant Funding	\$ 80,000		One time	
Shoreline Plan Consultant Funding	\$ 90,000		One time	
Equity & Inclusion Officer	\$ 152,000	1.00	Ongoing	
Climate Fund Support	\$ 100,000		Ongoing	
Friends of the Farm Contract Support	\$ 65,000		One time	2023 Only
Equity & Inclusion Program Budget	\$ 25,000		Ongoing	
Green Team Support	\$ 5,000		Ongoing	
Public Records Analyst	\$ 57,000	0.50	Ongoing	Currently filled with unbenefited incumbent
Term-limited Climate Action Outreach Coordinator	\$ (108,000)	(1.00)	Ongoing	Position sunsets end of 2023

2023-2024 Proposed Budget – Significant Budget Changes Utility Supported

Item	Total Cost	FTE	Ongoing/ One time	Comments
Administrative Specialist II	\$ 94,000	1.00	Ongoing	Currently filled with unbenefited incumbent. Cost shared between Utility and Tax Supported funds.
Water System Business Plan	\$ 75,000		One time	
Storm & Surface Water Rate Study	\$ 50,000		One time	

Planned Budget Calendar

October

- 11 & 25 - City Council reviews proposed budget
- 11 - Two Public Hearings – Property tax and Budget (Tonight)
- 13 – Planning Commission - Find Capital Improvement Plan Consistent with Comp Plan
- 25 - Council adopts the 2023-2028 Capital Improvement Plan

November

- 8 - Final Public Hearing - Budget
- 8 - City Council adopts the 2023-2024 budget

Summary of the General Fund and Enterprise Funds

2023-2024 General Fund Summary

GENERAL FUND (in thousands)	2023	2024
Beginning Fund Balance	\$ 19,967	\$ 18,640
Operating Revenue	\$ 21,565	\$ 22,208
Operating Expense	\$ (19,133)	\$ (20,231)
Revenues - Expense	\$ 2,432	\$ 1,977
Transfers In	\$ 64	\$ 20
Transfers Out	\$ (3,822)	\$ (5,931)
Ending Fund Balance	\$18,641	\$14,706

2023-2024 – Water Fund Summary

WATER FUND (in thousands)	2023	2024
Beginning Fund Balance	\$ 5,840	\$ 2,095
Operating Revenue	\$ 1,828	\$ 1,945
Operating Expense	\$ (2,030)	\$ (2,205)
Revenues - Expense	\$ (202)	\$ (260)
State Loans/Debt	\$ 9,068	\$ 1,461
Transfers In & Loan Forgiveness	\$ 405	\$ 9
Capital Projects	\$ (13,002)	\$ (586)
Debt Service Payments	\$ (14)	\$ (757)
Ending Fund Balance	\$ 2,095	\$ 1,962

2023-2024 – Sewer Fund Summary

SEWER FUND (in thousands)	2023	2024
Beginning Fund Balance	\$ 4,534	\$ 5,326
Operating Revenue	\$ 4,993	\$ 5,328
Operating Expense	\$ (3,655)	\$ (3,941)
Revenue - Expense	\$ 1,338	\$ 1,387
State Loans/Debt	\$ 2,416	\$ -
Capital Projects	\$ (1,688)	\$ (1,160)
Debt Service Payments	\$ (1,274)	\$ (1,415)
Ending Fund Balance	\$ 5,326	\$ 4,138

2023-2024 – Storm and Surface Water Fund Summary

STORM & SURFACE WATER (in thousands)	2023	2024
Beginning Fund Balance	\$ 5,085	\$ 3,905
Operating Revenue	\$ 3,282	\$ 3,307
Operating Expense	\$ (2,062)	\$ (2,139)
Revenue - Expense	\$ 1,220	\$ 1,168
Capital Projects	\$ (2,349)	\$ (1,780)
Debt Service	\$ (51)	\$ (51)
Ending Fund Balance	\$ 3,905	\$ 3,242

2023-2028 Capital Improvement Plan

2023-28 Capital Improvement Plan: **Transportation**

Assumptions and Strategies:

- Limited updates
- Add Fort Street safety-focused project
- Increase for inflation

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Sirrs Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Country Club Bulkhead Reconstruction <i>at Seawall</i>			-	Y					15	-	667	-	-	-	-	-	682
Country Club Rd Reconstruction <i>Past Toe Jam to Seawall</i>			-	Y					386	599	-	-	-	-	-	-	985
Manitou Beach Rd & Bulkhead Repair <i>Rd</i>			-	Y					-	259	-	1,075	-	-	-	-	1,334
Fort Street Extension <i>Tani Creek to Pleasant Beach</i>			-	Y					-	-	87	375	-	-	-	-	462
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	X			Y					50			100					150
Winslow Way West <i>Parfitt to Grow Ave</i>			-	Y	Y				-	-	-	175	645	-	-	-	1,195
City Funding									451	858	754	1,725	645	-	-	-	4,433
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									451	858	754	1,725	645	-	-	-	4,433

Started

New

Started

2023-28 Capital Improvement Plan: Non-Motorized Trans.

Assumptions and Strategies:

- Focus on Madison Sidewalks and 2 segments of Sustainable Trans. Plan “Connecting Centers”
- Add Grow Ave traffic calming as counterpart to Madison project
- Increase for inflation

Project	Grant Eligible	Grant Awarded	Grant/Donations	General Comp	Stits Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
Madison Avenue Sidewalk Improvements <i>Wyatt to High School</i>	X	X	1,410	Y					2,375	3,365	-	-	-	-	-	-	5,740
C40 Eagle Harbor Dr Phase I <i>Wyatt to past Bucklin Hill</i>	X	X	735	Y					375	531	2,833	-	-	-	-	-	3,740
C40 - Bucklin Ph 2 <i>Blakely - Fletcher Bay</i>			-	Y					57	277	836	-	-	-	-	-	1,170
STO Long Range Plan			75	Y					215	17	8	-	-	-	-	-	241
Grow Avenue Traffic Calming	X			Y					-	-	95	-	-	-	-	-	95
City Project Funding									1,537	4,191	3,038	-	-	-	-	-	8,766
Grant Totals									1,485	-	735	-	-	-	-	-	2,220
TOTALS									3,022	4,191	3,773	-	-	-	-	-	10,986

Started

New

Started

New

2023-28 Capital Improvement Plan: Facilities

Assumptions and Strategies:

- Focus on delivery of Police/Court and Senior Center projects
- Plan for investments in electric vehicle charging infrastructure
- Invest in City Hall and Public Works functional improvements
- Increase for inflation

Project	Grant Eligible Grant Awarded	Grant/ Donations Funds	General Comp	Stits Component	W/r Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
FACILITIES PROJECTS - 6-YEAR CIP																
Police and Municipal Court			Y					20,270	-	-	-	-	-	-	-	20,270
City Hall Parking Lot Retrofit	x	113	Y					224	18	14	-	-	-	-	-	255
City Hall Security			Y					160	11	-	-	-	-	-	-	171
B.I. Senior Center Renovations	x	160	Y					568	100	-	-	-	-	-	-	668
City Hall Map Room Enclosure			Y					-	260	-	-	-	-	-	-	260
PW Inventory Storage Facility			Y					-	3	210	-	-	-	-	-	213
PW Truck Storage Pole Building			Y					-	3	110	-	-	-	-	-	113
PW Truck Hoist			Y					-	3	116	-	-	-	-	-	119
PW Yard Security Gate			Y					-	1	89	-	-	-	-	-	91
Electric Vehicle Charging Stations			Y					25	80	-	80	-	-	-	-	185
City Total								20,974	478	539	80	-	-	-	-	22,072
Grant Totals								273	-	-	-	-	-	-	-	273
TOTALS								21,247	478	539	80	-	-	-	-	22,344

Started

Started

New

2023-28 Capital Improvement Plan: **Fleet**

Assumptions and Strategies:

- Begin transitioning pool/maintenance vehicles to electric
- Continue evaluating electric police vehicle options
- Replace large streets/sewer equipment
- Purchase small bike lane sweeper, plan for larger electric sweeper
- Increase for inflation

2023-28 CIP: Water

Assumptions and Strategies:

- Focus on delivery of Winslow Water Tank. Additional cost increases evaluated through rate study
- Consider new, critical replacement projects post rate-study (below the line)
- Increase for inflation

