



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 14, 2021**

REMOTE MEETING ON ZOOM

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

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION - 6:05 PM**
 - 2.A **Pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 15 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:20 PM**
4. **PUBLIC COMMENT - 6:25 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below.

 - 4.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
5. **CONSENT AGENDA - 6:40 PM**

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

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

- 5.B **Approve Accounts Payable and Payroll**,
Council Report Payroll 9-07-21.pdf
AP Report to Council of Cash Disbursements 09-15-21.pdf

- 5.C **Approve City Council Meeting Minutes**,
City Council Study Session Minutes, August 17, 2021.pdf
Regular City Council Business Meeting Minutes, August 24, 2021.pdf

- 5.D **Consider Rejecting Bids for the Sportsman Club New Brooklyn Intersection Improvements Project - Public Works**,
Bid Form.docx
Sportsman_NB Rendering.pdf

- 5.E **Authorize the City Manager to Execute a Memorandum of Understanding, Authorizing Participation in the Bainbridge Island Cooperative Weed Management Board - Executive**,
CWMA_MOU.docx

- 5.F **Consider Authorization to Apply for State of Washington Department of Ecology SFY 2021-23 Municipal Stormwater Capacity-Building Grant Agreement and Consider an Associated Budget Amendment (\$50,000.00) - Public Works**,
SFY21_23 Stormwater Capacity Grant Guidelines.pdf

- 5.G **Consider Approval of Ordinance No. 2021-25, Sales and Use Tax Increase of One-Tenth of One Percent for Affordable Housing and Related Services - Finance**, 5 Minutes
Ordinance No. 2021-25_Relating to Affordable Housing Sales Tax Increase.docx
Affordable Housing Sales Tax Memo - for packet_08.19.21.docx

- 5.H **Consider Appointments to the Historic Preservation Commission - City Council**, 5 Minutes
Chandler - HPC (Redacted).pdf
Cliver - HPC (Redacted).pdf
Romann - HPC (Redacted).pdf

- 5.I **Approve Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary - Planning**, 5 Minutes
2020_Summary_of_Activities.pdf
2021 Work Plan Revised at August 24 CC Meeting.docx

- 5.J **Authorize Issuance of Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for 2022 - 2023 - Executive**, 5 Minutes
2022-2023 Cultural Funding RFP for CC 08242021.docx

- 5.K **Approve Suquamish Tribe Impact Mitigation Grant Memorandum of Understanding in the amount of \$15,000 - Police, 5 Minutes**
2021 Memorandum of Understanding.pdf
- 5.L **Consider Applying for the Washington State Department of Ecology's 2021-23 Shoreline Management Program Competitive Grant Pilot Program in the amount of \$100,000 for Sea Level Rise Mapping**
- 5.M **Authorize a Grant Application up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan, 5 Minutes**
HAPI-Grant-Instructions

6. PRESENTATIONS

- 6.A **(6:45 PM) Proclamation Declaring September 2021 as "Community Preparedness Month" - Executive, 5 Minutes**
Preparedness Month Proclamation 2021.docx

7. COUNCIL ANNOUNCEMENTS - 6:50 PM

8. CITY MANAGER'S REPORT - 7:00 PM

9. UNFINISHED BUSINESS

- 9.A **(7:05 PM) Consider Authorization of Madison Avenue Sidewalk Project Scope Expansion - Public Works, 20 Minutes**
Presentation - Madison Ave Project 091421.pdf
2021-08-06 Bainbridge Madison Roll Plot with sections.pdf
2021-08-06 Bainbridge Madison Cross Sections.pdf
2021-08-06 Bainbridge Madison Plan View Concepts.pdf
- 9.B **(7:25 PM) Consider Responses to City Council Questions on the SR305 Roundabout Project, and Exchange of Equal Value to WSDOT Regarding Related City Property - Public Works, 20 Minutes**
WSDOT_SR305_Roundabout_Q_A_Memo 090821.docx
SR305 WPM-AdasWill Increase Plant Sizes 09-07-2021.pdf
SR 305 Roundabout Noise Memo.pdf

10. NEW BUSINESS

- 10.A **(7:45 PM) Consider Whether to Request Extension of Comment Period on the Draft 2013-2019 Buildable Lands Report - Planning, 10 Minutes**

11. COMMUNICATIONS

- 11.A **(7:55 PM) Request from Councilmember Carr to add a Discussion on Transfer of Development Rights (TDR) Program Policy Questions to a Future Council Agenda, 10 Minutes**

12. COMMITTEE REPORTS - 8:05 PM

13. ADJOURNMENT - 8:10 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: Pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

SUMMARY: Hold Executive Session.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

SUMMARY: The attached instructions and guidelines explain how to provide public comment in a remote Zoom meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



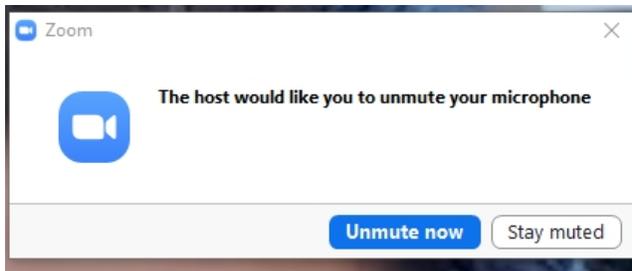
CITY OF
BAINBRIDGE ISLAND

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 or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. 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.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, 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: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Approve City Council Meeting Minutes
- D. Consider Rejecting Bids for Sportsman Club New Brooklyn Intersection Improvements Project
- E. Authorize City Manager to Execute a Proposed Memorandum of Understanding Authorizing Participation in the Bainbridge Island Cooperative Weed Management Board
- F. Consider Authorization to Apply for State of Washington Department of Ecology Stormwater Capacity-Building Grant Agreement and Consider an Associated Budget Amendment (\$50,000.00)
- G. Consider Approval of Ordinance No. 2021-25, Sales and Use Tax Increase of One-Tenth of One Percent for Affordable Housing and Related Services
- H. Consider Appointments to the Historic Preservation Commission
- I. Approve Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary
- J. Authorize Issuance of Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for 2022-2023
- K. Approve Suquamish Tribe Impact Mitigation Grant Memorandum of Understanding in the amount of \$15,000
- L. Consider Applying for the Washington State Department of Ecology's 2021-23 Shoreline Management Program Competitive Grant Pilot Program in the amount of \$100,000 for Sea Level Rise Mapping
- M. Authorize a Grant Application up to \$100,000 from the Washington State Department of Commerce to Fund a City Housing Action Plan

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

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 with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council Report Payroll 9-07-21.pdf](#)

[AP Report to Council of Cash Disbursements 09-15-21.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 9 - 07 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	9/7/2021	51900 - 52033	Regular check run (Direct Dep)	321,141.60
Normal	9/8/2021	109677	Regular check run (Paper Checks)	2,072.20
Vendor	9/9/2021	109678 - 109686	Vendor check run (Paper Checks)	305,129.28
EFTPS	9/10/2021	N/A	Federal Tax Electronic Transfer	117,743.95
			TOTAL:	746,087.03

Prepared and Reviewed by: Brenda Landolt Date 9-7-21
Brenda Landolt, 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 9/7/21
Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: August 23, 2021 - September 13, 2021
 CITY COUNCIL: August 24, 2021 - September 14, 2021

Last check from previous run: 357139 dated 08/25/2021 issued to Wolansky, Ernest & Ruth for \$6.78

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH - VOID				N/A
EFT	08/23/21	450	WA State DOR/Excise taxes - July 2021	9,281.62
ACH	08/23/21	451	WA State DOL/Firearm permits - August 2021	378.00
ACH	8/25/21	452	COBI/Utility billing - August 2021	12,466.90
ACH	8/1/21	453	COBI/Utility billing - June 2021 - Account 13291	3.38
ACH	9/2/21	454	FIN/Crystal Reporting Solutions/Add Fund 199 To Two Reports	165.00
Manual	357140	8/27/21	POL,EOC/AT&T/Wireless Charges	2,055.02
Manual	357141	8/27/21	CenturyLink/Weaver PRV water telemetry - August 2021	58.32
Manual	357142	8/27/21	FIN/KC Auditor/Partial Release of Lien	39.00
Manual	357143	8/27/21	POL/Kitsap 911/Call Center Services	11656.17
Manual	357144	8/27/21	Puget Sound Energy/Green Power contract	812.00
Manual	357145	8/27/21	Puget Sound Energy/Wyatt Way project street lights	5,031.30
Manual	357146	8/27/21	EX/Abe's Iron Art LLC/Something New III Reflection Artwork	8,775.00
Manual	357147	8/27/21	POL/Toshiba Financial Services/Copier Lease	234.42
Manual	357148	8/27/21	POL/Traffic Logix/Speed Reader Annual MTX	400.00
Manual	357149	8/27/21	WA Water Service/Decant facility water - August 2021	173.23
Manual	357150	9/3/21	PW/Island Hands/Janitorial services - August 2021	22,078.09
Manual	357151	9/3/21	ENG/Paul & Kimberlee Ryder/Surety Refund	2,350.00

Total Manual Checks and Electronic Disbursements	64,301.28
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Regular Run	09/15/21	357152-357279	Total Regular Check Run	746,268.66
			Total Disbursements	810,569.94

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

Prepared and Reviewed by _____ Jacob Kines, Senior Accounting Technician

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

Karl P. Shaw

9/10/2021

Karl Shaw, Accounting Manager

Date

08/24/2021 10:40
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 2
apcshdsb

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
2021	8	181									
APP	402-213000		08/25/2021	EFTAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,931.51	
APP	635-111100		08/25/2021	EFTAUG21	082521			CASH AP CASH DISBURSEMENTS JOURNAL			9,281.62
APP	401-213000		08/25/2021	EFTAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,171.41	
APP	403-213000		08/25/2021	EFTAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		119.89	
APP	631-213000		08/25/2021	EFTAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		243.11	
APP	001-213000		08/25/2021	EFTAUG21	082521			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		781.63	
APP	407-213000		08/25/2021	EFTAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		34.07	
GENERAL LEDGER TOTAL										9,281.62	9,281.62
APP	631-130000		08/25/2021	EFTAUG21	082521			DUE TO/FROM CLEARING		9,038.51	
APP	402-130000		08/25/2021	EFTAUG21	082521			DUE TO/FROM CLEARING			4,931.51
APP	401-130000		08/25/2021	EFTAUG21	082521			DUE TO/FROM CLEARING			3,171.41
APP	403-130000		08/25/2021	EFTAUG21	082521			DUE TO/FROM CLEARING			119.89
APP	001-130000		08/25/2021	EFTAUG21	082521			GENERAL - DUE TO/FROM CLEARING			781.63
APP	407-130000		08/25/2021	EFTAUG21	082521			DUE TO/FROM CLEARING			34.07
SYSTEM GENERATED ENTRIES TOTAL										9,038.51	9,038.51
JOURNAL 2021/08/181 TOTAL										18,320.13	18,320.13

08/24/2021 10:40
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 8	181	08/25/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	781.63	781.63
				FUND TOTAL	781.63	781.63
401 WATER OPERATING FUND 401-130000 401-213000	2021 8	181	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,171.41	3,171.41
				FUND TOTAL	3,171.41	3,171.41
402 SEWER OPERATING FUND 402-130000 402-213000	2021 8	181	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,931.51	4,931.51
				FUND TOTAL	4,931.51	4,931.51
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 8	181	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	119.89	119.89
				FUND TOTAL	119.89	119.89
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021 8	181	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	34.07	34.07
				FUND TOTAL	34.07	34.07
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 8	181	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	9,038.51 243.11	9,281.62
				FUND TOTAL	9,281.62	9,281.62

08/24/2021 10:40
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		781.63
401	WATER OPERATING FUND		3,171.41
402	SEWER OPERATING FUND		4,931.51
403	STORM & SURFACE WATER FUND		119.89
407	BUILDING & DEVELOPMENT FUND		34.07
631	CLEARING FUND		
		9,038.51	
	TOTAL	9,038.51	9,038.51

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

08/24/2021 10:47
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	8	182									
APP 650-213000			08/25/2021	ACHAUG21	082521			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		378.00	
APP 635-111100			08/25/2021	ACHAUG21	082521			CASH AP CASH DISBURSEMENTS JOURNAL			378.00
GENERAL LEDGER TOTAL										378.00	378.00
APP 631-130000			08/25/2021	ACHAUG21	082521			DUE TO/FROM CLEARING		378.00	
APP 650-130000			08/25/2021	ACHAUG21	082521			DUE TO/FROM CLEARING			378.00
SYSTEM GENERATED ENTRIES TOTAL										378.00	378.00
JOURNAL 2021/08/182 TOTAL										756.00	756.00

08/24/2021 10:47
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 3
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND 631-130000 635-111100	2021 8	182	08/25/2021	DUE TO/FROM CLEARING CASH	378.00	378.00
				FUND TOTAL	378.00	378.00
650 AGENCY FUND 650-130000 650-213000	2021 8	182	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	378.00	378.00
				FUND TOTAL	378.00	378.00

08/24/2021 10:47
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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
631	CLEARING FUND	378.00	
650	AGENCY FUND		378.00
	TOTAL	378.00	378.00

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



08/25/2021 13:31
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
452	08/25/2021	MANL	103 CITY OF BAINBRIDGE I	250254	10717AUG21	08/24/2021		ACHAUG21	240.71
				250255	10727AUG21	08/24/2021		ACHAUG21	2,190.76
				250256	11015AUG21	08/24/2021		ACHAUG21	395.88
				250257	11122AUG21	08/24/2021		ACHAUG21	404.44
				250258	11762AUG21	08/24/2021		ACHAUG21	24.90
				250259	11805AUG21	08/24/2021		ACHAUG21	24.24
				250260	11806AUG21	08/24/2021		ACHAUG21	8.18
				250261	11982AUG21	08/24/2021		ACHAUG21	1,115.40
				250262	11983AUG21	08/24/2021		ACHAUG21	874.41
				250263	12754AUG21	08/24/2021		ACHAUG21	1,780.80
				250264	12893AUG21	08/24/2021		ACHAUG21	479.90
				250265	12894AUG21	08/24/2021		ACHAUG21	226.44
				250266	13145AUG21	08/24/2021		ACHAUG21	1,935.82
				250267	13291AUG21	08/24/2021		ACHAUG21	2,716.26
				250268	13227AUG21	08/24/2021		ACHAUG21	48.76

CHECK 452 TOTAL: 12,466.90

453	08/01/2021	MANL	103 CITY OF BAINBRIDGE I	250269	13291JUN21	06/30/2021		ACHAUG21	3.38
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CHECK 453 TOTAL: 3.38

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 12,470.28

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	2	12,470.28

*** GRAND TOTAL *** 12,470.28

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT	
SRC	ACCOUNT		JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC		
	EFF	DATE									
2021	8	192									
APP	001-213000	08/25/2021	ACHAUG21		082521			GENERAL - ACCOUNTS PAYABLE		7,370.18	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100	08/25/2021	ACHAUG21		082521			CASH		12,470.28	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000	08/25/2021	ACHAUG21		082521			ACCOUNTS PAYABLE		395.88	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000	08/25/2021	ACHAUG21		082521			STREETS - ACCOUNTS PAYABLE		4,704.22	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										12,470.28	12,470.28
APP	631-130000	08/25/2021	ACHAUG21		082521			DUE TO/FROM CLEARING		12,470.28	
APP	001-130000	08/25/2021	ACHAUG21		082521			GENERAL - DUE TO/FROM CLEARING		7,370.18	
APP	402-130000	08/25/2021	ACHAUG21		082521			DUE TO/FROM CLEARING		395.88	
APP	101-130000	08/25/2021	ACHAUG21		082521			STREETS - DUE TO/FROM CLEARING		4,704.22	
SYSTEM GENERATED ENTRIES TOTAL										12,470.28	12,470.28
JOURNAL 2021/08/192 TOTAL										24,940.56	24,940.56

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 8	192	08/25/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	7,370.18	7,370.18
				FUND TOTAL	7,370.18	7,370.18
101 STREET FUND 101-130000 101-213000	2021 8	192	08/25/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,704.22	4,704.22
				FUND TOTAL	4,704.22	4,704.22
402 SEWER OPERATING FUND 402-130000 402-213000	2021 8	192	08/25/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	395.88	395.88
				FUND TOTAL	395.88	395.88
631 CLEARING FUND 631-130000 635-111100	2021 8	192	08/25/2021	DUE TO/FROM CLEARING CASH	12,470.28	12,470.28
				FUND TOTAL	12,470.28	12,470.28

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		7,370.18
101	STREET FUND		4,704.22
402	SEWER OPERATING FUND		395.88
631	CLEARING FUND	12,470.28	
	TOTAL	12,470.28	12,470.28

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
454	09/02/2021	EFT	6101 E & S BRYAN INC	250381	3039	08/31/2021	ACH0902	165.00
						CHECK	454 TOTAL:	165.00
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		165.00
				TOTAL EFT'S		COUNT	AMOUNT	
						1	165.00	
						*** GRAND TOTAL ***		165.00

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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9		9								
APP	001-213000		09/02/2021	ACH0902	090221			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		165.00	
APP	635-111100		09/02/2021	ACH0902	090221			CASH AP CASH DISBURSEMENTS JOURNAL			165.00
GENERAL LEDGER TOTAL										165.00	165.00
APP	631-130000		09/02/2021	ACH0902	090221			DUE TO/FROM CLEARING		165.00	
APP	001-130000		09/02/2021	ACH0902	090221			GENERAL - DUE TO/FROM CLEARING			165.00
SYSTEM GENERATED ENTRIES TOTAL										165.00	165.00
JOURNAL 2021/09/9 TOTAL										330.00	330.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2021	9	9	09/02/2021			
	001-130000					GENERAL - DUE TO/FROM CLEARING		165.00
	001-213000					GENERAL - ACCOUNTS PAYABLE	165.00	
						FUND TOTAL	165.00	165.00
631	CLEARING FUND	2021	9	9	09/02/2021			
	631-130000					DUE TO/FROM CLEARING	165.00	
	635-111100					CASH		165.00
						FUND TOTAL	165.00	165.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		165.00
631	CLEARING FUND	165.00	
	TOTAL	165.00	165.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357140	08/27/2021	PRTD	6420 AT&T MOBILITY	250276	287287004732X081921	08/11/2021		M082721	2,055.02
								CHECK 357140 TOTAL:	2,055.02
357141	08/27/2021	PRTD	551 CENTURYLINK	250282	6124AUG21	08/16/2021		M082721	58.32
								CHECK 357141 TOTAL:	58.32
357142	08/27/2021	PRTD	333 KITSAP COUNTY AUDITO	250278	202012210589	01/01/2021		M082721	39.00
								CHECK 357142 TOTAL:	39.00
357143	08/27/2021	PRTD	8546 KITSAP 911 PUBLIC AU	250280	BIPD2021-09	08/15/2021		M082721	11,656.17
								CHECK 357143 TOTAL:	11,656.17
357144	08/27/2021	PRTD	1205 PUGET SOUND ENERGY	250277	220001247	08/18/2021		M082721	812.00
								CHECK 357144 TOTAL:	812.00
357145	08/27/2021	PRTD	6541 PUGET SOUND ENERGY	250274	90722759	08/17/2021		M082721	5,031.30
								CHECK 357145 TOTAL:	5,031.30
357146	08/27/2021	PRTD	9581 ABRAHAM F SINGER	250271	PURCH REFLECTION ART	07/14/2021		M082721	8,625.00
				250275	INSTALLMENT #3/FINAL	07/19/2021		M082721	150.00
								CHECK 357146 TOTAL:	8,775.00
357147	08/27/2021	PRTD	6714 TOSHIBA FINANCIAL SE	250283	29957652	08/24/2021		M082721	234.42
								CHECK 357147 TOTAL:	234.42
357148	08/27/2021	PRTD	9167 TRAFFIC LOGIX CORPOR	250281	SIN12752	08/13/2021		M082721	400.00
								CHECK 357148 TOTAL:	400.00
357149	08/27/2021	PRTD	5271 WASHINGTON WATER SER	250272	4815979187-AUG21	08/17/2021		M082721	173.23
								CHECK 357149 TOTAL:	173.23

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 10 *** CASH ACCOUNT TOTAL *** 29,234.46

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	29,234.46

*** GRAND TOTAL *** 29,234.46

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
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
2021	8	261									
APP	001-213000		08/27/2021	M082721	082721			GENERAL - ACCOUNTS PAYABLE		23,932.61	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		08/27/2021	M082721	082721			CASH			29,234.46
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		08/27/2021	M082721	082721			ACCOUNTS PAYABLE		97.32	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		08/27/2021	M082721	082721			ACCOUNTS PAYABLE		5,031.30	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		08/27/2021	M082721	082721			ACCOUNTS PAYABLE		173.23	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										29,234.46	29,234.46
APP	631-130000		08/27/2021	M082721	082721			DUE TO/FROM CLEARING		29,234.46	
APP	001-130000		08/27/2021	M082721	082721			GENERAL - DUE TO/FROM CLEARING			23,932.61
APP	401-130000		08/27/2021	M082721	082721			DUE TO/FROM CLEARING			97.32
APP	301-130000		08/27/2021	M082721	082721			DUE TO/FROM CLEARING			5,031.30
APP	403-130000		08/27/2021	M082721	082721			DUE TO/FROM CLEARING			173.23
SYSTEM GENERATED ENTRIES TOTAL										29,234.46	29,234.46
JOURNAL 2021/08/261 TOTAL										58,468.92	58,468.92

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 8	261	08/27/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	23,932.61	23,932.61
				FUND TOTAL	23,932.61	23,932.61
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 8	261	08/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,031.30	5,031.30
				FUND TOTAL	5,031.30	5,031.30
401 WATER OPERATING FUND 401-130000 401-213000	2021 8	261	08/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	97.32	97.32
				FUND TOTAL	97.32	97.32
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 8	261	08/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	173.23	173.23
				FUND TOTAL	173.23	173.23
631 CLEARING FUND 631-130000 635-111100	2021 8	261	08/27/2021	DUE TO/FROM CLEARING CASH	29,234.46	29,234.46
				FUND TOTAL	29,234.46	29,234.46

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		23,932.61
301 CAPITAL CONSTRUCTION FUND		5,031.30
401 WATER OPERATING FUND		97.32
403 STORM & SURFACE WATER FUND		173.23
631 CLEARING FUND	29,234.46	
	29,234.46	29,234.46
	TOTAL	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
357150	09/03/2021	PRTD 8646 ISLAND HANDS	250406	2130	08/20/2021		M090321	8,208.00
			250407	2131	08/20/2021		M090321	13,870.09
					CHECK	357150	TOTAL:	22,078.09
357151	09/03/2021	PRTD 9840 RYDER, PAUL & KIMBER	250408	09012021	09/01/2021		M090321	2,350.00
					CHECK	357151	TOTAL:	2,350.00
			NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***			24,428.09
					COUNT		AMOUNT	
			TOTAL PRINTED CHECKS		2		24,428.09	
							*** GRAND TOTAL ***	24,428.09

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	15									
APP	001-213000		09/03/2021	M090321	090321			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		21,623.81	
APP	635-111100		09/03/2021	M090321	090321			CASH AP CASH DISBURSEMENTS JOURNAL			24,428.09
APP	402-213000		09/03/2021	M090321	090321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		454.28	
APP	650-213000		09/03/2021	M090321	090321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,350.00	
GENERAL LEDGER TOTAL										24,428.09	24,428.09
APP	631-130000		09/03/2021	M090321	090321			DUE TO/FROM CLEARING		24,428.09	
APP	001-130000		09/03/2021	M090321	090321			GENERAL - DUE TO/FROM CLEARING			21,623.81
APP	402-130000		09/03/2021	M090321	090321			DUE TO/FROM CLEARING			454.28
APP	650-130000		09/03/2021	M090321	090321			DUE TO/FROM CLEARING			2,350.00
SYSTEM GENERATED ENTRIES TOTAL										24,428.09	24,428.09
JOURNAL 2021/09/15 TOTAL										48,856.18	48,856.18

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 9	15	09/03/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	21,623.81	21,623.81
				FUND TOTAL	21,623.81	21,623.81
402 SEWER OPERATING FUND 402-130000 402-213000	2021 9	15	09/03/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	454.28	454.28
				FUND TOTAL	454.28	454.28
631 CLEARING FUND 631-130000 635-111100	2021 9	15	09/03/2021	DUE TO/FROM CLEARING CASH	24,428.09	24,428.09
				FUND TOTAL	24,428.09	24,428.09
650 AGENCY FUND 650-130000 650-213000	2021 9	15	09/03/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,350.00	2,350.00
				FUND TOTAL	2,350.00	2,350.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		21,623.81
402	SEWER OPERATING FUND		454.28
631	CLEARING FUND	24,428.09	
650	AGENCY FUND		2,350.00
	TOTAL	24,428.09	24,428.09

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357152	09/15/2021	PRTD	5 ACE HARDWARE	250284	49290/1	08/19/2021		09/12/21	25.55
				250285	49241/1	08/12/2021		09/12/21	54.48
				250286	49299/1	08/20/2021		09/12/21	16.33
				250287	49297/1	08/20/2021		09/12/21	91.49
				250288	49318/1	08/25/2021		09/12/21	53.65
				250289	49285/1	08/19/2021		09/12/21	72.99
				250291	49237/1	08/12/2021		09/12/21	31.60
				250292	49265/1	08/17/2021		09/12/21	2.16
				250293	49286/1	08/19/2021		09/12/21	87.12
				250294	49301/1	08/20/2021		09/12/21	65.33
				250295	49295/1	08/19/2021		09/12/21	23.39
							CHECK	357152 TOTAL:	524.09
357153	09/15/2021	PRTD	9391 AIR FLO HEATING	250299	BLD25704 21-00694	08/24/2021		09/12/21	48.16
							CHECK	357153 TOTAL:	48.16
357154	09/15/2021	PRTD	7994 PENINSULA SERVICES	250298	95820B	07/31/2021		09/12/21	32.00
				250542	95821B	07/31/2021		09/12/21	64.00
							CHECK	357154 TOTAL:	96.00
357155	09/15/2021	PRTD	1014 ALLDATA LLC	250300	101322220	08/20/2021		09/12/21	1,500.00
							CHECK	357155 TOTAL:	1,500.00
357156	09/15/2021	PRTD	8991 ALLIANCE 2020, INC	250409	5832557	08/31/2021		09/12/21	560.32
							CHECK	357156 TOTAL:	560.32
357157	09/15/2021	PRTD	8672 ALLSTREAM	250568	17682104	09/01/2021		09/12/21	841.44
							CHECK	357157 TOTAL:	841.44

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357158	09/15/2021	PRTD	1258 ALPINE PRODUCTS INC	250490	TM-204348	08/23/2021		09/12/21	251.18
							CHECK	357158 TOTAL:	251.18
357159	09/15/2021	PRTD	6499 ANCHOR QEA	250297	03563	07/27/2021		09/12/21	2,356.00
							CHECK	357159 TOTAL:	2,356.00
357160	09/15/2021	PRTD	4710 ASSOCIATED PETROLEU	250481	0373079-IN	08/17/2021		09/12/21	3,070.58
				250484	0375215-IN	08/24/2021		09/12/21	1,150.97
				250485	0377763-IN	08/31/2021		09/12/21	1,109.24
				250486	0375906-IN	08/26/2021		09/12/21	955.54
				250489	0373325-IN	08/19/2021		09/12/21	2,036.05
							CHECK	357160 TOTAL:	8,322.38
357161	09/15/2021	PRTD	7821 ARAMARK	250483	512000109795	07/29/2021		09/12/21	61.10
				250487	512000099888	07/15/2021		09/12/21	63.41
				250488	512000125474	08/19/2021		09/12/21	60.36
							CHECK	357161 TOTAL:	184.87
357162	09/15/2021	PRTD	2138 ASPECT CONSULTING LL	250412	42473	08/31/2021		09/12/21	472.25
				250547	42406	08/27/2021		09/12/21	3,198.91
				250549	42408	08/27/2021		09/12/21	2,332.25
							CHECK	357162 TOTAL:	6,003.41
357163	09/15/2021	PRTD	4365 AUTOMATIC FUNDS TRAN	250313	121697	08/04/2021		09/12/21	12.79
				250316	121664	08/02/2021		09/12/21	921.31
				250387	121253	06/02/2021		09/12/21	1,050.96
				250388	121303	06/09/2021		09/12/21	16.80
				250389	121475	07/02/2021		09/12/21	926.74

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
250390	121518	07/08/2021		09/12/21	14.69	
250569	BAIN2108028	08/31/2021		09/12/21	151.60	
		CHECK		357163 TOTAL:	3,094.89	
357164	09/15/2021 PRTD 55 SOUND PUBLISHING, IN	250308	BIR935725	08/20/2021	09/12/21	123.25
		250415	BIR936435	08/27/2021	09/12/21	51.00
		250419	BIR936413	08/27/2021	09/12/21	52.42
		250422	BIR936431	08/27/2021	09/12/21	45.12
				CHECK	357164 TOTAL:	271.79
357165	09/15/2021 PRTD 3390 BAINBRIDGE SELF STOR	250367	2910	08/30/2021	09/12/21	1,181.00
				CHECK	357165 TOTAL:	1,181.00
357166	09/15/2021 PRTD 57 BAY HAY & FEED	250482	1655583	08/18/2021	09/12/21	69.48
		250491	1658196	08/27/2021	09/12/21	27.21
		250492	1659565	09/01/2021	09/12/21	269.78
				CHECK	357166 TOTAL:	366.47
357167	09/15/2021 PRTD 5412 BENEFIT ADMINISTRATI	250312	2108509	08/23/2021	09/12/21	254.10
				CHECK	357167 TOTAL:	254.10
357168	09/15/2021 PRTD 9837 BERGSTROM, BRANDON	250396	08122021	08/12/2021	09/12/21	21.00
				CHECK	357168 TOTAL:	21.00
357169	09/15/2021 PRTD 45 BAINBRIDGE ISLAND CH	250566	LTAC 2 2021	08/23/2021	09/12/21	5,748.74
				CHECK	357169 TOTAL:	5,748.74
357170	09/15/2021 PRTD 50 BAINBRIDGE ISLAND EL	250405	PAYREQ2-818/821	08/30/2021	09/12/21	27,560.00
		250478	20210084	08/25/2021	09/12/21	359.70

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357170 TOTAL:	27,919.70
357171	09/15/2021	PRTD	2265 BAINBRIDGE ISLAND LO	250565	COBI-0031	09/07/2021		09/12/21	15,735.51
								CHECK 357171 TOTAL:	15,735.51
357172	09/15/2021	PRTD	5105 BAINBRIDGE ISLAND RO	250553	08302021	08/30/2021		09/12/21	200.00
								CHECK 357172 TOTAL:	200.00
357173	09/15/2021	PRTD	9262 BOULDER PARK INC	250307	3643	08/17/2021		09/12/21	3,723.26
								CHECK 357173 TOTAL:	3,723.26
357174	09/15/2021	PRTD	9781 BRONLEA LEHUA MISHLE	250393	21-03	08/31/2021		09/12/21	2,000.00
								CHECK 357174 TOTAL:	2,000.00
357175	09/15/2021	PRTD	1350 BUD CLARY CHEVROLET	250315	2020-12-508	08/19/2021	20210004	09/12/21	50,094.89
								CHECK 357175 TOTAL:	50,094.89
357176	09/15/2021	PRTD	9682 CLARY LONGVIEW, LLC	250305	3MK799 K799	08/16/2021	20210005	09/12/21	50,385.40
								CHECK 357176 TOTAL:	50,385.40
357177	09/15/2021	PRTD	360 BUILDERS FIRSTSOURCE	250493	56334121	08/27/2021		09/12/21	411.37
				250494	83991113	08/23/2021		09/12/21	566.49
				250495	83999175	08/24/2021		09/12/21	16.24
				250496	84045897	08/31/2021		09/12/21	27.80
								CHECK 357177 TOTAL:	1,021.90
357178	09/15/2021	PRTD	9842 BURK, KEN	250497	BLD25219 R-MEC	09/03/2021		09/12/21	33.14
								CHECK 357178 TOTAL:	33.14
357179	09/15/2021	PRTD	1052 CANON FINANCIAL SERV	250302	27203205	08/13/2021		09/12/21	482.62

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357179 TOTAL:	482.62
357180	09/15/2021	PRTD	551 CENTURYLINK	250570	0399AUG21	08/23/2021		09/12/21	3,034.38
								CHECK 357180 TOTAL:	3,034.38
357181	09/15/2021	PRTD	634 CITY OF BAINBRIDGE I	250314	BLD25832	08/19/2021		09/12/21	56.50
								CHECK 357181 TOTAL:	56.50
357182	09/15/2021	PRTD	102 CITY OF BAINBRIDGE I	250402	RETREQ1-FINAL-235	08/18/2021	20210023	09/12/21	5,863.89
								CHECK 357182 TOTAL:	5,863.89
357183	09/15/2021	PRTD	102 CITY OF BAINBRIDGE I	250404	RETREQ2-818/821	08/30/2021	20210037	09/12/21	1,325.00
								CHECK 357183 TOTAL:	1,325.00
357184	09/15/2021	PRTD	103 CITY OF BAINBRIDGE I	250392	23000326	08/25/2021		09/12/21	401.49
								CHECK 357184 TOTAL:	401.49
357185	09/15/2021	PRTD	7823 CIVICPLUS	250385	214045	08/01/2021		09/12/21	15,328.19
								CHECK 357185 TOTAL:	15,328.19
357186	09/15/2021	PRTD	8435 COATES DESIGN INC	250414	124796	08/30/2021		09/12/21	16,234.98
				250417	124759	08/30/2021		09/12/21	9,450.00
								CHECK 357186 TOTAL:	25,684.98
357187	09/15/2021	PRTD	112 CODE PUBLISHING COMP	250309	70627	08/23/2021		09/12/21	1,264.95
				250377	70626	08/23/2021		09/12/21	7,461.00
								CHECK 357187 TOTAL:	8,725.95
357188	09/15/2021	PRTD	6920 COMCAST	250545	SEP21	08/20/2021		09/12/21	11.23
								CHECK 357188 TOTAL:	11.23

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357189	09/15/2021	PRTD	142 COPIERS NORTHWEST IN	250311	INV2316462	06/18/2021		09/12/21	225.09
				250394	INV2348253	08/31/2021		09/12/21	398.85
				250397	INV2347750	08/31/2021		09/12/21	265.01
						CHECK	357189	TOTAL:	888.95
357190	09/15/2021	PRTD	4950 CORRECT EQUIPMENT IN	250373	44804	08/26/2021		09/12/21	1,437.98
						CHECK	357190	TOTAL:	1,437.98
357191	09/15/2021	PRTD	9274 DOUGLAS CRIST	250369	21-007	08/25/2021		09/12/21	100.00
				250370	21-008	08/30/2021		09/12/21	200.00
						CHECK	357191	TOTAL:	300.00
357192	09/15/2021	PRTD	5132 CRYSTAL SPRINGS	250468	5228674 082521	08/25/2021		09/12/21	10.89
						CHECK	357192	TOTAL:	10.89
357193	09/15/2021	PRTD	6363 LN CURTIS & SONS	250555	INV519322	08/23/2021		09/12/21	16.52
						CHECK	357193	TOTAL:	16.52
357194	09/15/2021	PRTD	7016 CUSTOM PRINTING	250306	9722	08/19/2021		09/12/21	73.30
				250336	9723	08/26/2021		09/12/21	69.22
						CHECK	357194	TOTAL:	142.52
357195	09/15/2021	PRTD	152 DAILY JOURNAL OF COM	250416	3369811	07/08/2021		09/12/21	215.60
						CHECK	357195	TOTAL:	215.60
357196	09/15/2021	PRTD	672 DSC INC	250512	101571	08/27/2021		09/12/21	177.20
						CHECK	357196	TOTAL:	177.20
357197	09/15/2021	PRTD	7144 DTMICRO, INC	250376	5749	08/15/2021		09/12/21	136.25

