



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JULY 26, 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. **PUBLIC COMMENT - 6:10 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

  - 3.A **Instructions for Providing Public Comment**  
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)
4. **CONSENT AGENDA - 6:25 PM**

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

  - 4.A **Agenda Bill for Consent Agenda,** 5 Minutes
  - 4.B **Approve Accounts Payable and Payroll,** 5 Minutes  
[Council Report PR 7-20-22.pdf](#)

AP Report to Council of Cash Disbursements 07-27-22.pdf

- 4.C **Authorize Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the Amount of \$23,250 for Design of the Rockaway Beach 5-Year Hydraulic Project Approval Plan Mitigation and Monitoring Requirements as well as an Overall Associated General Fund Budget Amendment for Design and Construction of \$65,250 – Public Works**  
Amendment No 1 to PSA - Clearway Environmental\_072022.docx  
Rockaway Mit Mon Site Map.pdf
- 4.D **Consider Rejecting Bids for the Senior Community Center Renovation Project - Public Works**  
Senior Center Bid Form.docx
- 4.E **Authorize the City Manager to Prepare a Budget Amendment to Support the Construction of the Public Works Salt Storage Facility (\$35,000) – Public Works**  
PW Salt Box Drawings.pdf  
Salt Storage CIP Budget Summary.pdf
- 4.F **Cancel the August 2, August 23, and September 6 City Council Meetings**
- 4.G **Consider Request for Proposals for the Human Services Award Cycle with a Total Award Amount of \$660,000 for 2023 - 2024 - Executive, 5 Minutes**  
Funding Cycle Summary Tables - Human Services 2016-2022.pdf  
RFP 2023-24 Human Svcs Funding - DRAFT for CC 07262022

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

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

- 6.A **Q2 Citywide Workplan Report for July 26, 2022, City Council Meeting**  
2022\_Q2\_Citywide Workplan Report\_for CC 07262022.pdf
- 6.B **National Urban Fellow (NUF) Announcement**  
NUF Host Organizaitons 2022-2023 by region.pptx
- 6.C **Planning and Community Development Department Building Division Permits and Inspection Summary**  
Planning and Community Development Department Building Division Permits and Inspection Summary.pdf

7. **REGULAR BUSINESS**

- 7.A **(6:45 PM) Accept the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2021 - Finance, 20 Minutes**  
Exit Conference Powerpoint.pdf  
COBI Packet.pdf
- 7.B **(7:05 PM) Ordinance No. 2022-02 Related to an Increased Density Bonus for Affordable Housing Located on Property Owned by Religious Organizations - Planning, 20 Minutes**

Staff Draft Ordinance No. 2022-02 Related to Affordable Housing on Religious Properties.docx  
Exhibit A to Ordinance No. 2022-02.docx  
Slides - Density Bonus for Affordable Housing Located on Religious Property.pdf  
RCW 36.70A.545  
Memo re Ordinance 2022-02.docx

- 7.C (7:25 PM) Consider Request to Redirect \$61,885 of American Rescue Plan Act (ARPA) funds to prepare a Transition Plan pursuant to the Americans with Disabilities Act (ADA).** 15 Minutes
- 7.D (7:40 PM) Authorize a Budget Amendment to Support the Inclusion of a Permanent Emergency Operations Center in the new Police and Court Facility (\$170,000.00 Tax Supported)** 5 Minutes  
Police\_Court EOC Draft Plan.pdf
- 7.E (7:45 PM) Confirm Recommended Appointments to the Environmental Technical Advisory Committee,** 5 Minutes  
Huey (ETAC) - Redacted.pdf  
Kennan (ETAC) - Reacted.pdf

## **8. COMMUNICATIONS**

- 8.A (7:50 PM) Consider Request from Councilmember Fantroy-Johnson to Schedule the Deliberation of the Appointment of Olivia Hall to the Race Equity Advisory Committee (REAC) at a Future City Council Meeting.** 10 Minutes  
Agenda Request from Councilmember Fantroy-Johnson.pdf
- 8.B (8:00 PM) 2022 Marine Highway Program Project - Letter of Support** 5 Minutes  
Letter to Mr Mantero - Mayor.pdf

## **9. ADJOURNMENT - 8:05 PM**

### **GUIDING PRINCIPLES**

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

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

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

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



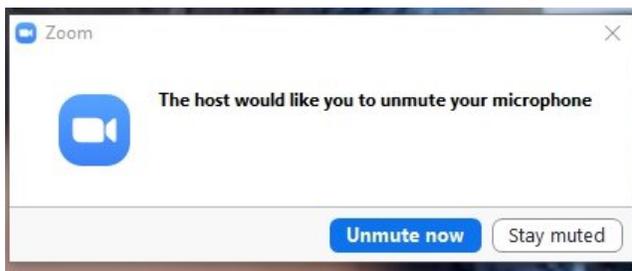
CITY OF  
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

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



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

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

7. Attendee provides their comment.

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

Excerpt from the Governance Manual regarding public comment:

### **5.6 Respect and Decorum**

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

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

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

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

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

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

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Agenda Bill for Consent Agenda,

**SUMMARY:** Council will consider approval of the Consent Agenda.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

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

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Approve Accounts Payable and Payroll,

**SUMMARY:** Consider approval of payroll and accounts payable.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve Accounts Payable and Payroll

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report PR 7-20-22.pdf](#)

[AP Report to Council of Cash Disbursements 07-27-22.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## PAYROLL

### PAYROLL CHECK RUN: 7 - 20 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	7/20/2022	54646-54786	Regular check run (Direct Dep)	388,248.17
Normal	7/20/2022	109896	Regular check run (Paper Checks)	2,745.53
Vendor	7/20/2022	109897-109907	Vendor check run (Paper Checks)	140,282.34
EFTPS		N/A	Federal Tax Electronic Transfer	146,204.56
			<b>TOTAL:</b>	<b>677,480.60</b>

Prepared and Reviewed by: Ruth Schroeder Date 7/20/2022  
Ruth Schroeder, Payroll Specialist

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

Kim Dunscombe Date 7/20/2022  
Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: July 11, 2022 - July 25, 2022

CITY COUNCIL: July 12, 2022 - July 26, 2022

Last check from previous run: 358927 dated 7/13/2022 issued to West Hills Ford Mazda for \$700.32

Last ACH from previous run: 1096 dated 7/13/2022 issued to Westbay Auto Parts for \$779.62

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH/EFT	07/12/2022	1097	LEGAL/Law Office of Thomas Alpaugh/Public defender services Jun. 2022	4,484.38
ACH/EFT	07/12/2022	1098	LEGAL/McCullough Hill Leary/Bainbridge-Winslow hotel mediation	1,025.00
ACH/EFT	07/12/2022	1099	LEGAL/River Oaks Communications/Comcast franchise renewal	2,610.25
ACH/EFT	07/12/2022	1100	WA ST Ferries/Jun. 2022 WAVE2GO ferry charges	227.50
ACH/EFT	07/14/2022	1101	US Bank/Credit card purchases - Jun. 2022	41,673.50
ACH/EFT	07/20/2022	1102	EX/Housing Resources Board/2022 management fees, IRA site assessment	1,825.00
ACH/EFT	07/20/2022	1103	ENG/Kelley Connect/Copier lease	400.13
ACH/EFT	07/20/2022	1104	ENG/Transpo Group USA/Speed limit evaluation services	13,656.25
Manual	07/11/2022	358928	CenturyLink/Citywide telemetry - Jun. 2022	3,054.18
Manual	07/11/2022	358929	Kitsap County Treasurer/Jun. 2022 court fines & fees collected for the county	11.33
Manual	07/11/2022	358930	EX/Jennifer Kuhns/Artwork display agreement final payment	150.00
Manual	07/11/2022	358931	Puget Sound Energy/Citywide energy services	36,813.76
Manual	07/11/2022	358932	Puget Sound Energy/Bjune waterfront park reconnect fee	129.00
Manual	07/11/2022	358933	EX/Shawn Johnson/Artwork display agreement installment #3	150.00
Manual	07/11/2022	358934	WA ST Treasurer/Jun. 2022 court fines collected for the State	1,162.91
Manual	07/11/2022	358935	EX/John Wylde/Artwork display agreement installment #3	150.00
Manual	07/19/2022	358936	Bainbridge Disposal/Citywide disposal services	3,017.76
Manual	07/19/2022	358937	CenturyLink/Citywide telemetry - Jun. 2022	1,561.18
Manual	07/19/2022	358938	EX/Kelly Hume Design/Climate smart pop-up banner, email signature design	400.00
Manual	07/19/2022	358939	EX/Policy Confluence Inc/National community survey custom questions	20,950.00
Manual	07/19/2022	358940	Puget Sound Energy/Citywide energy services	372.83
Manual	07/19/2022	358941	PW/Tree Solutions Inc/Tree inventory for Shade Covenant	8,900.00
Manual	07/19/2022	358942	Verizon/Citywide wireless charges - Jul. 2022	7,274.46
Manual	07/19/2022	358943	ENG,EX,POL/WA ST Dept. of Labor/Quarter #2 2022 volunteer hours	149.42

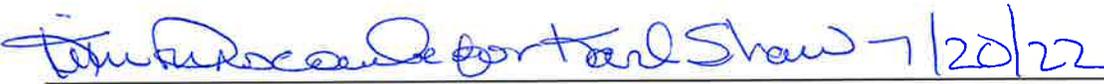
<b>Total Manual Checks and Electronic Disbursements</b>	<b>150,148.84</b>
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Regular Run Checks	07/27/2022	358944-358980	<b>Total Regular Check Run</b>	<b>101,785.84</b>
Regular Run ACH	07/27/2022	1105-1149	<b>Total Regular ACH Run</b>	<b>443,922.56</b>
				<b>Total Disbursements</b>
				<b>695,857.24</b>

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

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

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

 7/20/22  
 Karl R. Shaw, Accounting Manager Date



07/11/2022 14:25  
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
<b>INVOICE DTL DESC</b>										
1097	07/12/2022	EFT	7849 LAW OFFICE OF THOMAS	256663	JUN22	06/01/2022		M070822		4,484.38
	Invoice: JUN22					LEGAL/PUBLIC DEFENDER SERVICES JUNE 2022				
				4,484.38	32011281 541113	LGL-PUBLIC DEFENDER				
						CHECK		1097 TOTAL:		4,484.38
1098	07/12/2022	EFT	9956 MCCULLOUGH HILL LEAR	256664	94799	06/19/2022		M070822		1,025.00
	Invoice: 94799					LEGAL/BAIBRIDGE-WINSLOW HOTEL MEDIATION				
				1,025.00	32470152 54110001200	WINSLOW HOTEL-MEDIATOR (MHL)				
						CHECK		1098 TOTAL:		1,025.00
1099	07/12/2022	EFT	2409 RIVER OAKS COMMUNICA	256667	06/22/2022	06/22/2022		M070822		2,610.25
	Invoice: 06/22/2022					LEGAL/COMCAST FRANCHISE RENEWAL				
				2,610.25	32011152 54110001082	COMCAST FRANCHISE RENEWAL				
						CHECK		1099 TOTAL:		2,610.25
1100	07/12/2022	EFT	4104 WA ST FERRIES	256668	RK393605	06/30/2022		M070822		227.50
	Invoice: RK393605					JUN22 WAVE2GO FERRY CHARGES				
				167.20	53011212 543100	PATROL-TRAVEL/MEALS/LODGING				
				41.80	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE				
				18.50	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING				
						CHECK		1100 TOTAL:		227.50
					NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***			8,347.13
						COUNT		AMOUNT		
					TOTAL EFT'S	4		8,347.13		
							*** GRAND TOTAL ***			8,347.13

07/11/2022 14:25  
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 7 18									
APP 001-213000	07/12/2022	M070822	071122			GENERAL - ACCOUNTS PAYABLE		7,322.13	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	07/12/2022	M070822	071122			CASH			8,347.13
						AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	07/12/2022	M070822	071122			ACCOUNTS PAYABLE		1,025.00	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								8,347.13	8,347.13
APP 631-130000	07/12/2022	M070822	071122			DUE TO/FROM CLEARING		8,347.13	
APP 001-130000	07/12/2022	M070822	071122			GENERAL - DUE TO/FROM CLEARING			7,322.13
APP 407-130000	07/12/2022	M070822	071122			DUE TO/FROM CLEARING			1,025.00
SYSTEM GENERATED ENTRIES TOTAL								8,347.13	8,347.13
JOURNAL 2022/07/18 TOTAL								16,694.26	16,694.26

07/11/2022 14:25  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	18	07/12/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	7,322.13	7,322.13
				FUND TOTAL	7,322.13	7,322.13
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	18	07/12/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,025.00	1,025.00
				FUND TOTAL	1,025.00	1,025.00
631 CLEARING FUND 631-130000 635-111100	2022 7	18	07/12/2022	DUE TO/FROM CLEARING CASH	8,347.13	8,347.13
				FUND TOTAL	8,347.13	8,347.13

07/11/2022 14:25  
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		7,322.13
407	BUILDING & DEVELOPMENT FUND		1,025.00
631	CLEARING FUND	8,347.13	
	TOTAL	8,347.13	8,347.13

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



07/14/2022 09:04  
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		
INVOICE DTL DESC											
1101	07/14/2022	PRTD	7314 US BANK	256379	061522KB	06/15/2022		USB0622	90.00		
	Invoice: 061522KB										
				90.00	33011161 544000	HR/CRAIGSLIST/JOB AD - TEMP ADMIN SPECIALIST					
				256380	062722KB	06/27/2022		USB0622	295.00		
	Invoice: 062722KB										
				295.00	33011161 544000	HR/NEOGOV/JOB AD - HOUSING SPECIALIST					
				256381	062722KB-A	06/27/2022		USB0622	130.00		
	Invoice: 062722KB-A										
				130.00	33011161 544000	HR/NEOGOV/JOB AD - HOUSING SPECIALIST (INDEED)					
				256382	062722KB-B	06/27/2022		USB0622	130.00		
	Invoice: 062722KB-B										
				130.00	33011161 544000	HR/NEOGOV/JOB AD - UTILITIES TECH (INDEED)					
				256383	052622MD	05/26/2022		USB0622	374.40		
	Invoice: 052622MD										
				374.40	81011881 531100	IT/AMAZON/FURFACE LAPTOP BAGS X10					
				256384	052622MD-A	05/26/2022		USB0622	74.42		
	Invoice: 052622MD-A										
				74.42	81011881 548500	IT/ADOBE/ADOBE PRO DC SOFTWARE					
				256385	052722MD	05/27/2022		USB0622	51.12		
	Invoice: 052722MD										
				51.12	81011881 531100	IT/AMAZON/VERTICAL LAPTOP HOLDERS X2					
				256386	052722MD-A	05/27/2022		USB0622	402.95		
	Invoice: 052722MD-A										
				402.95	81011881 535500	IT/AMAZON/EPSON DOCUMENT SCANNER - BL					
				256387	052722MD-B	05/27/2022		USB0622	6,551.97		
	Invoice: 052722MD-B										
				6,551.97	81011881 535500	IT/COSTCO/SURFACE LAPTOPS X3					
				256388	053022MD	05/30/2022		USB0622	236.55		
	Invoice: 053022MD										
				236.55	81011881 531100	IT/AMAZON/SERVER RACK					
				256389	053022MD-A	05/30/2022		USB0622	57.87		
	Invoice: 053022MD-A										
				57.87	81011881 548500	IT/ADOBE CREATIVE CLOUD/CREATIVE CLOUD APPS					
				256390	060222MD	06/02/2022		USB0622	2,008.81		
	Invoice: 060222MD										
				2,008.81	81011881 548500	IT/ZOOM/ZOOM VIDEOCONFERENCING					
				256391	060222MD-A	06/02/2022		USB0622	179.88		
	Invoice: 060222MD-A										
				179.88	81011881 548500	IT/BUSINESS IN A BOX/SW POLICIES TEMPLATES					
						IT - C/E COMPUTER SUPPORT					

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 060622MD				256392	060622MD	06/06/2022		USB0622	727.96
				727.96	81031881 53550000567	IT/MYPROJECTORLAMPS.COM/CHMBR PRJCTR LIGHTBULBS PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 060722MD				256393	060722MD	06/07/2022		USB0622	71.89
				71.89	81011881 548500	IT/ZOOM/WEBINAR LICENSE BEN DEBRIAE IT - C/E COMPUTER SUPPORT			
Invoice: 060722MD-A				256394	060722MD-A	06/07/2022		USB0622	133.19
				133.19	81011881 531100	IT/AMAZON/VERTICAL LAPTOP HOLDERS X4 IT - C/E SUPPLIES			
Invoice: 060822MD				256395	060822MD	06/08/2022		USB0622	1,091.00
				1,091.00	81011881 548500	IT/LANSWEEPER/INVENTORY HELPDESK SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 060922MD				256396	060922MD	06/09/2022		USB0622	12.00
				12.00	81011881 548500	IT/WETRANSFER/EMAIL SOFRWARE FOR POLICE IT - C/E COMPUTER SUPPORT			
Invoice: 061022MD				256397	061022MD	06/10/2022		USB0622	33.83
				33.83	81011881 535500	IT/AMAZON/ULTRA SLIM DVD WRITER DRIVE IT - C/E COMPUTER PARTS & EQ			
Invoice: 061422MD				256398	061422MD	06/14/2022		USB0622	780.88
				780.88	81011881 548500	IT/ANYDESK/REMOTE DESKTOP SUPPORT SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 061622MD				256399	061622MD	06/16/2022		USB0622	328.41
				328.41	81011881 535500	IT/AMAZON/WIRELESS KEYBOARD, MOUSE IT - C/E COMPUTER PARTS & EQ			
Invoice: 061722MD				256400	061722MD	06/17/2022		USB0622	259.88
				259.88	81011881 535500	IT/AMAZON/ERGONOMIC KEYBOARD, MONITOR IT - C/E COMPUTER PARTS & EQ			
Invoice: 061722MD-A				256401	061722MD-A	06/17/2022		USB0622	129.21
				129.21	81011881 548500	IT/ADOBE/PHOTOSHOP IT - C/E COMPUTER SUPPORT			
Invoice: 060822KD				256402	060822KD	06/08/2022		USB0622	42.34
				42.34	41011141 539100	FIN/TOWN & COUNTRY/FINANCE MEETING SNACKS FIN-NON TRAVEL FOOD/SNACK			
Invoice: 061322KD				256403	061322KD	06/13/2022		USB0622	90.15
				90.15	91029179 539100	FIN/TOWN & COUNTRY/WELLNESS CITY SWAP LUNCH GG-SELF INS-WELLNESS-FOOD/BEV			
Invoice: 060322BK				256404	060322BK	06/03/2022		USB0622	32.77
				32.77	31011131 539100	EX/MADISON DINER/BREAKFAST MTG MAYOR DEETS EX-GF-NON TRAVEL FOOD/SNACK			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

CASH ACCOUNT: 635      111100      CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				256405	061322BK	06/13/2022		USB0622	115.00
Invoice: 061322BK				115.00	31011134 443410	EX/ICMA/CONF REGISTRATION TO BE REIMBURSED TO COBI EX-GF-TRAINING			
				256406	061322BK-A	06/13/2022		USB0622	750.00
Invoice: 061322BK-A				750.00	31011131 443410	EX/ICMA ONLINE/CONFERENCE REGISTRATION NOT! - USE 31011134 443410			
				256407	061322BK-B	06/13/2022		USB0622	76.44
Invoice: 061322BK-B				76.44	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
				256408	061522BK	06/15/2022		USB0622	375.00
Invoice: 061522BK				375.00	31011131 443410	EX/ASSOC OF WA CITIES/CONFERENCE REGISTRATION NOT! - USE 31011134 443410			
				256409	062322BK	06/23/2022		USB0622	10.25
Invoice: 062322BK				10.25	31011131 443410	EX/VANCOUVER CONVENTION CENTER NOT! - USE 31011134 443410			
				256410	062422BK	06/24/2022		USB0622	4.00
Invoice: 062422BK				4.00	31011131 443410	EX/VANCOUVER CONVENTION CENTER/COV PARKING NOT! - USE 31011134 443410			
				256411	062422BK-A	06/24/2022		USB0622	417.84
Invoice: 062422BK-A				417.84	31011131 443410	EX/HOLIDAY INN EXPRESS/LODGING AWC CONFERENCE NOT! - USE 31011134 443410			
				256412	060122CK	06/01/2022		USB0622	300.00
Invoice: 060122CK				300.00	73637891 545000	PW/STORAGE 98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
				256413	052722DM	05/27/2022		USB0622	421.58
Invoice: 052722DM				421.58	73411345 531100	PW/EMP INDUSTRIES/NOZZLE ASSEMBLY OFFICE SUPPLIES			
				256414	060822DM	06/08/2022		USB0622	300.00
Invoice: 060822DM				300.00	73411345 443410	PW/EVERGREEN RURAL WATER/CCC EXAM REVIEW TP O&M-WTR MAINT-TRAINING EXP			
				256415	060822DM-A	06/08/2022		USB0622	300.00
Invoice: 060822DM-A				300.00	73411345 443410	PW/EVERGREEN RURAL WATER/CCC EXAM REVIEW RG O&M-WTR MAINT-TRAINING EXP			
				256416	062122DM	06/21/2022		USB0622	256.65
Invoice: 062122DM				256.65	73431835 531100	PW/AMERIZORB/SSWM ABSORPTION PRODUCTS OFFICE SUPPLIES			
				256417	052422PN	05/24/2022		USB0622	17.64
Invoice: 052422PN				17.64	36011143 539100	EXCC/SAFEWAY/CITY COUNCIL MEETING DINNER CLERK-GF-NON TRAVEL MEALS/BEV			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						<b>INVOICE DTL DESC</b>			
Invoice: 052422PN-A				256418	052422PN-A	05/24/2022		USB0622	140.66
				140.66	36011143 539100	EXCC/SAWADTY THAI/CITY COUNCIL MTG DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 060122PN				256419	060122PN	06/01/2022		USB0622	14.19
				14.19	31011131 531100	EX/AMAZON/GROUNDBREAKING DECORATIONS EX-GF-SUPPLIES			
Invoice: 060322PN				256420	060322PN	06/03/2022		USB0622	34.44
				34.44	31011131 539100	EX/SAFEWAY/GROUNDBREAKING COOKIES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 060622PN				256421	060622PN	06/06/2022		USB0622	6.25
				6.25	36011143 443410	EXCC/WSDOT GOOD2GO/TRAINING TRAVEL CLERK-GF-TRAINING			
Invoice: 060822PN				256422	060822PN	06/08/2022		USB0622	112.24
				112.24	36011143 539100	EXCC/ISLANDBITE/CITY COUNCIL MEETING DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 060822PN-A				256423	060822PN-A	06/08/2022		USB0622	30.00
				30.00	36011143 443410	EXCC/FLYING FISH SUSHI/DINNER AT CONFERENCE CLERK-GF-TRAINING			
Invoice: 061322PN				256424	061322PN	06/13/2022		USB0622	48.83
				48.83	36011143 539100	EXCC/COSTCO/CITY COUNCIL MEETING DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 061422PN				256425	061422PN	06/14/2022		USB0622	22.27
				22.27	36011143 531100	EXCC/AMAZON/USB STORAGE DRIVES CLERK-C/E SUPPLIES			
Invoice: 061622PN				256426	061622PN	06/16/2022		USB0622	229.97
				229.97	72111421 551000	ENG/SIMLIFILE.COM/FILE ORDINANCE 2022-10 ROW DEED ENG-STREET-RECORDING AT CO AUD			
Invoice: 061722PN				256427	061722PN	06/17/2022		USB0622	77.77
				77.77	36011143 539100	EXCC/COQUETTE BAKE SHOP/CITY COUNCIL MTG DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 062122PN				256428	062122PN	06/21/2022		USB0622	98.99
				98.99	36011143 539100	EXCC/BRUCIATO/CITY COUNCIL MEETING DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 062122PN-A				256429	062122PN-A	06/21/2022		USB0622	18.48
				18.48	36011143 539100	EXCC/SAFEWAY/CITY COUNCIL MEETING DINNER CLERK-GF-NON TRAVEL MEALS/BEV			
Invoice: 060122DP				256430	060122DP	06/01/2022		USB0622	35.00
				35.00	31011256 549100	EX/FCC/HAM RADIO LICENSE DP EX-GF-EMERG PREP-DUES/SUBSCRIP			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

CASH ACCOUNT: 635 111100 CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						<b>INVOICE DTL DESC</b>			
Invoice: 060322AQ				256431	060322AQ	06/03/2022		USB0622	35.00
				35.00	31011256 549100	EX/FCC/FCC HAM RADIO LICENSE FEE AQ EX-GF-EMERG PREP-DUES/SUBSCRIP			
Invoice: 052522JR				256432	052522JR	05/25/2022		USB0622	15.48
				15.48	73637891 539100	PW/COSTCO/SUPPLIES ANNIVERSARY CELEBRATION INVALID - USE 531100			
Invoice: 052622JR				256433	052622JR	05/26/2022		USB0622	4.07
				4.07	73637891 531100	PW/RITE AID/ANNIVERSARY CELEBRATION SUPPLIES OFFICE SUPPLIES			
Invoice: 052622JR-A				256434	052622JR-A	05/26/2022		USB0622	.93
				.93	73637891 531100	PW/RITE AID/KIDCENTS OFFICE SUPPLIES			
Invoice: 053122JR				256435	053122JR	05/31/2022		USB0622	341.64
				341.64	73011189 531100	PW/COSTCO/YARD WASTE BAGS, PAPER SUPPLIES O&M - C/E FACIL OFC SUPPLIES			
Invoice: 060222JR				256436	060222JR	06/02/2022		USB0622	35.00
				35.00	31011256 549100	EX/FCC/HAM RADIO LICENSE JR EX-GF-EMERG PREP-DUES/SUBSCRIP			
Invoice: 060322JR				256437	060322JR	06/03/2022		USB0622	33.84
				33.84	73111427 531100	PW/AMAZON/TECNU OUTDOOR SKIN CLEANSER OFFICE SUPPLIES			
Invoice: 060322JR-A				256438	060322JR-A	06/03/2022		USB0622	900.00
				900.00	73421355 548500	PW/CUES/SOFTWARE SUPPORT WIN COLL-PC MAINT			
Invoice: 060322JR-B				256439	060322JR-B	06/03/2022		USB0622	669.20
				669.20	73637891 531100	PW/COSTCO/WATER & STORM SUPPLIES OFFICE SUPPLIES			
Invoice: 060322JR-C				256440	060322JR-C	06/03/2022		USB0622	480.47
				480.47	53011560 531100	POL/COSTCO/WATER FOR POLICE DEPT POLICE - C/E PATROL EP OFC SUP			
Invoice: 060322JR-D				256441	060322JR-D	06/03/2022		USB0622	16.37
				16.37	73111427 531100	PW/RITE AID/TECNU OUTDOOR SKIN CLEANSER OFFICE SUPPLIES			
Invoice: 060322JR-E				256442	060322JR-E	06/03/2022		USB0622	68.20
				68.20	73111427 531100	PW/AMAZON/TECNU OUTDOOR SKIN CLEANSER OFFICE SUPPLIES			
Invoice: 060622JR				256443	060622JR	06/06/2022		USB0622	17.44
				17.44	73637891 531100	PW/AMAZON/PLANNER CLACKEY OFFICE SUPPLIES			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

CASH ACCOUNT: 635      111100      CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 060622JR-A				256444	060622JR-A	06/06/2022		USB0622	87.31
				87.31	73111264 531100	PW/COSTCO/BATTERIES TRAFFIC CONTROL O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 061322JR				256445	061322JR	06/13/2022		USB0622	109.16
				109.16	73011189 531100	PW/WALMART/JUNETEENTH FLAGS O&M - C/E FACIL OFC SUPPLIES			
Invoice: 061422JR				256446	061422JR	06/14/2022		USB0622	64.00
				64.00	73501448 66400001112	PW/JRO LICENSING/VEHICLE REGISTRATION 2021 LT DUTY P/U-STREETS USE			
Invoice: 061522JR				256447	061522JR	06/15/2022		USB0622	382.18
				382.18	73638935 531100	PW/AMAZON/STEEL CABINET FOR SHOP O&M-STD ALLOCATION-SUPPLIES			
Invoice: 061622JR				256448	061622JR	06/16/2022		USB0622	31.11
				31.11	73637891 531100	PW/AMAZON/POWER INVERTER SSWM LAPTOP OFFICE SUPPLIES			
Invoice: 061722JR				256449	061722JR	06/17/2022		USB0622	144.66
				144.66	73637891 531100	PW/AMAZON/FIRST AID KITS FOR VEHICLES OFFICE SUPPLIES			
Invoice: 062422JR				256450	062422JR	06/24/2022		USB0622	65.50
				65.50	73411345 531100	PW/AMAZON/VOLTAGE TESTERS SSWM OFFICE SUPPLIES			
Invoice: 062422JR-A				256451	062422JR-A	06/24/2022		USB0622	332.56
				332.56	73411345 531100	PW/AMAZON/VOLTAGE TESTERS W/CASE SSWM OFFICE SUPPLIES			
Invoice: 060722AS				256453	060722AS	06/07/2022		USB0622	108.00
				108.00	91011497 54790401194	RIDWELL/COLLECT EXTRA RECYCLING BAGS CITY HALL GREEN TEAM-RECYCLING SVCS			
Invoice: 060822AS				256454	060822AS	06/08/2022		USB0622	105.84
				105.84	31011492 53110001194	EX/AMAZON/WATER PUMPS HYDRATION STATIONS CAP-WASTE RED-SUPPLIES			
Invoice: 061322AS				256455	061322AS	06/13/2022		USB0622	685.54
				685.54	31011492 53110001194	EX/AMAZON/WATER PUMPS HYDRATIION STATIONS CAP-WASTE RED-SUPPLIES			
Invoice: 061722AS				256456	061722AS	06/17/2022		USB0622	137.55
				137.55	31011492 53110001194	EX/AMAZON/WATER PUMPS HYDRATION STATIONS CAP-WASTE RED-SUPPLIES			
Invoice: 062122AS				256458	062122AS	06/21/2022		USB0622	47.00
				47.00	91011497 54790401194	RIDWELL/COLLECT EXTRA RECYCLING BAGS CITY HALL GREEN TEAM-RECYCLING SVCS			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 7  
apcshdsb

CASH ACCOUNT: 635 111100 CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 052622MS				256459	052622MS	05/26/2022		USB0622	67.70
				67.70	61011581 531100	PCD/ICC/WA ST ENERGY CODE BOOKS X2 PCD - C/E ADMIN SUPPLIES			
Invoice: 053022MS				256460	053022MS	05/30/2022		USB0622	22.69
				22.69	63470588 531100	PCD/AMAZON/LASER POINTER CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 053122MS				256461	053122MS	05/31/2022		USB0622	118.42
				118.42	61011581 531100	PCD/AMAZON/CLOCK, DEHUMIDIFIER BAGS PCD - C/E ADMIN SUPPLIES			
Invoice: 060222MS				256462	060222MS	06/02/2022		USB0622	41.97
				41.97	61011581 539100	PCD/SAFEWAY/COOKIES PATTY'S MEET & GREET PCD-NON TRAVEL FOOD/SNACK			
Invoice: 060222MS-A				256463	060222MS-A	06/02/2022		USB0622	4.99
				4.99	61470581 549100	PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 060222MS-B				256464	060222MS-B	06/02/2022		USB0622	900.00
				900.00	61470581 545000	PCD/PY STORAGE 98110/MONTHLY ARCHIVE STORAGE FEE PCD - DEV ADMIN RENTS & LEASES			
Invoice: 060622MS				256465	060622MS	06/06/2022		USB0622	24.53
				24.53	61011581 531100	PCD/WALMART/DRINK DISPENSER PCD - C/E ADMIN SUPPLIES			
Invoice: 060722MS				256466	060722MS	06/07/2022		USB0622	21.83
				21.83	61011581 531100	PCD/SAFEWAY/FLOWERS FOR HB'S FIRST DAY PCD - C/E ADMIN SUPPLIES			
Invoice: 060722MS-A				256467	060722MS-A	06/07/2022		USB0622	216.00
				216.00	62471591 549100	PCD/ICC/CERTIFICATE RENEWAL CHRIS WREN BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 061022MS				256468	061022MS	06/10/2022		USB0622	89.00
				89.00	61011581 544000	PCD/PAYPAL/AIA ADVERTISEMENT PCD - C/E ADMIN ADVERTISING			
Invoice: 062722MS				256469	062722MS	06/27/2022		USB0622	169.81
				169.81	61011581 531100	PCD/AMAZON/CAR PHONE MOUNT, ERASE PENS, WHITEBOARD PCD - C/E ADMIN SUPPLIES			
Invoice: 062722MS-A				256470	062722MS-A	06/27/2022		USB0622	51.32
				51.32	61011581 531100	PCD/AMAZON/WALL CALENDAR PCD - C/E ADMIN SUPPLIES			
Invoice: 062722MS-B				256471	062722MS-B	06/27/2022		USB0622	76.58
				76.58	61011581 531100	PCD/AMAZON/HAND SOAP, SEAT CUSHION PCD - C/E ADMIN SUPPLIES			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 8  
apcshdsb

CASH ACCOUNT: 635      111100      CASH  
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 061422KS				256472	061422KS	06/14/2022		USB0622	77.98
				77.98	41011141 531100	FIN/OTC BRANDS/FRONT DESK CANDY FIN - C/E ADMIN SUPPLIES			
Invoice: 061422KS-A				256473	061422KS-A	06/14/2022		USB0622	59.97
				59.97	41011141 531100	FIN/AMAZON/FRONT DESK CANDY FIN - C/E ADMIN SUPPLIES			
Invoice: 052622BL				256474	052622BL	05/26/2022		USB0622	100.00
				100.00	33011161 544000	HR/PAYPAL/JOB AD - HOUSING SPECIALIST HR-C/E-ADVERTISING			
Invoice: 052622BL-A				256475	052622BL-A	05/26/2022		USB0622	100.00
				100.00	33011161 544000	HR/PAYPAL/JOB AD - SR FINANCIAL ANALYST HR-C/E-ADVERTISING			
Invoice: 052722BL				256476	052722BL	05/27/2022		USB0622	90.00
				90.00	33011161 544000	HR/CRAIGSLIST/JOB AD - SR FINANCIAL ANALYST HR-C/E-ADVERTISING			
Invoice: 052722BL-A				256477	052722BL-A	05/27/2022		USB0622	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/JOB AD - HOUSING SPECIALIST HR-C/E-ADVERTISING			
Invoice: 060522BL				256478	060522BL	06/05/2022		USB0622	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/JOB AD - UTILITIES TECH I/II HR-C/E-ADVERTISING			
Invoice: 061522BL				256479	061522BL	06/15/2022		USB0622	-100.00
				-100.00	33011161 544000	HR/PAYPAL/REFUND JOB AD - HOUSING SPECIALIST HR-C/E-ADVERTISING			
Invoice: 061522BL-A				256480	061522BL-A	06/15/2022		USB0622	-100.00
				-100.00	33011161 544000	HR/PAYPAL/REFUND JOB AD - SR FINANCIAL ANALYST HR-C/E-ADVERTISING			
Invoice: 062622BL				256482	062622BL	06/26/2022		USB0622	295.00
				295.00	33011161 544000	HR/NEOGOV-DIVERSITY JOBS/AD SR FINANCIAL ANALYST HR-C/E-ADVERTISING			
Invoice: 062622BL-A				256483	062622BL-A	06/26/2022		USB0622	130.00
				130.00	33011161 544000	HR/NEOGOV-INDEED/AD SR FINANCIAL ANALYST HR-C/E-ADVERTISING			
Invoice: 061722ES				256484	061722ES	06/17/2022		USB0622	75.00
				75.00	31011572 54110001064	EX/NEW LIFE CDA/REAC BOOTH AT JUNETEENTH RETF-PROF SVCS			
Invoice: 062122ES				256485	062122ES	06/21/2022		USB0622	40.00
				40.00	31011572 54110001064	EX/BI CHAMBER OF COMMERCE/PARADE REGISTRATION REAC RETF-PROF SVCS			



07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 10  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 053122RL				256600	053122RL	05/31/2022		USB0622	141.96
				141.96	31011131 539100			EX/TOWN&COUNTRY/PCD MEET & GREET EX-GF-NON TRAVEL FOOD/SNACK	
Invoice: 053122RL-A				256601	053122RL-A	05/31/2022		USB0622	347.26
				347.26	31011131 53910000724			EX/COQUETTE BAKE SHOP/POLICE, COURT GROUNDBREAKING PD/COURT BLDG NON-CAP-FOOD/BEV	
Invoice: 053122RL-B				256602	053122RL-B	05/31/2022		USB0622	21.92
				21.92	31011131 539100			EX/SAFEWAY/PCD MEET & GREET EX-GF-NON TRAVEL FOOD/SNACK	
Invoice: 060222RL				256603	060222RL	06/02/2022		USB0622	1,000.00
				1,000.00	31011572 54245001064			EX/NEW LIFE COM DEVEL AGENCY/JUNETEENTH EVENT RETF-COMMUNITY OUTREACH	
Invoice: 060222RL-A				256604	060222RL-A	06/02/2022		USB0622	109.20
				109.20	32011152 548500			LEGAL/LEXISNEXIS/LEGAL ONLINE SUBSCRIPTION LGL-GF-SOFTWARE MAINT/SUBSCR	
Invoice: 061122RL				256606	061122RL	06/11/2022		USB0622	541.79
				541.79	31011492 53110001194			EX/GIANT PRINTING/JULY 4TH FLAGS CAP-WASTE RED-SUPPLIES	
Invoice: 061322RL				256607	061322RL	06/13/2022		USB0622	9.99
				9.99	31011131 549100			EX/KITSAP SUN/MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH	
Invoice: 061422RL				256608	061422RL	06/14/2022		USB0622	19.65
				19.65	31011492 531100			EX/AMAZON/CLAMPS CLIMATE ADAPTION-SUPPLIES	
Invoice: 061822RL				256609	061822RL	06/18/2022		USB0622	191.08
				191.08	31011131 531100			EX/AMAZON/REUSABLE TABLE CLOTHS EX-GF-SUPPLIES	
Invoice: 062222RL				256610	062222RL	06/22/2022		USB0622	36.00
				36.00	11011116 539100			CC/BLACKBIRD BAKERY/SNACKS SUQUAMISH TRIBE MTG COUNCIL-NON TRAVEL FOOD/SNACK	
Invoice: 062222RL-A				256612	062222RL-A	06/22/2022		USB0622	27.48
				27.48	33011161 539100			HR/SAFEWAY/ALL STAFF MEETING BEVERAGES HR-NON TRAVEL FOOD/SNACK	
Invoice: 062522CB				256638	062522CB	06/25/2022		USB0622	6.25
				6.25	36011143 443410			EXCC/WSDOT/TACOMA BRIDGE TOLL - PDIII TRAINING CLERK-GF-TRAINING	
Invoice: 060322AL				256639	060322AL	06/03/2022		USB0622	87.16
				87.16	31011256 541100			EX/GARMIN/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PROF SVCS	



07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 12  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 062122AL-A				256653	062122AL-A	06/21/2022		USB0622	10.81
				10.81	31011256 531100	EX/AMAZON/EOC SUPPLIES			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 062422AL				256654	062422AL	06/24/2022		USB0622	49.70
				49.70	31011256 531100	EX/AMAZON/FIRST AID BANNER BIEMR BOOTH			
						EX-GF-EMERG PREP-SUPPLIES			
Invoice: 060222SM				256655	060222SM	06/02/2022		USB0622	166.00
				166.00	21011125 545000	CRT/USPS/PO BOX RENTAL			
						COURT-RENTS & LEASES			
Invoice: 060322SM				256656	060322SM	06/03/2022		USB0622	327.38
				327.38	21011125 548500	CRT/ZOOM/ZOOM SUBSCRIPTION FOR COURT			
						COURT-SOFTWARE SUPPORT MAINT			
Invoice: 062422SM				256657	062422SM	06/24/2022		USB0622	271.85
				271.85	21011125 531100	CRT/CLIAWAVED INC/SALIVA DRUG TESTING KITS			
						COURT-SUPPLIES			
Invoice: 062422SM-A				256658	062422SM-A	06/24/2022		USB0622	80.24
				80.24	21011125 531100	CRT/AMAZON/SHREDDER, PAPER			
						COURT-SUPPLIES			
Invoice: 062722SM				256659	062722SM	06/27/2022		USB0622	114.66
				114.66	21011125 531100	CRT/AMAZON/PRINTER, COPIER			
						COURT-SUPPLIES			
Invoice: 062422JB				256675	062422JB	06/24/2022		USB0622	35.00
				35.00	54025212 549100	POL/FCC/HAM RADIO LICENSE FEE			
						MARINE - DUES/SUBSCRIPTIONS			
Invoice: 052722ZB				256676	052722ZB	05/27/2022		USB0622	73.64
				73.64	53011212 53110000962	POL/SAFEWAY/K9 PRESCRIPTIONS			
						TRACKING CANINE-SUPPLIES			
Invoice: 052622ZB				256677	052622ZB	05/26/2022		USB0622	34.37
				34.37	53011212 53110000962	POL/Z BONES/K9 PILL POCKETS			
						TRACKING CANINE-SUPPLIES			
Invoice: 061322ZB				256678	061322ZB	06/13/2022		USB0622	43.97
				43.97	53011212 54110000962	POL/CHEWY/K9 FOOD			
						TRACKING CANINE-PROF SVCS			
Invoice: 062022ZB				256679	062022ZB	06/20/2022		USB0622	29.46
				29.46	53011212 53110000962	POL/Z BONES/K9 PILL POCKETS			
						TRACKING CANINE-SUPPLIES			
Invoice: 060222BB				256680	060222BB	06/02/2022		USB0622	409.00
				409.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT			
						POLICE - C/E PATROL RENTS			



07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 14  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 060222EH				256695	060222EH	06/02/2022		USB0622	70.97
				70.97	52011212 531100	POL/AMAZON/EXTERNAL HARD DRIVE POLICE - C/E INVEST SUPPLIES			
Invoice: 060322EH				256696	060322EH	06/03/2022		USB0622	70.97
				70.97	52011212 531100	POL/AMAZON/EXTERNAL HARD DRIVE POLICE - C/E INVEST SUPPLIES			
Invoice: 061122EH				256697	061122EH	06/11/2022		USB0622	136.00
				136.00	52011212 443410	POL/SEATAC/PARKING POLICE - C/E INVEST TRAINING			
Invoice: 061422EH				256698	061422EH	06/14/2022		USB0622	8.84
				8.84	52011212 443410	POL/UBER/TRANSPORTATION POLICE - C/E INVEST TRAINING			
Invoice: 061422EH-A				256699	061422EH-A	06/14/2022		USB0622	29.81
				29.81	52011212 443410	POL/UBER/TRANSPORTATION POLICE - C/E INVEST TRAINING			
Invoice: 061622EH				256700	061622EH	06/16/2022		USB0622	41.50
				41.50	52011212 443410	POL/UBER/TRANSPORTATION POLICE - C/E INVEST TRAINING			
Invoice: 061622EH-A				256701	061622EH-A	06/16/2022		USB0622	389.15
				389.15	52011212 443410	POL/HILTON/LODGING 2 NIGHTS POLICE - C/E INVEST TRAINING			
Invoice: 060522CK				256702	060522CK	06/05/2022		USB0622	41.44
				20.72	53011212 443410	POL/STONE HOUSE CAFE/MEAL KAZER, LYNCH POLICE - C/E PATROL TRAINING			
				20.72	51011214 443410	PD-C/E-ADMIN-TRAINING			
Invoice: 060622CK				256703	060622CK	06/06/2022		USB0622	54.48
				27.24	53011212 443410	POL/BONEFISH/MEAL KAZER, LYNCH POLICE - C/E PATROL TRAINING			
				27.24	51011214 443410	PD-C/E-ADMIN-TRAINING			
Invoice: 060622CK-A				256704	060622CK-A	06/06/2022		USB0622	19.70
				19.70	53011212 443410	POL/SHERATON/MEAL KAZER POLICE - C/E PATROL TRAINING			
Invoice: 060822CK				256705	060822CK	06/08/2022		USB0622	21.61
				21.61	53011212 443410	POL/BLUES ON FRANKLIN/MEAL KAZER POLICE - C/E PATROL TRAINING			
Invoice: 060722CK				256706	060722CK	06/07/2022		USB0622	23.89
				23.89	53011212 443410	POL/QUE CHULA/MEAL KAZER POLICE - C/E PATROL TRAINING			
				256707	060722CK-A	06/07/2022		USB0622	22.04



07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 16  
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						<b>INVOICE DTL DESC</b>			
Invoice: 060922KL-D				256720	060922KL-D	06/09/2022		USB0622	24.33
				24.33	51011214 443410	POL/42NDST OYSTER BAR/MEAL LYNCH PD-C/E-ADMIN-TRAINING			
Invoice: 061022KL				256721	061022KL	06/10/2022		USB0622	540.28
				540.28	51011214 443410	POL/SHERATON/LODGING 4 NIGHTS LYNCH PD-C/E-ADMIN-TRAINING			
Invoice: 061022KL-A				256722	061022KL-A	06/10/2022		USB0622	540.28
				540.28	53011212 443410	POL/SHERATON/LODGING 4 NIGHTS KAZER POLICE - C/E PATROL TRAINING			
Invoice: 052622BS				256723	052622BS	05/26/2022		USB0622	1,324.40
				1,324.40	54025212 531100	POL/GREAT LAKES SKIPPER/POWER STEERING PUMP MARINE - SUPPLIES			
Invoice: 053022BS				256724	053022BS	05/30/2022		USB0622	75.46
				75.46	54025212 531100	POL/AMAZON/PULL HATCH, SALT AWAY MARINE - SUPPLIES			
Invoice: 053122BS				256725	053122BS	05/31/2022		USB0622	35.16
				35.16	54025212 531100	POL/AMAZON/POWER STEERING FLUID MARINE - SUPPLIES			
Invoice: 062222BS				256726	062222BS	06/22/2022		USB0622	16.33
				16.33	54025212 532000	POL/CENEX/FUEL FOR M11 MARINE - FUEL			
Invoice: 062322SW				256727	062322SW	06/23/2022		USB0622	486.13
				486.13	53011212 443450	POL/THE SLAB PIZZA COMPANY/FOOD ALL-HANDS 6/23/22 INVALID - USE 443410			
Invoice: 062322SW-A				256728	062322SW-A	06/23/2022		USB0622	40.87
				40.87	53011212 443450	POL/SAFEGWAY/BEVERAGES ALL-HANDS 6/23/22 INVALID - USE 443410			
Invoice: 052522RA				256747	052522RA	05/25/2022		USB0622	195.00
				195.00	63470588 549100	PCD/ISA-5380/MEMBERSHIP, RE-CERT DRUE MORRIS CUR-DEV PLAN-DUES/SUBSCR			
Invoice: 052522RA-A				256748	052522RA-A	05/25/2022		USB0622	150.00
				150.00	63470588 549100	PCD/ISA-5380/SMA MEMBERSHIP - DM CUR-DEV PLAN-DUES/SUBSCR			
Invoice: 062322RA				256749	062322RA	06/23/2022		USB0622	724.00
				724.00	63470588 549100	PCD/APA-4260/MEMBERSHIP HB HARPER CUR-DEV PLAN-DUES/SUBSCR			
Invoice: 052622JC				256750	052622JC	05/26/2022		USB0622	69.00
				69.00	51011214 443410	POL/SHELL/FUEL WASPC CONFERENCE SPOKANE PD-C/E-ADMIN-TRAINING			

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 17  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
Invoice: 052622JC-A				256751	052622JC-A	05/26/2022	USB0622	489.57
				489.57	51011214 443410	POL/DOUBLETREE/LODGING 3 NIGHTS JC PD-C/E-ADMIN-TRAINING		
						CHECK	1101 TOTAL:	41,673.50
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		41,673.50
						COUNT	AMOUNT	
				TOTAL PRINTED CHECKS		1	41,673.50	
						*** GRAND TOTAL ***		41,673.50