Project	Location	Grant/Loan Eligible	Tax Supported	Srns Comp	Wfr Comp	Swr Comp	SSW/Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
WATER PROJECTS - 6-YEAR CIP (1000s)																	
Winslow Water Tank Replacement	New Brooklyn	x		Y				1,579	11,100	-	-	-	-	-	-	12,679	
Fire Flow and Pipeline Improvements	Winslow			Y				-	169	431	-	-	-	-	-	600	
Emergency Generator	Head of the Bay			Y				-	70	155	-	-	-	-	-	225	
Ferncliff Main Extension	Ferncliff Ave	x		Y				60	776	-	-	-	-	-	-	836	
Booster Pump Upgrade	Head of the Bay			Y				-	168	-	-	-	-	-	-	168	
Sands Ave Well Rehab	Sands Ave			Y				-	375	-	-	-	-	-	-	375	
City Project Funding								1,639	12,259	586	-	-	-	-	-	14,483	
Grant Totals								-	400	-	-	-	-	-	-	400	
SUBTOTAL								1,639	12,659	586	-	-	-	-	-	14,883	
UNFUNDED WATER PROJECTS - (1000s)																	
Winslow Supply Well	TBD		Y	Y				208	17	840	-	-	-	-	-	1,065	
Water Treatment Improvements	Head of the Bay			Y				-	415	1,015	-	-	-	-	-	1,430	
Winslow Way West				Y				-	-	75	300	-	-	-	-	375	
City Project Funding																	
Grant Totals																	
SUBTOTAL								-	208	432	1,930	300	-	-	-	-	2,870
TOTAL ALL WATER PROJECTS - (1000s)																	
City Project Funding								1,639	12,467	1,017	1,930	300	-	-	-	-	17,353
Grant Totals								-	400	-	-	-	-	-	-	400	
GRAND TOTAL								1,639	12,867	1,017	1,930	300	-	-	-	17,753	

Started

Started

New

Started

New

2023-28 CIP: Sewer

Assumptions and Strategies:

- Focus on delivery of Lovell/Wood sewer replacement
- Continue wastewater treatment plant upgrades
- Consider new, critical replacement projects post rate-study (below the line)
- Increase for inflation

Project	Location and/or Phase	Grant/Loan Awarded	Grant/Loan Funds	General Comp	Grts Component	Wtr Component	Swr Component	SSW/Comp	Prior Years	2023	2024	2025	2026	2027	2028	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																
Rehabilitate Pumps	Sunday Cove	Y	-				Y		935	92	-	-	-	-	-	1,027
Pump Station & Force Main	Wood Ave	Y	-				Y		791	-	-	3,184	-	-	-	3,975
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell	Y	-				Y		1,113	-	550	-	-	-	-	1,663
Village Basin /Madison Ave Reconstruction	Madison Ave						Y		792	15	-	-	-	-	-	807
Hawley Irene Grinders	Hawley/Irene						Y		396	-	-	-	-	-	-	396
WWTP Upgrades	WWTP						Y		170	820	610	-	-	-	-	1,600
City Total									4,197	928	1,160	3,184	-	-	-	9,468
Grant Total									-	-	-	-	-	-	-	-
SUBTOTALS									4,197	928	1,160	3,184	-	-	-	9,468

Started

UNFUNDED SEWER PROJECTS - (1000s)																
Rehabilitate Pump Station (Wing Point)	Wing Point						Y		134	-	1,318	-	-	-	-	1,452
Hawley Pump	Lower Hawley						Y		124	-	640	-	-	-	-	764
North Town Woods Pump	NW Winslow						Y		114	4	527	-	-	-	-	645
Woodward Pump	NW Winslow						Y		133	-	-	635	-	-	-	768
Rehabilitate Pump Station (Island Terrace)	Island Terrace						Y		-	180	-	545	-	-	-	725
Install Gravity Sewers	Sunday Cove	Y	-				Y		1,010	4	11	600	-	-	-	1,625
Extend WWTP Outfall	Wing Point						Y		-	385	15	1,800	-	-	-	2,200
Ferndiff Ave Conveyance Upgrades	Ferndiff Ave						Y		-	-	250	1,000	-	-	-	1,250
Ferry Terminal Pump Station Relocation	Winslow						Y		-	-	-	-	-	150	700	850
City Total									1,515	572	2,762	4,580	-	150	700	10,279
Grant Total									-	-	-	-	-	-	-	-
SUBTOTALS									1,515	572.23	2,761.66	4,580	-	150	700	10,279

Started

New

TOTAL ALL SEWER PROJECTS - (1000s)																
City Total									5,712	1,500	3,921	7,764	-	150	700	19,747
Grant Total									-	-	-	-	-	-	-	-
GRAND TOTALS									5,712	1,500	3,921	7,764	-	150	700	19,747

2023-28 CIP: Storm and Surface Water

Assumptions and Strategies:

- No major updates
- Plan for mid-biennium update upon completion of Stormwater System Plan
- Increase for inflation

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strs Component	Wtr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-				Y	276	-	-	-	-	-	-	-	276
Yeomalt Area Drainage Improvements			-				Y	61	823	-	-	-	-	-	-	884
Springbrook Creek Restoration and Culvert Complex Replacement	X		-				Y	-	310	1,250	-	-	-	-	-	1,560
Springbrook Fish Passage	X	1,885		X			Y	185	4	13	2,025	-	-	-	-	2,227
Eagle Harbor Drive Cooper Creek Fish Passage	X		-				Y	126	966	515	-	-	-	-	-	1,608
Blakely Ave. Drainage Improvements			-				Y	-	-	-	468	-	-	-	-	468
City Funding								563	2,103	1,778	693	-	-	-	-	5,137
Grant Totals								85	-	-	1,800	-	-	-	-	1,885
TOTALS								648	2,103	1,778	2,493	-	-	-	-	7,022

Started

Next Steps

- October 11 – Hold Public Hearing and Consider adoption of Ord. No. 2022-18 Relating to Property Tax Levy (Tonight)
- October 11 – Hold Public Hearing of Ord. No. 2022-19 relating to 2023-24 Adopted Budget (Tonight)
- October 25 – Consider Adoption of Ord. 2022-20 relating to 2023-28 Capital Improvement Plan
- November 8 - Consider Adoption of Ord. No. 2022-19 relating 2023-24 Adopted Budget

Public Hearing Draft for Preliminary Budget Hearing

ORDINANCE NO. 2022-19

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2023, and December 31, 2024.

WHEREAS, on September 9, 2022, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2023, and December 31, 2024; and

WHEREAS, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September 23, 2022, filed the revised preliminary budget with the City Clerk; and

WHEREAS, the preliminary budget was presented to the City Council at Council meetings on September 13 and 27, 2022, and was discussed and considered subsequently by the Council at several Council meetings in October 2022; and

WHEREAS, a public hearing was conducted concerning the preliminary budget on October 11, 2022, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information provided to the Council regarding the preliminary budget, and after making changes to the preliminary budget as deemed necessary and proper, conducted a public hearing for consideration of the final budget on _____, 2022, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2023, and December 31, 2024.

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

Section 1. The final budget for fiscal years ending December 31, 2023, and December 31, 2024, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto and identified as Exhibit A (2023) and Exhibit B (2024), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

Section 3. Because the amounts of revenues and expenditures to be recorded in the Building & Development Services Fund are not clearly fixed, and because the Building & Development Services Fund receives operating transfers from the General Fund, this budget authorizes additional amounts to be spent from the Building & Development Services Fund and to be covered by additional operating transfers from the General Fund, provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 4. A complete copy of the final budget for fiscal years ending December 31, 2023, and December 31, 2024, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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 on January 1, 2023.

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:	September 9, 2022
PASSED BY THE CITY COUNCIL:	November __, 2022
PUBLISHED:	December __, 2022
EFFECTIVE DATE:	January 1, 2023
ORDINANCE NO.:	2022-19

Attachments: Exhibits A and B

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET

SUMMARY BY FUND

Draft for Public Hearing

Exhibit A

ORDINANCE NO. 2022-19

<u>CITY FUNDS</u>	<u>2023 EXPENDITURES</u>
001 GENERAL FUND	22,956,317
101 STREET FUND	2,899,533
103 REAL ESTATE EXCISE TAX FUND	2,448,840
104 CIVIC IMPROVEMENT FUND	350,000
108 AFFORDABLE HOUSING FUND	215,133
171 TRANSPORTATION BENEFIT FUND	1,377,258
199 ARPA FUND	2,064,000
201 GO BOND FUND	1,590,415
203 LID BOND FUND	39,075
301 CAPITAL CONSTRUCTION FUND	10,127,191
401 WATER OPERATING FUND	15,045,402
402 SEWER OPERATING FUND	6,617,349
403 STORM & SURFACE WATER FUND	4,462,445
407 BUILDING & DEVELOPMENT FUND	3,292,829
501 EQUIPMENT RENTAL & REVOLVING	1,170,000
TOTAL EXPENDITURES	<u><u>74,655,787</u></u>

CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED BUDGET

SUMMARY BY FUND

Draft for Public Hearing

Exhibit B

ORDINANCE NO. 2022-19

<u>CITY FUNDS</u>	<u>2024 EXPENDITURES</u>
001 GENERAL FUND	26,162,477
101 STREET FUND	4,110,936
103 REAL ESTATE EXCISE TAX FUND	3,227,064
104 CIVIC IMPROVEMENT FUND	350,000
108 AFFORDABLE HOUSING FUND	2,230,565
171 TRANSPORTATION BENEFIT FUND	603,337
199 ARPA FUND	2,020,000
201 GO BOND FUND	927,665
301 CAPITAL CONSTRUCTION FUND	5,065,596
401 WATER OPERATING FUND	3,547,178
402 SEWER OPERATING FUND	6,515,759
403 STORM & SURFACE WATER FUND	3,969,038
407 BUILDING & DEVELOPMENT FUND	3,550,834
501 EQUIPMENT RENTAL & REVOLVING	770,000
TOTAL EXPENDITURES	<u><u>63,050,449</u></u>



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT

Memorandum

DATE: October 4, 2022

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: 2023-2024 Budget Questions - Various

On September 27, 2022, at the City Council Regular Business Meeting, staff presented the Proposed 2023-2024 Biennial Budget. After the presentation, Council asked a series of questions regarding the budget. This memorandum provides answers to the various questions asked.