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357197 TOTAL:	136.25
357198	09/15/2021	PRTD	4639 ENNIS-FLINT, INC.	250500	419400	08/17/2021		09/12/21	1,104.83
				250501	419711	08/23/2021		09/12/21	93.85
								CHECK 357198 TOTAL:	1,198.68
357199	09/15/2021	PRTD	1876 ENVIRONMENTAL RESOUR	250301	982370	08/18/2021		09/12/21	294.79
				250304	981864	08/11/2021		09/12/21	978.04
								CHECK 357199 TOTAL:	1,272.83
357200	09/15/2021	PRTD	8134 EVERBRIDGE, INC	250384	M65531	08/31/2021		09/12/21	2,103.43
								CHECK 357200 TOTAL:	2,103.43
357201	09/15/2021	PRTD	5781 EXTERMINATION SERVIC	250310	39198	08/11/2021		09/12/21	364.06
								CHECK 357201 TOTAL:	364.06
357202	09/15/2021	PRTD	705 FCS GROUP	250421	3373-22106028	06/18/2021		09/12/21	2,870.00
								CHECK 357202 TOTAL:	2,870.00
357203	09/15/2021	PRTD	1953 FERGUSON ENTERPRISES	250322	1021232	08/18/2021		09/12/21	1,110.52
				250335	1019884	08/17/2021		09/12/21	576.34
								CHECK 357203 TOTAL:	1,686.86
357204	09/15/2021	PRTD	9509 FIREWALLS.COM INC	250515	2021-131168	09/01/2021		09/12/21	200.00
								CHECK 357204 TOTAL:	200.00
357205	09/15/2021	PRTD	9844 GOSS, MARGUERITE	250550	08302021	08/30/2021		09/12/21	200.00
								CHECK 357205 TOTAL:	200.00
357206	09/15/2021	PRTD	1517 GUARDIAN SECURITY SY	250552	1164917	09/01/2021		09/12/21	260.52

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				CHECK 357206 TOTAL:	260.52
357207	09/15/2021 PRTD 252 H.D. FOWLER COMPANY 250473 15882786	08/20/2021		09/12/21	527.52
				CHECK 357207 TOTAL:	527.52
357208	09/15/2021 PRTD 253 HACH COMPANY 250479 12576728	08/03/2021		09/12/21	92.57
	250559 12599314	08/18/2021		09/12/21	1,558.70
				CHECK 357208 TOTAL:	1,651.27
357209	09/15/2021 PRTD 863 INTERSTATE BATTERIES 250476 22067926	08/12/2021		09/12/21	323.62
				CHECK 357209 TOTAL:	323.62
357210	09/15/2021 PRTD 3114 JOHNSON CONTROLS FIR 250502 22453191	08/23/2021		09/12/21	152.13
	250503 22453206	08/23/2021		09/12/21	152.13
	250504 22453207	08/23/2021		09/12/21	303.53
				CHECK 357210 TOTAL:	607.79
357211	09/15/2021 PRTD 9834 JUAREZ LANDSCAPING L 250471 603386185	08/25/2021		09/12/21	114.37
				CHECK 357211 TOTAL:	114.37
357212	09/15/2021 PRTD 9582 KASEYA US LLC 250556 INV24645438781	09/29/2021		09/12/21	15,267.19
				CHECK 357212 TOTAL:	15,267.19
357213	09/15/2021 PRTD 318 KC ALCOHOLISM SPECIA 250324 082321	08/23/2021		09/12/21	1,952.55
				CHECK 357213 TOTAL:	1,952.55
357214	09/15/2021 PRTD 333 KITSAP COUNTY AUDITO 250374 569605	07/10/2021		09/12/21	42.00
	250375 569628	07/10/2021		09/12/21	40.00
				CHECK 357214 TOTAL:	82.00

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357215	09/15/2021	PRTD	2306 KITSAP COUNTY PROSEC	250378	JUL21	07/02/2021		09/12/21	9,346.77
						CHECK	357215	TOTAL:	9,346.77
357216	09/15/2021	PRTD	338 KITSAP COUNTY CORREC	250525	20210049	08/26/2021		09/12/21	2,866.16
						CHECK	357216	TOTAL:	2,866.16
357217	09/15/2021	PRTD	1971 KELLEY CONNECT	250317	29880690	08/11/2021		09/12/21	189.66
				250321	29880688	08/11/2021		09/12/21	318.28
				250328	29880687	08/11/2021		09/12/21	316.10
				250331	29880689	08/11/2021		09/12/21	360.80
						CHECK	357217	TOTAL:	1,184.84
357218	09/15/2021	PRTD	9338 KEY CODE MEDIA, INC.	250382	089909	06/17/2021		09/12/21	3,601.00
						CHECK	357218	TOTAL:	3,601.00
357219	09/15/2021	PRTD	579 KITSAP SUN	250318	0003987125	07/31/2021		09/12/21	274.36
						CHECK	357219	TOTAL:	274.36
357220	09/15/2021	PRTD	1851 KRAZAN & ASSOCIATES	250326	J602658-5873	07/31/2021		09/12/21	720.00
						CHECK	357220	TOTAL:	720.00
357221	09/15/2021	PRTD	9835 LANDURKA LLC	250327	PLN51049B	08/25/2021		09/12/21	4,766.00
						CHECK	357221	TOTAL:	4,766.00
357222	09/15/2021	PRTD	9843 LAVARING, NICHOLAS	250505	BLD25604 C-MEC	09/03/2021		09/12/21	78.20
						CHECK	357222	TOTAL:	78.20
357223	09/15/2021	PRTD	7849 LAW OFFICE OF THOMAS	250557	SEP21	09/03/2021		09/12/21	4,484.38
						CHECK	357223	TOTAL:	4,484.38

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357224	09/15/2021	PRTD	4224 L.E.I.R.A.	250532	961	08/31/2021		09/12/21	150.00
				250533	943	08/27/2021		09/12/21	50.00
							CHECK	357224 TOTAL:	200.00
357225	09/15/2021	PRTD	7038 MOON SECURITY SERVIC	250469	1100639	08/31/2021		09/12/21	248.00
							CHECK	357225 TOTAL:	248.00
357226	09/15/2021	PRTD	6208 MSDS ONLINE INC	250536	239831	06/11/2021		09/12/21	3,050.92
							CHECK	357226 TOTAL:	3,050.92
357227	09/15/2021	PRTD	8642 MULTICARE CENTERS OF	250506	148279	08/02/2021		09/12/21	110.00
							CHECK	357227 TOTAL:	110.00
357228	09/15/2021	PRTD	9254 NELSON NYGAARD CONSU	250330	80232	08/21/2021		09/12/21	7,305.00
							CHECK	357228 TOTAL:	7,305.00
357229	09/15/2021	PRTD	4211 NORTHEM TRUCK EQUIP	250334	1039289	08/02/2021	20200048	09/12/21	127,556.27
							CHECK	357229 TOTAL:	127,556.27
357230	09/15/2021	PRTD	4111 OLYMPIC SPRINGS INC	250562	341441	09/30/2021		09/12/21	106.17
							CHECK	357230 TOTAL:	106.17
357231	09/15/2021	PRTD	7925 OMNIPARK, INC	250540	123351	09/01/2021		09/12/21	379.32
							CHECK	357231 TOTAL:	379.32
357232	09/15/2021	PRTD	8643 ON-TARGET SOLUTIONS	250530	2691	08/25/2021		09/12/21	800.00
							CHECK	357232 TOTAL:	800.00
357233	09/15/2021	PRTD	8286 SUPERINTENDENT OF P	250558	16803	08/31/2021		09/12/21	45.25
				250560	16777	08/31/2021		09/12/21	135.75

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				250561	16789	08/31/2021		09/12/21	90.50
						CHECK	357233	TOTAL:	271.50
357234	09/15/2021	PRTD	9051 ELIZABETH OZIMEK	250544	08/30/2021	08/30/2021		09/12/21	200.00
						CHECK	357234	TOTAL:	200.00
357235	09/15/2021	PRTD	9561 PAGEFREEZER SOFTWARE	250319	INV-10177	08/25/2021		09/12/21	2,988.00
						CHECK	357235	TOTAL:	2,988.00
357236	09/15/2021	PRTD	9650 THE PAPE GROUP INC.	250507	13002956	08/25/2021		09/12/21	51.61
						CHECK	357236	TOTAL:	51.61
357237	09/15/2021	PRTD	9833 PARDY, CLIVE	250320	BLD25780	08/24/2021		09/12/21	48.16
						CHECK	357237	TOTAL:	48.16
357238	09/15/2021	PRTD	8655 PENINSULA TREE SERVI	250514	2333	08/26/2021		09/12/21	5,232.00
				250517	2335	08/30/2021		09/12/21	6,812.50
						CHECK	357238	TOTAL:	12,044.50
357239	09/15/2021	PRTD	7803 PINTO, MICHELLE	250516	430	09/03/2021		09/12/21	240.00
						CHECK	357239	TOTAL:	240.00
357240	09/15/2021	PRTD	420 PITNEY BOWES GLOBAL	250371	3314122718	08/26/2021		09/12/21	1,129.33
						CHECK	357240	TOTAL:	1,129.33
357241	09/15/2021	PRTD	9644 POLICE RECORDS AND I	250527	14033	08/26/2021		09/12/21	149.00
				250531	10434	08/26/2021		09/12/21	149.00
						CHECK	357241	TOTAL:	298.00
357242	09/15/2021	PRTD	2203 PST INVESTIGATIONS	250520	PSTAC21-57	08/27/2021		09/12/21	16,763.85

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CASH ACCOUNT: 635
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111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357242 TOTAL:	16,763.85
357243	09/15/2021	PRTD	7435 RANDY KAN PORTABLE R	250337	1930992	08/12/2021		09/12/21	180.00
				250338	1930993	08/12/2021		09/12/21	90.00
				250339	1930994	08/12/2021		09/12/21	90.00
				250340	1930995	08/12/2021		09/12/21	90.00
								CHECK 357243 TOTAL:	450.00
357244	09/15/2021	PRTD	408 ROLLING BAY COMMERCI	250368	885569	08/25/2021		09/12/21	4,366.88
								CHECK 357244 TOTAL:	4,366.88
357245	09/15/2021	PRTD	617 S & B INC	250513	25957A	08/25/2021		09/12/21	2,571.86
								CHECK 357245 TOTAL:	2,571.86
357246	09/15/2021	PRTD	1670 SEATTLE PUMP & EQUIP	250519	221460-1	08/06/2021		09/12/21	246.43
								CHECK 357246 TOTAL:	246.43
357247	09/15/2021	PRTD	1488 SETON CONSTRUCTION I	250413	PAYREQ3-FINAL-1058	08/31/2021		09/12/21	33,421.84
								CHECK 357247 TOTAL:	33,421.84
357248	09/15/2021	PRTD	7385 CHARLES P. SHANE	250323	003078	08/24/2021		09/12/21	95.50
								CHECK 357248 TOTAL:	95.50
357249	09/15/2021	PRTD	9584 SILKE COMMUNICATIONS	250341	112515	08/19/2021		09/12/21	469.25
				250342	112780	08/19/2021		09/12/21	194.84
								CHECK 357249 TOTAL:	664.09
357250	09/15/2021	PRTD	4689 SITESTAR.NET	250420	6887448	09/01/2021		09/12/21	6,165.00
								CHECK 357250 TOTAL:	6,165.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

357251	09/15/2021	PRTD	2035	SIX ROBBLEES INC	250523	2-763285	08/23/2021	09/12/21	51.95
							CHECK	357251 TOTAL:	51.95
357252	09/15/2021	PRTD	7173	SKILLINGS	250353	13033	08/20/2021	09/12/21	42,819.53
							CHECK	357252 TOTAL:	42,819.53
357253	09/15/2021	PRTD	8855	SOUND LAW CENTER	250572	2634	09/03/2021	09/12/21	3,797.50
							CHECK	357253 TOTAL:	3,797.50
357254	09/15/2021	PRTD	601	SOUND REPROGRAPHICS	250344	85901	08/23/2021	09/12/21	39.68
					250345	85723	08/13/2021	09/12/21	632.55
					250521	85818	08/30/2021	09/12/21	357.20
					250563	83188	04/07/2021	09/12/21	608.37
					250573	09/07/21-FC	09/07/2021	09/12/21	11.19
							CHECK	357254 TOTAL:	1,648.99
357255	09/15/2021	PRTD	8738	SPEAKWRITE, LLC	250535	9571808E	09/01/2021	09/12/21	15.00
							CHECK	357255 TOTAL:	15.00
357256	09/15/2021	PRTD	8132	SPECTRA LABORATORIES	250346	21-05288	07/20/2021	09/12/21	862.00
					250347	21-06298	08/24/2021	09/12/21	63.45
					250348	21-06299	08/24/2021	09/12/21	63.48
					250522	21-06413	08/26/2021	09/12/21	114.00
							CHECK	357256 TOTAL:	1,102.93
357257	09/15/2021	PRTD	9841	MICHAEL J BRUNDIGE	250510	01	08/06/2021	09/12/21	5,995.00
							CHECK	357257 TOTAL:	5,995.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
357258	09/15/2021	PRTD	2467 STAPLES	250524	8063082832	07/31/2021		09/12/21	39.22
				250528	8063412535	08/28/2021		09/12/21	153.55
						CHECK	357258	TOTAL:	192.77
357259	09/15/2021	PRTD	5882 STAR RENTALS	250537	570808-36	08/30/2021		09/12/21	67.58
						CHECK	357259	TOTAL:	67.58
357260	09/15/2021	PRTD	2122 STERICYCLE INC	250541	3005693496	08/31/2021		09/12/21	10.36
						CHECK	357260	TOTAL:	10.36
357261	09/15/2021	PRTD	9496 ANDREA STEURER	250379	LIC FEE REBATE 2021	08/26/2021		09/12/21	10.00
						CHECK	357261	TOTAL:	10.00
357262	09/15/2021	PRTD	585 STRIPE RITE	250418	PAYREQ1-FINAL-235	08/18/2021		09/12/21	111,413.82
						CHECK	357262	TOTAL:	111,413.82
357263	09/15/2021	PRTD	5730 SUMMIT LAW GROUP	250349	128707	08/20/2021		09/12/21	1,876.00
						CHECK	357263	TOTAL:	1,876.00
357264	09/15/2021	PRTD	8243 TILZ	250534	08/13/2021	08/13/2021		09/12/21	44.00
						CHECK	357264	TOTAL:	44.00
357265	09/15/2021	PRTD	9295 TOOLE DESIGN GROUP,	250351	70166_JUL01	08/18/2021		09/12/21	15,147.13
						CHECK	357265	TOTAL:	15,147.13
357266	09/15/2021	PRTD	6714 TOSHIBA FINANCIAL SE	250352	29957651	08/24/2021		09/12/21	448.46
						CHECK	357266	TOTAL:	448.46
357267	09/15/2021	PRTD	9839 DHDESIGN SERVICES LL	250411	CITY BI TC141-INV1	08/31/2021		09/12/21	625.00

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357267 TOTAL:	625.00
357268	09/15/2021	PRTD	2190 UNITED PARCEL SERVIC	250554	000028Y3Y1351	08/28/2021		09/12/21	23.42
								CHECK 357268 TOTAL:	23.42
357269	09/15/2021	PRTD	1152 USA BLUE BOOK	250354	666977	07/19/2021		09/12/21	2,693.88
				250355	667443	07/19/2021		09/12/21	161.70
				250356	683440	08/03/2021		09/12/21	5,415.04
				250357	686400	08/05/2021		09/12/21	278.53
				250358	694521	08/12/2021		09/12/21	337.36
				250359	695374	08/13/2021		09/12/21	98.25
				250360	695875	08/13/2021		09/12/21	663.10
				250361	700031	08/18/2021		09/12/21	309.51
				250362	702833	08/20/2021		09/12/21	3,404.07
								CHECK 357269 TOTAL:	13,361.44
357270	09/15/2021	PRTD	4104 WA ST FERRIES	250574	RK378588	08/31/2021		09/12/21	142.80
								CHECK 357270 TOTAL:	142.80
357271	09/15/2021	PRTD	952 WA ST PATROL	250398	I22000758	09/01/2021		09/12/21	66.25
								CHECK 357271 TOTAL:	66.25
357272	09/15/2021	PRTD	4513 WM CORPORATE SERVICE	250529	0038978-1048-1	08/01/2021		09/12/21	2,505.94
								CHECK 357272 TOTAL:	2,505.94
357273	09/15/2021	PRTD	5709 WEBCHECK INC	250543	7021	08/31/2021		09/12/21	294.30
								CHECK 357273 TOTAL:	294.30
357274	09/15/2021	PRTD	2175 WEST SOUND WILDLIFE	250567	Q2-2021	07/14/2021		09/12/21	2,137.50

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 357274 TOTAL:	2,137.50
357275	09/15/2021	PRTD	7046 WESTERN SYSTEMS	250526	0000048260	08/18/2021		09/12/21	7,289.87
								CHECK 357275 TOTAL:	7,289.87
357276	09/15/2021	PRTD	9832 WHITE, ROBERT	250363	BLD25440 R-PLM	08/24/2021		09/12/21	107.16
								CHECK 357276 TOTAL:	107.16
357277	09/15/2021	PRTD	6488 WOOD ENVIRONMENT & I	250364	S51703008	08/25/2021		09/12/21	1,045.00
				250372	S51702931	07/19/2021		09/12/21	1,383.36
								CHECK 357277 TOTAL:	2,428.36
357278	09/15/2021	PRTD	650 YWCA-KITSAP COUNTY	250365	3229	08/19/2021		09/12/21	5,641.27
								CHECK 357278 TOTAL:	5,641.27
357279	09/15/2021	PRTD	2607 ZEE MEDICAL SERVICE	250366	68419959	08/18/2021		09/12/21	34.27
				250575	68418021	09/07/2021		09/12/21	213.65
								CHECK 357279 TOTAL:	247.92
NUMBER OF CHECKS						128	*** CASH ACCOUNT TOTAL ***		746,268.66
TOTAL PRINTED CHECKS							<u>COUNT</u>	<u>AMOUNT</u>	
						128		746,268.66	
							*** GRAND TOTAL ***		746,268.66

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	9	40									
APP	401-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		74,806.60	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		09/15/2021	09/12/21	091521			CASH			746,268.66
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		100,086.47	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		09/15/2021	09/12/21	091521			GENERAL - ACCOUNTS PAYABLE		126,932.15	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		140,936.88	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		09/15/2021	09/12/21	091521			STREETS - ACCOUNTS PAYABLE		211,029.23	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		7,197.74	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		13,521.16	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		44,398.07	
								AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000		09/15/2021	09/12/21	091521			CIVIC IMPR - ACCOUNTS PAYABLE		21,484.25	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		600.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		09/15/2021	09/12/21	091521			ACCOUNTS PAYABLE		5,266.11	
								AP CASH DISBURSEMENTS JOURNAL			
APP	171-213000		09/15/2021	09/12/21	091521			TBF-A/P		10.00	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										746,268.66	746,268.66
APP	631-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING		732,747.50	
APP	401-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING			74,806.60
APP	403-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING			100,086.47
APP	001-130000		09/15/2021	09/12/21	091521			GENERAL - DUE TO/FROM CLEARING			126,932.15
APP	402-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING			140,936.88
APP	101-130000		09/15/2021	09/12/21	091521			STREETS - DUE TO/FROM CLEARING			211,029.23
APP	407-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING			7,197.74
APP	301-130000		09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING			44,398.07
APP	104-130000		09/15/2021	09/12/21	091521			CIVIC IMPR DUE TO/FROM CLEAR'G			21,484.25

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
APP 622-130000	09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING				600.00
APP 650-130000	09/15/2021	09/12/21	091521			DUE TO/FROM CLEARING				5,266.11
APP 171-130000	09/15/2021	09/12/21	091521			TBF-DUE TO/FROM CLEARING				10.00
	09/15/2021	09/12/21	091521							
SYSTEM GENERATED ENTRIES TOTAL									732,747.50	732,747.50
JOURNAL 2021/09/40 TOTAL									1,479,016.16	1,479,016.16

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 9	40	09/15/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	126,932.15	126,932.15
				FUND TOTAL	126,932.15	126,932.15
101 STREET FUND 101-130000 101-213000	2021 9	40	09/15/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	211,029.23	211,029.23
				FUND TOTAL	211,029.23	211,029.23
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2021 9	40	09/15/2021	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	21,484.25	21,484.25
				FUND TOTAL	21,484.25	21,484.25
171 TRANSP BEN FUND 171-130000 171-213000	2021 9	40	09/15/2021	TBF-DUE TO/FROM CLEARING TBF-A/P	10.00	10.00
				FUND TOTAL	10.00	10.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021 9	40	09/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	44,398.07	44,398.07
				FUND TOTAL	44,398.07	44,398.07
401 WATER OPERATING FUND 401-130000 401-213000	2021 9	40	09/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	74,806.60	74,806.60
				FUND TOTAL	74,806.60	74,806.60
402 SEWER OPERATING FUND 402-130000 402-213000	2021 9	40	09/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	140,936.88	140,936.88
				FUND TOTAL	140,936.88	140,936.88
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 9	40	09/15/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	100,086.47	100,086.47
				FUND TOTAL	100,086.47	100,086.47
407 BUILDING & DEVELOPMENT FUND	2021 9	40	09/15/2021			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000				DUE TO/FROM CLEARING		7,197.74
407-213000				ACCOUNTS PAYABLE	7,197.74	
				FUND TOTAL	7,197.74	7,197.74
622 EXPENDABLE TRUST FUND	2021 9	40	09/15/2021	DUE TO/FROM CLEARING		600.00
622-130000				ACCOUNTS PAYABLE	600.00	
622-213000						
				FUND TOTAL	600.00	600.00
631 CLEARING FUND	2021 9	40	09/15/2021	DUE TO/FROM CLEARING	732,747.50	
631-130000				ACCOUNTS PAYABLE	13,521.16	
631-213000						746,268.66
635-111100				CASH		
				FUND TOTAL	746,268.66	746,268.66
650 AGENCY FUND	2021 9	40	09/15/2021	DUE TO/FROM CLEARING		5,266.11
650-130000				ACCOUNTS PAYABLE	5,266.11	
650-213000						
				FUND TOTAL	5,266.11	5,266.11

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		126,932.15
101	STREET FUND		211,029.23
104	CIVIC IMPROVEMENT FUND		21,484.25
171	TRANSP BEN FUND		10.00
301	CAPITAL CONSTRUCTION FUND		44,398.07
401	WATER OPERATING FUND		74,806.60
402	SEWER OPERATING FUND		140,936.88
403	STORM & SURFACE WATER FUND		100,086.47
407	BUILDING & DEVELOPMENT FUND		7,197.74
622	EXPENDABLE TRUST FUND		600.00
631	CLEARING FUND	732,747.50	
650	AGENCY FUND		5,266.11
	TOTAL	732,747.50	732,747.50

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes,

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve meeting minutes.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, August 17, 2021.pdf](#)

[Regular City Council Business Meeting Minutes, August 24, 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, AUGUST 17, 2021

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Deputy Mayor Pollock called the meeting to order at 6:04 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Pollock, and Councilmembers Carr, Deets, Hytopoulos, and Schneider were present. Councilmember Fantroy-Johnson was absent and excused.

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

Councilmember Deets moved and Councilmember Schneider seconded to approve the agenda as presented. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

3) UNFINISHED BUSINESS

3.A [Discuss Madison Avenue Sidewalk Project Scope - Public Works](#)

[Cover Page](#)

[Madison Ave Bike Lanes 081721.pptx](#)

[2021-08-06 Bainbridge Madison Roll Plot with sections.pdf](#)

[2021-08-06 Bainbridge Madison Cross Sections.pdf](#)

[2021-08-06 Bainbridge Madison Plan View Concepts.pdf](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation, and Council discussed the proposed project.

4) NEW BUSINESS

4.A [Review Housing Action Plan Scope of Work and Methodology for Consultant Selection](#)

[Cover Page](#)

[Housing Action Plan - August 17 Study Session.docx](#)

City Manager King introduced the agenda item. Council discussed the scope of work and consultant selection options.

MOTION: I move to direct the City Manager to solicit qualifications for a consulting firm to conduct our Housing Action Plan.

Pollock/Nassar: The motion carried 4 – 2.

AYES: Rasham Nassar, Joe Deets, Kirsten Hytopoulos, Michael Pollock

NOES: Leslie Schneider, Christy Carr

ABSENT: Brenda Fantroy-Johnson
ABSTAIN: None

5) COUNCIL DISCUSSION

5.A Consider Direction to City Manager to Pause Work on the Shoreline Management Program Periodic Review
[Cover Page](#)

City Manager King introduced the agenda item. Planning Commissioners Chester, Blossom, and Matthews joined the discussion.

Planning Commissioners will work with the City Manager and staff on the approach to the Shoreline Management Program Periodic Review.

5.B Consider Direction Regarding Proposed Development Agreements with Central Highlands, Inc. for the Wintergreen Project
[Cover Page](#)
[Wintergreen Townhomes - development agreement - timeline.docx](#)
[Wintergreen Townhomes - development agreement - affordable housing.docx](#)
[Wintergreen Site Concept_05262021.pdf](#)

City Manager King introduced the agenda item, and Council discussed the project.

MOTION: I move to direct the City Manager to negotiate development agreements proposed by Central Highlands, Inc., related to the Wintergreen Project to bring back to Council at the soonest possible date.
Nassar/Schneider: The motion was withdrawn.

6) [ADJOURNMENT](#)

Deputy Mayor Pollock adjourned the meeting at 8:12 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, AUGUST 24, 2021

MEETING MINUTES

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Nassar called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Pollock, and Councilmembers Carr, Deets, Fantroy-Johnson, Hytopoulos, and Schneider were present.

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

Councilmember Deets moved and Councilmember Carr seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) [PUBLIC COMMENT](#)

3.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

David commented on the Wintergreen project.

Susan Loftus spoke in favor of directing American Rescue Plan Act (ARPA) funding to the Sustainable Transportation network.

Sal DeRosalia spoke in favor of affordable housing.

Hayes Gori spoke about the Wintergreen project.

4) [CONSENT AGENDA](#)

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

[Cover Page](#)

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

Deets/Carr: The motion carried unanimously, 7-0.

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

[Cover Page](#)

[AP Report to Council of Cash Disbursements 08-25-21.pdf](#)
[Council Report PR 8-20-21-signed.pdf](#)

- 4.C Approve City Council Meeting Minutes**
[Cover Page](#)
[City Council Regular Business Meeting Minutes, August 10, 2021.pdf](#)
- 4.D Approve Ordinance No. 2021-24 Relating to 2021 2nd Quarter Budget and Updated Capital Improvement Plan Amendments - Finance**
[Cover Page](#)
[2021_2nd_QTR_BUA_Transmittal_Memo_Final.docx](#)
[ORD_2021-24_2nd_QTR_Budget_and_CIP_Amendments.docx](#)
[Ord_2021-24_Attachment_A-Q2_Budget_Amendments.pdf](#)
[Ord_2021-24_Attachment_B-Q2_Budget_Amendments.pdf](#)
- 4.E Consider High School Road Safety Improvements Project Contract Award (\$324,523.00) and Budget Amendment (\$180,000.00) - Public Works**
[Cover Page](#)
[Bid Form HS Rd Safety Imp.docx](#)
[Contract HS Rd Safety Imp.docx](#)
[WSDOT 2021.08.04 LAAS #2.pdf](#)
[Bid Memo HS Rd Safety Imp.pdf](#)
[HSR Safety Plans.pdf](#)
- 4.F Consider Country Club Road Bulkhead Spot Repairs Contract Award (\$332,613.16) and a Budget Amendment (\$101,000.00) - Public Works**
[Cover Page](#)
[Bid Form Country Club Rd Bulkhead Spot Repairs.docx](#)
[Contract Country Club Rd Bulkhead Spot Repairs.docx](#)
- 4.G Approve Contract Amendment for an Additional \$24,120.00, FCS 100% Cost Recovery Fee Study PCD - Planning**
[Cover Page](#)
[Amendment No. 2 to PSA with FCS Group for Fee Study.docx](#)
[Amendment No. 1 to PSA with FCS Group Fee Study](#)
[Fully Executed FCS Group PSA Contract Signed 122019.pdf](#)
[Amendment Request FCS](#)
- 4.H Authorize Application for City Sponsored Civic Improvement Fund Projects - Lodging Tax Advisory Committee (LTAC) Funding Proposals (\$56,000; \$28,000; \$70,000) - Public Works**
[Cover Page](#)
[2022_City_Sponsored_LTAC_Proposals_FINAL.pptx](#)
- 4.I Approve Council High Priority List from July 17 Retreat**
[Cover Page](#)
[Council Priority Projects 2021-2022](#)
- 4.J Approve Ordinance No. 2021-20, Complete Streets Ordinance - Public Works**
[Cover Page](#)

[Ordinance 2021-20 Relating to Complete Streets.docx](#)

4.K Consider Confirmation of Recommended Appointment to the Utility Advisory Committee - Council

[Cover Page](#)

[Brandt-Erichsen - UAC \(Redacted\).pdf](#)

4.L Authorize Issuance of Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for 2022 - 2023 - Executive

[Cover Page](#)

[2022-2023 Cultural Funding RFP for CC 08242021.docx](#)

5) COUNCIL ANNOUNCEMENTS

Councilmember Hytopoulos mentioned the Ethics Board subcommittee and said they intend to start their work.

Councilmember Deets mentioned an opening for a small city representative for Puget Sound Clean Air Agency. Councilmember Deets will serve as the representative.

6) CITY MANAGER'S REPORT

City Manager King provided an update on the Wintergreen project's status.

7) PRESENTATION(S)

7.A Approve Proclamation declaring September 2021 as Childhood Cancer Awareness Month - Mayor Nassar [Moved]

[Cover Page](#)

[Childhood Cancer Awareness Month Proclamation 2021.docx](#)

This item was delayed until after agenda item 9.B, which was moved up in the agenda.

9) UNFINISHED BUSINESS

9.B Accept Responses to Council Questions related to SR305 Roundabout Project - Public Works [Moved up in the agenda]

[Cover Page](#)

[WSDOT SR305 Roundabout Q_A Memo.docx](#)

[SR305 Roundabout Plans.pdf](#)

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information, and Council discussed the topic.

7) PRESENTATION(S)

7.A Approve Proclamation declaring September 2021 as Childhood Cancer Awareness Month - Mayor Nassar

Councilmember Fantroy-Johnson read the proclamation.

MOTION: I move to approve the proclamation declaring September 2021 as Childhood Cancer Awareness Month.

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

8) PUBLIC HEARING(S)

8.A Ordinance 2021-10 Amending Bonus Floor Area Ratio (FAR) Options, BIMC 18.12.030.E, Hold Public Hearing and Consider Approval - Planning

[Cover Page](#)

[Final CC Presentation.pptx](#)

[20210824 CC Staff Memo.docx](#)

[Ordinance No. 2021-10 - Public Hearing Draft - Revising Bonus FAR Regulations.docx](#)

[Exhibit A to Ordinance No. 2021-10.pdf](#)

[Tawresey 20210728 Comment to Planning Commission.pdf](#)

[MUTC and HS Rd Map.pdf](#)

[ORD 2021-10 PC Recorded Motion 072921.pdf](#)

[20200924 PC Staff Memo.pdf](#)

[WMP Goals & Policies Related to FAR.pdf](#)

Planning Director Wright introduced the agenda item.

Mayor Nassar opened the public hearing at 6:52 p.m.

Public Comment

David commented on the ordinance.

Mayor Nassar closed the public hearing at 6:54 p.m.

MOTION: I move to approve Ordinance No. 2021-10.

Carr/Deets: The motion carried unanimously, 7-0.

9) UNFINISHED BUSINESS [CONTINUED]

9.A Identify Projects for Funding by the American Rescue Plan Act (ARPA)

[Cover Page](#)

[Consolidated_ARPA Recommendations for 08242021.docx](#)

Mayor Nassar invited additional public comment.

Public Comment

Loren Bast spoke in favor of using funds to attract a replacement medical facility for the former Swedish clinic.

David Reynolds Gooch spoke in favor of funding Sustainable Transportation projects.

Fran Korten spoke in favor of funding Sustainable Transportation projects.

City Manager King introduced the agenda item, and Council discussed potential projects. A short list was developed that includes the following projects: wastewater beneficial re-use, McDonald Creek Culvert/Springbrook Creek mitigation at High School Road and Fletcher Bay Road, Springbrook Fish Passage, Madison Avenue sidewalk/bike lanes project, Sustainable Transportation implementation set-aside, stormwater/non-motorized demonstration project, Wastewater Treatment Plant near-term capacity upgrades, buy or lease space to medical group for former Swedish clinic to improve health care access, biodigester, water system climate resiliency upgrades, affordable housing projects, premium pay for childcare workers, and solar panels on emergency hubs/shelters.

Council extended deliberations to September 28, 2021. Staff will provide the short list to the Climate Change Advisory Committee, Race Equity Advisory Committee, Utility Advisory Committee, Sustainable Transportation Task Force, Environmental Technical Advisory Committee and the public.

8.A Ordinance 2021-10 Amending Bonus Floor Area Ratio (FAR) Options, BIMC 18.12.030.E, Hold Public Hearing and Consider Approval – Planning [Continued]

Mayor Nassar re-opened the public hearing at 8:02 p.m. for additional public comment.

Public Comment

John Tawresey spoke against Ordinance No. 2021-10 and referred to the written comments he had previously provided Council.

Mayor Nassar closed the public hearing at 8:11 p.m. Council did not choose to reconsider their approval of the ordinance.

10) NEW BUSINESS

10.A Consider Ordinance No. 2021-25, Sales and Use Tax Increase of One-Tenth of One Percent for Affordable Housing and Related Services - Finance

[Cover Page](#)

[Ordinance No. 2021-25_Relating to Affordable Housing Sales Tax Increase.docx](#)

[Affordable Housing Sales Tax Memo - for packet_08.19.21.docx](#)

City Manager King introduced the agenda item.

MOTION: I move to forward Ordinance No. 2021-25 for consideration of approval with the September 14, 2021, Consent Agenda.