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 18  
apcshdsb

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	7	84	APP 001-213000	07/14/2022	USB0622	071422			GENERAL - ACCOUNTS PAYABLE		34,471.97	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 635-111100	07/14/2022	USB0622	071422			CASH			41,673.50
									AP CASH DISBURSEMENTS JOURNAL			
			APP 631-213000	07/14/2022	USB0622	071422			ACCOUNTS PAYABLE		1,569.45	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 401-213000	07/14/2022	USB0622	071422			ACCOUNTS PAYABLE		1,419.64	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 403-213000	07/14/2022	USB0622	071422			ACCOUNTS PAYABLE		256.65	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 101-213000	07/14/2022	USB0622	071422			STREETS - ACCOUNTS PAYABLE		634.36	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 402-213000	07/14/2022	USB0622	071422			ACCOUNTS PAYABLE		1,044.75	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 501-213000	07/14/2022	USB0622	071422			ER&R-ACCOUNTS PAYABLE		64.00	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 407-213000	07/14/2022	USB0622	071422			ACCOUNTS PAYABLE		2,212.68	
									AP CASH DISBURSEMENTS JOURNAL			
									GENERAL LEDGER TOTAL		41,673.50	41,673.50
			APP 631-130000	07/14/2022	USB0622	071422			DUE TO/FROM CLEARING		40,104.05	
			APP 001-130000	07/14/2022	USB0622	071422			GENERAL - DUE TO/FROM CLEARING			34,471.97
			APP 401-130000	07/14/2022	USB0622	071422			DUE TO/FROM CLEARING			1,419.64
			APP 403-130000	07/14/2022	USB0622	071422			DUE TO/FROM CLEARING			256.65
			APP 101-130000	07/14/2022	USB0622	071422			STREETS - DUE TO/FROM CLEARING			634.36
			APP 402-130000	07/14/2022	USB0622	071422			DUE TO/FROM CLEARING			1,044.75
			APP 501-130000	07/14/2022	USB0622	071422			ER&R-DUE TO/FROM CLEARING			64.00
			APP 407-130000	07/14/2022	USB0622	071422			DUE TO/FROM CLEARING			2,212.68
									SYSTEM GENERATED ENTRIES TOTAL		40,104.05	40,104.05
									JOURNAL 2022/07/84 TOTAL		81,777.55	81,777.55

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 19  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	84	07/14/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	34,471.97	34,471.97
				FUND TOTAL	34,471.97	34,471.97
101 STREET FUND 101-130000 101-213000	2022 7	84	07/14/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	634.36	634.36
				FUND TOTAL	634.36	634.36
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	84	07/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,419.64	1,419.64
				FUND TOTAL	1,419.64	1,419.64
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	84	07/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,044.75	1,044.75
				FUND TOTAL	1,044.75	1,044.75
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	84	07/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	256.65	256.65
				FUND TOTAL	256.65	256.65
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	84	07/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,212.68	2,212.68
				FUND TOTAL	2,212.68	2,212.68
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2022 7	84	07/14/2022	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	64.00	64.00
				FUND TOTAL	64.00	64.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 7	84	07/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	40,104.05 1,569.45	41,673.50
				FUND TOTAL	41,673.50	41,673.50

07/14/2022 09:04  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 20  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		34,471.97
101	STREET FUND		634.36
401	WATER OPERATING FUND		1,419.64
402	SEWER OPERATING FUND		1,044.75
403	STORM & SURFACE WATER FUND		256.65
407	BUILDING & DEVELOPMENT FUND		2,212.68
501	EQUIPMENT RENTAL & REVOLVING		64.00
631	CLEARING FUND		
		40,104.05	
	TOTAL	40,104.05	40,104.05

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



07/19/2022 09:03  
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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	
INVOICE DTL DESC										
1102	07/20/2022	EFT	268 HOUSING RESOURCES BO	256810	10622	03/31/2022		M071822	1,125.00	
	Invoice: 10622					EX/QUARTERLY MANAGEMENT FEES ISLANDER MHP				
				1,125.00	31180592	54130200297	IMHP MNGT FEES			
				256811	10938	06/01/2022		M071822	700.00	
	Invoice: 10938					EX/2022 IRA SITE ASSESSMENT 301 MADRONA WAY NE				
				700.00	31180592	54130400297	IMHP SPACE RENT DEFAULT			
							CHECK	1102 TOTAL:	1,825.00	
1103	07/20/2022	EFT	1971 KELLEY CONNECT	256812	IN1083507	07/01/2022		M071822	400.13	
	Invoice: IN1083507					ENG/COPIER LEASE				
				400.13	72011321	545000	ENG - C/E ADMIN RENTS & LEASES			
							CHECK	1103 TOTAL:	400.13	
1104	07/20/2022	EFT	9769 TRANSP GROUP USA, I	256783	27984	05/04/2022		M071822	13,656.25	
	Invoice: 27984					ENG/SPEED LIMIT EVALUATION				
				13,656.25	72111444	54110001188	SPEED LIMIT EVAL-PROF SVCS			
							CHECK	1104 TOTAL:	13,656.25	
							NUMBER OF CHECKS	3	*** CASH ACCOUNT TOTAL ***	15,881.38
							COUNT		AMOUNT	
							TOTAL EFT'S	3	15,881.38	
								*** GRAND TOTAL ***	15,881.38	

07/19/2022 09:03  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

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 7 123	APP 108-213000	07/20/2022	M071822	071922			AFFORD HSG - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,825.00	
	APP 635-111100	07/20/2022	M071822	071922			CASH AP CASH DISBURSEMENTS JOURNAL			15,881.38
	APP 001-213000	07/20/2022	M071822	071922			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		400.13	
	APP 101-213000	07/20/2022	M071822	071922			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		13,656.25	
GENERAL LEDGER TOTAL									15,881.38	15,881.38
	APP 631-130000	07/20/2022	M071822	071922			DUE TO/FROM CLEARING		15,881.38	
	APP 108-130000	07/20/2022	M071822	071922			AFFORD HSG DUE TO/FROM CLEAR'G			1,825.00
	APP 001-130000	07/20/2022	M071822	071922			GENERAL - DUE TO/FROM CLEARING			400.13
	APP 101-130000	07/20/2022	M071822	071922			STREETS - DUE TO/FROM CLEARING			13,656.25
SYSTEM GENERATED ENTRIES TOTAL									15,881.38	15,881.38
JOURNAL 2022/07/123 TOTAL									31,762.76	31,762.76

07/19/2022 09:03  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	123	07/20/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	400.13	400.13
				FUND TOTAL	400.13	400.13
101 STREET FUND 101-130000 101-213000	2022 7	123	07/20/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	13,656.25	13,656.25
				FUND TOTAL	13,656.25	13,656.25
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2022 7	123	07/20/2022	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
631 CLEARING FUND 631-130000 635-111100	2022 7	123	07/20/2022	DUE TO/FROM CLEARING CASH	15,881.38	15,881.38
				FUND TOTAL	15,881.38	15,881.38

07/19/2022 09:03  
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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		400.13
101	STREET FUND		13,656.25
108	AFFORDABLE HOUSING FUND		1,825.00
631	CLEARING FUND	15,881.38	
	TOTAL	15,881.38	15,881.38

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07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 635      111100      CASH  
CHECK NO    CHK DATE    TYPE VENDOR NAME      VOUCHER    INVOICE      INV DATE    PO      CHECK RUN      NET

						INVOICE DTL DESC			
358928	07/11/2022	PRTD	551 CENTURYLINK	256660	0399JUN22	06/23/2022		M070822	3,054.18
	Invoice: 0399JUN22								
				1,554.75	91425358	542100		CITY WIDE TELEMETRY & FAX SERVICE	
				865.10	91411891	542100		GG-WWTP-TELEPHONE/FAX	
				80.32	91011755	542100		GG-WTR-FAC-PHONE	
				164.26	91011189	542100		GG-C/E-COMMONS-PHONE	
				245.22	91011897	542100		GG-C/E-CITY HALL-PHONE	
				77.97	91011255	542100		GG-C/E-O&M YARD FAC-PHONE	
				66.56	91011215	542100		GG-C/E-COURT BLDG-PHONE	
								GG-C/E-PD-PHONE	
							CHECK	358928 TOTAL:	3,054.18
358929	07/11/2022	PRTD	1505 KITSAP COUNTY TREASU	256670	JUN22	07/08/2022		M070822	11.33
	Invoice: JUN22								
				11.33	41612860	586000		JUNE 2022 OUT COURT REMIT	
								CRIME VICTIMS-OUT	
							CHECK	358929 TOTAL:	11.33
358930	07/11/2022	PRTD	9796 JENNIFER CHRISTINE K	256662	07/07/2022	07/07/2022		M070822	150.00
	Invoice: 07/07/2022								
				150.00	31024759	54110001155		EX/INSTALL 3 & FIAL PER ARTWORK DISPLAY AGREEMENT	
								SOMETHING NEW PH4-PROF SVCS	
							CHECK	358930 TOTAL:	150.00
358931	07/11/2022	PRTD	1205 PUGET SOUND ENERGY	256665	0727JUN22	06/29/2022		M070822	10.86
	Invoice: 0727JUN22								
				10.86	91011739	547100	194	WINSLOW WAY W	
								COMM EVENTS-ELECTRICITY	
				256673	9047JUN22	07/05/2022		M070822	36,802.90
	Invoice: 9047JUN22								
				195.58	71311942	64710000724		CITY WIDE ENERGY SERVICES	
				17.59	73416345	547100		PD/COURT BLDG-ELECTRIC	
				6,470.73	91011189	547100		CASEY STREET WTR-ELECTRICITY	
				637.69	91011215	547100		GG-C/E-CITY HALL-ELECTRIC	
				207.12	91011255	547100		GG-C/E-PD-ELECTRIC	
				17.81	91011557	547100		GG-C/E-COURT BLDG-ELECTRIC	
				10.86	91011739	547100		FARMS-ELECTRIC	
				363.37	91011755	547100		COMM EVENTS-ELECTRICITY	
				595.11	91011768	547100		GG-C/E-COMMONS-ELECTRIC	
				2,611.60	91011897	547100		GG-C/E-PARKS-ELECTRIC	
				13.45	91021182	547100		GG-C/E-O&M YARD FAC-ELECTRIC	
				4,737.79	91111263	547100		GG-OS-PROP MNGT-ELECTRIC	
				95.90	91111264	547100		GG-STRT-STREET LIGHTING-UTIL	
				8,773.52	91411345	547100		GG-STREET-TRAF CONTROL-UTILITY	
				213.89	91415345	547100		GG-WTR-ELECTRIC	
				2,872.25	91421355	547100		GG-ROCKAWAY BCH-UTILITIES	
				8,955.39	91425358	547100		GG-SWR-ELECTRIC	
				13.25	91435838	547100		GG-WWTP-ELECTRIC	
								GG-DECANT-ELECTRIC	

07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL	DESC		
					CHECK	358931	TOTAL:	36,813.76
358932	07/11/2022	PRTD 6541 PUGET SOUND ENERGY	256674	90757282	07/01/2022	M070822		129.00
	Invoice: 90757282		129.00	73416345 541100	BJUNE WTRFRT PRK PANEL #4 RECONNECT FEE CASEY STREET WTR-PROF SVCS			
					CHECK	358932	TOTAL:	129.00
358933	07/11/2022	PRTD 9791 SHAWN MARIE JOHNSON	256661	07/07/2022	07/07/2022	M070822		150.00
	Invoice: 07/07/2022		150.00	31024759 54110001155	EX/INSTALL 3 PER ARTWORK DISPLAY AGREEMENT SOMETHING NEW PH4-PROF SVCS			
					CHECK	358933	TOTAL:	150.00
358934	07/11/2022	PRTD 2251 WA ST TREASURER	256671	JUN22	07/08/2022	M070822		865.91
	Invoice: JUN22		331.68	41611860 586000	JUNE 2022 OUT COURT REMIT			
			186.88	41610860 586000	PSEA 60% OUT			
			1.22	41619860 586000	PSEA 30% OUT			
			73.52	41616860 586000	PSEA 3 - STATE DISB OUT			
			35.94	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
			168.25	41614860 586000	THEFT PRV&TR BRAIN INJ-OUT			
			.07	41615860 586000	JUDICIAL INFO SYST.-OUT			
			.42	41615860 586000	BREATH TEST-CUSTODIAL			
			36.66	41618860 586000	BREATH TEST-CUSTODIAL			
			11.17	41618860 586000	TRAUMA CARE-OUT			
			2.32	41618860 586000	TRAUMA CARE-OUT			
			13.41	41618860 586000	TRAUMA CARE-OUT			
			4.37	41615860 586961	STATE CRIME LAB			
	Invoice: JUN22 SSBC		256672	JUN22 SSBC	07/08/2022	M070822		297.00
			297.00	41652860 586000	JUNE 2022 OUT COURT REMIT SSBC SBCC BLDG.-OUT			
					CHECK	358934	TOTAL:	1,162.91
358935	07/11/2022	PRTD 9788 JOHN MACRAE WYLDE	256669	07/07/2022	07/07/2022	M070822		150.00
	Invoice: 07/07/2022		150.00	31024759 54110001155	EX/INSTALLMENT 3 PER ARTWORK DISPLAY AGREEMENT SOMETHING NEW PH4-PROF SVCS			
					CHECK	358935	TOTAL:	150.00

07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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NUMBER OF CHECKS      8                      \*\*\* CASH ACCOUNT TOTAL \*\*\*                      41,621.18

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	8	41,621.18

\*\*\* GRAND TOTAL \*\*\*                      41,621.18

07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

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	7	17									
APP	402-213000		07/11/2022	M070822	071122			ACCOUNTS PAYABLE		13,382.39	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/11/2022	M070822	071122			CASH			41,621.18
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/11/2022	M070822	071122			ACCOUNTS PAYABLE		9,999.10	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/11/2022	M070822	071122			GENERAL - ACCOUNTS PAYABLE		12,022.93	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/11/2022	M070822	071122			ACCOUNTS PAYABLE		1,174.24	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/11/2022	M070822	071122			ACCOUNTS PAYABLE		195.58	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/11/2022	M070822	071122			STREETS - ACCOUNTS PAYABLE		4,833.69	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/11/2022	M070822	071122			ACCOUNTS PAYABLE		13.25	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										41,621.18	41,621.18
APP	631-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING		41,621.18	
APP	402-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING			13,382.39
APP	401-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING			9,999.10
APP	001-130000		07/11/2022	M070822	071122			GENERAL - DUE TO/FROM CLEARING			12,022.93
APP	650-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING			1,174.24
APP	301-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING			195.58
APP	101-130000		07/11/2022	M070822	071122			STREETS - DUE TO/FROM CLEARING			4,833.69
APP	403-130000		07/11/2022	M070822	071122			DUE TO/FROM CLEARING			13.25
SYSTEM GENERATED ENTRIES TOTAL										41,621.18	41,621.18
JOURNAL 2022/07/17 TOTAL										83,242.36	83,242.36

07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	17	07/11/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	12,022.93	12,022.93
				FUND TOTAL	12,022.93	12,022.93
101 STREET FUND 101-130000 101-213000	2022 7	17	07/11/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,833.69	4,833.69
				FUND TOTAL	4,833.69	4,833.69
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 7	17	07/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	195.58	195.58
				FUND TOTAL	195.58	195.58
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	17	07/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,999.10	9,999.10
				FUND TOTAL	9,999.10	9,999.10
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	17	07/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13,382.39	13,382.39
				FUND TOTAL	13,382.39	13,382.39
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	17	07/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13.25	13.25
				FUND TOTAL	13.25	13.25
631 CLEARING FUND 631-130000 635-111100	2022 7	17	07/11/2022	DUE TO/FROM CLEARING CASH	41,621.18	41,621.18
				FUND TOTAL	41,621.18	41,621.18
650 AGENCY FUND 650-130000 650-213000	2022 7	17	07/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,174.24	1,174.24
				FUND TOTAL	1,174.24	1,174.24

07/11/2022 14:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		12,022.93
101	STREET FUND		4,833.69
301	CAPITAL CONSTRUCTION FUND		195.58
401	WATER OPERATING FUND		9,999.10
402	SEWER OPERATING FUND		13,382.39
403	STORM & SURFACE WATER FUND		13.25
631	CLEARING FUND	41,621.18	
650	AGENCY FUND		1,174.24
	TOTAL	41,621.18	41,621.18

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07/19/2022 08:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
358936	07/19/2022	PRTD	47 BAINBRIDGE DISPOSAL	256752	0001219725	06/30/2022		M071822	2,279.87
			Invoice: 0001219725						
				164.41	91011215 547900				
				567.07	91011768 547900				
				459.87	91425358 547900				
				1,067.12	91011897 547900				
				21.40	91111427 547900				
			Invoice: 0001219913	256753	0001219913	06/30/2022		M071822	393.25
				393.25	91011189 547900				
			Invoice: 0001219967	256754	0001219967	06/30/2022		M071822	344.64
				344.64	91011189 547903				
								CHECK 358936 TOTAL:	3,017.76
358937	07/19/2022	PRTD	551 CENTURYLINK	256755	0225JUL22	07/02/2022		M071822	136.37
			Invoice: 0225JUL22						
				136.37	91011897 542100				
			Invoice: 0456JUL22	256756	0456JUL22	07/02/2022		M071822	265.15
				265.15	91421891 542100				
			Invoice: 0754JUL22	256757	0754JUL22	07/02/2022		M071822	65.94
				65.94	91411891 542100				
			Invoice: 1745JUL22	256758	1745JUL22	07/02/2022		M071822	64.45
				64.45	91011189 542100				
			Invoice: 3736JUL22	256759	3736JUL22	07/02/2022		M071822	136.37
				136.37	91011189 542100				
			Invoice: 5211JUL22	256760	5211JUL22	07/02/2022		M071822	226.66
				226.66	91011215 542100				
			Invoice: 8731JUL22	256761	8731JUL22	07/02/2022		M071822	68.57
				68.57	91011755 542100				
			Invoice: 8834JUL22	256762	8834JUL22	07/04/2022		M071822	84.99
				84.99	91411891 542100				
				256763	9136JUL22	07/02/2022		M071822	173.35



07/19/2022 08:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

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

INVOICE DTL DESC

358941 07/19/2022 PRTD    5039 TREE SOLUTIONS INC    256809    34730      05/26/2022      M071822      8,900.00  
Invoice: 34730

8,900.00 73011593 54110000998 PW/TREE INVENTORY AND PERMITTING  
SHADE COVENANT-PROF SVCS

CHECK    358941 TOTAL:      8,900.00

358942 07/19/2022 PRTD    1485 VERIZON WIRELESS    256770    9910172852      07/01/2022      M071822      7,195.51  
Invoice: 9910172852

1,044.20 91011189 542100 CITY WIDE WIRELESS SERVICES  
GG-C/E-CITY HALL-PHONE  
120.03 73411345 542100 O&M-WTR MAINT-PHONE/POSTAGE  
95.58 72637319 54210000809 WATER QUAL FLOW MONIT-MODEM  
5,935.70 91011189 542100 GG-C/E-CITY HALL-PHONE

Invoice: 9910172853      256813    9910172853      07/01/2022      M071822      78.95

78.95 72637319 54210000809 ENG/MODEMS FOR AUTOMATED FLOW STATIONS  
WATER QUAL FLOW MONIT-MODEM

CHECK    358942 TOTAL:      7,274.46

358943 07/19/2022 PRTD    176 WA ST DEPT OF LABOR    256840    2022-Q2      07/15/2022      M071822      149.42  
Invoice: 2022-Q2

.77 72011494 52000000996 ENG, EX, POL/Q2 2022 L&I VOLUNTEER HOURS  
135.62 31011256 520000 2019-20 GW MNGT PLANNING-BEN  
11.52 55011757 520000 EX-GF-EMERG PREP-BEN  
.58 31011492 520000 PD-HARBORMASTER-BENEFITS  
.93 91011176 520000 CLIMATE ADAPTION-BEN  
GG-C/E-WORKERS COMP SVC-ADMIN

CHECK    358943 TOTAL:      149.42

NUMBER OF CHECKS    8      \*\*\* CASH ACCOUNT TOTAL \*\*\*      42,625.65

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	8	42,625.65

\*\*\* GRAND TOTAL \*\*\*      42,625.65

07/19/2022 08:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	7	121									
APP	001-213000		07/19/2022	M071822	071922			GENERAL - ACCOUNTS PAYABLE		40,859.63	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/19/2022	M071822	071922			CASH			42,625.65
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/19/2022	M071822	071922			ACCOUNTS PAYABLE		725.02	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/19/2022	M071822	071922			STREETS - ACCOUNTS PAYABLE		381.44	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/19/2022	M071822	071922			ACCOUNTS PAYABLE		485.03	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/19/2022	M071822	071922			ACCOUNTS PAYABLE		174.53	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		42,625.65	42,625.65
APP	631-130000		07/19/2022	M071822	071922			DUE TO/FROM CLEARING		42,451.12	
APP	001-130000		07/19/2022	M071822	071922			GENERAL - DUE TO/FROM CLEARING			40,859.63
APP	402-130000		07/19/2022	M071822	071922			DUE TO/FROM CLEARING			725.02
APP	101-130000		07/19/2022	M071822	071922			STREETS - DUE TO/FROM CLEARING			381.44
APP	401-130000		07/19/2022	M071822	071922			DUE TO/FROM CLEARING			485.03
								SYSTEM GENERATED ENTRIES TOTAL		42,451.12	42,451.12
								JOURNAL 2022/07/121 TOTAL		85,076.77	85,076.77

07/19/2022 08:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	121	07/19/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	40,859.63	40,859.63
				FUND TOTAL	40,859.63	40,859.63
101 STREET FUND 101-130000 101-213000	2022 7	121	07/19/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	381.44	381.44
				FUND TOTAL	381.44	381.44
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	121	07/19/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	485.03	485.03
				FUND TOTAL	485.03	485.03
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	121	07/19/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	725.02	725.02
				FUND TOTAL	725.02	725.02
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 7	121	07/19/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	42,451.12 174.53	42,625.65
				FUND TOTAL	42,625.65	42,625.65

07/19/2022 08:26  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		40,859.63
101	STREET FUND		381.44
401	WATER OPERATING FUND		485.03
402	SEWER OPERATING FUND		725.02
631	CLEARING FUND		
		42,451.12	
	TOTAL	42,451.12	42,451.12

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



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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
						INVOICE DTL	DESC			
358944	07/27/2022	PRTD	9597 AIRGAS USA, LLC	256853	9127762783	07/07/2022	20220006	07/24/22	3,670.19	
	Invoice: 9127762783					PW/AIR MONITOR SYSTEM MATERIALS				
				3,670.19	73431835 531100	OFFICE SUPPLIES				
						CHECK	358944	TOTAL:	3,670.19	
358945	07/27/2022	PRTD	7994 PENINSULA SERVICES	256729	100336	06/30/2022		07/24/22	40.00	
	Invoice: 100336					CRT/SHREDDING SERVICES				
				40.00	21011125 541100	COURT-PROF SERVICES				
	Invoice: 100337									
				256784	100337	06/30/2022		07/24/22	80.00	
				80.00	51011211 541100	POL/MOBILE SHREDDING				
						PD-C/E-ADM-PROF SVCS				
						CHECK	358945	TOTAL:	120.00	
358946	07/27/2022	PRTD	7166 AMERICAN MESSAGING	256854	W4104492WG	07/01/2022		07/24/22	95.72	
	Invoice: W4104492WG					PW/MESSAGING SERVICE JULY 2022				
				95.72	73637891 542100	O&M - ALLOC FACIL TELEPHONE				
						CHECK	358946	TOTAL:	95.72	
358947	07/27/2022	PRTD	4260 AMERICAN PLANNING AS	256855	182632-2273	07/06/2022		07/24/22	533.00	
	Invoice: 182632-2273					PCD/APA, AICP MEMBERSHIP - JS				
				533.00	64011582 549100	LONG - C/E DUES/SUBSCRIPTIONS				
	Invoice: 341741-2273									
				256856	341741-2273	07/06/2022		07/24/22	420.00	
				420.00	63470588 549100	PCD/APA MEMBERSHIP - AH				
						CUR-DEV PLAN-DUES/SUBSCR				
	Invoice: 341744-2273									
				256857	341744-2273	07/06/2022		07/24/22	420.00	
				420.00	63470588 549100	PCD/APA MEMBERSHIP - EF				
						CUR-DEV PLAN-DUES/SUBSCR				
						CHECK	358947	TOTAL:	1,373.00	
358948	07/27/2022	PRTD	47 BAINBRIDGE DISPOSAL	256863	355706	07/07/2022		07/24/22	13.00	
	Invoice: 355706					RECYCLING CHARGE 07/07/2022				
				13.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
	Invoice: 356788									
				256864	356788	07/13/2022		07/24/22	13.00	
				13.00	91011897 547900	RECYCLING CHARGE 07/13/2022				
						GG-C/E-O&M YARD FAC-GARBAGE				
	Invoice: 0001219688									
				256865	0001219688	06/30/2022		07/24/22	186.83	
				186.83	91011755 547900	WASTE PICKUP SENIOR CENTER / COMMONS				
						GG-C/E-COMMONS-GARBAGE				

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK 358948 TOTAL:	212.83	
358949	07/27/2022	PRTD	54 BAINBRIDGE RENTAL IN	256867	CON86353	07/06/2022		07/24/22	75.07	
			Invoice: CON86353			PW/AUTOCUT 36-2 RENTAL,		ULTRA MIX OIL		
				75.07	73111427 531100	OFFICE SUPPLIES				
								CHECK 358949 TOTAL:	75.07	
358950	07/27/2022	PRTD	57 BAY HAY & FEED	256868	1750882	06/30/2022		07/24/22	41.39	
			Invoice: 1750882			PW/HAY STRAW BALE 3 STRING X2				
				41.39	73011189 531100	O&M - C/E FACIL OFC SUPPLIES				
								CHECK 358950 TOTAL:	41.39	
358951	07/27/2022	PRTD	10053 BECKE, BONNIE	256794	07/12/2022	07/12/2022		07/24/22	200.00	
			Invoice: 07/12/2022			POL/REFUND PARK DEPOSIT				
				200.00	41622860 586000	PARK/DOCK DEPOSITS CUST-OUT				
								CHECK 358951 TOTAL:	200.00	
358952	07/27/2022	PRTD	360 BUILDERS FIRSTSOURCE	256869	85679504	07/06/2022		07/24/22	52.37	
			Invoice: 85679504			PW/RAIN OR SHINE CEMENT, PURPLE PRIMER				
				52.37	73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
								CHECK 358952 TOTAL:	52.37	
358953	07/27/2022	PRTD	1052 CANON FINANCIAL SERV	256875	28875988	07/13/2022		07/24/22	483.51	
			Invoice: 28875988			PCD,ENG/OCE PRINTER,PLOTTER LEASE				
				241.76	61011581 545000	PCD - C/E ADMIN RENTS & LEASES				
				241.75	72011321 545000	ENG - C/E ADMIN RENTS & LEASES				
								CHECK 358953 TOTAL:	483.51	
358954	07/27/2022	PRTD	9908 CINTAS CORPORATION #	256796	5112736719	06/16/2022		07/24/22	30.58	
			Invoice: 5112736719			POL/FIRST AID RESTOCK				
				30.58	51011215 531100	POLICE - C/E FACIL SUPPLIES				
								CHECK 358954 TOTAL:	30.58	
358955	07/27/2022	PRTD	460 CITY OF BI - PETTY C	256746	07/12/2022	07/12/2022		07/24/22	3.49	
			Invoice: 07/12/2022			EX/REIMBURSE PETTY CASH, DELIVERY PAYMENT				
				3.49	31011256 542500	EX-GF-EMERG PREP-POSTAGE/SHIP				

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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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	358955	TOTAL:		3.49
358956	07/27/2022	PRTD	460 PETTY CASH	256838	POL-2022-6	06/30/2022		07/24/22		9.25
	Invoice: POL-2022-6			9.25	91011215 542500	POL/PETTY CASH GG-C/E-PD-POSTAGE				
						CHECK	358956	TOTAL:		9.25
358957	07/27/2022	PRTD	102 CITY OF BAINBRIDGE I	256814	RETREQ2-FINAL-01174	06/24/2022	20220001	07/24/22		12,450.12
	Invoice: RETREQ2-FINAL-01174			12,450.12	72431835 54810001174	ENG/2021 DRAINAGE RETAINAGE 2021 ANNUAL DRAIN PRGM-R&M				
						CHECK	358957	TOTAL:		12,450.12
358958	07/27/2022	PRTD	9405 CITY OF BAINBRIDGE I	256734	24000299	07/06/2022		07/24/22		204.24
	Invoice: 24000299			43.24	73111290 547500	PW/JUNE WATER FROM SANDS WELL O&M-STREET-ADM OH-CITY WTR/SWR				
				29.20	73411345 547500	O&M-WTR MAINT-CITY WTR/SWR				
				68.20	73421355 547500	O&M-SWR-CITY WATER/SEWER BILL				
				33.36	73426355 547500	O&M-SIS-CITY WATER/SEWER BILLS				
				30.24	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR				
						CHECK	358958	TOTAL:		204.24
358959	07/27/2022	PRTD	104 CITY OF BREMERTON	256735	BKAT000683	07/01/2022		07/24/22		3,093.50
	Invoice: BKAT000683			3,093.50	81011881 542420	IT/BROADCAST SERVICES FOR PUBLIC MEETINGS IT-C/E-TELEVISTED COUNCIL MEET				
						CHECK	358959	TOTAL:		3,093.50
358960	07/27/2022	PRTD	2624 COASTAL GEOLOGIC SER	256815	22-122	06/20/2022		07/24/22		11,130.48
	Invoice: 22-122			11,130.48	61470581 541100	PCD/22047 BAINBRIDGE JONES GEO REVIEW PCD - DEV ADMIN PROF SERVICES				
						CHECK	358960	TOTAL:		11,130.48
358961	07/27/2022	PRTD	152 DAILY JOURNAL OF COM	256798	3379596	06/24/2022		07/24/22		80.50
	Invoice: 3379596			80.50	63470588 542450	PCD/WINSLOW SUBAREA PLAN AD RFP CUR-DEV PLAN-COMM OUTREACH				
				256873	3377844	05/31/2022		07/24/22		326.60
	Invoice: 3377844			326.60	72111421 54400001206	ENG/BC:2022 ANNUAL ROADS PRGM 2022 ANNUAL ROADS PRGM-ADV				

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
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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	358961 TOTAL:	407.10	
358962	07/27/2022	PRTD	4850 HOME DEPOT CREDIT SE	256876	6902163	06/30/2022		07/24/22	380.02				
Invoice: 6902163				380.02	73431835 531100	PW/RGD OCTANE WRENCH, HAMMER DRILL KIT							
Invoice: 6902180				256877	6902180	06/30/2022		07/24/22	-380.02				
				-380.02	73431835 531100	PW/RGD OCTANE WRENCH, HAMMER DRILL KIT							
Invoice: 7023225				256878	7023225	06/29/2022		07/24/22	648.55				
				148.41	73111290 531100	PW/DIABLO 5"ROS DISC, SPD SANDER, TRIMMER							
				500.14	73011768 531100	O&M-STREET-MAINT O/H-SUPPLIES							
										O&M-C/E-PARKS-SUPPLIES			
										CHECK	358962 TOTAL:	648.55	
358963	07/27/2022	PRTD	4740 KITSAP COUNTY PUBLIC	256824	CINV-2022-00498	07/11/2022		07/24/22	2,183.84				
Invoice: CINV-2022-00498				2,183.84	72431832 54110000872	ENG/Q2 2022 WEST SOUND STORMWATER OUTREACH GROUP							
										CHECK	358963 TOTAL:	2,183.84	
358964	07/27/2022	PRTD	8546 KITSAP 911 PUBLIC AU	256825	BIPD2022-08	07/15/2022		07/24/22	10,737.00				
Invoice: BIPD2022-08				7,515.90	53011286 551000	POL/CALL CENTER SERVICES							
				3,221.10	52011286 551000	POLICE - C/E PATROL CENCOM							
						POLICE - C/E - INVEST CENCOM							
										CHECK	358964 TOTAL:	10,737.00	
358965	07/27/2022	PRTD	579 KITSAP SUN	256738	0004709827	06/30/2022		07/24/22	465.25				
Invoice: 0004709827				465.25	33011161 544000	HR/DIGITAL RECRUITMENT UTILITIES TECHNICIAN							
										CHECK	358965 TOTAL:	465.25	
358966	07/27/2022	PRTD	4224 L.E.I.R.A.	256799	1975	07/04/2022		07/24/22	750.00				
Invoice: 1975				750.00	51011120 443410	POL/LEADERSHIP/EISENHOOD							
										CHECK	358966 TOTAL:	750.00	
358967	07/27/2022	PRTD	5011 LEXISNEXIS RISK SOLU	256800	1272084-20220630	06/30/2022		07/24/22	163.80				
Invoice: 1272084-20220630				163.80	52011212 549100	POL/MONTHLY SUBSCRIPTION							
												PD-C/E-INV-DUES/SUBSCR/MEMBRSH	



07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
									CHECK	358973 TOTAL:	218.03
358974	07/27/2022	PRTD	2467 STAPLES	256781	8066775030	07/02/2022		07/24/22	316.04		
Invoice: 8066775030				316.04	72011321 531100	ENG/PENS, FOLDERS, SHARPIES, BATTERIES, PAPER					
						ENG - C/E ADMIN SUPPLIES					
Invoice: 8066793620				256807	8066793620	07/02/2022		07/24/22	73.49		
				73.49	51011215 531100	POL/DISH SOAP, PENS, TISSUE					
						POLICE - C/E FACIL SUPPLIES					
Invoice: 8066775042				256888	8066775042	07/02/2022		07/24/22	256.58		
				256.58	73637891 531100	PW/DURACELL BATTERIES, PAPER CLIPS, PENS					
						OFFICE SUPPLIES					
									CHECK	358974 TOTAL:	646.11
358975	07/27/2022	PRTD	9233 STRIVE PHYSICAL REHA	256743	06/28/2022	06/28/2022		07/24/22	275.00		
Invoice: 06/28/2022				275.00	53011212 541100	POL/PHYSICAL ASSESSMENT					
						POLICE - C/E PATROL PROF SVCS					
Invoice: 06/30/2022				256744	06/30/2022	06/30/2022		07/24/22	275.00		
				275.00	53011212 541100	POL/PHYSICAL ASSESSMENT					
						POLICE - C/E PATROL PROF SVCS					
									CHECK	358975 TOTAL:	550.00
358976	07/27/2022	PRTD	4929 TYLER TECHNOLOGIES I	256830	045-383478	07/01/2022		07/24/22	16,039.62		
Invoice: 045-383478				16,039.62	81011881 548500	IT/MUNIS ANNUAL MAINTENANCE FOR SW MODULES					
						IT - C/E COMPUTER SUPPORT					
Invoice: 045-383566				256831	045-383566	07/01/2022		07/24/22	17,171.30		
				17,171.30	81011881 548500	IT/QUARTERLY MUNIS SW MAINTENANCE					
						IT - C/E COMPUTER SUPPORT					
									CHECK	358976 TOTAL:	33,210.92
358977	07/27/2022	PRTD	6488 WOOD ENVIRONMENT & I	256836	S51703844	06/30/2022		07/24/22	351.00		
Invoice: S51703844				351.00	72655860 58600000370	ENG/PROFESSIONAL SERVICES JUNE 2022					
						GEO TECCH-3RD PARTY REVIEWS					
									CHECK	358977 TOTAL:	351.00
358978	07/27/2022	PRTD	8115 XYLEM WATERING SOLUT	256899	3556C26133	05/27/2022	20220018	07/24/22	590.36		
Invoice: 3556C26133				590.36	73425358 54810001161	PW/WWTP UV PREV MAINTENANCE					
						WWTP UV PREV MAINT-R&M					



07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 8  
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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	7	154									
APP	403-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		18,334.39	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/27/2022	07/24/22	072022			CASH			101,785.84
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/27/2022	07/24/22	072022			GENERAL - ACCOUNTS PAYABLE		53,088.50	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		829.55	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		12,050.98	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		07/27/2022	07/24/22	072022			STREETS - ACCOUNTS PAYABLE		593.32	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		200.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		29.20	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		16,218.40	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		441.50	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										101,785.84	101,785.84
APP	631-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING		100,956.29	
APP	403-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			18,334.39
APP	001-130000		07/27/2022	07/24/22	072022			GENERAL - DUE TO/FROM CLEARING			53,088.50
APP	407-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			12,050.98
APP	101-130000		07/27/2022	07/24/22	072022			STREETS - DUE TO/FROM CLEARING			593.32
APP	622-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			200.00
APP	401-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			29.20
APP	402-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			16,218.40
APP	650-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			441.50
SYSTEM GENERATED ENTRIES TOTAL										100,956.29	100,956.29
JOURNAL 2022/07/154 TOTAL										202,742.13	202,742.13

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 9  
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	154	07/27/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	53,088.50	53,088.50
				FUND TOTAL	53,088.50	53,088.50
101 STREET FUND 101-130000 101-213000	2022 7	154	07/27/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	593.32	593.32
				FUND TOTAL	593.32	593.32
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	29.20	29.20
				FUND TOTAL	29.20	29.20
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,218.40	16,218.40
				FUND TOTAL	16,218.40	16,218.40
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	18,334.39	18,334.39
				FUND TOTAL	18,334.39	18,334.39
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,050.98	12,050.98
				FUND TOTAL	12,050.98	12,050.98
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022 7	154	07/27/2022	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 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	100,956.29 829.55	101,785.84
				FUND TOTAL	101,785.84	101,785.84

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 10  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2022 7	154	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	441.50	441.50
				FUND TOTAL	441.50	441.50

07/20/2022 12:21  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 11  
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		53,088.50
101	STREET FUND		593.32
401	WATER OPERATING FUND		29.20
402	SEWER OPERATING FUND		16,218.40
403	STORM & SURFACE WATER FUND		18,334.39
407	BUILDING & DEVELOPMENT FUND		12,050.98
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND	100,956.29	
650	AGENCY FUND		441.50
	TOTAL	100,956.29	100,956.29

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



07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
1105	07/27/2022	EFT	5 ACE HARDWARE	256841	512841	07/02/2022		07/24/22	36.03
	Invoice: 512841					PW/ALL SEASONS HOSE 5/8"X75' O&M-STREET-MAINT O/H-SUPPLIES			
				36.03	73111290 531100				
				256842	512951	07/05/2022		07/24/22	52.18
	Invoice: 512951					PW/MAGNIFYING GLASS, STEP STOOL O&M-STD ALLOCATION-SUPPLIES			
				52.18	73638935 531100				
				256843	513111	07/07/2022		07/24/22	81.89
	Invoice: 513111					PW/CM SAE WRENCH SET 20PC O&M-STREET-MAINT O/H-SUPPLIES			
				81.89	73111290 531100				
				256844	513141	07/07/2022		07/24/22	23.99
	Invoice: 513141					PW/ELECTRICAL TAPE O&M-STD ALLOCATION-SUPPLIES			
				23.99	73638935 531100				
				256845	513201	07/07/2022		07/24/22	66.51
	Invoice: 513201					PW/CHECK VALVE, CALCULATOR, SEAL TAPE O&M-WWTP-SUPPLIES			
				66.51	73425358 531100				
				256846	513561	07/13/2022		07/24/22	51.03
	Invoice: 513561					PW/KITCHEN BRUSH, SPONGE SCRUB, FREEZE PAK O&M-STD ALLOCATION-SUPPLIES			
				51.03	73638935 531100				
				256847	513601	07/14/2022		07/24/22	5.86
	Invoice: 513601					PW/ELECTRICAL TAPE 3/4"X60' BLK O&M-WWTP-SUPPLIES			
				5.86	73425358 531100				
				256848	513611	07/14/2022		07/24/22	11.63
	Invoice: 513611					PW/PVC NIPPLES, PVC NIPPLE GALV O&M-WWTP-SUPPLIES			
				11.63	73425358 531100				
				256850	513711	07/15/2022		07/24/22	261.95
	Invoice: 513711					PW/PADLOCK 3KALH #0851 O&M - C/E FACIL OFC SUPPLIES			
				261.95	73011189 531100				
				256851	513731	07/15/2022		07/24/22	14.82
	Invoice: 513731					PW/ELEC TAPE BLK, SAW HOLE ARBR ACE O&M-STD ALLOCATION-SUPPLIES			
				14.82	73638935 531100				
						CHECK		1105 TOTAL:	605.89
1106	07/27/2022	EFT	7726 AIR MANAGEMENT SOLUT	256852	0001139552	06/30/2022		07/24/22	838.99
	Invoice: 0001139552					PW/HP-19 AIRFLOW, ICING ISSUE SERVICED CH HVAC-REPAIRS			
				838.99	73011183 54810000707				
						CHECK		1106 TOTAL:	838.99



07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	1112 TOTAL:	600.00
1113	07/27/2022	EFT	55 SOUND PUBLISHING, IN	256785	BIR954626	05/20/2022		07/24/22	93.50	
	Invoice: BIR954626			93.50	63470586 544000	PCD/ORDINANCE PLN51611 SSDP CUR-DEV-ZONING-ADV				
	Invoice: BIR956178			256786	BIR956178	06/10/2022		07/24/22	92.08	
	Invoice: BIR957078			256787	BIR957078	06/24/2022		07/24/22	53.83	
	Invoice: BIR957639			256788	BIR957639	07/01/2022		07/24/22	79.33	
	Invoice: BIR957642			256792	BIR957642	07/01/2022		07/24/22	79.33	
	Invoice: BIR957647			256793	BIR957647	07/01/2022		07/24/22	80.75	
	Invoice: BIR954926			256829	BIR954926	05/27/2022		07/24/22	143.08	
								CHECK	1113 TOTAL:	621.90
1114	07/27/2022	EFT	55 SOUND PUBLISHING, IN	256790	2661802-8070527	06/30/2022		07/24/22	21.95	
	Invoice: 2661802-8070527			21.95	51011191 544000	POL/FOUND RING PD-C/E-PROP RM-ADVERTISING				
	Invoice: 2662352-8070527			256791	2662352-8070527	06/30/2022		07/24/22	39.05	
								CHECK	1114 TOTAL:	61.00
1115	07/27/2022	EFT	5412 BENEFIT ADMINISTRATI	256839	220707	07/15/2022		07/24/22	291.50	
	Invoice: 220707			32.07	21011125 520000	HSA/FSA BENEFITS				
				52.47	31011131 520000	COURT-BENEFITS				
				46.64	41011141 520000	EX-GF-BEN				
				8.75	51011211 520000	FIN - C/E ADMIN BENEFITS				
				26.24	61011581 520000	PD-C/E ADMIN-BENEFITS				
						PCD - C/E ADMIN BENEFITS				

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
				32.07	71011321 520000					
				93.26	81011881 520000					
						PW - C/E BENEFITS				
						IT - C/E ADMIN BENEFITS				
						CHECK		1115 TOTAL:		291.50
1116	07/27/2022 EFT		7178 BAINBRIDGE ISL CHILD	256782	Q2-2022	06/30/2022		07/24/22		2,500.00
	Invoice: Q2-2022					EX/2022 HUMAN SERVICES FUNDING				
				2,500.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB				
						CHECK		1116 TOTAL:		2,500.00
1117	07/27/2022 EFT		50 BAINBRIDGE ISLAND EL	256866	20220068	07/08/2022		07/24/22		1,155.16
	Invoice: 20220068					PW/REPLACE 200A MAIN BREAKER EAGLE HARBOR PARK				
				1,155.16	73011768 548100	O&M-C/E-PARKS-R&M				
						CHECK		1117 TOTAL:		1,155.16
1118	07/27/2022 EFT		2476 BISSC	256732	Q2-2022 HSF	07/05/2022		07/24/22		11,250.00
	Invoice: Q2-2022 HSF					EX/2022 HUMAN SERVICES FUNDING				
				11,250.00	31017690 54110000297	SEN CENTER-OPER SUPPORT				
						256733 Q2-2022				358.70
	Invoice: Q2-2022					EX/2022-23 CULTURAL FUNDING CONTR				
				358.70	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
						CHECK		1118 TOTAL:		11,608.70
1119	07/27/2022 EFT		9449 CASCADE COLUMBIA DIS	256870	841141	06/29/2022		07/24/22		1,596.23
	Invoice: 841141					PW/SODIUM FLUORIDE 50# BAG X15				
				1,596.23	73411345 531100	OFFICE SUPPLIES				
						CHECK		1119 TOTAL:		1,596.23
1120	07/27/2022 EFT		1847 BUSINESS INTERIORS N	256871	311377	07/13/2022		07/24/22		5,649.80
	Invoice: 311377					ENG/CITY HALL WORKSTATIONS				
				5,649.80	72011182 53110001181	CH MINOR RETROFITS-SUPPLIES				
						CHECK		1120 TOTAL:		5,649.80
1121	07/27/2022 EFT		142 COPIERS NORTHWEST IN	256736	INV2495829	07/05/2022		07/24/22		168.18
	Invoice: INV2495829					IT,ENG,PCD/PAPER FOR OCE PRINTER,PLOTTER				
				56.06	81011881 531100	IT - C/E SUPPLIES				
				56.06	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				56.06	61011581 531100	PCD - C/E ADMIN SUPPLIES				

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		1121 TOTAL:	168.18
1122	07/27/2022	EFT	6363 LN CURTIS & SONS	256797	INV610468	06/30/2022	07/24/22	206.25
			Invoice: INV610468	206.25	53011212 520000	POL/UNIFORMS/BURNHAM		
						POLICE - C/E PATROL BENEFITS		
			Invoice: INV610748	256816	INV610748	07/05/2022	07/24/22	109.94
				109.94	53011212 520000	POL/UNIFORM PANTS/MILLER		
						POLICE - C/E PATROL BENEFITS		
			Invoice: INV611187	256817	INV611187	07/06/2022	07/24/22	206.25
				206.25	53011212 520000	POL/UNIFORM PANTS/NORTON		
						POLICE - C/E PATROL BENEFITS		
			Invoice: INV611188	256818	INV611188	07/06/2022	07/24/22	361.17
				361.17	53011212 520000	POL/JACKET/LEWIS		
						POLICE - C/E PATROL BENEFITS		
			Invoice: INV611263	256819	INV611263	07/06/2022	07/24/22	115.70
				115.70	53011212 520000	POL/UNIFORM SHIRT/MCCARTY		
						POLICE - C/E PATROL BENEFITS		
						CHECK	1122 TOTAL:	999.31
1123	07/27/2022	EFT	7016 CUSTOM PRINTING	256745	10152	06/10/2022	07/24/22	69.28
			Invoice: 10152	69.28	63470588 549500	PCD/BUSINESS CARDS HB HARPER		
						CUR-DEV PLAN-COPIES/PRINTING		
						CHECK	1123 TOTAL:	69.28
1124	07/27/2022	EFT	10036 DKS ASSOCIATES	256820	0082090	07/14/2022	07/24/22	2,035.00
			Invoice: 0082090	2,035.00	31011492 54110001195	EX/EV FLEET CHARGING EVALUATION		
						CAP-TRANSP & FUELS-PROF SVCA		
						CHECK	1124 TOTAL:	2,035.00
1125	07/27/2022	EFT	7357 THE DOCTORS CLINIC	256821	OMF6 JUNE22	07/15/2022	07/24/22	1,306.00
			Invoice: OMF6 JUNE22	1,306.00	53011212 541100	POL/OCCUPATIONAL HEALTH SERVICES		
						POLICE - C/E PATROL PROF SVCS		
						CHECK	1125 TOTAL:	1,306.00
1126	07/27/2022	EFT	8975 ECONORTHWEST	256822	25720R	05/31/2022	07/24/22	2,385.00
			Invoice: 25720R	2,385.00	61011586 54110000930	PCD/INCLUSIONARY ZONING AND TDR		
						COMP PLAN IMPL-PROF SVCS		
				256872	25804	06/30/2022	07/24/22	14,435.75