1. A request for Shoulders on Valley Road. (What is the history of shoulders on Valley Road? Where does this question stand in comparison to other traffic safety or pedestrian facility requests?)

Shoulders on Valley Road have long been a part of the City's non-motorized plan, including being referenced as a priority 2 and 3 project for the "Core 40" program, and being the subject of an unsuccessful federal grant proposal in 2020. Currently, the project is identified in the Sustainable Transportation Plan as part of the Scenario #2 Connected Centers alternative that was adopted by the City Council in March (see page 4 and 5 of this link: https://www.bainbridgewa.gov/DocumentCenter/View/15851/Vision_Appendix-A_Working-Documents?bidId=).

The suite of projects identified in Scenario #2 represent the City's highest priority non-motorized improvements with respect to other non-motorized facility needs. However, the funding source for this, and other, segments of the Connecting Centers project has yet to be identified, and therefore the Valley Road project is not currently included in the Capital Improvement Plan.

2. Do we have the capacity to draw down the General Fund Balance?

Total expected ending fund balance for 2023 is \$18.6 million and for 2024 is \$14.7 million. The amount of this total that is unrestricted, that is, not encumbered by City Financial policies totals about \$11.8 million in 2023 and \$7.8 million in 2024.

Policy reserves include \$1 million for emergencies plus an additional amount equal to 25% of ongoing general fund revenues, currently budgeted at \$21.5 million in 2023. In addition, there is an additional \$530,000 of legal restrictions per year on the fund for police investigations, public access capital reserve (also known as PEG), public art and the police marine unit. Combined these total \$6.8 million in 2023 and \$6.9 million in 2024. The City plans to spend down the fund balance by about \$5.3 million over two years, largely for one-time expenditures such as capital projects.

The proposed spending will result in estimated ending fund balances in 2023 and 2024 that are well above the policy reserve limits. Prudent spending and ongoing financial management will allow the City to maintain its financial health and continue to meet and exceed its policy reserves.

3. Do Real Estate Excise Tax (REET) projections reflect the slow-down of the real estate market?

Yes, Real estate excise taxes are a volatile revenue by their nature. The City's estimates for the coming biennium reflect an adjustment due to the slow-down of the real estate market. 2023 real estate excise tax revenues are estimated to decrease about 14% or \$500,000 from 2022 levels at \$3,250,000 and 2024 levels are estimated to decrease about 7% or \$250,000 below 2022 levels at \$3,500,000.

4. Are the terms of the water tank loan favorable to the City? Why does it cost so much?

The City has secured \$11.3 million through two, low-interest loans available through State of Washington local municipal loan programs. This has allowed the City to finance the water tank at interest rates of 0.94% and 1.75%. According to our Bond Investment Advisor, the current market rate for General Obligation bond debt for a municipal government with a triple A Moody's credit rating such as the City of Bainbridge Island is about 4.1% for a 20-year loan. Staff estimates the total savings for these two loans combined is about \$2.7 million or about \$143,000 per year compared to what the City would have to pay if it issued bonds in the open market.

Additional information can be found in a separate budget memo attached to the agenda packet that analyzes the savings for the low-cost water and sewer loans secured by the City through available State programs. This memo compares the low-interest loan payments to the payments that would likely result if the City sold general obligation bonds on the open municipal bond market.

5. What makes up the General Fund Transfer?

There is a separate budget memo attached to the agenda packet that provides this information.

6. Last budget included \$100,000 for REAC. Why doesn't this budget include the same amount?

The 2021-2022 budget included a one-time allocation of \$100,000 for diversity, equity and inclusion. This funding was intended to support initiatives for staff and council, training and community outreach. It was not a budget for the Race Equity Advisory Committee. To date, the one-time budget allocation has supported roughly \$45,000 in training for staff and Council, provided by Scott Winn. It has also been used for small supply items such as purchasing the "Cracking the Codes" video.

The 2023-2024 budget includes a new full-time position, and funding of \$25,000 annually for that position to use for programming and support of the Race Equity Advisory Committee. The total for the position and related programming is roughly \$350,000 in the biennium.

7. Why not create a Health, Housing, and Human Services Coordinator?

We have created several positions to address areas of concern, specifically staff to address the housing and equity. While we are moving in this direction, we have insufficient mass to justify a coordinator position, given the other areas of emphasis for the City.

8. We need a decarbonization measurement

Our Climate Action Plan includes three core goals:

1. Reduce greenhouse gas (GHG) emissions by 90% by 2045 compared to 2014 levels, with interim milestones of 25% reduction by 2025 and 60% by 2035;
2. Ensure Bainbridge Island is climate savvy and can withstand the impacts of climate change; and,
3. Inspire community action and partners with local and regional organizations to take meaningful and equitable climate change mitigation and adaptation actions.

The proposed 2023-24 Climate Action Plan implementation workplan and budget includes activities that help reduce GHG emissions (primarily by reducing fossil fuel use for powering buildings, vehicles and equipment on the island), preparing our community for climate change impacts (primarily focused on sea level rise and risks/adaptation strategies for public infrastructure), and associated community engagement and outreach efforts. Staff anticipates that we will conduct our next GHG emissions inventory in 2026 using 2025 data to assess progress against the 25% by 2025 GHG emission reduction goal.

9. Please provide more specifics concerning the tasks of the Equity and Inclusion Officer (Attach some sample tasks).

The 2023-2024 budget includes a new full-time position, Equity and Inclusion Officer. This position will be in the Executive Department and report to the City Manager.

Tasks for the Equity and Inclusion Officer may include:

- Race Equity Advisory Committee –lead workplan development for 2023 - 2024, set meeting agendas with chair, promote events with committee, participate in recruitment/selection process.
- ADA Transition Plan – coordinate consultant contract for citywide ADA transition plan, including data gathering and financial analysis.
- City training – develop employee training plan. Support employee Race Equity Team.
- City policy development – research and recommend best practices for areas such as City procurement and RFPs
- Regional resource – represent City in various external groups

10. Are we unusual in that we have so much debt capacity?

As far as staff is aware, there is no repository that provides comparable information on various State and Country's municipal debt levels. However, Moody's Investors Service has reaffirmed a Aaa credit rating in 2021, its highest credit rating issued, to the City of Bainbridge Island for its exceptionally strong financial position, robust economy, and low debt. The higher rating indicates that the City has a healthy financial profile relative to other municipal cities both locally and nationwide. Bainbridge is one of five other Washington cites, joining Seattle, Bellevue, Kirkland and Mercer Island with the distinguished rating.

11. What can we do about proposed staffing for the Sustainable Transportation Plan?

One option could be to consider a term-limited Transportation Planner that would focus their workload entirely on the Sustainable Transportation Plan.



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT

Memorandum

DATE: October 4, 2022

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: 2023-2024 Budget Questions - General Fund Transfers

On September 27, 2022 at the City Council Regular Business Meeting, staff presented the Proposed 2023-2024 Biennial Budget. After the presentation, Council asked a series of questions regarding the budget. This memorandum provides detail about the General Fund planned transfers for 2023-2024. The “Type” denotes whether the transfer is an “operating” transfer to support normal business operations of the identified fund receiving the transfer or a “capital” transfer to support a specific identified capital project.

GENERAL FUND	Type	2023		2024	
		XFERS IN	XFERS OUT	XFERS IN	XFERS OUT
American Rescue Plan Act Interest Earnings	Operating	64,000	-	20,000	-
Building and Development Fund	Operating		1,202,329		1,315,134
Streets Fund	Operating		1,375,533		2,578,936
Main Street Tax Credit	Operating		8,750		8,750
Country Club Bulkhead	Capital		-		666,619
Country Club Road Reconstruction	Capital		599,031		-
Bucklin Hill Rd Reconstruction	Capital		277,045		836,096
City Hall Security	Capital		10,915		-
City Hall Map Enclosure	Capital		259,819		-
Public Works Inventory Storage Facility	Capital		2,729		209,905
Public Works Truck Storage Pole Building	Capital		2,729		109,905
Public Works Truck Hoist	Capital		2,729		115,905
Public Works Yard Security Gate	Capital		1,364		89,429
Electric Vehicle Charging Station	Capital		79,948		-
GENERAL FUND TOTAL		64,000	3,822,920	20,000	5,930,679



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: October 4, 2022
To: City Council
From: Blair King, City Manager
Subject: Water and Sewer Loan Savings

Executive Summary: This memorandum evaluates the existing \$14.7 million of loan debt financed with the State of Washington for three capital projects listed in the 2023-2028 Capital Improvement Plan and compares the total debt service costs to financing the same amount under current municipal bond market conditions using the same loan term. The current projects and amounts financed are:

Loan Amount	Total Project Cost (2023-2028 CIP)	Project Name	Fund
\$11.3 million	\$12.7 million	Winslow Water Tank Replacement	Water Fund
\$ 2.5 million	\$ 8.2 million	West Eagle Harbor Sewer Plant upgrade	Sewer Fund
\$ 0.4 million	\$ 0.8 million	Fernclyff Water Main Extension*	Water Fund

*Total Fernclyff loan amount is \$0.8 million, with 50% debt forgiveness clause.