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

10.B Consider Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary - Planning

[Cover Page](#)

[2020 Summary of Activities.docx](#)

[2021 Work Plan](#)

[FotF Letter for Council Packet 8-24-21.pdf](#)

Senior Planner Tayara introduced the agenda item, and Council discussed the work plan.

MOTION: I move to forward the work plan to the September 14, 2021, Consent Agenda amended as follows: deleting the last bullet and substituting it with a bullet to read "continue to participate along with

other community stakeholders as needed in the master planning work in process, led by Friends of the Farms, through the professional consulting services provided, pro-bono, by Miller Hull."

Carr/Deets: The motion carried 5 – 2.

AYES: Joe Deets, Leslie Schneider, Michael Pollock, Christy Carr, Brenda Fantroy-Johnson
NOES: Rasham Nassar, Kirsten Hytopoulos
ABSENT: None
ABSTAIN: None

10.C Consider Appointments to the Historic Preservation Commission - City Council

[Cover Page](#)

[Chandler - HPC \(Redacted\).pdf](#)

[Cliver - HPC \(Redacted\).pdf](#)

[Romann - HPC \(Redacted\).pdf](#)

Mayor Nassar introduced the agenda item.

MOTION: I move to forward for approval with the September 14, 2021, Consent Agenda the appointment of Blaine Cliver to Position 3 through June 2024.

Hytopoulos/Carr: The motion carried unanimously, 7-0.

MOTION: I move to forward for approval with the September 14, 2021, Consent Agenda the appointment of Judy Romann to Position 4 through June 2024.

Hytopoulos/Carr: The motion carried unanimously, 7-0.

MOTION: I move to forward for approval with the September 14, 2021, Consent Agenda the reappointment of Rick Chandler Position 6 through June 2022.

Hytopoulos/Carr: The motion carried unanimously, 7-0.

10.D Discuss Ferncliff Avenue Water Line Extension Rate Structure Recommendation and Code Revision - Public Works

[Cover Page](#)

[Ferncliff_Water_Extension_Cost_Distribution_Memo_081921.docx](#)

[Appendix A - Water Main Extension Funding Alternatives \(8-12-21\).docx](#)

[Appendix B - Resolution No. 2021-02.pdf](#)

[Ferncliff Water Extension.pptx](#)

Public Works Director Wierzbicki provided a presentation on the agenda item, and Council discussed the proposal.

MOTION: I move to authorize the City Manager to engage the Ferncliff Avenue community on the proposed water line extension in accordance with the staff recommendation, and report back on community feedback and next steps.

Fantroy-Johnson/Deets: Councilmember Fantroy-Johnson withdrew her motion with the concurrence of Councilmember Deets.

City Manager King said that staff will address concerns and return to Council with a refined proposal.

11) ADJOURNMENT

Mayor Nassar adjourned the meeting at 9:16 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

AGENDA ITEM: Consider Rejecting Bids for the Sportsman Club New Brooklyn Intersection Improvements Project - Public Works,

SUMMARY: A bid opening was held on August 17, 2021 and three (3) bids were received. City staff has reviewed the bid results and recommends that the City Council reject the bids due to the costs significantly exceeding the engineer's estimate and re-advertise at a later date.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Reject all bids received at the August 17, 2021 bid opening for the Sportsman Club New Brooklyn Intersection Improvements project and re-advertise at a later date.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The subject project includes the improvement of the existing 4-way stop intersection of Sportsman Club Road NE and NE New Brooklyn Road by reconstructing the intersection to provide four-way stop control with a right turn slip lane for westbound to northbound traffic. The work will include new sidewalk, asphalt shoulders, ADA ramps and crosswalks, drainage improvements, retaining walls, signing, striping, and traffic control

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 any or all bids and to waive informalities in the bidding process. City staff recommends that the City Council reject all three bids received at the August 17, 2021, bid opening due to the costs significantly exceeding the engineer's estimate and re-advertise at a later date. See attached bid form. The engineer's estimate is \$760,000 and lowest bid was \$1,236,236.

The City staff anticipate that a lower bid will be received if the project is re-advertised in January 2022, as the time of bid will be closer to the proposed date of the start of construction, June 22, 2022 (after the end of the

school year.) Additionally, the staff will be preparing the next project advertisement to include some elements of the project as added alternatives, which will provide more flexibility in meeting the established project budget.

ATTACHMENTS:

[Bid Form.docx](#)

[Sportsman NB Rendering.pdf](#)

FISCAL DETAILS: MUNIS Project # 00715

Fund Name(s): General Fund

Coding:



City of Bainbridge Island
Public Works Department – Engineering

Sportsman Club & New Brooklyn Intersection Improvements
Federal Aid Project No: STPUS-6707(001)
Bid Opening Date: August 17, 2021
Bids Open @ 10:00am

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: \$760,000.00.	Bidder #1 Sound Pacific Construction LLC	Bidder #2 Granite Construction Company	Bidder #3 Active Construction Inc		
Proposal	✓	✓	✓		
Signature Page – Addenda Acknowledged if applicable	✓	✓	✓		
Non-Collusion Declaration	✓	✓	✓		
Proposal Bond (5%)	✓	✓	✓		
Statement of Bidders Qualifications	✓	✓	✓		
Statement of Proposed Subcontractors	✓	✓	✓		
Disadvantaged Business Enterprise Utilization Certification (WSDOT Form #272-056A EF Revised 07/2011)	✓	✓	✓		
Disadvantaged Business Enterprise (DBE) Written Confirmation Document (dated 07/2011)	✓				
TOTAL BASE BID AMOUNT	\$1,536,685.00	\$1,441,489.00	\$1,236,236.00		



Stephanie Bower, Architectural Illustration

Sportsman / New Brooklyn Intersection Improvements

August 25, 2021



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute a Memorandum of Understanding, Authorizing Participation in the Bainbridge Island Cooperative Weed Management Board - Executive,

SUMMARY: Council will consider authorizing the City Manager to execute the attached Memorandum of Understanding in the attached format, or a substantially similar format, regarding the City's participation in the noxious weed eradication effort. The MOU allows for collaboration and discussion to address best in class methods to control weeds and restore native vegetation. The agreement does not commit the city to financial support or delegate any decision-making authority.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION: Authorize the City Manager to execute a Memorandum of Understanding, authorizing participation in the Bainbridge Island Cooperative Weed Management Board.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: Multiple community groups within the City of Bainbridge Island desire to enter into a Memorandum of Understanding to provide a means to effectively coordinate the actions that each party has authority to undertake to address invasive weeds on lands within its jurisdiction.

The parties to this agreement seek to work towards mutual interest and benefit to work cooperatively in inventorying, controlling, monitoring, and preventing the establishment and spread of invasive weeds (integrated invasive weed management) across jurisdictional and ownership boundaries within a Cooperative Weed Management Area (CWMA).

The parties to this agreement will develop a work plan to execute within the CWMA, which will include the City of Bainbridge Island in its entirety. No financial support is required and the city will not delegate any decision-making authority.

The city currently addresses weeds and growth along its public right-of-ways.

ATTACHMENTS:

[CWMA MOU.docx](#)

FISCAL DETAILS: No financial commitment is required.

Fund Name(s):

Coding:

Memorandum Of Understanding

Among*

Kitsap County, Noxious Weed Board, Conservation District

City of Bainbridge Island

Bainbridge Island Metropolitan Park & Recreation District

Sustainable Bainbridge (including Bainbridge Watershed Council and Weed Warriors)

Bainbridge Island Land Trust

IslandWood

Bloedel Reserve

Bainbridge Island Parks Foundation

Bainbridge Island School District

Friends of the Farms

**This is an actively growing list and may be revised as needed*

A. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to provide a means to effectively coordinate the actions that each party has authority to undertake to address invasive weeds on lands within its jurisdiction. Because weeds readily cross property boundaries, it is in each party's interest to coordinate efforts to accomplish a more effective integrated invasive weed management program.

No party is delegating to any other party any decision-making authority. Each party will still be responsible for making decisions concerning land or resources within its jurisdiction. The benefit of the cooperative effort, however, is that when a party chooses to take action, the action can be taken in a manner that enhances and benefits from efforts taken by other parties. Further, on a case-specific basis, parties may choose to share resources. Agency decisions will be subject to applicable laws, regulations, and public processes.

B. MUTUAL BENEFIT:

All parties to the MOU agree that it is to their mutual interest and benefit to work cooperatively in inventorying, controlling, monitoring, and preventing the establishment and spread of invasive weeds (integrated invasive weed management) across jurisdictional and ownership boundaries within the Cooperative Weed Management Area (CWMA). All parties also agree it is to their mutual benefit to work cooperatively to educate, train, and share technology and information

with agency and general public personnel about invasive weeds, and to work cooperatively to make the best use of available resources to manage the invasive weed problems within the CWMA.

This MOU serves to establish a working relationship among the parties to achieve more effective and efficient control of invasive weeds on Bainbridge Island. The first step in this relationship is for the parties to work together in order to define the Bainbridge Island Cooperative Weed Management Area, which encompasses the following area:

In Washington, the Bainbridge Island CWMA encompasses the entire geographic area of the island of Bainbridge Island, contiguous with the City of Bainbridge Island boundaries.

C. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. The parties to this MOU will cooperatively prepare a Management Plan to describe the goals, objectives and strategies of the CWMA. The Management Plan will also outline the structure and function of the CWMA and provide any other needed background information. Absent any separate agreement among one or more parties, each party is solely responsible for its own costs and participation in this joint planning effort.
2. Modifications within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. Any party, in writing, may terminate their participation in this MOU in whole, or in part, at any time before the date of expiration.
4. New parties may be added to the MOU by modifying the MOU as described in Section C (2) above. It is the intent that the CWMA remain open and inclusive of all organizations and individuals who wish to work cooperatively on invasive weed issues.
5. This instrument in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.
6. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement, contribution of resources, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract of agreement for training or other services must fully comply with all applicable requirements for competition.
7. Any information furnished to Federal Agencies under this Agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

8. This agreement is subject to all applicable laws, and each party agrees to be individually responsible for full legal compliance with laws and regulations applicable to each party. Each party is an individual entity, and no party is an agent for any other party.

9. This instrument is executed as of the last date shown below and expires no later than _____, 202_, at which time it is subject to review and renewal or expiration.

D. AUTHORITY

The following is a listing of authorities that are potentially applicable to this MOU: the Cooperative Funds and Deposits Act of December 12, 1975 (PL94148); ORS 570.500 to 570.600; the Granger-Thye Act of April 24, 1950; the Federal Noxious Weed Act of 1974 (PL 93629); the Washington noxious weed laws including RCW 17.10, WAC Chapter 16-750, and WAC Chapter 16-752; the Invasive Species Executive Order of February 3, 1999; the Federal Land Policy and Management Act of 1976 (FLPMA) (Public Law 94579, Section 307 (b); the Omnibus Consolidated Appropriations Act of 1997, Wyden Amendment (Public Law 104208, Section 124, as amended, Public Law 105277, Section 136); the Watershed Restoration and Enhancement Agreement Authority of FY 1999 and Beyond, Section 323 (a); Flood Control Acts of 1938, 1946, and 1950; and, other applicable laws.

E. MOU PARTY REPRESENTATIVE(S) IS/ARE:

(Primary Contact Information – More Than One Contact May Be Listed)

Name: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

F. SIGNATURES

IN WITNESS of the above-named MOU

_____ (*Name of Organization*) **hereby agrees to join with other signatories to this MOU to execute this agreement.**

Signature _____

Name _____

Title _____

Date _____

Expires _____, 202_



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

AGENDA ITEM: Consider Authorization to Apply for State of Washington Department of Ecology SFY 2021-23 Municipal Stormwater Capacity-Building Grant Agreement and Consider an Associated Budget Amendment (\$50,000.00) - Public Works,

SUMMARY: Recurring Municipal Stormwater Capacity-Building Grant offered through Department of Ecology for SFY 2021-23 in the amount of \$50,000.00 with associated budget amendment of \$50,000.00 from SSWM fund.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to submit an application for a Department of Ecology SFY 2021-23 Municipal Stormwater Capacity--Building Grant in the amount of \$50,000.00, and approve a budget amendment of \$50,000.00 from the SSWM fund, thereby increasing the spending authority.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Washington State Department of Ecology has offered a biennial non-competitive Municipal Stormwater Capacity-Building Grant to National Pollutant Discharge Elimination Discharge (NPDES) Permittee jurisdictions since 2008 to help Permittees meet the requirements of the Municipal Stormwater NPDES Permit and improve and protect water quality in Washington State.

Capacity Grant funds have been received by the City over last several grant cycles, and are used to help with the development and implementation of stormwater management programs for NPDES Permit Compliance. City staff submit quarterly reports to the Department of Ecology. There are no contributing matching funds required for this grant. For timeline purposes, this grant application needs to be submitted to Ecology by Sept. 30, 2021. Upon Council approval, a proposed budget amendment will be included in the 4th quarter budget adjustment reporting.

ATTACHMENTS:

[SFY21 23 Stormwater Capacity Grant Guidelines.pdf](#)

FISCAL DETAILS: Approval of this grant will require a \$50,000 budget adjustment in the Storm and Surface Water Management Fund.

Fund Name(s): SSWM Fund

Coding:



SFY2021-23 Municipal Stormwater Capacity-Building Grants

Funding Guidelines

Water Quality Program

Washington State Department of Ecology
Olympia, Washington

July 2021, Publication 21-10-033

Publication Information

This document is available on the Department of Ecology's website at:

<https://apps.ecology.wa.gov/publications/summarypages/2110033.html>

Contact Information

Water Quality Program

P.O. Box 47600

Olympia, WA 98504-7600

Phone: 360-407-6124

Website¹: [Washington State Department of Ecology](http://www.ecology.wa.gov)

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6216 or email at Jessica.Schwing@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

SFY 2021-23 Municipal Stormwater Capacity-Building Grants

Funding Guidelines

Water Quality Program
Washington State Department of Ecology
Olympia, WA

July, 2021 | Publication 21-10-033



DEPARTMENT OF
ECOLOGY
State of Washington

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Funding Program Purpose

The Washington Department of Ecology (Ecology) is soliciting requests for funding assistance for the implementation of the National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permits in Washington state including:

- Phase I Municipal Stormwater General Permit
- Western Washington Phase II Municipal Stormwater General Permit
- Eastern Washington Phase II Municipal Stormwater General Permit

This non-competitive grant program will provide financial assistance to cities and counties covered under the Phase I and Phase II General Municipal for projects that benefit stormwater management programs and implementation of their NPDES municipal stormwater permit programs.

NOTE: Capital construction projects are not eligible for funding through this grant program.

Applicant eligibility

This is a non-competitive grant program open to cities or counties in Washington State covered by a Phase I or Phase II Municipal Stormwater General Permit. Each permitted city or county is eligible to receive a maximum of one funding award per biennia.

Ports, universities, school districts, drainage districts, state agencies, or other secondary permittees are not eligible to apply directly for this funding program but may partner with a permitted city or county. For information on local governments covered by the permits and permit requirements, please refer to Ecology's [Municipal Permit webpage²](#).

In order to ensure that 1) Ecology has sufficient funding available to reimburse grant expenses, and 2) Ecology water quality dollars are maximized over the biennia and do not remain obligated to projects that will not be requesting reimbursements for the full value of the grant award, eligibility may be suspended for communities that have not spent capacity funding awarded in prior biennia.

Local governments receiving funding under other Ecology stormwater grant programs are not precluded from receiving these capacity-building funds. Applicants who have not successfully closed out SFY 2019-21 Capacity Grants may apply for funding. However, *Ecology may elect to withhold final funding authorization until applicants have provided all deliverables, including close-out reports, for the SFY2019-21 Municipal Stormwater Capacity Building Grants.*

² <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits>

Grant award and match

Grant funding ceilings have been set by Ecology at \$50,000 per eligible recipient. There are no match requirements, and grant awards will cover 100 percent of eligible costs up to the grant award amount. Payments for eligible expenses will be made on a reimbursement.

Program Schedule

Table 1: Key program dates

July 29, 2021	Application for funding opens in EAGL
5:00 pm, September 30, 2021	Applications close
<u>Prior</u> to December 31, 2021	Deadline for recipient signatures
January 30, 2020	First Progress report due
March 31, 2023	Closeout Reports Due Last day to incur eligible expenses
Prior to April 30, 2023	Final payment request must be submitted in EAGL.

Eligible project expenses

Recipients may be reimbursed for expenses related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. This may include staff time, equipment, supplies, training or other expenses.

The following is a list of elements Recipient's project may include.

1. Public education and outreach activities, including stewardship activities.
2. Public involvement and participation activities.
3. Illicit discharge detection and elimination (IDDE) program activities, including:
 - a. Mapping of municipal separate storm sewer systems (MS4s).
 - b. Staff training.
 - c. Activities to identify and remove illicit stormwater discharges.
 - d. Field screening procedures.

- e. Complaint hotline database or tracking system improvements.
- 4. Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
 - a. Development of an ordinance and associated technical manual or update of applicable codes.
 - b. Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
 - c. Training for plan review or inspection staff.
 - d. Participation in applicable watershed planning effort.
- 5. Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
 - a. Inspecting or maintaining the MS4 infrastructure.
 - b. Developing or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
- 6. Annual reporting activities.
- 7. Establishing and refining stormwater utilities, including stable rate structures.
- 8. Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Monitoring, including:
 - a. Development of applicable QAPPs.
 - b. Monitoring activities, in accordance with a Ecology- approved QAPP, to meet Phase I/II permit requirements.
- 9. Structural stormwater controls program activities (Phase I permit requirement)
- 10. Source control for existing development (Phase I permit requirement), including:
 - a. Inventory and inspection program.
 - b. Technical assistance and enforcement.
 - c. Staff training.
- 11. Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a pick-up truck). *Equipment purchases over \$5,000 must be pre-approved in writing by the Ecology Project Manager.*

Ecology will require recipients to provide documentation of the work performed with these funds. Common forms of documentation include: field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, or summaries of how equipment purchases have increased or improved permit compliance.

All monitoring projects will require an Ecology-approved Quality Assurance Project Plan (QAPP) and all data must be submitted to Ecology. All receiving water data must be submitted via Ecology's Environmental Information Management System (EIM).

Ineligible project expenses

Ineligible projects or project components include, but are not be limited to:

- Capital construction projects.
- Projects that do not support Municipal NPDES permit implementation.
- Give-a-ways or incentives.
- Grant application preparation.
- TAPE review process for proprietary treatment systems.

How to apply for funding

Step 1: Ensure you have access to Ecology's grant and loan management system, EAGL.

New users will need to create a Secure Access Washington account to access the Ecology's Administration of Grants & Loans (EAGL) system. Links and detailed instructions are available on [Ecology's grants and loans webpage](#)³.

Step 2: Check the status of your last Municipal Stormwater Capacity Grant.

If your agreement for last biennia (SFY2019-21) is still active, work with your team to provide Ecology with all deliverables, including the final 2-page outcome summary. If you have questions about close-out requirements, contact Kyle Graunke at Kyle.Graunke@ecy.wa.gov or 360-628-3890.

If your previous grant is not closed out, you may still apply for the current grant program, however Ecology may delay or deny activation of your new grant.

Step 3: Fill out the grant application forms for the FY2021-23 Municipal Stormwater Grants.

This application is very short. Most of the application fields will be auto-filled, including the scope of work. Funding for this program is not awarded competitively, and the application will not be scored. The information provided in the application will be used to develop the application with the appropriate contact information.

³ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans>

Please note that your project manager, financial manager, and authorized signatory must all have a SAW account and EAGL access. You will have another opportunity to update these names prior to signing the agreement.

Step 4: Submit the application.

Many applicants fill out the application and fail to submit it. To submit the application, you must change the status to “submitted”. Only an authorized official may submit an application on behalf of your agency.

Application Tip: An **AUTHORIZED OFFICIAL** is someone that works for the city or county and will handle administrative task such as providing updated contact information and submitting requests for payment. A consultant or contractor may not hold the role of Authorized Official.

An **AUTHORIZED SIGNATORY** is the person who has the legal authority to enter into an agreement, the mayor, for example. They will still need to have a SAW account, but they do not need to be assigned the role of Authorized Official. If this person changes after the application is submitted, but before the agreement is signed, you will be able to change this person at any time after the agreement is ready for signature.

More information about using the EAGL system is available in the [EAGL Users Guide](#)⁴.

Grant Management

The following important terms and conditions play a role in the day-to-day decisions made on grant projects. A complete listing of the administrative requirements for all grants and loans administered by Ecology is contained in the [Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL](#)⁵.

Administration

Applicants may request up to \$5,000 of the total grant award for **TASK 1 PROJECT ADMINISTRATION AND MANAGEMENT** in the project application. This task will include the cost of preparing quarterly and final reports, payment requests, and maintaining project documentation. Applicants may include an overhead charge of up to 30 percent of salaries and benefits for employees for time spent specifically on the project. Overhead is only available for permittee staff time and may not be charged for purchases or contracts.

The funding agreement is the formal written contractual arrangement signed by authorized signatories of the recipient and Ecology. The agreement, will include: an approved scope of work, total project costs, a budget, performance schedule and Ecology General Terms and Conditions. Ecology assigns a staff member to provide project and financial management to each funded project.

⁴ <https://apps.ecology.wa.gov/publications/documents/1701015.pdf>

⁵ <https://fortress.wa.gov/ecy/publications/publications/1401002.pdf>.

Payment requests and project reporting

Recipients must submit a progress report via the EAGL system quarterly, even if they are not requesting reimbursement that quarter. Grant recipients may elect to complete projects prior to March 31, 2023 and will not be required to submit additional quarterly reports once Ecology receives all deliverables, and final payment request and accepts the final 2-page project outcomes summary and recipient closeout report (RCOR).

If the grant recipient fails to submit two or more consecutive quarterly reports via the EAGL system, Ecology may consider this failure to provide progress reports as non-performance and initiate actions to amend or terminate this agreement.

All grant payments are made on a reimbursement basis. Failure to provide adequate progress reports and expense documentation will result in denied payment requests and may result in project termination or other actions.

Equipment purchase eligibility

Equipment purchased must be of a specialized nature specific to stormwater program implementation to be eligible for reimbursement. Tools, vehicles, and other equipment for general facility or vehicle maintenance are not eligible. Recipients are encouraged to contact the Ecology Project manager for written pre-approval prior to purchasing equipment. Ecology may require additional documentation to determine for equipment purchased.

Project completion dates and extensions

Applicants may incur project costs on and after the effective date published in the Final Offer list, but Ecology cannot reimburse expenditures until the agreement has been signed by Ecology's Water Quality Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Projects must be completed no later than March 31, 2023. Ecology may approve extensions for extenuating circumstances by formal amendment. Ecology will not authorize extensions for projects that have not diligently pursued project completion or have not provided adequate and timely progress reports. In no case will extensions be approved beyond June 30, 2023.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Approval of Ordinance No. 2021-25, Sales and Use Tax Increase of One-Tenth of One Percent for Affordable Housing and Related Services - Finance,

SUMMARY: This ordinance is for consideration of approval of an ordinance with a simple majority for an increase to the sales tax levied within city limits by one-tenth of one percent (.001) for the dedicated purpose of affordable housing. Staff currently estimates that if the City of Bainbridge Island implemented this tax, it could generate roughly \$450,000 annually in new revenue to be used for certain eligible purposes related to affordable housing. However, if Kitsap County imposes a county-wide affordable housing sales tax prior to the city, the city may not impose its own increase to the sales tax.

AGENDA CATEGORY: Discussion

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve Ordinance No. 2021-25.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND: RCW 82.14.530 authorizes the imposition of an additional sales and use tax of one-tenth of one percent to be used for funding affordable housing. Under HB 1590, passed by the state legislature as Chapter 222, Laws of 2020, counties were given the exclusive right to impose the tax until September 30, 2020 and cities were given the right to impose the tax thereafter as long as the county had not already done so. Kitsap County did not impose the additional sales and use tax by September 30, 2020 and has not imposed the tax as of the date of passage of this ordinance.

This item allows the City Council to determine if the tax should be imposed and the proceeds used for those purposes authorized by RCW 82.14.530, including constructing affordable housing, constructing mental and behavioral health-related facilities, and funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers. At least 60% of the revenue must be used for constructing affordable housing, constructing mental and behavioral health-related facilities, or funding the operations and maintenance costs of new units of

affordable housing and facilities where housing-related programs are provided. The remainder of the moneys collected must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.

The affordable housing and facilities must be provided to people within specified population groups whose income is 60% or less of the county median income. This only includes:

- (i) Persons with behavioral health disabilities;
- (ii) Veterans;
- (iii) Senior Citizens;
- (iv) Homeless, or at-risk of being homeless, families with children;
- (v) Unaccompanied homeless youth or young adults;
- (vi) Persons with disabilities; or
- (vii) Domestic violence survivors

The median household income in Kitsap County is approximately \$80,000 per year which means the eligibility for meeting this criterion is approximately \$48,000.

ATTACHMENTS:

[Ordinance No. 2021-25 Relating to Affordable Housing Sales Tax Increase.docx](#)

[Affordable Housing Sales Tax Memo - for packet 08.19.21.docx](#)

FISCAL DETAILS: Staff currently estimates this tax could generate roughly \$450,000 annually in the affordable housing fund.

Fund Name(s): Other

Coding:

ORDINANCE NO. 2021-25

AN ORDINANCE of the City of Bainbridge Island, Washington, imposing an additional sales and use tax of one-tenth of one percent for housing and related service.

WHEREAS, the City’s Comprehensive Plan contains a Housing Element that establishes goals for encouraging the availability of affordable housing; and

WHEREAS, RCW 82.14.530 authorizes the imposition of an additional sales and use tax of one-tenth of one percent to be used for funding affordable housing and mental and behavioral health-related facilities; and

WHEREAS, under HB 1590, passed by the state legislature as Chapter 222, Laws of 2020, counties were given the exclusive right to impose the tax until September 30, 2020 and cities were given the right to impose the tax thereafter as long as the county had not already done so; and

WHEREAS, Kitsap County did not impose the additional sales and use tax by September 30, 2020, and has not imposed the tax as of the date of passage of this ordinance; and

WHEREAS, the City Council has determined that the sales and use tax should be imposed and that the proceeds will be used for those purposes authorized by RCW 82.14.530, including constructing affordable housing, constructing mental and behavioral health-related facilities, and funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers;

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

Section 1. A new Chapter 3.62 of the Bainbridge Island Municipal Code entitled, “Additional Sales and Use Tax for Housing and Related Services,” imposing a one-tenth of one percent sales and use tax, as authorized by RCW 82.14.530, is added as follows:

ADDITIONAL SALES AND USE TAX FOR HOUSING AND RELATED SERVICES

Section 2. A new Section 3.62.010 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.010 Additional Sales and Use Tax Imposed.

There is hereby imposed an additional sales and use tax, separate and apart from any other sales and use tax imposed by the City, upon every taxable event occurring in the City, for housing and related services as authorized by RCW 82.14.530.

“Taxable event” means any retail sale, or any use, upon which a state tax is imposed pursuant to chapter RCW 82.08 or 82.12, as they now exist or may hereafter be amended. However, the term does not include a retail sale taxable pursuant to RCW 82.08.150, as now or hereafter amended.

Section 3. A new Section 3.62.020 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.020 Additional Sales and Use Tax Rate.

The rate of the sales and use tax imposed by this chapter shall be one-tenth of one percent of the selling price, in the case of a sales tax, or the value of the article used, in the case of a use tax.

Section 4. A new Section 3.62.030 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.030 Persons subject to tax.

The tax shall be imposed upon and collected from those persons from whom the state sales tax or use tax is collected pursuant to RCW 82.08 and 82.12.

Section 5. A new Section 3.62.040 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.040 Use of proceeds of tax.

Moneys collected from the tax shall be used solely for those housing and related services authorized by RCW 82.14.530, as the same now exists or as hereafter amended.

Section 6. A new Section 3.62.050 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.050 Credit against County tax.

As provided in RCW 82.14.530, if Kitsap County subsequently imposes a sales and use tax for housing and related services as authorized by such statute, the County shall provide a credit against its tax for the full amount of the tax imposed by the City.

Section 7. A new Section 3.62.060 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.060 Administration and Collection.

The administration and collection of the tax imposed by this chapter shall be in accordance with the provisions codified at RCW 82.14.050 and RCW 82.14.530.

Section 8. A new Section 3.62.070 of the Bainbridge Island Municipal Code is hereby added as follows:

3.62.070 Penalty.

Any seller who fails or refuses to collect the tax as required with the intent to violate the provisions of this chapter or to gain some advantage or benefit, either direct or indirect, and any buyer who refuses to pay any tax due under this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined no more than \$500.00 or imprisoned for not more than six months, or by both such fine and imprisonment.

Section 9. 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 10. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as provided by law, provided, that the additional sales and use tax authorized by this section shall be collected on taxable events occurring on and after January 1, 2022, or the soonest date thereafter on which the Washington State Department of Revenue is in a position to collect the tax and remit the same to City of Bainbridge Island. The Finance Director is directed to work with the department of revenue to begin collection of the tax on the soonest possible date.

PASSED by the City Council this ___ day of _____, 2021.

APPROVED by the Mayor this _____ day of _____, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: _____, 2021
PASSED BY THE CITY COUNCIL: _____, 2021
PUBLISHED: _____, 2021
EFFECTIVE DATE: _____, 2021
ORDINANCE NUMBER: 2021-25



CITY OF
BAINBRIDGE ISLAND

**FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM**

Date: August 19, 2021
To: Blair King, City Manager
From: DeWayne Pitts, Director of Finance and Administrative Services
Subject: Sales Tax Increment for Affordable Housing

Summary

This memorandum provides background information about the ability of a city to pass, by council action with a simple majority vote via ordinance, an increase to the sales tax levied within city limits by one-tenth of one percent (.001) for the dedicated purpose of affordable housing. Staff currently estimates that if the City of Bainbridge Island implemented this tax, it could generate roughly \$450,000 annually in new revenue to be used for certain eligible purposes related to affordable housing. However, if Kitsap County imposes a county-wide affordable housing sales tax prior to the city, the city may not impose its own increase to the sales tax.

Background

In 2015, [RCW 82.14.530](#) authorized the imposition of an additional sales and use tax of one-tenth of one percent to be used for funding affordable housing. In 2019, [SHB1406](#) allowed cities a tax credit for similar affordable housing needs. The City of Bainbridge passed an ordinance in 2019 to receive the sales tax credit and in 2020 we received more than \$34,000.

In 2020, [HB 1590](#) gave counties across the State of Washington the exclusive right to impose the county-wide tax until September 30, 2020, and cities were given the right to impose the tax thereafter if the county had not already done so. Kitsap County (County) did not impose the additional sales tax by September 30, 2020 but appears to be moving forward with enacting the sales tax in the near future. The County still retains the authority to pass such legislation, but no longer has the exclusive right to enact such a tax. However, if a city has already imposed an affordable housing sales tax and the county imposes the same sales tax at a later date, the county must credit the full amount back to the city. In other words, the county will not receive any of the affordable housing sales tax revenues for any city that has already imposed an affordable housing sales tax.

Eligible uses and qualifications:

Last year the legislature changed eligible uses of the revenue generated by this incremental sales tax. At least 60% of the revenue must be used for constructing affordable housing, constructing mental and behavioral health-related facilities, or funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided. The remaining funds

must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services. No more than 10% of the revenue may be used to supplant existing local funds.

The affordable housing and facilities may only be provided to people within specified population groups whose income is 60% or less of the county median income. The median household income in Kitsap County is approximately \$80,000 per year which means the eligibility for meeting this criterion is approximately \$48,000.

Revenue Estimate

The rate of one-tenth of one percent is the same as the Sales Tax for Criminal Justice which the City currently has in place; this can be used as an estimate of potential revenue if the City were to increase sales tax for affordable housing. In 2020 the City received approximately \$450,000 in Criminal Justice sales tax revenue; year to date through June of 2021 the City has collected roughly \$253,000. If the City were to pass an ordinance to collect one-tenth of one percent Sales Tax for Affordable Housing the amounts are expected to be similar.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Appointments to the Historic Preservation Commission - City Council,

SUMMARY: A call for participation was issued for volunteers to serve on the Historic Preservation Commission (HPC). A series of interviews were conducted by the Council Liaison Hytopoulos, Mayor Nassar and HPC member Kortum. The member selection panel recommends forwarding to the September 14, 2021 Consent Agenda confirmation of the appointments as shown in the suggested motions. Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve the appointment of Blaine Cliver to Position 3 through June, 2024.

Approve the appointment of Judy Romann to Position 4 through June, 2024.

Approve the reappointment of Rick Chandler Position 6 through June, 2022.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Chandler - HPC \(Redacted\).pdf](#)

[Cliver - HPC \(Redacted\).pdf](#)

[Romann - HPC \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Monday, April 19, 2021 11:12 AM
To: CityAdmin
Subject: Online Form Submittal: Historic Preservation Commission Volunteer Application (Due: 4/21 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Historic Preservation Commission Volunteer Application (Due: 4/21 at 4pm)

Step 1

Historic Preservation Commission Volunteer Application

Members should have knowledge or expertise in identifying, evaluating and protecting historic resources and expertise in history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law and real estate. The Commission advocates for the preservation of historically significant buildings, structures, sites, objects and districts.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, April 21, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Rick Chandler

Email

Daytime Phone

Address

City Bainbridge Island

State	WA
Zip	98110
Current Employer	Unemployed
Current Position	Retired
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Historic Preservation Commission Bainbridge Island
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Curator, Exhibit Developer, Facilities Coordinator for Bainbridge Island Historical Museum
Please share your community interests (groups, committees, organizations) if any:	Suyematsu Farm project, Bainbridge Parks department
Do you have potential conflicts of interest? If so, please explain:	<i>Field not completed.</i>
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021

From: noreply@civicplus.com
Sent: Thursday, May 13, 2021 3:46 PM
To: CityAdmin
Subject: Online Form Submittal: Historic Preservation Commission Volunteer Application (Due: 5/14 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Historic Preservation Commission Volunteer Application (Due: 5/14 at 4pm)

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Historic Preservation Commission Volunteer Application

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Application Deadline – Friday, May 14, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Blaine CLIVER

Email

Daytime Phone

Address

City BAINBRIDGE ISLAND

State	WA
Zip	98110-2525
Current Employer	retired
Current Position	See resume

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).	Carlisle Town Historic Preservation Commission Please see
Please share your qualifications for this appointment (skills, activities, training, education) if any?	Please see resume.
Please share your community interests (groups, committees, organizations) if any:	My career was spent in historic preservation, which would be my primary interest.
Do you have potential conflicts of interest? If so, please explain:	None that I know of.
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	<i>Field not completed.</i>
Type the Year	2021
How did you hear about the volunteer opportunity?	Bainbridge Review newspaper
Other	Resume was dropped off at office.