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
Invoice: 25804								
				14,435.75	64011586	54110001186	PCD/PROFESSIONAL SERVICES JUNE 2022 HOUSING ACTION PLAN-PROF SVCS	
							CHECK 1126 TOTAL:	16,820.75
1127	07/27/2022	EFT	7180 HELPLINE HOUSE	256874	Q2-2022		07/11/2022 07/24/22	16,020.35
	Invoice: Q2-2022						EX/2022 HUMAN SERVICES FUNDING MENTAL HEALTH SVCS-HELPLINE	
				16,020.35	31017640	54110000297		
							CHECK 1127 TOTAL:	16,020.35
1128	07/27/2022	EFT	4161 HERRERA ENVIRONMENTA	256823	51395		07/08/2022 07/24/22	1,278.16
	Invoice: 51395						ENG/WTR INVENTORY ASSESSMENT & PRI ST DOE SSWM-PROF SVCS	
				1,278.16	72431832	54110000664		
							CHECK 1128 TOTAL:	1,278.16
1129	07/27/2022	EFT	5532 ISLANDER RESIDENTS A	256879	07/14/2022		07/14/2022 07/24/22	216.50
	Invoice: 07/14/2022						EX/FAR PURCHASE COUNTY AUDITORS RECORDING FEES PURCHASE OF IMHP FAR	
				216.50	31011459	66100001212		
							CHECK 1129 TOTAL:	216.50
1130	07/27/2022	EFT	1971 KELLEY CONNECT	256881	32010420		07/11/2022 07/24/22	316.68
	Invoice: 32010420						PCD/COPIER LEASE	
				316.68	61470581	545000	PCD - DEV ADMIN RENTS & LEASES	
	Invoice: 32010422						07/11/2022 07/24/22	361.46
							PCD/COPIER LEASE	
				361.46	61470581	545000	PCD - DEV ADMIN RENTS & LEASES	
							CHECK 1130 TOTAL:	678.14
1131	07/27/2022	EFT	9852 KISSLER ENTERPRISES	256883	10274		06/30/2022 07/24/22	11,691.90
	Invoice: 10274						PW/BAINBRIDGE ISLAND WWTP to BARR-TECH COMP BIOSOLIDS WASTE DISPOSAL	
				11,691.90	73425358	54790100551		
							CHECK 1131 TOTAL:	11,691.90
1132	07/27/2022	EFT	315 KITSAP HUMANE SOCIET	256737	2135		07/01/2022 07/24/22	6,420.33
	Invoice: 2135						ANIMAL CONTROL (2021-2023) FIN - C/E ANIMAL CONTROL FEES	
				6,420.33	91011393	541100		
							CHECK 1132 TOTAL:	6,420.33



07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 8  
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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										
1139	07/27/2022	EFT	9156 PEACOCK FAMILY SERVI	256827	Q2-2022	07/14/2022		07/24/22	4,172.19	
	Invoice: Q2-2022									
				4,172.19	31017670	54110000297	EX/2022 HUMAN SERVICES FUNDING			
							EX-BI CHILD CARE/B&G CLUB			
							CHECK	1139 TOTAL:	4,172.19	
1140	07/27/2022	EFT	10032 HANSON, SONJA	256776	004	07/11/2022		07/24/22	2,970.00	
	Invoice: 004									
				1,485.00	31011572	54110001184	EX/PREPARATION OF WEEKLY EMAIL & VIDEO NEWSLETTERS			
				1,485.00	31011572	541100	CITY MNGR VIDEO UPDATE-PROF SV			
							EX-GF-OUTREACH-PROF SVCS			
				256777	005	07/11/2022		07/24/22	157.50	
	Invoice: 005									
				157.50	31011572	541100	EX/DEVELOPMENT & PRODUCTION SOCIAL MEDIA			
							EX-GF-OUTREACH-PROF SVCS			
				256778	006	07/11/2022		07/24/22	112.50	
	Invoice: 006									
				112.50	31011572	54110001015	EX/COBI CONNECTS DEVELOPMENT & PRODUCTION			
							NEWSLETTER-PROF SVCS			
							CHECK	1140 TOTAL:	3,240.00	
1141	07/27/2022	EFT	2203 PST INVESTIGATIONS	256741	2022-405	07/01/2022		07/24/22	287.00	
	Invoice: 2022-405									
				287.00	91011211	549100	SUBSCRIPTION FEES Q2 2022 ABILITY TESTING			
							GG-C/E-CIVIL SVC-DUES/SUBS			
							CHECK	1141 TOTAL:	287.00	
1142	07/27/2022	EFT	9910 SEIDL, MICHAEL TIMOT	256775	2066	07/05/2022		07/24/22	8,530.00	
	Invoice: 2066									
				8,530.00	31011572	54110001184	EX/COBI VIDEO PRODUCTION SERVICES			
							CITY MNGR VIDEO UPDATE-PROF SV			
							CHECK	1142 TOTAL:	8,530.00	
1143	07/27/2022	EFT	1488 SETON CONSTRUCTION I	256828	PAYREQ2-FINAL-01174	06/24/2022		07/24/22	236,552.30	
	Invoice: PAYREQ2-FINAL-01174									
				236,552.30	72431835	54810001174	ENG/SEABORN & KALLGREN RD, SOUNDVI			
							2021 ANNUAL DRAIN PRGM-R&M			
							CHECK	1143 TOTAL:	236,552.30	
1144	07/27/2022	EFT	7385 CHARLES P. SHANE	256739	003478	07/12/2022		07/24/22	75.00	
	Invoice: 003478									
				75.00	32011281	541113	LEGAL/PUBLIC DEFENDER SERVICES			
							LGL-PUBLIC DEFENDER			
				256890	003480	07/19/2022		07/24/22	56.25	
	Invoice: 003480									
				56.25	32011281	541113	LEGAL/PUBLIC DEFENDER SERVICES			
							LGL-PUBLIC DEFENDER			

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 9  
apcshdsb

CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 003481				256891	003481	07/19/2022		07/24/22	300.00
				300.00	32011281 541113	LEGAL/PUBLIC DEFENDER SERVICES			
								LGL-PUBLIC DEFENDER	
								CHECK 1144 TOTAL:	431.25
1145	07/27/2022 EFT		9769 TRANSP GROUP USA, I	256889	28294	06/20/2022		07/24/22	4,076.25
	Invoice: 28294			4,076.25	72111444 54110001188	ENG/SPEED LIMIT EVALUATION			
								SPEED LIMIT EVAL-PROF SVCS	
								CHECK 1145 TOTAL:	4,076.25
1146	07/27/2022 EFT		1152 USA BLUE BOOK	256892	036148	07/07/2022		07/24/22	184.00
	Invoice: 036148			184.00	73425358 531100	PW/USABB PH 6.00 BUGGER, PH 8.00 BUFFER			
								O&M-WWTP-SUPPLIES	
								CHECK 1146 TOTAL:	184.00
1147	07/27/2022 EFT		9373 VISIT BAINBRIDGE	256832	126	06/30/2022		07/24/22	24,923.18
	Invoice: 126			24,923.18	91140573 541100	2022 LTAC CONTRACT			
								GG-TOUR-PROF SERVICES	
								CHECK 1147 TOTAL:	24,923.18
1148	07/27/2022 EFT		605 WA ST AUDITOR'S OFFI	256808	L149308	07/13/2022		07/24/22	14,744.70
	Invoice: L149308			7,566.29	91011423 541100	2021 FINANCIAL AUDIT			
				1,430.74	91111433 541100	FIN-C/E STATE AUDITOR			
				788.23	91411341 541100	FIN-STREET-STATE AUDITOR			
				3,124.65	91421351 541100	GG-WTR-ADM-PROF SVCS			
				738.36	91431383 541100	GG-SWR-ADM-PROF SVCS			
				548.22	91470148 541100	GG-SSWM-ADM-PROF SVCS			
				548.21	91471148 541100	FIN-DEV-STATE AUDITOR			
								FIN-BLDG-STATE AUDITOR	
								CHECK 1148 TOTAL:	14,744.70
1149	07/27/2022 EFT		499 WESTBAY AUTO PARTS I	256893	727917	06/30/2022		07/24/22	42.94
	Invoice: 727917			42.94	990 141100	PW/OIL FILTER			
								MERCHANDISE	
								CHECK 1149 TOTAL:	42.94
Invoice: 728965				256894	728965	07/06/2022		07/24/22	99.11
				99.11	990 141100	PW/OIL FILTER, AIR FILTER, FUEL FILTER			
								MERCHANDISE	
								CHECK 1150 TOTAL:	99.11
Invoice: 729265				256895	729265	07/07/2022		07/24/22	61.46
								PW/NAPAGOLD AIR FILTER, FUEL FILTER	
								CHECK 1151 TOTAL:	61.46

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 10  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				61.46 990	141100	MERCHANDISE		
Invoice: 730168				256896 730168		07/12/2022	07/24/22	36.63
				36.63 990	141100	PW/COOL/FILTER MERCHANDISE		
Invoice: 730216				256897 730216		07/12/2022	07/24/22	58.18
				58.18 990	141100	PW/SPARK PLUG, OIL FILTER, MERCHANDISE	FUEL FILTER	
Invoice: 730217				256898 730217		07/12/2022	07/24/22	57.68
				57.68 990	141100	PW/NAPAGOLD FUEL FILTER, MERCHANDISE	AIR FILTER	
						CHECK	1149 TOTAL:	356.00
				NUMBER OF CHECKS	45	*** CASH ACCOUNT TOTAL ***		443,922.56
				TOTAL EFT'S		COUNT	AMOUNT	
						45	443,922.56	
						*** GRAND TOTAL ***		443,922.56

07/20/2022 13:13  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 11  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	7	155									
APP	101-213000		07/27/2022	07/24/22	072022			STREETS - ACCOUNTS PAYABLE		5,624.91	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		07/27/2022	07/24/22	072022			CASH			443,922.56
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		6,965.89	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		15,486.92	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		07/27/2022	07/24/22	072022			GENERAL - ACCOUNTS PAYABLE		97,139.85	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		12,246.82	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		200.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		19,269.67	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		238,568.82	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		9,040.50	
								AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000		07/27/2022	07/24/22	072022			CIVIC IMPR - ACCOUNTS PAYABLE		39,023.18	
								AP CASH DISBURSEMENTS JOURNAL			
APP	901-213000		07/27/2022	07/24/22	072022			ACCOUNTS PAYABLE		356.00	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										443,922.56	443,922.56
APP	631-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING		436,956.67	
APP	101-130000		07/27/2022	07/24/22	072022			STREETS - DUE TO/FROM CLEARING			5,624.91
APP	402-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			15,486.92
APP	001-130000		07/27/2022	07/24/22	072022			GENERAL - DUE TO/FROM CLEARING			97,139.85
APP	401-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			12,246.82
APP	622-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			200.00
APP	407-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			19,269.67
APP	403-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			238,568.82
APP	301-130000		07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING			9,040.50
APP	104-130000		07/27/2022	07/24/22	072022			CIVIC IMPR DUE TO/FROM CLEAR'G			39,023.18

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 12  
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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	07/27/2022	07/24/22	072022							
APP 901-130000	07/27/2022	07/24/22	072022			DUE TO/FROM CLEARING				356.00
						SYSTEM GENERATED ENTRIES TOTAL			436,956.67	436,956.67
						JOURNAL 2022/07/155 TOTAL			880,879.23	880,879.23

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 13  
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 7	155	07/27/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	97,139.85	97,139.85
				FUND TOTAL	97,139.85	97,139.85
101 STREET FUND 101-130000 101-213000	2022 7	155	07/27/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,624.91	5,624.91
				FUND TOTAL	5,624.91	5,624.91
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2022 7	155	07/27/2022	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	39,023.18	39,023.18
				FUND TOTAL	39,023.18	39,023.18
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,040.50	9,040.50
				FUND TOTAL	9,040.50	9,040.50
401 WATER OPERATING FUND 401-130000 401-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,246.82	12,246.82
				FUND TOTAL	12,246.82	12,246.82
402 SEWER OPERATING FUND 402-130000 402-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	15,486.92	15,486.92
				FUND TOTAL	15,486.92	15,486.92
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	238,568.82	238,568.82
				FUND TOTAL	238,568.82	238,568.82
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	19,269.67	19,269.67
				FUND TOTAL	19,269.67	19,269.67
622 EXPENDABLE TRUST FUND	2022 7	155	07/27/2022			

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 14  
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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	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	436,956.67 6,965.89	443,922.56
				FUND TOTAL	443,922.56	443,922.56
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2022 7	155	07/27/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	356.00	356.00
				FUND TOTAL	356.00	356.00

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 15  
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		97,139.85
101 STREET FUND		5,624.91
104 CIVIC IMPROVEMENT FUND		39,023.18
301 CAPITAL CONSTRUCTION FUND		9,040.50
401 WATER OPERATING FUND		12,246.82
402 SEWER OPERATING FUND		15,486.92
403 STORM & SURFACE WATER FUND		238,568.82
407 BUILDING & DEVELOPMENT FUND		19,269.67
622 EXPENDABLE TRUST FUND		200.00
631 CLEARING FUND	436,956.67	
901 CITY-WIDE REPORTING FUND		356.00
	TOTAL	
	436,956.67	436,956.67

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the Amount of \$23,250 for Design of the Rockaway Beach 5-Year Hydraulic Project Approval Plan Mitigation and Monitoring Requirements as well as an Overall Associated General Fund Budget Amendment for Design and Construction of \$65,250 – Public Works

**SUMMARY:** Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the amount of \$23,250 for design of the Rockaway Beach 5-Year Hydraulic Project Approval (HPA) Plan Mitigation and Monitoring Requirements as well as an overall associated General Fund budget amendment for design and construction of \$65,250.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the amount of \$23,250 for design of the Rockaway Beach 5-Year Hydraulic Project Approval Plan Mitigation and Monitoring Requirements as well as an overall associated General Fund budget amendment for design and construction of \$65,250.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$23,250 design amendment + \$45,000 construction = \$65,250.00
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	\$23,250 design amendment + \$45,000 construction = \$65,250.00
<b>Included in Current Budget?</b>	No

**BACKGROUND:** In 2011, the City reduced Rockaway Beach Road to one lane due to erosion concerns. For safety and protection of property, the City constructed a seawall, reinforced the embankment, and reconstructed the roadway.

At the time of construction, the project needed to meet the requirements of the Hydraulic Project Approval (HPA) Permit issued by the Washington Department of Fish and Wildlife. Requirements included annual beach nourishment, biannual eelgrass and vegetation monitoring, and renewing the project's Hydraulic Project Approval Permit every 5 years. All of the required work has been performed, however, the vegetation monitoring

has identified a need to reestablish vegetation on the roadway embankment, perform invasive species removal, and provide temporary irrigation to aid in plant establishment.

The proposed Amendment No. 1 to the Professional Services Agreement with Clearway Environmental LLC in the amount of \$23,250 (General Fund) includes consultant tasks to prepare a replanting plan and construction support services for plant installation and invasive species removal.

Additional budget in the amount of \$45,000 (General Fund) is needed to support the project construction: additional planting; invasive species removal; and temporary irrigation costs. Upon Council approval, a proposed General Fund budget amendment will be included in the second budget adjustment reporting for 2022 for the total amount of \$65,250.

Under Section 9.0 of the City's Procurement Policy, City Council approval is required for cost increases exceeding 10% of the original contract cost (or \$50,000, whichever is greater), and is within the approved budget.

**ATTACHMENTS:**

[Amendment No 1 to PSA - Clearway Environmental 072022.docx](#)

[Rockaway Mit Mon Site Map.pdf](#)

**FISCAL DETAILS:** The original agreement was approved by City Council at their August 28, 2018 meeting in the amount of \$156,650. Upon approval of this proposed Amendment No. 1 in the amount of \$23,250, the revised contract amount will be \$179,900.

The additional requested \$45,000 will be available for construction in the fall of 2022.

**Fund Name(s):** General Fund

**Coding:** Munis Project # 00710

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES** (“Amendment No. 1”) amends the Agreement for Professional Services (“Agreement”) entered into on September 17, 2018, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Clearway Environmental LLC, a Washington State limited liability company (“Consultant”).

**WHEREAS**, the City and the Consultant entered into the Agreement to provide professional services in connection with required eel grass monitoring and reporting to regulatory agencies for the Rockaway Beach Stabilization Project; and

**WHEREAS**, the City desires to increase the services provided under the Agreement by \$23,250 and to amend the maximum amount payable under the Agreement.

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

1. Section 3.A. is hereby amended to read as follows:
  - A. The City shall pay the consultant for such services: (check one)  
  
 Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~One Hundred Fifty Six Thousand Six Hundred and Fifty (\$156,650)~~ One Hundred Seventy-Nine Thousand Nine Hundred and 00/100 Dollars (\$179,900.00)
2. Attachment A, Scope of Services, is hereby amended as set forth on Exhibit A.
3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 1 to the Agreement as of the later of the signature dates included below.

CLEARWAY ENVIRONMENTAL, LCC

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

**EXHIBIT A**  
**ATTACHMENT A**  
**AMENDED SCOPE OF SERVICES**

**City of Bainbridge Island Rockaway Beach Eelgrass Monitoring**

**Project Description and Purpose**

A portion of Rockaway Beach Road began eroding and collapsing into Rockaway Beach prior to 2011. Rockaway Beach Road was reduced to one lane and in jeopardy of being closed due to embankment failures. For safety and protection of property, the City of Bainbridge Island (City) constructed the Rockaway Beach Seawall Project (Project), which included a sea wall, a reinforced embankment, and reconstruction of Rockaway Beach Road. Construction was completed in 2013.

The Project must meet requirements in the Hydraulic Project Approval (HPA) issued by the Washington State Department of Fish and Wildlife (WDFW) and a mitigation agreement between the City and the WDFW. These requirements include annual beach nourishment, bi-annual eelgrass monitoring, vegetation monitoring, and renewing the Project's HPA. Depending upon the timing of beach nourishment, forage fish surveys may also be required. Depending upon the success of eelgrass in the project area, eelgrass mitigation may be required.

Clearway Environmental LLC (Clearway Environmental) will provide eelgrass survey services, beach nourishment evaluation, planting plan design and monitoring, and project coordination services. The Year 7 (2020), and Year 10 (2023) eelgrass surveys will match the protocol used for the baseline survey performed in Year 0 (2013), Year 1 (2014), Year 3 (2016), and Year 5 (2018). Beach nourishment evaluations will be performed annually from 2019 to 2023. Initial plant monitoring was performed in 2018 with follow-up planting design and monitoring services in 2019 through 2021. Permitting services will be provided in 2018 and 2023 to obtain replacement HPAs which are issued only for five-year periods.

**Scope of Services**

This scope of services consists of the following tasks:

**Task 1 - Project Management**

Clearway Environmental will provide project management services including the following Monthly Progress Reports and Invoices:

- Prepare monthly progress reports and invoices. The number of anticipated progress report and invoicing periods for each contract year are provided below:
  - 1 in 2018
  - 2 in 2019
  - 5 in 2020
  - 2 in 2021
  - 5 in 2022
  - 2 in 2023

### *Project Meetings*

- Attend meetings. Assumes one on-site planning meeting (6 hours each for two Clearway Environmental staff members) in 2020-2023. Assumes two additional annual one-hour meetings by phone conference from 2019 to 2023 and includes a 1 hour for meeting preparation and a 1-hour follow-up per phone conference meeting. **Assumes 6 hours for coordination meetings by phone or web conference in 2022 and 2023 about replanting plan development, construction support, and 2023 plant monitoring.**

### *Procurement of Subconsultant Services*

- Procure subconsultant services. Includes setting up subconsultant contract, negotiating the survey scope of work, coordination by phone and e-mail, and review of subconsultant invoices.

## **Task 2 - Eelgrass Survey**

Clearway Environmental will provide eelgrass survey services including the following:

### *Eelgrass Surveys*

- Advance development of draft random Lat/Long locations for eelgrass density survey locations within the previous eelgrass mapping boundaries. On-site field-checking of eelgrass density survey locations to ensure they are within the boundaries of the eelgrass beds before eelgrass density surveys are performed. Reselection of replacement eelgrass density survey locations to ensure results are representative of field conditions.
- Perform eelgrass mapping. Clearway Environmental biologist staff to meet professional survey subconsultant staff onsite to map eelgrass bed boundaries.
- Perform eelgrass density surveys. All eelgrass density surveys are performed with two Clearway Environmental staff members. Assumes 7 days of eelgrass density surveys in both 2020 and 2022. Assumes beach surveys with no diving services required.

### *Data Analysis*

- Transfer field data into electronic format, where necessary. Transfer electronic files from camera to computer.
- Analyze data including shoot counts and density, percent coverage, distribution and variation of densities and coverage, and statistical evaluation of results compared with the baseline.
- Analyze and record any specific site or field visit circumstances that may have affected whether the data collected is representative of onsite conditions.

### *Report Update*

- Provide an eelgrass monitoring report for both 2020 and 2022, using the same report format as the Rockaway Beach Eelgrass Baseline Monitoring Report in 2014 and 2016. Assumes development of a draft report for review by City staff, development of a final

report for review by the Washington State Department of Fish and Wildlife (WDFW), and responses to follow-up questions from the WDFW.

### **Task 3 - Beach Nourishment**

Clearway Environmental will provide beach nourishment evaluation services including the following:

#### *Beach Nourishment Evaluation*

- Biologist staff to evaluate the effects and adequacy of beach nourishment by the City and record observations for use by the City. Assumes two Clearway Environmental staff will be onsite for 8 hours during beach nourishment placement. Assumes 12 hours for advanced coordination, recording of observations, and coordination with the City. The deliverable will be narrative text with accompanying photos which the City will use in their own evaluation report for purposes of reporting beach nourishment events to the WDFW.
- Assumes beach nourishment evaluation services will be provided each year from 2019 to 2023, inclusive.

### **Task 4 - Permitting**

The WDFW issues HPAs for a maximum of five years. The initial HPA was issued in 2013 and expires on August 17, 2018. Clearway Environmental will provide permitting services including the following:

#### *Replacement HPAs in 2018 and 2023*

- Coordinate with the City and WDFW on permitting requirements for replacement HPAs
- Develop permit application materials. Assumes one draft for review by the City and one final incorporating edits from the City.
- Assumes the City will submit the permit application via WDFW's APPS on-line application system.

### **Task 5: Planting Design and Monitoring**

Clearway Environmental will provide planting design and monitoring services including the following:

#### *Plant Monitoring and Design*

Clearway Environmental staff

- Evaluate survival of plantings in 2019, 2020, and 2021 per WDFW requirements. Provide a technical memorandum and exhibit describing results of monitoring.
- Investigate Department of Ecology requirements for any proposed herbicides. Coordinate with the City of Bainbridge Island to understand requirements for any permits or approvals that may be required for vegetation management and replanting operations.

Address requirements in replanting plan documents. The City will submit for and obtain any required permits.

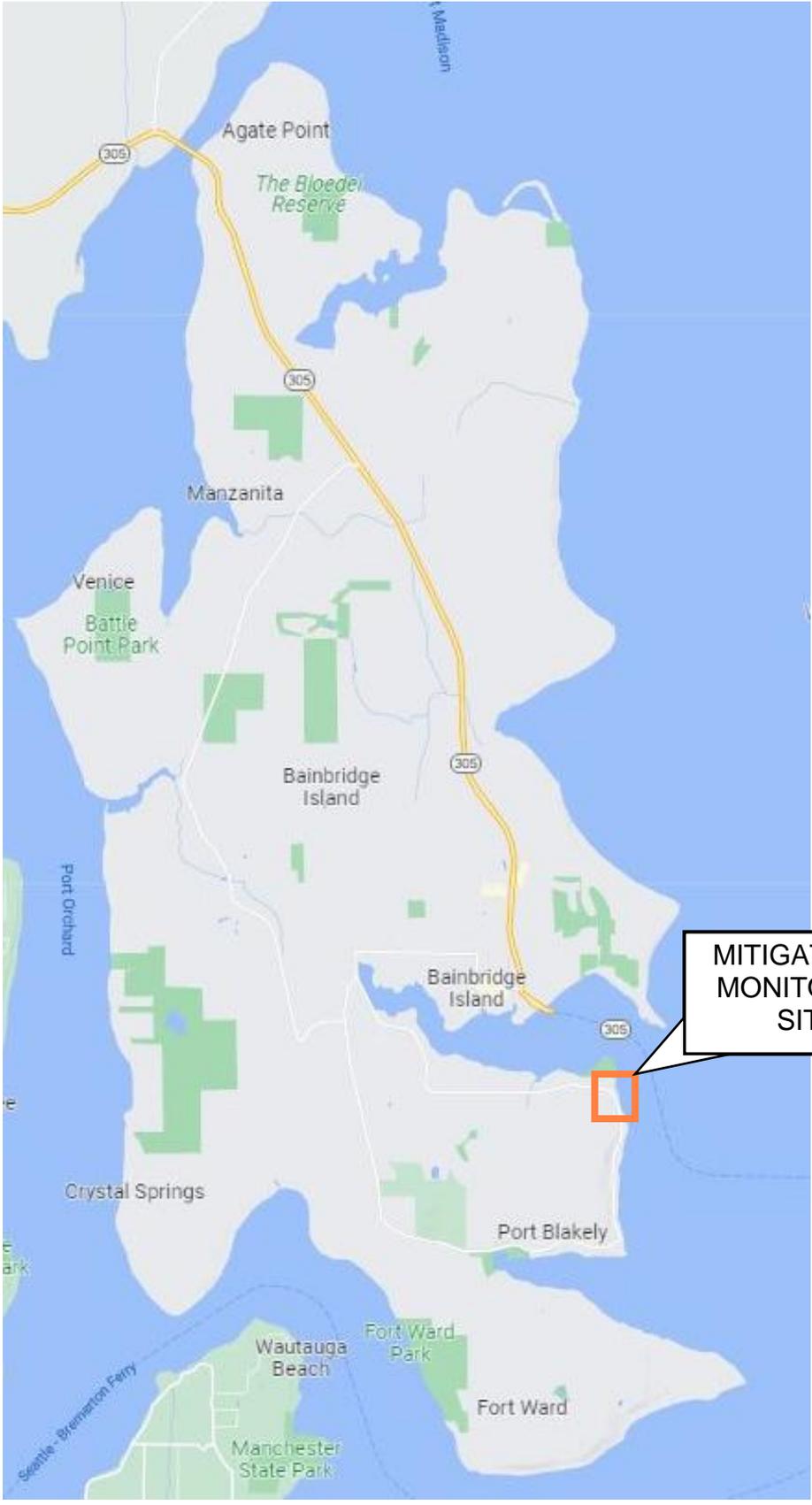
- Develop replanting plans for use by the City in obtaining a contractor to provide additional plant maintenance and plantings. Planting plans are anticipated to contain 5 to 10 sheets including a cover page with vicinity map and sheet index; general notes; planting locations and tables; construction notes; and planting details. The format and contents will be similar to the general and landscape portions of the 2013 Rockaway Beach Road Stabilization Plans by BergerABAM. The City will design and replace the onsite irrigation system or incorporate plans as needed for contractor installation. One draft and one final version of the planting plans will be provided.
- Provide up to 40 hours of construction support services during vegetation management and replanting operations in 2022 and 2023.
- Provide plant monitoring services in late-summer 2023 to evaluate the success of vegetation maintenance and re-plantings.

#### **Additional Tasks**

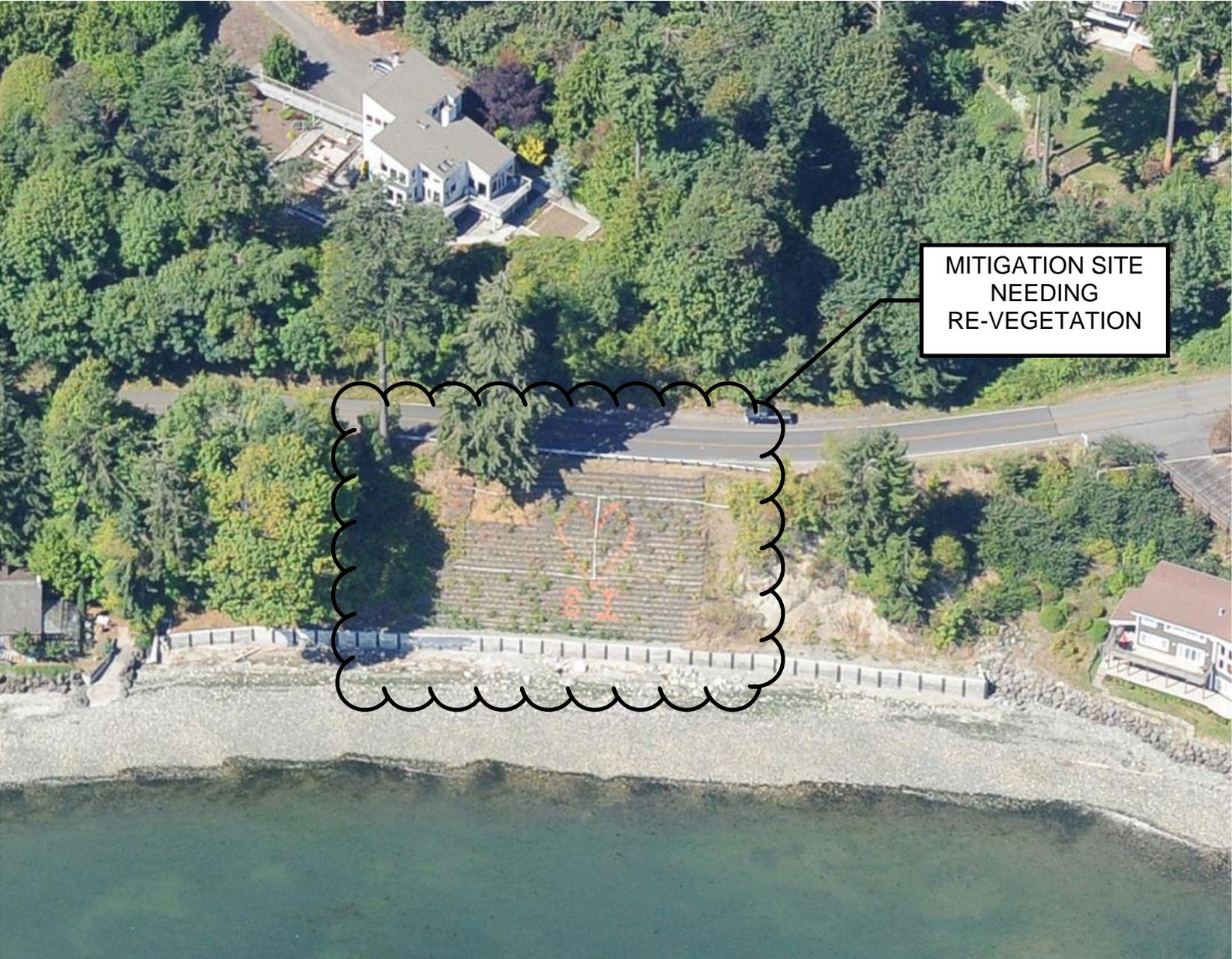
- It is anticipated that additional tasks may be required related to Rockaway Beach Road, Rockaway Beach, eelgrass, beach nourishment, and coordination with other projects in the vicinity. Example tasks may include:
  - Eelgrass mitigation design and associated monitoring
  - Coordination with other projects in the vicinity with similar mitigation requirements and funding
  - Environmental permits and approvals associated with Rockaway Beach Road or Rockaway Beach
  - Additional natural resources services such as eelgrass and forage fish habitat surveys and reports

For additional requested services, Clearway Environmental will bill according to Exhibit B – General Fee Schedule included with this scope of services.

# ROCKWAY BEACH MITIGATION AND MONITORING SITE



MITIGATION & MONITORING SITE



MITIGATION SITE  
NEEDING  
RE-VEGETATION



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Consider Rejecting Bids for the Senior Community Center Renovation Project - Public Works

**SUMMARY:** A bid opening was held on June 30, 2022, and one bid was received. City staff have reviewed the bid result and recommend that the City Council reject the bid due to being significantly higher than the engineer's estimate and to readvertise at a later date.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Reject the one bid received at the June 30, 2022, bid opening from Clark Construction for the Senior Community Center Renovation project, due to being significantly higher than the engineer's estimate, and readvertise at a later date.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:** The Bainbridge Island Senior Community Center project includes tenant improvements to the existing facility that are intended to better serve the Island's senior community with an improved reception, thrift shop, and gathering spaces. The project includes demolition and reconstruction of select roof, walls, doors, flooring, ceiling, casework, fixtures, fireplaces, and modifications to the electrical, mechanical, plumbing, and fire suppression systems.

Bids were solicited through area newspapers, the Daily Journal of Commerce, the City's bids & awards webpage, and listserv. The bid opening was held on June 30, 2022 and one bid was received. See attached bid form.

City staff reviewed the bid and staff's recommendation is that the City Council reject the one bid received at the June 30, 2022 bid opening. The bidder's base bid of \$755,000 is 89% higher than the engineer's base bid estimate of \$399,000.

Pursuant to the project specifications and invitation to bid, as well as Section 6.4 of the City's Procurement Policy, the City of Bainbridge Island reserves the right to reject all bids.

City staff will be working with the project architect and the Bainbridge Island Senior Community Center representatives to determine proposed next steps for phasing the project, or other alternatives that could lower the cost of the project.

**ATTACHMENTS:**

[Senior Center Bid Form.docx](#)

**FISCAL DETAILS:** The life-to-date project budget is \$568K, with \$451K remaining.

**Fund Name(s):** Capital Construction Fund

**Coding:** Munis Project # 01050



**City of Bainbridge Island  
Public Works Department - Engineering**

**Senior Community Center Renovation Project (Munis # 01050)**

Bid Opening: June 30, 2022

Bids Due @ 9:30 AM; Bid Opening @ 10:00 AM

Note: Bids Are Opened in Order Received. Bids Solicited by: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Small Works Roster The Engineer's Estimate is: \$399,000 (base bid)	<b>Clark Construction</b>		
Proposal	√		
Signature Page – Addenda Acknowledged (1)	√		
Non-Collusion Declaration	√		
Proposal Bond	√		
Statement of Bidders Qualifications	√		
Statement of Proposed Subcontractors	√		
<b>Sub-total Base Bid (excluding sales tax)</b>	\$755,000		
<b>Sub-total + Alternates (excluding sales tax)</b>	854,150		
<b>Sales Tax</b>	\$78,582		
<b>Grand Total</b>	\$932,732		

A total of 1 bid was received for the Senior Community Center Renovation project. City staff to review bid and make recommendations.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize the City Manager to Prepare a Budget Amendment to Support the Construction of the Public Works Salt Storage Facility (\$35,000) – Public Works

**SUMMARY:** Staff is requesting that the City Council consider authorizing the City Manager to prepare a budget amendment in the amount of \$35,000 to support the construction of the Public Works Salt Box Storage Facility.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to prepare a budget amendment for the construction of the Public Works Salt Box Storage Facility in the amount of \$35,000.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$35,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$35,000
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The City currently does not have storage for roadway salt which is critical in keeping roadways safe during emergency storm events. The Public Works Salt Storage Facility project will consist of the construction of a 20' x 20' clear span fabric structure to cover salt, which is used for direct application as well as the development of salt brine.

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

**ATTACHMENTS:**

[PW Salt Box Drawings.pdf](#)

**FISCAL DETAILS:** The project budget is \$71,000, with approximately \$59,000 spent to date on materials for the project. The proposed budget amendment in the amount of \$35,000 will create a balance for the project of \$47,000 to support construction of the facility.

**Fund Name(s):** General Fund

**Coding:** Capital Improvement Plan Project 001093.

**NOTES:**

- ALL DIMENSIONS ARE FROM CENTER TO CENTER UNLESS OTHERWISE NOTED.
- FRAMING FOR VENTS AND ADDITIONAL FRAMING, IF REQUIRED, WILL BE CUT IN FIELD USING 2" X 3" RECT. TUBE AND USE INSERTS [107923] OR [110356ALT/110356BALT].
- FRAMING FOR WALK DOORS, IF REQUIRED, WILL BE CUT IN FIELD USING 2" X 4" RECT. TUBE AND USE INSERTS [115790] OR [110356ALT/110356BALT].
- DIMENSIONS FOR TELESCOPING PURLIN LOCATIONS ARE APPROXIMATE. LOCATIONS CAN BE FIELD ADJUSTED +/- 12" FROM WHAT IS SHOWN.
- FOUNDATION ELEMENTS ARE NOT SHOWN.

**LINE STYLES:**

COLUMN: \_\_\_\_\_  
 HEADER: - - - - -  
 TELESCOPING PURLIN: - - - - -  
 2" X 3" TUBE: .....  
 2" X 4" TUBE: |||



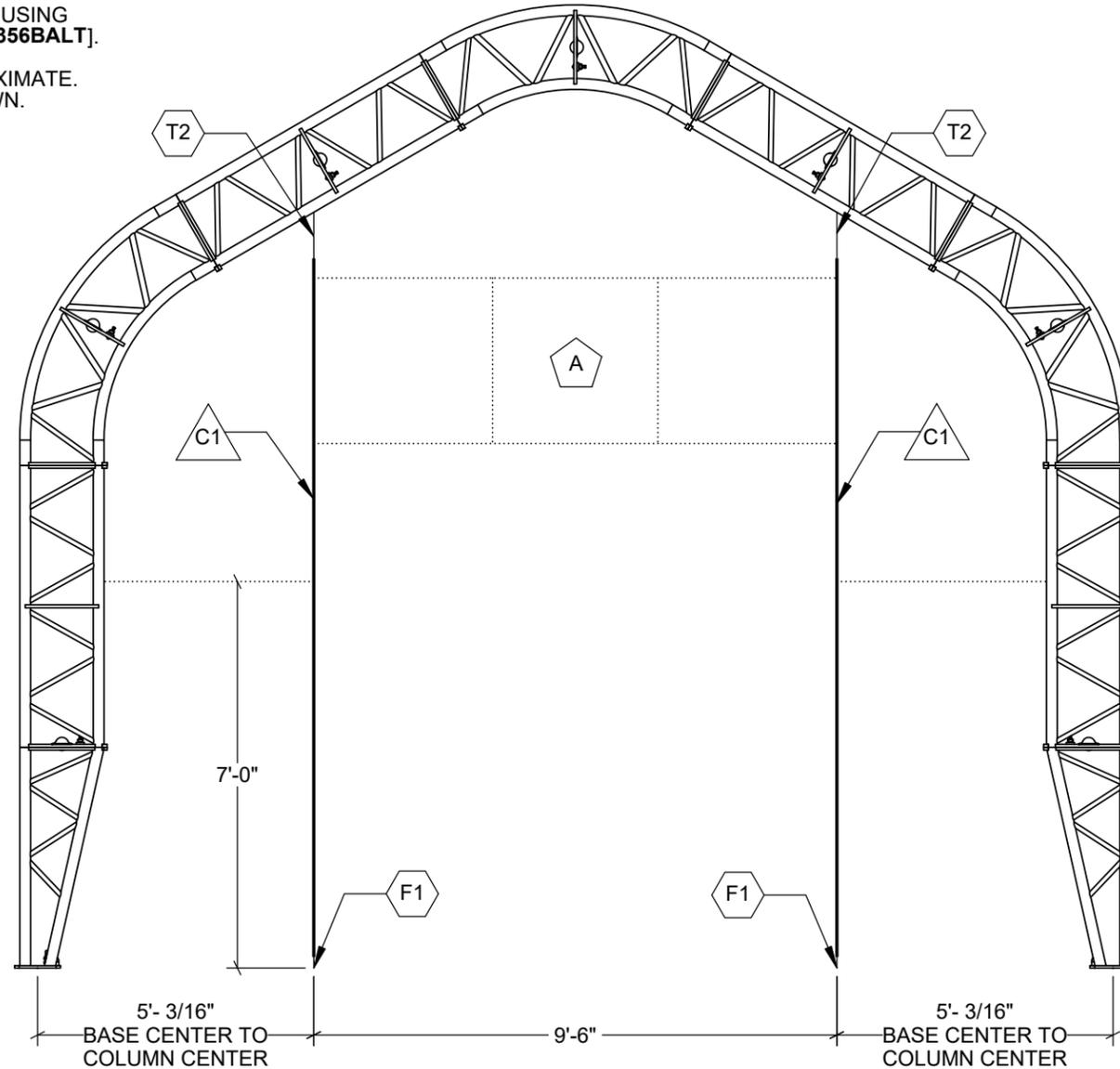
FRAME-OUT SCHEDULE		
CALL-OUT	DESCRIPTION	ROUGH OPENING
A	3'-0" X 3'-0" LOUVER	VERIFY

**EW020HAF0090D**

**WEST ENDWALL CONTENT GUIDE:**

[M1] .....COVER SHEET/PART LOCATIONS/LAYOUT  
 [M2] .....CONNECTION DETAILS

ASD ENDWALL COLUMN REACTIONS	
MAXIMUM GRAVITY	70 LBS
MAXIMUM NET UPLIFT	330 LBS
MAXIMUM HORIZONTAL {0.6 * MWFRS}	490 LBS
MAXIMUM HORIZONTAL {0.6 * C&C}	750 LBS



**△ COLUMNS**  
 4" X 4", 13 GA, 1-PLY SQUARE TUBE

**C1: EWC1P152G13**

**◻ INSERTS**  
 TOP COLUMN INSERTS  
 (3.5" SQ. TUBE / 1/4" STEEL PLATE)

**T2: 108151SAC23/108151SB**

BOTTOM COLUMN INSERTS  
 (3.5" SQ. TUBE / 1/2" STEEL PLATE)

**F1: 111700**

**CUSTOMER DESIGN APPROVAL**

CUSTOMER SIGNATURE \_\_\_\_\_

DATE 1/11/22 \_\_\_\_\_

APPROVE WITH CHANGES

APPROVE

COVER/TERMINATION DETAILS: FIRE-RATED, POUND IN STRIP, TAN, 12oz.



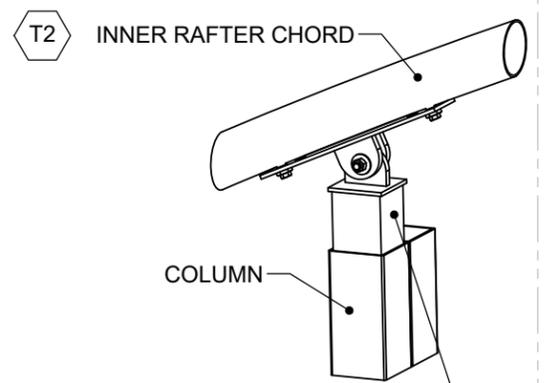
ORDER #: **7739872**  
 CUSTOMER #: **9020906**

STRUCTURE SKU # <b>EW020HAF0090D</b>	STRUCTURE SIZE: <b>20' X 20'</b>	STRUCTURE DESCRIPTION:
CUSTOMER INFORMATION: <b>CITY OF BAINBRIDGE ISLAND</b> 260 MADISON AVENUE BAINBRIDGE ISLAND, WA 98110-1812	CONTACT PHONE: <b>206-730-5164</b>	CUSTOMER CONTACT: <b>JOEL GOODWIN</b>
SHEET TITLE: <b>COVER SHEET/PART LOCATIONS/LAYOUT</b>		

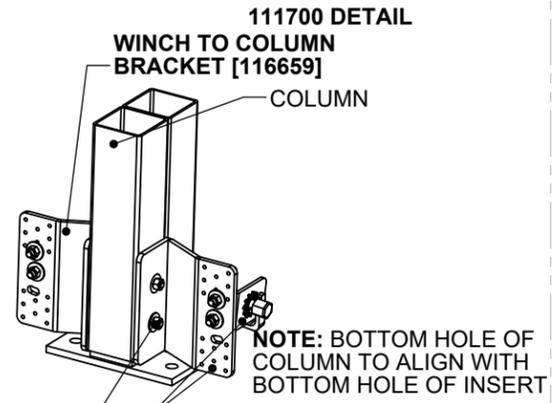
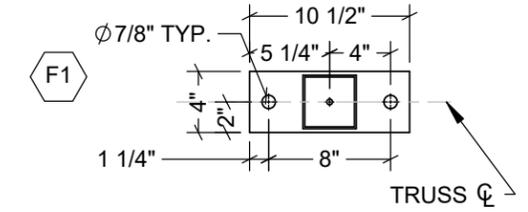
DRAWING DETAILS	
DRAWN BY: <b>GLB</b>	CREATION DATE: <b>12/8/2021</b>
REVISIONS:	
NO.	REVISION DATE:
1	
2	
3	
4	
NOT TO SCALE	SHEET SIZE: 11X17

SHEET: **M1**

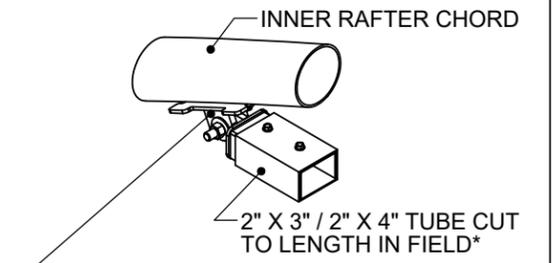
**\*NOTE: REFER TO SHEET [M1] LINE STYLES LEGEND FOR TUBE SIZE.**



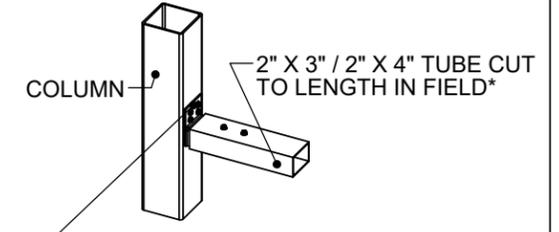
- ADJUSTABLE TOP COLUMN INSERT**
- (1X) 1/2" X 2 1/2" HEX BOLT (HINGE BOLT)
  - (2X) 1/2" WASHER
  - (1X) 1/2" HEX NUT
  - (2X) 3/8" BOX BOLT (THRU CHORD)



- 111700 DETAIL**
- WINCH TO COLUMN BRACKET [116659]**
- NOTE: BOTTOM HOLE OF COLUMN TO ALIGN WITH BOTTOM HOLE OF INSERT**
- (2X) 1/2" X 1 1/2" HEX BOLT
  - (2X) 1/2" WASHER
  - (2X) 1/2" HEX NUT
- COLUMN BRACKET TO COLUMN**
- (2X) 1/2" X 5 1/2" HEX BOLT
  - (4X) 1/2" WASHER
  - (2X) 1/2" HEX NUT



- ADJUSTABLE 2" X 3" / 2" X 4" INSERT [110356ALT/110356BALT]**
- (1X) 1/2" X 2 1/2" HEX BOLT (HINGE BOLT)
  - (2X) 1/2" WASHER
  - (1X) 1/2" HEX NUT
  - (2X) 5/16" BOX BOLT (THRU CHORD)
  - (2X) #14 X 1" TEK SCREW



- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*
- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*
- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*

- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*
- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*
- (2X) 3" X 3" / 2" X 4" TUBE CUT TO LENGTH IN FIELD\*

VIEW 1: NOT USED

VIEW 2: ADJUSTABLE TOP COLUMN INSERT DETAIL

VIEW 3: BOTTOM COLUMN INSERT DETAIL

VIEW 4: NOT USED

VIEW 5: 2" X 3" / 2" X 4" INSERT DETAILS

BOX BOLT HOLE SIZES & INSTALLATION TORQUE 1		
BOX BOLT DIA.	HOLE DIA.	INSTALLATION TORQUE
1/4"	7/16"	14 FT-LB
5/16"	9/16"	18 FT-LB
3/8"	3/4"	33 FT-LB
1/2"	13/16"	59 FT-LB
5/8"	1 1/16"	140 FT-LB
3/4"	1 5/16"	221 FT-LB

1. REFER TO BOX BOLT TECHNICAL DATA FOR MORE INFORMATION IF USING BOX BOLTS

STRUCTURE SKU # <b>EW020HAF0090D</b>	STRUCTURE SIZE: <b>20' X 20'</b>	STRUCTURE DESCRIPTION: <b>1</b>
CUSTOMER INFORMATION: <b>CITY OF BAINBRIDGE ISLAND</b> 260 MADISON AVENUE BAINBRIDGE ISLAND, WA 98110-1812	CONTACT PHONE: <b>206-730-5164</b>	CUSTOMER CONTACT: <b>JOEL GOODWIN</b>
SHEET TITLE: <b>CONNECTION DETAILS</b>		

DRAWING DETAILS		
DRAWN BY:	CREATION DATE:	
GLB	12/8/2021	
REVISIONS:		
NO.	BY:	REVISION DATE:
1		
2		
3		
4		
NOT TO SCALE		SHEET SIZE: 11X17

VIEW 6: NOT USED

VIEW 7: NOT USED

## Project: Salt Storage Facility

Location: Maintenance Facility

01093

### Project Description



Description: The salt storage facility will enable road maintenance crews to store and more easily distribute salt brine as part of the City's snow and ice response efforts. Salt brine has previously been purchased from the County, and this new approach will reduce the budget and labor associated with this work over the long term. Stockpiled salt needs to be sheltered from the elements.