The overall cost savings for utility funds, and therefore the utility ratepayers, using the State low-interest loan programs is approximately \$4.8 million total or \$243,000 annually over the life of the various loans. This does not include bond debt issuance costs which would increase the total savings by approximately 1.5% or \$225,000 bringing total savings to about \$5 million.

Background: The City has secured four low interest loans available through various State of Washington local municipal loan programs. These programs have allowed the City to finance major utility infrastructure projects with interest rates that range from 0.94% to 1.75%. According to our Bond Investment Advisor, the current market rate for General Obligation bond debt for a municipal government with a triple A Moody's credit rating such as the City of Bainbridge Island is about 4.1% for a 20-year loan.

Staff applied the 4.1% market rate to the State-funded water and sewer loan amounts to estimate cost savings. The Water Fund savings is estimated at \$4 million over 24 years, or \$201,000 annually and the Sewer fund savings totals about \$848,000 over 20 years or \$42,000 annually. This analysis assumes that the City will take advantage of a 50% loan forgiveness program on the Fernclyff Water Main extension loan, available if certain project completion deadlines are met, a program that would not be available with general obligation bonds. The chart on the next page compares the existing total payments under the State-funded loans to the market rate for general obligation bonds sold in a competitive bid on the open market. The cost savings difference is shown below the green line.

	Water			Sewer	
	Water Tank PWTF	Water Tank DOH DWSRF	Ferncliff Water Ext DOH*	Water Total	West Eagle Harbor Sewer Complex PWTF
Loan Term	20 years	20 years	24 years	Water Total	20 years

*50% loan forgiveness

Water/Sewer Debt with Existing Loan Terms and Conditions @.94%, 1.25%, 1.75%						
Interest Rate	0.94%	1.75%	1.25%		0.94%	Total-ALL
Principal	4,500,000	6,831,000	396,000	11,727,000	2,500,000	14,227,000
Interest Payments	426,000	1,173,000	69,000	1,668,000	229,000	1,897,000
Total Payments	4,926,000	8,004,000	465,000	13,395,000	2,729,000	16,124,000

Water/Sewer Debt with Current Municipal Market Rates @ 4.1% interest rate						
Estimated Interest Rate	4.10%	4.10%	4.10%		4.10%	Total-ALL
Principal	4,500,000	6,831,000	792,000	12,123,000	2,500,000	14,623,000
Interest Payments	1,937,000	2,941,000	406,000	5,284,000	1,076,000	6,360,000
Total Payments	6,437,000	9,772,000	1,198,000	17,407,000	3,576,000	20,983,000

Difference						
Annual Cost savings	76,000	88,000	37,000	201,000	42,000	243,000
Total Cost Savings	1,511,000	1,767,000	733,000	4,011,000	848,000	4,859,000

Glossary

PWTF - Public Works Trust

DWSRF - Drinking Water State Revolving Funds

DOH - State Department of Health



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:15 PM) Hold Public Hearing on October 11, 2022 for Ordinance No. 2022-18 Relating to the Property Tax Levy for Collection in 2023 - Finance,

SUMMARY: In accordance with state law, the City is required to have a public hearing to levy property taxes for 2023. In addition, the City must certify its desired levy amount via ordinance for 2023 to the County Assessor no later than November 30, 2022. This is a process that is legally required each year. The revenue estimates in the proposed 2023-2024 budget currently reflect the changes after the public hearing and the Council's adoption of the ordinance. Property taxes are the single largest revenue source for the City representing approximately 40% of total general fund revenue.

The version of the ordinance that was provided to the City Council for the September 13, 2022 Council meeting included a blank line and bracketed text in Section 1 of the ordinance indicating that the City was awaiting additional information from the Assessor's Office. The City has since received that updated information, and it is included in Section 1 of the ordinance attached with this agenda item.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Conduct public hearing and schedule action for Ordinance No. 2022-18 related to the Property Tax Levy collection, including possible adoption, for the October 25, 2022, Regular City Council Meeting.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: Washington state uses a budget-based property tax system. This means that cities, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors. These requirements are necessary for both annual and biennial budgets. There are three steps to complete the necessary requirements: First, a public hearing needs to be scheduled by the Council. Second, a public hearing must take place. And third, the

ordinance must be adopted by the Council that states both the dollar increase and the percentage change from the prior year.

The City must certify its desired levy amount each year via ordinance to the County Assessor no later than November 30th in order to levy taxes for the subsequent budget year. The 2023 proposed property tax estimate is calculated by the Kitsap County Assessor's Office.

The dollar increase to the 2022 total levy of \$8,138,115 is \$73,193, which is an increase of 0.89939 percent, plus an increase of \$84,462 equal to the amount allowed under the new construction provisions of RCW 84.55.010, plus the tax refund amount of \$24,557, for a total new levy amount of \$8,320,327. Additional detail is provided on the attached document, which was provided by the Kitsap County Assessor's Office.

In addition, Ordinance No. 2022-18 will levy \$655,200 to pay the 2023 debt service cost of the voted 2013 Refunded Voted Open Space General Bond Obligation Bonds. The levy is equal to the amount of the debt service.

ATTACHMENTS:

[Ordinance No. 2022-18 Relating to the Levy of Property Taxes for Collection in 2023.docx](#)

[City of Bainbridge Island Levy Limit Calculation 9 8 2022 TY2023.pdf](#)

[Presentation Property Tax.pptx](#)

FISCAL DETAILS: Property taxes are the single largest revenue source for the City representing approximately 40% of total general fund revenues or \$8.3 million. The 2023-2024 Proposed Budget was constructed with the assumption that this rate would increase by the amount allowed by law which is 1% plus new construction.

Fund Name(s): General Fund

Coding:

Public Hearing Draft for Property Tax Levy Revenue Hearing

ORDINANCE NO. 2022-18

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2023, on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law, and special levy taxes as authorized by the voters in the November 6, 2001, election.

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2023 as set forth in the 2023-2024 Proposed Biennial Budget that has been provided by the City Manager to the City Council, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

WHEREAS, the population of the City is greater than 10,000; and

WHEREAS, on September 13, 2022, the City Council considered this ordinance and set the public hearing on the ordinance for October 11, 2022; and

WHEREAS, the City Council properly provided notice of and conducted the public hearing on October 11, 2022, to consider the City's revenue sources for the City's 2023 General Fund budget; and

WHEREAS, the previous year's actual levy was \$8,138,115; and

WHEREAS, the City Council, after hearing and duly considering the relevant information and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 0.89939 percent of the amount levied for collection in 2022 as authorized by Chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, at an election held on November 6, 2001, the voters of the City approved and authorized the City to issue general obligation bonds to finance the costs of acquiring and preserving forested areas, open space, wildlife habitat, and farms and agricultural lands and creating new trails and passive parks, and to levy excess property taxes to repay such bonds (referred to as the "2002 Unlimited Tax General Obligation Bonds" and the "Unlimited General Obligation Bonds, 2004"); and

WHEREAS, on June 26, 2013, the City Council approved Ordinance No. 2013-14 refunding all of the 2002 bonds and most of the 2004 bonds; and

WHEREAS, the debt service on such bonds for the year 2023 will be \$655,200.

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

Section 1. The 2022 regular property tax levy for collection in 2023 is declared to be the previous year's levy of \$8,138,115 plus an increase of \$73,193, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 of \$84,462, and any increase in the value of state-assessed property, as well as any additional amounts resulting from any refunds made of \$24,557. The estimated total based on the figures provided by the Kitsap County Assessor's Office at this point is \$8,320,327.

Section 2. In addition to the City's regular property tax levy described in Section 1 above, there is levied for collection in 2023, upon all property, both real and personal within the City and within the area subject to taxation, a voter-approved special levy property tax to pay the debt service on the City's 2002 and 2004 Unlimited Tax General Obligation Bonds which were refunded in 2013. The special levy to pay the 2023 debt service on the refunded debt service amount is \$655,200.