E. Blaine Cliver

Blaine Cliver received his Bachelor of Architecture in 1964, from Carnegie Institute of Technology (now Carnegie-Mellon University), and a Masters in Architecture, specializing in preservation, from Columbia University in 1965. After serving as an officer in the U.S. Navy, he worked in private practice from 1969-1972, as an associate partner with Geoffrey Fairfax Architects in Hawaii, and from 1972-1974, was the historical architect for the National Trust for Historic Preservation. From 1974, until his retirement in 2003, Blaine worked for the National Park Service, beginning as Regional Historical Architect and Head of the North Atlantic Historic Preservation Center in the North Atlantic Region, Boston. In 1990, he became Chief of the Preservation Assistance Division, of the National Park Service, in Washington, D.C. and in 1995, became manager of the National Documentation Programs (Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscape Survey) of the National Park Service as well as serving as Chief Appeals Officer of the Tax Incentive Program for investment in historic structures.

During his career, Blaine has worked on numerous restoration and preservation projects including the restoration of many National Park Service properties in New England; supervising the beginning of the Iolani Palace restoration in Honolulu, Hawaii (during this time, 1970-1972, he chaired the newly formed Historic Preservation Review Board for the State of Hawaii); determining the historical evolution of the Spanish fortress el Morro in San Juan; and serving as project manager for the restoration of the Statue of Liberty in the 1980s. In 1993-94, as the Acting Executive Director of the National Center for Preservation Technology and Training, he helped to establish this entity of the National Park Service in Natchitoches, Louisiana. Part of the program of this organization was research into the preservation of brick masonry. While a manager in the Washington Office Blaine was on the U.S. delegation to the World Heritage Committee for 6 years. During this time he was the U.S. Principle Investigator on a project to reduce the humidity in the Wieliczka Salt Mine, near Krakow, Poland, a World Heritage site.

When living in Vermont Blaine was involved with local preservation projects, including the Brandon Town Hall and was on the board of the Stephen A. Douglas Birthplace and Community Center, in Brandon, and the American Precision Museum in Windsor, VT. Though retired, Blaine served for 8 years, 4 of which as Chairman, on the Council of the International Center for the Study of the Preservation and Restoration of Cultural Property (ICCROM) located in Rome, Italy. As the author of numerous papers and articles, he has participated in conferences and symposia around the world, including presenting the paper, *Causes of Deterioration in Brick Masonry*, published as part of the IV International Congress on Restoration of Buildings and Architectural Heritage, held in Havana, Cuba, July 1998. Early in his career, Blaine wrote the article "Tests for the Analysis of Mortar Samples", Bulletin of The Association for Preservation Technology, Vol. VI, No. 1, 1974, and more recently he was a contributor to the book *Damage Atlas: Classification and Analyses of Damage Patterns Found in Brick Masonry*, 1998, a publication resulting from a research group, of which he was a member, assembled under a NATO grant and supported by the European Commission. Blaine is a Fellow of US/ICOMOS and is a recipient, together with Dr. Marita Jonsson, of the Anne M. de Fort-Menares Award for the most outstanding article demonstrating excellence in the application of historical research to preservation practice published in the *APT Bulletin* during 2003. This was for the article entitled *Coloring Historic Stucco: The Revival of a Past Technique in San Juan, Puerto Rico* in the *APT Bulletin* Vol. XXXIII No. 4.

Prior to moving to Bainbridge Island in 2020, Blaine was a member of the Vermont Historic Preservation Council. Established under the Historic Preservation Act of 1966, as amended, it acts as an advisory body to the governor and Division of Historic Preservation.

5/7/2021

From: noreply@civicplus.com
Sent: Friday, May 14, 2021 12:57 PM
To: CityAdmin
Subject: Online Form Submittal: Historic Preservation Commission Volunteer Application (Due: 5/14 at 4pm)

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Historic Preservation Commission Volunteer Application (Due: 5/14 at 4pm)

Step 1

Historic Preservation Commission Volunteer Application

Members should have knowledge or expertise in identifying, evaluating and protecting historic resources and expertise in history, architecture, landscape architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, biology, geography, cultural geography, American studies, law and real estate. The Commission advocates for the preservation of historically significant buildings, structures, sites, objects and districts.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Friday, May 14, 2021 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name Judy Romann

Email

Daytime Phone

Address

City Bainbridge Island

State	WA
Zip	98110
Current Employer	The Reijnen Company
Current Position	Project Administrator

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>

Please share your qualifications for this appointment (skills, activities, training, education) if any?

I am interested in working with the HBC and learning more about the history and heritage of Bainbridge Island. I believe I can contribute to the Commission with my knowledge of the application process for National Register designation and the preservation of historic properties through adaptive reuse. When I lived in Oakland, CA I worked for a developer, and as Owner's Representative I participated in the rehabilitation and repurposing of three properties. The primary focus of the developer was the acquisition and renovation of older and historic structures. When a property was vacant due to the structure no longer being suitable for the original purpose, they become an opportunity for creative redevelopment. My responsibilities as the Owner's Rep for these sites included applying for historic status for the properties to access the 10% tax credits as part of the project financing. This included doing research on the history of the building from the Architect and Builder to the contribution of the building's Owners in the history of the area.

This are the three projects for which I was the Owner's Representative and Construction Project Manager.
https://localwiki.org/oakland/Tribune_Building_and_Tower
https://localwiki.org/oakland/Remar_Bakery
https://localwiki.org/oakland/Sears_Roebuck_Building

These projects included major work on the structural integrity of the building, new building systems including electrical work, heating and ventilation, and installation of fiber optic cable systems. The existing historic fabric was preserved and restored to the greatest extent possible, with particular attention to the exteriors.

This work was extremely fulfilling and contributes to my on-going interest in identification and preservation of historic properties.

Please share your community interests (groups, committees, organizations) if any: I am a member of the Bainbridge Island Rotary Club and the Land Trust.

Do you have potential conflicts of interest? If so, please explain: *Field not completed.*

Feel free to attach a cover letter, resume', or other materials, if you wish (optional): *Field not completed.*

Type the Year 2021

How did you hear about the volunteer opportunity? Social media

Other *Field not completed.*



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary - Planning,

SUMMARY: The Historic Preservation Commission meets monthly for the purpose of identifying, evaluating, and protecting local historic resources. The City Council liaison is Councilmember Kirsten Hytopoulos. The summary of activities accomplished for 2020 and the 2021 work plan were presented to Council at the August 24, 2021 meeting, and a revision was made to the final bullet of the work plan.

AGENDA CATEGORY: Presentation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Approve the Historic Preservation Commission 2021 Work Plan and 2020 Work Plan Summary.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: The Historic Preservation Commission (HPC) consists of seven members who are appointed by the Mayor and approved by the City Council in accordance with the City's Historic Preservation Program (BIMC 18.24). In 2004, the Historic Preservation Program earned status as a Certified Local Government (CLG), a certification established by the National Historic Preservation Act and, in Washington State, administered by the Department of Archaeology and Historic Preservation (DAHP). Responsibilities of a CLG include maintaining a Historic Preservation Commission, surveying local historic properties, enforcing state or local preservation laws, reviewing National Register Nominations, and providing for public participation in historic preservation activities.

The mission of the HPC is to advocate for the preservation of historically significant buildings, structures, sites, objects, and districts. The HPC establishes, maintains, and updates the local historic inventory, local historic register, heritage tree register, and identifies register eligible properties. Additionally, the HPC reviews

nominations to the local, state, and national registers, minor conditional use permits (CUP) for zoning relief, changes or alterations to local historic register or register eligible properties, demolition permits, and special valuation of historic properties.

ATTACHMENTS:

[2020 Summary of Activities.pdf](#)

[2021 Work Plan Revised at August 24 CC Meeting.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

HISTORIC PRESERVATION COMMISSION 2020 SUMMARY OF ACTIVITIES

Along with continued attention to ongoing duties, the primary goal of the Commission for 2020 was to prepare a status report about the Suyematsu Farm in order to familiarize City Council with the complexities facing the City's management of this historic site and farming property, and to make recommendations to City Council about next steps for the Farm.

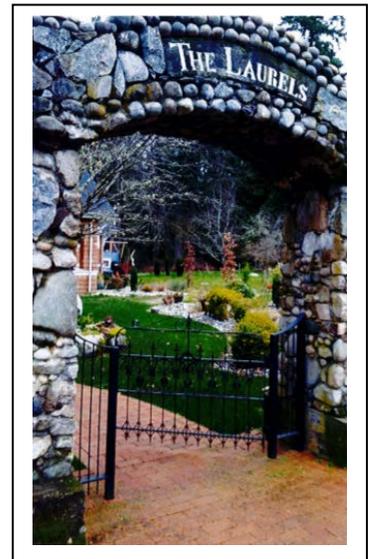
Some disruption of the Commission's duties occurred when meetings were discontinued due to the Covid-19 Emergency Proclamation and protocols. The Commission did not meet in April, May or June, but worked tirelessly to address a backlog of construction permit activity after their meetings resumed in July.

2020 Highlights

❖ This year the City received more Local Historic Register nominations in a single year since 2011 (four).

❖ The Laurels, home of Tom and Myra Hudson, was added to the Local Historic Register.

❖ The Commission conducted review and made recommendation on nearly two dozen building permit applications. Several property owners consulted the Commission for help in performing work consistent with historic character, including continued consultation on the Bainbridge Island Lumberyard as the applicant completes restoration, and consultation with the Sportsmen's Club on remodeling work.



- ❖ The Commission met their primary goal for 2020, preparing and presenting a status report about the Suyematsu Farm to familiarize City Council with the complexities facing the City’s management of this historic site and farming property. Their recommendations to Council about next steps for the Farm included an eight-year stabilization, renovation and public interpretive plan, along with a request to fund structural preservation work and interpretive signage in the 2021/2022 budget cycle. While the funding was not granted, the Commission intends to continue efforts in 2021.



Northern portion of Suyematsu Farm, western view, c. 1930s. (Courtesy of Suyematsu Family)

Historic Preservation Commission 2021 Work Plan

- ❖ Continue Ongoing Duties:
 - Maintain and periodically update the local historic properties inventory and Local Historic Register
 - Review nominations to the Local, State and National Historic Registers, Heritage Tree Register, and recognition of heritage properties
 - Review permit applications for alterations to Local Historic Register and Register-eligible properties
 - Provide resources and advocacy for historic preservation consistent with the Comprehensive Plan:
 - Participate in or promote public educational programs
 - Foster historic preservation through recognition of excellence in restoration of historic buildings, structures or sites
 - Advise the City Council or the Planning Commission as requested on matters of City history and historic preservation or actions affecting the historic resources of the City
 - Maintain information on federal or state historic preservation programs, funding sources or incentives
- ❖ Pursue grant opportunities.
- ❖ Identify Register Eligible properties in Winslow, Rolling Bay and other communities
 - Use Arc GIS Collector App to generate a database of potential Local Register-eligible properties
 - Contact Register-eligible properties Island-wide (e.g. mailing)
- ❖ Update Local Register (Listed and Register-eligible) inventory with parcel numbers; properly flag parcels in permitting database and attach appropriate standard conditions for development / redevelopment
- ❖ Identify potential grant applications for 2021 and verify whether Commissioners can write grants
- ❖ Review BIMC 18.24 (Historic Preservation Program) regulations / process / standards for potential revisions
- ❖ Continue to participate along with other community stakeholders as needed in the master planning work in process, led by Friends of the Farms, through the professional consulting services provided, pro-bono, by Miller Hull.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize Issuance of Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for 2022 - 2023 - Executive,

SUMMARY: The City is a key partner and funding resource for our local cultural and arts organizations, providing \$300,000 through the cultural funding award cycle. Additional information is available on the City's website:
<https://www.bainbridgewa.gov/948/City-Funded-Cultural-Activities>.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve the issuance of the Request for Proposals for the Cultural Funding Award Cycle with a Total Award Amount of \$300,000 for the coming two year award cycle.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	\$300,000 for 2022-2023
Ongoing Cost:	
One-Time Cost:	\$300,000
Included in Current Budget?	Yes

BACKGROUND: The City of Bainbridge Island's Comprehensive Plan includes the vision that "Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island." Every two years, the City conducts a process to solicit proposals from local nonprofits organizations to deploy cultural element implementation funding.

For cultural activities in 2022-2023, the City will award \$300,000 in funding to community organizations. The RFP seeks proposals for cultural 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 Cultural Element and/or Economic Element of the City's Comprehensive Plan.

Council established the Cultural Funding Task Force (CFTF) to incorporate citizen input in the process to decide how to distribute the City's cultural funding. The CFTF for the 2022-2023 cultural funding cycle will be appointed in September, as recruitment is still ongoing. CFTF members, supported by a process facilitator, will review proposals from interested community organizations and make a funding recommendation to Council later this fall.

The City intends to issue the RFP following Council approval, ideally in mid-September. Proposals would be due in early October. The CFTF would review submitted proposals using the criteria and framework identified within the RFP. The CFTF will then develop a funding recommendation for Council consideration and approval. Funding awards will be for activities that occur from January 1, 2022 through December 31, 2023. The draft RFP has been updated since the previous funding cycle to incorporate feedback from the previous cycle's participants, applicants, and facilitator.

Highlights for discussion include the following components:

- eligibility
- use of funds
- evaluation emphasis
- maximum and minimum award size
- reporting and evaluation

ATTACHMENTS:

[2022-2023 Cultural Funding RFP for CC 08242021.docx](#)

FISCAL DETAILS: The Adopted Budget includes \$300,000 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 2021 for 2022-2023 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):

Coding:



Request for Proposals Cultural Funding 2022-2023 Guidelines and Application

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2022-2023 Cultural Funding Guidelines

About Cultural Funding

Arts and humanities are an integral part of the community fabric. They contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island.

- Cultural Vision 2036, City of Bainbridge Island 2016 Comprehensive Plan Cultural Element

The 2016 Comprehensive Plan Cultural Element states:

“Bainbridge Island is home to thriving cultural institutions, and to many artists, writers, musicians, and craftspeople, serving a local and regional public and many tourists. The forms of art and culture that we celebrate are as diverse as our population; they are embedded in our history and our economy. [We] recognize the contributions of cultural institutions and many dedicated individuals to our quality of life.

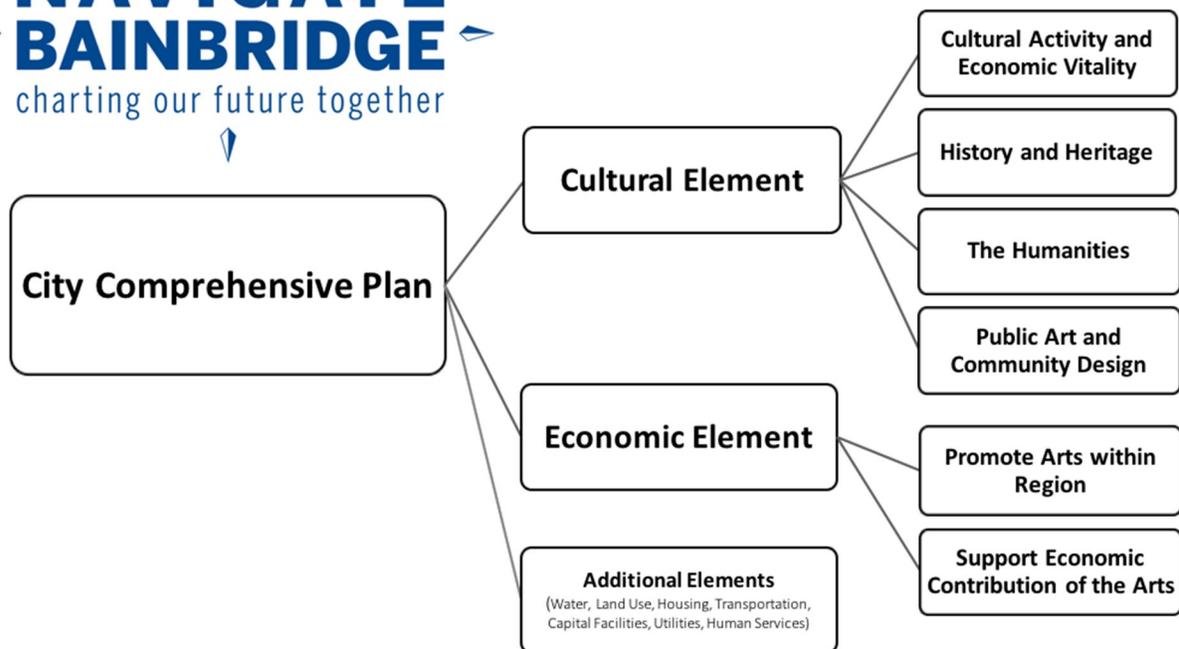
...The arts and humanities are mechanisms for developing larger community values that are rooted in the interests of citizens such as economic vitality, quality education, and community planning and design and are unto themselves a valuable element of the Island’s rich character. Support for the arts and humanities is an investment in the community.

The economic identity and vibrancy of Bainbridge Island is based upon its unique cultural values. These values have been historically developed and shaped by generations of Island residents. Invention, creativity, diversity and generosity of spirit and expression have led to the development of Island organizations, events, programs and individual pursuits allowing the community to flourish, enhancing its quality of life.

This Cultural Element continues to recognize that the arts and humanities significantly contribute to the City’s identity, sense of place, and economy.”

The City of Bainbridge Island is seeking proposals for cultural projects and activities that will benefit Bainbridge Island residents and visitors during 2022-2023. Special consideration will be given to organizations and projects that will use City funds to advance the community objectives identified within the [Cultural Element](#) and/or [Economic Element](#) of the [City’s Comprehensive Plan](#). All City-funded activities must provide public benefit as described on page 5. Special consideration will also be given to organizations and projects that:

- involve significant community participation;
- create access to cultural activities for underserved or underrepresented communities, or include underrepresented art forms;
- strengthen organizational capacity; and
- foster opportunities for collaboration within the cultural sector.



A total of \$300,000 will be available for distribution through a two-year funding cycle. Applicants can apply for awards ranging from a minimum of \$5,000 to a maximum of \$30,000 and funds may be used to support activities during 2022 and 2023. The City hopes to consider support for a wide range of projects and activities of varying sizes that provide public benefit to Bainbridge Island residents and visitors.

What Does Cultural Funding Support?

- General operating support
- Project support
- Organizations with missions that include but are not entirely focused on arts, culture, and heritage can apply for funding. However, requests must be restricted to the portion of their budget that applies to arts, cultural or heritage projects or activities. (For example, if an environmental organization primarily focused on trail restoration also runs an outdoor arts program, it may submit a request to support the operating costs of its outdoor arts program, but not the operating costs associated with its trail restoration work.)

What Does Cultural Funding Not Support?

- Commercial projects
- Capital projects
- Debt service, endowment building or scholarships
- Direct support to individuals
- Fundraisers
- Religious or political activities

What Key Dates Do I Need to Know?

Pre-application workshop for potential applicants: Applicants have opportunity to learn more about process and ask questions about the RFP. All applicants are strongly encouraged to send a representative to the workshop.	TBD
Application deadline: Applications will not be accepted after this time	Friday, October 15, 2021 no later than 4:00pm
Application reviewed for completeness: Staff will review each application for completeness and legal compliance. Organizations may be asked to supply corrections, clarification and missing materials. Failure to respond by the deadline provided will disqualify the application. Incomplete applications or applications with significant deficiencies may be rejected at the discretion of staff or review panel.	October
Proposal presentations: Applicants will present proposals to and answer questions from the Cultural Funding Advisory Committee. Applicants should be prepared to answer questions CFAC members may ask about their proposals.	November
CFTF develops funding recommendation: Each application is reviewed by the CFAC. The Committee develops a funding recommendation for consideration and approval by the City Council.	November
City Council approves 2020-2021 Cultural Funding Awards:	November/December 2021
Applicants notified of award results: Note: An award notification letter is not a contract and funding is not guaranteed until the contract has been fully executed.	by December 31, 2021
City executes funding agreements: City staff will contact each award recipient to finalize the contract and accompanying documents and deliverables.	by January 31, 2022
Award period:	January 1, 2022– December 31, 2023

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 services provided on Bainbridge Island or for its residents and visitors.
- At least one ongoing cultural program open to the public or that provides services (training, administrative support, technical assistance, and more) to arts professionals on Bainbridge Island.
- A minimum two-year history of continuous operation.

The Fine Print

Compliance and Permits

Organizations awarded funding shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under any Agreement with the City.

Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Public Benefit

City of Bainbridge Island funds must be used for a specific public benefit provided to Bainbridge Island residents and visitors. Each organization that receives an award will identify a specific public benefit “deliverable” in their service agreement that they will provide to Bainbridge Island residents and visitors. Some examples of public benefit include:

- Ensuring the project or activity is affordable and accessible;
- Offering an activity or performance that is free to the public;
- Providing special outreach to underrepresented communities; or
- Creating meaningful cultural experiences that reflect and are relevant to Bainbridge Island’s diverse population.

Access

Funded projects and activities must be open to the public and fully accessible to all audiences.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Cultural Funding Task Force are not eligible to receive Cultural 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, gender identity, or other circumstance prohibited by federal, state or local law, except for a bona fide occupational qualification.

Timing

Awards are for services provided during calendar years 2022 and 2023; requests for funding for goods or services to be provided in 2021 or beyond calendar year 2023 will not be considered.

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 may 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 Finer 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.

Review Process

The City of Bainbridge Island uses a review task force to review and assess all applicant proposals. In September, the City Council will appoint seven members to the Cultural Funding Task Force (CFTF). The CFTF will develop award recommendations based on the published evaluation criteria affirmed by the City Council and funds available. It is anticipated that funds requested will exceed funds available. City Council will consider and approve the CFTF recommendation. Funds will be awarded to recipient organizations through a professional services agreement, which will be administered by City staff. Funding is not guaranteed.

2021 Cultural Funding Task Force (CFTF) Membership To Be Appointed

Name	Position	Name	Position
	Position 1	Brenda Fantroy-Johnson	Councilmember, Liaison
	Position 2	Leslie Schneider	Councilmember, Liaison
	Position 3		
	Position 4		
	Position 5		
	Position 6		
	Position 7		

Note: Organizations with a staff member, board member or officer serving on the Cultural Funding Advisory Committee are not eligible to receive Cultural Funding.

Evaluation Criteria

The CFTF will evaluate proposals based on the following criteria and scoring rubric. Scores are not the sole determinant of funding but play a significant role in working toward consensus and prioritization in a competitive process. Other factors, such as the availability of funds and compatibility with the community objectives of the City of Bainbridge Island, will also guide the work to develop a funding recommendation.

Area	Indicator	Score
Proposal Statement of Purpose	Should, in 1 page, clearly explain the cultural project or activities for which funding is requested including: <ul style="list-style-type: none"> • Key goals, objectives and milestones for the 2-year funding period • Key people involved in the project • Explicit articulation of what City funding will allow organization to accomplish and what will happen if funding is not received 	25
Advance Community Objectives of the Cultural and/or Economic Elements	Should clearly demonstrate how the proposed project or activities will “contribute to the economic vitality, community character, livability, and quality of life of Bainbridge Island” and, in a meaningful way, advance one or more community objectives identified within the Comprehensive Plan’s Cultural Element: <ul style="list-style-type: none"> • Cultural Activity and Economic Vitality • History and Heritage • The Humanities • Public Art and Community Design or Economic Element (Goal EC-12 and Policies EC 12.1 and 12.2): <ul style="list-style-type: none"> • Continue to promote the arts as a significant component of the Bainbridge Island economy • Promote the arts community within the region as an economic asset of the Island 	20
Community Impact	Should identify public benefit(s), including opportunities for significant community participation and/or improved access: <ul style="list-style-type: none"> • The most successful applicants will document that proposed activities will reach large audiences and/or new/underserved/ underrepresented segments of the community or include underrepresented art forms, and provide a compelling plan for doing so 	25
Organizational Strength	Demonstrates organizational stability and capacity, including successful track record, and commitment to implement the project or activities proposed within the funding period, including: <ul style="list-style-type: none"> • Clear planning – the proposal refers to the project’s goals and organization’s strategic objectives • Skilled leadership by key board, artistic and management personnel, paid and unpaid • Effective relationships, communications and outreach to and input from target audiences • Strong fundraising and financial management skills – demonstrated by well-prepared application and funding plan 	10

Budget	<p>Proposal should demonstrate feasibility of budget, including:</p> <ul style="list-style-type: none"> Proposed budget provides evidence of beneficial public investment and efficient use of City resources Budget information is realistic, reasonable and aligned to support proposed project and activities and their objectives Additional and diverse sources of funding for the proposed project or activities are identified, where applicable 	10
Achievable Outputs, Outcomes and Assessment	<p>Proposal should succinctly lay out a two-year plan for outputs (such as # served), outcomes (longer-term impact in the community), and a plan for self-assessing the proposed project or activities. Specifically, the proposal should demonstrate how the organization will track its proposed work and continually learn from and improve projects or activities through:</p> <ul style="list-style-type: none"> Clear goals and objectives Measurable success metrics Description of anticipated growth and continued improvement as a result of receiving City funding, if applicable 	10
Total		100

General Tips on Preparing and Presenting Your Application

Read the Guidelines Carefully. Take Your Time.

Proposal Narrative: Tell Your Story

A good application tells a story that engages and informs the reader. Use each section to create a comprehensive picture of your organization and your request.

- Use simple, clear language.
- Refer to the evaluation criteria as you write. You should address each of the criteria and they should help you think about what makes your organization and/or project stand out.
- How does your organization make a difference? Successful proposals speak to the impact you have on your art form or cultural discipline, on behalf of artists, the audiences you serve, the city, local history, and/or local identity. Your proposal should illustrate the breadth and depth of your organization's impact.
- Use numbers to tell your story, too. Provide explanations for any major changes from year to year, including deficits or unachievable budgets.

Remember Your Audience and the Purpose of the Awards

- The panel is made up of your peers who will appreciate direct, honest accounts of your work.
- Be brief, organized and accurate. Being concise can help you stand out among the pool of applicants.
- Assume panelists are learning about your organization for the first time, even if you know them. Don't take anything for granted. Tell your story clearly, thoroughly, and use specific details.

Submit Your Application Early

- Leave plenty of time to make any corrections or to deal with last-minute technical issues.

Presentations: Tell Your Story, in an Elevator

Each applicant will be expected to provide a presentation to the committee and answer questions. All presentations will be held on a Monday in October or November, date to-be-determined, beginning at 6:00pm. Applicants are allotted a total of 10 minutes each—five minutes for your presentation and five minutes for questions and answers.

- Draft a set of talking points and highlight the top two-three key points you wish to get across in the five minutes allotted. Begin with making the case about why this proposed project or activity is important as a City investment and how your organization will ensure its success (e.g., that City dollars are invested wisely in supporting your proposed project or activity).
- Have a cheat sheet prepared with questions you think are likely to surface, and brief responses to each. Brevity, along with the ability to answer the questions in a clear and concise manner, is key.

Contact

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619



2022-2023 Cultural Funding Application

How to Apply

Complete the application form using the format provided. Then submit your proposal and supporting attachments.

- 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.
- Submit one PDF electronically. Compile the documents in the order listed in the Materials Checklist below.
- Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer). Please put page numbers on each page of the Proposal Narrative.
- Submit your single PDF to CityAdmin@bainbridgewa.gov no later than 4:00pm on Friday, October 8, 2021.

Materials Checklist

A complete application will include the following documents in this order:

- Application Cover Sheet (an optional fillable PDF version of this form is available online)
- Proposal Narrative
- Proposal Budget and Budget Narrative (provide your budget in the format suggested on page 14)
- Current Board of Directors (list and open positions)
- Current Staff List (names, titles, indicating whether positions are full-time, part-time, volunteer)
- Organizational Financial Information (all documents based on applicant fiscal year)
 - Current Balance Sheet (dated no earlier than September 1, 2021)
 - Annual Operating Budget for Current Fiscal Year (showing budget and year-to-date actuals)
 - 2022 Draft Budget (if available)
 - 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 (provide link to most recent filed, if applicable)
- IRS Determination Letter of 501(c)(3) Non-profit Status
- Optional Work Sample (if you would like, please submit a link to an example of your work online)

Fiscal Sponsor:

- Materials listed above
- Fiscal Sponsorship Agreement

If this application will be submitted through a fiscal sponsor, provide the all of the materials requested above for the fiscal sponsor, except for the Proposal Narrative. (Directions follow.) Additionally, please provide the requested materials as available for the requesting entity. For instance, if the requesting entity has a Staff List, Operating Budget or List of Income Sources, etc. please submit them, in addition to the complete list of materials for the fiscal sponsor.

Help

For assistance contact: Ellen Schroer, Deputy City Manager, eschroer@bainbridgewa.gov, 206-780-8619

2022-2023 Cultural Funding Application Cover Sheet

Organization Information

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 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? _____

Did your organization receive Cultural Funding in a previous award cycle? (y/n) _____

**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: \$ _____

(Note: If requesting \$30,000, please clearly substantiate the request so the reviewer understands the need and use of funds.)

Amount of City Funding Requested: 2022: \$ _____ 2023: \$ _____

General Operating Support

Project Support

Authorized Signature: _____ Date: _____

Print Name: _____

(Note: An optional fillable PDF version of this form is available online.)

2022-2023 Cultural Funding Proposal Narrative

About Your Organization

(Note: If you are submitting this application through a fiscal sponsor, please complete the Proposal Narrative referencing your proposed project, not the work of the fiscal sponsor.)

1) Mission Statement

Describe your organization's mission.

2) Past Funding

If you received Cultural Funding in a previous cycle, in two or three sentences, briefly describe what City funding helped you accomplish and the status of your funded work to-date.

About Your Request

Your answers to each of the six sections below should address the bulleted questions relevant to your proposal.

1) Proposal Statement of Purpose

- Succinctly describe the cultural project or activities for which you are seeking funding. Include a brief timeline of major milestones during the period of the proposal, including date(s), time(s) and location(s), if appropriate.
- What are your primary goals and objectives for your project or your organization as a whole (if requesting general operating support) during the funding period?
- Who is involved in the project or activities and why? List key participants or partners and their qualifications.
- What will City funding allow you to accomplish and if you do not receive funding, what will you not be able to do?

2) Advance Community Objectives of the Cultural and/or Economic Elements

- Clearly describe how the proposed project or activities will contribute to advancing one or more of the community objectives, goals and visions of the Comprehensive Plan's Cultural Element and/or Economic Element. Be sure to explain which objective or objectives will be addressed.
- Describe how the proposed project or activities will encourage the well-being of Bainbridge Island's significant cultural sector.

3) Community Impact: Community Needs, Public Benefit, Participation and Access

- Describe how the project or activities will provide public benefit to Bainbridge Island residents and visitors.
- Will there be new opportunities for community participation?
- How will you improve access to your proposed project or activities?
 - Will you offer activities or performances that are affordable or free to the public?
 - Will they be accessible to all people, regardless of physical ability?
 - Will you provide focused outreach to underrepresented communities or underserved segments of the Island's population?
- Describe the audience you will reach and how you will reach them. Will the proposed project or activities reach audiences to new your organization?

4) Organizational Strength

- Explain why you believe you can complete the proposed project or activities within the funding period and are confident in its success. (May include qualifications, past success, leadership, strong partnerships or supporters, taking advantage of an existing event, etc.).
- If you haven't already done so, please briefly explain how your proposal supports your organization's strategic goals.
- How do you gather input and feedback your audiences or participants? How do you ensure your work is relevant to the community?
- What steps are you taking to improve the sustainability of the project or activities beyond this period of funding?

5) Achievable Outputs, Outcomes and Assessment

- During this two-year funding period:
 - How many Bainbridge Island residents and visitors do you anticipate that this project or activities will serve?
 - How many people will be admitted to a performance, exhibit or activity supported by City funding for free?
- What indicators of success or other quantitative metrics will help your organization to track progress and report back to the City on the impact of its funding?
 - Please identify at least two key metrics and the projected outputs for each.
 - What longer term outcomes do you hope to advance or achieve and how will you track your progress?
- How do you plan to monitor the progress of this project or your activities during the two-year funding period of 2022-2023?
- Briefly describe how often your organization evaluates the overall effectiveness of its programming.
- Briefly describe how you believe City funding will impact your organizational capacity and support any other improvements.
- How will you incorporate what you learn from this project into your work?

(Note: If partial funding is awarded, applicant will be asked to revise Section 5 (above) to match the actual amount awarded in the Service Agreement. Please consider how this might impact your project or activities when making your proposal. The City frequently awards less funding than the amount requested.)

6) Additional Information

- a) Please provide any additional information about your project, leadership, budget or organization that will be helpful to the committee in its review of this proposal.

2022-2023 Cultural Funding Proposal Budget and Budget Narrative

General Operating Support

If you are applying for general operating support, please submit your annual operating budget for the current fiscal year, as requested in the Materials Checklist. Additionally, please complete this table:

Suggested Expense Categories	2022 - Year 1			2023 - Year 2			Total Project Budget (Year 1 and 2)
	Total Project Budget Year 1	COBI Cultural Funding Request Year 1	% of Total Project Budget Year 1	Total Project Budget Year 2	COBI Cultural Funding Request Year 2	% of Total Project Budget Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Other							
Indirect Administrative Costs							
TOTAL							

Project Support

If you are applying for project support, please submit your project budget in the table format suggested below. Expense categories listed below are only suggested categories. Please use expense categories that apply to your project and be as specific as possible. Then complete the following two questions:

- 1) Please include and identify any income your project is expected to generate.
- 2) Please list the amount and source of any funding that is already committed and/or pending for this program/project.

Suggested Expense Categories	2022 - Year 1			2023 - Year 2			Total Project Budget (Year 1 and 2)
	Total Project Budget Year 1	COBI Cultural Funding Request Year 1	% of Total Project Budget Year 1	Total Project Budget Year 2	COBI Cultural Funding Request Year 2	% of Total Project Budget Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Other							
Indirect Administrative Costs							
TOTAL							



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Suquamish Tribe Impact Mitigation Grant Memorandum of Understanding in the amount of \$15,000 - Police,

SUMMARY: The Suquamish Tribe grants funds to the City of Bainbridge Island Police Department every other year (in odd years) to offset the impact of the Suquamish Clearwater Casino. No match is required.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Police

RECOMMENDED MOTION: Approve the Suquamish Tribe Impact Mitigation Grant MOU, giving spending authority to the Bainbridge Island Police Department for these funds.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

Amount:	\$15,000
Ongoing Cost:	
One-Time Cost:	\$15,000
Included in Current Budget?	Yes

BACKGROUND: An Impact Mitigation Committee, established pursuant to the Suquamish Tribe's Class III Gaming Compact with the State of Washington in 1995, awards local jurisdictions in Kitsap County a biennial grant to defray impacts that may have occurred because of the tribe's operation of the Clearwater Casino. The Class III Gaming Compact requires the grant recipient and the Tribe execute a Memorandum of Understanding. Upon signing of the agreement, one payment is made to the City of Bainbridge Island based on the previous two years' impacts which is dedicated to the Police Department to offset asserted impacts. Appeals for additional funds are sometimes also heard by the Tribe, although no appeal for additional funds was allowed this year.