### Capital Funding

	Prior Yrs.	2022	2023	Subsequent	Total
<b>FUNDING SOURCES</b>					
Capital Fund	\$ 71,000	-	-	-	71,000
	-	-	-	-	-
	<b>\$ 71,000</b>	-	-	-	<b>71,000</b>

### Budget Notes

	Amount	Source	Description
Original budget	\$ 71,000	2021 CIP	Original project authorization
<b>Total Project Budget</b>	<b>\$ 71,000</b>		

### Financial Update

Spending through May 31, 2022

	Life to Date Budget	Life to Date Actuals	Encumbrances	Actuals + Encumbrances	Remaining
Capital Fund	\$ 71,000	58,289	-	58,289	12,711

### Current Project Status

Planned in Fall 2021



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Consider Request for Proposals for the Human Services Award Cycle with a Total Award Amount of \$660,000 for 2023 - 2024 - Executive,

**SUMMARY:** The City is a key partner and funding resource for our local human services organizations, providing \$660,000 in funding through the two-year human services funding award cycle. Additional information is available on the City's website - <https://www.bainbridgewa.gov/600/City-Funded-Human-Services>. Through this discussion, the City Council will confirm the amount of \$660,000 to be awarded and review and confirm the criteria with which the proposals will be assessed. No changes are proposed to the process used in prior award cycles.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Direct the City Manager to issue the request for proposals for the human services award cycle with the criteria as presented with a total amount to award of \$660,000 for the two-year cycle.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$660,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** Key points of consideration for this meeting include:

1. Eligibility -
  - Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
  - The majority of their services provided on Bainbridge Island or for its residents for the provision of health, housing, and/or human services on Bainbridge Island.
  - A minimum two-year history of continuous operation.

- Individuals may not apply.

## 2. Review Criteria

- Completeness of application – 5%
- Statement of purpose – 25%
- Proposal summary – 25%
- Organizational strength – 15%
- Budget – 10%
- Desired outputs, outcomes and assessment – 15%
- Evaluation/Organizational improvement strategy – 5%

This funding cycle takes its shape and message from the City's Comprehensive Plan. The Human Services Element in the City's 2016 Comprehensive Plan recognizes the City's role in providing the conditions that sustain the delivery of human services. The Human Services Element supports a delivery system that is comprehensive and flexible enough to meet the needs of the community now and in the future. The purpose of the Human Services Element is to provide policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

As identified in the Human Services Element, the following definition and framework is applied to the 2023-2024 Human Services Funding: "Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care."

Further, human services:

- Provide people with the tools to achieve economic, social, and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.

For human services activities in 2023-2024, the City will award \$660,000 in funding to community organizations. The RFP seeks proposals for projects and activities that will benefit Bainbridge Island residents and visitors. Special consideration is given to organizations and projects that will use City funds to advance the community objectives identified within the Human Services Element of the City's Comprehensive Plan.

The Council established the Human Services Funding Task Force (HSFTF) to incorporate community input in the process to decide how to distribute the City's cultural funding. The HSFTF for the 2023-2024 human services funding cycle will be appointed in August. Task Force members, supported by a process facilitator, will

review proposals from interested community organizations and make a funding recommendation to Council in this fall.

The City will issue the RFP following Council approval. Proposals would be due in early fall. The HSFTF would review submitted proposals using the criteria and framework identified within the RFP. The HSFTF will then develop a funding recommendation for Council consideration and approval. Funding awards will be for activities that occur from January 1, 2023 through December 31, 2024.

**ATTACHMENTS:**

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

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

**FISCAL DETAILS:** The Adopted Budget includes \$660,000 for a two-year cultural funding award cycle. Applications are considered and a set of awards are recommended to the City Council. Awards will be made in the fall of 2022 for 2023-2024 funding. Organizations submit quarterly and annual reports and receive reimbursement for qualifying expenses. Separate funding is provided in the budget to support an outside facilitator for this process.

**Fund Name(s):** General Fund

**Coding:**

Organization	Type of Funding	2022 1-year funding	2021 1-year funding	2019-2020 2-year funding	2017-2018 2-year funding	2016 1-year funding
Bainbridge Youth Services	General Operating	\$ 51,250	\$ 51,250	\$ 102,500	\$ 105,000	\$ 54,150
BI Boys and Girls Club	General Operating	\$ 35,000	\$ 35,000	\$ 70,000	\$ 73,000	\$ 46,650
BI Child Care Centers	General Operating	\$ 10,000	\$ 10,000	\$ 20,000	\$ 44,000	\$ 32,650
BI Senior Community Center	General Operating	\$ 45,000	\$ 45,000	\$ 90,000	\$ 39,000	\$ -
BI Senior Community Center	Project	\$ -	\$ -	\$ 10,500	\$ -	\$ -
BI Special Needs Foundation	General Operating	\$ 15,000	\$ 15,000	\$ 30,000	\$ 28,000	\$ 13,150
Helpline House	General Operating	\$ 25,500	\$ 25,500	\$ 51,000	\$ 44,000	\$ -
Hope House	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Housing Resources Bainbridge - Home Finding	Project	\$ 13,000	\$ 13,000	\$ 26,000	\$ 30,000	\$ 20,000
Housing Resources Bainbridge - Independent Living	Project	\$ 40,000	\$ 40,000	\$ 80,000	\$ 103,000	\$ 50,000
Island Time Activities	General Operating	\$ 10,000	\$ 10,000	\$ 20,000	\$ -	\$ -
Island Volunteer Caregivers	General Operating	\$ 25,000	\$ 25,000	\$ 50,000	\$ 51,000	\$ 29,500
Kitsap Community Resources	General Operating	\$ 22,500	\$ 22,500	\$ 45,000	\$ 64,000	\$ 36,500
Kitsap Sexual Assault Center	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 27,000
Peacock Family Services	General Operating	\$ 12,500	\$ 12,500	\$ 25,000	\$ -	\$ -
Smile Partners - Smiles for Life	General Operating	\$ -	\$ -	\$ -	\$ 22,000	\$ -
Washington Smile Partners	General Operating	\$ -	\$ -	\$ -	\$ -	\$ 14,400
YWCA Kitsap County	General Operating	\$ 20,000	\$ 20,000	\$ 40,000	\$ 57,000	\$ -
	<b>Total</b>	<b>\$ 324,750</b>	<b>\$ 324,750</b>	<b>\$ 660,000</b>	<b>\$ 660,000</b>	<b>\$ 330,000</b>

% of total

Count of organizations	16	
Four or more years	10	63%
Three years	2	13%
Two or fewer year	4	25%



# City of Bainbridge Island Request for Proposals 2023-2024 Human Services Funding

## Human Services Funding Award Cycle

The Human Services Element in the City's [2016 Comprehensive Plan](#) recognizes the City's role in providing the conditions that sustain the delivery of human services. As a community, we plan for growth in terms of land use, roads, natural resources and infrastructure. It is important to remember the very essence of our community – the people. The availability of and access to human services is important to all people regardless of income, family structure, age or cultural background. The Human Services Element supports a delivery system that is comprehensive and flexible enough to meet the needs of the community now and in the future. The purpose of the Human Services Element is to provide policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

The City of Bainbridge Island is seeking proposals for projects to receive funding for services and activities over a two-year grant term beginning January 2023 through December 2024.

As identified in the Human Services Element, the following definition and framework is applied to the 2023-2024 Human Services Funding:

### How are Human Services Defined?

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.

### Human Services Vision

Bainbridge Island continues to support a variety of human service agencies, each with a distinct mission, responding to the basic needs of our diverse population. Cooperation and coordination among human services providers, including the taxing districts, has strengthened the delivery system and improved services.

Bainbridge Island remains a caring community that treats those in need with dignity and respect and has the means to maintain the wellbeing of all its members. No one is excluded and each individual has opportunities to contribute. Diversity (of income and other resources, of origin and life experience, of age and state of health) is a valued community characteristic. Neighborhood networks, providing help in ordinary and emergency circumstances, add specific value to a generally shared sense of place and sense of community; friendliness is the foundation for human services.

## Human Services Framework

- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

In 2016, the City funded a Bainbridge Island Community Needs Assessment to help identify emerging areas of concern and assist human service organizations to respond to current needs. Applicants are expected to be familiar with the [Community Needs Assessment report](#) and to consider its findings in any proposal requests. Interested applicants can also refer to the City's website section on [Human Services Fund](#) to learn about prior funding decisions, approved proposals, and applicant and reviewer feedback on the processes that have occurred since 2017.

For 2022 funding cycle (for 2023-2024), there is \$660,000 in funds available for distribution to support selected projects over a two-year term (\$330,000/year). The City Council will consider funding for a wide range of activities and seeks to encourage projects of all sizes that meet the needs of residents of Bainbridge Island.

Applicants may seek a minimum annual award of \$10,000 and a maximum annual award of \$165,000 (to reflect 50% of total available funds in any given year).

## What Key Dates Do I Need to Know?

Pre-Application Information Session for Interested Applicants: Opportunity for applicants to learn more about process and ask questions about the RFP	late August 10:00am at City Hall
Application Deadline: Applications will not be accepted after this time	late September no later than 4:00pm
Proposal Presentations: Applicants will present proposals to and answer questions from the Human Services Funding Task Force	mid October 5:00 pm at City Hall
HSFTF Funding Recommendation:	November/December
City Council Approval of 2023-2024 HSF Awards:	December 2022, TBD
Notification by:	December 2022, TBD

## Who is Eligible

Organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
- The majority of their services provided on Bainbridge Island or for its residents for the provision of health, housing and/or human services on Bainbridge Island.
- Proposals are to be for services provided during calendar year 2023 and 2024; funding requests for goods or services to be provided in 2022 or beyond calendar year 2024 will not be considered.
- A minimum two-year history of continuous operation.

## Conflict of Interest

Organizations with a staff member, board member or officer serving on the Human Services Funding Task Force are not eligible to receive Human Services Funding.

## Non-discrimination

Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

## How to Apply

- Complete the application form using the format provided. Then submit electronically your proposal and supporting attachments as a single PDF to [CityAdmin@bainbridgewa.gov](mailto:CityAdmin@bainbridgewa.gov) no later than 4:00 pm on DATE, 2022.
- Answer each question in the order in which they appear in the Proposal Narrative below.
- The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font.
- Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.

## Reporting and Payments

Organizations awarded funding (“Service Provider”) will be required to enter into a professional services agreement with the City to provide the services outlined in their proposals. As part of the agreement, the City will disburse payments on a reimbursement basis, using a quarterly schedule for invoices. The City will not provide payment in advance of delivery of goods or services.

Service Providers will be asked to identify minimal data to report the City as part of each quarterly invoice. More extensive reporting will be required on an annual basis, and the annual reporting will address progress and learning on the use of awarded City funds.

## Acknowledgment

Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

### Audit

All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

### The Fine Print

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

For assistance or questions, contact: Ellen Schroer, Deputy City Manager, [eschroer@bainbridgewa.gov](mailto:eschroer@bainbridgewa.gov), 206-780-8619.

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## Review Process

2023 Human Services Funding Task Force (HSFTF)  
(to be appointed by City Council)

Council Liaisons:

Brenda Fantroy-Johnson  
Clarence Moriwaki

Committee

TBD (7 members)

Proposals are submitted to the City's Human Services Funding Task Force (HSFTF) for review and comment. As directed by the Comprehensive Plan, the HSFTF will evaluate requests for City human service funding using a fair and transparent process that includes public participation and considers information from the most recently released [Community Needs Assessment report \(2016\)](#). For applicants who have received prior Human Services Funds, annual reports submitted will be considered in the review of a new proposal to address criteria below specific to Organizational Strength and Evaluation.

Applicants will have an opportunity to meet with the HSFTF to provide additional information about their proposals at a public meeting in the fall. Applicant participation in this HSFTF briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the task force. Applicants will be notified in advance of any questions related to presentation materials, format, and time allowed.

All meetings of the HSFTF will be open to the public, and advance notification of HSFTF meetings will be provided by the City Clerk.

The HSFTF will provide its recommendation for awards to the City Council for consideration and final approval. The City Council's consideration of the HSFTF's recommendation for 2023-2024 funding is currently scheduled for December 2022.

Review Criteria

The HSFTF will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee’s work to develop a funding recommendation.

Area	Indicator	Weight
Completeness of Application	<ul style="list-style-type: none"> <li>• Includes required attachments</li> <li>• Completely addresses all relevant questions</li> </ul>	5%
Statement of Purpose	<p>Statement of Purpose should substantiate the need in our community via most recent demographic and usage data:</p> <ul style="list-style-type: none"> <li>• Well-defined statement of purpose</li> <li>• Need is clear and compelling</li> <li>• Credible reference data cited</li> </ul>	25%
Proposal Summary	<p>Proposal Summary should clearly demonstrate how proposed funding at the specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve the delivery of programs and direct services. In this it should:</p> <ul style="list-style-type: none"> <li>• Balance aspects of prevention and maintenance and crisis intervention.</li> <li>• Teach skills for long-term benefit.</li> <li>• Address specific obstacles to health, self-sufficiency.</li> <li>• Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication.</li> <li>• Consider numbers to be served and numbers potentially impacted by the service.</li> <li>• Consider the vulnerability of those served.</li> </ul> <p>Program should be aligned with the goals of the Human Services Element:</p> <ul style="list-style-type: none"> <li>• Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.</li> <li>• Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.</li> <li>• Support quality of life programs that enhance the health and well-being of the individual and the community.</li> <li>• These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.</li> </ul> <p>Program should result ultimately in an improvement in the range and quality of health, housing, and/or human services.</p>	25%

Area	Indicator	Weight
Organizational Strength	<p>Proposal should convey the organization's ability to implement the program and services proposed, Including:</p> <ul style="list-style-type: none"> <li>• Agency's history of effective service delivery to the community (including quantifiable outcomes, where available). For applicants approved in the 2017-18 HSF cycle, note that the annual report submitted in early 2018 will be taken into consideration.</li> <li>• Appropriately filed IRS Form 990s and other financials as requested in the RFP</li> <li>• Appropriate amount of qualified staff and/or qualified volunteers to lead, implement, and evaluate proposed activities</li> </ul>	15%
Budget	<p>Proposed budget should provide evidence of a beneficial public investment and efficient use of City resources</p> <ul style="list-style-type: none"> <li>• Budget information should be complete and accurate</li> <li>• Budget estimates should be reasonable and aligned to support proposal activities and objectives</li> </ul> <p>Additional sources of funding for proposed program and services should be identified, where applicable.</p> <p>Consideration is given to those demonstrating attention to sustainability by presenting a commitment of cash match from other sources to support the proposed request.</p>	10%
Desired Outputs, Outcomes & Assessment	<p>Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community:</p> <ul style="list-style-type: none"> <li>• Depth and breadth of impact clear</li> <li>• Goals for service are achievable</li> <li>• Performance measurements and other means of assessment are clear</li> <li>• Evaluation plan articulates capacity/resources to assess impact and outputs</li> </ul>	15%
Evaluation	<p>Proposal should briefly describe how the organization is continually learning from and improving its services</p>	5%
TOTAL		100%

CITY OF BAINBRIDGE ISLAND  
2023 – 2024 HUMAN SERVICES FUNDING PROGRAM PROPOSAL

Applicant Organization Name: \_\_\_\_\_

Proposal Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

\*Note: All communication regarding this proposal and any questions will be communicated using the email address you provide above. Please make sure you are monitoring it.

Are you applying with a fiscal sponsor? \*\* (y/n) \_\_\_\_\_ \*\*If yes, complete Fiscal Sponsor section below.

Mailing Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (work or daytime): \_\_\_\_\_

Are you a 501(c)(3) nonprofit organization? (y/n) \_\_\_\_\_ Organization Tax ID#: \_\_\_\_\_

Year established: \_\_\_\_\_ Number of year continuously operating: \_\_\_\_\_

Are you now being funded by another program of City of Bainbridge Island? (y/n) \_\_\_\_\_

If so, by what program and in what amount? \_\_\_\_\_

\*\*Fiscal Sponsor (Only complete this section if this proposal will be submitted through a fiscal sponsor.)

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (work or daytime): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you a 501(c)(3) nonprofit organization? (y/n) \_\_\_\_\_ Organization Tax ID#: \_\_\_\_\_

Year established: \_\_\_\_\_ Number of years continuously operating: \_\_\_\_\_

Are you now being funded by another program of City of Bainbridge Island? (y/n) \_\_\_\_\_

If so, by what program and in what amount? \_\_\_\_\_

## Proposal Information

Proposal Title: \_\_\_\_\_

Brief Description of Request: "To support..." \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Amount of City Funding Requested: 2023: \$ \_\_\_\_\_ 2024: \$ \_\_\_\_\_

Project Support

General Operating Support

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Submission Checklist

A complete application will include the following:

- Application Cover Sheet
- Proposal Narrative
  - Note: The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font. Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- Current Board of Directors List (names, addresses, phone and email) and open positions
- Current Staff List (names, titles, indicating whether full-time, part-time, volunteer)
- Organizational Financial Information (all documents based on applicant fiscal year)
  - Current Balance Sheet
  - 2022 Operating Budget
- 2023 Draft Budget
  - List of major income sources for past two years (funder, purpose, amount), including current year indicating whether funding is received, pledged, or pending
- IRS Form 990 (most recent filed)
- IRS Determination Letter of 501(c)(3) Non-profit Status
- Proposal Budget and Budget Narrative (for program support requests)

## Proposal Narrative

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For general operating support requests, please address the following questions at the organization-level (rather than program specific).

### I. STATEMENT OF PURPOSE

Describe the community needs that the proposed program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant and up-to-date City documents, demographic or research sources, etc. For general operating support requests, describe the organization's mission and projected short- and long-term impacts, as well as the priority needs the organization is addressing.

### II. PROGRAM SUMMARY

1. What program or services will the requested funds provide and who will be the primary recipients?
2. How will recipients access those services?
3. What percentage of the population of Bainbridge Island residents who are eligible for these services will be served by this program?
4. How many (or what percentage) of those served overall will be Bainbridge Island residents?
5. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:
  - Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.

- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
  - Support quality of life programs that enhance the health and well-being of the individual and the community.
  - These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.
6. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.
  7. If other community partners have an essential role in the delivery of proposed program or services, briefly describe their role and commitment (financial and/or non-financial)

### III. ORGANIZATIONAL STRENGTH

Describe your organization’s ability and qualifications to deliver the proposed services in your funding request, and the resources you will dedicate to evaluate the funded activities progress and outcomes to determine success and learnings. Include efforts to coordinate these services with other agencies. Refer to past service record, accomplishments, and learnings, where applicable.

### IV. DESIRED OUTPUTS, OUTCOMES and ASSESSMENT

Please complete the following chart to estimate realistic and achievable:

- Outputs - defined as number served or amounts, quantitative in nature)
- Outcomes - how you will gauge success and demonstrate project impact in terms of meeting priorities and needs. Whenever possible, present as measurable data or other objective means of assessment. Please also include how you track these outcomes.

[Applicant and Program Name]		
OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
EXAMPLE:  (1) Afterschool academic enrichment	Year 1: 100 Students  Year 2: 150 students	Year 1: 60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first and final quarter GPA at the end of the academic year.  Year 2: 130 out of 150 students will have increased GPA by at least 20% from first quarter.  Tracking tools: Report cards
(2) Afterschool social skills	Year 1: 20 Students  Year 2: 20 students	Year 1 and Year 2: 80% of the students participating will indicate understanding of at least three coping strategies to manage stress based on pre- and post-surveys  Tracking tools: Social skills inventory pre and post survey

### V. PROGRAM EVALUATION PLAN

How often does your organization evaluate the effectiveness of its programming and by what means does it gather this information or data?

## Program Budget

For Program Support requests, please complete the following Budget Summary (Suggested format is provided below). For general operating support requests, only an organizational budget for FY 2022 is required.

Expense Category	YEAR 1			YEAR 2			OTHER SOURCES
	Applicant Program Budget Allocation Year 1	COBI HSF REQUEST Year 1	Total Year 1	Applicant Program Budget Allocation Year 2	COBI HSF REQUEST Year 2	Total Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Operating Expenses							
Scholarships / Stipends							
Other							
Indirect Administrative Costs							
<b>TOTAL</b>							

1. What is the total of your agency's estimated budget for FY 2023?
2. What portion of your total agency budget does the Year 1 request represent?
3. How have the services you are requesting been funded for in the past three years?
4. List other public or private sources of funding you are seeking and have secured to support proposed program or services? Please identify the amount of cash match your organization intends to obtain to leverage City funding to sustain your program or services.
5. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Q2 Citywide Workplan Report for July 26, 2022, City Council Meeting

**SUMMARY:** Q2 Cityside Workplan Report for July 26, 2022, City Council Meeting

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[2022 Q2 Citywide Workplan Report for CC 07262022.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

**MEMORANDUM**

Date: July 22, 2022

To: City Council

From: Blair King, City Manager

Cc: City Attorney  
Department Directors

Subject: Information on 2022 Workplan and Priority Project Status

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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 is not a comprehensive or prioritized list of all City activities but represents a focus only on selected staff tasks and department efforts. It provides an assessment of progress on currently-approved work items to highlight areas of success and challenge.

**2022 Q2 Results: Citywide Workplan Priorities**

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

- Groundbreaking for the Police/Court facility replacement project.
- Attendance by several City staff and Race Equity Advisory Committee members at the national Government Alliance on Race and Equity conference.
- Participation in the regional Cascadia Rising emergency response exercise, including activation of the emergency flotilla.
- Selection of a preferred approach to compliance with a shade covenant on certain City-owned properties.
- Hosting in-person council advisory group meetings.
- Launch of the City Climate Challenge, a key step in Climate Action Plan implementation
- Preparation for new rates for the building and development services fund

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):**

- 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
- Respond to community member proposal to modify the parameters of the Shade Covenant on City farmland parcels
- 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
- 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 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 American Rescue Plan act funds to partially support this project
- Consider long-term plan for City's shares at the Islander Mobile Home Park
- Support return to in-person meetings in City Hall for City Council and city advisory committees
- Manage ongoing response to COVID-19 pandemic including community testing and vaccine sites
- Develop long-term processes and procedures, policies and scheduling for telecommuting

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

The attached report includes over 100 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).

**City Workplan Project Timeline**

\*\* Projects are included on the Council Highest Priority Projects lists approved in July 2021

Project	2020				2021				2022				2023				2024	2025	2026
Title	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		Q3	Q4	Q1	Q2	Q3	Q4		
** CAP: Landscape Hand-tool Transition-to-Electric Plan									Project defined	ACTION: Council briefing		Pilot implementation							
** CAP: Waste Reduction and Limit on Single Use Plastics						2022 Ord. adopted	2023 Ord. adopted	Outreach	New regs in effect	ACTION: Staff hired		Outreach	2023 regs	Ongoing enforcement					
** Winslow Subarea Plan							Project prioritized		Project plan dev.	Project development		Next steps to be determined							
** Housing Action Plan, Needs Assessment, Inventory							Project defined	RFP issued	Contract awarded	ACTION: Consultant began		Ongoing outreach							
** Small lots development regulations			Project defined	Project paused		Project prioritized				No action									
** Transfer of development rights	Ongoing discussions						Project prioritized		Contract awarded	Included in Housing Action plan									
** Groundwater Management Plan						Hydrogeo. Hired	Project scoping and committee establishment		Outreach meeting	Plan development				Implementation projects					
Sustainable Transportation Plan	Consultant-led plan-development process including task force								Plan Adopted	Develop budget plan				Implementation projects					
** Wastewater Beneficial Re-use Study							Project defined	RFP issued	Contract awarded	Study commenced				Next steps to be determined					
Water/Sewer Rate Study							Project defined	RFP issued	Contract awarded	Plan development		Rate adoption		Rates in effect		Update			
Stormwater System Plan	Project budget allocated						Project defined	RFP issued	Contract awarded	Plan development				Implementation projects					
Madison Avenue Sidewalk Project	Project grant awarded						Project scoping considered		Contract awarded	ACTION: alternative selected		Design and permitting		Construction					
Sportsman Club/New Brooklyn Intersection Improvements Project	Design and permitting		Design change		Re-design and permitting				Contract awarded	ACTION: Construction		Construction							
Bainbridge Island Senior Community Center Renovations Project					Design and permitting				ACTION: Bid issued		Construction								
Police/ Court Facility Replacement Project	Design and permitting				Project paused				Proceed to construction	ACTION: Project restarted		Construction							
Winslow Water Tank Replacement Project	Pre-development report and State Dept. of Health approval						Project defined	RFP issued	ACTION: Contract awarded	Design and permitting		Construction							

**2022 Workplan Projects**  
*Last updated July 13, 2022*

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

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Dept
Consider Sea Level Rise (SLR) Adaptation policy	Active	A grant application to collect enhanced Sea Level Rise data is being considered by Dept of Commerce; SLR will be dealt with as an emerging policy item through the grant process	Land Use/ Housing	Policy		PCD
Develop Housing Action Plan (HSP), Housing Needs Assessment, and Housing Inventory	Active	Consultant selected and under contract. 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
Increased density for affordable housing development on property owned by religious organizations	Active	On 10/26/21, City Council forwarded this topic to the Planning Commission. The Planning Commission (PC) began review on 11/18/21, and continued January-March 2022. PC held Public Hearing on 3/10/22. Council review ongoing; could adopt in August.	Land Use/ Housing	Policy		PCD
Review Housing Design Demonstration Project program	Active	Planning Commission added additional revisions Spring 2022. Council to discuss in Q3 2022.	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) program improvement work.	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

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Consider regulations related to common ownership of ADU's	Pending	Last briefings with Council in 2020.	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.	Land Use/ Housing	Policy		PCD
Decision Criteria – Conditional Use Permit	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	Land Use/ Housing	Policy		PCD
Decision Criteria – Subdivision	Pending	2020 Recommendation from Joint Land Use Subcommittee. Last briefings with Council in 2020.	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 changes to Sign Code	Deferred		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
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 subsequent versions of this report.	Land Use/ Housing	Operations	This work item and standards adoption will be part of the Comprehensive Plan update due on or before 2024	PCD

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Regional Growth Allocation	Complete	Held Council briefing on population targets on March 1st, and Council agreed on 2044 population growth methodology. Separate Council discussion on planning for employment growth through 2044 to be scheduled. Council direction on employment growth will be integrated into KRCC countywide growth materials. - KRCC adoption scheduled for late 2022.	Land Use/ Housing	Policy	Further conversation with Council will be part of Comp Plan periodic review update.	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
**Develop development regulations for small lots	Deferred	This priority can be addressed in part during the periodic update to the City's Comprehensive Plan	Land Use/ Housing	Policy	Previous PCD Director Wright and Arborist Nick	PCD
**CAP: Waste Reduction and Limit on Single Use Plastics	Active	Ordinances approved. Implementation in 2022 and 2023	Climate/ Natural Resources	Policy	In-progress	Exec
CAP: Landscape Hand-tool Transition-to-Electric Plan	Active	Pilot project to begin in Q3	Climate/ Natural Resources	Operations		PW
Complete SMP Periodic Review	Active	SMP update will be restarted in Q3 with renewed work plan emphasizing streamlining, community outreach and easier to read code.	Climate/ Natural Resources	Required	New PCD Directro has reformulated a project team and will brief	PCD
Groundwater Management Plan	Active	Planning to be completed in 2022	Climate/ Natural Resources	Operations		PW
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
Amend Appendix J of the Building Code to address stormwater	Deferred		Climate/ Natural Resources	Operations		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

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Consider Green Building Initiatives	Deferred	Due to lack of staff capacity.	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	SMP restart will consider the challenge of monitoring	PCD
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	Ordinance 2021-33 related to landmark tree was adopted Dec 2021. New arborist and Planning Manager unaware of any other workplan items so marking "complete."	PCD
Eagle Harbor PH I Non-Motorized Project	Active	Design consultant to be selected in Q3; Preliminary design concepts to City Council in early Q4	Mobility	Capital		PW
Eagle Harbor PH II Non-Motorized Project	Active	Major construction complete; landscaping to be completed in Q4 2022	Mobility	Capital		PW
Madison Avenue Sidewalk Project	Active	60% Design to be completed in Q3; Final design in Q4	Mobility	Capital		PW
Submit for Regional and County-wide federal grants	Active	Funding received for Wyatt Way project: \$777K	Mobility	Operations		PW
Sustainable Transportation Project	Active	Plan adopted	Mobility	Policy		PW
Trail Projects: Dana's; Farm; Lost Valley	Active	Dana's Trail and Farm Trail construction anticipated to begin in Q3 and be completed in 2022	Mobility	Operations		PW
All Island Speed Limit Evaluation	Active	Council briefing scheduled for Q3; Implementation in 2023	Safety	Policy		PW

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	Active	ARP funding for Solar Panels and Emergency batteries led to restarting this effort.	Safety	Operations	In-progress	Exec
High School Road Safety Improvements	Active	Construction to begin in Q3	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
Sportsman Club/New Brooklyn Intersection Improvements Project	Active	Construction started in Q2	Safety	Capital		PW
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
Consider rules related to Sexually Violent Predator Housing	Deferred		Safety	Policy		Exec
Emergency Management - Map Your Neighborhood outreach	Deferred	Staff focus on COVID response	Safety	Operations	In-progress	Exec
Cascadia Rising Planning	Complete	Plan for City/EOC participation in regional earthquake response exercise. Completed June 13 - 15. Included table top exercises, flotilla drill.	Safety	Operations	Working on after action items now	Exec
Community COVID testing site	Complete		Safety	Operations	Completed in April 2022	Exec

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Community COVID vaccine distribution	Ongoing	Re-activated for booster and vaccination of those 0-11 years old	Safety	Operations		Exec
American Rescue Plan project oversight	Active	Develop project plans and timelines. First reporting due April 30, 2022	Community	Operations		Exec
Bainbridge Island Senior Community Center Renovations Project	Active	One project bid received, exceeding current budget. Next steps to be developed in Q3.	Community	Capital		PW
Consider art on the Sound to Olympics Trail	Active	Ongoing conversations regarding type of art, location and partners.	Community	Capital	Original concept included Welcome Pole.	Exec
Continue to investigate options to improve community cellular service	Active		Community	Operations		Exec
Resolve shade covenant issues on Crawford and M&E properties	Active	Preferred alternative selected. Active project development. Expect further briefing to Council in	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	Community	Operations		Exec
Support 2023 LTAC funding cycle	Active	Process is underway. Continuing to recruit committee members.	Community	Operations		Exec
Support 2023-24 Human Services Funding Cycle	Active	Process is underway.	Community	Operations		Exec
Support City participation in opioid litigation	Active	Ongoing coordination with outside counsel.	Community	Policy		Exec
Support Council consideration of public farmland framework	Active	Council provided funding for Friends of the Farms for 2022 and referred policy question to City	Community	Policy		Exec
Support Race Equity Advisory Committee	Active	Committee meets regularly and is developing a plan for 2022.	Community	Operations		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	Put on pause for 2022.	Exec

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
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
2022 Annual Pavement Repairs Project	Active	Construction started in Q2	Accountability	Operations		PW
American Public Works Association Certification	Active	Certification process in Q3	Accountability	Operations		PW
Annual drainage program – construct	Active	2021 contract completed; 2022 project selection in Q3	Accountability	Operations		PW
Annual fleet and equipment procurement	Active	Project procurement underway and on schedule	Accountability	Capital		PW
Annual Sidewalk Repair Project	Active	Construction planned in 2022	Accountability	Operations		PW
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	First annual compliance report completed April	FIN
Chlorine Generator Replacement	Active	Completed in Q2	Accountability	Capital		PW
City Intranet Project	Active	Develop an Intranet that is useable by all staff.	Accountability	Operations	In Progress- 65% Complete	IT
Complete disposition of designated surplus property (IslandWood Easement)	Active	Continuing to work with the parties to the IslandWood easement to reach agreement.	Accountability	Operations		Exec
Conduct National Community Survey	Active	Council has selected custom questions. Process began in July with report in September.	Accountability	Operations		Exec
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	Active	The ILA presented to Council in Q1 2022. Migration to the new RMS expected to begin in Q2 2022 and continue into 2023.	Accountability	Required		POL
Country Club Road Reconstruction	Active	Design in process; construction in 2023	Accountability	Capital		PW

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Develop and issue banking RFP	Active	The Finance Department is intending to seek proposals for new banking services.	Accountability	Operations	Project ongoing - Goal is for RFP late 2022 or early 2023	FIN
Develop racial equity toolkit	Active	Consultant-led process including training for staff.	Accountability	Operations		Exec
Downloadable GIS Maps	Active	Allow all GIS users to download existing maps.	Accountability	Operations	In progress - 75% Complete	IT
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD)	Active	Current priority is to renew existing franchises and then to determine which other franchises to pursue.	Accountability	Required		Exec
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
Hawley/Irene Sewer Upgrades	Active	Design in process; construction in 2024	Accountability	Capital		PW
Implement closed captioning for City Council meetings	Active	Equipment purchased. Implementation underway	Accountability	Required	100% Complete	Exec
Inventory System: Replace manual inventory system with software to improve tracking and planning for replacement cycles	Active	<p>Reviewing existing software to better identify any gaps in meeting department needs for inventory of equipment.</p> <p>An inventory module was added to existing web-based program used by the department. Inventory can now be tracked by assigned location/individual. The final phase of the process is to cross-check manual records with system records.</p> <p>This process includes an evaluation of equipment and inventory. Surplus and obsolete inventory will be disposed of in accordance with City policy. Expected completion by end of year.</p>	Accountability	Operations		POL

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Negotiate Comcast Franchise Renewal	Active	Renewal expected before end of 2022.	Accountability	Operations		PW
O&M/Engineering Field Mapping	Active	Data collection will be done in the field and auto-update database.	Accountability	Operations	In Progress - 90% Complete	IT
Police/ Court Facility Replacement Project	Active	Construction started in Q2; Council review of EOC in Q3	Accountability	Capital		PW
Pritchard Park Outfall Replacement	Active	Construction in 2022; design underway	Accountability	Capital		PW
PSE Franchise Renewal Process	Active	Negotiated franchise and partnership agreement underway; anticipate approved by Council before the end of 2022	Accountability	Operations		PW
Revise and update City real property surplus process	Active	Continuing to work with the Finance Dpt. on updates to the process.	Accountability	Operations		Exec
Sands Avenue Well Rehabilitation	Active	Construction in 2022; design underway	Accountability	Capital		PW
Stormwater Code Update	Active	Completed in Q2	Accountability	Required		PW
Stormwater System Plan	Active	Consultant work underway and on schedule	Accountability	Operations		PW
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Active	Design and permitting to be completed in 2022	Accountability	Capital		PW
Support development services fee study	Active	Update of building, planning and engineering fees. Last update was in 2007. Council briefings in September and December 2021.	Accountability	Operations	Completed March 2022 - Cleanup resolution and ordinance scheduled for	FIN
Taylor Well Rehabilitation	Active	Design complete; construction in Q4	Accountability	Capital		PW
Wastewater Beneficial Re-use Study	Active	Preliminary findings in Q3	Accountability	Operations		PW
Wastewater Treatment Plant Capacity Upgrades	Active	Preliminary findings in Q3	Accountability	Operations		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

Project	Status	Notes	Category	Project Driver	2022 Change (projects added, paused, reassigned, etc.)	Department Dept
Water System Business Plan	Active	Planning to commence in 2022	Accountability	Operations		PW
Water/Sewer Rate Study	Active	Recommendations to Council and UAC in Q3	Accountability	Operations		PW
Winslow Water Tank Replacement Project	Active	Preliminary design work started; community engagement in Q3	Accountability	Capital		PW
Work with the Council to implement changes to Ethics Program	Active	Work was paused pending appointment of Ethics Board members. Members appointed in June 2022. Process ongoing.	Accountability	Policy		Exec
Complete changes to Code Compliance	Deferred	As staff has capacity, will complete this project	Accountability	Policy		PCD
Develop community budget reporting	Deferred		Accountability	Policy		FIN
Review Noise Standards	Deferred	Existing noise code aligns with WAC. Update not currently a priority.	Accountability	Policy		PCD
Website improvements	Deferred	Deferred due to staff capacity.	Accountability	Operations		Exec
City Hall Security System Software Upgrades	Complete	Project completed in February 2022	Accountability	Operations		PW
Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements and implement legislative changes.	Complete	Training occurring to meet compliance. Policies have been updated to meet requirements of recent legislative changes. Additional changes expected in the next legislative session.  While this item is marked complete, on-going policy review and revision will continue to maintain compliance with best practices and agency requirements.	Accountability	Required		POL
Small wireless facility ordinance	Complete		Accountability	Required	Ordinance 2022-09 passed in April 2022.	PCD
Upgrade Shoretel Telephone System	Complete	Currently several versions behind.	Accountability	Operations	Complete	IT
Complete Periodic Update to Comprehensive Plan	Active	Periodic Update due Dec. 2024	Citywide	Policy		PCD
Complete update to Winslow Subarea Plan	Active	Consultant selection expected in Q3.	Citywide	Policy		PCD



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** National Urban Fellow (NUF) Announcement

**SUMMARY:** The City of Bainbridge Island will be a site for a National Urban Fellow (NUF) for the 2022-2023 Season. Previously, the City Council approved the City’s participation in the National Urban Fellow Program. Since 1968, the NUF has provided outstanding mid-career candidates with opportunities for mentorship and career development. NUF, “develops accomplished and courageous professionals of all ethnic and racial backgrounds, particularly people of color and women, to be leaders and change agents in the public and non-profit sectors, with a strong commitment to social justice and equity.”

A graduate Public Policy student from Georgetown University, Ellyze Francisco will join the management team for a one-year internship. She will work directly with the City Manager and Deputy City Manager to prepare for a municipal management career at a senior level.

Ms. Francisco was born and raised in New York City. She is a graduate of CUNY Hunter with a BA in Spanish and French. She served as Secretary-General for Anakbayan-Manhattan, which connected Filipino students with educators in the Philippines, and addressed the issue of Filipino-Americans accounting for 4% of the nurses in the U.S. but about 25% of Covid-19 deaths among nurses.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

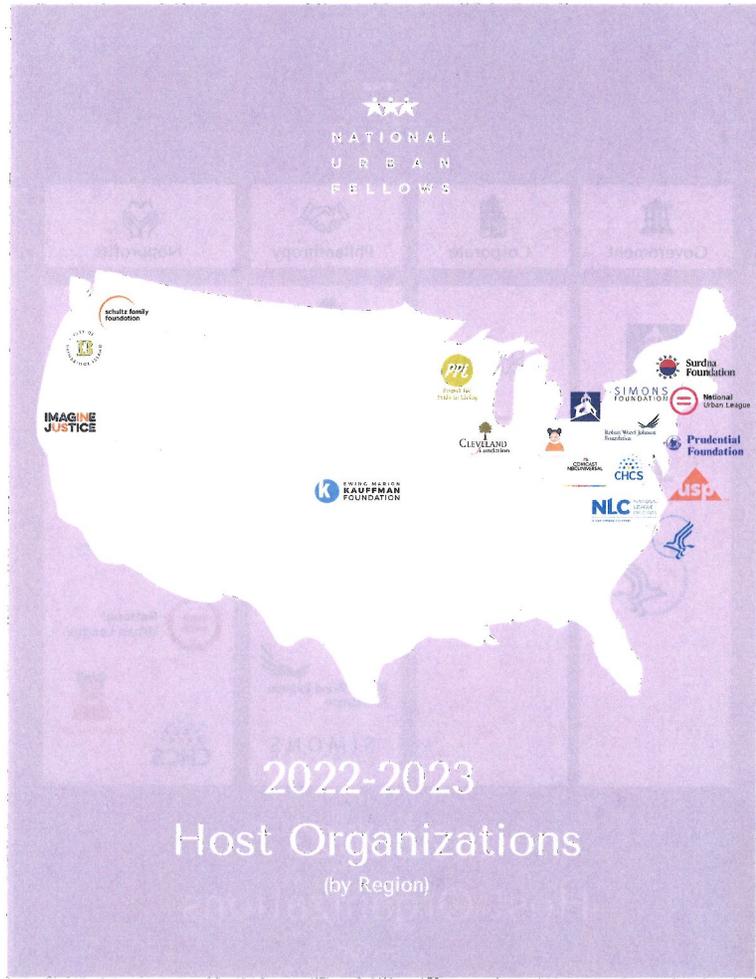
**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**





schultz family foundation



IMAGINE JUSTICE



Project for Pride in Living



EWING MARION KAUFFMAN FOUNDATION



Robert Wood Johnson Foundation



CHCS

NLC NATIONAL LEAGUE OF CITIES  
CITIES STRONG TOGETHER



Surdna Foundation



National Urban League



Prudential Foundation





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:**

**AGENDA ITEM:** Planning and Community Development Department Building Division Permits and Inspection Summary

**SUMMARY:** Planning and Community Development Department Building Division Permits and Inspection Summary for May and June 2022 compared to 2021.

**AGENDA CATEGORY:** Report

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Planning and Community Development Department Building Division Permits and Inspection Summary

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

Planning and Community Development Department Building Division Permits and Inspection Summary  
for May and June 2022 compared to 2021

## Building Permits Issued - Summary

Report Date Range: 2022-06-01 - 2022-06-30

Permit Type	Number Issued	Valuations
Commercial Deck	1	\$29,133.04
Commercial Fire Alarm System	2	\$1,400.00
Commercial Miscellaneous	1	
Commercial Tenant Improvement	1	\$1,500.00
Residential Addition	6	\$155,403.00
Residential Accessory Dwelling Unit	2	\$148,063.70
Residential Alteration	7	\$21,854.50
Residential Alteration - Subject to Field Inspection	4	\$75,000.00
Residential Deck	1	\$15,665.88
Residential Fire Sprinkler System	1	\$13,000.00
Residential Grading and Fill	2	
Residential Garage	1	\$33,530.48
Residential Mechanical	15	
Residential Miscellaneous	1	\$85,000.00
Residential Re-Roof	14	\$5,500.00
Residential Single Family Residence	5	\$547,169.89
Residential Solar Panels	1	\$4,765.23
Revision to an Issued Permit	5	
<b>Total</b>	<b>70</b>	<b>\$5,516,727.59</b>

## Building Permits Issued - Summary

Report Date Range: 2021-06-01 - 2021-06-30

Permit Type	Number Issued	Valuations
Commercial Demolition	1	
Commercial Fire Sprinkler System	1	\$5,875.00
Commercial Grading and Fill	1	
Commercial Miscellaneous	2	\$0.00
Residential Addition	6	\$101,496.64
Residential Alteration	6	\$6,998.94
Residential Deck	3	\$2,000.00
Residential Demolition	1	
Residential Fire Sprinkler System	3	\$20,160.00
Residential Grading and Fill	2	
Residential Mechanical	8	
Residential Miscellaneous	1	\$15,000.00
Residential Plumbing	5	\$1,565.00
Residential Pool	1	\$100,000.00
Residential Re-Roof	19	\$3,300.00
Residential Single Family Residence	7	\$230,827.71
Residential Office/Studio	1	\$138,767.61
<b>Total</b>	<b>68</b>	<b>\$4,958,728.82</b>

## Building Permits Inspected - Summary

Report Date Range: 2022-06-01 - 2022-06-30

Permit Type	Number Inspected
Commercial Addition	1
New Commercial Building	1
Commercial Fire Alarm System	3
Commercial Grading and Fill	1
Commercial Mechanical	1
Commercial Tenant Improvement	3
Residential Addition	11
Residential Accessory Dwelling Unit	4
Residential Alteration	15
Residential Alteration - Subject to Field Inspection	11
Residential Fire Sprinkler System	7
Residential Grading and Fill	2
Residential Garage	5
Residential Guest House	1
Residential Mechanical	12
Residential Multi-Family	3
Residential Miscellaneous	1
Residential Plumbing	5
Residential Single Family Residence	30
Residential Office/Studio	2
Revision to an Issued Permit	3
<b>Total</b>	<b>122</b>

## Building Permits Inspected - Summary

Report Date Range: 2021-06-01 - 2021-06-30

Permit Type	Number Inspected
Commercial Fire Alarm System	1
Commercial Fire Sprinkler System	1
Commercial Grading and Fill	1
Commercial Tenant Improvement	2
Residential Addition	4
Residential Alteration	9
Residential Demolition	1
Residential Fire Sprinkler System	2
Residential Grading and Fill	5
Residential Garage	1
Residential Mechanical	9
Residential Miscellaneous	1
Residential Plumbing	4
Residential Retaining Wall	1
Residential Single Family Residence	6
Residential Office/Studio	1
<b>Total</b>	<b>49</b>

## Building Permits Issued - Summary

Report Date Range: 2022-05-01 - 2022-05-31

Permit Type	Number Issued	Valuations
Commercial Fire Alarm System	1	\$4,000.00
Commercial Fire Sprinkler System	2	\$8,091.00
Commercial Fire Sprinkler System Underground	2	\$75,000.00
Commercial Mechanical	2	
Commercial Miscellaneous	2	\$4,000.00
Commercial Plumbing	1	
Commercial Re-Roof	1	\$44.00
Commercial Retaining Wall	1	\$15,000.00
Commercial Tenant Improvement	3	\$3,500.00
Residential Addition	3	\$32,289.29
Residential Accessory Dwelling Unit	2	\$204,874.20
Residential Alteration	2	\$200,000.00
Residential Alteration - Subject to Field Inspection	9	\$50,000.00
Residential Demolition	1	
Residential Fire Sprinkler System	1	\$42,965.00
Residential Grading and Fill	1	
Residential Guest House	2	\$254,746.22
Residential Mechanical	13	
Residential Miscellaneous	2	\$2,200.00
Residential Plumbing	4	
Residential Re-Roof	10	\$3,850.00
Residential Single Family Residence	1	\$546,668.41
Residential Solar Panels	2	\$18,132.00
Residential Office/Studio	1	\$72,521.40
Revision to an Issued Permit	1	
Way of Travel (Driveway) Officially Name thru COBI	1	
<b>Total</b>	<b>71</b>	<b>\$4,606,806.01</b>

## Building Permits Issued - Summary

Report Date Range: 2021-05-01 - 2021-05-31

Permit Type	Number Issued	Valuations
Residential Addition	1	\$198,132.27
Residential Accessory Dwelling Unit	1	\$100,000.00
Residential Alteration	7	\$6,068.00
Residential Demolition	1	
Residential Grading and Fill	2	
Residential Mobile Home	2	
Residential Mechanical	7	
Residential Plumbing	2	\$2.00
Residential Re-Roof	16	\$2,860.00
Residential Single Family Residence	8	\$488,656.10
<b>Total</b>	<b>47</b>	<b>\$5,084,162.24</b>

## Building Permits Inspected - Summary

Report Date Range: 2022-05-01 - 2022-05-31

Permit Type	Number Inspected
Commercial Carport	1
New Commercial Building	1
Commercial Fire Alarm System	2
Commercial Fire Sprinkler System	1
Commercial Grading and Fill	1
Commercial Mechanical	2
Commercial Miscellaneous	1
Commercial Plumbing	1
Commercial Repair	1
Commercial Tenant Improvement	2
Residential Addition	6
Residential Accessory Dwelling Unit	3
Residential Alteration	5
Residential Alteration - Subject to Field Inspection	11
Residential Deck	1
Residential Fire Sprinkler System	1
Residential Garage	3
Residential Mechanical	8
Residential Miscellaneous	2
Residential Pool	1
Residential Single Family Residence	25
<b>Total</b>	<b>79</b>

## Building Permits Inspected - Summary

Report Date Range: 2021-05-01 - 2021-05-31

Permit Type	Number Inspected
Commercial Deck	1
Commercial Grading and Fill	1
Residential Alteration	4
Residential Demolition	1
Residential Fire Sprinkler System	1
Residential Foundation Only	1
Residential Grading and Fill	1
Residential Mechanical	10
Residential Miscellaneous	1
Residential Plumbing	4
Residential Single Family Residence	3
<b>Total</b>	<b>28</b>



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (6:45 PM) Accept the Washington State Auditor's Annual Audit Report for the Fiscal Year Ended December 31, 2021 - Finance,

**SUMMARY:** The Washington State Auditor's office will present a summary of the audit results for the Fiscal Year ended December 31, 2021. This is an opportunity for the auditors to appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles, or is commonly referred to as a clean opinion.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** Presentation.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:** The Washington State Auditor's Office (SAO) is responsible for auditing Washington's more than 2,000 local governments, ranging from the largest counties to the smallest special-purpose districts. This includes everything from school districts to cemetery districts to mosquito districts to transportation authorities. These local government audits represent the bulk of the SAO's work. As part of this responsibility, the City of Bainbridge is required to have an annual audit. The annual audit is broken out into three major focus areas:

1. **Accountability** - SAO evaluates whether a local government has adhered to applicable state laws, regulations, and its own policies and procedures. SAO audits to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse.