Section 3. This ordinance shall be certified to the proper Kitsap County officials, as provided by law. The taxes levied in this ordinance shall be collected and paid to the Director of Finance and Administrative Services of the City of Bainbridge Island at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 4. 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 5. This ordinance shall take effect on January 1, 2023, after its passage, approval, 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, CMC, City Clerk

FILED WITH THE CITY CLERK
PASSED BY THE CITY COUNCIL
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:

September 9, 2022
_____, 2022
_____, 2022
January 1, 2023
2022-18

2023 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND

District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 8,138,115

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

Highest Allowed Levy Since 1986 = 8,130,008

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

1% Increase to Highest Allowed Levy = 8,211,308

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$73,193 and 0.89939%

Amount due to New Construction = 84,462

New construction assessed value 106,745,675 X .791245 (the prior year's levy rate) = 84,462

Amount due to Increase in Utilities = 0

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

AV of Annexed Property = 0

Amount due to Annexations = 0

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

Current Total Assessed Value = 12,834,940,640

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 24,557

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

Projected Levy Rate = .646343

Maximum Levy Rate = 2.563206

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 8,320,327

Property Tax Levy Ordinance

October 11, 2022



CITY OF
BAINBRIDGE
ISLAND

Property Tax Process:

- ▶ RCW 84.55.10 requires taxing district's that collect regular levies hold a public hearing
- ▶ Ordinance 2022-18 sets the levy amount to be collected in 2023
- ▶ State law limits increase to 1%, plus the value of new construction and tax refunds
- ▶ Property Tax Levy must be certified to the County Assessor by November 30th

October 11, 2022

Property Tax Calculation:

	<u>2023</u>	
Previous years highest allowed levy	8,130,008	
1% increase	81,300	
New highest allowed levy	8,211,308	a
Previous year's levy amount (includes refunds)	8,138,115	
Total dollar increase over last levy amount	73,192	
Total percent increase over last levy	0.89937%	
Add in New Construction	84,462	b
Tax refunds	24,557	c
Estimated Total Levy for 2023	8,320,327	a+b+c

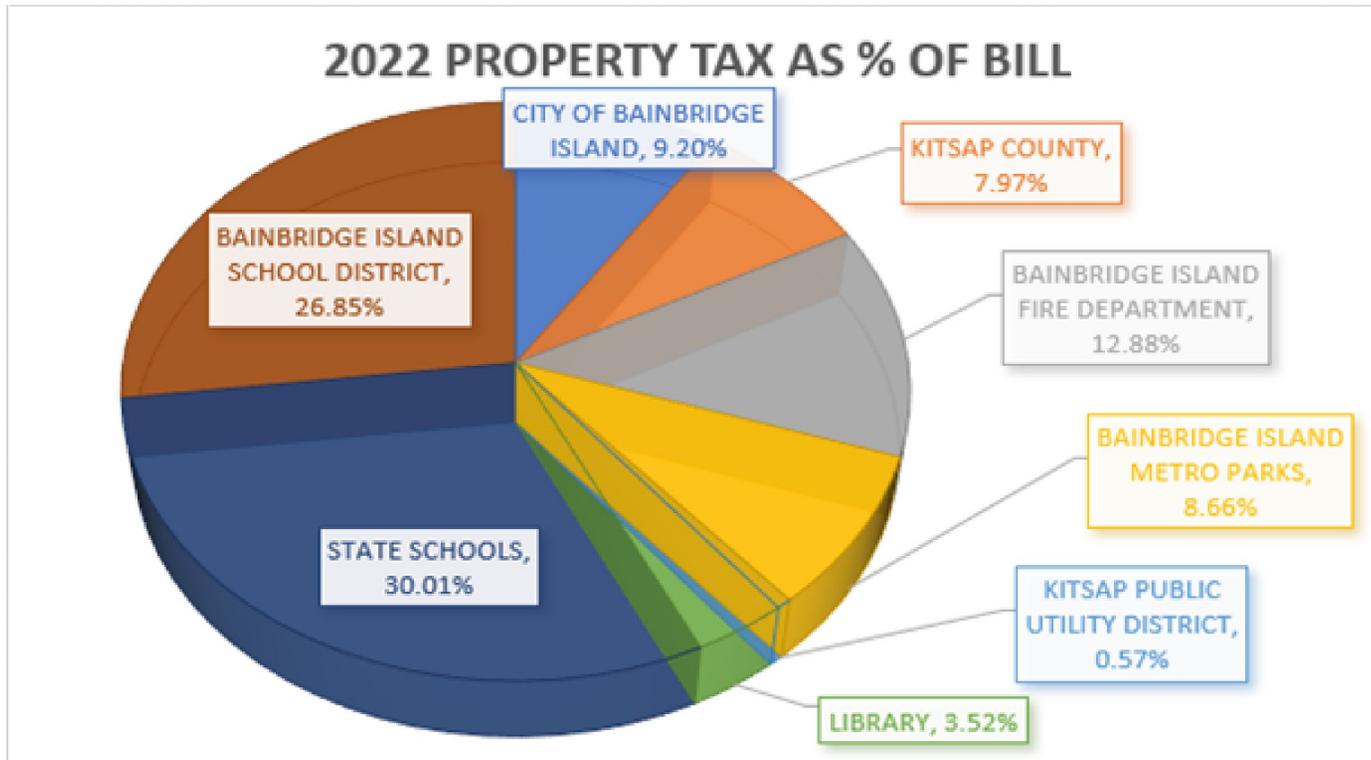
October 11, 2022

Property Tax Revenue:

- ▶ Single largest revenue source
- ▶ 2023 Budget is \$8,280,000
- ▶ Approximately 40% of Total General Fund Revenue

October 11, 2022

Property Tax Revenue:



October 11, 2022

Property Tax Next Steps:

- ▶ Tonight hold the public hearing and answer any questions
- ▶ Forward Ordinance 2022-18 to October 25th consent agenda

October 11, 2022



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:25 PM) Consider Proposal to Develop Public Art Plan and Policies and Authorize Expenditure From Public Art Subfund (up to \$50,000) - Executive,

SUMMARY: The City and its arts community undertook a comprehensive public art master planning process roughly 20 years ago. The plan, approved in 2003, should be reviewed and updated given current community interests.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to take steps necessary to update the City's Public Art Guiding Plan, including authorizing expenditure of up to \$50,000 from the Public Art Subfund for this purpose and including advisory committees and community stakeholders in the process, as applicable.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	up to \$50,000
Ongoing Cost:	
One-Time Cost:	up to \$50,000
Included in Current Budget?	No

BACKGROUND: The City of Bainbridge Island has a vibrant public art program, benefitting from the community's support of the arts as well as the City's commitment to including art in public spaces. The City has a public art committee (PAC) which is a subcommittee of the board of directors of Arts and Humanities Bainbridge (AHB). AHB, PAC, and the City coordinate and cooperate to provide public art.

These stakeholders agree that it is important that the City update its public art plan document and policies. The most recent approved plan is from nearly 20 years ago, the "2003 Public Art Master Plan."

Proposal:

City staff and PAC propose to develop a plan that provides guidance on an array of public art topics. Examples of topics that should be discussed and documented include: preferred locations for public art; the types of public art we seek to install; confirmation of a preference for commissioned over donated art; the expected

selection process; principles to ensure that public art is culturally and racially sensitive; legal understanding and commitment to protect the art and the intellectual property of the artist; and an established financial plan for public art, including protection, insurance, and maintenance.

This project is envisioned as one coordinated by City staff, performed by an outside consultant, paid for from the Public Art Subfund, informed by the community, and reviewed by the public art committee and potentially other City advisory committees.

Additional information is provided in the attached staff memo.

ATTACHMENTS:

[Public Art Plan Proposal for CC 10112022.docx](#)

FISCAL DETAILS: The Public Art Subfund currently has an uncommitted balance of roughly \$290,000 as of the end of August 2022. This balance is the result of the annual planned transfer of \$50,000 per year, which has exceeded expenditures over the past few years, leading to an accumulation of fund balance. The estimated cost of an updated plan is roughly \$40,000 to \$50,000, depending on the scope and schedule of the project.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: October 11, 2022
To: Blair King, City Manager
DeWayne Pitts, Director of Finance and Administrative Services
From: Ellen Schroer, Deputy City Manager
Subject: Proposal to Update Public Art Guiding Plan

The City of Bainbridge Island has a vibrant public art program, benefitting from the community's support of the arts as well as the City's commitment to including art in public spaces. The City has a public art committee (PAC) which is a subcommittee of the board of directors of Arts and Humanities Bainbridge (AHB). AHB, PAC and the City coordinate and cooperate to provide public art.

These stakeholders agree that it is important that the City update its public art planning document and policies. The most recent approved plan is from nearly 20 years ago, the "2003 Public Art Master Plan." The 2003 plan is outdated and not used regularly by staff or PAC. We seek now to articulate guiding principles that are responsive to today's culture and community, and to document assumptions and approaches that are fundamental to our City and community approach to public art.

Proposal

City staff and PAC propose to develop a plan that provides guidance on an array of public art topics. Examples of topics that should be discussed and documented include: preferred locations for public art; the types of public art we seek to install; confirmation of a preference for commissioned over donated art; the expected selection process; principles to ensure that public art is culturally and racially sensitive; legal understanding and commitment to protect the art and the intellectual property of the artist; and an established financial plan for public art, including protection, insurance and maintenance.

This project is envisioned as one coordinated by City staff, performed by an outside consultant, paid for from the Public Art Subfund, informed by the community, and reviewed by the public art committee and potentially other City advisory committees. The Public Art Subfund currently has an uncommitted balance of roughly \$290,000 as of the end of August 2022. This balance is the result of the annual planned transfer of \$50,000 per year, which has exceeded expenditures over the past few years, leading to an accumulation of fund balance. The estimated cost of an updated plan is roughly \$40,000 to \$50,000, depending on the scope and schedule of the project.

Background

The City currently owns roughly two dozen pieces of public art. Public art is housed in City Hall, the public library and the public swimming pool. Public art is also displayed in city parks, included as art elements in sidewalks, and contemplated as part of the Sound to Olympics Trail.