ATTACHMENTS:

[2021 Memorandum of Understanding.pdf](#)

FISCAL DETAILS: \$15,000

Fund Name(s):

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SUQUAMISH TRIBE AND THE CITY OF BAINBRIDGE ISLAND
REGARDING IMPACT MITIGATION FUND GRANT**

I. Preamble

This Memorandum of Understanding (“Agreement”) is by and between the Suquamish Tribe, a federally recognized Indian Tribe organized pursuant to the Indian Reorganization Act of 1934 (25 U.S.C. Section 476) (“Tribe”), and City of Bainbridge Island, a Washington municipal corporation (“City”).

This Agreement is entered into pursuant to Section XIV.C.1 of the Tribal-State Compact for Class III Gaming Between the Suquamish Tribe and the State of Washington, dated January 26, 1995, effective March 31, 1995, by order of the Bureau of Indian Affairs, United States Department of the Interior (“Tribal-State Compact”), and pursuant to the Constitution and Bylaws of the Suquamish Tribe, Article III, Section (a), 25 U.S.C. 81, and chapter 39.34 RCW.

II. Recitals

- A. The Tribal-State Compact provides for the Tribe to withhold and disburse a maximum of 2.0% of the Net Win from its Class III gaming operation for the purpose of assisting local agencies directly impacted by the Tribe’s Class III gaming operation based on documented costs.
- B. In accordance with the Tribal-State Compact, the Community Impact Mitigation Fund Committee (“Committee”) convened to review eligible grant applications for impact mitigation fund grants and to determine grant recipients and grant amounts to be awarded.
- C. On July 22, 2021, the Committee awarded Bainbridge Island an impact mitigation grant in the sum of \$15,000 to compensate for impacts occurring in the calendar years 2019 through 2020.
- D. To comply with a condition precedent to the disbursement of any moneys granted pursuant to Section XIV.C.1 of the Tribal-State Compact, the Suquamish Tribe and Bainbridge Island desire to enter into an agreement stating the terms and conditions for the disbursement, receipt and use of the Impact Mitigation Fund grant.

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

III. Agreement

1. Definitions. As used in this Agreement:

- a. **“Impact Mitigation Fund”** means the fund established by the Tribe for the purpose of providing financial assistance to local agencies affected by the Tribe’s Class III gaming operation based on documented costs. This fund shall be established with the Tribe’s withholding of a maximum of 2.0% of the Net Win from its Class III gaming operation.
- b. **“Impact Mitigation Fund Committee”** or **“Committee”** established under Section XIV.C.1 of the Tribal-State Class III Gaming Compact, whose purposes are to determine what, if any, impacts have occurred within the county, neighboring cities, and on the Port Madison Indian Reservation from the Tribe’s Class III gaming operation; to determine who provided the services which were impacted; and to distribute grants from the Impact Mitigation Fund to public agencies and governmental bodies who establish and quantify such impacts.
- c. **“Net Win”** means the total amount of the Tribe’s gross Class III gaming revenue after prizes and winnings have been paid out. Net Win, as defined here, specifically excludes satellite wagering revenues, Class II gaming revenues, and non-gaming revenues such as, but not limited to food, beverage, wholesale, and retail sales.

2. Jurisdiction. Nothing in this Agreement shall be construed to cede any jurisdiction of either party, modify the laws of either party, modify the legal rights of any person, accomplish any act violative of state or federal law, or subject the parties to any liability to which they would not otherwise be subjected to by law.

3. Use of Impact Mitigation Fund Grant Money. Upon executing this Agreement, and provided that the Agreement is in effect and sufficient funds are available, the City shall be assured of a share of money placed in and disbursed from the Impact Mitigation Fund for the calendar years 2019 and 2020, up to a maximum total grant amount of fifteen thousand dollars (\$15,000).

4. Payments. Distribution of this Grant shall be made by the Tribe to the City through one single payment made upon execution of this Agreement.

5. Use of Funds. Bainbridge Island shall apply all grant sums received pursuant to this Agreement to help offset asserted impacts to its police department from the operation of the Tribe’s Class III gaming operation. These grant funds shall not be used by Bainbridge Island to supplant existing funding for its daily operations or equipment purchases.

6. Committee Oversight. The Committee shall oversee the administration of the grant provided pursuant to this Agreement.

7. Records of Use and Impact Quantification. The City shall use reasonable efforts to quantify impacts of the Tribe's Class III gaming operation to any increased operational costs of its police and court services. Bainbridge Island shall maintain accurate records of its use of all grant funds and make such records available to the Committee upon request.

8. Cost Allocation. The City shall be solely responsible for all regular and overtime pay, pensions, disability, workers compensation, professional liability insurance, and Suquamish Tribe/City of Bainbridge Island other benefits due to its own employees who perform work funded by the grant.

9. Hold Harmless/Indemnification. The City shall be responsible for all liability of whatever nature arising from the acts of its own officers and employees to the extent provided by law and shall hold harmless and indemnify the Tribe from claims, lawsuits, or losses of any kind, including expenses such as reasonable attorneys' fees and court costs, arising from the activities of its own officers and employees performing work funded by the grant.

10. Tribal Right to Terminate Agreement. The Tribe shall have the right to unilaterally terminate this Agreement with thirty (30) days written notice in the event it closes its Class III gaming operation permanently or for longer than ninety (90) days.

11. Effect of Expiration/Termination. The expiration or termination of this Agreement shall absolve the Tribe from any obligation to make payments to Bainbridge Island, beyond payments already received by Bainbridge Island prior to the expiration or termination.

12. Nonrenewable Grant. The grant provided in this Agreement is for impacts occurring in the calendar years 2019 through 2020 and is nonrenewable. Nothing in this Agreement prohibits Bainbridge Island from filing an application with the Committee or receiving grant funds in any subsequent year.

13. Amendments. This Agreement shall not be amended except in writing signed by both parties to the Agreement.

14. Severability. The provisions of this Agreement are severable and should any provision be held invalid or unenforceable, the remainder of the Agreement shall remain in effect unless it is terminated as provided in this Agreement.

15. Notices. Any notice required or permitted to be given under this Agreement shall be deemed sufficient if given in writing and sent by registered or certified mail to the following addresses:

In the case of the Tribe or the Committee, notices shall be sent to:

Chairman
Suquamish Tribe
P.O. Box 498
Suquamish, WA 98392

In the case of the City, notices shall be sent to:

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

This Agreement is dated the _____ day of _____, 2021.

City of Bainbridge Island

Suquamish Tribe

Blair King
City Manager

Leonard Forsman
Chairman

Joseph Clark
Interim Police Chief

Attested to by:

Windy Anderson
Secretary



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME:

AGENDA ITEM: Consider Applying for the Washington State Department of Ecology's 2021-23 Shoreline Management Program Competitive Grant Pilot Program in the amount of \$100,000 for Sea Level Rise Mapping

SUMMARY: This grant will fund technical mapping and analysis necessary to support future community engagement and planning related to flooding from sea level rise as called for in the City's adopted Climate Action Plan.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to apply for the Washington State Department of Ecology 2021-23 SMP Competitive Grant Pilot Program.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	Max. Award is \$100,000 (no City match required)
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: On 6/15/2021, the City Council directed staff to work with the Climate Change Advisory Committee (CCAC) to develop a plan to resume work on the issue of flooding from sea level rise consistent with the City's Climate Action Plan that had been separated from the SMP Periodic Review process. Staff met with the CCAC on 7/28/2021 regarding this funding opportunity and CCAC recommends applying for the grant. Several CCAC members will be assisting staff prepare the application.

This grant is available through the Washington State Department of Ecology, which is piloting this competitive grant program for three categories of work:

1. Local Planning Priorities
2. Permit Monitoring and Adaptive Management
3. Sea Level Rise (this will be the focus of the City's application)

Application deadline is 10/14/2021 with funding available as early as 1/1/2022.

Related Climate Action Plan priorities include:

* Action 5.B.1.a. (By 2022) As recommended by the 2019 CCAC Report on Sea Level Rise, conduct a systematic, high-resolution analysis of exposure of City assets to sea level rise.

* Action 5.B.1.b. (By 2023) As recommended by the 2019 CCAC Report on Sea Level Rise create a prioritized list for addressing COBI assets at high risk of sea level rise (e.g., roadways that are expected in the coming decades to be sufficiently flooded that they will not be functional for motorized transit).

* Action 5.B.2.a. (By 2025-2030) Conduct a high-resolution analysis of all shoreline properties to inform landowners of exposure to sea level rises, make this information widely available for property owners to use in decision-making, and provide guidance on possible solutions and regulatory requirements.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize a Grant Application up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan,

SUMMARY: In 2020 the Washington State legislature adopted HB 2343 that amended RCW 36.70A.600 related to local Housing Action Plans and in 2021 the legislature added new grant funding to assist local governments create and adopt Housing Action Plans. On August 12, 2021, the Washington State Department of Commerce advertised the Housing Action Plan grant application and opened the application window.

At the August 17, 2021 City Council Meeting, the City Council reviewed a draft Scope of Work for creating a City Housing Action Plan, and discussed issuing a Request for Proposals for hiring a consultant to assist with this work. The City Council also discussed the recently opened Housing Action Plan grant application window from the Washington State Department of Commerce, and indicated support for the City applying for a Housing Action Plan grant from the Department of Commerce.

The Housing Action Plan grant application is due on October 7, 2021, and City staff seeks the City Council's formal authorization to apply for the Housing Action Plan grant.

AGENDA CATEGORY: Contract

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Authorize the City Manager to submit an application for a grant up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: On April 20, 2021, the City Council received a recommendation from the Affordable Housing Ad Hoc Committee. Following receipt of recommendations from the Committee, the Council directed the City Manager to prepare a consulting scope of work for a Housing Action Plan and to prepare a cost estimate for a housing needs assessment and housing inventory. After receiving direction from the City Council on August

17, 2021, the City issued a Request for Proposals on September 10, 2021 to retain consultant services for creating a City Housing Action Plan.

ATTACHMENTS:

[HAPI-Grant-Instructions](#)

FISCAL DETAILS: A grant of up to \$100,000 could be awarded for a Housing Action Plan grant from the Washington State Department of Commerce.

Fund Name(s):

Coding:

Housing Action Plan and Implementation Grant Application Instructions

Application Deadline:
October 7, 2021



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1. Grant Overview

The 2019 Washington State Legislature passed House Bill (HB) 1923 (Chapter 348, Laws of 2019) encouraging all cities planning under the Growth Management Act (GMA) to adopt actions to increase residential building capacity. This was codified as RCW 36.70A.600 and included a list of actions for cities to complete with grant funding (RCW 36.70A.600(1)) or develop a housing action plan (RCW 36.70A.600(2)). In 2020, HB 2343 (Chapter 173, Laws of 2020) was adopted to add to the list of eligible activities in RCW 36.70A.600(1). In the 2021 legislative session, the grant program received \$5 million in new funding. However, dates in RCW 36.70A.600(6) were not revised, so the activities in RCW 36.70A.600(1) are not considered eligible for funding unless implemented as strategies in adopted local housing action plans (HAPs). To distinguish this new round of grant funding from the previous 2019-2021 HB 1923 grant funding, this grant will be referred to as the Housing Action Plan and Implementation grant or HAPI.

The following activities are eligible for funding:

- New HAPs developed consistent with the requirements of RCW 36.70A.600(2), and
- Implementation of strategies in adopted HAPs.

The intent of this grant program is to encourage planning for and construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. This grant opportunity is prioritized in statute for cities with populations over 20,000.

Additional Criteria:

- Cities are especially encouraged to increase residential building capacity in areas that have supportive transportation and utility infrastructure, and are served with frequent transit service.¹
- Cities are also encouraged to prioritize the creation of affordable, inclusive neighborhoods and to consider the risk of residential displacement, particularly in neighborhoods with communities at high risk of displacement.²

2. Eligibility Requirements

Cities applying for this grant opportunity must meet the following minimum eligibility requirements:

- Planning under the GMA (RCW 36.70A.040)³

If a city has adopted a housing plan that pre-dates HAPs funded with HB 1923 funds, they may still be eligible to apply for funding to implement actions within the plan. Cities with adopted housing plans are eligible to apply for funding as long as the plan includes an evaluation of the city's housing needs

¹ RCW 36.70A.600(5)

² RCW 36.70A.600(9)

³ RCW 36.70A.600(2)

and the housing strategies to address those needs were developed with community input. If you have questions about the whether your pre-2019 housing plan is valid for implementation funding, please contact the Washington State Department of Commerce (Commerce) staff noted in Section 7 at the end of these instructions.

3. Grant Timeline

- **August 12, 2021: Grant applications available.**

Application packets will be posted on the Commerce website:

<https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>.

- **October 7, 2021: Grant applications are due by 5:00 p.m. PST.**

Completed applications must be submitted electronically to gmsgnants@commerce.wa.gov

- **October 28, 2021: Grant awards announced.**

Successful applicants will receive an email with notification of grant award. The grant will be administered through a contract that is developed based on the materials in the application and finalized after notification of the award. The contract will include a project scope of work and budget, which lists the activities (actions) the grant will fund along with a description of the final products (deliverables) that these work activities will generate.

Commerce may work with jurisdictions to clarify specific application information, implementation actions, or discuss adjustments to the grant amount prior to execution of the contract. Monitoring and progress reports will be required as part of the contract.

- **November 30, 2021: Grant agreements executed.**

Commerce anticipates having all the grant contracts signed by November 30, 2021. Date of execution is the date Commerce signs the agreement.

- **April 1, 2023: State Environmental Policy Act (SEPA) / Growth Management Act (GMA) protection ends.**

If HAP implementation activities match those in RCW 36.70A.600(1), and are adopted by April 1, 2023, then RCW 36.70A.600 (3) and (4) provide protection from appeal under the State Environmental Policy Act (SEPA) and Growth Management Act (GMA).

- **June 15, 2023: Final grant deliverables must be submitted to Commerce.**

All deliverables must be complete, including adoption of any HAPs, and submitted to Commerce by June 15, 2023.

- **June 30, 2023: Grant end date.**

Final billing and closeout documents must be submitted by this date.

4. Grant Amounts and Joint Planning

Jurisdictions over 20,000 in population will be eligible for grants of up to \$100,000 for either a HAP or implementation of housing strategies in an adopted HAP. Funding is prioritized for cities over 20,000 in population.⁴ Applications from cities under 20,000 in population will be evaluated next for a maximum of \$75,000 per grant.

Grant applications should include detail that shows the level of effort and funding required for each deliverable under the scope of work. This information is discussed in more detail in Section 5 below.

Joint Planning with Multiple Jurisdictions

This grant provides an opportunity for cities to collaborate. Joint applications for HAPs from two or more jurisdictions are encouraged for regional housing action plans that may cross jurisdictional boundaries, including into unincorporated urban growth areas. Joint applications may apply for funding per jurisdiction based on the grant amounts noted above. However, where work can be shared, funding requests should reflect these savings.

Joint applicants must designate a lead agency for purposes of grant administration and contracting. The lead city and partner city or cities must meet all the eligibility requirements for this grant. Each joint city may have a separate grant agreement through Commerce, due to the need for a separate legislative action by each grantee, in order to receive their portion of the grant funding.

5. Completing the Grant Application Form

Summary Page

- Provide the name of your city, the total grant funding requested, and the April 1, 2021, population estimate as provided by the [Office of Financial Management \(OFM\)](#).
- Select if your city will be pursuing a HAP or implementation of housing strategies from an adopted HAP. If your city is electing to implement one or more adopted housing strategies, list the strategies the city will pursue and provide a link to the adopted HAP or housing plan. Funding will be allocated based on the level of effort and the potential increase for new housing. Also include as an attachment to your application the HAP implementation plan (this will not count towards your application page limit).

5.1 Jurisdiction Information

Complete the requested fields and provide jurisdiction information. If two or more cities are jointly applying and collaborating on this grant, submit a separate page for each city. Indicate which city is the lead city for purposes of the grant.

Unified Business Identifier (UBI) Number: For entities in Washington state, the 9-digit Unified Business Identifier (UBI) is assigned for doing business in Washington state. It is written as “_ _ _ - _ _ _”

⁴ RCW 36.70A.600(8)

____.” Your accounting/finance officer should be able to provide this number or you can search for it here: [Washington State Department of Revenue](#).

Statewide Vendor (SWV) Number: This is a nine digit number assigned by the state to your jurisdiction in order for direct deposit/EFT payments. It is typically written as “SWV_____ - ____.” Your accounting/finance officer should be able to provide this number. Contact us for more information.

Authorized Official: Please provide the name and title of the official authorized to sign the grant agreement. Usually this is the Mayor. However, it may be a designated administrative officer, such as the city manager, depending on your city’s policies and governance structure. Please provide the name and title as it should appear under the grant agreement signature line.

5.2 The Scope of Work and Project Schedule

The application should include a scope of work (SOW) to accomplish the proposed work with clear deliverables and a project schedule. This is a performance-based contract, therefore cities will be paid upon satisfactory completion of deliverables rather than hours spent working on the project. Please note this is different than how some consultants currently contract with cities. Cities electing to complete a HAP must include all elements in RCW [36.70A.600\(2\)](#); see Section 8 of these grant instructions for the full details.

The SOW should be itemized into actions, steps and deliverables as explained below and also include a project schedule. It is also recommended that the application include a Grant Objective for each part of the project, as explained below. Unless otherwise noted, each of the parts below should have a start and end date. If only a month and year are given, we will assume that the estimated start date is the first day of the first month and the estimated end date is the last day of the last month.

- **“Grant Objective”** should explain the purpose of each overall project. For HAP grants, there will likely be one project. For HAP implementation grants, each implementation strategy would have its own objective. No dates are needed for this item.
- **“Actions”** refer to the components of the project and typically align with deliverables. They are provided as an organizing element within the scope of work, as shown below.
- **“Steps”** are brief statements about the work activities that this particular portion of the project entails. Steps need an estimated end date. Start dates are optional.
- **“Deliverables”** are the final products that the grant and/or portion of the grant will generate. The applicant will need to deliver these products by the dates indicated in the “End Date” column. Start dates are not needed for deliverables, as the start date is the start of the first step leading to the deliverable.

Example scopes of work are included below for (1) a HAP and (2) for implementation of three possible housing strategies that a city may pursue from an adopted HAP. **Please note these examples are for illustrative purposes only.**

When developing your SOW, please be aware that:

- The SOW in the grant application will be used to develop a contract when the grant is awarded.
- Applicants are not limited to the number of lines represented on the grant application form. Add additional lines as needed.
- If an action and/or step is currently in progress at the time you are applying for this funding, clearly document progress to date and detail the tasks that will be carried out using grant funds. Grant funds may be used for any tasks occurring after July 1, 2021.
- **The final due date for Deliverables must be no later than June 15, 2023.**

Example Scope of Work for a Housing Action Plan

Items in *Italics* are from RCW 36.70A.600 and must be included in the SOW for a housing action plan.

Other items in this SOW are suggestions, including new items required by RCW 36.70A.070(2) to implement HB 1220. We encourage cities to use this grant opportunity to implement items from HB 1220 when possible. Please see Section 9.2 of these instructions for a comparison HAP vs. housing element requirements as a result of HB 1220. Guidance on how to implement HB 1220 will be developed by Commerce by early fall of 2022; [initial guidance](#) is available on Commerce’s housing planning webpage.

Grant Objective: Develop a housing action plan to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market.			
Steps/ Deliverables	Description	Start Date	End Date
Action 1	Existing conditions review	Feb 2022	June 2022
Step 1.1	<i>Analyze population and employment trends, with documentation of projections</i>	Feb 2022	May 2022
Step 1.2	<i>Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households</i>	Feb 2022	May 2022
Step 1.3	Collect data on type, size, cost, and age of housing in the city. Collect data on rental properties (e.g., type, size, cost, and age) and percentage of housing stock	Feb 2022	May 2022
Step 1.4	<i>Review and evaluate the current housing element and other policies regarding housing, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions</i>	Feb 2022	June 2022

Step 1.5	Review the effectiveness of current programs, development regulations and permitting processes related to housing development	Feb 2022	June 2022
Step 1.6	Review land capacity analysis and review ability of existing zoning to provide for housing needs and all income brackets	Feb 2022	June 2022
Step 1.7	Identify areas that may be at higher risk of displacement from market forces	Feb 2022	June 2022
Deliverable 1	Existing Conditions and Housing Needs Analysis Report		June 30, 2022
Action 2	<i>Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates and local religious groups</i>	Feb 2022	March 2023
Step 2.1	Identify groups that should be included in outreach	Feb 2022	April 2022
Step 2.2	Conduct public outreach to develop goals and objectives	April 2022	Nov 2022
Step 2.3	Conduct community survey to identify demand for housing types among current population	April 2022	Nov 2022
Step 2.4	Develop stakeholder groups to gather input from housing advocates, housing providers and social service organizations. Stakeholders may include residents, developers, neighborhood associations, tenants, and religious organizations.	April 2022	Nov 2022
Deliverable 2a	Public Engagement Plan		May 15, 2022
Deliverable 2b	Summary of Public Engagement Results		Jan 15, 2023
Action 3	<i>Evaluation and Development of Policies and Tools for Increasing Housing Diversity</i>	July 2022	Dec 2022
Step 3.1	<i>Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified above. Within urban growth area boundaries, develop strategies to accommodate moderate density housing options.</i>	Jul 2022	Oct 2022

Step 3.2	Develop anti-displacement strategies, including <i>strategies to minimize displacement of low-income residents resulting from redevelopment</i>	Jul 2022	Oct 2022
Step 3.3	Review strategies to plan for and accommodate existing and projected needs of all economic segments of the community, including documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations	Jul 2022	Oct 2022
Step 3.4	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing and identify policies and regulations to address and begin to undo these impacts	Jul 2022	Oct 2022
Step 3.5	<i>Develop a schedule of programs and actions to implement the recommendations of the housing action plan</i>	Nov 2022	Dec 2022
Deliverable 3	Draft Housing Action Plan		Dec 15, 2022
Action 4	Project Adoption	Jan 2023	June 2023
Step 4.1	Present draft HAP and public hearing before the Planning Commission, make changes as needed	Jan 2023	Feb 2023
Step 4.2	Present draft HAP and public hearing before the City Council, make changes as needed	March 2023	April 2023
Step 4.3	Prepare ordinance and/or resolution for Council adoption	May 2023	May 2023
Deliverable 4	Adopted Housing Action Plan		June 15, 2023

Example Scope of Work for Implementation of Adopted HAP Strategies

Grant Objective 1: Modify development regulations to encourage the production of duplexes, triplexes, townhomes, and/or cottages in additional zoning districts.			
Steps/ Deliverables	Description	Start Date	End Date
Action A	Perform existing conditions analysis and develop feasibility report	Feb 2022	July 2022
Step 1.1	Review existing policies and development regulations and evaluate the opportunities to increase housing types and densities. Determine which changes can be made within the existing comprehensive plan policy framework and which need policy changes.	Feb 2022	April 2022
Step 1.2	Gather data, analyze and review to understand the realistic potential of the various changes. Conduct financial feasibility analysis of developing new various housing typologies in various zones	Feb 2022	June 2022
Step 1.3	Conduct community outreach to develop support and get feedback on probably code and policy changes	Feb 2022	July 2022
Deliverable 1	Existing Conditions and Feasibility Analysis Report		July 31, 2022
Action B	Develop draft ordinance and initial staff report	Aug 2022	Oct 2022
Step 2.1	Conduct a work session with Planning Commission on opportunities	Aug 2022	Aug 2022
Step 2.2	Develop recommendations and present to the Planning Commission	Sept 2022	Oct 2022
Step 2.3	SEPA Checklist, prepare notices, distribute information	Sept 2022	Oct 2022
Deliverable 2	Draft ordinance to authorize at least one duplex, triplex, townhouse, and/or cottage housing on each parcel in one or more zoning districts and staff report		Oct 21, 2022
Action C	Conduct public hearings, and finalize and adopt ordinance	Oct 2022	April 2023
Step 3.1	Public hearing in front of the Planning Commission	Oct 2022	Nov 2022
Step 3.2	Make changes to amendment package per Planning Commission recommendations, present revised proposal to the Planning Commission	Nov 2022	Dec 2022

Step 3.3	Present to City Council	Jan 2023	Jan 2023
Step 3.4	Prepare notices, distribute information, and conduct public hearings	Feb 2023	Feb 2023
Step 3.5	Present to Council for adoption	March 2023	March 2023
Deliverable 3	Adopted ordinance to authorize at least one duplex, triplex, townhouse, and/or cottage housing on each parcel in one or more zoning districts		April 1, 2023 ⁵
Grant Objective 2: Develop tracking, monitoring and preservation program for affordable housing			
Action D	Collect information and develop a plan to track and monitor affordable housing	Feb 2022	Aug 2022
Step 4.1	Collect information and interview cities with successful affordable housing tracking programs to understand their process, level of effort, data sources, and other pertinent information	Feb 2022	March 2022
Step 4.2	Coordinate with city, regional, state, and federal agencies and organizations to determine who will be able to provide this information for the city and who should operate such a program	March 2022	April 2022
Step 4.3	Develop a contact list for all rent-restricted affordable housing properties and property owner/managers in the city	April 2022	Aug 2022
Step 4.4	Develop a work plan to assemble and organize the data, provide oversight and annual updates, and a strategy to use this data to inform policies and city initiatives	May 2022	July 2022
Step 4.5	Review and get coordinating agency feedback on work plan, make revisions as needed	July 2022	Aug 2022
Deliverable 4	Draft Affordable Housing Monitoring Work Plan		Aug 26, 2022
Action E	Get approval of Affordable Housing Monitoring Work Plan from city officials	Sept 2022	Dec 2022

⁵ Actions that are within RCW 36.70A.600(1), such as allowing duplexes, triplexes, townhouses, or courtyard apartments on each parcel in one or more zoning district (1)(c), if adopted by April 1, 2023 are exempt from SEPA and GMHB appeal.

Step 5.1	Present work plan to the Planning Commission and revise based on feedback	Sept 2022	Oct 2022
Step 5.2	Present work plan to the City Council for approval	Nov 2022	Dec 2022
Deliverable 5	Approved Affordable Housing Monitoring Work Plan		Dec 15, 2022
Action F	Develop database, populate data, analyze, and develop recommendations for next steps to preserve housing	Dec 2022	June 2023
Step 6.1	Develop database for monitoring, a mapping system and a function that flags at risk properties	Dec 2022	Feb 2023
Step 6.2	Develop data sharing relationship with housing providers; provide them with a reporting agreement with reporting information and timelines	Dec 2022	Feb 2023
Step 6.3	Develop a shareable database of funding sources that are available to support recapitalizations and rehabilitation	Jan 2023	May 2023
Step 6.4	Populate database with data	March 2023	April 2023
Step 6.5	Make initial findings and recommendations to preserve existing affordable housing, draft memo and present findings to Council	April 2023	May 2023
Deliverable 6	Affordable Housing Monitoring Database and Initial Recommendations		June 15, 2023
Grant Objective 3: Raise SEPA exemption levels for minor new construction to reduce barriers to infill development and reduce permit timelines and costs.			
Steps/ Deliverables	Description	Start Date	End Date
Action G	Perform existing conditions analysis and options for infill exemption revisions	Feb 2022	June 2022
Step 1.1	Review local, state, and federal codes to determine the environmental protections that are currently in effect	Feb 2022	April 2022
Step 1.2	Review SEPA infill exemptions for other cities and the codes in place to mitigate impacts up to the thresholds allowed	Feb 2022	April 2022

Step 1.3	Determine range of infill exemptions covered by current codes, what additional regulations would be needed for additional levels of exemption, and draft findings	April 2022	June 2022
Deliverable 7	Existing Conditions Analysis and Infill Exemption Options		June 30, 2022
Action H	Develop draft ordinance and initial staff report	Aug 2022	Oct 2022
Step 2.1	Conduct a work session with Planning Commission on opportunities	Aug 2022	Aug 2022
Step 2.2	Develop recommendations and present to the Planning Commission	Sept 2022	Oct 2022
Step 2.3	SEPA Checklist, prepare notices, distribute information	Sept 2022	Oct 2022
Deliverable 8	Draft ordinance to increase infill exemptions		Oct 21, 2022
Action I	Conduct public hearings, and finalize and adopt ordinance	Oct 2022	April 2023
Step 3.1	Public hearing in front of the Planning Commission	Oct 2022	Nov 2022
Step 3.2	Make changes to amendment package per Planning Commission recommendations, present revised proposal to the Planning Commission	Nov 2022	Dec 2022
Step 3.3	Present to City Council	Jan 2023	Jan 2023
Step 3.4	Prepare notices, distribute information, and conduct public hearings	Feb 2023	Feb 2023
Step 3.5	Present to Council for adoption	March 2023	March 2023
Deliverable 9	Adopted ordinance to increase infill exemptions		April 1, 2023 ⁶

5.3 Budget and Financial Information

In the budget table, provide detailed information about the project’s cost by deliverables in the scope of work. As a performance-based contract, where grant funds are allocated for each deliverable, we recommend the budget for each deliverable be based on the expenses estimated by the city and its

⁶ Actions that are within RCW 36.70A.600(1), such as increases in categorical exemptions pursuant to RCW 43.21C.229 for residential or mixed-use development (1)(h), if adopted by April 1, 2023 are exempt from appeal under SEPA and GMA .

chosen consultant. If a grant is awarded to the city, budget amounts can be adjusted before the final contract is executed to align with consultant expenses.

In the budget narrative, provide estimates of staff hours for each deliverable, staff hourly rates, and other expenses to support the requested funding amount. **Budget managers should be aware that the final twenty percent (20%) of the grant amount for each Grant Objective is contingent upon completion of the final deliverables (i.e., adoption of the HAP or completion of the selected implementation action(s)).**

Sample Budget for a Housing Action Plan

Grant Objective: Develop Housing Action Plan	Commerce Funds
Deliverable 1: Housing Needs Analysis Report	\$25,000
Deliverable 2a: Public Engagement Plan	\$5,000
Deliverable 2b: Public Engagement Results	\$20,000
Deliverable 3: Draft Housing Action Plan	\$30,000
Deliverable 4: Adopted Housing Action Plan	\$20,000
Total:	\$100,000

Sample Budget for an Implementation of Housing Action Plan Strategies

Grant Objective 1: Modify development regulations to encourage the production of duplexes, triplexes, townhomes, and/or cottages in additional zoning districts	Commerce Funds
Deliverable 1: Existing Conditions and Feasibility Analysis Report	\$14,000
Deliverable 2: Draft ordinance to authorize at least one duplex, triplex, townhouse, and/or cottage housing on each parcel in one or more zoning districts and staff report	\$10,000
Deliverable 3: Adopted ordinance to authorize at least one duplex, triplex, townhouse, and/or cottage housing on each parcel in one or more zoning districts	\$6,000
Grant Objective 2: Develop tracking, monitoring and preservation program for affordable housing	
Deliverable 4: Draft Affordable Housing Monitoring Work Plan	\$15,000
Deliverable 5: Adopted Affordable Housing Monitoring Work Plan	\$10,000
Deliverable 6: Affordable Housing Monitoring Database and Initial Recommendations	\$15,000

Grant Objective 3: Raise SEPA exemption levels for minor new construction	
Deliverable 7: Existing Conditions Analysis and Infill Exemption Options	\$14,000
Deliverable 8: Draft ordinance to increase infill exemptions	\$10,000
Deliverable 9: Adopted ordinance to increase infill exemptions	\$6,000
Total:	\$100,000

5.4 Grant Application Questions and Scoring Method

Commerce will award grant funds proportionate to the level of effort proposed by a city and the potential increase in housing supply or regulatory streamlining that could be achieved. All grant applications will be scored and ranked on the following criteria.

a. **Readiness to Proceed: (20 points)**

How ready is your jurisdiction to complete this project in a timely manner?

Please describe your plan to initiate and complete the project by June 15, 2023. Refer to the scope of work if needed. Provide key comprehensive plan policies, housing strategies, housing plans, or other directives that support the development of the selected actions. Identify the key staff or consultants who will be implementing the project along with their history regarding their ability to successfully complete other grant projects. If you plan to hire a consultant but have not started the process, please indicate this and the status of that work.

b. **Local Commitment to the Project: (10 points)**

Indicate the level and type of support that the appropriate legislative body will provide the project. For example, include the amount of staff time and/or funding that is committed to the project as well as other funding and “in-kind” support. Also indicate whether the proposed project is an expansion of an existing project that will proceed even without the Commerce grant funds.

Include a letter from the mayor or authorized official committing the city to the project. For joint proposals, include letters of commitment from all participating jurisdictions. (See Section 6 – Letter of Commitment below.)

c. **Potential Impact: (40 points)**

If pursuing a HAP, include a detailed statement discussing the general direction of this work, how you will tailor the approach to your community, and what you hope to accomplish within the context of your next housing element update. Describe strategies for public involvement, policy work, or other features of the work that will help your jurisdiction move towards adoption of provisions for more dense and diverse levels of housing within your jurisdiction.

If proposing implementation of housing strategies, please describe how the proposed actions will increase residential building capacity or encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. Describe why these strategies are the highest priority for your

jurisdiction. As a result of these proposed strategies, please provide an estimate of the number of additional units that may be allowed over the 20-year planning period as an absolute number and as a percentage of the number of units currently planned for within the city. Provide detail on your assumptions over the 20-year planning period.

d. Local or Regional Need: (20 points)

Explain the local or regional need for the proposed actions within your community. You may document this by sharing the current underproduction of housing in your community, the projected housing need in your community and how current levels of development are not meeting that need, the percentage of your community that is cost burdened and extremely cost burdened, and/or other relevant information. Describe the impact that the lack of HAPI grant would have on the project.

If you are choosing implementation of adopted housing strategies, how do the proposed strategies meet your community needs? Are those housing strategies the most needed next steps for your community?

If needed, Commerce will score this section based on a formula of cost burden and extreme cost burden data within your community. For applications with multiple jurisdictions, this data will be weighted by population. If there are particular factors that should be factored in, please provide a short paragraph with details and facts.

e. Other Legislative Direction: (10 points)

In this section, explain how your application responds to the legislative direction in RCW 36.70A.600 to:

- Increase residential building capacity in areas that have supportive transportation and utility infrastructure, and are served with frequent transit service.⁷
- Prioritize the creation of affordable, inclusive neighborhoods and to consider the risk of residential displacement, particularly in neighborhoods with communities at high risk of displacement.⁸

Summary of Criteria	Points
Readiness to Proceed	20 points
Local Commitment to the Project	10 points
Potential Impact	40 points
Local or Regional Need	20 points
Other Legislative Direction	10 points
Total	100 points

⁷ RCW 36.70A.600(5)

⁸ RCW 36.70A,600(9)

Applications are scored based on the responses to questions. After scoring, the applications are ranked by total points. The scores, together with the total number of applications received and the size of the community, will assist in determining the grant funding and any adjustments needed.

6. Letter of Commitment

A letter of commitment from the city mayor, or other authorized official, should accompany the completed application form. The letter from the mayor should include the following language:

I, _____, Mayor of _____, authorize the city to propose the attached scope of work and budget request for Housing Action Plan and Implementation grant funding to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes.

[Include proposed grant objectives or actions. Mention how the work plan fits with the vision and goals of the community and include a short description of efforts already underway to support the work.]