2. Financial - SAO performs financial statement audits to provide an independent opinion on a local government's financial statements and the results of its operations and cash flows. These audits determine whether the financial statements present a reliable, accurate picture of a government's finances.

3. Federal single audits - Recipients of federal funding must have an audit when they spend \$750,000 or more in federal awards in a year. A federal single audit's objective is to determine and report on whether a local government that received federal funding has complied with applicable requirements.

This is an important opportunity for transparency. The auditors will appear in public and address the City Council in person with regard to the results of the audit. It is important to note that the auditors issued an unmodified opinion, which in all material respects is in accordance with applicable Generally Acceptable Accounting Principles, or is commonly referred to as a clean opinion.

**ATTACHMENTS:**

[Exit Conference Powerpoint.pdf](#)

[COBI Packet.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# Exit Conference

City of Bainbridge Island

Amy Strzalka, CPA  
*Audit Manager*

Vinny Shiel  
*Audit Supervisor*

Cheryl Friesen  
*Audit Lead*



Office of the  
Washington  
State Auditor  
Pat McCarthy

# Audits that Matter



## Accountability

### Financial

### Federal

Performance Audits

Cybersecurity Audits

Fraud/ Whistleblower  
Investigations

Unauditable  
Governments

Citizen Hotlines

Other Engagements



Pat McCarthy  
State Auditor

**2,698 audits conducted**  
(January 1, 2021– December 31, 2021)

# Financial Audit Results

January 1, 2021 through December 31, 2021



## Unmodified Opinion Issued

- Opinion issued in accordance with U.S. GAAP
- Audit conducted in accordance with *Government Auditing Standards*

## Internal Control and Compliance over Financial Reporting

- We reported no significant deficiencies in internal control
- We identified deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that were material to the financial statements of the City

# Revenue Recognition - Finding



2021-001: The City's internal controls were inadequate for ensuring proper revenue recognition for grant funds received in advance.

Please see the published audit report to view the details of this recommendation





# Summary Schedule of Prior Audit Findings

- Status of City's Corrective Action Taken: Fully Corrected
- Specific corrective actions taken are described in the schedule, which is included in the published audit report

**CITY OF BAINBRIDGE ISLAND**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**City of Bainbridge Island**  
**January 1, 2021 through December 31, 2021**

This schedule presents the status of findings reported in prior audit periods.

<b>Audit Period:</b> January 1, 2020 through December 31, 2020	<b>Report Ref. No.:</b> 1029122	<b>Finding Ref. No.:</b> 2020-001
---	------------------------------------	--------------------------------------

**Finding Caption:**  
The City lacked adequate internal controls for ensuring accurate financial reporting of its capital assets.

**Background:**  
The City shares ownership of multiple land assets with another local government and reports those assets in its financial statements. In recent years, the City deeded its ownership interest in some of the assets shared with the other government. Our audit identified a significant deficiency in internal controls. The City lacked an effective process for ensuring capital assets it no longer owned were properly removed from the capital asset listing and excluded from the financial statements.

**Status of Corrective Action: (check one)**  
 Fully Corrected     Partially Corrected     Not Corrected     Finding is considered no longer valid

**Corrective Action Taken:**  
The City implemented the following additional procedures to strengthen internal controls over capital assets:

- A review of all City Council minutes each year going forward for any capital asset activity, including nonmonetary transactions.
- Performed a comprehensive review of all land assets in the City's capital asset system.

Office of the Washington State Auditor    [sao.wa.gov](http://sao.wa.gov)    Page 9

# Annual Comprehensive Financial Report (ACFR)



## Certificate of Achievement for Excellence in Financial Reporting

- Optional award program offered from the Government Finance Officer's Association (GFOA)
- Requires preparation and subsequent audit review of additional financial schedules
- Letter dated June 29, 2022



# Federal Grant Compliance Audit Results

January 1, 2021 through December 31, 2021



## Unmodified Opinion Issued

- Opinion issued on the City's compliance with requirements applicable to its major program
- Audit conducted in accordance with *Government Auditing Standards* and the Uniform Guidance

## Internal Control and Compliance over Major Programs

- We reported no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses
- We noted no instances of noncompliance that are required to be reported

# Major Programs Selected for Audit



ALN	Program or Cluster Title	Total Amount Expended
20.205	Highway Planning and Construction Cluster	\$624,669

These costs amount to approximately 78 percent of the total federal expenditures for 2021

# Questions?





Office of the Washington State Auditor  
Pat McCarthy

# Financial Statements and Federal Single Audit Report

## City of Bainbridge Island

For the period January 1, 2021 through December 31, 2021

*Published July 7, 2022*

Report No. 1030857



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your smartphone's camera



**Office of the Washington State Auditor  
Pat McCarthy**

July 7, 2022

City Council  
City of Bainbridge Island  
Bainbridge Island, Washington

**Report on Financial Statements and Federal Single Audit**

Please find attached our report on the City of Bainbridge Island's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the City's financial condition.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

## TABLE OF CONTENTS

Schedule of Findings and Questioned Costs.....	4
Schedule of Audit Findings and Responses.....	6
Summary Schedule of Prior Audit Findings .....	9
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	10
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance With the Uniform Guidance .....	13
Independent Auditor's Report on the Financial Statements.....	16
Financial Section.....	20
Corrective Action Plan for Findings Reported Under Uniform Guidance .....	90
About the State Auditor's Office.....	91

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS

## City of Bainbridge Island January 1, 2021 through December 31, 2021

### SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the City of Bainbridge Island are summarized below in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the City.

#### Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the City’s compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

## Identification of Major Federal Programs

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

<u>CFDA No.</u>	<u>Program or Cluster Title</u>
20.205	Highway Planning and Construction Cluster – Highway Planning and Construction

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The City qualified as a low-risk auditee under the Uniform Guidance.

## SECTION II – FINANCIAL STATEMENT FINDINGS

See Finding 2021-001.

## SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

## SCHEDULE OF AUDIT FINDINGS AND RESPONSES

### City of Bainbridge Island January 1, 2021 through December 31, 2021

#### **2021-001 The City's internal controls were inadequate for ensuring proper revenue recognition for grant funds received in advance.**

##### *Background*

State and federal agencies, the City Council, and the public rely on information included in the financial statements and reports to make decisions. Management is responsible for designing and following internal controls that provide reasonable assurance the City's financial reporting is reliable and its financial statements are accurate.

The City prepares its financial statements in accordance with generally accepted accounting principles (GAAP).

Our audit found deficiencies in internal controls over accounting and financial reporting that affected the City's ability to produce reliable financial statements. *Government Auditing Standards* requires the State Auditor's Office to communicate material weaknesses in internal controls as a finding.

##### *Description of Condition*

During 2021, the City received \$3,534,392 of American Rescue Plan Act of 2021 (ARPA) grant advance funds, but did not incur any eligible ARPA expenditures. We found a deficiency in internal controls that represents a material weakness. Specifically, the City did not properly evaluate whether it had met eligibility requirements, including incurring eligible expenditures, as required to recognize the grant funds received as revenue.

##### *Cause of Condition*

The City typically receives grant funding on a reimbursement basis, under which it incurs eligible expenditures before receiving grant funding. City employees were not familiar with the revenue recognition criteria for unspent ARPA funds, which should be reported as unearned revenue, a liability, until the applicable eligibility requirements are met.

## ***Effect of Condition***

We found the following errors in the City's financial statements:

- The ARPA Fund Intergovernmental revenue and Restricted Fund Balance were each overstated by \$3,534,392, and Unearned Revenue was understated by the same amount.
- The Governmental Activities Operating Grants and Contributions revenue and Restricted Net Position were each overstated by \$3,534,392, and Unearned Revenue was understated by the same amount.

The City subsequently corrected these errors in the financial statements.

## ***Recommendation***

We recommend the City improve its controls to ensure it properly classifies and reports grant funds received in advance in accordance with GAAP. This includes evaluating whether the City has met revenue recognition criteria.

## ***City's Response***

*The City concurs with the audit finding and will monitor for this situation in the future.*

## ***Auditor's Remarks***

We appreciate the City's commitment to resolving this finding and thank it for its cooperation and assistance during the audit. We will review the corrective action taken during our next regular audit.

## ***Applicable Laws and Regulations***

*Government Auditing Standards*, July 2018 Revision, paragraphs 6.40 and 6.41 establish reporting requirements related to significant deficiencies or material weaknesses in internal control, instances of fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements.

The American Institute of Certified Public Accountants defines significant deficiencies and material weaknesses in its *Codification of Statements on Auditing Standards*, section 265, Communicating Internal Control Related Matters Identified in an Audit, paragraph 7.

*The Budgeting, Accounting and Reporting System (BARS) manual*, 3.1.3, Internal Control, required each local government to establish and maintain an

effective system of internal controls that provides reasonable assurance that the government will achieve its objective.

RCW 43.09.200 Local government accounting – Uniform system of accounting, requires the State Auditor to prescribe the system of accounting and reporting for all local governments.

Governmental Accounting Standards Board (GASB) Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, Paragraph 15.

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, Paragraph 10.



CITY OF  
BAINBRIDGE ISLAND

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### City of Bainbridge Island January 1, 2021 through December 31, 2021

This schedule presents the status of findings reported in prior audit periods.

<b>Audit Period:</b> January 1, 2020 through December 31, 2020	<b>Report Ref. No.:</b> 1029122	<b>Finding Ref. No.:</b> 2020-001
<b>Finding Caption:</b> The City lacked adequate internal controls for ensuring accurate financial reporting of its capital assets.		
<b>Background:</b> The City shares ownership of multiple land assets with another local government and reports those assets in its financial statements. In recent years, the City deeded its ownership interest in some of the assets shared with the other government. Our audit identified a significant deficiency in internal controls. The City lacked an effective process for ensuring capital assets it no longer owned were properly removed from the capital asset listing and excluded from the financial statements.		
<b>Status of Corrective Action: (check one)</b> <input checked="" type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected <input type="checkbox"/> Finding is considered no longer valid		
<b>Corrective Action Taken:</b> <i>The City implemented the following additional procedures to strengthen internal controls over capital assets:</i> <ul style="list-style-type: none"> <li>• <i>A review of all City Council minutes each year going forward for any capital asset activity, including nonmonetary transactions.</i></li> <li>• <i>Performed a comprehensive review of all land assets in the City's capital asset system.</i></li> </ul>		

## INDEPENDENT AUDITOR'S REPORT

### Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

#### City of Bainbridge Island January 1, 2021 through December 31, 2021

City Council  
City of Bainbridge Island  
Bainbridge Island, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 29, 2022.

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, as described in the accompanying Schedule of Audit Findings and Responses as Finding 2021-001, that we consider to be a material weakness.

## **REPORT ON COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **CITY'S RESPONSE TO FINDINGS**

*Government Auditing Standards* requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying Schedule of Audit Findings and Responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this

report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

June 29, 2022

## INDEPENDENT AUDITOR'S REPORT

Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

### City of Bainbridge Island January 1, 2021 through December 31, 2021

City Council  
City of Bainbridge Island  
Bainbridge Island, Washington

## REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

### Opinion on Each Major Federal Program

We have audited the compliance of the City of Bainbridge Island, with the types of compliance requirements identified as subject to audit in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2021. The City's major federal programs are identified in the auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

### Basis for Opinion on Each Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the City's compliance with the compliance requirements referred to above.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the City's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

Performing an audit in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed; and

- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

### Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor  
Olympia, WA  
June 29, 2022

# INDEPENDENT AUDITOR'S REPORT

## Report on the Audit of the Financial Statements

### City of Bainbridge Island January 1, 2021 through December 31, 2021

City Council  
City of Bainbridge Island  
Bainbridge Island, Washington

## REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bainbridge Island, as of December 31, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements as a whole. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This schedule is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

## OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2022 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

June 29, 2022

**City of Bainbridge Island  
January 1, 2021 through December 31, 2021**

**REQUIRED SUPPLEMENTARY INFORMATION**

Management's Discussion and Analysis – 2021

**BASIC FINANCIAL STATEMENTS**

Statement of Net Position – 2021

Statement of Activities – 2021

Balance Sheet – Governmental Funds – 2021

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net  
Position – 2021

Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental  
Funds – 2021

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
of Governmental Funds to the Statement of Activities – 2021

Statement of Net Position – Proprietary Funds – 2021

Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Funds  
– 2021

Statement of Cash Flows – Proprietary Funds – 2021

Statement of Net Position – Fiduciary Funds – 2021

Statement of Changes in Net Position – Fiduciary Funds – 2021

Notes to the Financial Statements – 2021

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Changes in Total OPEB Liability and Related Ratios – City of Bainbridge  
Island Administered OPEB Plan – 2021

Schedule of Proportionate Share of Net Pension Liability – PERS 1, PERS 2/3, LEOFF 1,  
LEOFF 2 – 2021

Schedule of Employer Contributions – PERS 1, PERS 2/3, LEOFF 2 – 2021

Notes to Pension Plans Required Supplementary Information – 2021

Budgetary Comparison Schedule – General Fund – 2021

Budgetary Comparison Schedule – Street Fund – 2021

Budgetary Comparison Schedule – Real Estate Excise Tax Fund – 2021

Budgetary Comparison Schedule – American Rescue Plan Act Fund – 2021

## **SUPPLEMENTARY AND OTHER INFORMATION**

Schedule of Expenditures of Federal Awards – 2021

Notes to the Schedule of Expenditures of Federal Awards – 2021



## CITY OF BAINBRIDGE ISLAND, WASHINGTON

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2021

This narrative provides an overview and analysis of the City of Bainbridge Island's (City) financial activities for the fiscal year ended December 31, 2021. The purpose is to highlight significant financial issues and activities, the resulting changes in financial position, and economic factors affecting the City. We encourage readers to consider this information in conjunction with the accompanying transmittal letter, basic financial statements, and notes to the financial statements.

#### FINANCIAL HIGHLIGHTS

- The City's assets and deferred outflows exceeded its liabilities and deferred inflows at the close of 2021 by \$194,129,914. Of this amount, \$38,240,825, or 20%, is reported as unrestricted net position and may be used to meet the City's ongoing obligations to citizens and creditors.
- Despite the global pandemic the City's total net position increased by \$5,457,077, or 3%. This increase was primarily the result of increases in the City's cash position and pension asset offset by a smaller decrease in capital assets and a smaller increase in deferred inflows on pensions.
- At the close of 2021, the City's governmental funds reported combined ending fund balances of \$37,733,527; an increase of \$4,463,317, or 13%, in comparison to the prior year. This increase was primarily due to general fund expenditures staying significantly below revenues and internal operating transfers into the capital construction fund.
- Total revenues for governmental activities increased just \$76,616, or less than ½ a percent. This was primarily due to increases in taxes offset by similar decreases in grants and contributions. Property taxes, the single largest tax source, increased by \$147,819, or 2%.
- The City's total liabilities decreased by \$1,965,614, or 6%, to \$30,393,390. This was primarily due to normal debt service on existing bonds offset by a significant increase in unearned revenues due to American Rescue Plan Act (ARPA) grant funds received before they were earned.
- A significant change in long-term obligations for the City's pension debt occurred with the 2015 implementation of Governmental Accounting Standards Board (GASB) Statements No. 68 and 71, as amended. This resulted in pension-related debt of \$695,326 at year-end 2021 as compared to \$3,004,218 at year-end 2020, a decrease of 77%. This change in accounting standards also resulted in a deficit net position in the Building and Development Service Fund of (\$394,316) at year-end 2021. More information about the deficit net position and pension liability can be found in Note 1.G., Note 6, and Note 8 in the financial statements.
- The City fully funded all policy reserves set by the City Council.

## OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves as an introduction to the City's basic financial statements. These financial statements comprise three sections: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements. This report also contains additional required and supplementary information.

### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business. They present governmental activities and business-type activities separately. These statements include all assets of the City (including infrastructure) as well as all liabilities (including long-term debt). Additionally, certain eliminations have been made with regards to interfund activity, payables, and receivables.

The *statement of net position* presents information on all the City's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as useful indicators of whether the City's financial position is improving or deteriorating.

The *statement of activities and changes in net position* presents how the City's net position changed during the most recent fiscal year. All current year revenues and expenses are taken into account regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items only resulting in cash flows in future fiscal periods.

In the *statement of net position* and the *statement of activities and changes in net position*, we distinguish the City's functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a portion of their costs through user fees and charges (business-type activities). The activities of these two functional groups are:

- Governmental activities – Most of the City's basic services are reported in this category, including general government, judicial, police, planning and community development, and public works. Property taxes, sales and other taxes, user fees, interest income, franchise fees, and state and federal grants finance these activities.
- Business-type activities – The City charges a fee to customers to recover all or most of the cost of certain services it provides. The City's water system, wastewater system, storm and surface water management system, and building and development services activities are reported in this category.

## FUND FINANCIAL STATEMENTS

Unlike the government-wide financial statements, the focus of fund financial statements is directed to specific activities of the City rather than the City as a whole. Except for the General Fund, most funds are established to satisfy managerial control over resources or finance-related legal requirements established by external parties or governmental statutes or regulations. The City's fund financial statements are divided into three broad categories: Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Financial statements for Governmental Funds consist of a *balance sheet* and a *statement of revenues, expenditures, and changes in fund balances*. These statements are prepared on a modified accrual basis of accounting. In general, these statements emphasize the short-term measurement and accounting for cash and other assets that can be easily converted to cash. For example, amounts reported on the balance sheet include items such as cash and receivables collectible within a very short period of time, but do not include capital assets such as land and buildings. Fund liabilities include amounts that are to be paid within a very short period after the end of the fiscal year. Fund balance is the difference between a fund's total assets and total liabilities. This balance generally indicates the potential amount available to finance activities in the following year. Likewise, the statement of revenues, expenditures, and changes in fund balances reports only those revenues and expenditures collected in cash or paid with cash, respectively, during the current period

or very shortly after the end of the year. The balances and activities accounted for in Governmental Funds are also reported in the governmental activities columns of the government-wide financial statements.

The City presents, in separate columns, funds that are most significant to the City (major funds). For the City, in 2021 these funds include the General Fund, the Street Fund, the Real Estate Excise Tax Fund, the Capital Construction Fund, and the American Rescue Plan Act (ARPA) Fund. All other Governmental Funds are reported in a single column (non-major funds). The City also presents a combining statement for the non-major governmental funds.

Financial statements for Proprietary Funds consist of a *statement of net position*, a *statement of revenues, expenses and changes in fund net position*, and a *statement of cash flows*. These statements are prepared on an accounting basis similar to that used to prepare the government-wide financial statements. For financial reporting purposes, Proprietary Funds are grouped into Enterprise Funds and Internal Service Funds. The City uses Enterprise Funds to account for business-type activities that charge fees to customers for the use of specific goods or services. Balances and activities accounted for in the City's Enterprise Funds are also reported in the business-type activities columns of the government-wide financial statements. The City has one Internal Service Fund, the Equipment Rental and Revolving Fund.

The City presents all Enterprise Funds in separate columns to facilitate review of the information presented. The *statement of cash flows* is presented at the fund financial statement level for Proprietary Funds, but no equivalent statement is presented in the government-wide financial statements for governmental activities.

Financial statements for Fiduciary Funds consist of a *statement of net position* and a *statement of changes in net position*. The City holds assets acting as an agent for third parties. These assets cannot be used to finance City operations. The City is responsible for ensuring the activities reported in Fiduciary Funds are based on their intended purposes. As noted earlier, Fiduciary Fund activity is not reported in the government-wide financial statements.

#### Notes to the Financial Statements

The *notes to the financial statements* provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements.

#### Other Information

In addition to the basic financial statements and accompanying *notes to the financial statements*, this report presents certain *required supplementary information* concerning the City's budgetary comparisons. *Required supplementary information* is found following the *notes to the financial statements*.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

Despite the global pandemic the City's financial position improved in 2021. The City reacted to the spring of 2020 pandemic-related decline in revenue by implementing a spending plan with expenditures intentionally reduced to save the City about 10%, or \$2.7 million, below previously budgeted amounts. The City continued the spending plan reductions into 2021 but at a reduced level. This strategy stabilized the City's financial condition while maintaining adequate fund balances. The resulting financial condition helped minimize 2021 and 2022 budget reductions and allowed the City to avoid layoffs and furloughs. It ultimately helped increase the 2021 ending general fund balance.

The City's overall financial position and operational results for the past two years are summarized below. This information is based on data in the government-wide financial statements.

## SUMMARY OF NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
Cash and Cash Equivalents	\$ 43,679,901	\$ 35,918,897	\$17,960,397	\$18,193,764	\$ 61,640,298	\$ 54,112,661
Other Assets	10,889,558	5,003,499	3,812,530	838,420	14,702,088	5,841,919
Capital Assets	110,426,834	114,912,852	46,021,898	46,048,233	156,448,733	160,961,084
<b>Total Assets</b>	<b>164,996,294</b>	<b>155,835,248</b>	<b>67,794,826</b>	<b>65,080,417</b>	<b>232,791,120</b>	<b>220,915,664</b>
<b>Deferred Outflows of Resources</b>	<b>865,959</b>	<b>915,691</b>	<b>355,856</b>	<b>404,406</b>	<b>1,221,815</b>	<b>1,320,097</b>
Other Liabilities	6,091,077	2,810,256	1,338,178	1,493,234	7,429,255	4,303,490
Long Term Debt	14,245,363	17,013,662	8,718,772	11,041,852	22,964,135	28,055,514
<b>Total Liabilities</b>	<b>20,336,440</b>	<b>19,823,919</b>	<b>10,056,950</b>	<b>12,535,086</b>	<b>30,393,390</b>	<b>32,359,004</b>
<b>Deferred Inflows of Resources</b>	<b>6,210,722</b>	<b>813,784</b>	<b>3,278,908</b>	<b>390,136</b>	<b>9,489,630</b>	<b>1,203,920</b>
Net Investment in Capital Assets	100,917,645	104,439,400	37,725,161	36,838,964	138,642,806	141,278,365
Restricted	13,752,526	6,393,950	3,493,757	642,225	17,246,283	7,036,175
Unrestricted	24,644,919	25,279,885	13,595,906	15,078,411	38,240,825	40,358,297
<b>Total Net Position</b>	<b>\$139,315,090</b>	<b>\$136,113,236</b>	<b>\$54,814,824</b>	<b>\$52,559,601</b>	<b>\$194,129,914</b>	<b>\$188,672,837</b>

In 2021, the total net position of the City increased \$5,477,077, or 3%. Governmental activities net position increased \$3,201,854, or 2%, primarily due to increases in the governmental cash position and pension asset offset by a smaller increase in deferred inflows on pensions. Business-type activities net position increased \$2,255,223, or 4%.

Governmental activities cash and cash equivalents increased by \$7,761,004, or 22%, while business-type activities cash and cash equivalents decreased \$233,366, or 1%. The governmental activities increase is primarily the result of receipt of federal ARPA funds along with positive operating results.

## SUMMARY OF CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
<b>Program Revenues</b>						
Charges for Services	\$ 1,199,269	\$ 1,481,834	\$ 9,552,954	\$ 8,899,041	\$ 10,752,223	\$ 10,380,875
Operating Grants & Contributions	590,991	1,969,476	103,114	-	694,105	1,969,476
Capital Grants & Contributions	2,659,495	2,884,341	463,386	2,313,014	3,122,881	5,197,355
<b>Total Program Revenues</b>	<b>4,449,755</b>	<b>6,335,651</b>	<b>10,119,454</b>	<b>11,212,055</b>	<b>14,569,209</b>	<b>17,547,706</b>
<b>General Revenues</b>						
Property Taxes	8,648,065	8,500,246	-	-	8,648,065	8,500,246
All Other Taxes	15,950,092	14,106,994	-	-	15,950,092	14,106,994
Interest	101,584	257,041	44,436	134,542	146,021	391,583
Other Revenues	918,670	791,619	62,119	36,929	980,789	828,548
<b>Total General Revenues</b>	<b>25,618,412</b>	<b>23,655,900</b>	<b>106,556</b>	<b>171,472</b>	<b>25,724,968</b>	<b>23,827,371</b>
<b>Total Revenues</b>	<b>30,068,167</b>	<b>29,991,551</b>	<b>10,226,010</b>	<b>11,383,527</b>	<b>40,294,177</b>	<b>41,375,077</b>
<b>Program Expenses</b>						
General Government	5,688,223	5,682,522	-	-	5,688,223	5,682,522
Judicial	499,398	657,606	-	-	499,398	657,606
Public Safety	5,354,518	7,128,370	-	-	5,354,518	7,128,370
Physical Environment	642,476	863,806	-	-	642,476	863,806
Transportation	4,659,514	4,059,310	-	-	4,659,514	4,059,310
Health & Human Svcs	512,811	418,501	-	-	512,811	418,501
Econ. Environment	1,098,869	1,344,350	-	-	1,098,869	1,344,350
Culture & Recreation	1,044,478	1,064,202	-	-	1,044,478	1,064,202
Water	-	-	1,471,726	1,598,196	1,471,726	1,598,196
Sewer	-	-	3,938,428	3,792,986	3,938,428	3,792,986
Storm & Surface Water Management	-	-	1,811,976	1,705,754	1,811,976	1,705,754
Building & Development Svcs	-	-	2,263,614	2,739,583	2,263,614	2,739,583
<b>Total Program Expenses</b>	<b>19,500,287</b>	<b>21,218,668</b>	<b>9,485,743</b>	<b>9,836,518</b>	<b>28,986,031</b>	<b>31,055,186</b>
<b>Excess/(Deficiency)</b>	<b>10,567,879</b>	<b>8,772,883</b>	<b>740,266</b>	<b>1,547,009</b>	<b>11,308,146</b>	<b>10,319,892</b>
<b>Other</b>						
Transfers	(1,514,957)	(1,691,777)	1,514,957	1,691,777	-	-
<b>Changes in Net Position</b>	<b>9,052,922</b>	<b>7,081,106</b>	<b>2,255,223</b>	<b>3,238,786</b>	<b>11,308,146</b>	<b>10,319,892</b>
<b>Beginning Net Position</b>	<b>136,113,236</b>	<b>129,032,130</b>	<b>52,559,601</b>	<b>49,320,815</b>	<b>188,672,837</b>	<b>178,352,945</b>
Prior Period Adjustments	(5,851,069)	-	-	-	(5,851,069)	-
<b>Ending Net Position</b>	<b>\$139,315,090</b>	<b>\$136,113,236</b>	<b>\$54,814,824</b>	<b>\$52,559,601</b>	<b>\$194,129,914</b>	<b>\$188,672,837</b>

## GOVERNMENTAL ACTIVITIES

In 2021, the net position of governmental activities increased \$3,201,854, or 2%, to \$139,315,090.

In 2021, governmental activities program revenues decreased \$1,885,896, or 30%, primarily due to an decrease in operating grants and contributions. The most significant revenue component of governmental activities is the general tax base. At \$24,598,158, taxes represent 82% of the \$30,068,167 in total revenues for 2021. Property tax is the single largest source of governmental activities revenue at \$8,648,065, or 29% of total revenues.

Governmental activities program expenses in total decreased by \$1,718,380, or 8%, in 2021 as compared to 2020. Expenses increased in three program categories. The largest dollar increase was in Transportation at \$600,204, or 15%, more in 2021 than 2020. The second largest increase was in Health and Human Services at \$94,310, or 23%. The largest decrease was in Public Safety expenses by \$1,773,851, or 25%. The second largest decrease was in Economic Environment at \$245,480 or 18%.

## BUSINESS-TYPE ACTIVITIES

In 2021, there was an increase in net position related to business-type activities of \$2,255,223, or 4%, to \$54,814,824.

The Sewer Fund and the Storm and Surface Water Management Fund both showed balances of operating revenues over expenses resulting in positive operating income. The Water Fund showed operating expenses greater than revenues resulting in an operating loss of \$117,289. This loss was offset by contributed capital resulting in an increase in net position. The Building and Development Services Fund showed a net operating loss of \$927,334. The fund's activity recovered only 59% of its operating expenses with operating revenues, less than the City Council's policy goal of 63% cost recovery. Operating transfers from the General Fund provided additional revenue to cover program costs.

## ANALYSIS OF BALANCES AND TRANSACTIONS OF INDIVIDUAL FUNDS

The General Fund balance increased \$3,223,648, or 18%, primarily because of increases in tax revenue and reductions in debt service. The General Fund ended 2021 with a fund balance of \$21,231,016, which is 104% of total revenues.

The Street Fund balance increased \$138,064, or 104%, primarily due to increases in taxes, intergovernmental revenue, and transfers in from other funds offset by somewhat smaller increases in transportation expenses.

The Capital Construction Fund ended 2021 with a fund balance of \$11,315,005, an increase of \$910,932, or 9%, primarily due to increases in intergovernmental revenues and net transfers in from other funds.

The Building and Development Services fund ended 2021 with a deficit unrestricted net position of (\$1,745,651) significantly more than the prior year of (\$923,189), due to a restricted net position related to net pension asset and to rising revenues from increased development activity and slightly lower labor expenses due to the difficulty in hiring employees.

## GENERAL FUND BUDGETARY HIGHLIGHTS

The original 2021 adopted budget anticipated a decrease of \$1,924,285, or 13%, in the budgetary fund balance during the year from \$14,639,000 to \$12,714,715. The budget anticipated a small decrease in overall revenue along with increases in transfers out to other funds to fund both operating and capital projects. The revised 2021 budget used updated information and revised both revenues and expenditures up. The City anticipated increases in tax revenue and in almost all expenditure categories. The actual 2021 ending fund balance was \$21,231,016, an increase of \$3,223,648.

Actual total revenues exceeded the final budget by \$733,512. A significant portion of this was due to non-property taxes and intergovernmental revenue that were higher than budgeted. Actual total expenditures were \$3,468,625 less than the revised budget driven primarily by the number of open positions at the City.

To learn more about the City's budget process and economic challenges, see Note 1.E. in the *notes to the financial statements*, economic and other factors below, and the required supplementary information.

## CAPITAL ASSETS

The City's total investment in capital assets (net of depreciation) decreased \$4,512,352 to a total of \$156,448,733 in 2021. Governmental assets represent 71% of the City's overall investment in capital assets. Land represents 53% of the governmental activities' capital assets, net of depreciation, while for the business-type activities, land represents only 4% of the capital assets, net of depreciation.

During 2021 total land decreased \$5,079,134, or 8%, due to the removal of certain governmental land assets the City no longer owned. This resulted in a prior period adjustment as described in Note 15 in the *notes to financial statements*. Governmental infrastructure assets increased \$4,425,398, or 8%, primarily due to the completion of the Wyatt Way street improvement project.

Capital assets held by the City at the end of the current and previous years are summarized as follows:

### CAPITAL ASSETS

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
Land	\$ 58,391,438	\$63,470,573	\$ 1,796,865	\$ 1,796,865	\$ 60,188,304	\$ 65,267,438
Buildings & Improvements	16,524,385	16,467,161	54,728	54,728	16,579,113	16,521,889
Intangible Assets	880,000	880,000	32,365	32,365	912,365	912,365
Vehicles & Equipment	9,875,974	9,144,770	420,222	431,430	10,296,196	9,576,200
Infrastructure	60,286,149	55,860,750	70,301,204	69,367,980	130,587,352	125,228,730
Construction in Progress	11,824,639	13,764,172	2,153,883	1,614,802	13,978,522	15,378,973
Accumulated Depreciation	(47,355,750)	(44,674,573)	(28,737,369)	(27,249,937)	(76,093,119)	(71,924,511)
<b>Totals</b>	<b>\$110,426,834</b>	<b>\$114,912,852</b>	<b>\$46,021,898</b>	<b>\$46,048,233</b>	<b>\$156,448,733</b>	<b>\$160,961,084</b>

Additional information about the City's capital assets is presented in Note 5 in the *notes to the financial statements*.

## LONG-TERM DEBT

At the end of the 2021 the City's total long-term debt decreased by \$2,346,917, or 11%, as compared to 2020. Governmental activities long-term debt decreased \$1,161,029, or 10%, due to normal debt retirement. Business-type activities long-term debt decreased \$1,185,888, or 13%, also due to normal debt retirements. During 2021 the City refunded its 2011 sewer bonds in the Business-type activities to realize future interest rate savings. Of the debt outstanding at the end of 2021, 100% was backed by the full faith

and credit of the City. The City makes a general pledge on its tax levy for all bonded debt service and, for utility bonds, an additional pledge of utility revenue after operating and maintenance expenses.

#### LONG-TERM DEBT

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
General Obligation Bonds	\$10,160,000	\$11,260,000	\$ 2,750,000	\$2,950,000	\$12,910,000	\$14,210,000
LID Bonds	74,727	112,091	-	-	74,727	112,091
Intergovernmental Loans	165,654	189,319	5,175,455	6,161,343	5,341,109	6,350,662
<b>Totals</b>	<b>\$10,400,381</b>	<b>\$ 11,561,410</b>	<b>\$ 7,925,455</b>	<b>\$9,111,343</b>	<b>\$18,325,836</b>	<b>\$20,672,753</b>

Additional information about the City's long-term obligations is presented in Note 8 in the *notes to the financial statements*.

#### ECONOMIC AND OTHER FACTORS

The global pandemic cast a large shadow over the economic outlook for the City and the country as a whole. The economic contraction in the U.S was unprecedented as local, state, and federal leaders worked through impacts caused by measures designed to suppress transmission of the virus.

During 2021, although not initially anticipated, the City revised governmental fund revenue projections upward in most categories, with primary impact on the general and real estate excise tax funds. Year-end results showed actual increases in revenue over amounts anticipated and recent months' 2022 trends show greater than budgeted recovery in City revenue streams in most categories. In addition, during 2021 the City received \$3.5 million federal ARPA grant. The City Council plans to use these grant funds for affordable housing initiatives, sustainable transportation projects, wastewater beneficial reuse, solar panels on emergency operation hubs, and human services funding.

The economic effects of the pandemic on the City were somewhat muted due the City's diverse revenue streams, many of which did not see the level of reductions experienced by other governmental entities. The City was also in a very strong financial position prior to the pandemic due to measures implemented after the "great recession." In addition, the City had a large existing volunteer base organized in case of emergencies. This included Bainbridge Prepares, a Medical Reserve Corp, and others that were transitioned to COVID-19 testing and then vaccination. This allowed the City to avoid significant pandemic related costs.

## CITY OF BAINBRIDGE ISLAND, WASHINGTON

## Statement of Net Position

As of December 31, 2021

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 43,514,513	\$ 17,172,758	\$ 60,687,271
Receivables - Net	2,316,841	157,917	2,474,758
Due from Other Governments	452,048	30,504	482,553
Inventories	153,230	59,459	212,689
Restricted Cash - Debt Service	-	453,560	453,560
Restricted Cash - Customer Deposits	165,388	334,079	499,468
Prepays	84,223	-	84,223
Special Assessments Receivable	-	524,453	524,453
Net Pension Asset	7,883,216	3,040,197	10,923,413
Depreciable Capital Assets (Net)	39,330,757	42,071,150	81,401,907
Land	58,391,438	1,796,865	60,188,304
Construction in Progress	11,824,639	2,153,883	13,978,522
Other Capital Assets	880,000	-	880,000
<b>Total Assets</b>	<b>164,996,294</b>	<b>67,794,826</b>	<b>232,791,120</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred Outflows on Debt Refunding	59,710	-	59,710
Deferred Outflows on Pensions	793,957	355,856	1,149,813
Deferred Outflows on OPEB	12,292	-	12,292
<b>Total Deferred Outflows of Resources</b>	<b>865,959</b>	<b>355,856</b>	<b>1,221,815</b>
<b>LIABILITIES</b>			
Accounts Payable	932,559	540,426	1,472,986
Accrued Expenses	606,766	244,651	851,417
Unearned Revenue	4,386,364	219,021	4,605,385
Other Liabilities	165,388	334,079	499,468
Special Assessment Debt with Governmental Commitment	74,727	-	74,727
Non-Current Liabilities Due Within One Year	1,639,245	1,592,710	3,231,955
Non-Current Liabilities Due in More Than One Year	11,888,574	6,649,567	18,538,141
Compensated Absences Due in More Than One Year	254,017	169,969	423,986
Net Pension Liability Due in More Than One Year	388,800	306,526	695,326
<b>Total Liabilities</b>	<b>20,336,441</b>	<b>10,056,950</b>	<b>30,393,390</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred Inflows Gain on Refunding	-	97,925	97,925
Deferred Inflows on Pensions	6,210,722	3,180,983	9,391,705
<b>Total Deferred Inflows of Resources</b>	<b>6,210,722</b>	<b>3,278,908</b>	<b>9,489,630</b>
<b>NET POSITION</b>			
Net Investment in Capital Assets	100,917,645	37,725,161	138,642,806
Restricted for:			
Net Pension Asset	7,883,216	3,040,197	10,923,413
Debt Service	169,062	453,560	622,621
Public Safety	80,630	-	80,630
PEG Capital	118,047	-	118,047
Economic Development	580,741	-	580,741
Transportation	1,494,842	-	1,494,842
Real Estate Excise Taxes	3,425,988	-	3,425,988
Unrestricted	24,644,919	13,595,906	38,240,825
<b>Total Net Position</b>	<b>\$ 139,315,090</b>	<b>\$ 54,814,824</b>	<b>\$ 194,129,914</b>

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Activities  
For the year ended December 31, 2021

	Program Revenues				Net (Expense)/Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<b>Governmental Activities:</b>					
General Government	\$ 5,350,407	\$ 936,493	\$ -	\$ -	\$ (4,413,914)
Judicial	499,398	11,973	-	-	(487,425)
Public Safety	5,354,518	59,499	71,405	71,818	(5,151,796)
Physical Environment	642,476	1,840	6,175	254,338	(380,123)
Transportation	4,659,514	31,927	513,411	2,283,339	(1,830,838)
Health and Human Services	512,811	-	-	-	(512,811)
Economic Environment	1,098,869	156,288	-	-	(942,581)
Culture and Recreation	1,044,479	1,250	-	50,000	(993,229)
Interest on Long Term Debt	337,815	-	-	-	(337,815)
<b>Total Governmental Activities</b>	<b>19,500,288</b>	<b>1,199,269</b>	<b>590,991</b>	<b>2,659,495</b>	<b>(15,050,533)</b>
<b>Business-Type Activities:</b>					
Water	1,471,726	1,354,436	-	175,954	58,665
Sewer	3,938,428	4,120,550	-	287,432	469,554
Storm and Surface Water Management	1,811,976	2,741,687	103,114	-	1,032,826
Building and Development Services	2,263,614	1,336,280	-	-	(927,334)
<b>Total Business-Type Activities</b>	<b>9,485,743</b>	<b>9,552,954</b>	<b>103,114</b>	<b>463,386</b>	<b>633,711</b>
<b>Total Primary Government</b>	<b>\$ 28,986,031</b>	<b>\$ 10,752,223</b>	<b>\$ 694,105</b>	<b>\$ 3,122,881</b>	<b>\$ (14,416,822)</b>

Primary Government	Governmental Activities	Business-Type Activities	Total
\$ (4,413,914)	\$ -	\$ -	\$ (4,413,914)
(487,425)	-	-	(487,425)
(5,151,796)	-	-	(5,151,796)
(380,123)	-	-	(380,123)
(1,830,838)	-	-	(1,830,838)
(512,811)	-	-	(512,811)
(942,581)	-	-	(942,581)
(993,229)	-	-	(993,229)
(337,815)	-	-	(337,815)
(15,050,533)	-	-	(15,050,533)

General Revenues:	Property Taxes Levied for General Purposes	Property Taxes Levied for Debt Service	Sales and Use Taxes	Business and Occupation Taxes	Excise Taxes	Unrestricted Investment Earnings	Grants and Contributions not Restricted to Specific Programs	Miscellaneous	Transfers	Total General Revenues and Transfers	Change in Net Position	Prior-Period Adjustment	Net Position - Beginning	Net Position - Ending
\$ 8,032,002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,032,002	\$ -	\$ -	\$ -	\$ 8,032,002
616,063	-	-	-	-	-	-	-	-	-	616,063	-	-	-	616,063
6,844,196	-	-	-	-	-	-	-	-	-	6,844,196	-	-	-	6,844,196
4,220,110	-	-	-	-	-	-	-	-	-	4,220,110	-	-	-	4,220,110
4,885,786	-	-	-	-	-	-	-	-	-	4,885,786	-	-	-	4,885,786
101,584	44,436	-	-	-	-	-	-	-	-	146,021	-	-	-	146,021
519,674	-	-	-	-	-	-	-	-	-	519,674	-	-	-	519,674
398,996	62,119	-	-	-	-	-	-	-	-	461,115	-	-	-	461,115
(1,514,957)	1,514,957	-	-	-	-	-	-	-	-	-	-	-	-	-
24,103,456	1,621,513	-	-	-	-	-	-	-	-	25,724,968	-	-	-	25,724,968
9,052,923	2,255,223	-	-	-	-	-	-	-	-	11,308,146	-	-	-	11,308,146
(5,851,069)	-	-	-	-	-	-	-	-	-	(5,851,069)	-	-	-	(5,851,069)
136,113,236	52,559,601	-	-	-	-	-	-	-	-	188,672,837	-	-	-	188,672,837
\$ 139,315,090	\$ 54,814,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,129,915	\$ -	\$ -	\$ -	\$ 194,129,915

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Balance Sheet Statement  
Governmental Funds  
As of December 31, 2021

	General	Street	Real Estate Excise Tax	Capital Construction	American Rescue Plan Act	Non-Major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>							
Cash and Cash Equivalents	\$ 20,144,872	\$ 137,210	\$ 2,540,049	\$ 11,432,466	\$ 3,539,477	\$ 3,121,924	\$ 40,915,997
Receivables - Net	2,074,956	108,513	40,656	-	-	92,716	2,316,841
Inventories	12,258	140,971	-	-	-	-	153,230
Due From Other Governments	170,853	46,049	-	235,147	-	-	452,048
Customer Deposits	165,388	-	-	-	-	-	165,388
Total Assets	\$ 22,568,327	\$ 432,744	\$ 2,580,705	\$ 11,667,612	\$ 3,539,477	\$ 3,214,640	\$ 44,003,504
<b>LIABILITIES</b>							
Accounts Payable	\$ 525,792	\$ 38,135	\$ -	\$ 336,781	\$ -	\$ 31,852	\$ 932,559
Accrued Expenditures	446,791	113,245	-	9,418	-	-	569,454
Unearned Revenue	(0)	-	-	-	3,534,392	851,972	4,386,364
Other Liabilities	165,388	-	-	-	-	-	165,388
Total Liabilities	\$ 1,137,971	\$ 151,381	\$ -	\$ 346,199	\$ 3,534,392	\$ 883,824	\$ 6,053,765
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable Revenues - Grants	\$ 1,461	\$ -	\$ -	\$ 6,409	\$ -	\$ -	\$ 7,870
Unavailable Revenues - Property Taxes	93,870	-	-	-	-	-	93,870
Unavailable Revenues - Other Taxes & Fees	60,997	10,463	-	-	-	-	71,460
Unavailable Revenues - Court Fines	43,012	-	-	-	-	-	43,012
Unavailable Revenues - Special Assessments	0	-	-	-	-	-	0
Total Deferred Inflows of Resources	\$ 199,340	\$ 10,463	\$ -	\$ 6,409	\$ -	\$ -	\$ 216,212
<b>FUND BALANCES</b>							
Nonspendable	\$ 71,429	\$ 140,971	\$ -	\$ -	\$ -	\$ -	\$ 212,401
Restricted	198,677	29,218	2,580,705	845,283	-	2,215,427	5,869,310
Committed	276,778	-	-	-	-	108,728	385,506
Assigned	481,104	100,711	-	10,469,722	5,085	6,661	11,063,283
Unassigned	20,203,027	-	-	-	-	-	20,203,027
Total Fund Balances	\$ 21,231,016	\$ 270,901	\$ 2,580,705	\$ 11,315,005	\$ 5,085	\$ 2,330,816	\$ 37,733,527
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 22,568,327	\$ 432,744	\$ 2,580,705	\$ 11,667,612	\$ 3,539,477	\$ 3,214,640	\$ 44,003,504

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
 Reconciliation of the Governmental Funds Balance Sheet  
 to the Statement of Net Position  
 As of December 31, 2021

Ending fund balance - governmental funds		\$ 37,733,527
<p>Amounts reported for governmental activities in the Statement of Net Position are different because of the following:</p>		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		108,013,565
Other Assets are not available to pay current-period expenditures and, therefore, are deferred in the governmental funds.		84,223
Net pension assets resulting from annual contributions in excess of required contributions are not financial resources and, therefore, are deferred in the governmental funds.		7,883,216
<p>For debt refundings resulting in defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources.</p>		
Deferred charge on refunding of debt		59,710
<p>Some of the City's receivables will not be collected soon enough to pay for current-period expenditures and, therefore, are reported as deferred inflows in the governmental funds.</p>		
Deferred Inflows of Resources - Grants		7,870
Deferred Inflows of Resources - Court Fines		43,012
Deferred Inflows of Resources - Special Assessments		-
Deferred Inflows of Resources - Property Taxes		93,870
Deferred Inflows of Resources - Other Revenues		71,460
<p>Certain liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.</p>		
Accrued expenses		(37,312)
Due within one year	(470,580)	
Due outside one year	(254,017)	
Compensated absences		(724,597)
Long-term liabilities		(13,131,966)
Net pension liability		(388,800)
<p>Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the statement of net position.</p>		
Net position		5,011,786
<p>Amounts reported as deferred outflows and inflows of resources related to pensions and OPEB will be amortized and recognized as components of pension or OPEB expense in future years.</p>		
Deferred outflow of resources related to OPEB		12,292
Deferred outflow of resources related to pensions		793,957
Deferred inflow of resources related to pensions		(6,210,722)
Net Position of Major Governmental Activities		\$ 139,315,090

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Funds

For the year ended December 31, 2021

	General	Street	Real Estate Excise Tax	Capital Construction	American Rescue Plan Act	Non-Major Governmental Funds	Total Governmental Funds
<b>REVENUES</b>							
Property Taxes	\$ 8,061,834	\$ -	\$ -	\$ -	\$ -	\$ 616,063	\$ 8,677,896
Sales, Business, and Excise Taxes	10,436,343	331,270	4,225,695	-	-	985,332	15,978,640
Fees and Fines	24,629	-	-	-	-	-	24,629
Licenses and Permits	655,275	30,180	-	-	-	-	685,455
Intergovernmental	741,911	513,394	-	1,800,968	-	-	3,056,273
Charges for Services	322,056	272	-	540	-	155,324	478,191
Interest and Investment Revenue	76,459	-	6,058	-	5,085	7,575	95,177
Other Revenues	143,306	-	-	50,000	-	26,124	219,430
Total Revenues	20,461,812	875,116	4,231,753	1,851,508	5,085	1,790,418	29,215,691
<b>EXPENDITURES</b>							
Current							
General Government	5,235,863	420,731	-	-	-	-	5,656,594
Judicial	616,799	-	-	-	-	-	616,799
Public Safety	5,974,553	152,880	-	-	-	-	6,127,432
Physical Environment	686,079	113,477	-	-	-	-	799,557
Transportation	6,347	2,659,473	-	-	-	64,516	2,730,336
Health and Human Services	516,779	-	-	-	-	-	516,779
Economic Environment	1,101,555	-	-	-	-	186,474	1,288,030
Culture and Recreation	561,325	2,120	-	-	-	-	563,446
Debt Service - Principal	-	-	-	-	-	1,161,029	1,161,029
Debt Service - Interest	546	-	-	-	-	438,417	438,963
Capital Outlay	71,818	373,438	-	2,966,097	-	-	3,411,354
Total Expenditures	14,771,666	3,722,120	-	2,966,097	-	1,850,437	23,310,319
Excess/(deficiency) of Revenue over Expenditures	5,690,146	(2,847,004)	4,231,753	(1,114,589)	5,085	(60,019)	5,905,372
<b>OTHER FINANCING SOURCES/(USES)</b>							
Miscellaneous Revenue	30,261	42,640	-	-	-	-	72,901
Transfers In	488,613	2,942,428	118,659	3,085,468	-	1,299,466	7,934,634
Transfers Out	(2,985,373)	-	(4,337,199)	(1,059,947)	-	(1,067,072)	(9,449,591)
Total Other Financing Sources/Uses	(2,466,498)	2,985,068	(4,218,540)	2,025,520	-	232,394	(1,442,056)
Net Change in Fund Balance	3,223,648	138,064	13,212	910,932	5,085	172,376	4,463,316
Fund Balances - Beginning	18,007,368	132,837	2,567,493	10,404,073	-	2,158,440	33,270,211
Fund Balances - Ending	\$ 21,231,016	\$ 270,901	\$ 2,580,705	\$ 11,315,005	\$ 5,085	\$ 2,330,816	\$ 37,733,527

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance  
 of Governmental Funds  
 to the Statement of Activities  
 For the year ended December 31, 2021

Net change in fund balances - Total governmental funds \$ 4,463,316

*Amounts reported for governmental activities in the Statement of Activities are different because:*

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which capital outlays exceeded depreciation in the current period.