Funding is provided currently through an annual transfer from the General Fund to the Public Art Subfund, budgeted for the past few budget cycles at \$50,000 per year. Prior to that time, there was a percentage-based calculation related to City capital projects. We moved to a flat amount as it provided greater predictability and transparency, supporting planning for finance staff and PAC.

Routine maintenance is currently provided by the City's operations and maintenance staff as part of general city infrastructure upkeep. Time and materials are charged to the General Fund. Major maintenance, when needed, is coordinated by City Public Works and Executive staff in consultation with PAC and the artist. Repair costs are charged to the Public Art Subfund.

Programming

Permanent collection: The City's permanent collection of about two dozen pieces of public art is displayed throughout the community in accordance with BIMC 3.80. Public art is included in public spaces.

Rotating display: The City has an annual rotation of five pieces of public art in the downtown area of the island. This program, Something New, is a cooperative program of AHB, PAC and the City. AHB and PAC coordinate the call for proposals, jury selection, publicity and recognition events. The City provides financial payment to the artists, coordinates installation, and insures the artwork.

Proposal for Guiding Plan

Year to be completed: 2023

Project timeline

- Q4 2022 – develop and issue RFP, select consultant, build project plan, identify stakeholders
- Q1/Q2 2023 – convene stakeholders. Develop plan.
- Q2/Q3 2023 – review draft internally and with PAC and other community stakeholders
- Q4 2023 – complete plan and present to Council and community

Resources needed

- Project manager – City staff
- Consultant – estimate \$40,000 to \$50,000, depending on scope and schedule of work to be done.

Thank you for your consideration of this request.

cc: Clarence Moriwaki, City Council liaison to Public Art Committee
Inez Maubane Jones, Executive Director, Arts and Humanities Bainbridge
Steve Rabago, Chair, Public Art Committee



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:40 PM) Consider Council Ward Draft Redistricting Plan and Map and Set a Date for Public Hearing- Planning,

SUMMARY: Cities and counties are required to review decennial census data and revise wards or district boundaries if necessary. Each of the three Council wards for the City of Bainbridge Island need to support roughly one-third of the overall population, based on 2020 census data. State law requires the City to adopt revised ward boundaries, if necessary, by November 15, 2022.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to schedule a public hearing for November 8, 2022 to consider a resolution to adopt a redistricting plan to update ward boundaries based on the 2020 Census.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: Jurisdictions that hold elections held by ward or district are required to periodically redraw the boundaries of those wards or districts to ensure that each has a relatively equal amount of voters. The timing of review is based on information from the most recent federal decennial census. Local redistricting is governed by Washington state law at Chapter 29A.76 RCW, which provides that the redistricting plan shall be consistent with the following criteria:

- Districts are as nearly equal in population as possible.
- Districts are as compact as possible.
- Districts consist of geographically contiguous areas.
- Districts are not used for purposes of favoring or disfavoring any racial group or political party.
- To the extent feasible, districts must coincide with existing recognized natural boundaries and preserve existing communities of related and mutual interest.

To the extent possible, local governments should respect and minimize divisions to boundaries that have common interest and ensure that persons in protected classes of voters have an equal opportunity to elect representatives of their choice.

Because of the delay in the 2020 Census, Bainbridge Island and other cities have until November 15, 2022 to submit redistricting plans to proper authorities. The Planning and Community Development Department has worked with the Kitsap County Auditor and it's Elections Division on mapping census data and reviewing whether changes warrant adjustment.

After review and analysis, there is modest imbalance among the three City Council wards. Based on 2020 census data, the North Ward has 31% of the city's population, while the South Ward has 34%, and the Central Ward has 35%.

Using census block data, staff is proposing to shift ward boundaries so that they are more equal. A presentation will display maps that show the North Ward expanding into the South Ward. The South Ward will expand a bit north into the Central Ward area. The Central Ward will shrink overall and the result will be a fairly even distribution of population for each City Council ward.

The Council must decide whether to accept the proposed staff boundaries or to direct staff to do something different. Consistent with Chapter 29A.76 RCW, a public hearing is proposed to be scheduled on November 8, 2022. After receiving public comments, the Council may consider adoption of the updated redistricting plan.

Attached is a map showing the draft redistricting plan as proposed by City staff.

ATTACHMENTS:

[Draft Redistricting Plan.pdf](#)

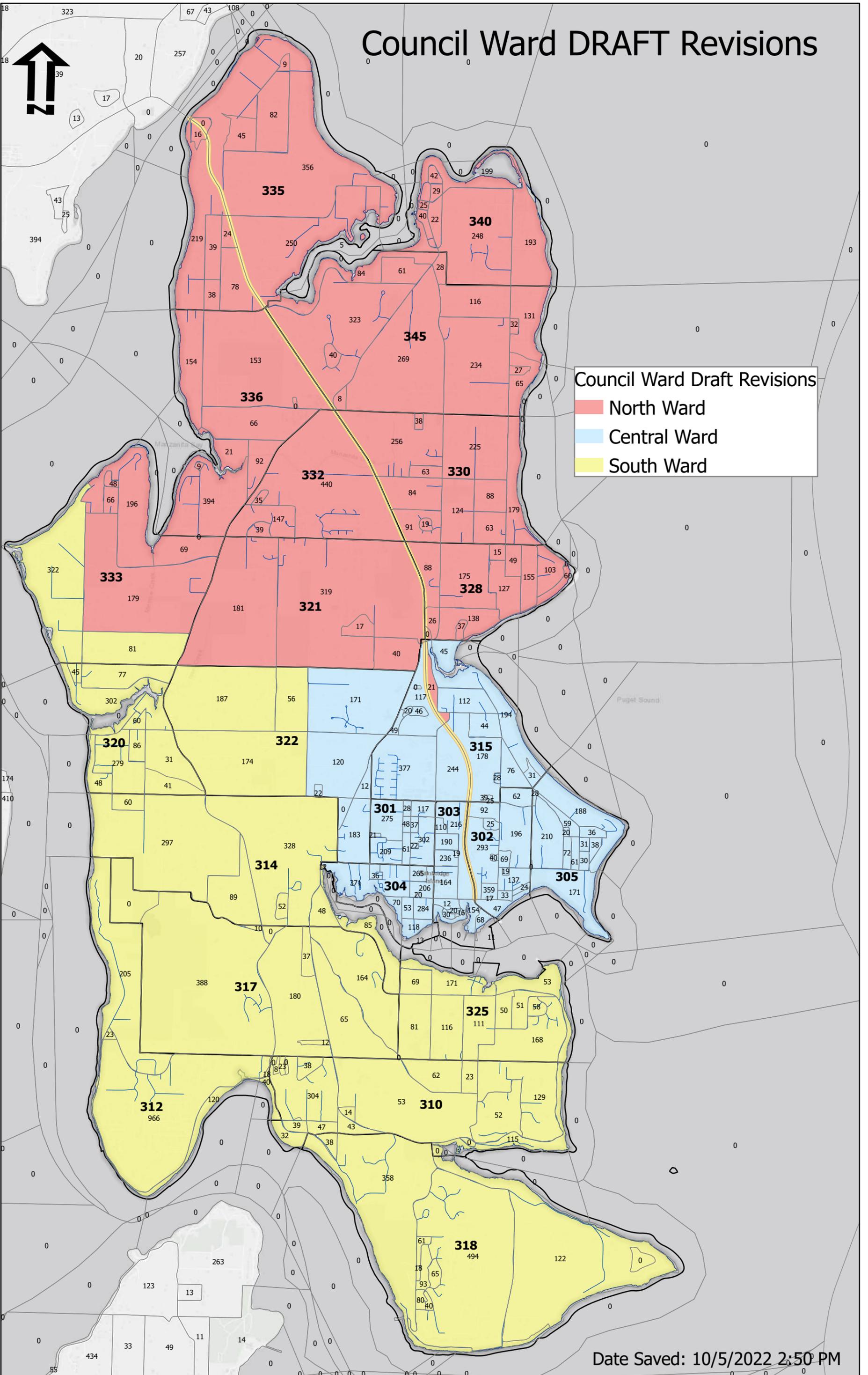
[Presentation Draft Redistricting Plan.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Council Ward DRAFT Revisions