We agree to adopt the ordinances and/or plans that result from the grant by June 15, 2023. We acknowledging that, at minimum, the actions must meet the requirements of RCW 36.70A.600(2), if applying for a housing action plan, or implement strategies within our adopted housing action plan.

7. Application Format and Submittal Requirements

Applications are due by **Thursday, October 7, 2021, at 5:00 p.m. PST.**

Applications should be submitted as a single combined document. The maximum length is 12 pages, not including the letter of commitment, the HAP implementation plan and summary page. The letter of commitment should be scanned and attached, or have a scanned signature of the mayor or individual within the organization authorized to sign this letter.

Applications must be submitted electronically as an attachment to an e-mail to gmsgnants@commerce.wa.gov. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by Commerce and cannot be used for submission of proposals.

Commerce does not assume responsibility for problems with an applicant's e-mail. Commerce will confirm receipt of emailed applications. Applications should not be mailed in hardcopy or transmitted using facsimile transmission.

Applicants should allow sufficient time to prepare the application so that they can ensure timely receipt of the proposal by Commerce. Late proposals may not be accepted. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

For more information, please contact:

- Anne Fritzel, Senior Planner / Housing Specialist
Phone: (360) 259-5216
Email: anne.fritzel@commerce.wa.gov
- Laura Hodgson, Associate Planner / Housing Technical Specialist
Phone: (360) 764-3143
Email: laura.hodgson@commerce.wa.gov
- Grants Email: gmsgrants@commerce.wa.gov

8. Housing Action Plan Requirements

The goal of any such housing [action] plan must be to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should:

- a. Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households;
- b. Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;
- c. Analyze population and employment trends, with documentation of projections;
- d. Consider strategies to minimize displacement of low-income residents resulting from redevelopment;
- e. Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;
- f. Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and
- g. Include a schedule of programs and actions to implement the recommendations of the housing action plan.

Section above excerpted from [RCW 36.70A.600\(2\)](#).

9. Other Helpful Grant Information

9.1 Housing Action Plan Guidance

Commerce has developed a number of resources intended to support jurisdictions developing a HAP. For jurisdictions implementing a new HAP, please review these resources:

- Guidance for Developing a HAP: [reference guide](#), [webinar](#) and [PowerPoint slides](#).
- Guidance for Developing a Housing Needs Assessment (the first step of a housing action plan) [reference guide](#), [webinar](#) and [PowerPoint slides](#).
- Guidance for Updating Your Housing Element [reference guide](#), [webinar](#) and [PowerPoint slides](#). The reference guide includes guidance on how to determine underproduction of housing in your community (page 12), targets for total housing growth (page 12-13), and breaking down the future housing target into income segments as required by RCW 36.70A.600(2)(a) (page 13-15). This does not include changes to the housing element by HB 1220.
- Commerce's [EZView website](#) includes good examples of HAP work completed during the 2019-21 biennium. Additional housing resources can be found on [this page](#).
- A list of anti-displacement strategies collected from community HAPs are [available here](#) (required with RCW 36.70A.600(d)).
- The Washington Center for Real Estate Research's [Housing Market Data Toolkit](#)
 - The toolkit provides easy access to housing data for local governments in Washington. The toolkit provides data for all cities over 10,000 population, and for all counties in the state. This data can be used as a source of information during the preparation of housing needs assessments, developed as part of local comprehensive plans. As directed in RCW 36.70A.610, new data sets covering aspects of the rental market, land availability and construction activity will be added over time, including updated rental market data in mid-October 2022.
 - A Peninsula Planners' Forum on February 22, 2021 shared more information about the housing data and how to use it to understand your community's housing market. The webinar recording can be accessed [here](#), with information on the Housing Market Data Toolkit starting at 1:16:00 and information on how to use this and other data to determine your community's housing needs starting at 2:27:10. The PowerPoint presentations for the webinar can be found on the [Regional Planners' Forum webpage](#), under the "Past Regional Planning Forums" heading.

9.2 HAP Requirements vs. HB 1220 Requirements

This section shows a comparison of the requirements for a housing action plan (RCW 36.70A.600(2)) against the housing element after passage of HB 1220 (RCW 36.70A.070(2)).

Legend			
●	Required	●	Previous requirement
○	Recommended	●	New requirement

Housing
Action Plan
RCW
36.70A.600

Housing
Element
Update RCW
36.70A.070(2)

Housing Needs Assessment		
● Existing and projected housing needs for all income levels	●	●
● Existing and projected housing needs for emergency housing, shelters and permanent supportive housing	○	●
● Population trends with documentation of projections	●	●
● Employment trends with documentation of projections	●	○
● Land capacity analysis (now to be able to assess housing capacity for all income groups, emergency and permanent supportive housing, and moderate density housing)	○	●
Community Engagement		
● Broad public engagement (including residents)	●	●
Housing Policy Framework Review		
● Evaluate progress to meet housing targets (# and types)	●	○
● Evaluate achievement of housing element goals and policies	●	○
● Evaluate implementation of the schedule of programs and actions	●	○
● Review development regulations such as zoning, street standards, etc. and document barriers to housing	○	●
● Review permitting process that impact development of housing and document barriers	○	●
● Review fee structures (impact fees, utility connections and permits), that influence housing development and document barriers	○	●
● Evaluate housing programs and local funding, and document barriers	○	●
Mandatory Housing Policies		
● Increase supply of housing affordable to all income levels	●	●
● Preserve existing housing	○	●
● Increase variety of housing types, including moderate density housing options such as duplex, triplex and townhomes within UGAs.	●	●
● Consider the role of accessory dwelling units in meeting housing need	○	●
● Consider housing location in relation to employment location	○	●
● Evaluation of the potential efficacy of proposed strategies	○	N/A
Strategies to Minimize Displacement		
● Identify local policies/ regulations that result in racially disparate impacts including zoning, disinvestment and infrastructure availability	N/A	●
● Identify and implement policies to begin to undo racially disparate impacts, displacement, and exclusion in housing	N/A	●
● Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning, regulations, and capital investments	●	●
● Establish anti-displacement policies, including preservation of cultural and historic communities, equitable development initiatives, inclusionary zoning, tenant protections, land disposition policies, and land for affordable housing	●	●
Implementation Plan		
● Schedule of programs and actions to implement recommendations	●	○
● Monitoring plan to track outcomes of implemented actions	○	○

9.3 Questions and Answers

Answers to potential questions about the Housing Action Plan and Implementation (HAPI) grant are below.

1. If a city has not completed its previous HB 1923 grant work by the closing date of the application period (October 7th), are they still eligible for funding in this grant?

A city must have completed their HB 1923 grant work by October 22, 2021 to apply for this grant program. If a city applies for this grant and their HB 1923 grant actions have not yet been adopted, the city must include documentation that these actions will be considered for adoption by October 22nd.

2. If a city currently is finishing up grant items from an HB 1923 grant from the 19-21 biennium, does that disqualify them or lower their competitive chances of getting a grant under the 21-23 biennium?

Cities that received housing grants under the HB 1923 (2019) program will not be ranked differently from cities that did not receive housing grants from Commerce.

3. If awarded, would funding cover work prior to the date of execution?

Yes, invoices may include work starting July 1, 2021.

4. If a city shows extraordinary potential for increased housing, could they apply to receive more funding?

No. The statute is clear that HAPs, and therefore also implementation of HAPs, are limited to \$100,000.⁹

5. Can the grant be used to pursue strategies that are not in an adopted HAP?

Part of the grant may be used to “review and evaluate the housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions” (RCW 36.70A.600(2)(e)). This may include an update to portions of the adopted housing action plan that cover this work. Other housing work, including strategies that are not within an adopted HAP, will not be supported.

6. If a city chooses to implement strategies of a HAP, how many strategies do they need to select to pursue this grant?

A city only needs to implement one strategy from a HAP to be eligible for grant funding. However, grant funding will be allocated based on the level of effort needed to implement the proposed activities and potential to generate additional housing opportunities.

⁹ RCW 36.70A.600(7)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:45 PM) Proclamation Declaring September 2021 as "Community Preparedness Month" - Executive,

SUMMARY: Preparedness is an essential element for communities to be resilient and able to withstand and recover from crisis, whether natural or human-caused. Due to the level of risk and potential complications associated with being an island community, it is of the utmost importance that the concept of preparedness is embraced as a value in our community and institutionalized among City staff and partner organizations.

In 2016, the City established a vision to be a recognized leader in preparedness in Washington State. Since that time, the City has taken large strides in establishing an Emergency Management program and in generating interest and community ownership of a broad preparedness initiative.

In support of this effort, and to promote the continued progress toward achieving the above vision, Council approved the annual issuance of a proclamation in September 2020 to recognize September as Community Preparedness Month on Bainbridge Island. As a result, the attached proclamation may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: Executive

RECOMMENDED MOTION:

Presentation only.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring September 2021 as the month to recognize the importance of community preparedness.

WHEREAS, Bainbridge Island's susceptibility to a wide range of hazards, both natural and manmade, demonstrate the ongoing need for the City to prepare for a broad range of emergencies and disasters; and

WHEREAS, the City has the responsibility to minimize the loss of life and property, and protect the environment by preparing for, responding to, and recovering from such events; and

WHEREAS, preparedness is the cornerstone of community resilience and is the responsibility of every citizen, business owner and organizational leader on Bainbridge Island; and

WHEREAS, the City, in partnership with numerous island agencies, organizations, and community members, is working toward becoming a recognized leader in preparedness in Washington; and

WHEREAS, the month of September is recognized nationally as Preparedness Month;

NOW, THEREFORE, I, Rasham Nassar, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim the month of September 2021 as

COMMUNITY PREPAREDNESS MONTH

in the City of Bainbridge Island. I urge all residents, businesses, and organizations to actively participate in Community Preparedness Month by making a commitment to increase our level of preparedness to collectively withstand any crisis.

DATED this 14th day of September, 2021



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:05 PM) Consider Authorization of Madison Avenue Sidewalk Project Scope Expansion - Public Works,

SUMMARY: The Council will consider requesting an extension of the federal grant that would support an expanded scope for the Madison Avenue Sidewalk Project, which proposes to include sidewalk repair and infill, separated bike lanes, traffic calming, roadway reconstruction and sewer improvements between Winslow Way and SR305.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to authorize the City Manager to request an extension of the federal grant that would support an expanded scope for the Madison Avenue Sidewalk Project, and bring forward a budget amendment to support the anticipated \$5.2 million project cost, without the use of American Rescue Act (ARPA) funds.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The purpose of this agenda item is to follow up on the August 17, 2021 City Council discussion regarding a concept design for an expanded scope of the Madison Avenue Sidewalk project. Due to time constraints on the federal grants associated with the project, a decision on the potential project scope expansion is needed on or prior to September 28, 2021.

The expanded scope would include the bundling of three priority projects (Madison Sidewalk, Village Basin Sewer Improvements, and Madison Reconstruction) that would be combined into a single project, and would also include traffic calming and a separated bike facility on both sides of one or more segments of the Madison Avenue corridor between Winslow Way and SR305.

The advantage of combining and expanding the scope of these projects is that it would create cost efficiencies by overlapping utility and road replacements, minimize public inconvenience, reduce the amount of cuts to the road surface, and mitigate limitations on staff resources by focusing on a series of improvements along one corridor in a single project. Additionally, the separated bike lane element of the project would create an all-ages north-south corridor through Winslow that could potentially connect downtown with the library, schools, parks, and other commercial establishments.

This project is currently listed on the City Council's American Rescue Plan (ARPA) short list in the category of revenue replacement. Staff is recommending that this project proceed without ARPA funds due to the September 28, 2021 due date, and in accordance with the Council's principles for the use of ARPA funds, specifically, to support projects that would not be able to be accomplished "except for" one-time impact funds.

Design work could commence as early as fall 2021 with the commencement of construction in 2022.

ATTACHMENTS:

[Presentation - Madison Ave Project 091421.pdf](#)

[2021-08-06 Bainbridge Madison Roll Plot with sections.pdf](#)

[2021-08-06 Bainbridge Madison Cross Sections.pdf](#)

[2021-08-06 Bainbridge Madison Plan View Concepts.pdf](#)

FISCAL DETAILS: Depending upon the scope, the full combined project will cost between \$4.2 million to \$5.2 million.

The Council has budgeted and programmed \$2.75 million (\$1.4 million Federal Grant; \$600K City Match from Real Estate Excise Tax; \$750K in sewer funds.)

An additional \$2.45 million is needed to support the project. Fund balances allocations and other options for filling the budget gap include the following:

- Real Estate Excise Tax: \$1.0M - \$1.6M
- Transportation Benefits District: \$200K - \$400K
- General Fund: \$600K - \$750K

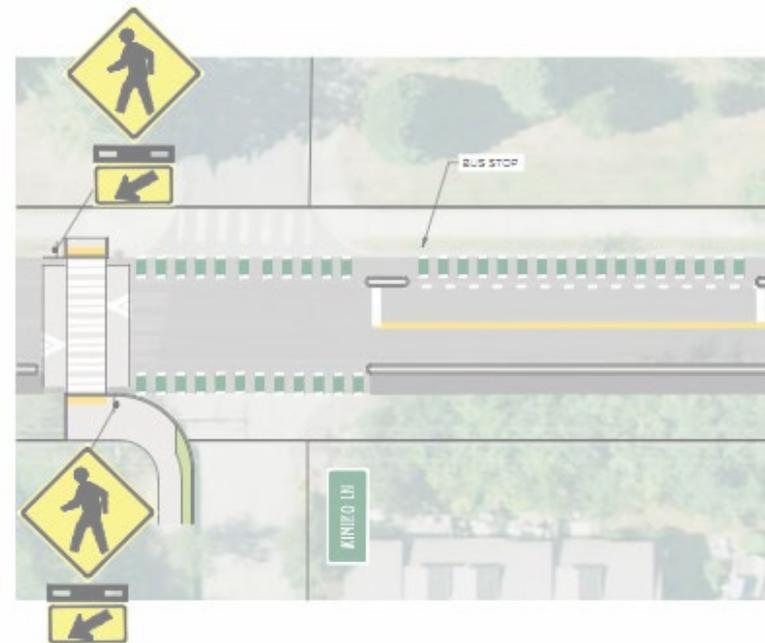
A conservative estimate of the cost savings that will result from combining the multiple project elements is \$500K.

Fund Name(s):

Coding:

Madison Sidewalk Project Scope Expansion

Christopher Wierzbicki, PE
Public Works Director
September 14, 2021



Agenda

- Project Recap / History
- Potential Project Scope
- Project Funding Considerations
- Determine Next Steps

Madison Sidewalk Project Scope Expansion

September 14, 2021

Project Recap / History – Current Project

- East-side sidewalk widening / ADA improvements between Wyatt and High School Road
- Fed grant funded: \$1.4M grant; \$600K match = \$2.0M
- Design 2021; Build 2022

Project Recap / History – March 23 Council Decision

- Consider combining projects and funding for economies of scale
 - Madison Sidewalk
 - Village Basin Sewer
 - Madison Ave Reconstruction
- Consider Madison separated bike lanes between Winslow and SR305
- \$25K authorized for evaluation

Project Recap / History – Work to Date

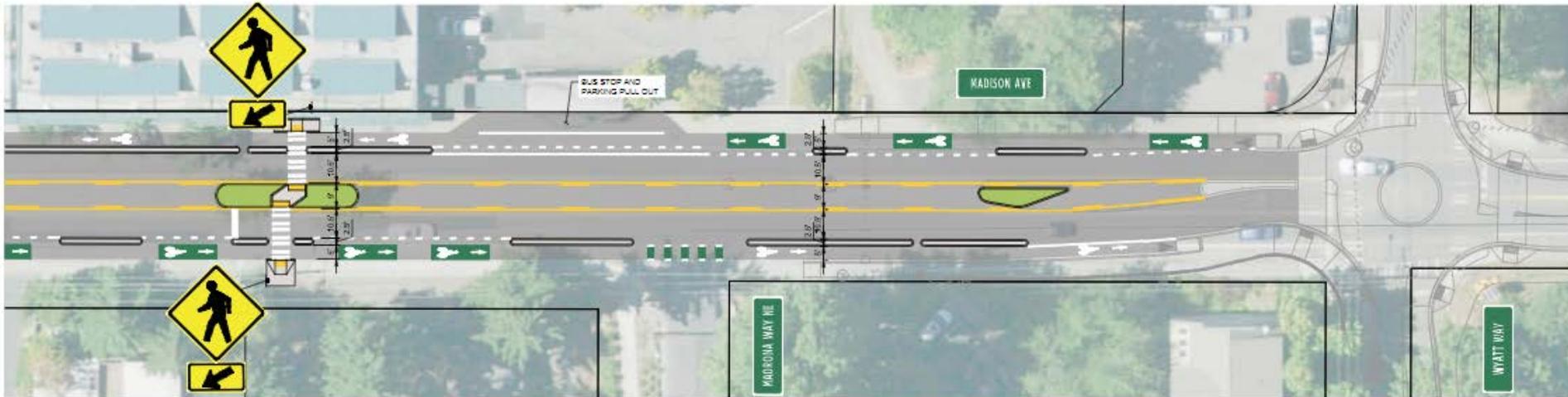
- Hired Toole Design to evaluate project options
- Hosted meeting with STP Task Force
- Hosted virtual open house meeting July 7



Project Recap / History – Public Feedback

- Majority support for project expansion
 - Link to schools
 - Access to multiple destinations
 - Large variety of users
- Retain/add vegetation where possible
- Consider traffic calming elements
- Maintain consistency and/or visual cues

Potential Project Scope – Winslow to Wyatt



SOUTH SEGMENT (WINSLOW WAY TO WYATT WAY)
STREET LEVEL BIKE LANES

- Street-level, physically separated bike lanes – both sides
- Concrete curb and/or raised planter separation
- Street paint for visual cues



Potential Project Scope – Wyatt to High School

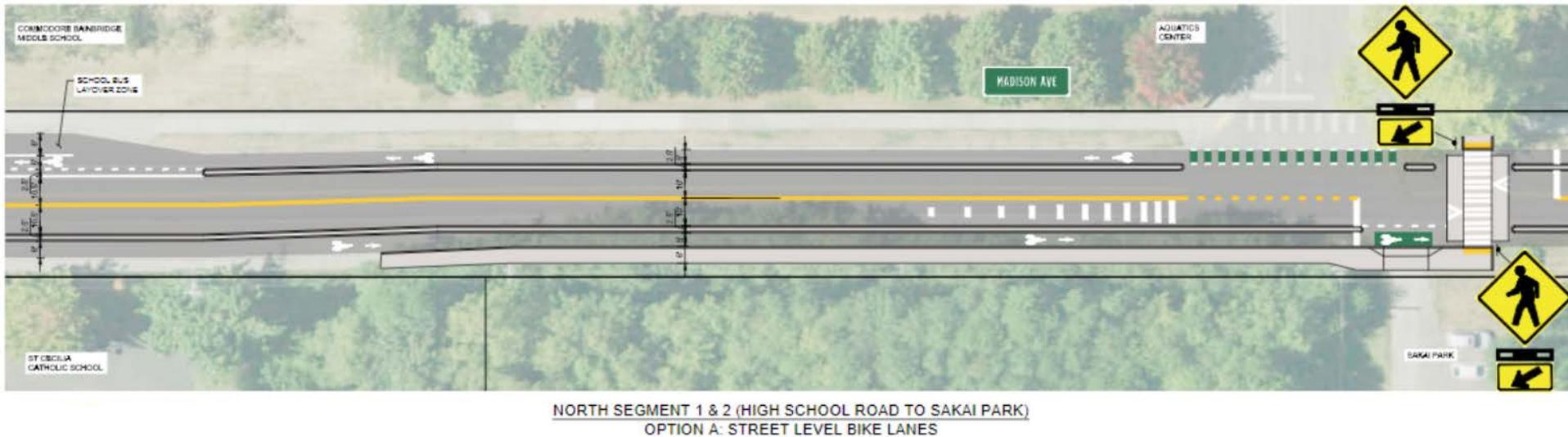


CENTRAL SEGMENT (WYATT WAY TO HIGH SCHOOL ROAD)
OPTION B: NORTHBOUND SIDEWALK LEVEL BIKE LANE, SOUTHBOUND STREET LEVEL BIKE LANE

- Street-level, physically separated bike lanes – west side
- Sidewalk-level, raised bike lanes – east side
- Widened sidewalk – west side
- Street/sidewalk paint for visual cues

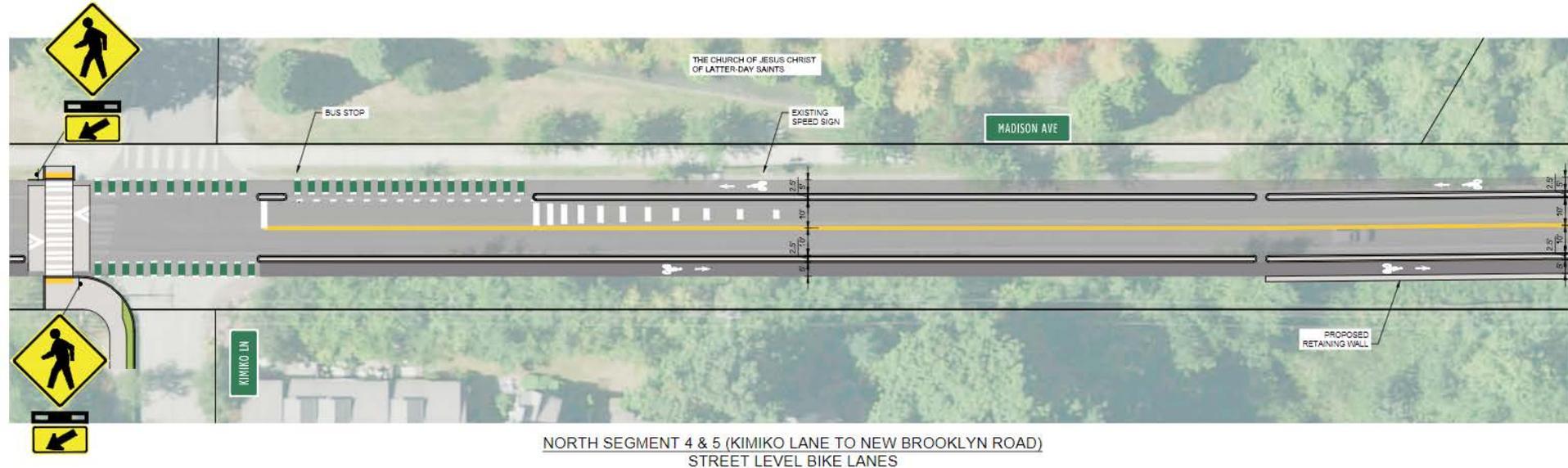


Potential Project Scope – High School to SR305



- Street-level, physically separated bike lanes – east and west side
- Sidewalk gap filling between St. Cecilia’s and Sakai Park
- Traffic calming and new crosswalks
- Road reconstruction and sewer replacement

Potential Project Scope – High School to SR305 con't



- Street-level, physically separated bike lanes – east and west side
- Bike lane gap filling on west side
- Traffic calming and new crosswalks
- Road reconstruction and sewer replacement

Project Funding Considerations – Estimated Cost (as shown)

- \$4.2M Design/Construction
- \$1M Contingency (~25%)
- Cost range between \$4.2M - \$5.2M

Project Funding Considerations – Identified Sources

In-Budget Programmed

\$1.4M Federal Grant

\$600K City Match (REET)

\$750K Sewer

\$2.75M

Project Funding Considerations – Identified Sources

In-Budget Programmed

\$1.4M Federal Grant

\$600K City Match (REET)

\$750K Sewer

\$2.75M

Fund Balance Alternatives

REET: \$1.0M - \$1.6M

Trans. Ben. Dist: \$200 - \$400K

Gen. Fund: \$600K - \$750K

\$1.8M – \$2.75M

Project Funding Considerations – Identified Sources

In-Budget Programmed	Fund Balance Alternatives	ARPA
\$1.4M Federal Grant	REET: \$1.0M - \$1.6M	
\$600K City Match (REET)	Trans. Ben. Dist: \$200-\$400K	
\$750K Sewer	Gen. Fund: \$600K - \$750K	\$1M (of \$2M available for trans projects)
<hr/> \$2.75M	<hr/> \$1.8M – \$2.75M	<hr/> \$1M
		Total Available = \$5.6 - \$6.5M

Project Funding Considerations – Economies of Scale

- Combining projects conserves staff resources
- Conservative estimate of combined savings (\$500K):
 - \$365K construction (materials/labor)
 - \$40K staff labor
 - \$70K escalation/inflation
 - \$25K competitive bids

Next Steps – Timing (current project)

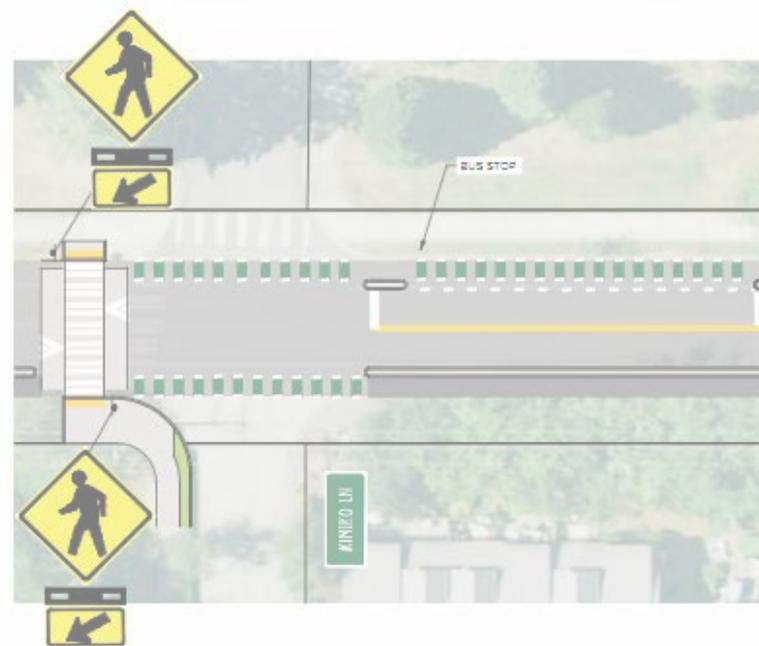
- Current project (sidewalk expansion only) federal funding on tight timeline
- Start design fall 2021 for construction 2022

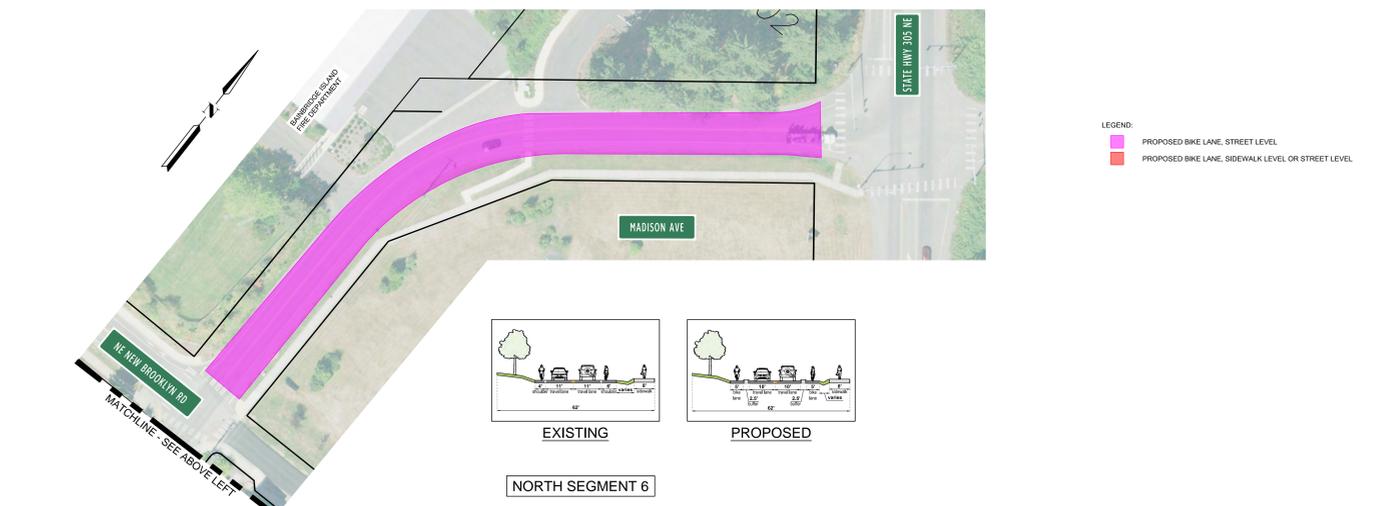
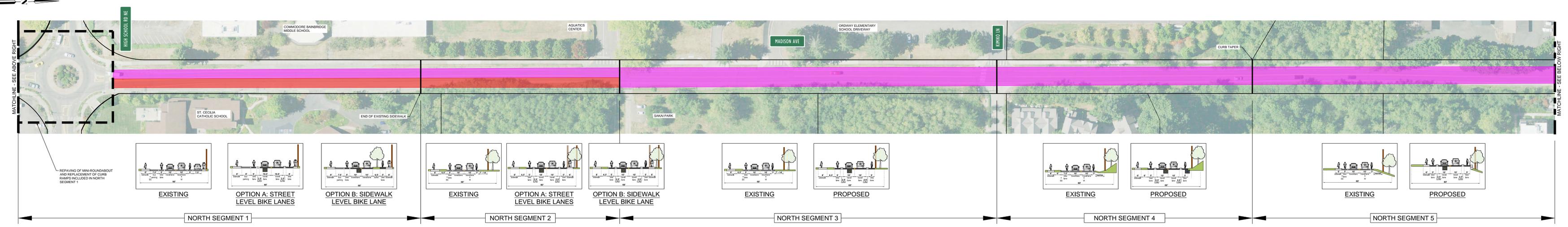
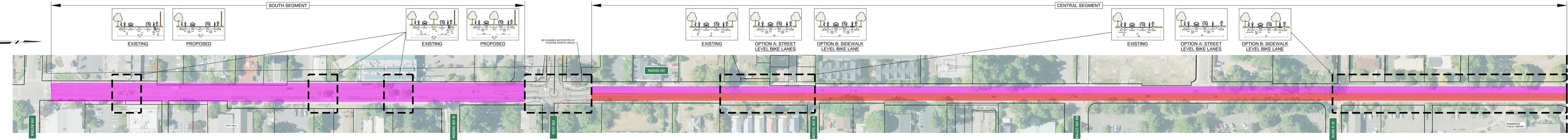
Next Steps – Timing (expanded project)

- Postpone grant funding to allow design in 2021-21, construction 2023
- Determine funding approach

Madison Sidewalk Project Scope Expansion – Q&A

Christopher Wierzbicki, PE
Public Works Director
September 14, 2021





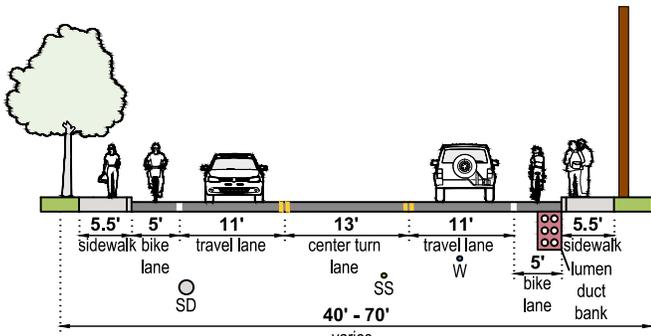
LEGEND:
 [Pink Box] PROPOSED BIKE LANE, STREET LEVEL
 [Red Box] PROPOSED BIKE LANE, SIDEWALK LEVEL OR STREET LEVEL

THIS IS A PRELIMINARY CONCEPT. FIELD VERIFICATION, SITE CONDITION ASSESSMENTS, ENGINEERING ANALYSIS AND DESIGN ARE NECESSARY PRIOR TO IMPLEMENTING ANY OF THE RECOMMENDATIONS CONTAINED HEREIN.