Expenditures for capital assets	\$ 3,411,354	
Less current year depreciation	<u>(2,453,820)</u>	
		957,534

Revenue in the Statement of Activities that does not provide current financial resources is not reported as revenues in the funds. 74,562

Internal service funds are used by management to charge the costs of equipment rental and replacement activities to individual funds. The net position of internal service funds is included in governmental activities in the Statement of Net 705,013

Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. This is the amount by which repayments exceeded proceeds. 1,161,029

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds. (485,868)

Pension expense reported in the governmental funds includes the annual required contributions. In the Statement of Activities, pension expense includes the change in the net pension liability, and related change in pension amounts for deferred outflows of resources and deferred inflows of resources. 2,177,337

Change in Net Position of Governmental Activities \$ 9,052,923

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Net Position  
Proprietary Funds  
As of December 31, 2021

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
<b>ASSETS</b>						
<b>Current Assets</b>						
Cash and Cash Equivalents	\$ 6,900,872	\$ 5,323,436	\$ 4,814,324	\$ 134,126	\$ 17,172,758	\$ 2,598,516
Receivables - Net	9,460	111,861	36,596	-	157,917	-
Due From Other Governments	-	-	30,504	-	30,504	-
Inventories	43,793	2,675	12,990	-	59,459	-
Subtotal - Current Assets	<u>6,954,126</u>	<u>5,437,971</u>	<u>4,894,415</u>	<u>134,126</u>	<u>17,420,639</u>	<u>2,598,516</u>
<b>Long-Term Assets</b>						
Restricted Cash - Debt Service	-	453,560	-	-	453,560	-
Restricted Cash - Customer Deposits	-	288,321	-	45,758	334,079	-
Special Assessments Receivable	-	524,453	-	-	524,453	-
Net Pension Asset	430,957	731,422	526,483	1,351,335	3,040,197	-
Depreciable Capital Assets (Net)	12,983,626	18,519,921	10,567,603	-	42,071,150	2,410,896
Land	637,436	834,874	324,555	-	1,796,865	-
Construction in Progress	622,081	1,334,649	197,153	-	2,153,883	2,374
Subtotal - Long-Term Assets	<u>14,674,100</u>	<u>22,687,200</u>	<u>11,615,794</u>	<u>1,397,093</u>	<u>50,374,188</u>	<u>2,413,270</u>
Total Assets	<u>21,628,226</u>	<u>28,125,172</u>	<u>16,510,209</u>	<u>1,531,219</u>	<u>67,794,826</u>	<u>5,011,786</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Deferred outflows on Pensions	<u>50,386</u>	<u>80,606</u>	<u>63,305</u>	<u>161,559</u>	<u>355,856</u>	<u>-</u>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable	214,383	259,869	41,690	24,483	540,426	-
Accrued Expenses	29,942	72,299	41,597	100,814	244,651	-
Unearned Revenue	-	-	-	219,021	219,021	-
Current Portion of Compensated Absence:	110,139	69,563	47,813	89,308	316,822	-
Current Portion of Long-Term Debt	-	1,225,185	50,703	-	1,275,888	-
Subtotal - Current Liabilities	<u>354,464</u>	<u>1,626,916</u>	<u>181,803</u>	<u>433,626</u>	<u>2,596,808</u>	<u>-</u>
<b>Long-Term Liabilities</b>						
Customer Deposits	-	288,321	-	45,758	334,079	-
Compensated Absences	58,940	37,485	26,238	47,305	169,969	-
Net Pension Liability	44,127	67,647	52,788	141,964	306,526	-
Bonds, Loans, and Other Debt	-	6,507,003	142,564	-	6,649,567	-
Subtotal - Long-Term Liabilities	<u>103,067</u>	<u>6,900,457</u>	<u>221,590</u>	<u>235,027</u>	<u>7,460,141</u>	<u>-</u>
Total Liabilities	<u>457,531</u>	<u>8,527,373</u>	<u>403,393</u>	<u>668,653</u>	<u>10,056,950</u>	<u>-</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Deferred Inflows Gain on Refunding	-	97,925	-	-	97,925	-
Deferred Inflows on Pensions	451,310	759,874	551,358	1,418,441	3,180,983	-
Total Deferred Inflows of Resources	<u>451,310</u>	<u>857,799</u>	<u>551,358</u>	<u>1,418,441</u>	<u>3,278,908</u>	<u>-</u>
<b>NET POSITION</b>						
Net investment in Capital Assets	14,048,661	12,793,845	10,882,655	-	37,725,161	2,413,270
Restricted for:						
Net Pension Asset	430,957	731,422	526,483	1,351,335	3,040,197	-
Debt Service	-	453,560	-	-	453,560	-
Unrestricted	6,290,153	4,841,779	4,209,626	(1,745,651)	13,595,906	2,598,516
Total Net Position	<u>\$ 20,769,771</u>	<u>\$ 18,820,605</u>	<u>\$ 15,618,764</u>	<u>\$ (394,316)</u>	<u>\$ 54,814,824</u>	<u>\$ 5,011,786</u>

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Revenues, Expenses, and Changes in Fund Net Position  
Proprietary Funds  
For the year ended December 31, 2021

	Business-Type Activities - Enterprise Funds					Governmental Activities
	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Totals	Internal Services Fund
<b>OPERATING REVENUES</b>						
Charges for Services	\$ 1,354,436	\$ 4,120,550	\$ 2,741,687	\$ 1,336,280	\$ 9,552,954	\$ 450,000
Operating Grants	-	-	103,114	-	103,114	-
Total Operating Revenues	1,354,436	4,120,550	2,844,801	1,336,280	9,656,068	450,000
<b>OPERATING EXPENSES</b>						
Personal Services	525,310	936,455	719,491	1,869,734	4,050,989	-
Contractual Services	178,740	337,584	208,285	275,844	1,000,453	-
Utilities	141,193	320,429	24,671	1,243	487,535	-
Repairs and Maintenance	10,713	236,132	183,628	16	430,488	-
Miscellaneous Expense	58,165	62,521	140,623	9,477	270,787	-
Other Supplies and Expenses	223,139	760,420	298,272	11,847	1,293,678	-
Insurance Claims and Expenses	21,324	60,419	25,635	95,452	202,831	-
Depreciation	313,143	975,197	210,299	-	1,498,640	426,350
Total Operating Expenses	1,471,726	3,689,157	1,810,904	2,263,614	9,235,400	426,350
Operating Income (Loss)	(117,289)	431,393	1,033,898	(927,334)	420,668	23,650
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
Interest & Investment Revenue	18,038	61,595	11,108	-	90,741	6,408
Miscellaneous Revenue	13,160	172	1,790	-	15,122	-
Miscellaneous Expense	16	-	677	-	693	-
Interest Expense	-	(174,907)	(1,072)	-	(175,979)	-
Settlement Expense	-	(74,364)	-	-	(74,364)	-
Total Non-Operating Revenues (Expenses)	31,213	(187,504)	12,503	-	(143,788)	6,408
Net income (loss) before contributions and transfers	(86,076)	243,889	1,046,401	(927,334)	276,880	30,058
Capital Contributions	175,954	287,432	-	-	463,386	674,956
Transfers In	8,750	-	50,000	1,456,207	1,514,957	-
Change in Net Position	98,628	531,321	1,096,401	528,873	2,255,223	705,013
Net Position - Beginning	20,671,142	18,289,285	14,522,362	(923,189)	52,559,601	4,306,773
Total Net Position - Ending	\$ 20,769,771	\$ 18,820,605	\$ 15,618,764	\$ (394,316)	\$ 54,814,824	\$ 5,011,786

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Cash Flows  
Proprietary Funds

For the year ended December 31, 2021

Page 1 of 2

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
<b>Cash Flows from Operating Activities</b>						
Receipts from Customers	\$ 1,392,158	\$ 3,901,689	\$ 2,749,689	\$ 1,345,367	\$ 9,388,903	\$ 450,000
Operating Grants	-	-	72,610	-	72,610	
Payments to Suppliers	(490,869)	(1,384,162)	(785,151)	(390,161)	(3,050,344)	
Payments to Employees	(773,745)	(1,261,035)	(938,611)	(2,428,469)	(5,401,860)	
Net Cash Provided (Used) by Operating Activities	1,27,545	1,256,492	1,098,537	(1,473,263)	1,009,310	450,000
<b>Cash Flows from Non-Capital Financing Activities</b>						
Transfers from (to) Other Funds	8,750	-	-	1,404,976	1,413,726	
Net Cash Provided (Used) by Non-Capital Financing Activities	8,750	-	-	1,404,976	1,413,726	
<b>Cash Flows from Capital and Related Financing Activities</b>						
Transfers from (to) Other Funds	-	(403,087)	50,000	(3,347)	(356,434)	
Proceeds from Sale of Capital Assets	-	-	1,790	-	1,790	
Capital Contributions	175,954	287,432	-	-	463,386	
Special Assessment Receipts	-	288,321	-	45,758	334,079	
Purchase/Acquisition of Capital Assets	(711,759)	(867,103)	(109,016)	-	(1,687,879)	(257,616)
Proceeds from Long-Term Debt	-	-	-	-	-	
Principal Paid on Capital Debt	-	(1,225,185)	(50,703)	-	(1,275,888)	
Interest Paid on Capital Debt	-	(178,674)	(1,220)	-	(179,894)	
Net Cash Provided (Used) by Capital and Related Financing Activities	(535,805)	(2,098,296)	(109,149)	42,411	(2,700,839)	(257,616)
<b>Cash Flows from Investing Activities</b>						
Interest Income	18,038	15,290	11,108	-	44,436	6,408
Net Cash Provided (Used) by Investing Activities	18,038	15,290	11,108	-	44,436	6,408
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	(381,473)	(826,514)	1,000,496	(25,876)	(233,366)	198,792
<b>Cash and Cash Equivalents, January 1</b>	7,282,345	6,891,831	3,813,828	205,760	18,193,764	2,399,724
<b>Cash and Cash Equivalents, December 31</b>	\$ 6,900,872	\$ 6,065,316	\$ 4,814,324	\$ 179,884	\$ 17,960,397	\$ 2,598,516

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Cash Flows  
Proprietary Funds

For the year ended December 31, 2021

Page 2 of 2

	Water	Sewer	Storm and Surface Water Management	Building and Development Services	Total	Internal Service Fund
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Operating Income (Loss)	\$ (117,289)	\$ 431,393	\$ 1,033,898	\$ (927,334)	\$ 420,668	\$ 23,650
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities						
Depreciation	313,143	975,197	210,299	-	1,498,639	426,350
(Increase) Decrease in Accounts Receivable	(2,397)	(11,312)	9,705	-	(4,004)	-
(Increase) Decrease in Inventory	8,544	39	337	-	8,920	-
(Increase) Decrease in Due from Other Governments	-	-	30,504	-	30,504	-
(Increase) Decrease in Net Pension Asset	(430,957)	(731,422)	(526,483)	(1,351,335)	(3,040,197)	-
(Increase) Decrease in Deferred Charge on Pensions	6,882	11,681	8,407	21,580	48,550	-
Increase (Decrease) in Accounts Payable	107,412	120,210	26,630	2,508	256,760	-
Increase (Decrease) in Compensated Absences	(3,598)	(5,980)	(4,545)	(11,566)	(25,689)	-
Increase (Decrease) in Other Current Payables	(4,633)	25,648	1,359	(11,164)	11,210	-
Increase (Decrease) in Unearned Revenue	-	-	-	26,679	26,679	-
Increase (Decrease) in Net Pension Liability	(145,171)	(230,395)	(174,877)	(463,133)	(1,013,576)	-
Increase (Decrease) in Deferred Inflow on Pensions	395,610	671,433	483,302	1,240,502	2,790,847	-
Net Cash Provided (Used) by Operating Activities	\$ 127,545	\$ 1,256,492	\$ 1,098,536	\$ (1,473,263)	\$ 1,009,310	\$ 450,000
Noncash Investing, Capital, and Financing Activities						
Equipment Capital Contributions from Governmental Funds to Internal Service Fund	-	-	-	-	-	445,256
Equipment Capital Contributions from Enterprise Funds to Internal Service Fund	(51,181)	(51,384)	(127,134)	-	(229,699)	229,699
Issuance of Refunding Bonds		3,040,000			3,040,000	
Bonds refunded, including cost of issue		(3,040,000)			(3,040,000)	

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Net Position  
Fiduciary Funds  
As of December 31, 2021

ASSETS	<u>Custodial Funds</u>
Cash and Cash Equivalents	\$ 2,387
Total Assets	<u>\$ 2,387</u>
LIABILITIES	
Due to State and Local Governments	\$ 2,387
Total Liabilities	<u>\$ 2,387</u>
NET POSITION	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Statement of Changes in Net Position  
Fiduciary Fund  
For the Year Ended December 31, 2021

	Custodial Fund
<b>ADDITIONS</b>	
Court Fines and Forfeitures	\$ 26,107
Other Deposits	13,350
Total Additions	\$ 39,456
<b>DEDUCTIONS</b>	
Payment of Court Fines and Forfeitures to State Government	\$ 26,107
Other Payments to State and Local Governments	13,350
Total Deductions	\$ 39,456
Net Increase (Decrease) in Net Position	\$ -
Net Position - Beginning	-
Net Position - Ending	\$ -

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
 NOTES TO THE FINANCIAL STATEMENTS  
 For the year ended December 31, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements and underlying accounting policies of the City of Bainbridge Island (City) conform to Generally Accepted Accounting Principles (GAAP) as applied to governmental units in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The City's significant accounting policies are described below.

A. Reporting Entity

The City of Bainbridge Island was incorporated on September 18, 1947, as the city of Winslow. Following annexation of the remainder of the island on February 28, 1991, and a vote to change the City's name, the entire island became the City of Bainbridge Island. The City operates under the laws of the State of Washington applicable to a non-charter code city with a Council-Manager form of government. The seven part-time Council Members are elected to four-year, staggered terms from the island's three wards plus one at-large position; the Mayor is selected by the Council from among its members to serve a two-year term. The City Manager is appointed by the City Council for an indefinite term. The City lies within the 23<sup>rd</sup> State Legislative District and the 6<sup>th</sup> U.S. Congressional District.

The City is a general-purpose government and provides the following major types of services: general executive and administrative services, police, judicial, water supply/treatment/distribution, sewage collection and treatment, storm water (drainage) collection, street maintenance and construction, planning and zoning, permits and inspections, some parks, and boat docks. Other local governments provide public education, fire suppression, library, and most park services.

The City has no component units.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (the *statement of net position* and the *statement of activities*) report information on all non-fiduciary activities of the City. Generally, the effect of interfund activity has been removed from these statements to avoid double counting of internal activity, although interfund services provided and used are not removed. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities relying primarily on fees and charges for support.

The *statement of net position* presents the City's year-end balances in non-fiduciary assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of improving or deteriorating financial position of the City. Net position is reported in three categories:

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation, and any outstanding debt attributable to those assets.
- *Restricted net position* consists of restricted assets reduced by any liabilities and deferred outflow of resources related to those assets. Net position is restricted when constraints are placed on its use (1) by external parties such as creditors, grantors, or laws of other governments, or (2) by the City's own enabling legislation or constitutional provisions.
- *Unrestricted net position* consists of the residual amount which does not meet the definition of the two preceding categories.

The *statement of activities* demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants and contributions restricted to meeting the operational or capital requirements

of a particular function or segment. Taxes and other items inappropriate for inclusion among program revenues are reported instead as general revenues.

Separate *fund financial statements* are provided for governmental funds, proprietary funds, as well as fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major governmental and enterprise funds are reported in separate columns in the fund financial statements.

### C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied and legally due. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's primary ongoing activity. The principal operating revenues of the City's proprietary funds are user fees for services, connection charges paid by new users, and permit fees paid for processing regulatory permits and approvals. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, it is City policy to consider revenues available if they are collected within 60 days of the end of the current fiscal period. Property taxes, sales taxes, business and occupation taxes, utility taxes, excise taxes, licenses and interest associated with the current fiscal period are all considered susceptible to accrual and thus, recognized in the current fiscal period. Expenditure-driven grants are recognized as revenue, within the 60-day window, when the qualifying expenditures have been incurred and all eligibility requirements have been met. Only that portion of special assessments due within the current fiscal period is considered susceptible to accrual. All other revenue items are considered measurable and available only when cash is received by the City.

Expenditures in the governmental fund financial statements are generally recorded when a liability is incurred, as under accrual accounting. However, certain expenditures, such as debt service, compensated absences, and claims and judgments, are recorded only when payment is due.

The City reports the following major Governmental Funds:

#### General Fund

The general fund is the primary operating fund of the City. It accounts for all financial resources of the general government except those required to be accounted for in another fund. Major revenue sources are property taxes, sales taxes, and business and occupation taxes. Major expenditures are administration and public safety.

#### Street Fund

This special revenue fund accounts for restricted motor vehicle tax received from the State of Washington and parking excise tax received from local parking lot owners. Supplemental funding, as needed, comes from the general fund, the real estate excise tax fund, and the transportation benefit fund. These resources are used for non-capital, transportation-related activities such as the City's annual roads preservation program.

#### Real Estate Excise Tax Fund

This special revenue fund accounts for revenue from real estate excise taxes. These resources are primarily used for street maintenance and construction as well as payments on related debt service.

#### Capital Construction Fund

This fund accounts for financial resources used for the acquisition or construction of major capital facilities not financed through Proprietary Funds.

#### American Rescue Plan Act (ARPA) Fund

This fund accounts for federal grant funds provided to the City under ARPA Coronavirus State and Local Fiscal Recovery Funds. A description of the broad categories of allowed expenditures is included in Note 16 – Subsequent Events.

The City reports the following major Proprietary Funds:

#### Water Fund

The water fund accounts for all activities related to providing water services to City water customers, primarily located in the historic Winslow area.

#### Sewer Fund

The sewer fund accounts for all activities related to providing wastewater (sewer) services to City sewer customers, primarily located in the historic Winslow area.

#### Storm & Surface Water Management (SSWM) Fund

The SSWM fund accounts for all activities related to providing storm drainage and related services to the Island-wide community.

#### Building & Development Services Fund

The City classifies its building and development services fund as an enterprise fund because most land use and building permitting costs are recovered through user charges. Costs not covered by user charges are funded through transfers from the general fund. The building and development services fund consists of two sub-funds for these activities that separately track costs and related revenues.

The City reports one Internal Service Fund:

The internal service fund accounts for equipment replacement and rental to other departments and funds of the city, and to other governments, on a cost-reimbursement basis. This proprietary fund type is reported with governmental activities in the government-wide financial statements.

The City reports one Fiduciary Fund:

The fiduciary fund is a custodial fund. Within this fund are several sub-funds representing monies on which the City has no claim. Included are monies held in transit to Kitsap County, the State of Washington, or the federal government.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by unrestricted resources as needed. In addition, it is the City's policy to use the most restrictive category first when resources are available from committed, assigned, or unassigned fund balances.

#### D. Use of Estimates

The preparation of financial statements in accordance with GAAP requires management make estimates and assumptions affecting amounts reported in the financial statements. Actual results may differ from those estimates and assumptions.

#### E. Budgetary Information

##### 1. Scope of Budget

Biennial budgets are adopted for all operating funds on the modified accrual basis of accounting. Budgets for debt service and capital project funds are adopted at the level of the individual debt issue or project and for fiscal periods that correspond to the lives of those debt issues or projects.

Other budgets are adopted at the level of the fund, where expenditures may not exceed appropriations at the fund level and the budgets constitute the legal authority for expenditures at that level.

Most appropriations for general and special revenue funds lapse at year-end, except for certain appropriations for operating and capital outlays carried forward from year to year until fully expended or the purpose of the appropriation is accomplished or abandoned.

Encumbrance accounting is employed in governmental and proprietary funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year end do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year, at the City Council's discretion.

## 2. Amending the Budget

Under City law, the City Manager may authorize transfers of budgetary spending within any fund. However, any revisions that (a) transfer appropriations between funds, or (b) increase any fund's total expenditures, must be approved by the City Council. When the City Council determines it is in the best interest of the City to make any of the stated revisions, it must do so by ordinance approved by a simple majority.

The financial statements contain the original and final budget information. The original budget is the first complete appropriated budget. The final budget is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized changes applicable for the fiscal year.

## F. Assets, Liabilities and Fund Balance (or Net Position)

The City's significant assets, liabilities and fund balance (or net position) are described in the notes that follow.

### 1. Cash and Cash Equivalents

For purposes of the financial statements the City considers cash and cash equivalents to include cash on hand, demand deposits, and all short-term investments with original maturities of three months or less from the date of acquisition. At December 31, 2021, the City was holding \$61,642,685 in cash and cash equivalents which included \$43,679,901 in the governmental funds, \$17,960,397 in the proprietary funds, and \$2,387 in the fiduciary funds.

It is the City's policy to invest temporary cash surpluses. At December 31, 2021, the City was holding \$60,729,208 in short-term investments. This amount is classified on the *balance sheet* with cash and cash equivalents. Interest on these investments is distributed to various funds proportional to their cash balances.

### 2. Receivables

Property taxes unpaid at year-end are recorded as a receivable. Property tax revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. For property taxes collectible in 2021, the City's levy for general governmental services was \$0.84 per \$1,000 on assessed valuation of \$9,562,650,167 for a total of \$8,036,961. Levy rates for property taxes are adopted in November of each year but not recognized as a receivable until the following year when the amounts are legally levied and due, and the City has a legal claim to the taxpayers' resources. Due to the property foreclosure provision in State law, no allowance for uncollectible amounts is made.

Other types of taxes receivable are not recognized on the fund financial statements because, although they are often measurable, the City cannot determine when they might be available. These receivables are recognized together with the related revenue adjustments on the government-wide financial statements.

As of December 31, 2021 and 2020, the City had total taxes receivable of \$2,149,750 and \$1,876,911, respectively.

Special assessments are recorded when levied in the local improvement district (LID) debt service fund for regular LIDs and in the enterprise funds for utility LIDs. Assessment revenue not expected to be collected within 60 days of year-end is reported as unavailable revenue in the deferred inflows section of the fund financial statements. Long-term assessments receivable in the fund financial statements consist of unbilled special assessments that are liens against the property benefited. As of December 31, 2021 and 2020, the City had \$5,454 and \$7,188, respectively, in delinquent special assessments receivable. Because special assessments are secured by liens against related properties, no allowance for uncollectible amounts is made.

For Municipal Court receivables, the City recognizes only those fines or forfeits on a court-ordered time payment plan or those sent to collection. This is partly because amounts levied remain subject to adjudication and possible commutation and because the State's software used by the City converts amounts owed to fee amounts set by the State. The receivable recognized for 2021 is \$199,314 (\$156,302 considered uncollectible) compared to \$271,153 (\$215,486 considered uncollectible) for 2020. This decrease in Municipal Court receivables reflects the Court's recent adoption of the State of Washington's best practices, including a write-off policy for receivables over ten years old.

Customer accounts receivables, including utility fund receivables, consist of amounts owed from private individuals or organizations for goods and services rendered, including amounts owed for which billings have not yet been prepared.

### 3. Amounts Due to and from Other Funds and Governments, Interfund Loans, and Advances Receivable

Activities between funds representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans receivable/payable. The City also has reimbursable grants and other receivables due from the State and Federal governments. Those amounts totaled \$482,553 and \$1,160,089 for fiscal years 2021 and 2020, respectively.

### 4. Inventories

Inventories consist of expendable supplies held for consumption. Costs are recorded as expenditures at the time of invoicing or during the year-end count process. Inventories are valued with the normal average cost method, which uses a weighted average cost for items in inventory rather than actual cost for each specific item.

### 5. Pensions

For purposes of measuring the net pension asset, net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all State-sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of calculating restricted net position related to the net pension asset, the City includes only the net pension asset.

### 6. Net Pension Asset

Net pension assets are reported when the City's proportionate share of pension assets exceeds its proportionate share of pension liabilities. For further details see Note 6 – Pension Plans.

7. Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items). Capital assets are defined as assets with an initial, individual cost of more than \$50,000 for land, buildings, infrastructure, or intangible assets and more than \$20,000 for machinery, software, or artwork, and an estimated useful life more than one year. These assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs not adding to an asset’s value or materially extending its useful life are not capitalized.

A full year’s depreciation is taken in the year capital assets are acquired or when assets under construction are substantially complete and in service. For constructed assets, all associated costs necessary to bring such assets to the condition and location necessary for their intended use are capitalized.

Land, land rights, construction-in-progress, and intangible assets are not depreciated. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Type of Asset	Years
Computer Systems & Equipment	5 to 15
Light and Heavy Vehicles, Equipment	2 to 20
Police Vehicles	9
Buildings & Improvements	20 to 50
Roads – Unpaved and Paved	2 and 25
Sewage Treatment Plant	20
Water & Sewer Mains	66
Other Utility Infrastructure	20 to 75

For further detail see Note 5 – Capital Assets.

8. Deferred Outflows of Resources

In addition to assets, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents the consumption of net position applicable to future reporting periods that will not be expensed until that time.

The City has three items in this category on the *statement of net position*. The first item is a deferred charge on debt refunding resulting from the difference in carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt. The second item is a deferred outflow related to pensions. This amount is calculated in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred outflow related to pensions will be recognized as either pension expense, or a reduction in the net pension liability in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The third item is a deferred outflow related to other post-employment benefits payable (OPEB). This amount is calculated in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits other than Pensions. The deferred outflow related to OPEB will be recognized as either OPEB expense, or a reduction in the OPEB liability in future years. Details on the composition of this amount are further disclosed in Note 14 – Defined Benefit Other Post-Employment Benefit (OPEB) Plans.

9. Compensated Absences

Compensated absences are time away from work for which employees will be paid. They consist of vacation, accrued compensating time off for overtime hours worked, floating holidays, and time spent on standby. Only compensated absences, and the value of the related employee benefits, for which the employee may be paid upon separation are accrued at year-end.

Vacation pay is capped at a maximum of 320 hours at year-end and is payable upon termination, resignation, retirement, or death. Compensatory time off may be accumulated up to a maximum of 120 hours and may be taken at any time or paid out at the employee's request. Standby time represents compensating time off for employees who are required to be available on standby during non-working hours and may be taken at any time or paid out at the employee's request. Floating holidays represent holidays worked and subsequently accrued by law enforcement officers that may be taken at any time, paid out at the officer's request, or paid upon separation.

Sick leave may accumulate up to 1,040 hours. Except as noted below for law enforcement officers, outstanding sick leave is not paid to employees upon separation from City. Accumulations of over 1,040 hours are paid down annually at ½ the employee's current rate of pay. In addition, law enforcement officers, upon retirement, are paid ¼ of their sick leave balance at their current rate of pay. Because there is no commitment to pay out accrued but unpaid management leave, wellness time, or sick leave, and because law enforcement retirement dates are not generally known in advance, they are not shown as liabilities.

Total liability for compensated absences as of December 31, 2021 and 2020, is as follows:

	2021	2020
Vacation	\$ 901,612	\$ 955,583
Compensating Time	165,220	156,823
Standby Time	38,235	47,221
Floating Holidays	106,321	130,038
Total	\$ 1,211,388	\$ 1,289,665

10. Net Pension Liability

Net pension liabilities are reported when the City's proportionate share of pension liabilities exceeds its proportionate share of pension assets. For further details see Note 6 – Pension Plans.

11. Long-Term Obligations

Liabilities for long-term obligations are recorded in the government-wide and proprietary statements of net position. Bonds payable are reported net of applicable bond premiums or discounts. For governmental fund financial statements bond issuance costs are expended at the time of issuance and bond proceeds are reported as other financing sources. For further details see Note 8 – Long-Term Liabilities.

12. Deferred Inflows of Resources

In addition to liabilities, the *statement of net position* and the governmental funds *balance sheet* will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents the acquisition of net position applicable to future reporting periods and, therefore, will not be recognized as revenue until that time.

The City has two item in this category on the *statement of net position*. This first item is an aggregate of pension amounts calculated in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions. The deferred inflows related to pensions will be recognized as a reduction to pension expense in future years. Details on the composition of this amount are further disclosed in Note 6 – Pension Plans. The second item is a deferred inflow from a gain on a bond refunding.

Deferred inflows of resources on the governmental funds *balance sheet* include the following items not received within 60 days of year-end:

- Grants in the general fund and the capital construction fund
- Delinquent property taxes in the general fund and the general obligation bond fund
- Other taxes and fees in the general fund and the street fund

- Court fines in the general fund

13. Fund Balance

Categories of Fund Balance

Governmental funds use a fund balance presentation. Fund balance is categorized as non-spendable, restricted, committed, assigned or unassigned. The use of a category is largely based upon the extent to which the City must observe constraints imposed on the use of the resources.

*Non-spendable fund balance* represents amounts that cannot be spent because they are either not in a spendable form (such as long-term receivables or inventory) or legally required to remain intact (such as the principal of a permanent fund).

*Restricted fund balance* represents amounts with external constraints placed on their use (such as debt covenants, grantors, other governments, etc.) or imposed by enabling legislation.

*Committed fund balance* represents amounts that can only be used for specific purposes imposed by the City's highest level of decision-making authority, a City Council ordinance. Committed resources cannot be used for any other purpose unless the City Council removes or changes the specified use through passage of another ordinance.

*Assigned fund balance* represents amounts reflecting the City's intended use of resources. Assigned fund balance can be designated at any level of decision-making authority below an ordinance (i.e., resolution, City Council motion, or by a committee or official delegated by the City Council).

*Unassigned fund balance* represents either amounts with no restrictions on their use, or general fund stabilization reserves (see below) set up by City Council action at an authority level below an ordinance. The general fund is the only fund that may show a positive unassigned fund balance although other funds may report a negative unassigned fund balance.

Fund balance constraints as listed in aggregate on the governmental funds *balance sheet* at December 31, 2021, were as follows:

	General Fund	Street Fund	Real Estate Excise Tax Fund	Capital Projects Fund	ARPA Fund	Other Governmental Funds	Total Governmental Funds
<b>Nonspendable:</b>							
Inventory	\$ 12,258	\$ 140,971	\$ -	\$ -	\$ -	\$ -	\$ 153,230
Long-term Receivables	59,171	-	-	-	-	-	59,171
<b>Total Nonspendable</b>	<b>\$ 71,429</b>	<b>\$ 140,971</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,401</b>
<b>Restricted:</b>							
Police Investigations	\$ 45,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,630
Police Marine	35,000	-	-	-	-	-	35,000
PEG Capital	118,047	-	-	-	-	-	118,047
Real Estate Excise Tax	-	-	2,580,705	845,283	-	-	3,425,988
Hotel/Motel Tax	-	-	-	-	-	580,741	580,741
Transportation Benefit Tax	-	29,218	-	-	-	1,377,792	1,407,010
Transportation Impact Fees	-	-	-	-	-	87,832	87,832
LID Collections	-	-	-	-	-	169,062	169,062
<b>Total Restricted</b>	<b>\$ 198,677</b>	<b>\$ 29,218</b>	<b>\$2,580,705</b>	<b>\$ 845,283</b>	<b>\$ -</b>	<b>\$ 2,215,427</b>	<b>\$ 5,869,310</b>
<b>Committed:</b>							

Public Art	\$ 276,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,778
Floor Area Ratio - Public Amen.	-	-	-	-	-	16,944	16,944
Floor Area Ratio - Agriculture	-	-	-	-	-	90,750	90,750
Tree Preservation	-	-	-	-	-	1,033	1,033
Total Committed	\$ 276,778	\$ -	\$ -	\$ -	\$ -	\$ 108,728	\$ 385,506
Assigned:							
General Fund	\$ 29,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,062
Street Fund	-	100,711	-	-	-	-	100,711
Affordable Housing	452,043	-	-	-	-	-	452,043
ARPA Funds	-	-	-	-	5,085	-	5,085
GO Bond Fund	-	-	-	-	-	6,661	6,661
Construction Fund	-	-	-	10,469,722	-	-	10,469,722
Total Assigned	\$ 481,104	\$ 100,711	\$ -	\$ 10,469,722	\$ 5,085	\$ 6,661	\$ 11,063,283
Unassigned:							
General Fund	\$20,203,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,203,027
Total Unassigned	\$20,203,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,203,027
Total Fund Balance	\$21,231,016	\$ 270,901	\$2,580,705	\$ 11,315,005	\$ 5,085	\$ 2,330,816	\$ 37,733,527

The City Council passed, via resolution, a general fund stabilization policy in the form of an emergency reserve. This reserve is included in the general fund unassigned balance above.

The emergency reserve was funded with general fund property sales and available fund balance and has a balance of \$1,020,446 at December 31, 2021. The reserve was set up to provide for unexpected emergencies not reasonably accommodated in the current budget. Items specifically allowed for expenditure of emergency reserve funds are as follows:

- Major financial losses caused by fire, flood, explosion, storm, earthquake, terrorism, or similar incident
- Immediate preservation of order or public health, or restoration of public property which has been destroyed
- Payment of claims for personal injuries or property damage that are not covered by insurance
- Mandatory expenditures required by law enacted since the previous budget was adopted

Expenditures from the emergency reserve require a vote of not less than five City Council members or a unanimous quorum.

In addition to the general fund stabilization arrangement set up as the emergency reserve, in 2016 the City Council adopted, via resolution, an updated general fund minimum fund balance policy. This updated policy is defined as 25% of general fund ongoing revenues. The resulting minimum fund balance must exclude any funds held in reserve or otherwise committed. At December 31, 2021 and 2020, the City-Council-specified goal was \$5,115,453 and \$4,879,345, respectively. Unassigned general fund balance at December 31, 2021 and 2020, was \$20,203,027 and \$17,124,706, or \$15,087,574 and \$12,245,361 after reserves.

G. Deficit Net Position

As a result of the implementation GASB Statements No. 68 and 71 related to pensions the building and development services fund had a deficit net position of \$(394,316) at December 31, 2021. City management expects this deficit to continue into the foreseeable future as the City transfers only enough cash into the fund to offset expenses, current payables

and accruals not covered through user fees. At this time, the fund's cash position is sufficient to cover the current costs related to the fund's operations.

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

There have been no material violations of finance-related legal or contractual provisions.

NOTE 3 – DEPOSITS AND INVESTMENTS

A. Deposits

The City's deposits are entirely covered by the Federal Deposit Insurance Corporation or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission.

B. Investments

All surplus cash is invested in accordance with an investment policy approved by the City Council. It is the City's policy to pool all available cash for investment purposes not required to be kept separate. Washington State law limits the City's investment vehicles. Allowable investments include U.S. government obligations, state and local government obligations, certificate of Deposits with qualified Washington State financial institutions, and Washington State and local government investment pools. At year-end 2021, all City funds were invested in short-term cash equivalent investments in the Washington State Treasurer's Local Government Investment Pool (LGIP) or the Kitsap County Treasurer's Investment Pool (KCTIP). These funds are marked to market monthly by those entities and the City's position in the pools is the same as the value of the shares. None of these pools limit or restrict withdrawals except the KCTIP, which requires one day's notice.

The LGIP is managed and operated solely by the Washington State Treasurer's Office. The State Treasurer created an LGIP Advisory Committee to provide advice on the pool's operation. The Advisory Committee includes 12 members selected from the pool's active participants. Eight members are appointed by the participants and four by the State Treasurer. The pool is not rated by financial rating agencies.

The KCTIP is managed and operated solely by the Kitsap County Treasurer's Office and is neither registered with the SEC nor rated by financial rating agencies. It includes participating funds of the County, local governmental entities where the County Treasurer serves as ex-officio treasurer, and cities located within the county. Participation in the pool is voluntary. The pool's investments are those allowed by the County Investment Policy and include savings accounts, CD's, and securities. Pool oversight comes from the Kitsap County Finance Committee. The committee consists of the County Treasurer, the County Auditor, and the Chair of the Board of County Commissioners. The committee approves the KCTIP investment policy.

On the City's *balance sheet*, these pool investments are considered cash equivalents because they can be withdrawn with one day's notice. As a matter of policy, the City does not use reverse repurchase agreements (because of the difficulty in perfecting collateral) and does not invest in derivatives (because of the difficulty in assessing risk). At December 31, 2021, the City held the following investments (at amortized cost) and cash deposits:

Short-Term Investment held in the Washington State Treasurer's Investment Pool	\$ 13,917,813
Short-Term Investment held in the Kitsap County Treasurer's Investment Pool	46,811,395
Total Investments	\$ 60,729,208
Cash on hand and on deposit at Umpqua Bank	913,477
Total cash and cash equivalents as reported on the financial statements	\$ 61,642,685

The City mitigates investment risk by investing only in the Washington State or Kitsap County investment pools or in a pool collateralized by the Washington State Public Deposit Protection Commission.

When not investing in pools, it is the City's policy to require (a) investment instrument safekeeping with the trust department of the investment firm or bank, or a third-party custodian, and (b) that all investment transactions are to be evidenced by safekeeping receipts.

#### NOTE 4 – PROPERTY TAXES

Under State law, the City may levy up to \$3.60 per \$1,000 of assessed property valuation for general governmental services; however, that amount is reduced by the Kitsap Regional Library and Bainbridge Island Fire District regular non-voted levies. The Library District may levy up to \$.50 and the Fire District up to \$1.50 per \$1,000 of assessed valuation resulting in a potential City levy limit of \$1.60 per \$1,000. The Library and Fire District's actual 2021 levy rates were \$.36 and \$.76, respectively.

In addition to the preceding limit, RCW 84.55.010 also limits the growth of regular property taxes to the lesser of 1% per year or the increase in the Implicit Price Deflator (IPD). If the IPD increase is less than 1%, the City may still increase the levy up to the 1% limit by passing an ordinance demonstrating a substantial need for the increase. If assessed valuations increase by more than 1%, the levy rate is reduced. Amounts above the limit are allowed for increases in the assessed value of new construction, improvements to property, and state-assessed property. The limit may also be exceeded by a simple majority of the voters.

A secondary limitation on property tax increases is imposed by Article 7 of the Washington State Constitution. This article limits the total regular property taxes to 1% of assessed valuation or \$10 per \$1,000 of assessed value. If the combined taxes of all districts exceed this amount, each levy is proportionally reduced until the total is at or below the 1% limit.

The Kitsap County Assessor assesses all property in the County and the Kitsap County Treasurer, acting as the City's agent, collects property taxes. Collections are distributed after the end of each month. Taxes are levied and become an enforceable lien on January 1 of each year, and tax statements are mailed in mid-February. The first of two equal installments is due April 30 and the second October 31. By May 31 of each year, the assessed value for the next year's levy is established at 100% of market value.

#### NOTE 5 – CAPITAL ASSETS

##### A. Capital Assets

Capital asset activity for the year ended December 31, 2021, was as follows:

Governmental Activities	Beginning Balance 01/01/2021	Increases	Decreases	Ending Balance 12/31/2021
Capital Assets not depreciated:				
Land	\$ 63,470,572	\$ 771,935	\$ (5,851,069)	\$ 58,391,438
Construction In Progress	13,764,172	2,374	(1,941,907)	11,824,639
Development Rights (Intangible)	880,000	-	-	880,000
Total Capital Assets not depreciated	\$ 78,114,744	\$ 1,182,986	\$ (8,201,653)	\$ 71,096,077
Capital Assets, Depreciable:				
Buildings	\$ 16,467,160	\$ 57,224	\$ -	\$ 16,524,384
Machinery and Equipment	9,144,770	930,198	(198,994)	9,875,974
Infrastructure	55,860,750	4,425,398	-	60,286,149
Total Capital Assets, depreciable	\$ 81,472,680	\$ 5,412,820	\$ (198,994)	\$ 86,686,507
Less Accumulated Depreciation for:				
Buildings	\$ (8,867,867)	\$ (434,420)	\$ -	\$ (9,302,287)
Machinery and Equipment	(7,110,343)	(459,844)	198,994	(7,371,193)

Infrastructure	(28,696,365)	(1,985,907)	-	(30,682,272)
Total Accumulated Depreciation	\$ (44,674,575)	\$(2,880,170)	\$ 198,994	\$ (47,355,751)
Total Capital Assets, depreciable, net	\$ 36,798,105	\$ 2,532,650	\$ -	\$ 39,330,755
Total Governmental Activities Capital Assets, net	\$ 114,912,850	\$ 3,715,636	\$ (8,201,653)	\$ 110,426,832
Business-Type Activities	Beginning Balance 01/01/2021	Increases	Decreases	Ending Balance 12/31/2021
Capital Assets not depreciated:				
Land	\$ 1,796,865	\$ -	\$ -	\$ 1,796,865
Construction In Progress	1,614,802	649,028	(109,947)	2,153,883
Total Capital Assets not depreciated	\$ 3,411,667	\$ 649,028	\$ (109,947)	\$ 3,950,749
Capital Assets, depreciable:				
Buildings	\$ 54,728	\$ -	\$ -	\$ 54,728
Computer Software	32,365	-	-	32,365
Machinery and Equipment	431,430	-	(11,208)	420,222
Infrastructure	69,367,979	933,224	-	70,301,203
Total Capital Assets, depreciable	\$ 69,886,503	\$ 933,224	\$ (11,208)	\$ 70,808,518
Less accumulated depreciation for:				
Buildings	\$ (17,577)	\$ (1,150)	\$ -	\$ (18,727)
Computer Software	(32,365)	-	-	(32,365)
Machinery and Equipment	(416,466)	(1,642)	-	(418,108)
Infrastructure	(26,783,530)	(1,495,848)	11,208	(28,268,170)
Total Accumulated Depreciation	\$ (27,249,938)	\$(1,498,640)	\$ 11,208	\$ (28,737,370)
Total Capital Assets, depreciable, net	\$ 42,636,565	\$ (565,416)	\$ -	\$ 42,071,149
Total Business-Type Activities Capital Assets, net	\$ 46,048,232	\$ 83,612	\$ (109,947)	\$ 46,021,897

2021 depreciation expense was charged to the functions of the city as follows:

Governmental Activities	2021	2020
General Government	\$ 332,884	\$ 329,069
Judicial	-	2,218
Public Safety	207,006	193,987
Physical Environment	91,773	68,813
Transportation	1,738,443	1,545,896
Health and Human Services	8,673	8,673
Culture and Recreation	501,391	501,391
Total Depreciation - Governmental Activities	\$ 2,880,170	\$ 2,650,047
Business-Type Activities	2021	2020

Water Utility	\$ 313,143	\$ 300,371
Sewer Utility	975,197	975,639
Storm and Surface Water Management Utility	210,299	211,271
Total Depreciation - Business-Type Activities	\$ 1,498,640	\$ 1,487,281

B. Construction Commitments

At December 31, 2021, the City had no material outstanding contractual construction commitments. Most of the balance in governmental construction in progress is related to the City's recent purchase of the Harrison Medical Building that will be converted to a Police/Court facility. See also Note 16.A. – Subsequent Events.

NOTE 6 – PENSION PLANS

The following table represents the aggregate pension amounts for all plans for the year 2021:

Aggregate Pension Amounts – All Plans	
Pension liabilities	\$ (695,326)
Pension assets	\$ 10,923,413
Deferred outflows of resources	\$ 1,149,813
Deferred inflows of resources	\$ (9,391,705)
Pension expense/expenditures	\$ (2,277,522)

State Sponsored Pension Plans

Substantially all City full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems  
 Communications Unit  
 P.O. Box 48380  
 Olympia, WA 98540-8380

The DRS ACFR may also be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

Public Employees' Retirement System (PERS)

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

*PERS Plan 1* provides retirement, disability, and death benefits. Retirement benefits are 2% of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional

cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

*PERS Plan 1 Contributions*

The PERS Plan 1 member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18%. Each biennium, the State Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2021 were as follows:

PERS Plan 1		
Actual Contribution Rates:	Employer	Employee*
January – June 2021:		
PERS Plan 1	7.92%	6.00%
PERS Plan 1 UAAL	4.87%	0.00%
Administrative Fee	0.18%	0.00%
Total	12.97%	6.00%
July – December 2021:		
PERS Plan 1	10.07%	6.00%
Administrative Fee	0.18%	0.00%
Total	10.25%	6.00%

\* For employees participating in JBM, the contribution rate was 12.26%.

*PERS Plan 2/3* provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the member’s AFC times the member’s years of service for Plan 2 and one percent of AFC for Plan 3. The AFC is the average of the member’s 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013, have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually, and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

PERS Plan 3 defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership with the opportunity to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5% and escalate to 15% with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

*Pers Plan 2/3 Contributions*

The PERS Plan 2/3 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL and an administrative expense currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2021 were as follows:

PERS Plan 2/3		
Actual Contribution Rates:	Employer 2/3	Employee 2*
January – June 2021:		
PERS Plan 2/3	7.92%	7.90%
PERS Plan 1 UAAL	4.87%	0.00%
Administrative Fee	0.18%	0.00%
Employee PERS Plan 3		Varies
Total	12.97%	7.90%
July – December 2021:		
PERS Plan 2/3	6.36%	6.36%
PERS Plan 1 UAAL	3.71%	0.00%
Administrative Fee	0.18%	0.00%
Employee PERS Plan 3		Varies
Total	10.25%	6.36%

\* For employees participating in IBM, the contribution rate was 15.90%.

The City's actual PERS plan contributions were \$380,654 to PERS Plan 1 and \$604,853 to PERS Plan 2/3 for the year ended December 31, 2021.

Law Enforcement Officers’ and Fire Fighters’ Retirement System (LEOFF)

LEOFF membership includes all full-time, fully compensated, local law enforcement commissioned officers, firefighters, and as of July 24, 2005, emergency medical technicians. LEOFF is comprised of two separate defined benefit plans.