Council Ward Draft Revisions

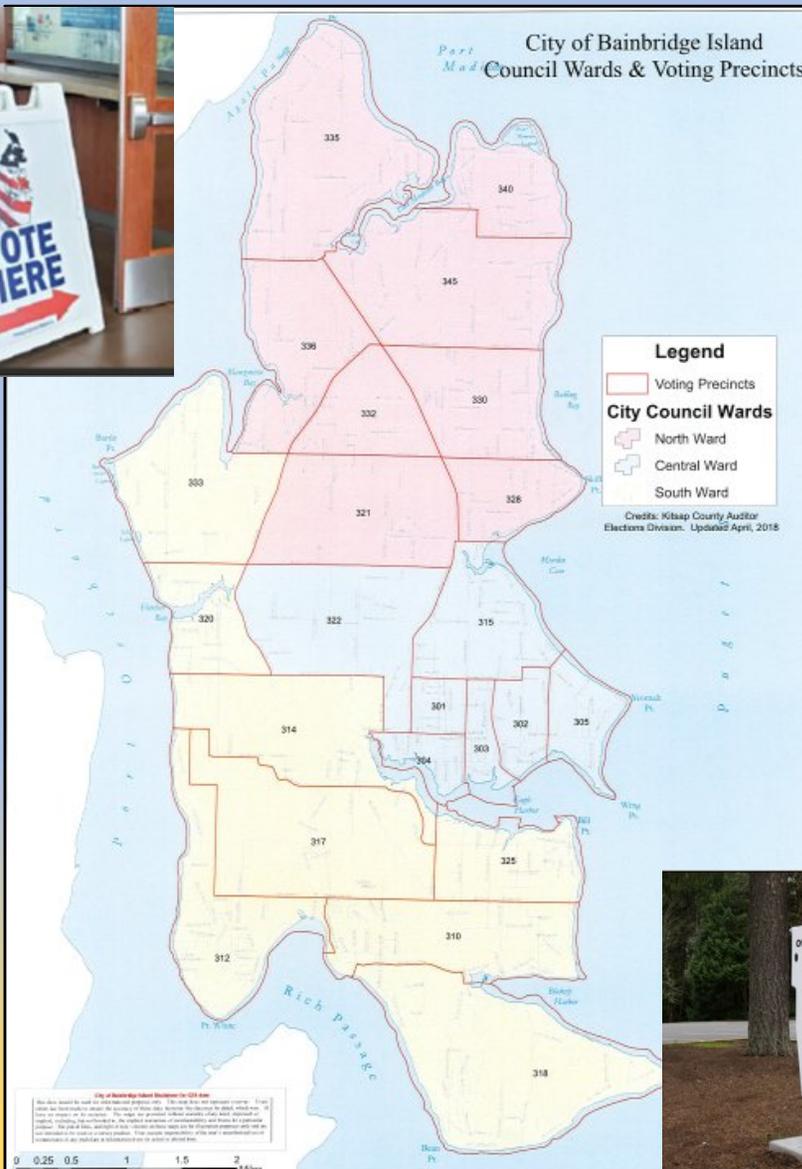
- North Ward
- Central Ward
- South Ward

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Balancing City Council Wards Based on the 2020 Census

Patty Charnas, Director
Planning and Community
Development

October 11, 2022



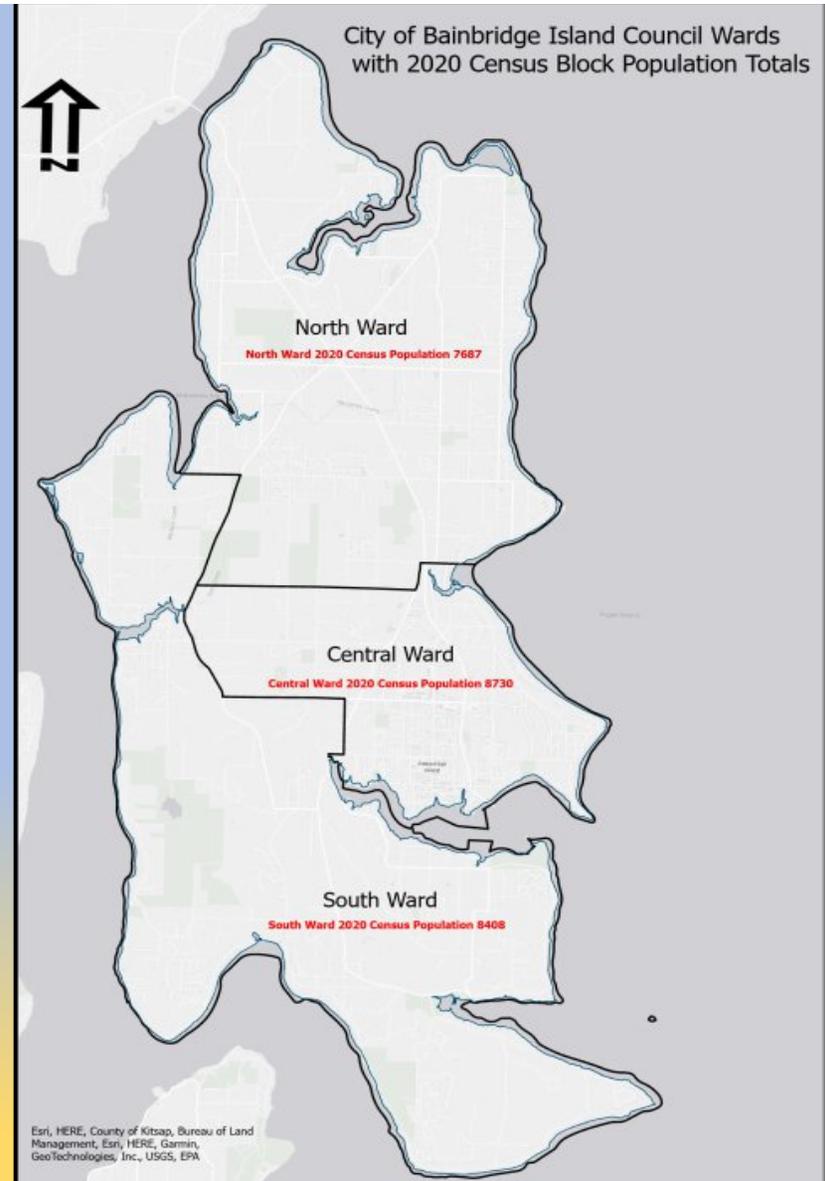
Background:

- **Cities and counties that hold elections by ward or district are required to periodically redraw ward boundaries to ensure each has voters in roughly equal amounts**
- **The state law is found at Chapter 29A.76 RCW**
- **The decennial census provides the basis to see if changes in ward populations are needed; if so a public hearing is held on proposed changes**
- **State law recognized that the 2020 Census was delayed due to the pandemic**
- **Cities with local elections in 2023 are required to complete their review and, if necessary, their redrawing by November 15, 2022**



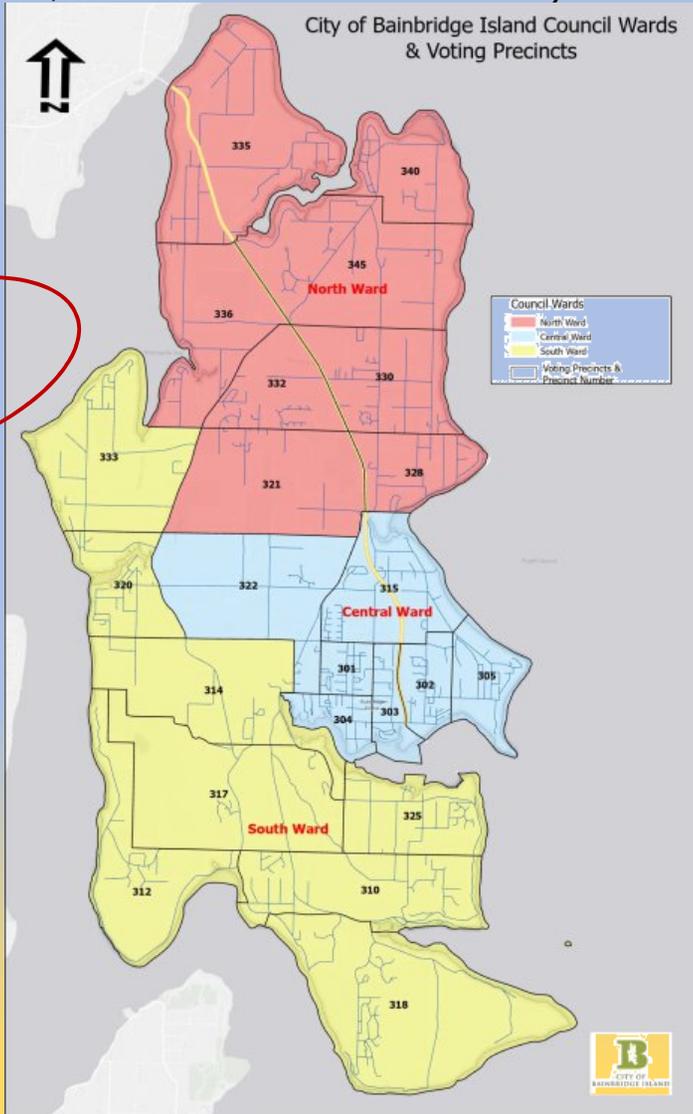
Situation:

- Each ward *should have* roughly one-third or 33.3% of the total population
- After review and mapping of the 2020 census numbers, the three wards are slightly out of balance:
 - North has 31 %
 - Central has 35%
 - South has 34%