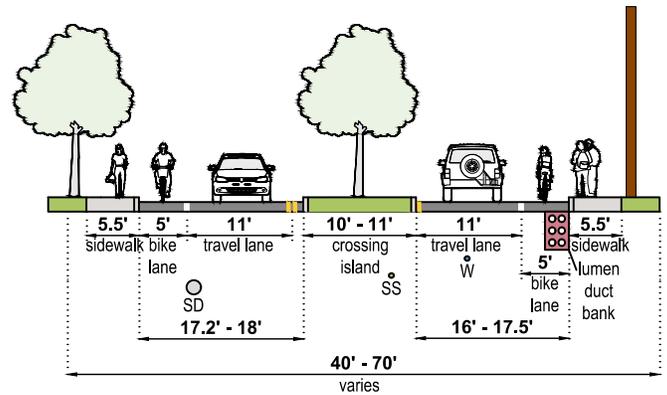


MADISON AVENUE
 ALTERNATIVES ANALYSIS
 CITY OF BAINBRIDGE ISLAND
 PROJECT NO. 70166
 AUGUST 2021

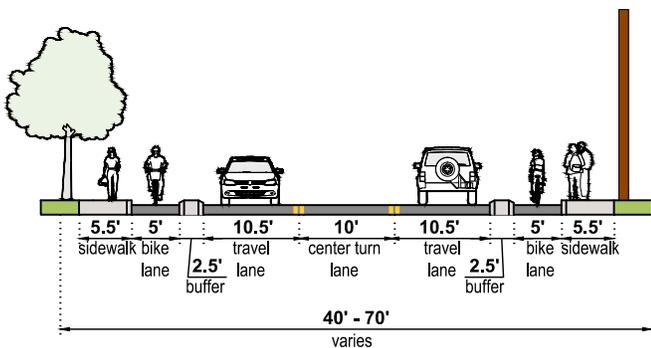
PRELIMINARY CONCEPT - NOT FOR CONSTRUCTION



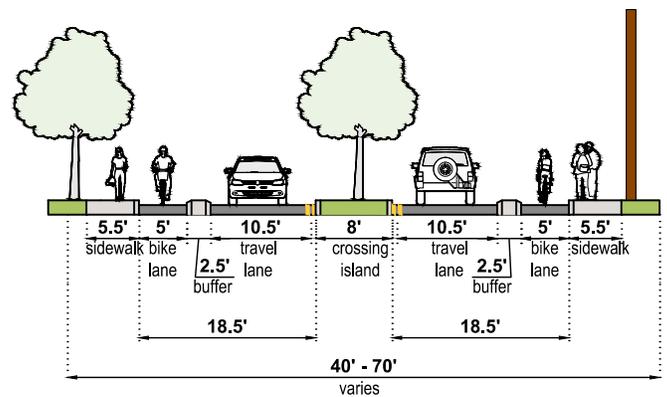
EXISTING



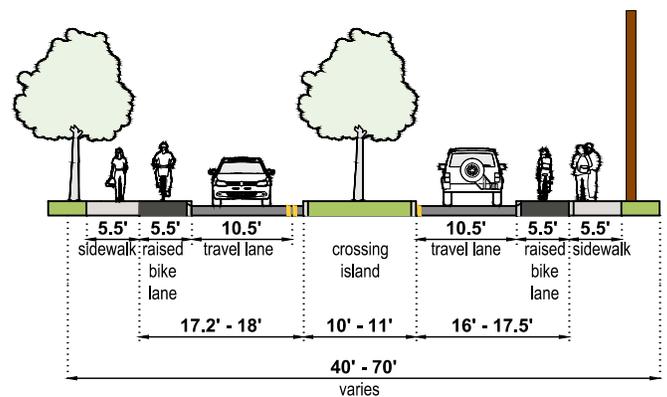
EXISTING
Crossing island



OPTION S1
Separated bike lanes



OPTION S2-B
Separated bike lanes with narrowed crossing island



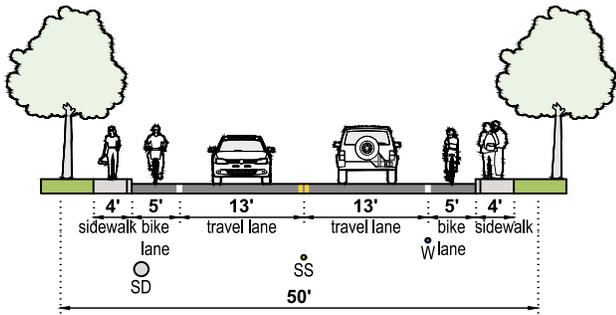
OPTION S2-A
Raised bike lanes with existing crossing island

ALTERNATIVE CROSS-SECTIONS
SOUTH SEGMENT (WINSLOW WAY TO WYATT WAY)

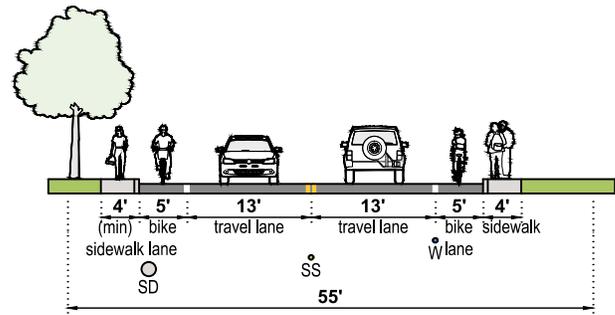


MADISON AVENUE
ALTERNATIVES EVALUATION
CITY OF BAINBRIDGE ISLAND
PROJECT NO. 70166
AUGUST 2021

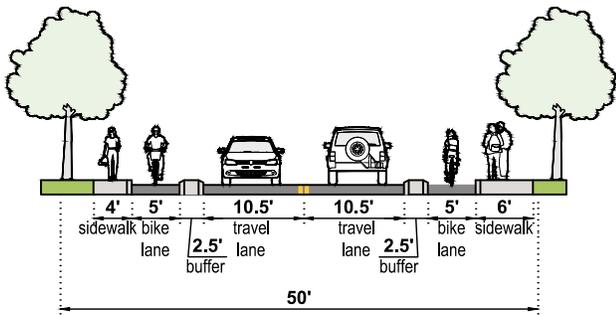
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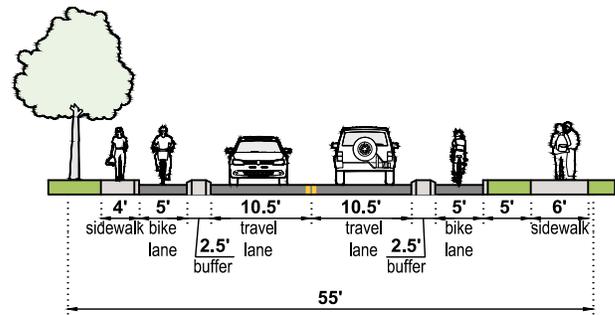
EXISTING - CONDITION 1
Right-of-way is approximately 2.5' behind east walk



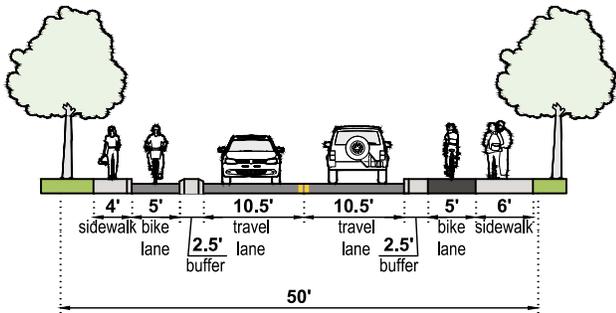
EXISTING - CONDITION 2
Right-of-way is approximately 8.5' behind east walk



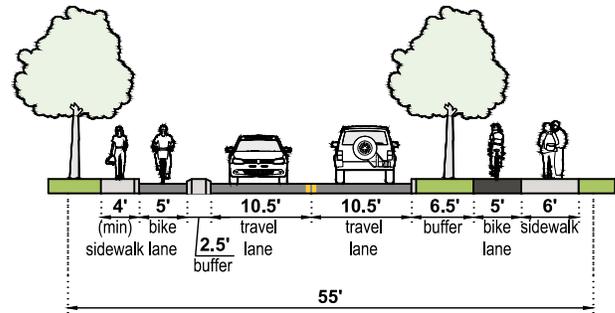
OPTION C1-A
Street-level protected bike lanes with existing flow lines



OPTION C2-A
Street-level protected bike lanes with existing flow lines



OPTION C1-B
SB street-level, NB sidewalk-level protected bike lanes;
new flow line on east side



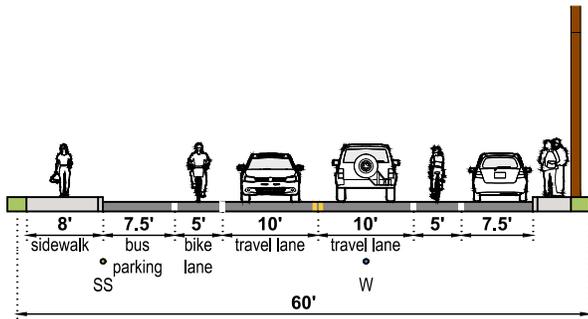
OPTION C2-B
SB street-level, NB sidewalk-level protected bike lanes;
new flow line on east side

ALTERNATIVE CROSS-SECTIONS
CENTRAL SEGMENT (WYATT WAY TO HIGH SCHOOL RD)

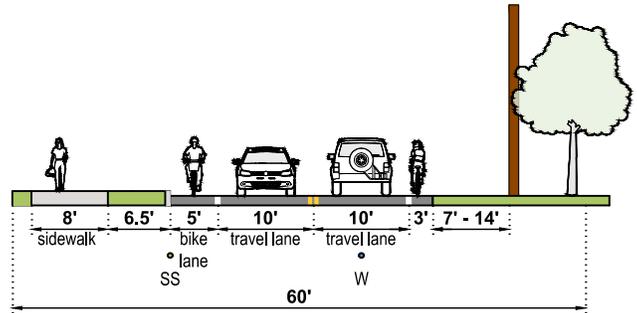
TOOLE
DESIGN

MADISON AVENUE
ALTERNATIVES EVALUATION
CITY OF BAINBRIDGE ISLAND
PROJECT NO. 70166
AUGUST 2021

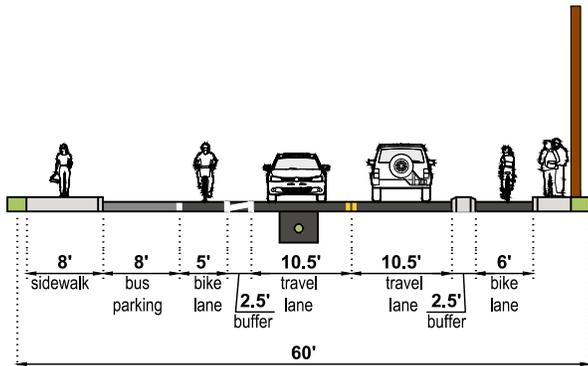
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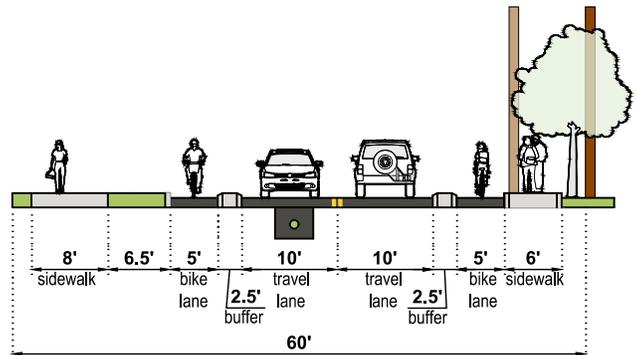
EXISTING - SEGMENT 1
Mini Roundabout to end of sidewalk



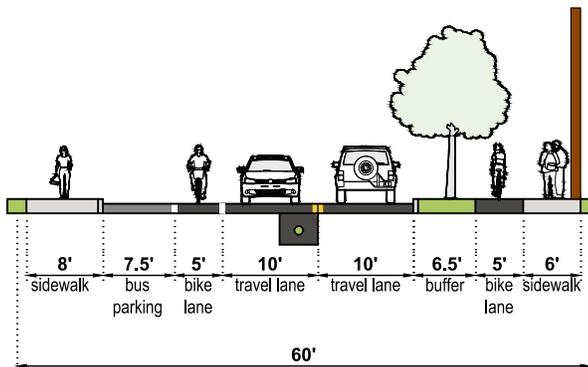
EXISTING - SEGMENT 2
end of sidewalk to Sakai Park



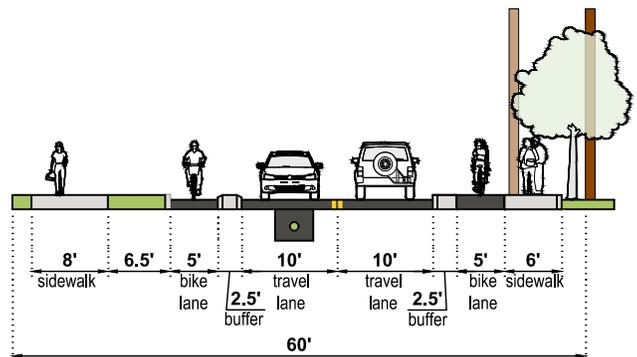
OPTION N1-A
Remove east parking, SB buffered bike lane and NB separated bike lane; new sewer force main; reconstruct roadway



OPTION N2-A
Widen to the east to add separated bike lanes and new sidewalk; new sewer force main; reconstruct roadway



OPTION N1-B
Remove east parking, SB bike lane and NB sidewalk level bike lane and widened sidewalk; new sewer force main; reconstruct roadway



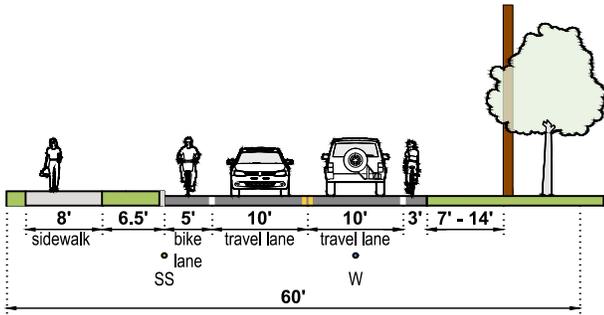
OPTION N2-B
Widen to the east to add SB separated bike lane and NB sidewalk level bike lane and sidewalk; relocate power poles (by others); new sewer force main; reconstruct roadway

ALTERNATIVE CROSS-SECTIONS
NORTH SEGMENT (HIGH SCHOOL RD TO SAKAI PARK)

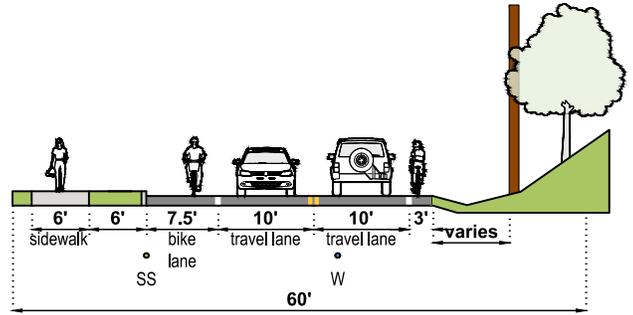
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DESIGN

MADISON AVENUE
ALTERNATIVES EVALUATION
CITY OF BAINBRIDGE ISLAND
PROJECT NO. 70166
AUGUST 2021

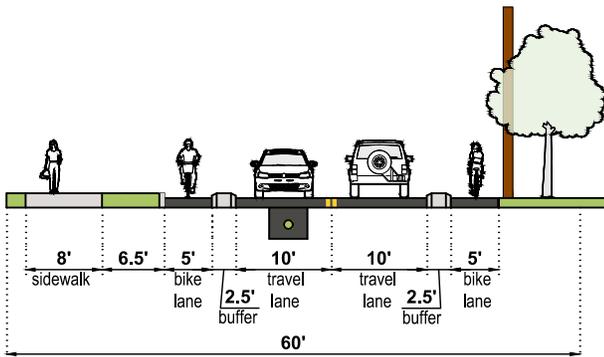
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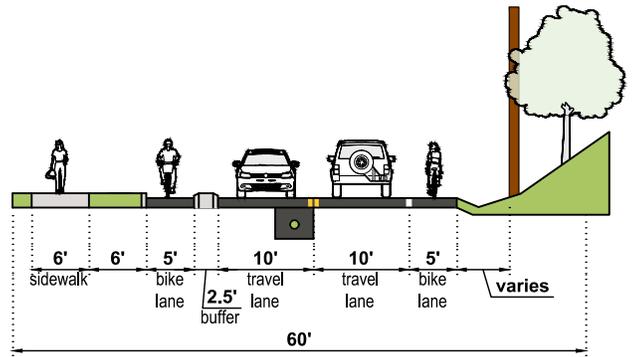
EXISTING - SEGMENT 3
Sakai Park to Kimiko Lane



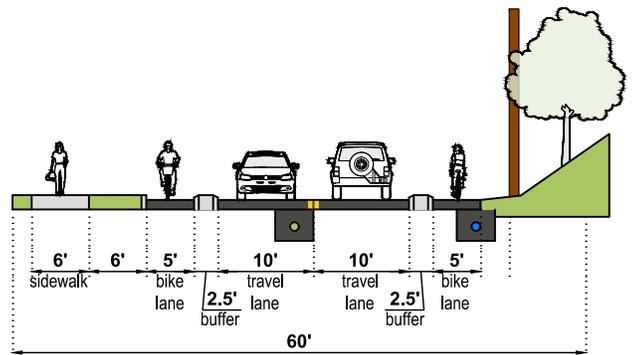
EXISTING - SEGMENT 4
Kimiko Lane to curb taper



PROPOSED
Widen to the east to add separated bike lanes;
new sewer force main; reconstruct roadway



OPTION N4-A
Widen to the east, add SB separated bike lane and NB bike lane;
new sewer force main; reconstruct roadway



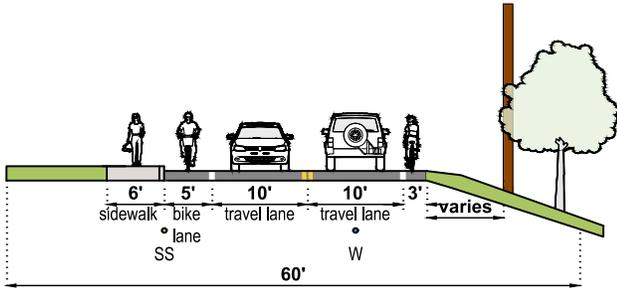
OPTION N4-B
Widen to the east, add separated bike lanes; underground
existing drainage ditch; new sewer force main; reconstruct
roadway

ALTERNATIVE CROSS-SECTIONS
NORTH SEGMENT (SAKAI PARK TO CURB TAPER)

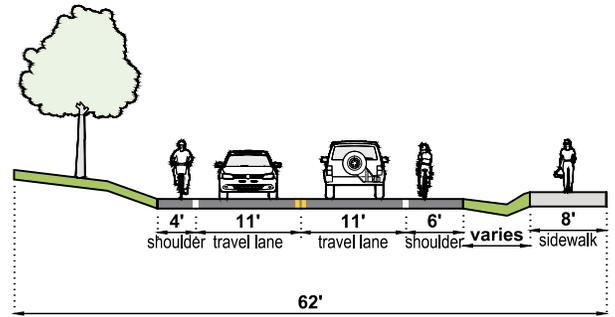


MADISON AVENUE
ALTERNATIVES EVALUATION
CITY OF BAINBRIDGE ISLAND
PROJECT NO. 70166
AUGUST 2021

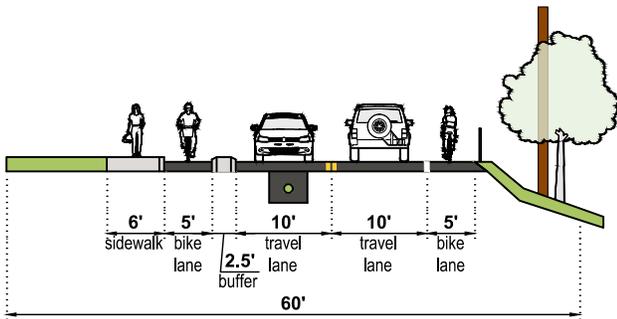
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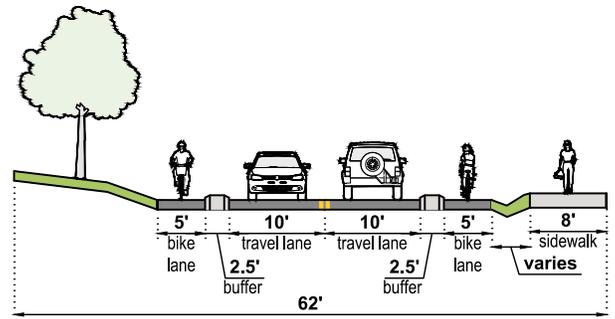
EXISTING - SEGMENT 5
Curb taper to New Brooklyn Rd



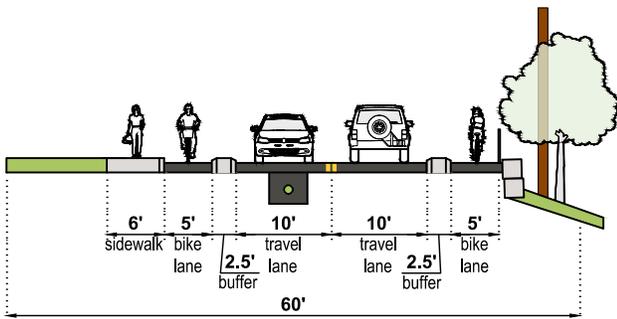
EXISTING - SEGMENT 6
New Brooklyn Rd to SR 305



OPTION N5-A
Widen to the east, add SB separated bike lane and NB bike lane; new sewer force main; reconstruct roadway



PROPOSED
Widen to the east to add separated bike lanes



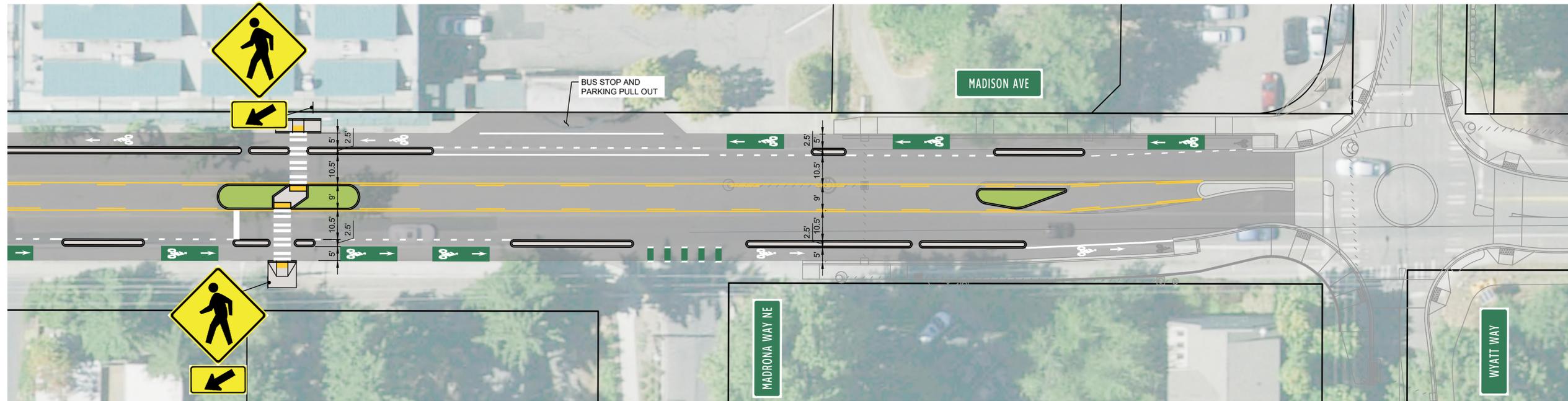
OPTION N5-B
Widen to the east, add separated bike lanes; install wall and fence; new sewer force main; reconstruct roadway

ALTERNATIVE CROSS-SECTIONS
NORTH SEGMENT (CURB TAPER TO SR 305)

TOOLE
DESIGN

MADISON AVENUE
ALTERNATIVES EVALUATION
CITY OF BAINBRIDGE ISLAND
PROJECT NO. 70166
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SOUTH SEGMENT (WINSLOW WAY TO WYATT WAY)
STREET LEVEL BIKE LANES



PRELIMINARY - NOT FOR CONSTRUCTION

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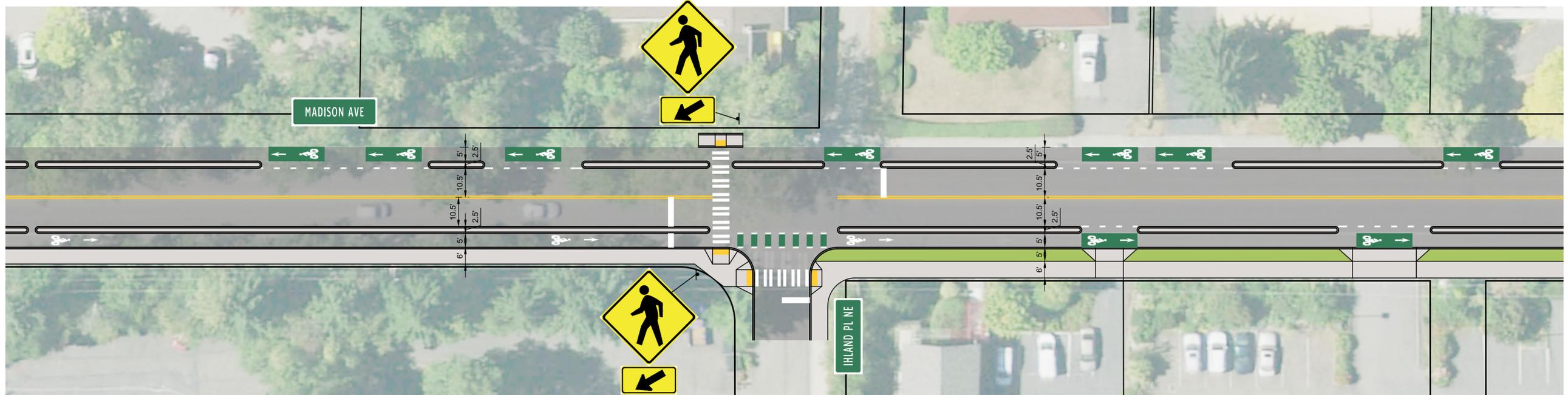
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DSGN					
DR					
CHK					
APVD	NO.	DATE	REVISION	BY	APVD

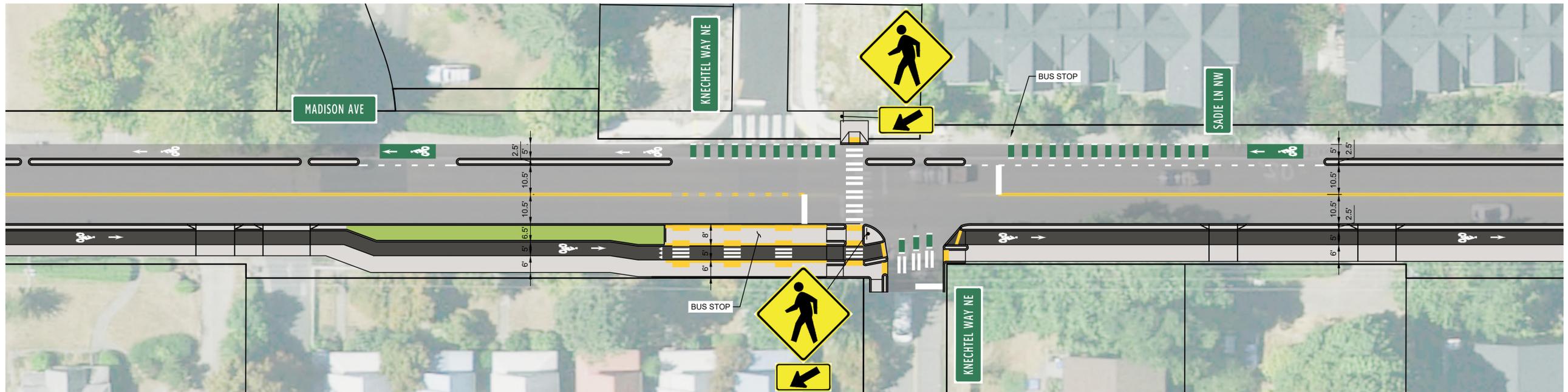
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DESIGN

720 3RD AVENUE, SUITE 2020,
SEATTLE, WA 98104
PHONE: 206.297.1601
FAX: 301.927.2800
www.tooledesign.com

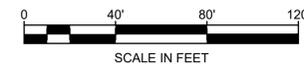
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ALTERNATIVE EVALUATION: REPRESENTATIVE CONCEPTUAL DESIGN	AUGUST 2021
CITY OF BAINBRIDGE ISLAND	



CENTRAL SEGMENT (WYATT WAY TO HIGH SCHOOL ROAD)
OPTION A: STREET LEVEL BIKE LANES



CENTRAL SEGMENT (WYATT WAY TO HIGH SCHOOL ROAD)
OPTION B: NORTHBOUND SIDEWALK LEVEL BIKE LANE, SOUTHBOUND STREET LEVEL BIKE LANE



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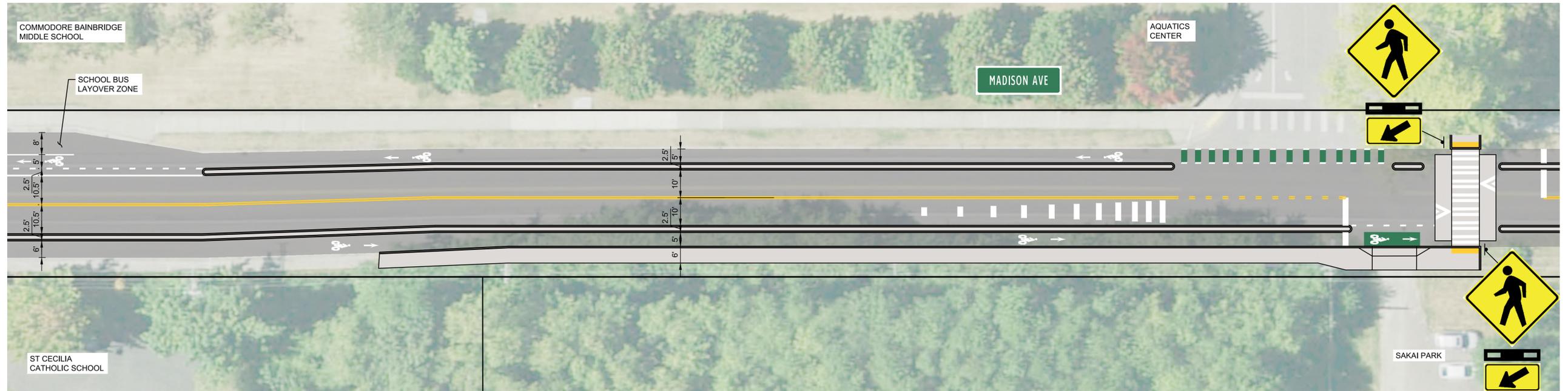
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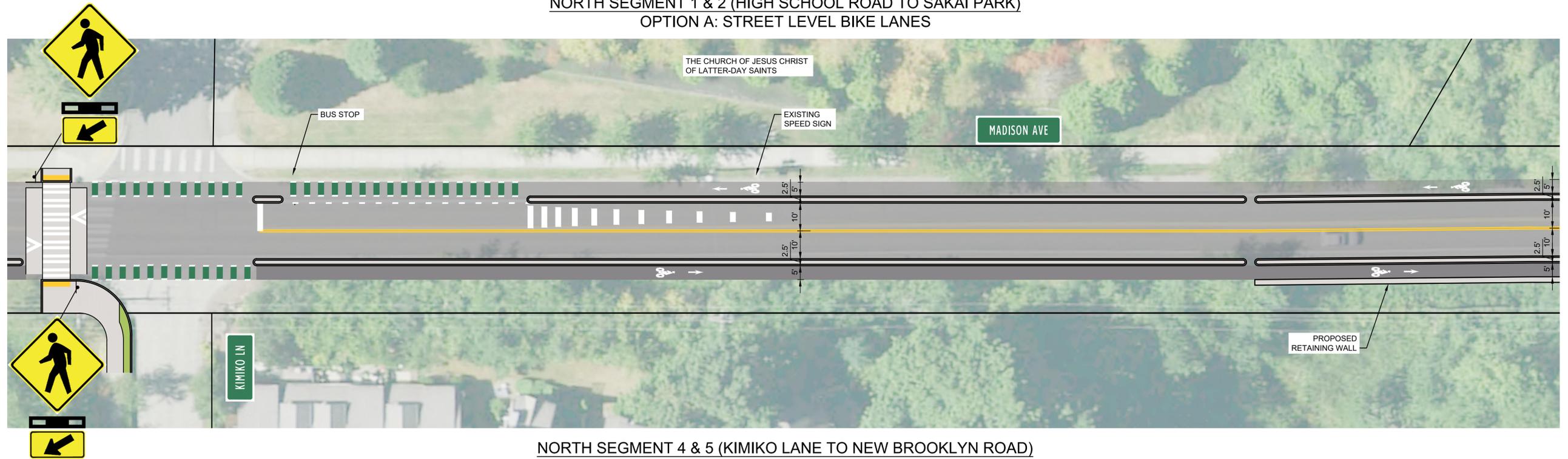
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REPRESENTATIVE CONCEPTUAL DESIGN
CITY OF BAINBRIDGE ISLAND

PROJECT NO. 70166
AUGUST 2021



NORTH SEGMENT 1 & 2 (HIGH SCHOOL ROAD TO SAKAI PARK)
OPTION A: STREET LEVEL BIKE LANES



NORTH SEGMENT 4 & 5 (KIMIKO LANE TO NEW BROOKLYN ROAD)
STREET LEVEL BIKE LANES



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MADISON AVENUE	PROJECT NO. 70166
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CITY OF BAINBRIDGE ISLAND	



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:25 PM) Consider Responses to City Council Questions on the SR305 Roundabout Project, and Exchange of Equal Value to WSDOT Regarding Related City Property - Public Works,

SUMMARY: City staff have provided responses to questions from the City Council regarding the Washington State Department of Transportation (WSDOT) State Route (SR) 305 roundabout projects at Port Madison and Adas Will Roads.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to direct the City Manager to proceed with negotiating with WSDOT regarding an exchange for equal value related to the subject City property that relates to the SR305 Roundabout Projects.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: This topic was previously discussed at the July 27, August 10, and August 24, 2021 City Council meetings, and City staff have prepared responses to the questions raised by the Council at those meetings (attached and amended) for further discussion. The responses were developed with input from the WSDOT project team.

In addition to considering the prepared responses, the Council will consider if and how to convey a City-owned property to WSDOT that will facilitate the construction of the roundabout.

More information about the roundabout projects that WSDOT is planning to build on Bainbridge Island along the SR305 corridor at the Port Madison and Adas Will intersections is available on the State's website:

(<https://wsdot.wa.gov/Projects/SR305/winslowferrytohostmarkstsafety/default.htm>). The projects are anticipated to begin construction in the fall of 2021.

ATTACHMENTS:

[WSDOT SR305 Roundabout Q A Memo 090821.docx](#)

[SR305 WPM-AdasWill Increase Plant Sizes 09-07-2021.pdf](#)

[SR 305 Roundabout Noise Memo.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



Department of Public Works Memorandum

Date: August 18, 2021; UPDATED September 8, 2021
To: City Council; City Manager
From: Christopher Wierzbicki, Public Works Director
Subject: Response to City Council Regarding State Route 305 Roundabout

Purpose/Background

The purpose of this memo is to provide responses to the City Council regarding questions and concerns that were raised about the Washington State Department of Transportation (WSDOT) roundabout projects on State Route (SR) 305 and Port Madison/Adas Will Roads. The questions summarized below were brought up in discussions related to the project at the City Council Meetings on July 27, 2021, August 10, 2021, August 24, 2021 and also from email correspondence from individual Council members. In large part, the responses were provided or confirmed by WSDOT project staff, except those related to City processes which were generated by City staff.

Questions and Answers from August 24, 2021 Council Meeting

1. The Council is concerned about the stormwater pond's impact on the adjacent park. Is it possible to build the pond in the grassy area just north of the BI sign, thereby eliminating impacts on the park, and potentially some of the adjacent trees?

Based on the elevations required to convey stormwater runoff to and from the flow control pond, it cannot be moved to the suggested location. The only other option to avoid impacting some of the trees in this location is to place the pond in the parking area of the park (currently leased to the City by WSDOT).

2. What is the difference in cost between an 8' high fence and a 12' foot high fence that would be installed for a privacy barrier for the impacted adjacent property owner.

WSDOT was unable to provide a cost for the difference between an 8' and 12' high fence. WSDOT is currently working with the impacted adjacent property owner on a quote for a 12-ft tall fence. The cost of the fence would be included in a compensation package to the property owner and installed by the property owner (not WSDOT).

3. What is a rough order of magnitude cost for a concrete barrier wall, sized to mitigate the impacted adjacent property owner?

For estimating purposes, WSDOT has used a scoping level estimates for Type 1 Noise Walls, even though a Noise Barrier is not warranted at this location (See Question 8). Scoping level cost are \$51.61/ft² to \$75.10/ft². For a 200-ft long by 12-ft tall plain wall the approximate cost will be about \$124K to \$180K. This is without any special aesthetic treatment. In recent projects, WSDOT has seen costs as high as \$100/ft², which would make the cost \$240K.

4. The Council may be interested in supplementing the landscape plan with larger and more mature trees in locations that would limit noise and light impacts. If the Council was interested in contributing funding for this purpose – please provide some information about the number/size of trees that could be provided for that amount, and generally where they would best fit within the landscape plan.

WSDOT is open to considering additional planting. Attached with this memo is a pdf that shows an area where residents have voiced concerns about noise and light. It is possible to plant taller trees in those areas. The current planting plan includes #2 Containers of Western Red Cedars, Grand Firs and Douglas firs. Trees in #2 containers are approximately 3- 4 ft tall (probably closer to 3-ft). WSDOT could plant trees that are 5-6 ft tall. The cost of these upgrades would be approximately \$2,500 (for 22 larger trees). If the Council were interested in further supplementing the landscape plan, \$120 per tree is a metric that could be used for estimating purposes.

5. What is the value of the large tree that is located at the Adas Will intersection?

City staff were unable to procure a tree valuation from a certified arborist in time for this agenda item. One simple, layperson method of determining tree value is to calculate the board-feet of wood the tree contains. A rough order of magnitude for value for the subject tree using that method is approximately \$20,000 (assuming 64” diameter, 75-foot-tall tree @ \$1000/MBF.)

6. What is the value of the City-owned property that WSDOT is seeking to have transferred?

An appraisal of the property has not been performed. WSDOT estimates that given the limited size and uses of the property (for road purposes only), the approximate value would be several thousand dollars.

7. Please provide the noise study that was performed by WSDOT.

A copy of the noise study is attached with this memo.

Previous Questions and Answers

1. Some property owners have expressed concerns about existing fences adjacent to the project limits that appeared to be marked for removal without notifications made to property owners.

WSDOT project staff have informed the City that all property owners adjacent to the project area have been notified about potential property impacts. There are some existing fences that encroach into the right-of-way that have been marked as such, however, these fences are not intended to be subject to removal.

2. A property owner has expressed concerns regarding project encroachments that will require the re-location of a reserve drain field.

WSDOT project staff have informed the City that the property owner impacted by this issue has been provided with an alternative location for the reserve drain field, which the owner should confirm is sufficient with the required authorities (Kitsap Health). Despite reaching out to this property owner several times in the recent past to confirm the approach, WSDOT staff have not received a response to date.

3. The Council has expressed an interest in funding a retaining wall in the amount of approximately \$40K to preserve a large tree at the Adas Will intersection. The Council is interested in understanding when the WSDOT team needs a final decision on this issue.

WSDOT project staff have informed the City that they would prefer to know the City's direction on this item following the August 24th City Council meeting.

4. The Council has expressed an interest in funding some additional vegetation – particularly larger trees – in the areas that will be cleared for the project and is seeking input from WSDOT about where that tree planting might be possible and effective – and what boundaries there are around the issue (how many/how much/where/timeframe).

WSDOT project staff have informed the City that there may be opportunities for larger trees in the right-of-way, however, space is limited, and larger trees could impact the success of smaller adjacent native plantings that are proposed. If the City Council is interested in providing a determined level of funding for additional tree planting, the WSDOT team can provide feedback on the species and locations that would complement the project landscape plan and have positive impacts on neighboring properties.

5. At least one property owner has expressed concerns about noise and light impacts from the roundabout and desires a larger fence or a concrete wall adjacent to the project limits. What is WSDOT's position on this issue?

The WSDOT team has informed the City that there is not adequate justification for a noise wall. The data related to this determination was made available by WSDOT for City review and is attached to the August 24, 2021 Council agenda packet.

With regard to light, the WSDOT team has informed us that light shielding will be used to lessen the impact on neighboring properties. Additionally as part of this effort, WSDOT has shifted to using LED streetlights using very specific optics and very specific color temperature. LED streetlights are different from the existing streetlights (High Pressure Sodium or HPS). LED lights do not cast nearly as much light behind the fixture and is much easier to control where the light projects as compared to HPS lights. The illumination shields reduce visibility of the illumination source or light bulb from the back and the amount of lighting cast behind the streetlight.

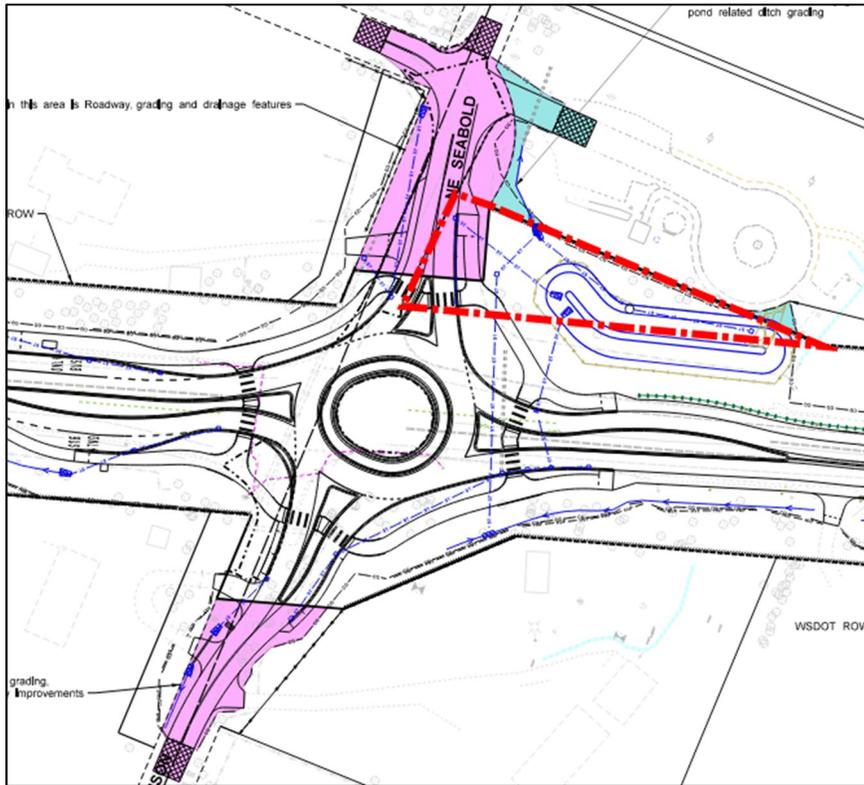
The current offer to the subject property owner includes a 200' long, 6' tall fence, but 12' is desired. WSDOT is exploring whether an 8' or 12' fence can be included in the negotiation as part of discussions with property owner. (WSDOT does not typically install new fences for affected property owners, instead WSDOT provides compensation to the property owner to have a fence company of their choice install the new fence at a time that is convenient for them.)

6. The City Council has expressed an interest in integrating public art into the roundabout design. What are the options for public art?

The WSDOT team has informed the City that it is likely too late in the process to incorporate integrated art, however, WSDOT does have guidelines for installing art on or adjacent to their facilities. The Department would be willing to work with the City to determine locations for appropriate art post-construction.

7. WSDOT has requested that the City consider transferring a City-owned property to WSDOT for the purpose of completing the Port Madison roundabout. What are the project impacts on this property, and how do they relate to the adjacent Rotary Park?

The subject property would be used to construct a portion of the west leg of the roundabout as well as stormwater management pond. The park would not be impacted, however, the stormwater facility would be directly adjacent to the park boundary (see outline of pond in blue linework within the subject property).



The red triangle represents the approximate limits of the City property that WSDOT is interested in.

8. What is the process for selling, transferring or exchanging a City-owned property?

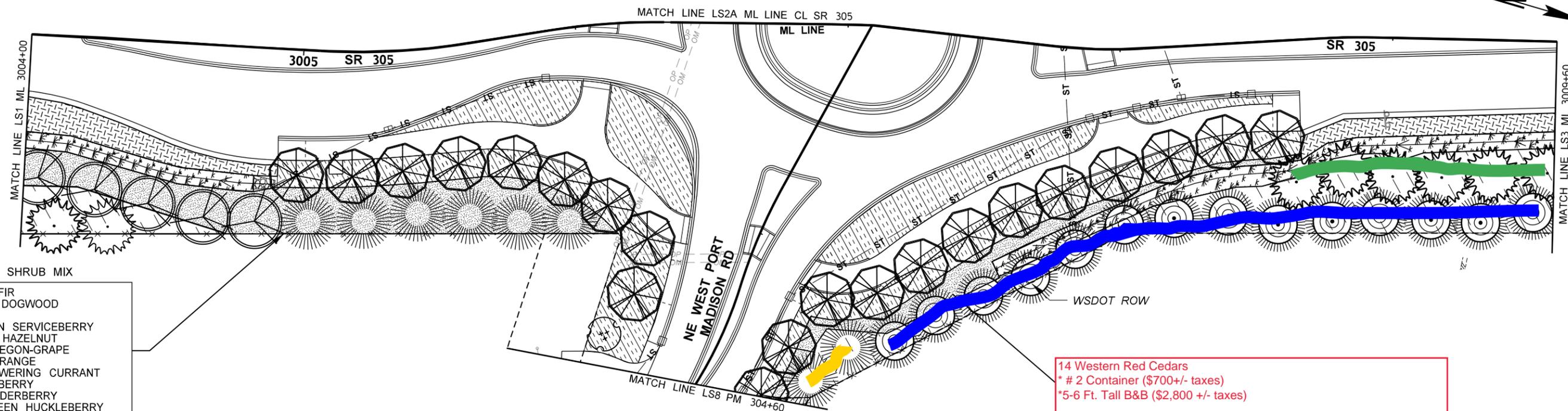
The process for selling, transferring or exchanging a City-owned property is outlined in Resolution 2020-02. That process outlines the following steps:

- A. The City Council must first determine whether the subject property is declared surplus. As part of the determination process, the City must hold a public hearing.
- B. Following the public hearing, if the Council determines the subject property is surplus, it shall then pass a resolution declaring the subject property surplus.
- C. Once the City passes a resolution declaring the subject property surplus, it must make each of the following determinations:
 - 1. Whether the subject property should be sold to, transferred to, or exchanged through disposition by sealed bid, disposition by auction, disposition by negotiated sale, disposition by request for proposal, or special disposition.
 - 2. Whether special covenants or restrictions should be imposed as a condition of the sale.
 - 3. Whether an appraisal is necessary to obtain fair market value of the real property.
- D. Additional considerations related to the surplus property process:
 - 1. If the sale, transfer, or exchange of the subject property is subject to a specifically designated and authorized public use established by the City and

used by the public for that purpose (such as in this case), it is subject to review under the State Environmental Policy Act.

2. If the resolution declaring the real property surplus indicates an appraisal is necessary, procedures found in 2.1.1 of Resolution 2020-02 must be followed to obtain the appraisal.

T.26N.R.2W. W.M. SEC. 33



TREES AND SHRUB MIX

- 6 GRAND FIR
- 5 PACIFIC DOGWOOD
- 23 WESTERN SERVICEBERRY
- 23 BEAKED HAZELNUT
- 46 TALL OREGON-GRAPE
- 23 MOCK ORANGE
- 23 RED-FLOWERING CURRANT
- 46 THIMBLEBERRY
- 23 BLUE ELDERBERRY
- 23 EVERGREEN HUCKLEBERRY
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

- 14 Western Red Cedars
- * # 2 Container (\$700+/- taxes)
- *5-6 Ft. Tall B&B (\$2,800 +/- taxes)
- 2 Grand Fir
- * # 2 Container (\$100+/- taxes)
- *5-6 Ft. Tall B&B (\$400+/- taxes)
- 6 Douglas Fir
- * # 2 Container (\$300+/- taxes)
- *5-6 Ft. Tall B&B (\$1,200+/- taxes)

SOIL TREATMENT TOTALS (THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.2 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	1.4 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

PLANTING LEGEND

	GRAND FIR
	VINE MAPLE
	PACIFIC DOGWOOD
	CASCARA
	DOUGLAS FIR
	WESTERN RED CEDAR
	SHRUB MIX
	GROUNDCOVER MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION

TREES IN GROUNDCOVER (THIS SHEET)

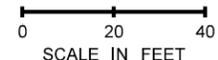
- 1 VINE MAPLE
- 21 CASCARA
- 1,757 CREEPING OREGON-GRAPE
- 589 WESTERN SWORDFERN
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS SHEET)

- 2 GRAND FIR
- 8 DOUGLAS FIR
- 14 WESTERN RED CEDAR
- TOPSOIL TYPE A
- BARK OR WOOD CHIP MULCH RINGS

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD1 FOR ROUNDABOUT PLANTING PLAN AND DETAILS.
- SEE SHEET LD2 FOR PLANTING DETAILS.



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REGIONAL ADM.	J.WYNANDS

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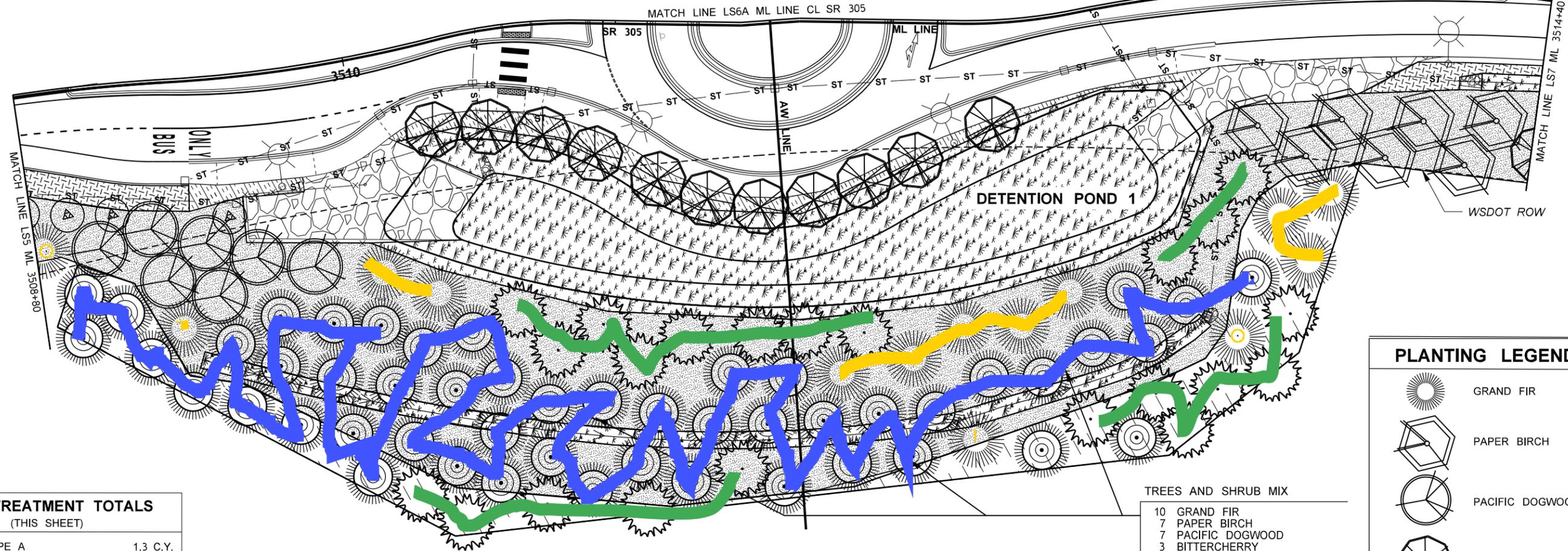
SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

PLANT MATERIALS

LS2B

SHEET
OF
SHEET

T.26N. R.2E. W.M. SEC. 33



SOIL TREATMENT TOTALS (THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.3 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	1.5 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

NOTES

1. WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
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4. SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
5. SEE SHEET LD1 FOR ROUNDABOUT PLANTING PLAN AND DETAILS.
6. SEE SHEET LD2 FOR PLANTING DETAILS.

48 Western Red Cedars
* # 2 Container (\$2,400+/- taxes)
*5-6 Ft. Tall B&B (\$9,600 +/- taxes)

14 Grand Fir
* # 2 Container (\$700+/- taxes)
*5-6 Ft. Tall B&B (\$2,800+/- taxes)

22 Douglas Fir
* # 2 Container (\$1,100+/- taxes)
*5-6 Ft. Tall B&B (\$4,400+/- taxes)

TREES IN GROUNDCOVER (THIS SHEET)

11 CASCARA
401 KINNICKINNICK
132 WESTERN SWORDFERN
FINE COMPOST
BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS SHEET)

4 GRAND FIR
10 DOUGLAS FIR
11 WESTERN RED CEDAR

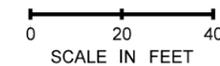
TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

TREES AND SHRUB MIX

10 GRAND FIR
7 PAPER BIRCH
7 PACIFIC DOGWOOD
3 BITTERCHERRY
12 DOUGLAS FIR
39 WESTERN RED CEDAR
207 WESTERN SERVICEBERRY
207 BEAKED HAZELNUT
413 TALL OREGON-GRAPE
207 MOCK ORANGE
207 RED-FLOWERING CURRANT
413 THIMBLEBERRY
207 BLUE ELDERBERRY
207 EVERGREEN HUCKLEBERRY
FINE COMPOST
BARK OR WOOD CHIP MULCH

PLANTING LEGEND

	GRAND FIR
	PAPER BIRCH
	PACIFIC DOGWOOD
	CASCARA
	BITTERCHERRY
	DOUGLAS FIR
	WESTERN RED CEDAR
	SHRUB MIX
	GROUNDCOVER MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION



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SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS6B

SHEET
OF
SHEET

DESCRIPTION	SYMBOL	COMMON NAME	BOTANICAL NAME	QUANT.	SIZE	ROOTS	SPACING	REMARKS	
TREES		GRAND FIR	ABIES GRANDIS	50	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
		VINE MAPLE ****	ACER CIRCINATUM	191	15-24" HT.	#2 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM	
		PAPER BIRCH	BETULA POPYRIFERA	38	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		PACIFIC DOGWOOD	CORNUS NUTTALLII	23	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		CASCARA	FRANGULA PURSHIANA	83	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		BITTERCHERRY ****	PRUNUS EMARGINATA	49	15-24" HT.	#2 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM	
		DOUGLAS FIR	PSEUDOTSUGA MENZIESII	157	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
		WESTERN RED CEDAR	THUJA PLICATA	98	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
	ROUNDAABOUT TREES		HOGAN CEDAR	THUJA PLICATA VAR. 'HOGAN'	4	2" CAL.	B & B	AS SHOWN	NATURAL FORM, NO SHEARING
			VINE MAPLE	ACER CIRCINATUM	6	36-48"	#3 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM
SHRUB MIX		WESTERN SERVICEBERRY ***	AMELANCHIER ALNIFOLIA	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		BEAKED HAZELNUT ***	CORYLUS CORNUTA	512	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		OCEANSPRAY ***	HOLODISCUS DISCOLOR	109	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		TALL OREGON-GRAPE ***	MAHONIA AQUIFOLIUM	804	12-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		OSOBERRY ***	OEMLERIA CERASIFORMIS	109	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		MOCK ORANGE ***	PHILADELPHUS LEWISII	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		RED-FLOWERING CURRANT ***	RIBES SANGUINEUM	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		NOOTKA ROSE **	ROSA NUTKANA	218	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		THIMBLEBERRY **	RUBUS PARVIFLORUS	1,022	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		BLUE ELDERBERRY ***	SAMBUCUS CAERULEA	403	15-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		RED ELDERBERRY ***	SAMBUCUS RACEMOSA	109	15-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		SNOWBERRY**	SYMPHORICARPOS ALBUS	218	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
GROUNDCOVER *		KINNIKINNICK 'MASSACHUSETTS'	ARCTOSAPHYLOS UVA-URSI 'MASSACHUSETTS'	1,707	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		COMPACT OREGONGRAPE	MAHONIA AQUIFOLIUM 'COMPACTA'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		CREEPING OREGONGRAPE	MAHONIA REPENS	4,482	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		WESTERN SWORD FERN	POLYSICHUM MUNITUM	2,065	6-15" HT.	#1 CONT.	2' O.C.	NATURAL FORM	
		GRO-LO FRAGRANT SUMAC	RHUS AROMATICA 'GRO-LO'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		HANCOCK CORALBERRY	SYMPHORICARPOS X CHENAULTII 'HANCOCK'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	

NOTES FOR ALL PLANT MATERIAL:

1. ALL PLANT MATERIAL SPECIFICATIONS FOR SIZE AND CONDITION ARE MINIMUM REQUIREMENTS. SPECIFICATIONS ARE IN ACCORDANCE WITH THE 'AMERICAN STANDARD FOR NURSERY STOCK' MOST CURRENT EDITION. IF A CONFLICT OCCURS BETWEEN THESE SPECIFICATIONS AND THE "A.S.N.S.", THESE SPECIFICATIONS SHALL APPLY.
2. MATERIAL SHALL BE TAGGED WITH THE APPROPRIATE IDENTIFICATION AT THE TIME OF DELIVERY TO THE PROJECT SITE.
3. CONTAINER MATERIAL MAY BE SUBSTITUTED FOR BARE ROOT IF THE CONTAINER AND ROOT MASS ARE EQUAL IN SIZE TO THE SPECIFICATION FOR BARE ROOT MATERIAL.
4. ALL PLANT MATERIAL SHALL BE NURSERY GROWN STOCK.
5. NO PLANT MATERIAL SHALL BE PLANTED UNTIL IT HAS BEEN INSPECTED AND APPROVED FOR PLANTING BY THE ENGINEER.
6. PLANTS TO BE RANDOMLY MIXED WITHIN DESIGNATED PLANT GROUPS AS APPROVED BY THE ENGINEER UNLESS SPECIFIED OTHERWISE. PLANT SHRUBS IN GROUPS OF 3-5 BY SPECIES.
7. ALL TREES OVER 5 FEET IN HEIGHT REQUIRE STAKING AND SHALL BE STAKED AND SECURED WITHIN 48 HOURS AFTER PLANTING ACCORDING TO DETAIL PROVIDED.
8. SEE SPECIFICATIONS AND SPECIAL PROVISIONS FOR DETAILS RELATING TO IMPLEMENTATION OF THIS PLAN.

ABBREVIATIONS:

- CONT. CONTAINER
- C.Y. CUBIC YARDS
- FT. FEET
- HT. HEIGHT
- IN. INCHES
- MIN. MINIMUM
- O.C. ON CENTER

PLANT MATERIAL SETBACK CHART

THIS CHART SUPPLEMENTS SECTION 8.02.3(7) OF THE STANDARD SPECIFICATIONS. SETBACKS APPLY UNLESS OTHERWISE ADJUSTED BY ENGINEER DURING PLANT STAKING OR LAYOUT. DISTANCES BELOW ARE TO THE STEM OR TRUNK OF THE PLANT BEING INSTALLED.

	GUARDRAIL BARRIER	EDGE OF ROADWAY	EDGE OF SIDEWALK	WALL	FENCE	SIGNS	EXISTING TREE, TRUNK	EXISTING VEGETATION MASS	OVERHEAD POWER	DRAINAGE STRUCTURE	DRAINAGE ACCESS ROAD
GROUNDCOVER *	*	5'	4'	3'	3'	1.5'	5'	5'	*	5'	5'
SMALL SHRUB **	5'	10'	#	5'	3'	5'	5'	5'	*	5'	5'
TALL SHRUB ***	10'	10'	#	10'	3'	10'	10'	10'	10'	10'	10'
SMALL TREE ****	10'	10'	#	10'	10'	15'	10'	10'	10'	10'	10'
DECIDUOUS TREE	25'	25'	#	15'	10'	20'	15'	10'	20'	10'	15'
EVERGREEN TREE	25'	25'	#	15'	10'	20'	15'	10'	20'	10'	15'

- * GROUNDCOVERS: SEE PLANT MATERIAL LIST
- ** SMALL SHRUBS: SEE PLANT MATERIALS LIST
- *** TALL SHRUBS: SEE PLANT MATERIALS LIST
- **** SMALL TREES: SEE PLANT MATERIALS LIST
- # SEE LANDSCAPE PLAN

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		XL 6101	



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

PLANT MATERIALS

LSN1

SHEET
OF
SHEET

March 18, 2021

TO: Lone Moody
(360) 874-3010

FROM: Lindsay Taylor
(206) 440-4549

SUBJECT: SR 305 / West Port Madison, Agatewood Road, Adas Will Lane Safety Improvements Screening Level Noise Analysis

Background

The State Route (SR) 305 corridor experiences varied traffic volumes due to the ferry departures and off-loadings, often leading to congestion that affects mobility and accessibility throughout the surrounding communities. The Washington State Department of Transportation (WSDOT) is working collaboratively with the City of Poulsbo, the City of Bainbridge Island, Kitsap County, Suquamish Tribe, and Kitsap Transit to develop a master plan of projects intended to improve traffic flow and decrease the potential for collisions.

The project consists of changing two traditional intersections with stop conditions to roundabouts. The project will not increase traffic, as it is simply a safety improvement to eliminate left turns across the highway.

The two intersections identified as locations for improvements are the following:

- SR 305/West Port Madison Road
- SR 305/Adas Will Lane

The proposed roundabout at SR 305/West Port Madison Road is a Type 1 activity due to the significant horizontal shift, as the project is moving the existing outside edge of the travelled lane by more than half the distance to a noise sensitive receiver outdoor use area. The proposed roundabout at SR 305/Adas Will Lane is not a Type 1, as there is no significant change to the horizontal or vertical alignment. According to WSDOT policy (2020), since there are state only funds and no federal nexus, we are allowed to only analyze those areas where there are Type 1 activities. Therefore, this analysis will focus on the proposed SR 305/West Port Madison Road roundabout. Because of the relatively low volumes and low speeds for the future build

condition, no noise impacts are anticipated and a screening level noise analysis is used to predict future noise levels after the project is built.

Straight-Line Noise Screening

A straight-line noise model using the Federal Highway Administration (FHWA) Traffic Noise Model (TNM) version 2.5 was used to determine the noise levels in the vicinity of SR 305/West Port Madison Road.

Assumptions for the noise screening analysis are:

- a. Posted speed limit of 25 mph for NE Seabold Road/ NE Port Madison and 50 mph for SR 305 (2019 existing conditions)
- b. 15 mph for the roundabout (2036 future conditions)
- c. Existing and future peak hour traffic volumes and breakdown of vehicle types provided by the traffic consultants (Parametrix, 2019)
- d. 2-dimensional straight-line noise model that is more conservative (flat terrain)

According to WSDOT’s 2020 Traffic Noise Policy and Procedures, a residential or outdoor use location with a noise level of 66 dBA or greater is considered impacted. The straight-line noise model calculates the noise levels from the center of the roadway at discreet distances. This information is then used to determine the distance at which noise levels are equal to or greater than 66 dBA. As shown in Table 1, the 66 dBA contours are 154, 165, and 52 feet from the center of traveled lane for the existing, no-build, and future scenarios, respectively.

Table 1: Modeled Noise Contours

Intersection	Existing (2019)		No-Build (2036)		Future (2036)	
	Sound Level (dBA) at nearest outdoor use area	Distance to 66 dBA Contour (feet)	Sound Level (dBA) at nearest outdoor use area	Distance to 66 dBA Contour (feet)	Sound Level (dBA) at nearest outdoor use area	Distance to 66 dBA Contour (feet)
SR 305/West Port Madison Road	67	154	68	165	63	52

Note: Distances are calculated from the centerline of the roadway to the nearest outdoor use area.

Impacted Community Determination

Distances are calculated from the roadway centerline to nearest designated outdoor use area (i.e. playground, bench) or the middle of the backyard, whichever is closer. The nearest outdoor use area to the SR 305/West Port Madison Road existing traditional intersection is the backyard of a residence located to the southwest, approximately 125 feet from the centerline of the roadway. As shown in Table 1, predicted noise levels in the center of the nearest resident’s backyard are 67 dBA for existing and 68 dBA for no-build. Centennial Rotary Park, located approximately 125 feet northwest of the centerline of the roadway, also has modeled noise levels of 67 dBA for existing and 68 dBA for no-build. Residential outdoor use areas to the northeast and southeast

are approximately 150 feet from the centerline of the roadway of the existing intersection to the middle of each respective backyard. Noise levels in the center of the backyards of these two residences are 66 dBA for existing and 66 dBA for no-build.

The proposed roundabout will move the roadway approximately 35 feet closer to both the park and to the resident in the northeast quadrant. The nearest outdoor use area to the SR 305/West Port Madison Road proposed roundabout is Centennial Rotary Park, located approximately 90 feet northwest of the centerline of the proposed roundabout. The park will experience noise levels of 63 dBA. The residential outdoor use area to the northeast is now approximately 115 feet from the centerline of the proposed roundabout to the middle of the backyard. The future noise level in the center of the backyard of this residence is 61 dBA.

The proposed roundabout will move the roadway approximately 10 feet closer to the residents to the southwest and southeast. The residence to the southwest is now approximately 115 feet from the centerline of the proposed roadway and the predicted future noise level in the center of the backyard of this residence is 61 dBA. The residence to the southeast is approximately 140 feet from the centerline of the proposed roundabout to the middle of the backyard. The future noise level in the center of the backyard of this residence is 60 dBA.

Therefore, since all predicted future outdoor use areas are below 66 dBA with changing the traditional intersection to a roundabout at the SR 305/West Port Madison Road intersection, no noise impact is anticipated. They do not qualify for a noise wall and no noise wall is recommended.

Sincerely,

A handwritten signature in cursive script that reads "Lindsay Taylor".

Lindsay Taylor
Air Quality, Noise and Energy Specialist
tayloli@wsdot.wa.gov
206-440-4549



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Consider Whether to Request Extension of Comment Period on the Draft 2013-2019 Buildable Lands Report - Planning,

SUMMARY: Kitsap County is accepting comments on the draft 2013-2019 Buildable Lands Report. The comment period ends on September 21, 2021. The City Council has not had an opportunity to discuss whether the Council would formally comment on the draft Buildable Lands Report. If the Council would like an opportunity to discuss commenting as a body, staff suggests requesting from Kitsap County an extension of the comment period, from September 21, 2021 to September 30, 2021.

The draft 2013-2019 Buildable Lands Report and additional information about the project can be found on the project website: https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to direct the City Manager to request from Kitsap County an extension of the comment period on the draft 2013-2019 Buildable Lands Report from September 21, 2021 to September 30, 2021.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: The Buildable Lands Report serves as an important first milestone as Kitsap County and local cities begin work to update their Comprehensive Plans by June 2024. The report offers government agencies across Kitsap County an opportunity to collect and evaluate data using a common framework. The Buildable Lands Report looks at the City of Bainbridge Island, City of Bremerton, City of Poulsbo, City of Port Orchard, and unincorporated areas of Kitsap County to review if they are growing as planned. In addition to the reviewing growth trends, the report also evaluates urban areas to determine if there is sufficient land remaining to accommodate growth targets in local policies and plans.

The draft 2013-2019 Buildable Lands Report and additional information about the project and how to comment can be found on the project website: https://www.kitsapgov.com/dcd/Pages/Buildable_Lands_Update.aspx

Comments are being accepted using one of the following methods:

- Entered online via computer or mobile device
- Emailed to Buildable Lands Program
- Mailed to: 614 Division St - MS36, Port Orchard, WA 98366

In October 2021, the Kitsap County Board of County Commissioners will pass a resolution adopting the final BLR once the report incorporates any changes based on public comment.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 14, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:55 PM) Request from Councilmember Carr to add a Discussion on Transfer of Development Rights (TDR) Program Policy Questions to a Future Council Agenda,

SUMMARY: Council will discuss the attached request from Councilmember Carr to place a discussion of TDR program policy questions on a future Council agenda.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion and potential placement on a future Council agenda.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Agenda Request from Councilmember Carr.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Christine Brown

From: Christine Brown
Sent: Friday, September 3, 2021 8:38 AM
To: Christine Brown
Subject: Fw: Agenda Item Request

From: Christy Carr <ccarr@bainbridgewa.gov>
Sent: Thursday, September 2, 2021 7:01 PM
To: Blair King <bking@bainbridgewa.gov>
Subject: Agenda Item Request

I would like to request time on a future Council agenda.

Topic: TDR Program Policy Questions

What are the known challenges with the City's existing TDR program?

In 2006 a consultant team undertook a comprehensive review of the city's TDR program. The evaluation included assessments of conservation priorities, market demand, credit valuation, program mechanics, and administration. Among the key findings from that report, **several issues are unresolved and remain relevant. These issues were again identified by a 2018/19 consultant team:**

- There is no clear **definition of an exchange rate** (how much bonus value does a developer gain from purchasing a credit). The lack of a fixed exchange rate introduces challenges for developers, as this reduces certainty in a transaction. Developers need to know how much value a credit will add to a project in order to understand how much money they can offer to buy one from a sending site landowner. ***Work on this item is currently underway.***
- Demand for development rights is **limited by receiving area capacity**. As a market-based real estate tool, TDR works when it is connected to demand for growth. Now, as then, opportunities for using TDR are constrained by a lack of places in which developers can gain additional value for projects by purchasing development rights.
- **Competing city programs limit use of program**. One ongoing challenge to the success of TDR is that developers have a range of options for achieving the desired intensities of projects. By streamlining these choices and aligning them with policy priorities the city can improve the chances of successfully achieving growth and conservation objectives.
- Unlike other TDR programs around the central Puget Sound region, the Bainbridge Island program does not have a dedicated informational web page to explain the program or direct prospective users in how to participate. There is no standardized forms or process for applying to the program, and no sample easement language for sending site landowners. It also does not address stewardship and monitoring of protected areas. Many developers are unaware of the existence of the program but expressed interest in using it to achieve higher intensity uses in their projects. In short, **there is no administrative framework**.

What policy questions need to be answered?

The unresolved issues above lead directly to several policies questions for City Council consideration and need for staff/consultant work:

- **Should TDR sending areas prioritized?** The City’s current TDR program prioritizes farmland (see BIMC 18.27.030.B). For example, if agricultural land has three unused development rights, the property owner could transfer or sell nine development rights. Should this prioritization of farmland remain? Should other areas of conservation value (e.g., critical areas, Bainbridge Island Land Trust conservation strategy priority areas, areas of low water availability) be prioritized? Should the TDR program be more directly linked to the reasonable use (RUE) process in the critical areas ordinance?
- **Should the receiving areas be expanded to include higher-density residential zones (R-2.9 and R-3.5)?** Residential zones, such as R-2.9 and R-3.5, could support the placement of TDR credits and conserve open space elsewhere on the island by allowing additional units in exchange for purchasing a TDR credit. Past Council direction was to limit inclusionary zoning to Ferry Terminal and High School Road zoning districts; however, this direction was not specific to the TDR program. Past consultant work recommended expanding the receiving area to include the R-2.9 and R-3.5 zoning districts.
- **What should the bonus density achieved through the TDR program be available for?** The City Council should consider whether or not bonus density achieved through the TDR program should be used only for affordable housing and/or for other types of development (e.g., commercial development, market-rate housing).
- **What is the preferred administrative model for the TDR program?** The current TDR program code does not identify a clear process by which a landowner or a developer can participate in the program. The City needs both an administrative structure for the operation of the program as well as easily accessible informational resources to prospective users of the program. This could be a simple private buyer-seller model with City support. As program activity increases or if the City allocates funding to acquire TDR credits, the creation of a TDR bank could be considered. Additional resources will support the emergence of a TDR marketplace, such as an online listing of landowners who wish to sell their development rights, electronic copies of application forms that users can download, and a dedicated webpage for the TDR program that explains the tool, identifies sending and receiving areas, illustrates the process for using the program, and gives appropriate City staff contact information.