LEOFF Plan 1 provides retirement, disability, and death benefits. Retirement benefits are determined per year of service calculated as a percent of final average salary (FAS) as follows:

- 20+ years of service – 2.0% of FAS
- 10-19 years of service – 1.5% of FAS
- 5-9 years of service – 1.0% of FAS

The FAS is the basic monthly salary received at the time of retirement, provided a member has held the same position or rank for 12 months preceding the date of retirement. Otherwise, it is the average of the highest consecutive 24 months' salary within the last ten years of service. Members are eligible for retirement with five years of service at the age of 50. Other benefits include duty and non-duty disability payments, a COLA, and a one-time, duty-related death benefit if found eligible by the Department of Labor and Industries. LEOFF 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

LEOFF Plan 1 Contributions

Starting on July 1, 2000, LEOFF Plan 1 employers and employees contribute zero percent, as long as the plan remains fully funded. The LEOFF Plan I had no required employer or employee contributions for fiscal year 2021. Employers only paid the administrative expense of 0.18 percent of covered payroll.

LEOFF Plan 2 provides retirement, disability, and death benefits. Retirement benefits are determined as two percent of the FAS per year of service (the FAS is based on the highest consecutive 60 months). Members are eligible for retirement with a full benefit at age 53 with at least five years of service credit. Members who retire prior to the age of 53 receive reduced benefits. If the member has at least 20 years of service and is age 50, the reduction is three percent

for each year prior to age 53. Otherwise, the benefits are actuarially reduced for each year prior to age 53. LEOFF 2 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), and capped at three percent annually, and a one-time duty-related death benefit if found eligible by the Department of Labor and Industries. LEOFF 2 members are vested after the completion of five years of eligible service.

*LEOFF Plan 2 Contributions*

The LEOFF Plan 2 employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2. The employer rate included an administrative expense component set at 0.18 percent. Plan 2 employers and employees are required to pay at the level adopted by the LEOFF Plan 2 Retirement Board.

Effective July 1, 2017, when a LEOFF employer charges a fee or recovers costs for services rendered by a LEOFF 2 member to a non-LEOFF employer, the LEOFF employer must cover both the employer and state contributions on the LEOFF 2 basic salary earned for those services. The state contribution rate (expressed as a percentage of covered payroll) was 3.41% in 2021.

The LEOFF Plan 2 required contribution rates (expressed as a percentage of covered payroll) for 2021 were as follows:

LEOFF Plan 2		
Actual Contribution Rates:	Employer	Employee
January – June 2021		
State and local governments	5.15%	8.59%
Administrative Fee	0.18%	0.00%
Total	5.33%	8.59%
Ports and Universities	8.59%	8.59%
Administrative Fee	0.18%	0.00%
Total	8.77%	8.59%
July – December 2021		
State and local governments	5.12%	8.53%
Administrative Fee	0.18%	0.00%
Total	5.30%	8.53%
Ports and Universities	8.53%	8.53%
Administrative Fee	0.18%	0.00%
Total	8.71%	8.53%

The City's actual contributions to the plan were \$126,687 for the year ended December 31, 2021.

The Legislature, by means of a special funding arrangement, appropriates money from the State general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the State constitution and could be changed by statute. For the state fiscal year ending June 30, 2021, the State contributed \$78,170,320 to LEOFF Plan 2. The amount recognized by the City as its proportionate share of this amount was \$82,946.

**Actuarial Assumptions**

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2021 with a valuation date of June 30, 2020. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) 2013-2018 Experience Study and the 2019 Economic Experience Study.

Additional assumptions for subsequent events and law changes are current as of the 2020 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2021. Plan

liabilities were rolled forward from June 30, 2020, to June 30, 2021, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- Inflation: 2.75% total economic inflation; 3.50% salary inflation
- Salary increases: In addition to the base 3.50% salary inflation assumption, salaries are also expected to grow by promotions and longevity
- Investment rate of return: 7.4%

Mortality rates were developed using the Society of Actuaries' Pub. H-2010 mortality rates, which vary by member status, as the base table. The OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society Actuaries, to project mortality rates for every year after the 2010 base table. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were no changes in assumptions since the last valuation. There were changes in methods since the last valuation.

- For purposes of the June 30, 2020, Actuarial Valuation Report (AVR), a non-contribution rate setting valuation under current funding policy, the Office of the State Actuary (OSA) introduced temporary method changes to produce asset and liability measures as of the valuation date. See high-level summary below. OSA will revert back to the methods outlined in the 2019 AVR when preparing the 2021 AVR, a contribution rate-setting valuation, which will serve as the basis for 2022 ACFR results.
- To produce measures at June 30, 2020, unless otherwise noted in the 2020 AVR, OSA relied on the same data, assets, methods, and assumptions as the June 30, 2019 AVR. OSA projected the data forward one year reflecting assumed new hires and current members exiting the plan as expected. OSA estimated June 30, 2020, assets by relying on the fiscal year end 2019 assets, reflecting actual investment performance over FY 2020, and reflecting assumed contribution amounts and benefit payments during FY 2020. OSA reviewed the actual June 30, 2020, participant and financial data to determine if any material changes to projection assumptions were necessary. OSA also considered any material impacts to the plans from 2021 legislation. See the 2020 AVR for more information

#### Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.4%.

To determine that rate, an asset sufficiency test was completed to test whether each pension plan's fiduciary net position was sufficient to make all projected future benefit payments for current plan members. Based on OSA's assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.4% was used to determine the total liability.

#### Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.4% was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMA's) and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the CMA's and their target asset allocation to simulate future investment returns at various future times.

#### Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plans' target asset allocation as of June 30, 2021, are summarized in the table below. The inflation component used to create the following table is 2.2% and represents the WSIB's most recent long-term estimate of broad economic inflation:

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
	100%	

Sensitivity of Net Pension Liability/(Asset)

The table below presents the City's proportionate share\* of the net pension liability (NPL) calculated using the discount rate of 7.4%, as well as what the City's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage point lower (6.4%), or one percentage point higher (8.4%), than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	\$ 1,184,520	\$ 695,322	\$ 268,691
PERS 2/3	\$ (1,989,545)	\$ (6,983,785)	\$ (11,096,544)
LEOFF 1	\$ (173,933)	\$ (193,202)	\$ (209,873)
LEOFF 2	\$ (2,362,500)	\$ (3,746,427)	\$ (4,879,588)

Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows and/or Inflows of Resources Related to Pensions

At June 30, 2021, the City reported a total pension liability of \$695,322 and a total pension asset of \$10,923,414 for its proportionate share of the net pension liabilities and assets as follows:

	Liability (or Asset)
PERS 1	\$ 695,322
PERS 2/3	\$ (6,983,785)
LEOFF 1	\$ (193,202)
LEOFF 2	\$ (3,746,427)

The amount of the asset reported above for LEOFF Plans 1 and 2 reflects a reduction for State pension support provided to the City. The amount recognized by the City as its proportionate share of the net pension asset, the related State support, and the total portion of the net pension asset that was associated with the City were as follows:

	LEOFF 1 Asset	LEOFF 2 Asset
City's proportionate share	\$ (193,202)	\$ (3,746,427)
State's proportionate share of the net pension asset associated with the City	(1,306,811)	(2,416,854)
Total	\$ (1,500,013)	\$ (6,163,281)

At June 30, the City's proportionate share of the collective net pension liabilities was as follows:

	Proportionate Share 6/30/20	Proportionate Share 6/30/21	Change in Proportion
PERS 1	0.058554%	0.056936%	-0.0016%
PERS 2/3	0.073259%	0.070107%	-0.0032%
LEOFF 1	0.005504%	0.005640%	0.0001%
LEOFF 2	0.068320%	0.064500%	0.0038%

Employer contribution transmittals received and processed by the DRS for each fiscal year ending June 30 are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Non-Employer Allocations* for all plans except LEOFF 1.

LEOFF Plan 1 allocation percentages are based on the total historical employer contributions to LEOFF 1 from 1971 through 2000 and the retirement benefit payments in fiscal year 2021. Historical data was obtained from a 2011 study by the Office of the State Actuary (OSA). In fiscal year 2020, the State of Washington contributed 87.12% of LEOFF 1 employer contributions and all other employers contributed the remaining 12.88% of employer contributions. LEOFF 1 is fully funded with no further employer contributions required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. The allocation method the plan chose reflects the projected long-term contribution effort based on historical data.

In fiscal year 2021, the State of Washington contributed 39% of LEOFF 2 employer contributions pursuant to RCW 41.26.725, and all other employers contributed the remaining 61% of employer contributions.

Pension Expense

For the year ended December 31, 2021, the City recognized pension expense as follows:

	Pension Expense
PERS 1	\$ (187,782)
PERS 2/3	(1,596,875)
LEOFF 1	(31,310)
LEOFF 2	(461,553)
Total	\$ (2,277,522)

Deferred Outflows of Resources and Deferred Inflows of Resources

At December 31, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(771,574)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	164,011	-
Total	\$ 164,011	\$ (771,574)

PERS 2/3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 339,192	\$ (85,614)
Net difference between projected and actual investment earnings on pension plan investments	-	(5,836,806)
Changes of assumptions	10,206	(495,964)
Changes in proportion and differences between contributions and proportionate share of contributions	30,313	(109,300)
Contributions subsequent to the measurement date	267,300	-
Total	\$ 647,011	\$ (6,527,685)

LEOFF 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual investment earnings on pension plan investments	-	(59,035)
Changes of assumptions	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	-	-
Total	\$ -	\$ (59,035)

LEOFF 2	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 169,924	\$ (19,800)
Net difference between projected and actual investment earnings on pension plan investments	-	(1,786,323)
Changes of assumptions	1,619	(178,180)
Changes in proportion and differences between contributions and proportionate share of contributions	102,469	(49,105)
Contributions subsequent to the measurement date	64,783	-
Total	\$ 338,796	\$ (2,033,409)

Deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	PERS 1
2022	\$ (204,390)
2023	(187,296)
2024	(177,096)

2025	(202,793)
2026	-
Thereafter	-
Total	\$ (771,574)

Year ended December 31:	PERS 2/3
2022	\$ (1,609,300)
2023	(1,504,432)
2024	(1,437,063)
2025	(1,556,609)
2026	(36,270)
Thereafter	(4,299)
Total	\$ (6,147,974)

Year ended December 31:	LEOFF 1
2022	\$ (15,682)
2023	(14,344)
2024	(13,535)
2025	(15,474)
2026	-
Thereafter	-
Total	\$ (59,035)

Year ended December 31:	LEOFF 2
2022	\$ (472,567)
2023	(440,076)
2024	(415,528)
2025	(468,393)
2026	(2,560)
Thereafter	39,729
Total	\$ (1,759,396)

**NOTE 7 – RISK MANAGEMENT**

The City is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created to provide a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 166 members.

New WCIA members initially contract for a three-year term, and thereafter automatically renew annually. Membership termination requires a one-year notice. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis without deductibles. Coverage includes general, automobile, police, errors and omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million above the self-insured layer through reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000 for all perils other than flood and earthquake and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

WCIA in-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who pay annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance, and administrative expenses. As outlined in the interlocal agreement, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments, which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

During the three years ending December 31, 2021, there were no material settlements not fully covered by insurance.

**NOTE 8 – LONG-TERM LIABILITIES**

The City issues general obligation bonds to finance the purchase, acquisition, and/or construction of general City facilities, parks and open space, streets and roads, water systems, sewer systems, and storm drainage systems. Bonded indebtedness has also been entered into for advance refunding of certain general obligation bonds. General obligation bonds have been issued for both governmental and business-type activities and are being repaid from the applicable resources.

In September 2021, the City issued \$3,040,000 in LTGO refunding bonds to refund all the City's outstanding 2011 LTGO bonds. The original bonds were issued to fund certain wastewater treatment plant upgrades and outstanding bonds at September 2021 had interest at 4%. The refunding bonds bear interest at 1.14% and are payable through 2030 in annual debt service payments ranging from \$297,316 to \$316,318. The bonds are payable from sewer fund revenues and were issued with a Moody's rating of Aaa. The aggregate difference in debt service between the refunding and refunded debt was \$371,769. The economic gain (net present value) on the transaction was \$353,825.

The City presently has one outstanding local improvement district (LID) special assessment bond, and two of its Washington State Public Works Trust Fund (PWTF) loans are designated as revenue debt and another as LID debt. All four of these debt instruments pledge specific revenue for the repayment of the related debt, although there are no pledged debt coverage requirements. In addition, these debt instruments have an additional general pledge of City revenues in the event insufficient resources are available to fully repay the debt. See Note 1.F.2. — Receivables, for information on delinquent LID special assessment receivables.

Long-Term debt reported on the statements of net position at December 31, 2021, is comprised of the following:

Type of Debt or Long-Term Liability	Governmental Activities	Business-Type Activities
Unlimited Tax General Obligation Bonds	\$ 1,195,000	\$ -
Limited Tax General Obligation Bonds	8,965,000	2,750,000
Limited Tax General Obligation Long-Term Debt	165,653	1,242,059

Revenue Obligation Long-Term Debt	-	3,040,897
Local Improvement District Obligation Long-Term Debt	74,725	892,500
Long-Term Debt analyzed in this Note below	10,400,378	7,925,456
Other Components of Long-Term Liabilities:		
Other Post-Employment Benefits - See Note No. 14	1,329,594	-
Net Pension Liability - See Note No. 6	388,800	306,526
Compensated Absences - See Note No. 1.F.9.	724,597	486,791
Landfill Post-Closure Care Costs - See Note No. 9	339,739	-
Unamortized Bond Discounts and Premiums	1,062,252	-
Total Long-Term Liabilities reported on the Statement of Net Position	\$ 14,245,360	\$ 8,718,773

General Obligation Bonds currently outstanding are as follows:

Purpose/Original Issue Amount/Bond	Interest Rates	Governmental Activities	Business-Type Activities
Open Space Acquisitions/\$5,230,000/UTGO 2013	2.00 - 4.00%	\$ 1,195,000	\$ -
Sewer Plant Refunding/\$3,040,000/LTGO 2021	2.00 - 4.00%	-	2,750,000
Police-Court Facility & Refunding/\$9,990,000/LTGO 2019	3.00 - 5.00%	8,965,000	-
Total General Obligation Bonds		\$ 10,160,000	\$ 2,750,000

The annual debt service requirements to maturity for General Obligation Bonds are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2022	\$ 1,145,000	\$ 380,900	\$ 290,000	\$ 31,350
2023	1,230,000	332,450	295,000	28,044
2024	620,000	280,450	295,000	24,681
2025	645,000	252,500	305,000	21,318
2026	660,000	223,750	305,000	17,841
2027-2031	2,285,000	759,200	1,260,000	36,081
2032-2036	2,135,000	412,200	-	-
2037-2041	1,440,000	87,300	-	-
Total	\$ 10,160,000	\$ 2,728,750	\$ 2,750,000	\$ 159,315

Other General Obligation Long-Term Debt currently outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Emergency Street Repairs/\$449,632	3.00%	\$ 165,653	\$ -
PWTF Loan - Storm Drain Decant Facility Design/\$179,025	0.50%	-	28,636
PWTF Loan - Sewage Treatment Plant Design/\$389,215	0.50%	-	63,259
PWTF Loan - Storm Drain Decant Facility Constr./\$782,000	0.50%	-	164,630
PWTF Loan - Sewage Treatment Plant Construction Loan #1/\$3,618,000	0.50%	-	842,495
PWTF Loan - Eagle Harbor Sewer Beach Mains Design/\$383,542	0.50%	-	143,039
Total Other General Obligation Debt		\$ 165,653	\$ 1,242,059

The annual debt service requirements to maturity for Other General Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2022	\$ 23,665	\$ 4,970	\$ 302,848	\$ 6,210
2023	23,665	4,260	302,848	4,696
2024	23,665	3,550	302,848	3,182
2025	23,665	2,840	272,215	1,668
2026	23,665	2,130	20,434	307
2027-2031	47,330	2,130	40,868	307
Total	\$ 165,654	\$ 19,878	\$ 1,242,061	\$ 16,369

Revenue Obligation Long-Term Debt currently outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan - Sewage Treatment Plant Construction Loan #2/\$3,564,500	0.50%	\$ -	\$ 1,000,041
PWTF Loan - Eagle Harbor Sewer Beach Mains Construction/\$4,167,089	0.50%	-	2,040,856
Total Revenue Obligation Debt		\$ -	\$ 3,040,897

The annual debt service requirements to maturity for Revenue Obligation Debt are as follows:

Year Ending	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2022	\$ -	\$ -	\$ 385,540	\$ 10,102
2023	-	-	385,540	8,638
2024	-	-	385,540	7,175
2025	-	-	385,540	5,711
2026	-	-	385,540	4,247
2027-2031	-	-	927,661	9,277
2032-2036	-	-	185,532	464
Total	\$ -	\$ -	\$ 3,040,894	\$ 45,613

Local Improvement District (LID) Obligation Long-Term Debt currently outstanding is as follows:

Purpose/Original Issue Amount	Interest Rates	Governmental Activities	Business-Type Activities
PWTF Loan South Island Sewer Lines Construction/\$5,600,000	0.50%	\$ -	\$ 892,500
Local Improvement District No. 22 Bonds Street Construction/\$755,300	4.56%	74,725	-
Total LID Obligation Debt		\$ 74,725	\$ 892,500

The annual debt service requirements to maturity for LID Obligation Debt are as follows:

Year Ending	Governmental Activities	Business-Type Activities
-------------	-------------------------	--------------------------

	Principal	Interest	Principal	Interest
2022	\$ 37,364	\$ 3,408	\$ 297,500	\$ 2,975
2023	37,364	1,704	297,500	1,488
2024	-	-	297,500	-
2025	-	-	-	-
Total	\$ 74,727	\$ 5,111	\$ 892,500	\$ 4,463

#### A. Changes in Long-Term Liabilities

During the year ending December 31, 2021, the following changes occurred in long-term liabilities:

	Beginning Balance Jan. 1, 2021	Additions	Reductions	Ending Balance Dec. 31, 2021	Due Within One Year
<b>Governmental Activities:</b>					
Unlimited Tax General Obligation Bonds	\$ 1,740,000	\$ -	\$ (545,000)	\$ 1,195,000	\$ 565,000
Limited Tax General Obligation Bonds	9,520,000	-	(555,000)	8,965,000	580,000
Local Improvement District Bonds	112,089	-	(37,364)	74,725	37,364
Unamortized Bond Discounts & Premiums	1,183,578	-	(121,326)	1,062,252	121,326
Total Bonds Payable	12,555,667	-	(1,258,690)	11,296,977	1,303,690
Loans from Other Gov'ts	189,318	-	(23,665)	165,653	23,665
Compensated Absences	777,184	867,118	(919,705)	724,597	470,580
Net Pension Liability	1,684,116	-	(1,295,316)	388,800	-
Total OPEB Liability	1,454,995	1,329,594	(1,454,995)	1,329,594	125,401
Landfill Post-Closure Liability	352,379	3,693	(16,333)	339,739	22,161
Total Governmental Activity long-term liabilities	\$ 17,013,659	\$ 2,200,405	\$ (4,968,704)	\$ 14,245,360	\$ 1,945,496
<b>Business-Type Activities:</b>					
Limited Tax General Obligation Bonds	\$ 2,950,000	\$ 3,040,000	\$ (3,240,000)	\$ 2,750,000	\$ 290,000
Loans from Other Gov'ts	6,161,343	-	(985,888)	5,175,455	985,888
Compensated Absences	512,482	423,609	(449,299)	486,791	316,822
Net Pension Liability	1,320,102	-	(1,013,576)	306,526	-
Unamortized Bond Discounts & Premiums	97,926	-	(97,925)	-	-
Total Business-Type Activity long-term liabilities	\$ 11,041,852	\$ 3,463,609	\$ (5,786,689)	\$ 8,718,773	\$ 1,690,635

Compensated absences and pension liabilities are expensed in all funds with labor costs: general, street, capital construction, water, sewer, storm and surface water management, and building and development services. Other post-employment benefits payable (OPEB) liabilities are expensed only in the general fund.

#### B. Leases

##### Operating Leases

The City has operating leases for office space, storage space, and equipment. All leases are cancelable by the City with 30 days' notice.

#### D. Federal Arbitrage Regulations

The Federal Tax Reform Act of 1986 requires tax-exempt debt issuers to pay the federal government any investment earnings where the yields exceed the issuer's borrowing rates. The liability is recorded at present value and is payable every 5 years or 60 days after defeasance of debt. The City has tax-exempt debt susceptible to arbitrage liability but carefully monitors its investments to restrict earnings to a yield less than the bond issue. At December 31, 2021, the City had no arbitrage liability.

#### NOTE 9 – LANDFILL POST-CLOSURE CARE COSTS

In 2001, the City purchased the closed Vincent Road Landfill from Kitsap County. The landfill closed in 1977 and by the end of 2001, the City and County had completed Washington State Department of Ecology mandated environmental remedial actions for the site. The City maintains several monitoring wells on the site and is responsible, under State and federal laws, for future monitoring and maintenance costs through 2031. The City is also responsible for any remedial expenses that might arise should earlier remedial efforts fail. In 2010, the City sold a portion of the site to Bainbridge Disposal. The City retains most of the site as well as the related monitoring, maintenance, and potential future remediation expenses.

The landfill post-closure liability of \$339,739 at December 31, 2021, represents the estimated liability for all future post-closure costs as if those costs were performed in 2021. This estimate is subject to change each year due to inflation, technology, or regulations. Since the landfill is closed, actual post-closure care costs incurred each year are reported as a reduction in the post-closure liability. These costs for 2021 were \$16,333. This cost was net of an addition of \$3,693 due to the annual re-estimation of total post-closure care for the remaining years the City is under obligation to monitor and maintain the closed landfill.

Because the landfill was closed prior to 1989, no assets are restricted to guarantee financial assurance for future costs based on the City's interpretation of the applicability of Washington Administrative Code 173-304-467.

#### NOTE 10 – CLAIMS, CONTINGENCIES, LITIGATION AND OTHER LIABILITIES

In the opinion of management, the City's insurance policies and/or self-insurance reserves are adequate to pay all known or pending claims, suits and other actions in which payment is considered probable (see Note 7 – Risk Management). At this time, there are no judgments against the City, and the City has no material contingent liabilities for which it does not also have insurance coverage. As a result, the City has no recorded contingent liabilities because management believes it is not probable payment will be required.

Several smaller suits not covered by the City's insurance have been filed against the City regarding land-use actions. These suits seek a revised land-use decision plus attorneys' costs. All other claims and suits are within the limits of the City's insurance.

There is no requirement to pay out accumulated sick leave except as explained in Note 1.F.9. – Compensated Absences. However, sick, or injured employees can draw on accumulated sick leave in the future. As of December 31, 2021 and 2020, the value of total accumulated sick leave was \$1,783,972 and \$1,938,956, respectively. Additionally, the City has a program encouraging employees to engage in healthy practices and rewarding them with time off. There is no requirement to pay

out accumulated “wellness” time. The value of such time at December 31, 2021 and 2020, was \$20,464 and \$33,829, respectively.

The City participates in several State and federal assistance programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. The City management is not aware of any cause for disallowance and believes that such disallowances, if any, will not be material.

In 2004 and 2006, the City purchased several parcels collectively known as Pritchard Park. These parcels are in a U.S. Environmental Protection Agency designated superfund site. Prior to the purchase, the City entered into an agreement with the Federal Government for protection from liability for cleanup costs. This agreement was entered into under the authority of the Comprehensive Environmental Response, and Liability Act of 1980, 42 U.S.C. § 9601, et seq, as amended. At this time, all cleanup costs are paid by the Federal Government and/or the State of Washington. In addition, in 2006 and again in 2016, the City purchased a 10-year liability policy for protection against personal injury claims.

**NOTE 11 – INTERFUND BALANCES AND TRANSACTIONS**

**A. Interfund Balances**

The City had no interfund loans outstanding at fiscal year-ending 2021.

**B. Interfund transfers**

Interfund transfers for the year ended December 31, 2021, were as follows:

	Transfer from General Fund	Transfer from Real Estate Excise Tax (REET) Fund	Transfer from Trans. Benefit Fund	Transfer from Trans. Impact Fee Fund	Transfer from Capital Construction Fund	Total	Purpose of Transfer
<b>Disbursed To:</b>							
General Fund	\$ -	\$ 14,012	\$ -	\$ -	\$ 474,601	<b>\$ 488,613</b>	Return of Unused Subsidy
Street Fund	20,000	2,487,428	435,000	-	-	<b>2,942,428</b>	Operating Subsidy
REET Fund	21,000	-	-	-	97,659	<b>118,659</b>	Return of Unused Subsidy
Transp. Impact Fee Fund	-	-	-	-	357,072	<b>357,072</b>	Return of Unused Subsidy
GO Bond Fund	-	942,394	-	-	-	<b>942,394</b>	Debt Service Subsidy
Capital Constr. Fund	1,429,416	893,364	25,000	607,072	130,616	<b>3,085,468</b>	Construction Subsidy
Water Fund	8,750	-	-	-	-	<b>8,750</b>	Tax Offset
SSWM Fund	50,000	-	-	-	-	<b>50,000</b>	Construction Subsidy
B&DS Fund	1,456,207	-	-	-	-	<b>1,456,207</b>	Operating Subsidy
<b>Total</b>	<b>\$ 2,985,373</b>	<b>\$ 4,337,199</b>	<b>\$ 460,000</b>	<b>\$ 607,072</b>	<b>\$ 1,059,947</b>	<b>\$ 9,449,591</b>	

As discussed in Note 1.C. – Measurement Focus, Basis of Accounting, and Financial Statement Presentation the City pays internal economic rent, internal utility taxes, internal development permits and internal sewer, water and storm, and surface water utility fees for various City facilities. The City chooses to treat these activities as external transactions.

The City does not split most of its tax receipts between funds; rather, it recognizes them in the general fund, certain special revenue funds and the general obligation bond fund (for voted bonds). As a result, the City routinely transfers money from the general and the certain special revenue funds to the street and building development services funds as operating subsidies, to the capital construction fund as capital construction support, and to the general obligation bond fund to pay for debt service. As shown above, these transfers are often significant.

Although the amounts above appear in the individual fund financial statements, certain transactions and related balances were eliminated for presentation in the consolidated government-wide *Statement of Activities* and *Statement of Net Position*.

NOTE 12 – RECEIVABLE AND PAYABLE BALANCES

A. Receivables

Receivables (net of amounts determined to be uncollectible) at December 31, 2021, were as follows:

	Accounts	Taxes	Special Assessments	Due from Other Governments or Non-profits	Total
Governmental Activities:					
General Government	\$ 123,379	\$ 1,949,221	\$ -	\$ 111,682	\$ 2,184,282
Transportation	700	153,878	-	281,195	435,773
Culture & Recreation	-	577	-	-	577
Judicial	43,012	-	-	-	43,012
Economic Environment	-	46,074	-	-	46,074
Health and Human Service	-	-	-	59,171	59,171
Total Governmental Activities	\$ 167,091	\$ 2,149,750	\$ -	\$ 452,048	\$ 2,768,890
Business-Type Activities:					
Water	\$ 9,460	\$ -	\$ -	\$ -	\$ 9,460
Sewer	111,861	-	524,454	-	636,314
Storm & Surface Water	36,596	-	-	30,504	67,100
Total Business-Type Activities	\$ 157,917	\$ -	\$ 524,454	\$ 30,504	\$ 712,875

Taxes are not considered related to any activity and have been classified as General Government in this schedule except for a small portion specifically related to voter-approved, open-space bonds. At the fund accounting level, the City recognizes property taxes as revenue when they are levied and legally due. All other taxes are recognized at the government-wide reporting level when they are measurable and available.

B. Payables

Payables at December 31, 2021, were as follows:

	Vendors	Salaries and Benefits	Total

Governmental Activities:			
General Government	\$ 137,242	\$ 117,814	\$ 255,056
Public Safety	220,700	189,458	410,158
Transportation	440,473	202,333	642,806
Culture and Recreation	7,140	18,566	25,706
Judicial	22,801	19,574	42,375
Physical Environment	26,270	22,552	48,822
Economic Environment	72,597	36,459	109,056
Health and Human Service	5,335	9	5,344
Total Governmental Activities	\$ 932,559	\$ 606,766	\$ 1,539,325
Business-Type Activities:			
Water	\$ 214,383	\$ 29,942	\$ 244,325
Sewer	259,869	73,196	333,065
Storm & Surface Water	41,690	41,597	83,287
Bldg. & Development Services	24,483	100,814	125,297
Total Business-Type Activities	\$ 540,426	\$ 245,549	\$ 785,975

NOTE 13 – SEGMENT INFORMATION

The City has neither revenue bonds nor revenue-backed debt outstanding for which full, detailed segment data is required to be provided in the basic financial statements. However, because the City has issued limited tax general obligation bonds backed by a pledge of the revenues of the City’s wastewater treatment system, the following information is provided. In addition, the City’s general obligation debt pledges all revenues from all sources.

The City’s water utility provides domestic water, irrigation water, and fire flow water to roughly 2,700 customers, primarily in the historic Winslow area. Its sewer utility provides wastewater collection in the South Island and Lynwood Center areas to roughly 250 customers, and collection and treatment in the historic Winslow area to roughly 2,200 customers. Its storm and surface water management utility provides storm drainage facilities throughout the island as well as watershed protection and education. Development services consists of the land use approval and regulatory process for land use actions, while building services provides the regulatory process for building and related permits.

All segments are presented as major proprietary funds in the City’s financial statements.

NOTE 14 – DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLANS

The City has no termination benefits other than the accrued compensated absences described in Note 1.F.9. – Compensated Absences and Note 8 – Long-Term Liabilities and as described below for the Law Enforcement Officers and Firefighters (LEOFF) retirement system for employees hired before October 1, 1977.

In addition to the pension benefits described in Note 6 – Pension Plans, the City provides certain post-employment health care benefits via a single employer defined benefit healthcare plan.

LEOFF 1 Retiree Medical Plan

Plan Description

As required by RCW 41.26, the City provides lifetime medical care for members of the Law Enforcement Officers and Firefighters (LEOFF) retirement system hired before October 1, 1977, under a defined benefit healthcare plan administered by the City. The members’ necessary hospital, medical, and nursing care expenses are covered by the City

if not payable by worker’s compensation, social security, insurance provided by another employer, other pension plan or other similar source. The City provides health coverage for LEOFF 1 eligible members through a separately purchased medical insurance plan. Under the authorization of the State LEOFF Disability Board, direct payment is made for most retiree medical expenses not covered by insurance or other sources. The plan covers retirees on disability as well as those retired after reaching the age requirement. As of December 31, 2021, the City’s plan had one covered retiree and one active member who is separated from City service but still employed elsewhere. Dental costs and dependents are not covered. The City’s LEOFF 1 plan does not issue a publicly available financial report.

Funding Policy

Funding for LEOFF 1 retiree healthcare costs is provided entirely by the City as required by State statute. The City’s funding policy is based upon pay-as-you-go financing requirements and there are no assets accumulated in a qualifying trust. Expenditures for post-retirement health care benefits are recognized as retirees report claims. During the year, expenditures of \$22,404 were recognized for post-retirement health care.

Total OPEB Liability

The City has elected to calculate the total OPEB liability using the alternative measurement method permitted by GASB Statement No. 75 for employers with plans that have fewer than one hundred total plan members. The City’s total OPEB liability of \$1,329,594 was measured as of June 30, 2021, and was determined using the entry age valuation method on that date.

Valuation Assumptions and Other Inputs

The total OPEB liability in the June 30, 2021, valuation was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified. Unless noted otherwise, assumptions and inputs are consistent with the 2020 LEOFF 1 OPEB Actuarial Valuation Report published by the Washington State Actuary’s Office:

- Discount Rate: 2.16%
- Healthcare cost trend rates: The initial medical cost rate is approximately 5.3% and trends down to about 5% later in the 2020s. Long-term care is 4.5%. Medicare Part B premiums are approximately 5% but vary by year.

The discount rate is based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Mortality rates were based on the RP-2000 Mortality Table for males with adjustments for mortality improvements based on the Mortality Improvement Scale BB Report.

Sensitivity of the Total OPEB Liability

Healthcare Cost Trend Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current healthcare cost trend rate noted above, as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (4.3%)	Current Healthcare Cost Trend Rate (5.3%)	1% Increase (6.3%)
Total OPEB Liability	\$ 1,171,769	\$ 1,329,594	\$ 1,516,016

Discount Rate

The following presents the total OPEB liability of the City of Bainbridge Island calculated using the current discount rate noted above, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (1.16%)	Current Discount Rate (2.16%)	1% Increase (3.16%)
Total OPEB Liability	\$ 1,529,826	\$ 1,329,594	\$ 1,164,531

Change in Total OPEB Liability

Balance at 6/30/2020	\$	1,454,995
Changes for the year:		
Interest Cost		31,698
Changes in Experience Data and Assumptions		(115,518)
Estimated Benefit Payments		(41,581)
Net changes		<u>(125,401)</u>
Balance at 6/30/2021	<u>\$</u>	<u>1,329,594</u>

Changes in expense data and assumptions reflect a change in the discount rate from 2.21% in 2020 to 2.16% in 2021.

Deferred outflows of resources of \$12,292 resulting from payments after the measurement date will be recognized as a reduction of the total OPEB liability in the year ended December 31, 2022.

NOTE 15 – PRIOR PERIOD ADJUSTMENT

During 2021 the City recorded the following prior period adjustment:

In the governmental activities portion of the entity-wide Statement of Activities the City recognized \$5,851,069 in land transferred in previous years to the Bainbridge Island Metropolitan Park and Recreation District that had not been removed from the City's capital assets.

NOTE 16 – SUBSEQUENT EVENTS

A. New Police/Court Facility Renovation Scheduled to Start in 2022

On January 31, 2020, the City purchased the former Harrison Medical building for \$8,975,000 primarily with proceeds from the 2019 LTGO bonds. The City plans to renovate the building for use as a combined police and municipal court facility. On April 12, 2022, the City Council approved contracts for construction and engineering services. Work is anticipated to start summer 2022.

B. Global Pandemic Easing and Additional Federal Pandemic Funding

Starting in March 2022, Governor authorized a phased reopening of businesses and governmental facilities. In addition, recent retail sales numbers and real estate activity have resulted in greater than budgeted increases in City sales tax and real estate excise tax (REET) revenue. Despite these increases, the recent surge in inflation has seen the City's REET revenue start to fall.

On March 11, 2021, President Joe Biden signed into the law the American Rescue Plan Act (ARPA). The City has been awarded \$7,061,886 in ARPA funds of which \$3,534,392 was received June 2021. None of this money has been spent yet. This City has been informed an additional \$3,530,943 is scheduled to be disbursed to the City in June 2022.

At present ARPA funds can be used to cover these broad categories:

- Responding to the COVID-19 pandemic

- Costs incurred due to the public health emergency
- Replacing lost, delayed, or decreased revenues due to COVID-19
- Addressing the negative economic impacts on local businesses and nonprofits
- Making necessary investments in water, sewer, and broadband infrastructure

#### C. Building and Development Services Fee Study

In 2019 the City contracted for a building and development fee study. The goal was to develop a fee structure that would recover 100% of building and development expenses. For 2021 the building and development services fund recovered only 59% with the shortage in revenue covered by the general fund. In 2021 these transfers totaled \$1,456,207. On March 22, 2022, the City Council adopted an updated fee structure scheduled to go into effect September 1, 2022.

#### D. State Loans Approved

The City has signed loan agreements, but not drawn any funds, for following four State loans.

- \$2,500,000 Public Works Trust Fund loan for the West Eagle Harbor Sewer Complex
- \$4,500,000 Public Works Trust Fund loan for the Winslow Water Tank Replacement
- \$6,831,302 Drinking Water State Revolving loan for the Winslow Water Tank Replacement
- \$792,079 Drinking Water State Revolving loan for the Ferncliff Avenue Water Main Extension

City of Bainbridge Island  
 Schedule of Changes in Total OPEB Liability and Related Ratios  
 City of Bainbridge Island Administered OPEB Plan  
 For the year ended June 30, 2021  
 Last 10 Fiscal Years \*

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability - beginning	\$ 1,454,995	\$ 1,236,856	\$ 1,212,886	\$ 1,251,132
Service cost	-	-	-	-
Interest	31,698	42,713	46,347	44,256
Changes in benefit terms	-	-	-	-
Differences between expected and actual experience	(115,518)	208,678	8,480	(52,368)
Changes of assumptions	-	-	-	-
Benefit payments	(41,581)	(33,252)	(30,857)	(30,134)
Other changes	-	-	-	-
Total OPEB liability - ending	<u>\$ 1,329,594</u>	<u>\$ 1,454,995</u>	<u>\$ 1,236,856</u>	<u>\$ 1,212,886</u>
Covered payroll	\$ -	\$ -	\$ -	\$ -
Total OPEB liability as a % of covered payroll	0.00%	0.00%	0.00%	0.00%

Notes to Schedule:

\* Until a full 10-year trend is compiled, only information for those years available is presented.

There are no assets accumulated in a trust related to this OPEB plan that meet the criteria in paragraph 4 of GASB Statement No. 75.

There were no changes in assumptions during the measurement period.

Total population covered by this plan was reduced from 3 to 2 following the death of one of the participants in August 2018.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Proportionate Share of Net Pension Liability  
 Public Employees Retirement System Plan 1 (PERS 1)  
 As of June 30, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>The City's proportion of the net pension liability (asset)</u>	0.056936%	0.058554%	0.060728%	0.061315%	0.059776%	0.060413%	0.060591%	0.0577710%
<u>The City's proportionate share of the net pension liability (asset)</u>	\$ 695,322	\$ 2,067,272	\$ 2,335,207	\$ 2,738,349	\$ 2,836,418	\$ 3,244,463	\$ 3,169,473	\$ 2,907,168
<u>Covered payroll</u>	\$ 8,523,425	\$ 8,670,078	\$ 8,336,161	\$ 7,983,671	\$ 7,378,058	\$ 7,093,980	\$ 6,812,867	\$ 6,234,704
<u>The City's proportionate share of the net pension liability as a percentage of payroll in PERS 1</u>	8.16%	23.84%	28.01%	34.30%	38.44%	45.74%	46.52%	46.63%
<u>Plan fiduciary net position as a percentage of the total pension liability</u>	88.74%	68.64%	67.12%	63.22%	61.24%	57.03%	59.10%	61.19%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Proportionate Share of Net Pension Liability  
 Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)  
 As of June 30, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>The City's proportion of the net pension liability (asset)</u>	0.070107%	0.073259%	0.075525%	0.075801%	0.074148%	0.074798%	0.075592%	0.071618%
The City's proportionate share of the net pension liability (asset)	\$ (6,983,785)	\$ 936,941	\$ 733,605	\$ 1,294,235	\$ 2,576,289	\$ 3,766,020	\$ 2,700,945	\$ 1,447,658
<u>Covered payroll</u>	\$ 8,385,298	\$ 8,540,618	\$ 8,209,384	\$ 7,861,509	\$ 7,261,956	\$ 6,983,641	\$ 6,707,406	\$ 6,131,610
<u>The City's proportionate share of the net pension liability as a percentage of payroll in PERS 2 and 3</u>	-83.29%	10.97%	8.94%	16.46%	35.48%	53.93%	40.27%	23.61%
<u>Plan fiduciary net position as a percentage of the total pension liability</u>	120.29%	97.22%	97.77%	95.77%	90.97%	85.82%	89.20%	93.29%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Proportionate Share of Net Pension Liability  
 Law Enforcement Officers and Fire Fighters Plan 1 (LEOFF 1)  
 As of June 30, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>The City's proportion of the net pension liability (asset)</u>	0.005640%	0.005504%	0.005386%	0.005292%	0.005237%	0.005163%	0.005108%	0.005066%
<u>The City's proportionate share of the net pension liability (asset)</u>	\$ (193,202)	\$ (103,944)	\$ (106,460)	\$ (96,076)	\$ (79,457)	\$ (53,194)	\$ (61,563)	\$ (61,440)
<u>State's proportionate share of the net pension liability (asset) associated with the City</u>	\$ (1,306,811)	\$ (703,071)	\$ (720,095)	\$ (649,858)	\$ (537,444)	\$ (359,801)	\$ (416,411)	\$ (415,579)
<u>TOTAL</u>	\$ (1,500,013)	\$ (807,015)	\$ (826,555)	\$ (745,934)	\$ (616,901)	\$ (412,995)	\$ (477,974)	\$ (477,019)
<u>Covered payroll</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 1</u>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<u>Plan fiduciary net position as a percentage of the total pension liability</u>	187.45%	146.88%	148.78%	144.42%	135.96%	123.74%	127.36%	126.91%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

The City currently has no employees participating in LEOFF 1 and therefore has no payroll.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Proportionate Share of Net Pension Liability  
 Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)  
 As of June 30, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
The City's proportion of the net pension liability (asset)	0.064500%	0.068320%	0.067875%	0.071125%	0.064740%	0.065121%	0.063719%	0.062773%
The City's proportionate share of the net pension liability (asset)	\$ (3,746,427)	\$ (1,393,628)	\$ (1,572,455)	\$ (1,443,993)	\$ (898,381)	\$ (378,763)	\$ (654,904)	\$ (833,025)
The State of Washington's proportionate share of the net pension liability (asset) associated with the City	\$ (2,416,854)	\$ (891,120)	\$ (1,029,748)	\$ (934,958)	\$ (582,763)	\$ (246,926)	\$ (433,023)	\$ (544,283)
<b>TOTAL</b>	<b>\$ (6,163,281)</b>	<b>\$ (2,284,748)</b>	<b>\$ (2,602,203)</b>	<b>\$ (2,378,950)</b>	<b>\$ (1,481,145)</b>	<b>\$ (625,689)</b>	<b>\$ (1,087,927)</b>	<b>\$ (1,377,308)</b>
Covered payroll	\$ 2,395,998	\$ 2,371,349	\$ 2,379,275	\$ 2,347,448	\$ 2,025,171	\$ 1,972,785	\$ 1,849,373	\$ 1,746,908
The City's proportionate share of the net pension liability as a percentage of payroll in LEOFF 2	-156.36%	-58.77%	-66.09%	-61.51%	-44.36%	-19.20%	-35.41%	-47.69%
Plan fiduciary net position as a percentage of the total pension liability	142.00%	115.83%	119.43%	118.50%	113.36%	106.04%	111.67%	116.75%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Employer Contributions  
 Public Employees Retirement System Plan 1 (PERS 1)  
 For the Year Ended December 31, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>Contractually required contributions (actuarially determined)</u>	\$ 380,654	\$ 418,857	\$ 437,529	\$ 422,087	\$ 381,731	\$ 350,071	\$ 310,417	\$ 269,414
<u>Contributions in relation to the contractually required contributions</u>	\$ (380,654)	\$ (418,857)	\$ (437,529)	\$ (422,087)	\$ (381,731)	\$ (350,071)	\$ (310,417)	\$ (269,414)
<u>Contribution deficiency (excess)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Covered payroll</u>	\$ 8,522,685	\$ 8,519,638	\$ 8,622,610	\$ 8,157,822	\$ 7,624,452	\$ 7,195,872	\$ 6,989,870	\$ 6,547,257
<u>Contributions as a percentage of covered payroll</u>	4.47%	4.92%	5.07%	5.17%	5.01%	4.86%	4.44%	4.11%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Employer Contributions  
 Public Employees Retirement Systems Plans 2 and 3 (PERS 2 and 3)  
 For the Year Ended December 31, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>Contractually required contributions (actuarially determined)</u>	\$ 604,853	\$ 664,106	\$ 654,423	\$ 602,300	\$ 525,708	\$ 454,418	\$ 384,415	\$ 321,803
<u>Contributions in relation to the contractually required contributions</u>	\$ (604,853)	\$ (664,106)	\$ (654,423)	\$ (602,300)	\$ (525,708)	\$ (454,418)	\$ (384,415)	\$ (321,803)
<u>Contribution deficiency (excess)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Covered payroll</u>	\$ 8,381,523	\$ 8,386,110	\$ 8,494,294	\$ 8,032,195	\$ 7,505,804	\$ 7,083,242	\$ 6,883,331	\$ 6,442,891
<u>Contributions as a percentage of covered payroll</u>	7.22%	7.92%	7.70%	7.50%	7.00%	6.42%	5.58%	4.99%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

REQUIRED SUPPLEMENTARY INFORMATION - State Sponsored Pension Plans

City of Bainbridge Island  
 Schedule of Employer Contributions  
 Law Enforcement Officers and Fire Fighters Plan 2 (LEOFF 2)  
 For the Year Ended December 31, 2021  
 Last 10 Fiscal Years \*

	2021	2020	2019	2018	2017	2016	2015	2014
<u>Contractually required contributions (actuarially determined)</u>	\$ 128,687	\$ 130,187	\$ 128,469	\$ 127,607	\$ 116,464	\$ 103,365	\$ 96,865	\$ 90,284
<u>Contributions in relation to the contractually required contributions</u>	\$ (128,687)	\$ (130,187)	\$ (128,469)	\$ (127,607)	\$ (116,464)	\$ (103,365)	\$ (96,865)	\$ (90,284)
<u>Contribution deficiency (excess)</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Covered payroll</u>	\$ 2,502,156	\$ 2,526,643	\$ 2,463,014	\$ 2,426,859	\$ 2,180,981	\$ 1,976,382	\$ 1,918,110	\$ 1,787,799
<u>Contributions as a percentage of covered payroll</u>	5.14%	5.15%	5.22%	5.26%	5.34%	5.23%	5.05%	5.05%

\* This schedule is intended to show information for the last 10 years however only eight years of data is available. Additional years will be shown as they become available.

CITY OF BAINBRIDGE ISLAND, WASHINGTON  
Notes to Pension Plans Required Supplementary Information  
For the Year Ended December 31, 2021

NOTE 1 – PENSION PLAN TREND DATA

Ten-year historical trend information, when available, is presented as required supplementary information. This information is intended to help users assess each pension's funding status on a going concern basis, assess progress made in accumulating assets to pay benefits when due, and enable comparisons with other public employee retirement systems.

Analysis of the dollar amounts of plan fiduciary net position, total pension liability, and net pension liability in isolation can be misleading. Providing this information over time provides historical context. Trends in the net pension liability and payroll are both affected by inflation. Expressing the net pension liability as a percentage of payroll approximately adjusts for the effects of inflation and aids in the analysis of the system's progress made in accumulating sufficient assets to pay benefits when due. Generally, the smaller the percentage, the stronger the system.

The Schedule of Proportionate Share of Net Pension Liability illustrates whether the City's net position is increasing or decreasing over time relative to the entire pension system's net pension liability. It also shows the City's net pension liability over time as it relates to the City's payroll in each pension plan.

The Schedule of Employer Contributions provides historical and economic context for contributions over time as compared to the actuarially required contributions.

NOTE 2 – CONTRIBUTIONS FOR LAW ENFORCEMENT OFFICERS AND FIRE FIGHTERS (LEOFF)  
PLAN 1

There is no schedule presented of employer contributions for LEOFF Plan 1 because there are no contributions required at this time.

**CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**Budgetary Comparison Schedule**

**General Fund**

**For the Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
<b>REVENUES</b>				
Property Taxes	\$ 7,900,000	\$ 8,037,000	\$ 8,061,834	\$ 24,834
Other Taxes	8,576,100	10,093,100	10,436,343	343,243
Fees and Fines	31,000	31,000	24,629	(6,371)
Licenses and Permits	604,000	604,000	655,275	51,275
Intergovernmental	435,200	435,200	741,911	306,711
Charges for Services	331,000	331,000	322,056	(8,944)
Interest	120,000	120,000	76,459	(43,541)
Other Revenues	77,000	77,000	143,306	66,306
<b>Total REVENUES</b>	<b>18,074,300</b>	<b>19,728,300</b>	<b>20,461,812</b>	<b>733,512</b>
<b>EXPENDITURES</b>				
General Government	6,007,688	6,116,438	5,235,863	880,575
Judicial	658,120	663,120	616,799	46,321
Public Safety	6,214,609	6,545,015	5,974,553	570,463
Physical Environment	1,024,541	1,154,686	686,079	468,606
Transportation	0	0	6,347	(6,347)
Health and Human Services	773,200	1,121,723	516,779	604,944
Economic Environment	1,632,853	1,700,561	1,101,555	599,006
Culture and Recreation	546,371	857,192	561,325	295,867
Debt Service - Interest	1,200	1,200	546	654
Capital Outlay	0	80,356	71,818	8,538
<b>Total EXPENDITURES</b>	<b>16,858,583</b>	<b>18,240,291</b>	<b>14,771,666</b>	<b>3,468,625</b>
<b>Operating Income (Loss)</b>	<b>1,215,717</b>	<b>1,488,009</b>	<b>5,690,146</b>	<b>4,202,137</b>
<b>OTHER FINANCING SOURCES/USES</b>				
Proceeds from Sale of Capital Assets	10,000	10,000	30,261	20,261
Transfers - Out	(3,150,002)	(3,390,002)	(2,985,373)	404,629
Transfers - In	0	0	488,613	488,613
<b>Total OTHER FINANCING SOURCES/USES</b>	<b>(3,140,002)</b>	<b>(3,380,002)</b>	<b>(2,466,498)</b>	<b>913,503</b>
<b>Net Change in Fund Balance</b>	<b>(1,924,285)</b>	<b>(1,891,992)</b>	<b>3,223,648</b>	<b>5,115,640</b>
<b>Fund Balances -- Beginning</b>	<b>14,639,000</b>	<b>16,284,554</b>	<b>18,007,368</b>	<b>1,722,814</b>
<b>Total Ending Fund Balance</b>	<b>\$ 12,714,715</b>	<b>\$ 14,392,562</b>	<b>\$ 21,231,016</b>	<b>\$ 6,838,454</b>

**CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**Budgetary Comparison Schedule**

**Street Fund**

**For the Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
<b>REVENUES</b>				
Other Taxes	\$ 540,000	\$ 231,000	\$ 331,270	\$ 100,270
Licenses and Permits	30,000	30,000	30,180	180
Intergovernmental	533,000	509,000	513,394	4,394
Charges for Services	0	0	272	272
<b>Total REVENUES</b>	<b>1,103,000</b>	<b>770,000</b>	<b>875,116</b>	<b>105,116</b>
<b>EXPENDITURES</b>				
General Government	446,453	431,453	420,731	10,721
Public Safety	30,000	20,000	152,880	(132,880)
Physical Environment	500	500	113,477	(112,977)
Transportation	2,524,471	2,882,014	2,659,473	222,541
Culture and Recreation	0	0	2,120	(2,120)
Capital Outlay	0	463,000	373,438	89,562
<b>Total EXPENDITURES</b>	<b>3,001,424</b>	<b>3,796,966</b>	<b>3,722,120</b>	<b>74,847</b>
<b>Operating Income (Loss)</b>	<b>(1,898,424)</b>	<b>(3,026,966)</b>	<b>(2,847,004)</b>	<b>179,962</b>
<b>OTHER FINANCING SOURCES/USES</b>				
Proceeds from Sale of Capital Assets	0	0	42,640	42,640
Transfers - In	1,898,424	1,918,424	2,942,428	1,024,004
<b>Total OTHER FINANCING SOURCES/USES</b>	<b>1,898,424</b>	<b>1,918,424</b>	<b>2,985,068</b>	<b>1,066,644</b>
<b>Net Change in Fund Balance</b>	<b>0</b>	<b>(1,108,542)</b>	<b>138,064</b>	<b>1,246,606</b>
<b>Fund Balances -- Beginning</b>	<b>10,000</b>	<b>61,824</b>	<b>132,837</b>	<b>71,013</b>
<b>Total Ending Fund Balance</b>	<b>\$ 10,000</b>	<b>\$ (1,046,718)</b>	<b>\$ 270,901</b>	<b>\$ 1,317,619</b>

**CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**Budgetary Comparison Schedule**

**Real Estate Excise Tax Fund**

**For the Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
<b>REVENUES</b>				
Other Taxes	\$ 2,900,000	\$ 4,002,000	\$ 4,225,695	\$ 223,695
Interest	10,000	10,000	6,058	(3,942)
<b>Total REVENUES</b>	<b>2,910,000</b>	<b>4,012,000</b>	<b>4,231,753</b>	<b>219,753</b>
<b>Operating Income (Loss)</b>	<b>2,910,000</b>	<b>4,012,000</b>	<b>4,231,753</b>	<b>219,753</b>
<b>OTHER FINANCING SOURCES/USES</b>				
Transfers - Out	(2,942,289)	(4,400,697)	(4,337,199)	63,498
Transfers - In	0	0	118,659	118,659
<b>Total OTHER FINANCING SOURCES/USES</b>	<b>(2,942,289)</b>	<b>(4,400,697)</b>	<b>(4,218,540)</b>	<b>182,157</b>
<b>Net Change in Fund Balance</b>	<b>(32,289)</b>	<b>(388,697)</b>	<b>13,212</b>	<b>401,910</b>
<b>Fund Balances -- Beginning</b>	<b>1,100,000</b>	<b>2,528,199</b>	<b>2,567,493</b>	<b>39,294</b>
<b>Total Ending Fund Balance</b>	<b>\$ 1,067,712</b>	<b>\$ 2,139,502</b>	<b>\$ 2,580,705</b>	<b>\$ 441,203</b>

**CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**Budgetary Comparison Schedule**

**Arpa Fund**

**For the Year Ended December 31, 2021**

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Revised	(Budgetary Basis)	Final Budget
REVENUES				
Intergovernmental	\$ 0	\$ 3,534,392	\$ 0	\$ (3,534,392)
Interest	0	0	5,085	5,085
Total REVENUES	0	3,534,392	5,085	(3,529,307)
Operating Income (Loss)	0	3,534,392	5,085	(3,529,307)
Net Change in Fund Balance	0	3,534,392	5,085	(3,529,307)
Fund Balances -- Beginning	0	0	0	0
Total Ending Fund Balance	\$ 0	\$ 3,534,392	\$ 5,085	\$ (3,529,307)

**City of Bainbridge Island  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2021**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
OFFICE OF JUSTICE PROGRAMS, JUSTICE, DEPARTMENT OF	Bulletproof Vest Partnership Program	16.607	nONE	-	1,461	1,461	-	
<b>Highway Planning and Construction Cluster</b>								
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Washington State Department of Transportation)	Highway Planning and Construction	20.205	HSIP-6700(001) la-9825	3,586	-	3,586	-	
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Washington State Department of Transportation)	Highway Planning and Construction	20.205	STPUL-6703 (002) LA-10032	621,083	-	621,083	-	
<b>Total Highway Planning and Construction Cluster:</b>				<b>624,669</b>	<b>-</b>	<b>624,669</b>	<b>-</b>	
ENVIRONMENTAL PROTECTION AGENCY, ENVIRONMENTAL PROTECTION AGENCY (via Washington State Department of Ecology)	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	66.123	WQNEP-2020- BAINISL-00064	53,114	-	53,114	-	
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Washington State Military Department)	COVID 19 - Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	D20-112/FEMA- 4481-DR-WA	107,316	-	107,316	-	

**City of Bainbridge Island  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2021**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Washington State Military Department)	COVID 19 - Emergency Management Performance Grants	97.042	EMS-2020-EP- 00003-S01	14,554	-	14,554	-	
<b>Total Federal Awards Expended:</b>				<b>799,653</b>	<b>1,461</b>	<b>801,114</b>	<b>-</b>	

**CITY OF BAINBRIDGE ISLAND, WASHINGTON**  
**Notes to the Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2021**

**NOTE 1 – BASIS OF ACCOUNTING**

This schedule is prepared on the same basis of accounting as the City of Bainbridge Island's (City) financial statements. The City uses Generally Accepted Accounting Principles applicable to governmental entities. See Note 1 (Summary of Significant Accounting Policies) to the City's financial statements for more information.

**NOTE 2 – INDIRECT COST RATE**

The City charges only direct costs to federal programs and has not elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 3 – PROGRAM COSTS**

Amounts shown as current year expenditures represent only federal or state portions of program costs. Entire program costs, including the City's portion, are usually more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 4 – STATE LOANS**

Over the years the City has been awarded State Public Works Trust Fund loans by the Washington State Department of Community Development. Loan principal payments and balances outstanding at year end are shown in Note 8 (Long-term Liabilities) to the City's financial statements.



CITY OF  
BAINBRIDGE ISLAND

## CORRECTIVE ACTION PLAN FOR FINDINGS REPORTED UNDER UNIFORM GUIDANCE

**City of Bainbridge Island**  
**January 1, 2021 through December 31, 2021**

This schedule presents the corrective action planned by the City for findings reported in this report in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

<b>Finding ref number:</b> 2021-001	<b>Finding caption:</b> The City's internal controls were inadequate for ensuring proper revenue recognition for grant funds received in advance.
<b>Name, address, and telephone of City contact person:</b> Karl Shaw, Accounting Manager 280 Madison Avenue N. Bainbridge Island, WA 98110 206-780-8606	
<b>Corrective action the auditee plans to take in response to the finding:</b> <i>The City of Bainbridge Island will implement the following additional procedures to strengthen internal controls over revenue recognition:</i> <ul style="list-style-type: none"><li>• <i>In the case of future special grant programs, we will seek specific reporting guidance.</i></li><li>• <i>We will hire an outside consultant to perform an additional review of the financial statements.</i></li><li>• <i>We will ensure there is extra time for financial statement review.</i></li></ul>	
<b>Anticipated date to complete the corrective action:</b> April 2023.	

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:05 PM) Ordinance No. 2022-02 Related to an Increased Density Bonus for Affordable Housing Located on Property Owned by Religious Organizations - Planning,

**SUMMARY:** On June 7, 2022, the City Council discussed the Planning Commission review of draft Ordinance No. 2022-02. At the close of the meeting, the Council approved a motion to continue review and discussion of the draft ordinance at a future Council meeting. The purpose of this agenda item is for the Council to continue its legislative and policy-making consideration of this topic and to discuss a staff-prepared draft ordinance that addresses the outstanding policy issues, as follows:

- Staff recommends a “sunset date” for the pilot project phase of the proposed regulations (see Section 3, BIMC 18.21.050.B.), such that the only request under RCW 36.70A.545 that the City has received thus far, which is from Bethany Lutheran Church, is eligible in the initial phase until December 31, 2027, after which point the provisions apply city-wide to all applicable properties owned by religious organizations.
- Staff recommends a combined bonus density multiplier linked to center proximity to best meet the intent of providing for higher densities while still respecting the underlying conditions and prior planning work to encourage growth in centers.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Planning & Community Development

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

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**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 (see attached), requires that cities allow a density bonus for affordable housing on such properties, subject to certain conditions. Although the City’s current regulations allow a certain amount of affordable housing on properties owned or controlled by religious organizations, including via a density bonus, it is recommended that the City Council enact specific regulations to implement the purpose and intent of RCW 36.70A.545, which requires "an increased density bonus [for the stated

affordable housing purpose] consistent with local needs." Such development is supported by the City's Comprehensive Plan broadly, and specifically Housing Element Policy HO 3.4, which states: "Policy HO 3.4: Partner with non-profit 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."

On October 26, 2021, the City Council referred this topic to the Planning Commission, specifically to focus on Bethany Lutheran's request under RCW 36.70A.545 and to consider the request as a pilot project in an initial phase of implementing the proposed regulations. The Planning Commission discussed and modified an ordinance over 8 meetings between November 2021 and April 14, 2022, and ultimately came to a tie on what recommendations to make to the City Council. The Council, after receiving input from the Planning Commissioners about their review, opted to continue the Council's legislative and policy-making discussions to resolve the outstanding policy issues.

The staff prepared draft of Ordinance No. 2022-02 (attached) would amend several sections of the City's land use regulations, as directed in the October 26, 2021 City Council motion and in response to the discussions of the Planning Commission and the Council. One of the two outstanding policy issues relates to the pilot project phasing approach; staff recommends a "sunset date" for the pilot project phase of the regulations (see Section 3, BIMC 18.21.050.B.), such that the only request under RCW 36.70A.545 that the City has thus far received, which is from Bethany Lutheran Church, would be eligible to move forward initially, until December 31, 2027, after which point the regulations apply city-wide to all properties owned by eligible religious organizations. The phasing concept is to allow for a period of time for the City to learn from the initial request in implementing the new regulations in a manner consistent with the intent of RCW 36.70A.545.

The other outstanding policy issue is the amount/method of calculating bonus density; staff recommends a bonus density multiplier linked to proximity to centers, with a numeric maximum alternative. The recommended text establishes three tiers of bonus density—the highest being in or near the Winslow Subarea Plan Study Area, the middle being in or near Neighborhood Centers, and the lowest being all other properties. Within each tier, there is also a numeric maximum alternative so low density sites in close proximity to centers have an alternate path to somewhat denser development. This approach builds on previous plans while ensuring that the bonus density is meaningful on a site-by-site basis, and provides options for development while retaining some predictability for the community.

Other changes to the ordinance include removal of provisions deemed overly burdensome to a future affordable housing project or duplicative to the existing underlying land use regulations. Staff will be available to discuss the draft ordinance and answer questions.

#### **ATTACHMENTS:**

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

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

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

[RCW 36.70A.545](#)

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

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

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending Table 18.09.020, 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 and policy-making consideration and discussion related to Ordinance No. 2022-02 and \_\_\_\_\_; and

WHEREAS, on \_\_\_\_\_, the City Council

**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.** 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 3.** Chapter 18.21 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

**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 thus far related to RCW 36.70A.545, which relates to the property collectively known as “Bethany Lutheran Church,” located at the southwest intersection of NE High School Road and Sportsman Club Road NE. 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 Winslow Subarea Plan Study Area or within one quarter mile of the Winslow Subarea Plan Study Area: two times the base density or a maximum of 20 units, whichever is higher.
2. For projects within a Neighborhood Center or within one quarter mile of a Neighborhood Center: one and a half times the base density or a maximum of 15 units, whichever is higher.
3. For all other projects: one and a quarter times the base density or a maximum of 10 units, whichever is higher.

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 the life of the project. 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/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.

**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 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:

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Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	July 22, 2022
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2022-02
EXHIBIT:	Exhibit A

## 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>	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	<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	<u>C-3, 18.21.050</u>

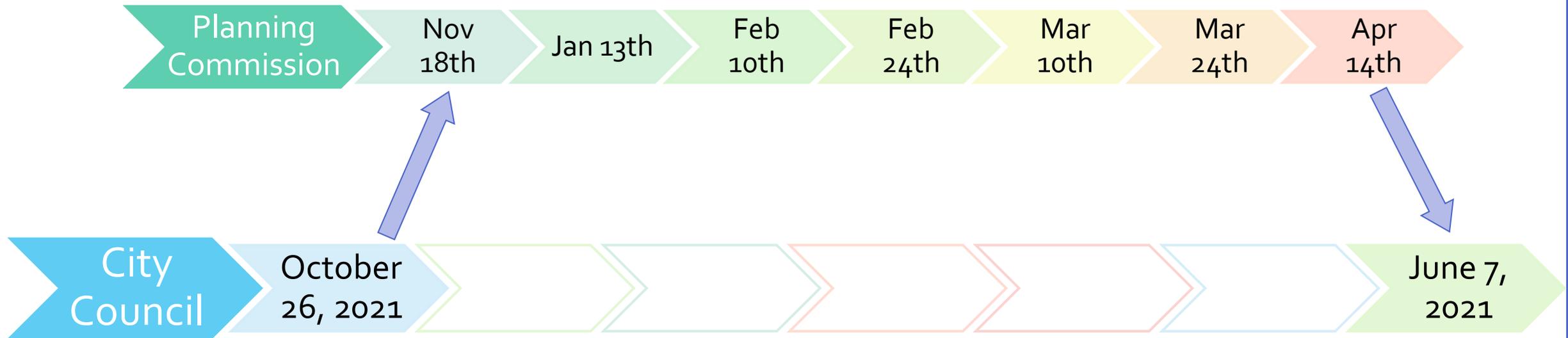
# DENSITY BONUS FOR AFFORDABLE HOUSING LOCATED ON PROPERTY OWNED BY A RELIGIOUS ORGANIZATION

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Discussion of Staff Draft Ordinance

City Council - July 26, 2022

# Background



# Revised Staff Approach

01

Analyze the options under consideration

02

Synthesize the identified priorities

03

Provide technical perspective on code language

# Key Policy Issues Addressed in Staff Draft

## Where applicable

- Pilot phase with sunset date
- All properties owned by religious organizations eligible in 2028

## How much density

- Combination density calculation
- Bonus multiplier + max units + proximity to centers

# Bonus Density Calculation Proposal

For projects within the  
Winslow Subarea Plan Study  
Area (or within ¼ mile)

2x the base density  
**OR**  
a maximum of 20 units

For projects within a  
Neighborhood Center (or  
within ¼ mile)

1.5x times the base density  
**OR**  
a maximum of 15 units

For all other projects

1.25x the base density  
**OR**  
a maximum of 10 units

**...whichever is higher**

## Other Proposed Changes in Staff Draft

- Modifications related to:
  - Duplicated language
  - Project feasibility
  - Ensuring best practices

## Potential Next Steps

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Continue discussion at  
City Council meeting on  
August 9<sup>th</sup>

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Set Public Hearing at City  
Council meeting on  
August 9<sup>th</sup>

## RCW 36.70A.545

### Increased density bonus for affordable housing located on property owned by a religious organization.

(1) Any city or county fully planning under this chapter must allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multifamily residence located on real property owned or controlled by a religious organization provided that:

(a) The affordable housing development is set aside for or occupied exclusively by low-income households;

(b) The affordable housing development is part of a lease or other binding obligation that requires the development to be used exclusively for affordable housing purposes for at least fifty years, even if the religious organization no longer owns the property; and

(c) The affordable housing development does not discriminate against any person who qualifies as a member of a low-income household based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or mental or physical disability; or otherwise act in violation of the federal fair housing amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

(2) A city or county may develop policies to implement this section if it receives a request from a religious organization for an increased density bonus for an affordable housing development.

(3) An affordable housing development created by a religious institution within a city or county fully planning under RCW 36.70A.040 must be located within an urban growth area as defined in RCW 36.70A.110.

(4) The religious organization developing the affordable housing development must pay all fees, mitigation costs, and other charges required through the development of the affordable housing development.

(5) If applicable, the religious organization developing the affordable housing development should work with the local transit agency to ensure appropriate transit services are provided to the affordable housing development.

(6) This section applies to any religious organization rehabilitating an existing affordable housing development.

(7) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing structure in which one hundred percent of all single-family or multifamily residential dwelling units within the development are set aside for or are occupied by low-income households at a sales price or rent amount that may not exceed thirty percent of the income limit for the low-income housing unit;

(b) "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the affordable housing development is located; and

(c) "Religious organization" has the same meaning as in RCW 36.01.290.

[ 2019 c 218 § 3.]



Department of Planning and Community Development

## Memorandum

Date: July 22, 2022

To: City Council  
via Blair King, City Manager

From: 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

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### I. MEETING PURPOSE

On June 7, 2022, the City Council discussed the Planning Commission review of draft Ordinance No. 2022-02. At the close of the meeting, the City Council approved a motion to keep review of the draft ordinance at the City Council for discussion at a future meeting. The purpose of the meeting on July 12, 2022, is for the City Council to discuss a staff draft of the ordinance, particularly with respect to the following outstanding policy issues:

- Staff recommends a “sunset date” for the pilot portion of the project (see Section 3, BIMC 18.21.050A), such that only Bethany Lutheran Church properties are eligible until December 31, 2027, after which point the provisions apply citywide to all properties owned by religious organizations.
- Staff recommends a combined bonus density multiplier linked to center proximity to best meet the intent of providing for higher densities while still respecting the underlying conditions and prior planning work to encourage growth in centers.

Staff will be available to discuss the staff draft of the ordinance and answer questions.

### II. Policy Issues:

#### A. Initial Pilot Phase and Subsequent Citywide Provisions

In May of 2021, the City received a request from Bethany Lutheran Church to allow construction of affordable housing on their properties, consistent with the state provisions of [RCW 36.70A.545](#) (attached to agenda bill). This is the only request the City has received to date; the project therefore lends itself to a “pilot phase” as part of a broader implementation of the regulations. Giving this project approximately five years to be constructed and begin operations allows the City to evaluate the success of the pilot before the provisions apply citywide to any property owned or controlled by any religious organization.

#### B. Bonus Density Options

The Bethany Lutheran Church properties currently yield a base density of 4 dwelling units. Other code provisions exist that would allow bonus density in exchange for affordable housing, such as through BIMC 18.21.030 (which allows an increase of up to 50%). Options for additional increased bonus density that have been suggested throughout the process for development of this ordinance include the following, with staff analysis:

- **Site Specific Capacity:** Instead of specifying maximum density bonus, density provisions could be flexible to plan as many housing units as would be permitted to be constructed, while meeting all required utility, regulatory and land use permit requirements such as setbacks, roadside buffers and providing an aquifer recharge protection area pursuant to BIMC 16.20.100.
  - **Staff analysis:** This option may result in considerable units on certain properties, although it is difficult to project potential outcomes given the complexity of site development. This approach would respect the many other standards and requirements in place that already limit density, and is a practical approach to site design, but it is a somewhat untested concept for an otherwise low density context.
- **Identify a Maximum Number of Dwelling Units:** During the January 13, 2022, meeting, the Planning Commission considered revising the draft Ordinance 2022-02 to cap the maximum number of dwelling units at 24, which could be any type of unit. The Commission did not ultimately recommend this option, but it remains an alternative for Council consideration.
  - **Staff analysis:** This option could ensure more predictability in terms of outcomes, although the relevance of the outcome to any particular property is unclear. Generally, best practice would only codify a fixed numeric standard as an alternative method of calculation, providing an option to a more flexible method that accounts for underlying zoning variation and situational conditions that can change over time (see below).
- **Bonus Density Multiplier:** A multiplier of base density (e.g., two times base density).
  - **Staff analysis:** This option is likely the most commonly found amongst other jurisdictions implementing these regulations, although exact numbers likely vary widely. This option may be favorable because it can flex to various sites over time and include even underlying zoning changes over time. The multiplier ensures bonus density is always scaled to existing conceptions of appropriate density in any given zone. Staff recommends a multiplier of bonus density tied to the distance to centers (see below).
- **Link Bonus Density to Distance to Centers:** Grant higher bonus density to projects within one-quarter mile of identified centers, and a lower bonus density for all other projects further from centers.
  - **Staff analysis:** This option capitalizes on previous work done to identify and plan for growth in proximity to the Winslow Subarea and Neighborhood Centers, and in combination with the previous option, yields regulations that build off existing plans and zoning. Projects will be incentivized where the City has already planned for growth and where affordable housing may be that much more critical.

Staff recommends a bonus density multiplier linked to proximity to centers, with a numeric maximum alternative. The recommended language establishes three tiers of bonus density—the highest being in or near the Winslow Subarea Plan Study Area, the middle being in or near Neighborhood Centers, and the lowest being all other properties. Within each tier, there is also a numeric maximum alternative so low density sites in close

proximity to centers have an alternate path to somewhat denser development. This approach builds on previous plans while ensuring that the bonus density is meaningful on a site-by-site basis, and provides options for development while retaining some predictability for the community.

C. Additional Staff Recommended Changes to Draft Ordinance No. 2022-02

While reviewing draft Ordinance No. 2022-02, City planning staff recommend that Sections 18.21.050.J, K, M, N, O and P should be deleted from the ordinance (see [pages 5-6 of April 14, 2022 draft of Ordinance No. 2022-02](#)). Staff has identified these provisions as overly burdensome to a future affordable housing project, and in some ways duplicative to the existing underlying land use regulations. Staff also recommends requiring the applicant to propose a formula for resale price at the time of project application submittal. Additionally, related to 18.21.050.N, the Equity Lens workshop identified is not offered on a regular schedule by the University of Washington Professional Development Center. Finally, Section G has been revised and streamlined for clarity.

**III. Next Steps**

Staff will integrate any changes the City Council would like to see into a final ordinance for review at a future City Council meeting.

**IV. Attachments to Memo**

1. Ordinance No. 2022-02 and Exhibit A to Ordinance No. 2022-02



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:25 PM) Consider Request to Redirect \$61,885 of American Rescue Plan Act (ARPA) funds to prepare a Transition Plan pursuant to the Americans with Disabilities Act (ADA).

**SUMMARY:** Pursuant to Title II of the 1990 Americans with Disabilities Act (“ADA”), the City of Bainbridge Island is required to conduct a self-assessment of all City activities, services, and programs to ensure that they are available to people with disabilities. After the assessment is completed, the City must complete a Program Access Plan, as known as an ADA Transition Plan to ensure that accessibility to City services and facilities is achieved. The deadline for completion of the ADA Transition Plan was July 26, 1992. Based upon currently available information, it appears the City has not completed an ADA Transition Plan. The financial consequences of not completing the Transition Plan can be significant in some circumstances.

Transition Plans are normally prepared with the help of professional consultants. The cost is expected to exceed \$100,000.

It is recommended that \$61,885 of unspent American Rescue Plan Act (ARPA) funds originally designated for a one-time supplemental increase in human services funding be reprogrammed and committed to preparation of an ADA Transition Plan. This recommendation will not reduce the customary and previously budgeted allocation of the City’s human services funding award cycle.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Executive

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

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$61,885 (does not increase overall approved spending)
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:** The Americans with Disabilities Act (“ADA”), 42 U.S.C. § 12101 et seq., was signed into law on July 26, 1990. The ADA broadly protects the rights of individuals with disabilities in employment, as well as related to access to state and local government services, places of public accommodation, public transportation, and other areas of American life. The ADA is a civil rights law that mandated equal opportunity

for individuals with disabilities. ADA has five separate titles. Title II of the ADA specifically requires all state and local government, public entities, or agencies to perform self-evaluations, and then, if the agency has 50 or more employees, develop a Program Access Plan, as known as an ADA Transition Plan to ensure that accessibility is achieved. In 1990, the City of Winslow had fewer than 50 employees, according to the approved budget.

The deadline for completion of the ADA Transition Plan was July 26, 1992, as contained in the regulations 28 CFR Sec. 35.150(d)(2). There is no evidence that the city has completed a self-evaluation and a plan. It is strongly recommended that an ADA Transition Plan be prepared as soon as possible.

ADA Transition Plans contain an assessment of services and facilities and a plan to fix deficiencies that includes cost estimates, schedule, and the responsible person or department. Most public agencies retain a consultant to assist in drafting their ADA Transition Plan. Costs typically exceed \$100,000.

The ADA Transition Plan must, at a minimum: (a) identify physical obstacles in the public entity's facilities that limit the accessibility of its programs, services, or activities to individuals with disabilities; (b) describe in detail the methods that will be used to make the facilities accessible; (c) specify the schedule for taking the steps necessary to achieve compliance and, if the time period of the transition is longer than one year, identify steps that will be taken during each year of the transition period; and (d) indicate the official responsible for implementation of the plan. Before adopting the plan, the City must provide an opportunity for interested persons, including individuals with disabilities and organizations representing individuals with disabilities, to participate in the development of the plan by submitting comments.

An ADA Transition Plan establishes the commitment of the agency to comply with the ADA. Although not a guarantee that an enforcement complaint or lawsuit will not be filed, it decreases the possibility that the City will be a target. It is noted that the Federal Highway Administration has withheld federal highway funds to local governments because there was not an ADA transition plan in place relating to curb ramps and pedestrian facilities.

The financial risk to the City for not having an up-to-date Transition Plan could be significant. The lack of a Plan, or a Plan that is not being complied with, is often referenced in discrimination lawsuits.

As a catalyst to immediately begin preparing an ADA Transition Plan, it is recommended that \$61,885 of unspent American Rescue Plan Act (ARPA) funds designated for a one-time supplemental increase in human services funding be reprogrammed and committed to preparation of an ADA Transition Plan. This recommendation will not reduce the "traditional" allocation for the City's social services grant program. It will allow this unspent money to be targeted towards a significant commitment to civil rights.

#### **ATTACHMENTS:**

**FISCAL DETAILS:** Costs to prepare a Transition Plan are expected to exceed \$100,000. Once the plan has been completed and approved, the City will probably need to make certain improvements. If the City does not have an approved ADA Transition Plan, or does not follow the Plan, enforcement can occur

a number of different ways. The U.S. Department of Justice has the authority to sue state and local governments for not being in compliance. The second more common method of enforcement is via private lawsuits.

Of the \$7,061,885 of ARPA money received by the City, the remaining \$61,885 of unspent money is the most readily available and does not impact any other ongoing initiative.

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:40 PM) Authorize a Budget Amendment to Support the Inclusion of a Permanent Emergency Operations Center in the new Police and Court Facility (\$170,000.00 Tax Supported)

**SUMMARY:** The designated Emergency Operations Center (EOC) is a secondary use of the City Council Chamber's Conference Room. Within this conference room is a closet, which houses supplies for the EOC. The availability of the EOC is limited as it is a secondary use for this space. The development of a new Police/Court facility presents an opportunity for a stand alone EOC, that will be available at any time in the event of an emergency. The City Manager is requesting that the City Council authorize a budget amendment in the amount of \$170,000.00 to support the inclusion of a permanent Emergency Operations Center in the new Police and Court Facility.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

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

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

<b>Amount:</b>	\$170,000.00
<b>Ongoing Cost:</b>	N/A
<b>One-Time Cost:</b>	\$170,000.00
<b>Included in Current Budget?</b>	No

**BACKGROUND:** The EOC is the City's centralized location of emergency response and recovery support operations during incidents such as earthquakes, floods, wildfires, or other declared emergencies. It serves as the center point for communication and houses computers, maps, printers, radios, televisions, phones, emergency documents, and helps provide for the continuity of government.

The City's current EOC is temporarily hosted in City Hall in the Council Conference Room and Council Chamber. Over the last 5-10 years, these rooms have been outfitted with storage and communications capabilities that allow emergency management staff to set up the space as a temporary EOC when an emergency is declared. The temporary nature of this arrangement means, assuming staff is knowledgeable of the room's configuration, that several hours must be spent to set up the computers, printers, maps,

communication tools, and other EOC support items, which draws resources away from addressing the emergency.

Creating a permanent space for the EOC at the new Police and Court Facility would ease the above-mentioned challenges of establishing the EOC during an emergency, and allow the City to be better prepared to respond to the community's needs. The space could also be used to host emergency management trainings and regularly scheduled simulations. The EOC can also be housed in the municipal building that has been remodeled to the most current building code and seismic safety standards.

As shown in the attached sketch, the new Police and Court Facility could host a permanent EOC space by reconfiguring a portion of the upstairs area of the building currently planned for the police locker/storage area. The left side of the space would host a condensed locker storage area, and the right side of the space would be established as a permanent EOC. That space would contain approximately 14 permanent work stations with computers, a large screen monitor, white boards, and storage. The space would also include a doorway to the adjacent jury deliberation conference room, which would expand the EOC capacity to 24 work stations, and additional meeting space.

The estimated \$170,000.00 budget amendment would cover the cost of completing the final design for the space, making the required construction modifications, and purchasing, installing and modifying the communications, security and furniture installations that would outfit the space.

**ATTACHMENTS:**

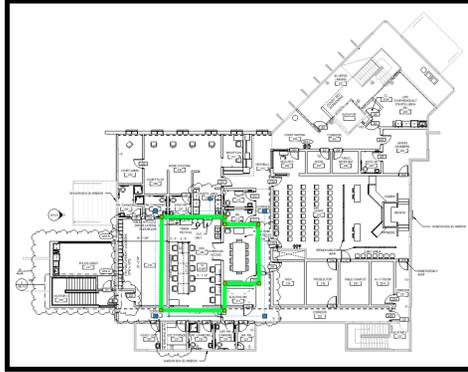
[Police Court EOC Draft Plan.pdf](#)

**FISCAL DETAILS:** The design and modifications necessary for developing a permanent Emergency Operations Center at the new Police and Court Facility are anticipated to cost on the order of \$170,000.00. If a budget amendment in this amount is approved, the new total project budget would be \$20,170,000.00.

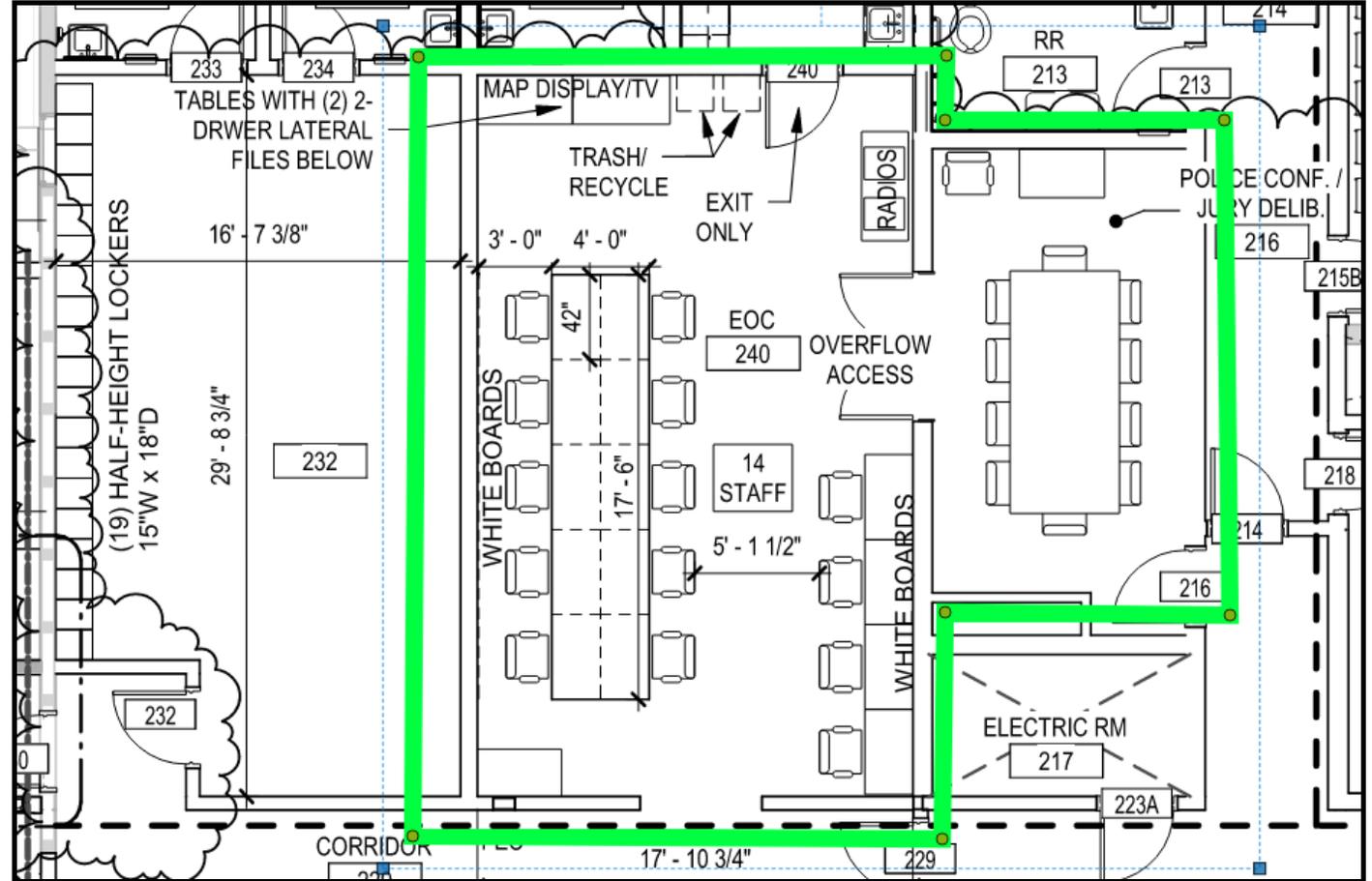
**Fund Name(s):** Capital Construction Fund

**Coding:** Capital Improvement Plan Project #00724

# City of Bainbridge Island Police Court Facility - Permanent Emergency Operations Center Revision



2nd Floor Context View



Emergency Operations Center Inset View



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:45 PM) Confirm Recommended Appointments to the Environmental Technical Advisory Committee,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Environmental Technical Advisory Committee (ETAC). The member selection panel consisted of Mayor Deets, ETAC Liaison Quitslund, Councilmember Moriwaki, and ETAC Chair Kratzer. The member selection panel recommends the appointments as shown in the suggested motion. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

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

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

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Monday, April 25, 2022 7:54 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application (Open until filled - First review Monday, August 23 @4 pm)

**CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.**

## Environmental Technical Advisory Committee Volunteer Application (Open until filled - First review Monday, August 23 @4 pm)

### Step 1

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#### Environmental Technical Advisory Committee Volunteer Application

Members should have expertise in wildlife management, fisheries management, geology, wetlands management, hydrology, forestry and aquatic or terrestrial ecology. The committee provides technical recommendations on habitat management plans and environmental management standards for the Shoreline Master Program and critical areas.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Open until filled. First review Monday, August 23 @ 4 pm.

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#### Applicant Information

Name Richard Huey

Email

Daytime Phone

Address

City BAINBRIDGE ISLAND

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State	WA
Zip	98110
Current Employer	Washington State Ferries
Current Position	Senior Biologist

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past? No

If yes, please indicate which group(s). *Field not completed.*

Please share your qualifications for this appointment (skills, activities, training, education) if any? Over 35 years of environmental experience. Twenty years with WA Dept. of Ecology in Air and Water Quality, and Toxics Cleanup Programs. Sixteen years as Senior Biologist with WA State Ferries, working on Endangered Species, marine mammal protection, and permitting.

Biology undergraduate and Marine Protection policy analysis Master`s.

Please share your community interests (groups, committees, organizations) if any: Long-time Audubon and Nature Conservancy member.

Do you have potential conflicts of interest? If so, please explain: Possible, if COBI environmental initiatives conflict with Bainbridge WSF operations.

Feel free to attach a cover letter, resume', or other materials, if you wish (optional): *Field not completed.*

Type the Year 2022

How did you hear about the volunteer opportunity? Bainbridge Islander newspaper

Other I can also provide coordination with WSF environmental programs, whether I am selected or not.

**From:** noreply@civicplus.com  
**Sent:** Monday, May 9, 2022 3:31 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Environmental Technical Advisory Committee Volunteer Application

**CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.**

## Environmental Technical Advisory Committee Volunteer Application

### Step 1

---

#### Environmental Technical Advisory Committee Volunteer Application

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#### Applicant Information

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Name Melanie Keenan

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Email

---

Daytime Phone

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Address

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City Bainbridge Island

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State WA

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Zip 98110

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Current Employer	Self Employed Contractor
Current Position	Licensed Geologist Hydrogeologist

**Experience & Qualifications**

Have you served on any city committees, commissions, boards or task forces in the past? Yes

If yes, please indicate which group(s). ETAC, GWMP

Please share your qualifications for this appointment (skills, activities, training, education) if any? Licensed Geologist and Hydrogeologist. 30+ years experience. Co-author Sole Source Aquifer Designation Petition for Bainbridge Island. Volunteered to obtain EPA SSA Designation for 4 years. See Resume

Please share your community interests (groups, committees, organizations) if any: Geology, Hydrogeology, Co-author Sole Source Aquifer Designation Petition, Groundwater Supply, Groundwater Community Education, Surface Water, Climate Change, Seawater Intrusion Prevention, Human Health Ecologic Risk Assessment, Property Transfer, Hazardous Waste Management, Ecological Assessments See Resume

Do you have potential conflicts of interest? If so, please explain: None

Feel free to attach a cover

How did you hear about the volunteer opportunity? Other (specify below)

Other: Current member of fETAC

Type the Year 2022

## **Melanie Keenan, LG, LHG**

*DUE DILIGENCE*

*HYDROGEOLOGIC STUDIES*

### **EXPERIENCE SUMMARY**

Ms. Keenan is a professional geologist and hydrogeologist with extensive experience in environmental geology and water resource management. She has conducted many Phase I and II environmental site assessments on behalf of Fortune 500 companies and Seattle law firms, and provided third party oversight for hydrogeologic investigations and contaminant characterization. She has served as a technical investigator and writer for several municipal ground water management plans in King County in western Washington. Additionally, she is accomplished in the presentation of scientific information utilizing computer graphics software.

### **KEY EXPERIENCE**

- Co-author of the U.S. Environmental Protection Agency (EPA) Sole Source Designation Petition for Bainbridge Island, which was accepted and codified in 2013.
- Managed or assisted with remediation of numerous commercial/industrial sites in California and Washington employing a variety of remedial technologies, and targeting cleanup of various contaminants including metals, petroleum hydrocarbons, and chlorinated solvents.
- Managed subsurface field investigations of various duration and complexity in California, Washington, and Montana.
- Provided chemical and hydrogeological data analysis for litigation cases in Washington and Southern California.
- Served as a technical investigator and contributing author of the South King County Groundwater Management Plan.

### **SELECTED PROJECTS**

**Independent Hydrogeologist, Sole Source Aquifer Petition for U.S. Environmental Protection Agency, Bainbridge Island, Washington.** In the field of groundwater supply, in 2008-2009 served as co-author of the petition to the U.S. EPA Region 10 for the Sole Source Aquifer (SSA) Designation for Bainbridge Island, Washington, which was accepted and codified in 2013. This volunteer work included a detailed compilation of historic and current island-wide water supply and water quality conditions. The SSA designation is assigned to those areas where groundwater supplies at least 50 percent of the total drinking water. EPA designated Bainbridge Island as a Sole Source Aquifer after 4 years of stewarding the process to completion.

**Project Hydrogeologist, Contamination Assessment Oversight, Seattle, Washington.** Conducted oversight of soil and ground water contamination assessment projects on behalf of downtown Seattle property owners for sites undergoing condemnation by Sound Transit as part of the Light Rail system construction. Oversight required detailed documentation of investigative activities and scrutiny of quality assurance procedures.

**Project Hydrogeologist, Ground Water Management Plan Preparation, Renton, Washington.** Compiled and edited draft reports for 6 plus years of input and data from the South King County Ground

Water Advisory Committee. Managed the publication of the final South King County Ground Water Management Plan, which was developed to meet this area's ground water protection needs. The final plan includes: an area characterization report, identification and description of threats to ground water, recommended strategies that remedy or reduce these threats, and an implementation process and public involvement.

**Project Hydrogeologist, Ground Water Management Plan Preparation and Hydrogeologic Studies, East King County, Washington.** Technical contributor to the compilation and state approval of comprehensive water system plans for small water systems (e.g., Ames Lake Water System Plan in Redmond, and Sallal Water Association in North Bend). Plans include system description; water supply and water demand analysis and forecasting; evaluation of system reliability and source water protection; development of an operations & maintenance program and system improvement program; and description of funding of ongoing operations.

**Conducted Ground Water under the Influence (GWI) Investigation for Riverbend Homeowners Association in North Bend.** Studies assessed temperature, pH, conductivity, bacteria, and related water chemistry parameters of ground water and nearby surface water bodies to determine if surface water is adversely affecting groundwater drinking water supplies.

**Project Hydrogeologist, Monitoring Well Network Installation, Tacoma, Washington.** Project hydrogeologist in charge of monitoring well network placement, installation and soil and ground water sampling at a site equipped with a petroleum-contaminated soil thermal desorption unit. Chlorinated solvent contamination in ground water from a former Washington Department of Transportation facility on site was assessed. The project was completed in accordance with the requirements set forth by the Washington Department of Ecology, enabling quarterly monitoring of the treatment facility operations as well as the solvent plume.

**Project Hydrogeologist, Regulatory Research, Hanford Nuclear Reservation, Richland, Washington.** As part of the resolution of overarching contamination issues at Hanford, conducted regulatory research and examined nationwide radionuclide sites such as Rocky Flats, Fernald, Monticello, and Savannah River, in order to evaluate lessons learned at other facilities farther along in the cleanup and redevelopment process. Findings aided Department of Energy in budgeting and re-definition of long-term objectives.

## **EDUCATION**

- 2001 Computer programming/web design, Cascadia College, Bothell WA.
- 1988 Post-graduate studies in Hydrogeology, California State University, Fullerton
- 1985 Computer programming, University of Nevada, Reno
- 1983 B.S. Geology, Colorado State University

## **EMPLOYMENT HISTORY**

- Independent Consulting Geologist/Hydrogeologist, 1994 to Present. Clients include ENVIRON International Corporation, Freestone Environmental Services, Integrated Science Solutions, Inc., and Compass Geographics

- Project Geologist/Hydrogeologist, ATEC Associates Inc., 1990 to 1993.
- Hydrogeologist and Computer Graphics Manager, Levine Fricke, 1987 to 1990.
- Geologist, Land Status Researcher, Draftsman, Various Mining Companies, 1983 to 1987.

## **REGISTRATION**

Washington Professional Geologist and Hydrogeologist #1722, August 2002.

## **SPECIALIZED TRAINING**

OSHA 40-Hour Health and Safety Training – 29 CFR 1910

2009: OSHA 8-hour Health and Safety Refresher Training



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:50 PM) Consider Request from Councilmember Fantroy-Johnson to Schedule the Deliberation of the Appointment of Olivia Hall to the Race Equity Advisory Committee (REAC) at a Future City Council Meeting.

**SUMMARY:** Council will discuss the attached request from Councilmember Fantroy-Johnson to complete the appointment process and deliberation of Olivia Hall's nomination to REAC .

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Consider scheduling the deliberation of the appointment of Olivia Hall to the Race Equity Advisory Committee (REAC) at a future Council Council meeting.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Agenda Request from Councilmember Fantroy-Johnson

**From:** Brenda Fantroy-Johnson <[bfantroy-johnson@bainbridgewa.gov](mailto:bfantroy-johnson@bainbridgewa.gov)>

**Sent:** Tuesday, July 19, 2022 10:00 AM

**To:** Blair King <[bking@bainbridgewa.gov](mailto:bking@bainbridgewa.gov)>

**Cc:** Joe Deets <[jdeets@bainbridgewa.gov](mailto:jdeets@bainbridgewa.gov)>

**Subject:** July 26th Agenda Item

Blair, REAC has 8 members on their Advisory Council. They would like 9 members. I would like to place an item on the July 26th agenda to complete the appointment process and deliberation on recommending a candidate. Olivia Hall was the candidate that was recommended by the council committee. I would like to move Olivia Hall's nomination forward for vote and approval by the full council.

Brenda Fantroy-Johnson  
Councilmember, North Ward  
[Bfantroy-johnson@bainbridgewa.gov](mailto:bfantroy-johnson@bainbridgewa.gov)  
206.498.4292 Cell



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** July 26, 2022

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:00 PM) 2022 Marine Highway Program Project - Letter of Support

**SUMMARY:** 2022 Marine Highway Program Project - Letter of Support  
System Electrification Program: Seattle and Bainbridge Island Ferry Terminals Project

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**STRATEGIC PRIORITY:**

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

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

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



July 18, 2022

Vince Mantero  
Director, Office of Ports & Waterways Planning  
Maritime Administration  
US Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: 2022 Marine Highway Program Project– Letter of Support  
System Electrification Program: Seattle and Bainbridge Island Ferry Terminals Project

Dear Mr. Mantero:

On behalf of City of Bainbridge Island, I am pleased to submit this letter of support for the Seattle/Bainbridge Marine Highway Program application. Washington State Ferries (WSF), a division of the Washington State Department of Transportation (WSDOT), is requesting \$4.0 million in U.S. Maritime Administration (MARAD) funding to support the construction of charging infrastructure at its Seattle and Bainbridge Island Terminals. **The System Electrification Program: Seattle and Bainbridge Island Terminals Project** (the Project) is a key step toward the electrification of the Seattle-Bainbridge Island Ferry Service, which was designated as a Marine Highway Project in 2019. The Project is a key component of a \$193 million Move Ahead Washington initiative to electrify ferry service in the Central Puget Sound, including the Seattle-Bainbridge Island Ferry Service. The marine highway route serves multiple user groups including freight, commuters, recreational users and is a key east-west travel corridor in the Puget Sound.

MARAD funding will be used to provide the landside infrastructure necessary to design, install and test modifications at the Seattle and Bainbridge Island terminals necessary to optimize the functionality of the automated Rapid Charging System (RCS) being deployed to electrify the Seattle-Bainbridge Ferry Service. The RCS serves as the connection between the terminal and vessel, with a static plug-in receptacle at each terminal slip and an active robotic component located on each vessel.

Thank you for your consideration of the application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe Deets', is written over a large, light blue circular scribble.

Joe Deets  
Mayor, City of Bainbridge Island