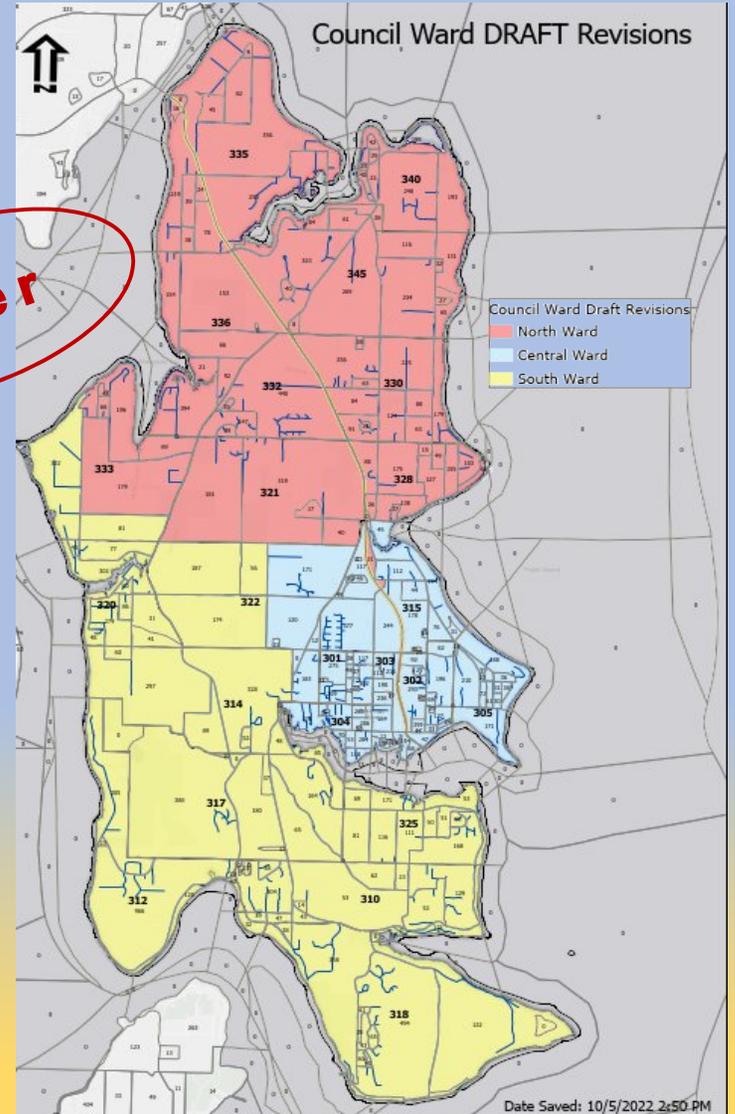


After Review, Calculations and Analysis:

Before



After

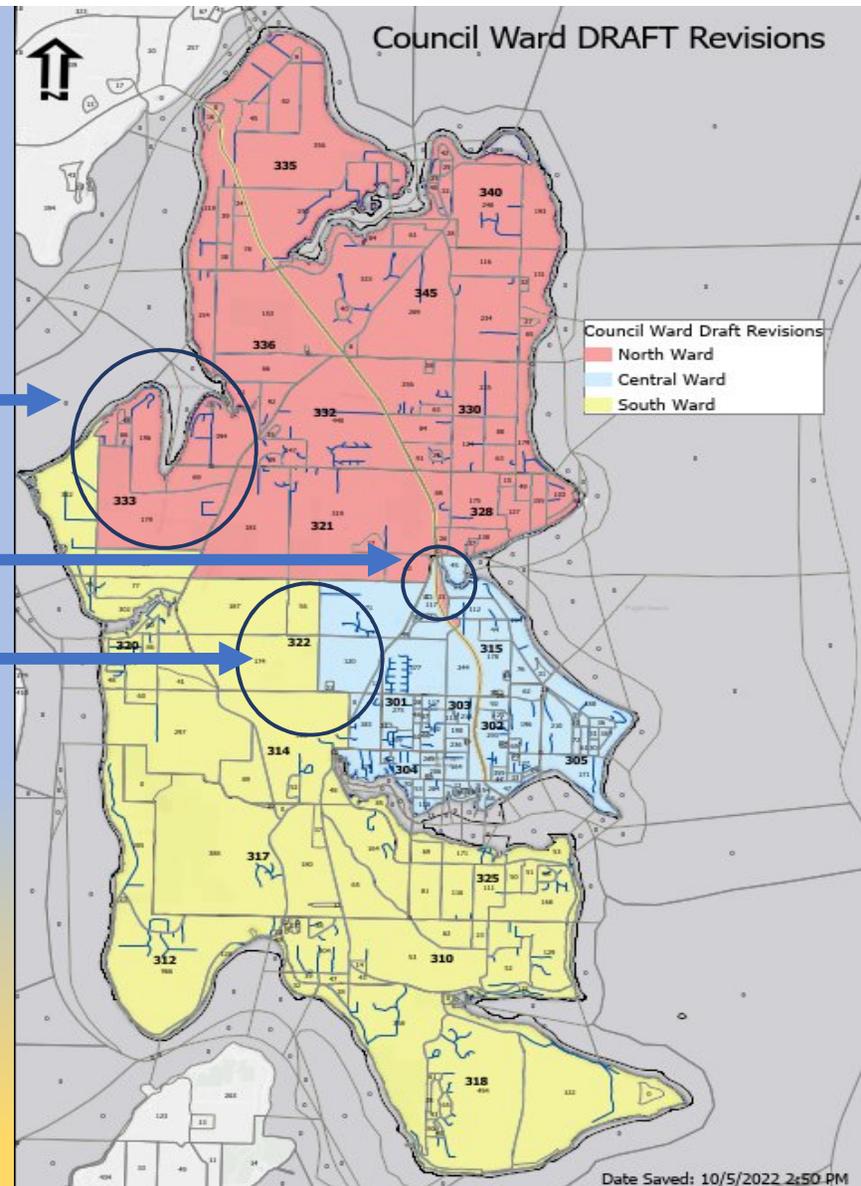


Areas of Proposed Rebalancing:

North Ward grows into South Ward

North Ward grows slightly into Central Ward

South Ward grows into Central Ward; Central Ward shrinks



Areas of Proposed Rebalancing – By The Numbers

Before

Ward	2020 Census Count	% total	Total/ 3 wards	desired percent
North Ward	7687.00	31	8275	33
Central Ward	8730.00	35	8275	33
South Ward	8408.00	34	8275	33
Total Population	24825.00	100	24825	99

After

Ward	Adjusted Populations (using census blocks)	% total	Total/ 3 wards	desired percent
North Ward	8268.00	33.3	8275	33
Central Ward	8313.00	33.5	8275	33
South Ward	8265.00	33.3	8275	33
Total Population	24846.00	100.1	24825	99



Next Steps:

Decide to accept the proposed adjusted ward boundaries; or, to direct staff to make other modifications.

Make a motion to schedule a public hearing on November 8, 2022 on the Draft Redistricting Plan.

Hold a public hearing, receive public comments, and consider adoption of redistricting plan based on the analysis of 2020 census data.

Questions?





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: October 11, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (9:00 PM) Authorization to Apply for the City Thread Accelerated Mobility Playbook Technical Assistance Program to Accelerate the Delivery of the Sustainable Transportation Plan,

SUMMARY: City Thread, a non-profit organization, offers an Accelerated Mobility Playbook Technical Assistance Program. The question is whether to authorize the City Manager to prepare an application to request technical assistance, at a cost of \$15,000, to accelerate the delivery of the Sustainable Transportation Plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Council direction requested: Should the City Manager be directed to prepare an application to request technical assistance from City Thread, a non-profit organization, to accelerate the delivery of the Sustainable Transportation Plan.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	15,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: According to its website, City Thread is a national, non-profit organization. It is not a clothing company. City Thread sponsors an Accelerated Mobility Playbook (AMP) that provides Technical Assistance to implement mobility solutions. According to City Thread, it is offering to provide technical assistance to ten cities to develop an action plan to implement mobility improvements.

City Thread references the use of the Accelerated Mobility Playbook to advance the construction of the bicycle networks in Austin, TX; Denver, CO; New Orleans, LA; Pittsburgh, PA; and Providence, RI. According to City Thread, "they are now on pace to fully build their planned networks 25 years earlier than expected." City Thread would be used to accelerate the implementation of the Sustainable Transportation Plan. Using the AMP, City Thread would seek to highlight community engagement and showcase support. The AMP would be used as an audit of Bainbridge Island's current practices and be developed as an action plan for improved implementation. The deliverables include an action plan, implementation budget, resident survey results, and a pitch deck.

The goal of the Technical Assistance program for Bainbridge Island is to provide guidance and direction concerning best practices for public engagement on project-by-project basis and garner support for future implementation funding.

The due date for applications is October 31. A webinar related to the application process is scheduled October 13. A payment of \$15,000 is required. In-kind staff support does not count towards the payment.

The Technical Assistance requires close cooperation with city staff. It is noted that several projects and initiatives to implement the Sustainable Transportation Plan are currently underway. These projects include: the bundled Madison Avenue project; Eagle Harbor Drive Phase I; Wyatt Way; Dana's Trail; Farm Trail; E-Vehicle Share Program; and Sound to Olympics design. There is the possibility that the Technical Assistance program will pull resources away from implementation of the projects currently underway.

It is also noted that November 18 is the due date to submit a grant application to the US Department of Transportation (US DOT) Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program. This grant program provides for planning and innovative prototypes and is a possibility to fund implementation of the Sustainable Transportation Plan.

ATTACHMENTS:

FISCAL DETAILS: A payment of \$15,000 is required

Fund Name(s):

Coding: